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

To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 22 February 2022 at 7.15pm to transact the business shown on the agenda below.

To the press and public: There is limited public seating for this meeting. To reserve one of the seats please email deal.town.council@deal.gov.uk or call 01304 361999 by 10.00am on Monday 21 February.

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 21 February please email deal.town.council@deal.gov.uk or post to the above address.

Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's Protocol for recording on meetings for guidance available to download on www.deal.gov.uk or on request

Lorna Crow

Lorna Crow - Town Clerk

Date: 15/2/2022

AGENDA

1	Chairman's opening remarks:	Chairman
2	Apologies for absence received:	Town Clerk
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	The minutes of the Full Council meeting held on 25 January 2022 for approval: Decision required	Attach. 2
5	Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk (max 15 minutes): For information	Town Clerk
6	Recommendations on Covid restrictions at the Town Hall: Decisions required	Attach. 3
7	Recommendation from the Environment Committee to approve draft Carbon Reduction Strategy and Action Plan: Decision required	Attach. 4
8	List of payments made between 1 December to 31 December 2021 including list of individual payments exceeding £500 for approval and signing: Decision required	Attach. 5
9	Recommendations from the Event Manager: Decisions required	Attach. 6
10	Civic and Ceremonial Protocol: Decision required	Attach. 7
11	Financial Risk Management Schedule: Decision required	Attach. 8
12	KCC Councillor report: For information	Attach. 9
13	Committee reports: Information to note (a) The minutes of the Planning committee meeting held on 10 January 2022 (b) The minutes of the Environment committee meeting held on 15 December 2021 (c) The minutes of the Transport & Infrastructure committee held on 17 November 2021. (d) The minutes of the Transport & Infrastructure committee held on 15 September 2021.	Attach. 10 Attach. 11 Attach. 12 Attach. 13
	Date of next Full Council meeting: 29 March 2022	

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

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

The Minutes of the Full Council at the Town Hall on Tuesday 25 January 2022. At 7.15pm.

Present: Cllr C Turner (Chairman) Cllr S Beer (Vice-Chairman)
 Cllr D Cronk Cllr B Bano
 Cllr T Bond Cllr T Thompson
 Cllr M Eddy (until 8.40pm) Cllr S Carlