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Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,
Tel: 07887491569 E-mail: deal.town.council@deal.gov.uk

To all Councillors: You are hereby summoned to attend a meeting of Full Council via Microsoft Teams on Tuesday 23 February 2021 at 7.15pm to transact the business shown on the agenda below.

To the press and public: Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 22 February the Communications Officer Joanne Harper via the contact details above.

To listen to this meeting please contact the Communications Officer Joanne Harper, via the contact details above before 12 noon on Tuesday 23 February 2021.


Lorna Crow - Town Clerk

Date: 17/2/2021

AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the full Council meeting held on 26 January 2021 for approval: Decision required	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes): For councillor information	Town Clerk
5	Dover District Local Plan report: Decisions required	Attach. 3
6	Finance: (a) Recommendation from the Finance & General Purposes committee: Decision required (b) List of payments made between 1 December to 30 December 2020 including list of individual payments exceeding £500.00 for approval and signing: Decision required	Attach. 4 Attach. 5
7	Recommendation from Cllr L Kettlewell on proposed reform of Mayoral elections: Decisions required	Attach. 6
8	Recommendations from the Staff Liaison Panel: Decisions required	Attach. 7
9	Recommendations from the Environment Committee: (a) Committee recommendations: For information (b) Report on aligning DTC's business operations with Deal Town Councils environmental commitments: Decisions required	Attach. 8 Attach. 9
10	Report on LGA Carbon emissions Accounting Tool: Decisions required	Attach. 10
11	Recommendation from Cllr Eddy ref Walmer Parish Council: Decision required	Attach. 11
12	Saturday Market Report: Decision required	Attach. 12
13	Recommendation from Cllr Eddy on Triangular Open Space at Freemans Way: Decisions required	Attach. 13
14	Annual Report 2020-21: Decision required	Attach. 14

15	Deal Town Council Covid Officer Report: Information to note	Attach. 15
16	Correspondence update: Information to note	Attach. 16
17	Committee Reports: Information to note (a) The minutes of the Planning Committee meeting held on 7 December 2020 and 7 December 2020 (b) The minutes of the Transport & Infrastructure Committee meeting held on 16 December 2020 (c) The minutes of the Finance & General Purposes Committee meeting held on 9 December 2020 (d) The minutes of the Environment Committee meeting held on 16 November 2020 (e) The minutes of the Environment Committee meeting held on 25 January 2020	Attach. 17 Attach. 18 Attach. 19 Attach. 20 Attach. 21
	Date of next Full Council meeting: 30 March 2021	

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Town Hall, High Street, Deal, Kent. CT14 6TR.
Tel: 01304 361999 E-mail: deal.town.council@deal.gov.uk

**The minutes of the Full Council meeting
held on Tuesday 26th January 2021 starting at 7.15pm**

Present:

Cllr E Rowbotham – Chairman
Cllr A Friend
Cllr T Bond
Cllr S Carlyle
Cllr M Eddy
Cllr O Richardson
Cllr B Bano

Cllr D Cronk - Vice Chairman
Cllr S Beer
Cllr C Turner
Cllr L Kettlewell
Cllr T Thompson
Cllr C Oliver

Officers:

Town Clerk: Lorna Crow
Deputy Town Clerk: Paul Bone
Mayor's secretary: Una Finch

Others: 0 members of the public
Communications Officer: Joanne Harper
Market Officer: Christopher Hobbs-East

1.	Chairman's opening remarks and apologise for absence: The Chairman welcomed everyone to the meeting and advised of the procedures.	Actions
	<p>Apologise for absence were received from Cllr Farrington and Cllr Stroud.</p> <p>The Chairman advised of the recent death of former councillor Mr Maurice Taylorson. Cllr Bano paid tribute to him and the members held a minute's silence to remember people they had lost over the last year.</p> <p>The Chairman reminded members that tomorrow is International Holocaust Day.</p> <p>The Chairman also reminded Members to wait to be called to speak and that they would only be allowed to speak on an item twice.</p>	
2.	Declarations of interest: Cllr Rowbotham declared a VAOI for item 5 (a) as she is Chairman of SYDD.	
3.	The minutes of the Full Council meeting held on 24 November 2020 for approval: Members RESOLVED: To accept the minutes of the Full Council meeting held on the 24 November 2020 as a true and accurate record. (P) AF (S) DC 12 for 1 abstention carried.	
4.	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk: 1 statement was read out referring to item 7 (c) Covid Vaccination program.	
5.	Recommendation from Finance & General Committee:	
	<p>(a) Budget 2021/22 Following discussion Members RESOLVED: to approve the Draft Budget 2021/22 (P) DC (S) SB 10 for 3 against motion carried. Cllr Friend requested his vote <i>against</i> to be recorded.</p>	R.F.O
	<p>(b) Precept Demand: Following discussion Members RESOLVED: to approve that the Precept Demand for 2021/22 based upon an increase of 2.5% on the band D equivalent raising it from £58.01 to £59.46 (P)DC (S) SB 10 for 3 against. Cllr Friend asked for his vote <i>against</i> to be recorded. Cllr Kettlewell asked for his vote <i>for</i> to be recorded.</p>	R.F.O

	<p>want to recognise.</p> <ul style="list-style-type: none"> To ensure allocation of officer resources to manage the social media presence on a daily basis. This is likely to be an hour a day. The posting on Deal Town Council Social Media is not to be undertaken by any Officer or Councillor except the Communication Officer or delegated officer in their absence. To delegate authority to the Town Clerk in liaison with the Communications Officer and Chairman of the Council, the decision on establishing and implementing a simple procedure for Officers and Chairs of Committees to submit post suggestions, and the procedure for the Communications Officer to follow. (P) SB (S) TT 10 for 2 abstentions motion carried. 	Town Clerk/ Communications Officer/ Chairman
10.	<p>Saturday Market Update: Following discussion Members RESOLVED:</p> <ol style="list-style-type: none"> To extend the opening times for the public from 9am to 8am. Set up time will be 7am-8am and takedown 2pm-3pm. To be implemented upon by the decision of the Town Clerk To allow one pitch temporarily be rented by charities or local groups and organisations. They will pay the same as the other pitches (£12.80). To be implemented upon by the decision of the Town Clerk The temporary current rules in place to remain the same for the near future until the government changes or start to relax the guidelines. The wearing of facemasks for everyone on or visiting the market is added to the temporary market rules. <p>(P) SB (S) CO 8 for 4 against motion carried. Cllr Bano left the meeting 9.07pm</p>	<p>Market Officer/ Town Clerk</p> <p>Market Officer/ Town Clerk</p> <p>Market Officer</p> <p>Market Officer</p>
11.	<p>Crime & Disorder Communications – report from Cllr Beer: Members RESOLVED: to note the report (P) SB (S) DC 10 for 1 abstention carried.</p>	
12.	<p>White Cliffs Inland Border Consultation: Members discussed how to respond to the public engagement exercise for the Inland Border consultation and agreed with the points raised within the report from Cllr Oliver. RESOLVED: to delegate to the Town Clerk in conjunction with the Chairs and Officers of Planning, Transport and Infrastructure, and Environment Committee to draft and submit a response outlining the concerns relevant to their committee's areas of operation. (P) SB (S) SC All agreed.</p>	Town Clerk Officers & Chairs of T&I, Planning and Environment
13.	<p>Committee Reports:</p> <ol style="list-style-type: none"> The minutes of the Planning Committee held on 2 November 2020 and 7 December 2020 The minutes of the Transport and Infrastructure Committee held 14 October 2020 The minutes of the Finance and General Purposes Committee held on 22 September 2020 <p>Members RESOLVED: to note the minutes of the Planning committee held on 2 November and 7 December 2020, the Transport and Infrastructure Committee held on 14 October 2020 and the Finance and General Purposes Committee held on 22 September 2020. (P) DC (S) ME All agreed.</p> <p>The Chairman closed the meeting at 9.55pm</p>	
	<p>Date of next meeting – Tuesday 23 February 2021</p>	

**DEAL TOWN COUNCIL
MEMORANDUM**

Attach 3

To: Cllr E Rowbotham, Chairman of Deal Town Council
All committee members

From: Mrs L Crow, Town Clerk

Date: 13 February 2021

Subject: Dover District Local Plan

The Dover District Local Plan is published for consultation from 20 January to 17 March 2021 and Deal Town Council are one of the statutory consultees.

The District's existing Local Plan consists of the Core Strategy 2010 and the Land Allocations Plan 2015, as well as saved policies from the 2002 Local Plan.

A new Local Plan needs to be produced as the Government has made changes to legislation, policy and guidance since the existing plan was developed.

The Government requires all local authorities to have an up-to-date local plan in place by December 2023 and new plans can take several years to finalise.

The purpose of the consultation is to ask for views on:

- The key issues that the new Plan should address,
- A draft vision for Dover District in 2040 and the objectives needed to meet that vision,
- The options that have been considered to address the key issues and growth and development needs,
- The draft strategy for meeting growth and development needs over the next 20 years,
- The land identified which is expected to be needed to meet this strategy and draft policies for guiding that development, and
- Draft policies to address climate change, and for protecting and enhancing the natural, built and historic environment of the District.

The aim as stated by DDC is as follows;

Dover District in 2040 will be a place of aspiration, providing outstanding opportunities for sustainable living. Through careful stewardship of its world class landscapes and wealth of historic sites, it will be a destination of choice for people of all ages to make their home, for businesses to invest in and for visitors to explore and experience. Community spirit will be strong amongst the residents of the district, with an increased sense of health and wellbeing.

The distinctive historic environments of the towns of Deal and Sandwich will be protected and enhanced, their economies benefiting from a wide range of local businesses and services as well as investment in culture.

To support opportunities to strengthen the role of Dover, Deal and Sandwich Town Centres through their diversification, enhancement and improvements to the public realm.

Deal is defined as a District Centre in the Settlement Hierarchy. Deal includes Walmer, Sholden and Great Mongeham.

The vision for the Dover Local Plan 2040 is supported by strategic objectives. These follow the main themes within the vision, with the addition of cross-cutting objectives, and are linked to specific chapters within the plan.

All documents for the Plan with the aspects split into categories can be found at www.doverdistrictlocalplan.co.uk

The categories/chapters are;

District Plan Aspect	DTC Committee to review
Environment	Environment
New Homes	Planning
Transport and Infrastructure	Transport and Infrastructure
Employment and the Local Economy	Full Council
Retail and Town Centres	Full Council
Design	Planning
The Natural Environment (this includes TPOs)	Environment & Planning
The Historic Environment	Planning

Retail and Town Centres: 7 Policies to review

<https://www.doverdistrictlocalplan.co.uk/the-local-plan/retail-and-town-centres>

Deal in comparison to Dover is a more compact centre. A traditional high street, which runs north to south through the town and forms the centre's heart. The historic pattern of the centre lends itself to a limited scale of development for expansion, but notwithstanding this it is nonetheless well thought of by local residents. Deal also has a good level of accessibility and an attractive town centre environment.

The centre also thrives from its wide range of independent retailers which contribute significantly to the overall diversity and viability of the town centre's offer.

Deal has a low vacancy rate when compared with the national average. The low rate of vacancy is attributable to the compact nature of the town centre and the blend of national and independent retailers that offer a diverse and attractive retail offer to shoppers.

The centre would benefit from improved connectivity with the seafront to gain additional tourist trade. The long term strategy for the centre needs to focus on proactively and continuously promoting the centre as a family leisure destination and capitalising on its historic heritage.

Employment and Economy: 8 Policies to review

<https://www.doverdistrictlocalplan.co.uk/the-local-plan/employment-and-the-local-economy>

The NPPF (2019) states that local authorities should set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth; help create the conditions in which businesses can invest, expand and adapt; support a prosperous rural economy; and be flexible enough to accommodate needs not anticipated in the plan.

In 2018 the District provided 42,000 jobs, which is an increase of 1,000 jobs from 2016. This equates to a job density of 0.64 (the ratio of jobs in the working population aged 16-64), which is well below that for the South East and Great Britain as a whole, meaning that there are significantly less jobs than workers living in the District. This highlights the need to improve the attractiveness of the District as a place to locate business.

Request for committee input to the DDC Local Plan

To assist with the decision for Deal Town Council's submission for this consultation, their statutory committees, Transport & Infrastructure and Environment were requested to review the categories above that they felt were applicable to their committee (as indicated above) and agree their committee recommendations in order that they could be included in the Full Council agenda for February to be considered. The Planning committee have been requested to submit their recommendations to the Extraordinary Full Council meeting in March should council decide to call it.

The Transport & Infrastructure committee have submitted:

Members RESOLVED at their meeting of 10.2.21: All committee members to indicate by Monday 15 February by email to the Vice Chair and the Project Officer which specific policies from the DDC Local Plan they want to work on, any unallocated areas will be allocated by the Vice Chair and Project Officer. A report will be put together by the Vice Chairman and Project Officer ready to go to the Extraordinary Full Council meeting in March.

The Environment committee have submitted:

Members agreed that the following be submitted as a recommendation to the Full Council meeting on 23 February for consideration:

Strategic Policy 1: Planning for Climate Change: Members RESOLVED: To accept this policy with the amendment: Ensuring that development is designed to reduce vulnerability to, and provide resilience from, the impacts arising from a changing climate, whilst not increasing greenhouse gas emissions; and to recommend that include explicit reference be made in Strategic Policy 1 to the Climate Emergency that DDC have declared, giving a firm commitment to - rather than 'ambition to' or 'intention of' - delivering a Carbon Neutral district by 2050

DM Policy 1: Reducing Carbon Emissions: Members RESOLVED: To require all new homes to be built to achieve net zero carbon. Where it can be demonstrated this cannot be delivered on-site, developers would then be expected to pay into a carbon off-set fund. This fund would be administered by the Council; and, to require new non-residential development to be built to achieve net zero carbon.

Where it can be demonstrated this cannot be delivered on-site, developers would then be expected to pay into a carbon off-set fund.

Policy 2 Sustainable Design and Construction: Members RESOLVED: Members welcome the Sustainable Design and Construction Policy.

DM Policy 3: Renewable and Low Carbon Energy: Members RESOLVED: To recommend that DDC map the areas within the Dover District that would be potentially suitable to deliver renewable and low carbon energy schemes.

DM Policy 4: Sustainable Travel: Members RESOLVED: Members welcome the DM Policy 4 with an addition to D: For all other types of residential, commercial, industrial and retail developments provide one electric car charging point for every 10 parking spaces provided, with cabling infrastructure capable of at least doubling this to meet future need.

DM Policy 5: Water Efficiency: Members RESOLVED: The Water for Sustainable Growth Study 2017 correctly asserts that as Dover District is one of the most water scarce areas in the UK, it is appropriate to introduce higher standards than Building Regulations. We recommend that grey water recycling and rainwater harvesting systems be a requirement in new developments. If recycled properly, greywater can save approximately 70 litres of potable water per person per day in domestic households. These systems are best installed as a new build project or when undergoing major regenerations to a house. (<https://www.thegreenage.co.uk/tech/rainwater-harvesting/>)

DM Policy 6: Flood Risk & DM Policy 7: Surface Water Management: Members RESOLVED: We feel that DM policies 6 & 7 must be made much stronger. Consideration ought to be given to the area-wide cumulative impact of existing and planned developments, in addition to the application under consideration.

DM Policy 9: Tree Planting and Protection: Members RESOLVED: We consider this policy not to go far enough and that it must be much stronger.

To recommend the following additions be made to the Policy;

- b) "trees should normally be native species, or appropriate sustainable non-native alternatives, appropriate to Kent's expected climatic conditions, sourced in the UK from an appropriate biosecure source" (there is the new "plant healthy" biosecurity sourcing scheme for tree nurseries launched in 2020.)
- c) "an appropriate contribution could be charged at the KCC Highways prevailing standard rates, currently £250 in verges and £500 in paved areas."
- d) "...and any dying or dead trees replaced for a 10 year period after completion of the development."
- e) "...in the interests of amenity, biodiversity and ecosystem services. DDC will set out its own enhanced criteria for making TPOs, to cover biodiversity and ecosystem services as well as amenity value."

Additional bullet point to be placed here: "DDC to provide appropriate staffing and resources to sustainably and effectively deliver this policy"

- h) suspected typo - replace "(f) and (e)" with "(f) and (g)"

New planting should not normally be considered as an acceptable means by which to mitigate the felling of mature trees, and mature trees should be retained wherever possible. The carbon sequestration benefits, and other amenity value of mature trees must be protected, whether under a formal Tree Preservation Order or not.

There is a focus in the preamble to the policy on trees to be planted and retained within gardens. Council policy should be focussed on public trees as community assets rather than those in private ownership. However, where retaining mature trees on-site requires this to be within a garden of a new development, such trees should then be protected by the making of Tree Preservation Orders.

There should be a presumption that new development will not normally result in the felling of any mature trees of good quality. In addition to the trees per dwelling and jobs there should be a requirement that new developments be tree-lined – planting for the benefit of future generations, but also shrubs and hedgerows for immediate carbon sequestration and amenity impact. [Hedges sequester carbon both in woody growth above ground and in roots, leaf litter and other soil organic matter at and below ground level. In addition, hedges across slopes capture eroding soil and can increase soil organic carbon for up to 60m uphill.]

(<http://www.hedgeline.org.uk/index.php?news=17#:~:text=Hedges%20sequester%20carbon%20both%20in,for%20up%20to%2060m%20uphill.>)

Developments where tree planting cannot be provided on-site should not normally be considered.

The provision that where trees cannot be provided on-site 'a contribution can be made towards the Council's Tree Planting Strategy' should be removed. This is unacceptably vague and there is no published DDC Tree Planting Strategy. A thorough mapping exercise of local tree cover in the District and a comprehensive strategy to increase it should be developed and published.

Strategic Policy 16: Protecting the Districts Hierarchy of Designated Environment Sites:

Members RESOLVED: We consider that development where significant harm to locally identified biodiversity assets cannot be avoided, should not be permitted; and we recommend that the final paragraph of the policy be removed:

'Where harm to designated sites cannot be avoided, appropriate mitigation will be required in line with a timetable to be agreed with the Local Authority. Normally any mitigation measures will be required to be on-site, unless special circumstances dictate that off-site mitigation is more appropriate. A financial contribution - in lieu of on-site mitigation – will only be considered in very exceptional circumstances and where it is demonstrated that the proposed mitigation is deliverable and effective.'

Strategic Policy 17: Green Infrastructure and Biodiversity: Members RESOLVED: The Topic Paper on the Natural Environment suggests the existing policy CO8 relating to 'Development which would adversely affect hedgerows' will not be retained. Whilst it may be under-utilised for planning objections, retention of existing hedgerows is important for biodiversity as well as carbon sequestration. We would ask that CO8 be retained and incorporated into the Local Plan

DM Policy 38: Biodiversity Net Gain: Members RESOLVED: We consider that as legislation requires biodiversity net gains should amount to 10% as a minimum and aim to achieve more wherever possible, that we should increase our ambition. The Kent Nature Partnership (KNP), of which the District Council is a member, is currently considering a doubling in the requirement to 20% in net gain from all developments across the county, so we propose that the figure decided upon by the KNP be adopted instead.

Following further discussion members RESOLVED: To agree and recommend the following policies; DM Policy 39: Landscape Character, DM Policy 40: Thanet Coast and Sandwich Bay SPA Mitigation Strategy, DM Policy 41: Air Quality, DM Policy 42: Water Supply and Quality (subject to same comment as our recommendation for DM Policy 5), and DM Policy 43: The River Dour:

If council agree to holding an Extraordinary meeting of Full Council in March, the Planning committee will submit their recommendations to that meeting.

The timetable proposed for the Local Development Scheme as advertised is:

- Review and finalise Local Plan: April 2021 – October 2021
- Consultation on proposed submission version of the Local Plan (Regulation 19): November 2021 – December 2021 (minimum 6 weeks)
- Submission of Local Plan: February 2023

Recommendations:

- Members consider the recommendation from the Transport & Infrastructure committee.
- As the Transport and Infrastructure committee have requested the Project Officer assist them with their submission, members to consider if they would like this to become an identified project for the Project Officer so he may have time allocated to assist all committees with this work if required.
- Members consider the recommendations from the Environment committee.
- Members to agree how Deal Town Council will respond to this consultation, either as individual councillors or as one response from the council.
- Should members agree that Deal Town Council produce a collective response to the consultation then it is suggested that an extraordinary Meeting of Full Council is called on 8 March 2021 to finalise the submission from Deal Town Council for the Local Plan.

Decisions required:

Members to consider the above recommendations.

Sources of information DDC website and committee input

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr E Rowbotham - Chairman of Deal Town Council,
All Council Members
From: Paul Bone – Responsible Finance Officer
Date: 9th February 2021
Subject: Youth Budget

Youth Budget 2020/2021

At the Finance and General Purposes Committee meeting held on 19th January 2021, the committee agreed with the recommendations of the Grants sub-committee for the payment of four grants.

One of the applicants, Supporting Youth in Deal District (SYDD), was seeking more funds than the Special Projects Grant stream allowed for and had requested that Council consider paying another £1,000 from the unused Youth Budget.

To give you the fuller background, SYDDs were looking to get around £7,000 funding towards a library of 15 laptops to be controlled by the Youth hub and for the Youth Hub to make them available to those who they believe are the most needy children.

Cllr Bond granted £4,000 from his KCC members grant and the rest was requested from DTC by a grant application that was for £3,000. £2,000 from special projects (the maximum they can go to) and they requested the other £1,000 came from the youth budget. Below is the resolution that the grants sub-committee passed:

Special Projects Grant application:

Supporting Youth in Deal District. - Following debate members scored the application 22 points out of a possible 28 using the approved score sheet. Members then RESOLVED: To recommend to the Finance & general purposes committee to offer a Grant for £1,900 towards the purchase of 5 laptops and additional supplies by the applicant that will be made available to the Youth Hub . Members further RESOLVED: That the Chair of this committee will recommend to

Full Council that the £1,000 balance remaining in the Youth budget is also donated directly to the Youth Hub towards this project. (P) CO (S) SB All agreed Last week, F&GP agreed to support the Grant for £1,900 towards the purchase of 5 laptops and additional supplies by the applicant that will be made available to the Youth Hub.

Recommendation

Members are asked to consider the following recommendation from Cllr S Carlyle – Chair of the Grants Sub-Committee:

That the £1,000 balance remaining in the Youth budget is also donated directly to the Youth Hub towards this laptop library project.

Decision required.

Members to consider the above recommendation.

Deal Town Council - Full Council Meeting 23rd February 2021

Responsible Finance Officer Report - List of payments made between 1st December & 31st December 2020

Recommendation to confirm payments retrospectively

Payee	Purpose	Gross	Net	VAT	VIC Cost	Type
Business Stream	Allotments water MR	£ 189.17	£ 189.17	£ -		1/2 Y
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
Vodafone	T/H mobile	£ 9.90	£ 8.25	£ 1.65		M
Global 4	Telephone Services	£ 142.19	£ 118.49	£ 23.70		M
Tower Design	Covid leaflets	£ 39.00	£ 39.00	£ -		
Chubb	Alarm Maintenance	£ 1,299.01	£ 1,082.51	£ 216.50		A
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
KALC	Cllr Training	£ 84.00	£ 70.00	£ 14.00		
Capita	Salaries	£ 23,031.82	£ 23,031.82	£ -		M
Nat West	Bankline	£ 56.60	£ 56.60	£ -		M
Viking	Stationery	£ 83.70	£ 69.75	£ 13.95		
Viking	Stationery	£ 100.76	£ 83.97	£ 16.79		
Business Stream	T/Hall water	£ 110.13	£ 101.24	£ 8.89		1/2Y
ADM Computing	Cllr Laptops	£ 2,700.00	£ 2,250.00	£ 450.00		
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
PlusNet	Broadband	£ 42.00	£ 35.00	£ 7.00		M
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02		Q
Deal Area Foodbank	Grant	£ 2,000.00	£ 2,000.00	£ -		
Worldpay	Terminal Charges	£ 53.88	£ 47.40	£ 6.48	Y	M
DDC	Rates	£ 973.00	£ 973.00	£ -		M
Swalec	Gas	£ 294.25	£ 245.21	£ 49.04		M
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
KCS	Photocopies	£ 122.16	£ 101.80	£ 20.36		Q
KCS	Photocopier rental	£ 161.44	£ 134.53	£ 26.91		Q
Viking	Stationery	£ 65.06	£ 54.22	£ 10.84		
Nat West	Bank Charges	£ 56.00	£ 56.00	£ -		M
Suez	Waste Collection	£ 417.65	£ 348.04	£ 69.61		M
Shogun Vehicle Leasing	T/H Car Rental	£ 355.44	£ 296.20	£ 59.24		M
		£ 34,043.27	£ 32,772.29	£ 1,270.98		

Responsible Finance Officer Report - List of individual payments over £500 made between 1st December & 31st December 2020

Payee	Purpose	Gross	Net	VAT
Chubb	Alarm Maintenance	£ 1,299.01	£ 1,082.51	£ 216.50
Capita	Salaries	£ 23,031.82	£ 23,031.82	£ -
ADM Computing	Cllr Laptops	£ 2,700.00	£ 2,250.00	£ 450.00
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02
Deal Area Foodbank	Grant	£ 2,000.00	£ 2,000.00	£ -
DDC	Rates	£ 973.00	£ 973.00	£ -
		£ 30,699.94	£ 29,917.42	£ 782.52

DEAL TOWN COUNCIL

MEMORANDUM

To: Lorna Crow, Town Clerk, Deal Town Council

From: Councillor Lee Kettlewell

Date: 14 February 2021

Subject: PROPOSED REFORM OF MAYORAL ELECTIONS ARRANGEMENTS

I'm writing to propose a change in the arrangements for Deal Town Council annual elections for the positions of Chairman/Mayor, Vice Chairman/Deputy Mayor of full council this year.

I recognise that the office of Mayor in Deal is popular with the public, has a long history and has had many distinguished incumbents but combining the representational role of Mayor automatically with the role of Chairman of the Council looks increasingly anachronistic. I propose we reform and modernise these arrangements so that in future the Mayor has a civic and ceremonial responsibility to represent the town and is no longer **automatically** the Chairman of the Town Council.

Section 15 of the Local Government Act 1972 specifically refers to the election of a chairman and vice chairman at parish council level. <https://www.legislation.gov.uk/ukpga/1972/70/section/15>. In Deal, and many other places, this has become synonymous with electing a mayor and deputy mayor.

Our standing orders refer to the need for this distinction as legally we elect a Chairman and Vice Chairman of the council who happen to be Mayor and Deputy Mayor. I believe that precedent in other towns, including neighbouring Ramsgate, suggests that we could decide, as a matter of policy and practice, to separate these posts.

My main reason for wanting to reform and modernise the position of Chairman and Mayor is that roles are very different. We have councillors with the personal qualities and skills to carry out the civic, ceremonial and representational duties of mayor very effectively but might not be so effective at chairing the council. The role of Mayor is a very different function from that of Chairman of the Council, which requires a quite different range of knowledge, skills and competences. I am also concerned that some councillors who would otherwise be very well qualified for the role of Chairman of the Council are deterred by the requirement also to take on the ceremonial aspects of the role of Mayor. Not everyone is comfortable with attending the religious ceremonies which is traditionally expected of the Mayor. As a council, we have a statutory duty to promote equality and I believe we should be doing all we can to eliminate any barriers which might prevent citizens being attracted to participate in local democracy at all levels, including Chairman of the Council.

The separation of the elections should be a fairly straightforward matter. What will need to be worked out very carefully and which requires your expertise as Town Clerk, will be to ensure that there is a clear and workable understanding of the specific responsibilities and duties for each post affected.

I envisage the Mayor continuing to represent the town on formal occasions such as Cinque Port functions, making and receiving visits, attending ceremonies, appointing an Honorary Chaplain and Cadets etc. This will allow the Chairman to concentrate on council business and represent the Deal Town Council for local government purposes. As the post of Mayor and Deputy Mayor will be unpaid, this proposal should be cost-neutral.

GUIDANCE FOR DEFINITIONS FOR CHAIRMAN AND MAYOR ROLES

The Chairman is elected by the members of the Council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972). The Chairman's main role is to run council meetings. He/she can suggest the content and design of the agenda, but as legal signatory, the Clerk has the final say.

The Chairman is responsible for ensuring that effective and lawful decisions are taken at meetings of the council and, assisted by the Clerk, guides activities by managing the meetings of the council. The Chairman is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chairman summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. The Chairman has a casting vote. His/her first vote is a personal vote as a member of the council. If there is a tied vote, the Chairman can have a second, casting vote. The Chairman cannot legally make a decision on behalf of the Council.

The councillor elected as Mayor will be the public face of the town of Deal and will represent the town at official events, visits, ceremonies services and parades etc. He/she may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not his/her personal views. The council, having taken advice and guidance from the Town Clerk, reserves the right to determine whether Chairman or Mayor should be the primary attendee at an event where there any doubt about precedence.

Recommendation

That Deal Town Council agrees to investigate and explore the constitutional aspects as well as the logistics and practicalities of splitting the Mayor, Deputy Mayor, Chairman and Vice-Chairman positions and roles in future elections. The intention is to make it possible for four different councillors to occupy these four positions. However, it should be clearly understood that this change does not prohibit one individual councillor being able to be nominated for both Mayor and Chairman and also one individual councillor for Deputy Mayor and Vice Chairman. It will then be for the councillor electorate to settle the election in the normal way. The purpose is to allow a councillor to be Chairman or Deputy Chairman of Deal Town Council without automatically assuming the roles of Mayor or Deputy Mayor.

This work, if agreed in principle, to be done in time to facilitate the different election system for the forthcoming council year i.e., May 2021.

Decision required: Members to consider the above recommendation

DEAL TOWN COUNCIL – MEMORANDUM**To:** Cllr E Rowbotham, Chairman of the Council

All members

From: Mrs L Crow, Town Clerk**Date:** 15 February 2021**Subject:** Recommendations from Staff Liaison Panel

As requested by Council in 2019 the Staff Liaison Panel is reviewing the current council policies and procedures over the next two years to check for legal and procedural updates.

Here are the recommendations for the first section of policies.

All are available to view on the council's website.

Recommendations:

Policy	Changes Required
General Privacy Notice	Change the wording to any references to the 'Data Protection Act 2018' to 'The UK General Data Protection Regulation / Data Protection Act 2018' and any references to 'GDPR' to 'UK-GDPR / DPA18'
Subject Access Request	Change the wording to any references to the 'Data Protection Act 2018' to 'The UK General Data Protection Regulation / Data Protection Act 2018' and any references to 'GDPR' to 'UK-GDPR / DPA18'
CCTV	Change the wording to any references to the 'Data Protection Act 2018' to 'The UK General Data Protection Regulation / Data Protection Act 2018' and any references to 'GDPR' to 'UK-GDPR / DPA18'
Protocol on Recording at Meetings AND Public Participation	To combine into one policy, with an appendix to cover remote meetings Draft attached
Complaints Procedure and Policy	No changes required
Records Management Policy and Procedure	No changes required

The council also agreed that the Staff Liaison Panel draft a Councillor and Staff Relationship Protocol. Please see attached draft for consideration

Decisions required: Members to consider the above recommendations

Deal Town Council Policy for Public Participation and Recordings Protocols at Meetings of the Council

Introduction

The council meets and makes its decisions in public and is committed to community engagement and therefore would like to encourage members of the public to attend meetings and contribute within this public forum and have the ability to Film and audio record.

A Council meeting, however, is not a public meeting; it is a meeting held in public and there is no requirement in law to provide an opportunity for the public to question the council.

This protocol exists to ensure that the public forum is conducted politely and in a structured, unemotional way that reaches a conclusion within a reasonable timeframe.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part, or all, of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

There will be an agenda item for public participation for all committee meetings. This will be the opportunity for members of the public to discuss with councillors' items that are listed on the agenda. The public will be allocated 15 minutes in total for this.

Please see appendix A for Teams/Zoom Virtual meetings

Public Participation procedure

- a) The right to speak on items listed on the agenda is available to any member of the public.
- b) Before the start of the meeting they should indicate to the Chairman or the Clerk their desire to speak and the item they wish to speak on. They will be heard in order, for a maximum of three minutes each and for a maximum of fifteen minutes in total at any meeting of the Council.
- d) The public may only speak once on a topic or issue listed on the agenda for that night.
- e) The public may, at their own expense, prepare and distribute to Councillors background papers regarding their comments; these must be given to the Town Clerk prior to the meeting for distribution.
- f) The public may not use intemperate or foul language.
- g) The public may not make insulting or offensive remarks to, or about, any person or identifiable groups or persons.
- h) Any person speaking at a meeting shall address his/her comments to the Chairman only and not individual Councillors.
- i) The Chairman will respond or instigate further actions as directed by the Council.
- j) If more than one member of the public wishes to speak about the same matter the Chairman may request that a spokesperson is nominated to address the matter on behalf of the individuals.

The Chairman of the Town Council Meeting

- a) Shall ensure that members of the public are heard in the correct order.
- b) Shall ensure that the public are heard politely and without interruption.
- c) Shall ensure that the guidelines on abusive and offensive remarks and foul or intemperate language are observed by the members of public.

The Councillors

- a) Shall listen to elector's addresses with good manners without interruption.

Outcomes and Feedback

- a) Members of the public should note that the council is only allowed to take decisions committing the council on topics that are publicised on the agenda. Therefore, the council will not enter into any substantive discussion on a question raised if it is not on the agenda.
- b) The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral or written response or to an officer for a written or oral response.
- c) The Chairman may decide to carry the matter forward for inclusion on a future agenda depending on whether the questions need further investigation by Town Clerk on behalf of the Council.
- d) Individual Councillors may propose that a topic, or issue, addressed by an elector be placed on the next agenda of the Town Council or be referred to a committee of the Town Council.
- e) The speaker will receive a verbal response at the time of the meeting from the Chairman of what action the Town Council can and will take on the matter.

How can a member of the public get an issue on to a council agenda for discussion?

Deal Town Council will consider requests from electors whose name appears on the current Register of Electors for Deal Wards. They must write to the Town Clerk no later than 7 days before the date of the council meeting, emails are also accepted.

The Town Clerk will consider the request and advise the elector within 3 days of receipt if it will become an agenda item and at which meeting.

The Clerk may reject a question or statement if it:

- a) is not about a matter for which the local authority has a responsibility, or which affects the Town of Deal.
- b) is defamatory, frivolous or offensive.
- c) is substantially the same question which has been put at a meeting of the Council in the past six months.
- d) requires the disclosure of confidential information.

Protocol on recording at meetings

Filming and audio recording (including recording of Teams/Zoom or virtual meetings) of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Any such recording equipment would need to be portable and battery powered as mains connections would involve 'PAT' testing and could cause trip hazards.

There is no requirement to notify the Town Council in advance, but the Chairman of a meeting reserves the right to suspend recording, where in their opinion the recording could interfere with the proceedings of the meeting. This could include:

- If the recording was disrupting the meeting
- The meeting had agreed to move into closed session due to the confidential nature of the business being discussed

The Council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed, and that they respect the wishes of other members of the public who request not to be filmed.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

No restrictions will be placed on any member of the public at a meeting in relation to the use of Twitter, blogs, Facebook, Instagram and still photography, provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

Appendix A

Instructions for members of the public for remote council meetings

Currently all Deal Town Council meetings are remote meetings. Meeting Agendas are published on the Deal Town Council website.

The council is committed to community engagement and therefore would like to encourage members of the public to attend meetings.

Members of the public can listen to the council meeting free of charge via telephone. To do this they must contact the Communications Officer, Joanne Harper on 07887491569 **before 12 noon on the day** of the meeting. Joanne will then send the details needed to access the meeting.

This council welcomes the opportunity to engage the public, so we have also made provision for public participation in the remote meeting. Any member of the public may submit a written statement of no more than 500 words relating to any item on the agenda to the Clerk, which if appropriate will be read out at the meeting by the Chairman.

The deadline for submitting written statements will be **10.00am one day before** the meeting date.

Feb 2020

DEAL TOWN COUNCIL Protocol on Councillor-Officer Relationships

Introduction

This Protocol has been put together to give all Councillors and Officers of Deal Town Council guidance on good practice in Councillor-Officer Relationships. It is in addition to information and guidance provided in the Employee Handbook, Procedural Standing Orders and the Kent Code of Conduct. It complements any statutory procedures or legislation.

Principles

An effective working relationship between Councillors and Employees is vital to the successful operation of the Council's business.

This Protocol provides a framework within which relationships can continue in a proper manner with respect for the different roles of the participants, as well as recognising the statutory requirements and the Constitution of the Council.

The Nolan Report on Standards of Conduct in Local Government suggests that

"No local authority can function properly without a good relationship between its Councillors and its staff. Where the relationship breaks down, an atmosphere of suspicion or dislike can make it very difficult to devise and implement policies in any consistent way".

The general principles which govern the conduct of Councillors (selflessness, honesty and integrity, objectivity, accountability, openness, personal judgement, respect for others, duty to uphold the law, stewardship and leadership) require Councillors to respect the impartiality and integrity of an authority's Officers.

Those principles are equally appropriate for Officers in their dealings with Councillors.

Roles and responsibilities

Both Councillors and staff are servants of the public and they are indispensable to each other. But their responsibilities are distinct.

Roles of Councillors: Councillors are responsible to the electorate and serve only so long as their term of office lasts. Cllrs are democratically elected and are accountable to the electorate for their actions. An important feature of each Cllr's role is to represent the interest of his/her constituents, irrespective of how they may have voted in an election. The expectation is that Cllrs will be aware of the views of their constituents on major policy developments before decisions are taken collectively at Council meetings.

Councillors come from a range of backgrounds have a range of abilities, competences and capabilities. Councillors will benefit from experience and training and from the support, guidance and knowledge of officers.

Roles of Staff: The Town Clerk is responsible for day-to-day managerial and operational decisions within the Council and the provision of support to all Councillors. Officers have a duty to implement decisions of the Council, which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's constitution, and duly minuted.

Officers are recruited against precise standards to undertake specific jobs, against defined job roles and are required to have particular experience, competencies and skill sets which will be developed by management, training and guidance. Staff in fulfilling their public service role will provide consistent, impartial, well informed timely, advice and guidance to councillors in order to facilitate smooth handling of council business.

General Points

- 1) Council business will be conducted more effectively if there is mutual respect and courtesy in all meetings and contacts (both formal and informal) between Councillors and Employees.
- 2) No individual should conduct themselves in a manner which is unfavourable to the stated interests of the Council or could be interpreted as favouring individual interests against those of the Council.
- 3) All Councillors have access to the Town Clerk, during normal working hours, ideally by appointment. The Town Clerk is happy to give advice on a confidential basis about procedural matters to any Councillor. In contentious cases the Town Clerk may seek advice and instruction from the Chairman or other appropriate Councillor before responding.
- 4) Councillors may request Senior Officers (Town Clerk and Deputy Town Clerk) to provide them with such information, explanation and advice as they may reasonably need to assist them to carry out their roles as Councillors. This may range from general information about some aspect of the Council's services to specific information on behalf of a constituent. Where information is requested on behalf of a third party (i.e. not the Councillor), it will only be provided if it is in the public domain.
- 5) Officers are employed by the Council as a whole and managed by the Town Clerk. No officer shall take instruction from an individual councillor.
- 6) Where a task or piece of work has been allocated to an Officer working with a Councillor or Councillors they may work directly together on that work. If a Councillor wants to instigate different or new tasks these should be considered and approved by the appropriate committee or by Full Council in the proper way.
- 7) Where Councillors have concerns about the activity or work output of individual Officers, or Officers have concerns relating to individual Councillors, these should be pursued in the first instance through the Clerk and/or Chairman of the Staff Liaison Panel.
- 8) Any informal or formal disciplinary action will only be initiated by the Town Clerk or by the Chairman of the Staff Liaison Panel. No individual Elected Councillor has the ability or authority to unilaterally initiate disciplinary action.
- 9) Councillors should not seek to undermine or abuse any Officer in a Council meeting. Officers are employees and are constrained in the response they may make to any negative comment from Councillors. In meetings, Chairmen should be aware of comments which may be perceived as abusive towards an Officer and must protect that Officer by cutting off the speaker.
- 10) Councillors should not make comments relating to the conduct or capability of Officers at any other meeting held in public or before the Press. Such conduct would breach the trust and confidence the Officer is entitled to expect from the Council as their Employer.

Breaches of the Protocol

1. If any Councillor feels that he/she has not been treated with the proper mutual trust, respect or courtesy or has any concerns about the conduct or capability of an Officer, he/she should raise the matter, in private, with the Town Clerk. The Staff Grievance Policy explains what an officer should do if they feel they have not been shown respect and courtesy by a Councillor.
2. Should the Officer in question be the Town Clerk, the matter should be brought to the attention, confidentially, of the Chairman of the Staff Liaison Panel.

To: Cllr E Rowbotham, Chairman of the Council
All members

From: Mrs K Lawrence, Committee Clerk

Date: 15 February 2021

Subject: Recommendations from the Environment Committee

i -Tree Eco: At the Environment Committee held on Monday 19th October 2020 Members RESOLVED: *To delegate to the Chair and Officers to work up a proposal for presentation to Full Council for a decision to provide training on iTree Eco, having sought quotations from suitably qualified providers and identifying a source of funds. Interested stakeholders, including Neighbouring Parish Councils to be contacted about willingness to attend a training session on iTree Eco and the potential for collaborating with a mapping project. To delegate the Chair and RFO to work on this proposal identifying a source of funding.*

At the Environment Committee meeting held on 16 November 2020 Members RESOLVED: *To recommend to Full Council that in the absence of a District Council level Tree Strategy, Deal Town Council press ahead with plans to map and value the tree cover locally, but also develop a Natural Capital / Tree Strategy for the local area – potentially collaborating with neighbouring councils, where possible, in doing so.*

Update: Since the October Committee meeting, four potential training providers here in the UK have been identified and iTree Eco's own online training videos reviewed.

The Responsible Finance Officer is currently sourcing quotes and will be reporting to the Full Council meeting in March.

Litter Pick: At the Environment Committee meeting held on Monday 25th January 2021 Members RESOLVED: *To recommend to Full Council that Deal Town Council supports the Great British September Clean and provide our support to the Mayor in her work with local people to raise awareness of the damaging impact of litter in the town. Cllr Bond to request that litter be added to the work program of the DDC Scrutiny Committee and report back to the Environment Committee.*

Update: The Chairman of the Council, Town Clerk and the Mayor's Secretary attended a Great British Spring Clean Campaign 2021 meeting on 3 February, chaired by DDC's Environmental Crime Team Leader. Dover District Council will be leading on this campaign and the meeting was a brainstorming session to discuss ideas in which DDC, Deal Town Council and the community can support this year's campaign and raise awareness of the issue of litter across the Dover District. A further meeting is being scheduled and any recommendations that require input from Deal Town Council will be reported to the next Full Council meeting.

MEMORANDUM

To: Chair of Deal Town Council
From: Cllr Christine Oliver, Chair of the Environment Committee
Date: 16th February 2021
Subject: Aligning DTC's business operations with our environmental commitments

Deal Town Council's Environmental Policy commits us to, amongst other things:

- Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change
- Reduce the consumption of energy and water across all of our activities
- Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair trade goods

This involves examining and where necessary amending Deal Town Council's policies, standard contracts, terms and conditions, and rules of hire in relation to all areas of its business operations, to bring these into alignment with the overarching policy,

The Chair and Vice Chair of the environment committee met with staff to discuss changes to the Terms and Conditions of Hire of the Town Hall and the catering of council events. This has resulted in some minor changes being made to the Terms and Conditions of Hire of the Town Hall, namely:

- The addition of a ban on single use plastics such as table confetti, straws, plastic, cutlery etc and that hirers consider sustainable alternatives or hire of councils' cutlery, crockery and glassware
- The addition of the councils commitment to Fair Trade and the recommendation that hirers consider Fair Trade products when purchasing goods
- The addition that Deal Town Council will recycle hirers' glass refuse, and the recommendation that hirers sort and recycle their refuse
- That a shortened version of Deal Town Council's Environment Policy will be made available to hirers / those enquiring about Town Hall Hire.

Catering of council events will be covered in the general procurement policy at a later date.

Recommendation:

That council approve these above additions to the Terms and Conditions of Hire of the Town Hall

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr E Rowbotham - Chairman of Deal Town Council,
All Council Members
From: Paul Bone – Responsible Finance Officer
Date: 14th February 2021
Subject: **LGA Carbon emissions Accounting Tool**

At the Full Council meeting held on 29th September 2020 the following resolution was passed: *Council notes the advice from the Environment Committee and welcomes the Project Officer's rewriting of the specification for the hiring of consultants which is more focussed and specific and will ensure that we get the best value for money for the precept payers and citizens of Deal.*

Council agrees to delay the hiring of consultants so that we take account of recent developments including the recently published LGA Greenhouse gas accounting tool. Councillors are encouraged to submit comments or amendments on the revised specification in time for a decision at a future Environment Committee meeting. In the meantime officers are requested to continue to work on the carbon zero projects already identified and to report progress to the next town council meeting.

It should be noted that there are references to both the LGA website to both the LGA Greenhouse gas accounting tool and the LGA Carbon Emissions Accounting tool but both links point to the same tool, that being the LGA Carbon Emissions Accounting tool.

I have now had the opportunity to complete the data entry required by the tool.

The tool is very extensive and is designed for all District Councils and higher-level authorities to provide data that can be collated on a far greater scale, and as such, I have left the 'Local Authority Name' section blank as the only relevant one within the report structure is for Dover District and as the form seems to have an element of interaction, I did not want the possibility of corrupting Dover's data.

However, the tool will provide a stable platform that Deal Town Council can use on a local level to monitor year-on-year improvements to its carbon emissions.

I have completed all the sections within the tool that apply to Deal Town Council and attach a copy of the summary sheet for 2019-2020 that shows an output of 23.19 (tCO₂e)

Within the Scope 3 figures I have had to make estimates in regard to staff travel as we do not hold data on this. I can look to improving these figures by asking staff if they are prepared to provide me with more accurate data, but obviously, they have no obligation to provide it to me.

I do not believe the tool removes the need to hire a consultant to assist Deal Town Council in its objective to becoming Carbon neutral by 2025.

Recommendation

- 1) That the R.F.O. produces a simple form regarding staff travel to and from work and requests staff to complete the form on a voluntary basis to provide more accurate data within the report.
- 2) During April the R.F.O. completes the data within the LGA tool with 2020-2021 data to show a direct comparison one year on. (it must be noted that the effects of Covid and members of staff working from home will greatly skew these figures)
- 3) That members reconsider the appointment of a consultant to assist Deal Town Council in its objective to becoming Carbon neutral by 2025, and delegates authority to the R.F.O to produce the final specification for this and obtain quotes. (Current draft specification attached for info)

Decisions required.

Members to consider the above recommendations.

Summary

Scope	Emissions Type	Emissions (tCO ₂ e)	Percentage of Total Emissions
Scope 1	Heating	15.82	68.2%
	Fugitive Emissions	0.00	0.0%
	Authority's Fleet	0.25	1.1%
Scope 2	Electricity	3.89	16.8%
Scope 3	Staff Business Travel	2.82	12.2%
	Outsourced Fleet	0.00	0.0%
	Transmission & Distribution Losses	0.33	1.4%
	Water	0.08	0.3%
Total Emissions		23.19	100.0%

Summary by scope

Scope	Emissions Type	Activity	Emissions (tCO ₂ e)	Percentage of Type Emissions	Percentage of Total Emissions
Scope 1	Heating	Natural Gas	15.82	100.0%	68.2%
		Burning Oil - Kerosene	0.00	0.0%	0.0%
		Gas Oil	0.00	0.0%	0.0%
		Wood Pallets	0.00	0.0%	0.0%
	Fugitive Emissions	HFC-32	0.00	0.0%	0.0%
		R410A	0.00	0.0%	0.0%
		HCFC-22/R22	0.00	0.0%	0.0%
		Other Fugitive Emissions	0.00	0.0%	0.0%
		Small diesel car ≤ 1.7 litre	0.00	0.0%	0.0%
		Medium diesel car, 1.7 - 2.0 litre	0.00	0.0%	0.0%
		Large Diesel Car > 2.0 litre	0.00	0.0%	0.0%
	Authority's Fleet	MPV - Diesel	0.00	0.0%	0.0%
		Diesel van Class I (up to 1,305 tonnes)	0.00	0.0%	0.0%
		Diesel van Class II (1,305 to 1,74 tonnes)	0.00	0.0%	0.0%
		Diesel van Class III (1,74 to 3.5 tonnes)	0.00	0.0%	0.0%
		Diesel 4x4	0.00	0.0%	0.0%
		Minibus - Diesel	0.00	0.0%	0.0%
		Small Petrol Cars ≤ 1.4 litre	0.00	0.0%	0.0%
		Medium Petrol Car 1.4 - 2.0 litre	0.00	0.0%	0.0%
		Large Petrol Car > 2.0 litre	0.00	0.0%	0.0%
		Small Hybrid Car - Petrol	0.00	0.0%	0.0%
		Medium Hybrid Car - Petrol	0.00	0.0%	0.0%
		Large Hybrid Car - Petrol	0.25	100.0%	1.1%
		Electric Vehicle (Average Sized Car)	0.00	0.0%	0.0%
		Average Medium Car (Unknown Fuel)	0.00	0.0%	0.0%
		Rigid HGV (>3.5 - 7.5 tonnes)	0.00	0.0%	0.0%
		Rigid HGV (>7.5 tonnes-17 tonnes)	0.00	0.0%	0.0%
		Rigid HGV (>17 tonnes)	0.00	0.0%	0.0%
		All Rigid HGVs	0.00	0.0%	0.0%
		Articulated HGV (>3.5 - 33t)	0.00	0.0%	0.0%
		Articulated HGV (>33t)	0.00	0.0%	0.0%
		All Articulated HGVs	0.00	0.0%	0.0%
		All HGVs	0.00	0.0%	0.0%
		Other Vehicles - Diesel	0.00	0.0%	0.0%
		Other Vehicles - Petrol	0.00	0.0%	0.0%
Scope 2	Electricity	Building Use	3.89	100.0%	16.8%
Scope 3	Electricity	Streetlighting	0.00	0.0%	0.0%
		Small Petrol Motorbike (Mopeds/Scooters up to 125cc)	0.00	0.0%	0.0%
	Staff Travel	Medium Petrol Motorbike (125-500cc)	0.00	0.0%	0.0%
		Average Medium Car (unknown fuel)	0.00	0.0%	0.0%
		Small Petrol Cars ≤ 1.4 litre	0.00	0.0%	0.0%
		Medium Petrol Car 1.4 - 2.0 litre	0.94	33.2%	4.0%
		Large Petrol Car > 2.0 litre	0.92	32.7%	4.0%
		Small Diesel Car ≤ 1.7 litre	0.00	0.0%	0.0%
		Medium Diesel Car 1.7 - 2.0 litre	0.96	34.1%	4.1%
		Large Diesel Car > 2.0 litre	0.00	0.0%	0.0%
		Small Hybrid Car - Petrol	0.00	0.0%	0.0%
		Medium Hybrid Car - Petrol	0.00	0.0%	0.0%
		Large Hybrid Car - Petrol	0.00	0.0%	0.0%
		Electric Vehicle (Average Sized Car)	0.00	0.0%	0.0%
	Outsourced Fleet	Small diesel car ≤ 1.7 litre	0.00	0.0%	0.0%
		Medium diesel car, 1.7 - 2.0 litre	0.00	0.0%	0.0%
		Large Diesel Car > 2.0 litre	0.00	0.0%	0.0%
		MPV - Diesel	0.00	0.0%	0.0%
		Diesel van Class I (up to 1,305 tonnes)	0.00	0.0%	0.0%
		Diesel van Class II (1,305 to 1,74 tonnes)	0.00	0.0%	0.0%
		Diesel van Class III (1,74 to 3.5 tonnes)	0.00	0.0%	0.0%
		Diesel 4x4	0.00	0.0%	0.0%
		Minibus - Diesel	0.00	0.0%	0.0%
		Small Petrol Cars ≤ 1.4 litre	0.00	0.0%	0.0%
		Medium Petrol Car 1.4 - 2.0 litre	0.00	0.0%	0.0%
		Large Petrol Car > 2.0 litre	0.00	0.0%	0.0%
		Small Hybrid Car - Petrol	0.00	0.0%	0.0%
		Medium Hybrid Car - Petrol	0.00	0.0%	0.0%
		Large Hybrid Car - Petrol	0.00	0.0%	0.0%
		Electric Vehicle (Average Sized Car)	0.00	0.0%	0.0%
		Average Medium Car (Unknown Fuel)	0.00	0.0%	0.0%
		Rigid HGV (>3.5 - 7.5 tonnes)	0.00	0.0%	0.0%
		Rigid HGV (>7.5 tonnes-17 tonnes)	0.00	0.0%	0.0%
		Rigid HGV (>17 tonnes)	0.00	0.0%	0.0%
		All Rigid HGVs	0.00	0.0%	0.0%
		Articulated HGV (>3.5 - 33t)	0.00	0.0%	0.0%
		Articulated HGV (>33t)	0.00	0.0%	0.0%
		All Articulated HGVs	0.00	0.0%	0.0%
		All HGVs	0.00	0.0%	0.0%
		Other Vehicles - Diesel	0.00	0.0%	0.0%
		Other Vehicles - Petrol	0.00	0.0%	0.0%

Transmission & Distribution Losses	T&D Losses - Scope 2 Electricity	0.33	100.0%	1.4%
	T&D Losses - EV	0.00	0.0%	0.0%
Water	Water Supply	0.03	32.7%	0.1%
	Water Treatment	0.05	67.3%	0.2%



**Deal Town Council
Project Brief
16 February 2021**

**Deal Town Council Operations Emissions Road Map to
Net Zero 2025**

Including advice and guidance on tackling the Climate Emergency effectively at a
hyper local level

Highlighted parts are suggested additions from Cllr Kettlewell.

Deal Town Council
Deal Town Hall
High Street
Deal
Kent
CT14 6TR

Deal Town Council Operations Road Map to Net Zero 2025

Submission to

Paul Bone
Responsible Finance Officer
Deal Town Council
paul.bone@deal.gov.uk

Queries to

Adrian Oliver
Project Officer
Deal Town Council
adrian.oliver@deal.gov.uk

Timetable

Request for Proposals	Wednesday 10 th March 2021
Proposal Submissions Deadline	5pm, Friday 2 nd April 2021
Proposal Award Notification	Friday 7 th May 2021
Completion of initial Road Map	Wednesday 30 th June 2021

Overview

Deal Town Council is made up of 15 Councillors from three Wards: Middle Deal; Mill Hill; & North Deal.

Town Councils, like Parish Councils, are the most representative bodies within the UK democratic framework. In Deal, 15 Councillors represent 26,200 citizens (technically classified as a 'small town'), which is a ratio of 1 Councillor for 1,747 people. In comparison, the MP for Dover is a single person representing 102,530 people.

The Town Council operates out of the Town Hall with eleven members of staff working full time or part time. It works closely with Dover District Council and Kent County Council to serve its citizens.

Deal Town Council's core activities are:

- Owns & Manages Deal Town Hall
 - Hires spaces for weddings, receptions, meetings, training
 - Undercroft hired to charities for table-top sales
 - Various events throughout the year i.e.
 - Heritage open Weekend
 - Holocaust Memorial Day
 - International Women's Day
- Manages the Visitor Information Centre
 - Open two weekday mornings
- Issues grants to local organisations
 - In 2018/19 29 organisations received £25,332.80
- Mayoral Office
 - Mayor represents the Town at events across the County
- Markets
 - Manages the Saturday Market in Union Road Car Park
 - Manages the Wednesday Market in the Undercroft (currently suspended)
- Braderie
 - Manages the **Braderie** annual street fayre (cancelled in 2020)
- Allotments
 - Rents 80 plots to residents at three allotment sites:
 - Golf Road
 - Mill Hill
 - Park Avenue
- Planning
 - Consultee to Dover District Council for planning applications
- Committees
 - Finance & General Purposes
 - Special Project Fund Sub-Committee

- Grants Sub-Committee
- Town Plan Steering Group
- Planning Committee
- Transport & Infrastructure Committee
- Environment Committee
- Staff Liaison Panel

Background

Deal Town Council acknowledges that the planet is facing an imminent existential threat from climate change and biodiversity loss. The findings of the Intergovernmental Panel on Climate Change's October 2018 Special Report attribute rising global temperatures to human activity, and state that limiting global warming to 1.5C degrees is necessary to avoid the very worst climate impacts. This will require global greenhouse gas emissions to halve by 2030 and drop to near zero emissions by 2050. Failing to achieve this will result in catastrophic impacts for humanity. In short, we now have just ten years to drastically reduce our greenhouse gas emissions. Humanity is currently falling far short of that target. Our government has committed to the UK becoming Net Zero by 2050 - to achieve this we need to take radical action at every level - personal, parish, town, district and county, as well as nationally and internationally.

In light of this unprecedented climate emergency, Deal Town Council has committed to becoming carbon neutral in our operations by 2025. As a small council, we can be ambitious in our time scale for achieving carbon neutral status - this will ultimately assist the UK to reach our national target. The Full Council declared a Climate Emergency on 26 June 2019.

As part of the Council's commitment to achieving net zero carbon emissions in our own operations by 2025, Councillors and Officers, along with Councillors and Officers from Walmer Parish Council, attended training on carbon auditing and mapping the journey to net zero. In line with the methodology developed by the training provider, an initial Roadmap (see below 'Climate Emergency Activities') has been produced outlining actions the Council think that we need to take to achieve our ambition.

The next step in the process is to assess the action list, prioritise the actions, ascribe numeric emissions values in order to establish an accurate Roadmap that will enable the Council to monitor its progress to reach its objective of net zero emissions by 2025 with minimal offsetting.

This Brief is an Invitation for third parties to contribute to this process.

The Brief

We have developed a draft Carbon Zero Road Map. It is a list of activities that the Town Council has already resolved to do on its journey to Net Zero in 2025 along with additional items to be considered by the Council. We are looking for someone to help us turn this initial draft from a list of actions into a list of actions with emissions data across a timeframe so that by 2025 Deal Town Council can achieve net zero with the minimal amount of offsetting.

Climate Emergency Activities for Carbon Zero Road Map

Scope 1 – Direct Emissions from the Town Council Buildings, Car etc

Activity	Status	Target Date	Annualised Emissions	Actions to reduce further	Target Emission
Vehicles -Mayoral Transport: Lease Hybrid Electric Car	Agreed at Full Council	Complete			
Vehicles -Mayoral Transport: Lease Fully Electric Car	To go to Full Council	2024			
Town Hall - Fuel Combustion: New Energy Performance Certificate	Resolved by C&EET&FAC	2020	n/a		
Town Hall – Fuel Combustion -energy performance improvements	Resolved by C&EET&FAC	Not set			
Town Hall – Fuel Combustion – Review Gas Boilers	Awaiting guidance	Not Set			
Town Hall – Fuel Combustion – Switch to Green Gas	Awaiting guidance	Not Set			
Town Hall – Fugitive Emissions – Gas supply pipes assessment	Will go to Full Council	Not Set			
Water Supply Pipes Survey	Will go to Full Council	Not Set			

Waste-water drains checked	Emergency Decision, Councillors' advised	Complete			
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Scope 2 – Indirect Emissions from the Town Council buildings, equipment etc, staff, councillors and functions

Town Hall – Electricity Supply - Switch to 100% Renewable Electricity (actual not traded i.e. Ecotricity)	F&GP Commitment	Not Set			
Town Hall – Energy Monitors	Environment Committee to decide	Not Set			
Town Hall - energy performance improvements – install solar PV Panels	To go to Full Council	Not Set			
Town Hall - energy performance improvements – install solar thermal tubes	To go to Full Council	Not Set			
Town Hall - energy performance improvements – draft proofing throughout	To go to Full Council	Not Set			
Town Council Purchases – Carbon Footprint assessment form	To go to Full Council	Not Set			
Harvesting of Rainwater from Town Hall	Full Council decided	Not Set			

Encourage active commuting: <ul style="list-style-type: none"> • Staff Commuting Survey • Councillor Commuting Survey • Install Covered Cycle Parking • Cycle2Work Scheme 	Environment Committee to explore	Not Set			
Encourage more Working From Home	To go to Full Council	Not Set			
Eliminate single plastic use – Council Operations	Full Council Decision	Complete			
Waste Review	To go to Full Council	Not set			
Reduce Waste & reduce collections	To go to Full Council	Not Set			
Calculate Waste Carbon Footprint	Await Guidance	Not Set			
Investment Review	F&GP Instruction	2020/21			

Scope 3 – Indirect Emissions from Town council policies, wider responsibilities etc

	C				
Town Council Sustainable Planting Review	F&GP	Not Set			
Town Council Sustainable Planting – cease using: <ul style="list-style-type: none"> ▪ Peat based compost ▪ Synthetic fertilisers ▪ Animal manure 	To go to Full Council	Not Set			

■ Imported plants					
Purchase Land for re-wilding	Awaiting Guidance	Not Set			
Eliminate single plastic use – Town Hall Hirers	Full Council Decision	Not Set			
Eliminate single plastic use – Town Hall Caterers	Full Council Decision	Not Set			
Eliminate single plastic use – Undercroft Hirers	Full Council Decision	Not Set			
Eliminate single plastic use – Market Traders	Full Council Decision	Not Set			
Eliminate single plastic use – Allotment Holders					
Eliminate single plastic use – Braderie Traders	Full Council Decision	Not Set			
Reduce Waste & reduce collections - Market and Allotments	To go to Full Council	Not Set			
Grant Recipients – Carbon footprint section in application	To go to Full Council	Not Set			
Market Traders – Carbon footprint impact form	To go to Full Council	Not Set			
Allotment Holders – Carbon footprint impact form *	To go to Full Council	Not Set			
Allotments – install rainwater harvesting	To go to Full Council	Not Set			
Allotments – Ban: Synthetic fertilisers • Peat-based compost • Animal Manure • Bonfires	To go to Full Council	Not Set			
Planning*					
Grants*					
Market Traders*					
Cycle Free Deal*					

Handling Waste*					
Tackling Air pollution?					
Tourism?					
Transport?					

* = Mandatory

Deal Town Councils sphere of influence

In addition to committing to achieving net zero in our own operations, Deal Town Council also committed:

To include environmental impact assessments in officers' reports, highlighting in particular the impact on direct and indirect CO2 emissions.

To seek means to assist other organisations in the town to reduce their direct and indirect CO2 emissions, in conjunction with specialist advice from Dover District and Kent County Council officers.

These additional ambitions are outside the scope of this Project Brief, however it is envisaged that the Council will develop this work in the future.

Methodology

1. Please specify the methodology you plan to use to assess Scope 1, assimilate the emissions data and model projections to 2025 along with recommendations and prioritisation as well as sources of finance and expertise where appropriate
2. Please specify the methodology you plan to use to assess Scope 2, assimilate the emissions data and model projections to 2025 along with recommendations and prioritisation as well as sources of finance and expertise where appropriate
3. Please specify the methodology you plan to use to assess Scope 3, assimilate the emissions data and model projections to 2025 along with recommendations and prioritisation as well as sources of finance and expertise where appropriate
4. Please indicate any additional areas not included in the draft roadmap that are of relevance to achieving net zero emissions by 2025 in Deal Town Council's areas of operation
5. Please note that all the areas covered in Scopes 1 and 2 are considered mandatory whereas the status of those in Scope 3 are desirable unless otherwise stated. This will be assessed in our evaluation of the prospective bids we receive and compliance with mandatory items will be scored more highly than that of desirable items.

Drafting note Give examples

Our scoring criteria will be as follows (insert example from the full council papers attachment 8)

Timescales

6. Please provide an indicative timescale for this work

Experience & Knowledge

7. Please provide relevant background on the lead contact for this work within your organisation

Anything Else

8. Please provide any other information you think will help the Council to make their decision

Your Business

9. Please provide a summary of the background of your business including legal structure and work with similar organisations

Contact Details

10. Please provide details: name; email; and telephone number; of the key contact person in your organisation for your bid.

Your Costs

11. Please provide a detailed breakdown of the costs (including VAT) and expenses you will charge for undertaking this work
12. If possible please breakdown the cost for each of Scope 1,2 and 3 and so that it might be possible to select part(s) of rather than the whole bid
 - Please note, additional costs incurred beyond those detailed in your bid will not be paid without prior approval from the Council

Deliverables

It is expected that by the end of the year Deal Town Council will have a complete carbon audit and roadmap to follow until 2025 that will deliver the objective of net zero emissions with minimal offsetting. This should include:

- emission data fully calculated across the period
- recommended actions to achieve the goal
- indicative costs
- advice and guidance on the journey

Clarifications

Please email questions to adrian.oliver@deal.gov.uk. Your questions and answers will be circulated to everyone who is submitting a bid. These will be anonymised.

To: Town Clerk, Full Council
From: Cllr Mike Eddy
Date: 28 January 2021
Subject: Walmer Station

Introduction As members will be aware Walmer Station sits on the boundary of Walmer Parish Council's Upper Walmer ward and Deal Town Council's Mill Hill ward. Before Covid, it was used by numerous residents of the Mill Hill ward and even during Covid it is used by Mill Hill ward residents who access the station on foot, by bicycle and by car. There is a footway from the Ramsgate side of the tracks (in the Mill Hill ward) giving access to Sydney Road.

Walmer Parish Council has two projects which involve Walmer Station and which will be of interest to members of Deal Town Council, given the Town Council's objective of increasing investment in the Mill Hill ward.

1. Secure Cycle Storage

Following the agreement of the Parish Council's Amenity and Environment Committee, Cllr Lonsdale has been liaising with Southeastern and Railtrack over the provision of secure cycle storage at the station which is unstaffed for most of the day. Outline costings for this have been confirmed by the rail authorities at between £55,000 and £60,000. It has been emphasised that the possibilities of delivering the project will be enhanced by a contribution from one or more local authorities. Walmer Parish Council has earmarked £6,000 in its 2021/22 budget for this purpose.

Although the proposed secure cycle store will be on the Walmer side of the station, it will serve both Deal and Walmer residents.

Recommendation 1

- A) That Deal Town Council supports the secure cycle store at Walmer station in order to benefit the residents of Deal, and principally the Mill Hill ward, and to add to the cycle friendly Deal area programme.
- B) That members consider a suitable level of funding to bring the project forward.

2. Planting in Deal

It has been a long-term objective of Deal Town Council to extend the Planting in Deal offer into the Mill Hill ward. The difficulty has always been the identification of sites on which to locate planters. Walmer Parish Council intends to place a planter on its side of the station. It would be appropriate to place a planter on the Deal side of the station which is rather bleak compared to the Walmer side with its 19th century station buildings. Members might also consider how to work with the rail authorities to improve the footway to Sydney Road.

Recommendation 2

That officers engage with the railway authorities in order to identify a site or sites on the Deal side of the station where one or more planters might be located and to draw up a costed plan, in conjunction with the Community Rail Partnership, to enhance the footway from Sydney Road to the platform and its setting.

Decisions required: Members to consider the above recommendations

DEAL TOWN COUNCIL - MEMORANDUM

Attach 12

To: Councillor Mrs E Rowbotham, Chairman of Deal Town Council
All members

From: Christopher Hobbs-East – Saturday Market Officer

Date: 9 February 2021

Subject: Deal Saturday Market Report February 2021

Since my last report and after Government advice that the guidelines on the lockdown wouldn't change until the beginning of March, I opened the casual trader list for what the government class as essential traders. This made 4 new and different traders able to have a stall on a temporary basis until the guidance changes to allow non-essential traders back.

We have had two employees of traders on the market receive Highly Commended in the Young Market Champion category of The Retail Markets Industry Market Hero Awards 2021. This is a national run awards scheme by NABMA and NMTF and I am very proud that these two young people have been recognised for the work they do within the market.

I am also looking into increasing public relations and advertising for the Market. I have been working with NABMA to get advice on free poster programs so that we can design our own, but in their and my experience having a logo helps the public easily recognise the business. Other local and bigger markets have logos and have seen an increase in recognition.

After investigating and seeking advice from NABMA and other markets I recommend this for the council to adopt as the Deal Saturday Market logo.



It is simple but recognisable, whilst incorporating the Town Councils logo which makes people aware that DTC manages and runs the market.

By adding the established date, it also makes people aware that the market is not a new thing and encourages a talking point on the history of the Charter.

Decision required: Members to consider adopting the above logo for the Saturday Market

DEAL TOWN COUNCIL – MEMORANDUM

To: Town Clerk, Full Council

From: Cllr Mike Eddy

Date: 7 February 2021

Subject: Triangular Open Space at Freemens Way, Deal

Introduction:

The Localism Act 2011 provides for the inclusion of land or buildings on a Register of Community Assets of Value. The Register is maintained by the local district council. Local groups or parish councils can apply to the district council to have land or buildings included on the Register.

As a parish council, Deal Town Council can exercise its rights to nominate Community Assets provided two criteria for inclusion are met: 1) that there is an actual or current use for the land or building that furthers social wellbeing and/or interests, and 2) that there is a realistic prospect that the use is likely to continue over the next 5 years.

If the land or building is registered the owner must notify the district council of the intention to sell and give 6 weeks for a local group to apply to bid for the purchase of the site. The local group then has 6 months within which to raise the funds for purchase, though there is no requirement for the owners to accept the local group's bid.

Triangular Open Space at Freemens Way, Mill Hill:

As members will be aware, the triangular open space at Freemens Way has been used and valued for many decades by the local people for informal recreation from its original creation when Freemens Way was first developed by the MoD. Now in private hands, the triangle has been designated Open Space under Dover District Council's Open Space Strategy which has prevented residential development of the land so far. It is still used for informal recreation and the trees on the land have recently been given Tree Preservation Orders.

The triangle's status as Open Space is unaffected by the emerging Local Plan, though the call for areas to be included in the next iteration of the Open Spaces SPD has just been issued by the district planning authority. The former playing fields behind the houses to the north-east of Freemens Way are identified for residential development. This development will significantly reduce the amount of green space in the Mill Hill ward and place a greater social and environmental value on the Freemens Way triangle.

Local Groups:

Although there is no specific local group in existence to take on the management of the Freemens Way triangle should it come on to the market, Dover District Council has been encouraging the development of the Mill Hill Community Forum and the active and well-run Betteshanger Sports and Social Club possesses Magness House which is nearby.

It would seem that there is a realistic prospect of a suitable local group being able to step in should the current owners consider selling the land.

Recommendations

1. That this Council uses its powers under the Localism Act 2011 to propose the triangle of land at Freemans Way for inclusion on Dover District Council's Register of Assets of Community Value in order to further safeguard this important area of open space in the Mill Hill ward.
2. That this Council sees the triangle at Freemans Way as being one of its top priorities for designation as Open Space.

Decisions required: Members to consider the above recommendations

DEAL TOWN COUNCIL - MEMORANDUM

Attach 14

To: Councillor Mrs Eileen Rowbotham, Chairman of Deal Town Council
All councillors

From: Mrs Lorna Crow, Town Clerk

Date: 15 February 2021

Subject: Annual Report 2020/21

The council's Annual Report is produced and printed in-house, it is available to download on the council's website, and hard copies are available in the Town Hall reception and posted out to local residents who request a copy.

As a guide for general content the report is expected to include the following as minimum; details of where further copies can be obtained, an overview of the year from the Chairman of the Council, a summary of accounts and contact details for all councillors.

I always contact all Chairs of committees and working groups and ask them to submit their reports to be included.

For this Annual report there will also be a summary of everything the council has done to support the community during the Covid-19 pandemic.

Recommendation:

Members to consider delegating authority to the Town Clerk in liaison with the R.F.O and Chairman of the council the final decision on content of the Annual Report for 2020/21.

Decision required:

Members to consider the above recommendation.

DEAL TOWN COUNCIL - MEMORANDUM

To: Councillor Mrs E Rowbotham, Chairman of Deal Town Council
All members

From: Christopher Hobbs-East

Date: 9 February 2021

Subject: Covid Information Officer Report Feb 2021

Since my last report not much has changed as we are still in lockdown and government guidelines/ laws are still in place. I am currently looking into how we can use the RHSSF (Reopening High Street Safely Fund) to its full potential and have joined a national wide online group which incorporates all towns and cities that are using the fund. This has proven difficult as we don't want to be seen encouraging people to come into town for anything but only essential shopping as per the covid laws in place, so it is more about making people aware of what essential businesses are still open and which businesses are still trading.

After conducting a survey of the businesses within the town and seafront, I am happy to report that 71 businesses are still open (this includes ones operating a click and collect, takeaway or delivery service) .70 are closed. (this includes ones that have had to temporarily close and those who have chosen to close temporarily). And only 3 shops are empty. This puts Deal in a much better position than most towns in the country and District, and shows the businesses are adapting to the changes well.

I continue to have weekly meetings with DDC and Kent Police and attended a meeting with Deal & Walmer Chamber of Trade, Love Local Deal and 13 other local Deal businesses. At this meeting the members thanked me for the work that I am doing which is helping the businesses feel like they are being listened to and that we are doing what we can to protect them and their customers. Businesses are taking the time to renovate, recover and reeducate their properties, business models and staff. A lot of them have also embraced the online market with either delivery or click and collect options.

It has been agreed in principle that The European regional development fund will be extended until the end of June 2021. I await to hear the definite decision by HM Government and will update you accordingly.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr E Rowbotham, Chairman of the Council

All members

From: Mrs L Crow, Town Clerk

Date: 15 February 2021

Subject: Correspondence Update

For information

At the full council meeting in January members made the following decisions;

Covid 19 Vaccination programme: Members RESOLVED: to delegate authority to the Town Clerk in liaison with Cllr Carlyle and Cllr Eddy to compose and agree the final recommendation that would then be sent out to the Kent and Medway CCG

Please see attached letter sent to Kent and Medway CCG, to date a response has not been received.

White Cliffs Inland Border Consultation: RESOLVED: to delegate to the Town Clerk in conjunction with the Chairs and Officers of Planning, Transport and Infrastructure, and Environment Committee to draft and submit a response outlining the concerns relevant to their committee's areas of operation

Here is the final response that was submitted to the consultation:

- The proposed site for the Inland Border Facility is farmland that ought not be developed. The proposal states that it is envisaged to be a temporary site with a 5 year use requirement, but in reality this will just open the door for the site being developed later. It won't revert to farmland and fields - once the fields are developed there's no going back.
- Lorries will be driving to and from the site 24/7. It will impact local peoples quality of life - the air, noise and light pollution, not to mention loss of amenity, will negatively affect their health and well-being. The same things will impact biodiversity. Light pollution has devastating impacts on bird and animals.
- The whole of the locality will be affected by the knock-on traffic issues if this IBF goes ahead - the volume of vehicles on minor roads through villages and hamlets will increase dramatically, as we always see when there are lorry hold-ups. It will negatively impact people living and working in Deal, local businesses and anyone who needs to access the town. It all adds up to massive safety issues with this site.
- Local people have been kept in the dark and the swiftly arranged 'public engagement' open 13th January until 2nd February period is woefully inadequate. This situation has been foreseeable for years – Brexit has been on the cards since 2016. There is no excuse for rushing through this badly thought through site. Local people – not just those within 1000m of the site – ought to be properly consulted and a better solution must be found.
- This proposal relies on HGVs accessing the site using part of the Dover Fastrack route heralded as 'a real alternative to the car for local journeys'. Local people were consulted on the Fastrack as a route to increase bus use and cycling as part of a local sustainable transport scheme. An Inland Border Facility for HGVs using the route was not mentioned in the consultation, effectively rendering the consultation meaningless and any planning decision stemming from it flawed.



DEAL TOWN COUNCIL

TOWN HALL, HIGH STREET, DEAL CT14 6TR

TELEPHONE: (01304) 361999

Web-Site Address: www.deal.gov.uk

E-mail Address: lorna.crow@deal.gov.uk

Worshipful Town Mayor of Deal

Cllr E Rowbotham

Town Clerk

Mrs L Crow

Responsible Finance Officer

Mr P Bone

Kent and Medway CCG

1 February 2021

Dear Sir/Madam

At the full council meeting of Deal Town Council on 26 January councillors considered a report regarding the Covid-19 vaccinations in Deal and requested the following recommendation be sent to you as follows;

- Deal Town Council calls on Kent & Medway CCG to extend the vaccination facilities that will cater for Deal and Walmer and surrounding villages.
- Please be advised that there is a petition instigated by one of our members which was raised following concern that our area was not receiving a service that was commensurate for a population of our size, combined with the two other coastal towns of Walmer and Sandwich. This has left our area, and large numbers of retired residents with an inadequate vaccination plan which may well result in the failure of the national objectives to prevent Covid-19 transmission. On 21 January the petition had been signed by 1,779 members of the public and the petition is still ongoing.
- The designated location in Dover for our elderly residents to travel to is on a difficult one - way system with a history of port entry lorry blockages and was unsafe for public transport access. People who have faithfully followed the rules and been shielding are reluctant to leave their area.
- Deal Town Council places on record its grateful thanks to all those front-line workers, both clinical and non-clinical staff in the NHS and beyond, who have done so much over the last year to combat the personal and societal impacts of Covid-19.
- Deal Town Council will do all it can to facilitate the roll-out of the national vaccination campaign by advising on potential venues for vaccination centres and by providing advice to residents based on information from the NHS.

- Deal Town Council welcomes the imminent roll-out of vaccinations to one surgery and one pharmacy and trusts this will ultimately provide a GP-led service across this district, that so far has been poorly served.
- The need for a community-based vaccination service is clearly demonstrated with the present venues in Dover and Folkestone being inaccessible and unsafe for travel for those people with age related frailty and chronic conditions. Those members of this community who have shielded since March 2020 or who lack family support are reluctant to travel using public transport or taxi and may not take up offers outside of their local area. They also may be inhibited by low income to manage to pay for independent travel.
- Deal Town Council notes with concern the potential threats to vaccine supplies, particularly when NHS staff are under so much pressure from increased numbers of patients in ICUs and a 20 to 30% reduction in staff available across the NHS because of illness and self-isolation.
- Deal Town Council will do all in its powers to facilitate the provision of information to members of the public in an open and transparent way and keep the public informed about new interventions and changes to the services so that people can be informed to make choices.
- Deal Town Council also calls on the Department of Health and the various Medical Colleges to streamline their procedures so that the retired NHS staff especially clinicians who wish to do so can return more quickly to providing health care while the current pandemic lasts.

We hope you will take the above into consideration and look forward to hearing from you in due course.

Yours faithfully



Mrs L Crow
Town Clerk

Deal Town Council

Town Hall, High Street, Deal, Kent CT14 6TR

The minutes of the remote Planning Committee held on Monday 7 December 2020 starting at 7.15pm

Present:

Cllr C Turner (Chairman)

Cllr E Rowbotham (Ex-Officio) Joined at 7.21pm

Cllr A Friend

Cllr A Stroud

Cllr S Carlyle (Vice Chairman) Joined at 7.23pm

Mr C Hartley (Co-opted member)

Mrs E Fogarty (Co-opted member FOND)

Mr R Green (Co-opted member Deal Society)

Officers: Mrs Kelly Lawrence – Committee Clerk

Miss J Harper – Communications Officer

Others: None

1	Chairman's opening remarks and apologies for absence: The Chairman welcomed everyone to the December remote meeting and advised of the procedures. Apologies were acknowledged from Cllr M Eddy.			Action
2	Declarations of interest: None received			
3	Minutes of the previous meeting held on 2 November 2020: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 2 November 2020 as a true and accurate record. (P) AF (S) ER All Agreed			
4	Statements received from members of the public on items relating to the agenda to be read out by the Committee Clerk: No statements received			
5	Local Plan Advisory Group: Members RESOLVED: Chairman to respond to DDC in liaison with the Committee Clerk on behalf of the committee to register a complaint over DDC's decision to exclude representation from DTC at their Local Plan Advisory Group meetings. (P) CT (S) AF All Agreed			Chairman and Committee Clerk
6	Kent County Council Safeguarding SPD and Statement of Community Involvement: Members RESOLVED: To note the report. (P) AF (S) ER All Agreed			
7	DDC Planning Services: Members RESOLVED: To note the report. (P) AF (S) SC All Agreed			
8	Planning applications received:			Committee Clerk
	REFERENCE	ADDRESS	PROPOSAL	DECISION
	20/01025	Land on The East Side of, Western Road, Deal, CT14 6RX	Erection of 5 no. terraced dwellings with associated landscaping, bin/cycle storage, car parking and vehicular access (existing buildings and part boundary wall to be demolished)	RESOLVED: Object as concerns on environment issues such as no solar power features, rain collection system or electric car charging points and lack of amenity space. P) AS S) SC All Agreed
	20/01295	35 Links Road, Deal, CT14 6QF	Conversion of garage to habitable accommodation, access ramp to front elevation and alterations to rear windows and door	RESOLVED: No objection. P) SC S) AS All Agreed

20/01326	8 Lanfranc Road, Deal, CT14 6UR	Erection of a side extension/porch, rear dormer roof extension to facilitate a loft conversion and 2 no. rooflights to front elevation (existing side porch canopy to be removed)	RESOLVED: No objection. P) SC S) AS Agreed
20/01232	The Boatmens Rooms, 182 Beach Street, Deal, CT14 6LF	Erection of rear outbuilding (existing shed to be demolished) and landscaping changes to front courtyard	Cllr A Friend declared a VAOI as is looking to purchase property. RESOLVED: No objection on condition that mosaic is reinstated. P) SC S) ER Agreed
20/01262	47 The Marina, Deal, CT14 6NP	Erection of a two storey side extension (existing garage to be demolished)	RESOLVED: Object as will have a detrimental effect on surrounding area. P) SC S) ER All Agreed
20/01216	9 Sydenham Road, Deal, CT14 6PA	Erection of part single storey/part two storey rear extension (amended description)	RESOLVED: No objection. P) SC S) CT All Agreed
20/01287	Clayton Place, 17 Griffin Street, Deal, CT14 6LQ	External alterations to include rebuilding of rear dormer window, new lead flashings, barge boards to side and rear extension, re-rendering in part, renew tiles to main roof, rear extension and alterations to conservatory roof, new roof to garage and outside WC, new side gates and replacement and relocation of rainwater goods	RESOLVED: No objection. P) AF S) SC All Agreed
20/01288	Clayton Place, 17 Griffin Street, Deal, CT14 6LQ	Replace rear dormer window. Remove existing and re-painting rendered external walls. Renew tiling to main roof & slating to rear extension. Repoint brickwork to Dutch gable. Replace conservatory roof.	RESOLVED: No objection. P) AF S) SC All Agreed
20/01192	154 Middle Street, Deal, CT14 6LW	Replacement 3 no. windows on south and east elevation, repainting of render, windows/door and replacement roof tiles	RESOLVED: No objection. P) SC S) AF All Agreed
20/01263	164 Middle Street, Deal, CT14 6LW	Replace existing lean-to roof and installation of 2no. cast iron grilles	RESOLVED: No objection. P) SC S) AS All Agreed

20/01269	12 Duke Street, Deal, CT14 6DU	Erection of a single storey rear extension (existing extension to be demolished)	RESOLVED: No objection. P) AS S) AF All Agreed
20/01307	18 Clanwilliam Road, Deal, CT14 7BX	Erection of three storey rear extension	RESOLVED: No objection. P) AS S) SC Agreed Cllr A Friend had technical issues and left the meeting.
20/01320	1 Sondes Road, Deal, CT14 7BW	Replacement of UPVC windows and doors and works to eaves	RESOLVED: No objection. P) SC S) CT Agreed
20/01347	13 Blenheim Road, Deal, CT14 7AJ	Erection of a single-storey rear extension and insertion of side window (existing extension to be demolished)	RESOLVED: No objection, commend the use of Green Flower Roof. P) SC S) AS Agreed
20/01348	13 Blenheim Road, Deal, CT14 7AJ	Demolition of existing & replacement with new single-storey rear extension. Conversion of basement to habitable accommodation to include new partition, replacement of existing window to side elevation new stair between ground and basement	RESOLVED: No objection, commend the use of Green Flower Roof. P) SC S) AS Agreed
20/01230	4-6 Park Street, Deal, CT14 6AQ	Part change of use from Professional Services (Use Class A2) to Residential (Use Class C3) and erection of two-storey rear extension. Insertion of 2no. rear windows into second floor of non-domestic building	RESOLVED: No objection. P) SC S) CT Agreed
20/01345	Victoria Hospital, London Road, Deal, CT14 9UA	Installation of 4no. condenser units, an access ramp and the replacement of fire exit door	RESOLVED: No objection. P) SC S) CT Agreed
20/01373	9 Darracott Close, Deal, CT14 9PU	Erection of a side extension and garage (existing garage and lean-to to be demolished)	RESOLVED: No objection. P) CT S) SC Agreed
20/01213	20 Sutherland Road, Deal, CT14 9TQ	Erection of a single storey rear extension	RESOLVED: No objection. P) SC S) CT Agreed
20/00459	87 Middle Deal Road, Deal, CT14 9RQ	Conversion of coach house, glass house and store to annexe for ancillary use, installation of 2 no. rooflights, replacement roof to glass house and replacement gates to both entrances	RESOLVED: No objection, fully support the use of salvaged materials. P) CT S) AS Agreed

20/00460	87 Middle Deal Road, Deal, CT14 9RQ	<p>Conversion of coach house to form annexe and store. Works include: Replace ridge beam, insert steel work with foundation pad stones and part replace timber rafters. Replace first floor structure incorporating void and new staircase, including Re roofing and rebuilding chimney. remove and insert new partitions and form new openings to ground and first floors. Replace ground and part replace first floor ceilings. Brick pavers relayed on insulated lime crete to ground floor. External works include: New glazed French doors to ground floor front elevation set behind existing barn doors. Remove existing and insert new arched sash window and repointing works to South East elevation. New window to first floor north west elevation 2no. New conservation skylights to North East elevation. Rebuild attached glasshouse including alterations of internal planters and heating pipes to form living space. Works include: Brick pavers relayed on insulated lime crete to ground floor. New timber roof with steel supports with foundation pads including new glass roof structure. New glazed French doors to South East elevation with glazed gable end. Remaining historic glazed side elevation repaired to South West Elevation. New cast iron rainwater goods. Replace entrance gates to site boundary.</p>	<p>RESOLVED: No objection, fully support the use of salvaged materials. P) CT S) AS Agreed</p>	
20/01265	195 Middle Deal Road, Deal, CT14 9RL	<p>Conversion of coach house into ancillary accommodation including installation of 2no. rooflights</p>	<p>Cllr A Friend returned to the meeting. RESOLVED: No objection. P) CT S) SC All Agreed</p>	

	20/01207	4 Southwall Road, Deal, CT14 9QA,	Creation of outdoor swimming pool and erection of outbuilding	RESOLVED: No objection, however, concerns over the damage evaporating pool chemicals will have on the environment. P) SC S) AF All Agreed	
	20/01245	Site South Of, Marlborough Road, Deal	Outline application for the erection of up to 9no. dwellings (with all matters reserved)	RESOLVED: Object on lack of detail in application regarding the following issues: - What materials are being used? Car parking, electric car charging points, cycle parking and that the area is a protected open space. P AF S) ER All Agreed	
	20/01111	17 Fairview Gardens, Deal, CT14 9QX	Erection of a rear extension, insertion of a window and door to front of garage for storage (existing conservatory and garage door to be removed)	RESOLVED: No objection. P) AF S) SC All Agreed	
	20/01319	36 - 42 Freemans Way, Deal, CT14 9DH	Replacement UPVC windows and doors	RESOLVED: No objection. P) AF S) AS Agreed	
	20/01324	60 - 66 Freemans Way, Deal, CT14 9DH	Installation of replacement windows	RESOLVED: No objection. P) AF S) AS Agreed	
9	DDC decisions: Members RESOLVED: To note the report. (P) AF (S) ER All Agreed				
	The Chairman closed the meeting at 8.55pm				
	Date of next meeting: 11 January 2021				

Deal Town Council
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**The minutes of the remote Transport and Infrastructure meeting
held on Wednesday 16 December starting at 7.15pm**

Present:

Cllr B Bano– Chairman	Cllr T Thompson
Cllr L Kettlewell– Vice Chairman	Cllr O Richardson
Cllr E Rowbotham (ex officio) arr 7.29pm	Cllr M Eddy
Cllr D Cronk	Mr D Murphy (co-opted member)

Officers:

Committee Clerk: Paul Bone	Others: 0 members of the public
Project Officer: Adrian Oliver	
Secretary: Una Finch	
Communications Officer: Joanne Harper	

1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Cllr A Stroud and co-opted member Mr P Inch.	Actions
2.	Declarations of interest: Cllr Bano declared a VAOI on item 5 Accessibility Routes as his wife is a wheelchair user.	
3.	Minutes of the Transport and Infrastructure meeting held on 14 October 2020 for approval and signing: Members RESOLVED: To accept the minutes of the Transport and Infrastructure committee meeting held on the 14 October 2020 as a true and accurate record. (P) DC (S) LK 5 for 1 abstention motion carried.	
4.	Statements received from members of the public on items relating to the agenda: No statements had been received from the public.	
5.	Project Updates: Members RESOLVED: to note the report, to continue with the work on North Deal and Middle Deal surveys and surrounding areas and to authorise the Chair and Vice Chair in liaison with the Project Officer to put a bid in to KCC for funding. (P) DC (S) LK All agreed. Cllr Rowbotham joined the meeting at 7.29pm	Cllr Bano Cllr Kettlewell Project Officer
6.	Joint Transport Advisory Board update: Members RESOLVED: to note the report and to ask Cllr M Eddy as a member of Walmer Parish Council to engage Walmer Parish Council in looking further at the demand for responsive buses. (P) LK (S) ME All agreed.	Cllr Eddy
7.	White Cliffs Community Rail Partnership (CRP): Members RESOLVED: to note the report and encourage members to raise issues, to feed in any ideas for projects for Deal Station or other work aimed at improving travel, tourism, and economic regeneration in order to tackle the adverse impact of the Covid 19 pandemic and to support the work of the fledgeling CRP. (P) LK (S) TT All agreed.	Members
8.	Implications of Brexit for Deal: Members RESOLVED: The Mayor write to the Leader of KCC, Leader of DDC, and the Chief Constable of Kent Police to request the needs of the people of Deal are remembered during all of the planning for what happens when Brexit does finally happen, and as part of that planning is assured that the residence of Deal can get to education facilities, health facilities and to their places of work and pointing out that a lot of people who live in Deal work at the port and at the Channel Tunnel and are essentially key workers for making sure the traffic runs smoothly (P) ME (S) LK 6 for 1 abstention motion carried	The Mayor
9.	NCN Route 1 Update: Members RESOLVED: To note the report and The Chairman writes a letter of thanks to Kent Highways Services copying in David Young Network Development Manager Sustrans England South and to emphasis the importance of Route 1 not only to ourselves but to our visitors. (P) LK (S) ME All agreed.	The Chairman
10.	Travel Routes Opportunities/DFT Funding: Members RESOLVED: to note the report and the committee empower the Chair and the Vice Chair to work with the Project Officer to develop a holistic approach to a project that could be out forward to KCC (P) LK (S) TT All agreed.	Cllr Bano Cllr Kettlewell Project Officer

11.	<p>Town Signage: Cllr Cronk left the meeting 8.43pm</p> <p>Members RESOLVED:</p> <ul style="list-style-type: none"> • Officers to obtain a quotation from the original manufacturer of the posts for replacement fingers including an option for the Sandown Castle Community Garden • Officers to obtain quotations from suitably qualified contractors for the refurbishment of the posts as highlighted • To contact the officer at DDC who is doing the same there to see if we can make any savings <p>(P) OR (S) LK All agreed.</p>	Committee Clerk
12.	<p>Chapel Street: Correspondence received: Members RESOLVED: to take this item to the Highways Improvement meeting in January and look at it there</p> <p>(P) LK (S) ME All agreed.</p> <p>Cllr Bano left the meeting 9pm Cllr Kettlewell took the Chair.</p>	Project Officer
13.	<p>Kent Police ANPR Camera Expansion Plan: Members RESOLVED: to note the report and for the Vice Chair to write a draft email for the Committee clerk to send to Kent Police welcoming this initiative and ask if they are going to use it for the management of traffic in relation to Brexit.</p> <p>(P) ME (S) TT All agreed.</p>	Cllr Kettlewell Committee Clerk
	The Chairman closed the meeting at 9.13pm	
	Date of next meeting – 10 February 2021	

**The minutes of the remote meeting of the Finance and General Purposes Committee
held on Wednesday 9th December 2020 at 7.15pm**

Present:

Cllr D Cronk – Chairman
Cllr S Beer – Vice Chair
Cllr B Bano from 7.58pm
Cllr T Thompson
Cllr T Bond

Cllr E Rowbotham Ex-officio
Cllr C Turner
Cllr M Eddy
Cllr Kettlewell
Cllr S Carlyle

Officers:

Paul Bone – Responsible Finance Officer
Una Finch - Mayor's Secretary
Heather McAdam – Allotments Officer

Others: 0 member of the public

1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised everyone on the procedures.	Actions
2.	Declarations of interest: Cllr C Turner declared a VAOI on item 8 ii as he is a trustee for the Deal Area Emergency Foodbank.	
3.	Minutes of the previous Finance and General Purposes meeting held on 22nd September 2020: Members RESOLVED: To confirm the minutes of the previous meeting held on the 22 nd September 2020 as a true and accurate record. (P) ME (S) LK 8 for 1 abstention.	
4.	Statements received from members of the public on items relating to the agenda to be read out by the Clerk (maximum 15 minutes): None received.	
5.	Finance: Members RESOLVED: to note the Income & Expenditure figures and Full Bank reconciliation to 30 th October 2020 (P) LK (S) SB All agreed. The RFO answered questions on the Earmarked Reserves. Cllr E Rowbotham left the meeting at 7.30pm	
6.	Public Conveniences: Members RESOLVED: to note the report and for the RFO to contact DDC for some clarification on the costs and report back to F&GP meeting in January (P) LK (S) ME All Agreed	RFO
7.	Allotment Report: Following questions answered by the Allotment Officer Members RESOLVED: to note the report (P) ME (S) LK All agreed. Cllr Rowbotham returned to the meeting at 7.49pm Cllr B Bano arrived at 7.58pm	
8.	Grants – Cllr Bano arrived at 7.58pm i) Grants Update Members RESOLVED: to note the report (P) SC (S) CT All Agreed ii) Special Projects Grant Application Members RESOLVED: 1) That Deal Area Foodbank is awarded £2,000 from the Special Projects – Emergency and Recovery Grant stream for a project to supply 100 fresh food parcels over a 10 week period that will be given out in addition to the usual food allocations given. 2) That the Mayor presents the cheque to a representative of the Deal Area Foodbank with a photo publicity and a press statement organised by the DTC officers (P) SC (S) ME 9 for 1 abstention motion carried.	R.F.O. DTC Officers

9.	Public Spaces Protection Order: Members RESOLVED: to accept the Public Spaces Protection Order with no changes (P) SB (S) LK All agreed.	
	Resolution to exclude the public: Members RESOLVED: To exclude the public on the grounds that the information to be discussed is of a confidential nature taken at 8.18pm. (P) CT (S) ME All agreed.	
10.	Draft Budget 2021-22: <ul style="list-style-type: none"> i) Following debate members RESOLVED: to accept the draft budget for recommendation to Full Council as presented by the R.F.O. including amendments as proposed by Cllr Beer. The new line added for Christmas lights to be controlled by a procedure that is to be agreed by a future meeting of this committee.(P) SB (S) LK All agreed. ii) Following debate members RESOLVED: to recommend to Full Council that the Precept Demand for 2021-2022 is to be based upon an increase of 2.5% on the 'Band D' equivalent raising it from £58.01 to £59.46.(P) SB (S) LK 9 for 1 abstention motion carried. iii) Members further RESOLVED: to recommend the agreed budget and Precept Demand to Full Council for final decision at the January Full Council meeting. P) DC (S) LK 9 for 1 abstention motion carried <p>The Chairman closed the meeting at 9.20pm</p>	
	Date of next meeting 19th January 2021	

Deal Town Council
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Tel: 01304 361999 E-mail: deal.town.council@deal.gov.uk

**The minutes of the remote meeting of the Environment Committee
held on Monday 16 November starting at 7.15pm**

Present:

Cllr C Oliver – Chairman

Cllr E Rowbotham– Vice Chairman

Cllr B Bano

Cllr T Thompson

Cllr L Kettlewell

Cllr A Farrington

Officers:

Committee Clerk: Kelly Lawrence

Project Officer: Adrian Oliver

Secretary: Una Finch

Communications Officer: Joanne Harper

Others: 0 members of the public

1. Chairman's opening remarks: The Chairman welcomed everyone to the remote meeting and advised on the procedures. Apologies for absence had been received from Cllr Bond.	Actions
2. Declarations of interest: Cllr Oliver declared a VAOI as GIKI Zero is funded by her employer.	
3. Minutes of the Environment Committee held on Monday 19 October 2020 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee held on Monday 19 October 2020 as a true and accurate record (P) LK (S) TT All agreed.	
4. Statements received from members of the public on items relating to the agenda: No statements had been received from the public in time for the meeting.	
5. KALC Net Zero Environment and Centre for Alternative Technology trainings: Report from Cllrs Oliver and Rowbotham: Members RESOLVED: <ol style="list-style-type: none"> 1. To note the report 2. To recommend to Full Council that in the absence of a District Council level Tree Strategy, Deal Town Council press ahead with plans to map and value the tree cover locally, but also develop a Natural Capital / Tree Strategy for the local area – potentially collaborating with neighbouring councils, where possible, in doing so. 3. The Chair, in conjunction with Officers, write to the Rotary Club's Deal contingent to investigate how we might work together on our areas of mutual interest in relation to the environment, with a particular focus on greening / tree planting. 4. The Town Clerk to investigate potential applications of GIKI Zero to the work of Deal Town Council. (P) CO (S) AF All agreed. 	<p>Chair</p> <p>Chair & Officers</p> <p>Town Clerk</p>
6. i-Tree Eco: Update from Adrian Oliver: Members RESOLVED: To note the report (P) LK (S) ER All agreed.	

7.	No Idling Schools Poster Competition: Update from Adrian Oliver: Members RESOLVED: To postpone the competition until 2021 due to the current Covid restrictions and to communicate with schools to promote the Air Pollution campaign and the competition via cycle safety packs and Mayoral letter. (P) LK (S) ER All agreed.	Chair & Vice Chair
8.	DDC Climate Change Officer invitation to speak: Members RESOLVED: To ask the Climate Change officer to address the following when she addresses the committee <ul style="list-style-type: none"> • How are DDC addressing the Climate Emergency in their work? • What are they doing to influence the public and what success are they having? • What are they doing about climate adaptation and mitigation particularly in relation to trees and greening? • What contribution will the Climate Officer be making to the local plan? • What does the Climate agenda look like in a post Covid world? • What difference will Brexit make? • Could the Climate Officer direct us to a single point of information on the website in advance of seeing her? (P) CO (S) LK All agreed.	Clerk
9.	Bringing DTC's business operations into alignment with our Environment Policy: Members RESOLVED: To note the report (P) CO (S) LK All agreed.	
	The Chairman closed the meeting at 8.26pm	
	Date of next meeting – 25 January 2021	

**The minutes of the remote meeting of the Environment Committee
held on Monday 25 January 2021 starting at 7.15pm**

Present:

Cllr C Oliver – Chairman	Cllr E Rowbotham – Vice Chairman arr. 7.33pm
Cllr T Thompson	Sharon Danby (co-opted member East Kent Climate Action)
Cllr B Bano	David Carey (co-opted member The Tree and Pond Partnership)
Cllr L Kettlewell	
Cllr T Bond	

Officers:

Committee Clerk: Kelly Lawrence
Project Officer: Adrian Oliver
Secretary: Una Finch

Others: 0 members of the public

1. Chairman's opening remarks and apologies for absence: The Chairman welcomed everyone to the remote meeting and advised on the procedures and reported apologies from Cllr Farrington. She welcomed co-opted members Sharon Danby from the East Kent Climate Action group and David Carey from The Kent Tree and Pond Partnership to the committee.	Actions
2. Declarations of interest: None received	
3. Minutes of the Environment Committee held on Monday 16 November 2020 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee held on Monday 16 November 2020 as a true and accurate record. (P) LK (S) TT All agreed.	
4. Statements received from members of the public on items relating to the agenda: No statements had been received from the public.	
5. Co-opted Members: Following the Committee Clerk's update members RESOLVED: Committee Clerk in conjunction with the Chair to write to the local secondary school to express their wish to include the views of local young people in the work of the Environment Committee and to include the Climate Emergency information from the Deal Town Council web site. (P) CO (S) LK All agreed	Chairman and Clerk
6. Great British Spring Clean/Litter Pick: Cllr Rowbotham arrived at 7.33pm Following discussion Members RESOLVED: To recommend to Full Council that Deal Town Council supports the Great British September Clean and provide our support to the Mayor in her work with local people to raise awareness of the damaging impact of litter in the town. Cllr Bond to request that litter be added to the work program of the DDC Scrutiny Committee and report back to the Environment Committee. (P)ER (S) TT All agreed.	Chairman, Vice Chair and Cllr Bond
7. Ecological Regeneration of Victoria Park: Following discussion Members RESOLVED: To thank the Project Officer for the report and to request the Project Officer, in consultation with DDC, explore options for the development of Victoria Park, in terms of a natural urban park with an ecological design; explore potential options for funding, and report back to the committee. (P) BB (S) TT All agreed.	Project Officer
8. Golf Courses as Carbon Sinks: Members RESOLVED: Chairman in conjunction with Committee Clerk write to DDC to request them to pursue this opportunity with local golf clubs and the R&A as soon as possible. (P) LK (S) BB 4 for 2 against Motion carried. Cllr Bano left the meeting at 9.10pm	Chairman and Clerk

9.	Power Parks: Following discussion Members RESOLVED: Chairman in liaison with Project Officer discuss with DDC Cllr Richardson how ground source heat pumps could be used in the development of Tides Leisure Centre as and when the development comes back on stream. (P) CO (S) TT All agreed.	Project Officer and Chairman
10.	Kent 2050: Road to Net Zero Conference: Members RESOLVED: Individual Councillors watch the recording by 29 th January and for the committee to have a discussion about it at the next Environment Committee meeting. (P) CO (S) TT 4 for 1 against Motion carried.	
11.	Library of Things – SHARE UK: Members RESOLVED: The Project Officer liaise with SHARE UK to learn more about members and how they can create a Library and report back to the Committee, and for individual members to liaise with their networks to explore the potential of establishing a partnership to start a Library of Things. (P) CO (S) TT All agreed.	Project Officer and Committee Members
	The Chairman closed the meeting at 9.44pm	
	Date of next meeting – 15 February 2021	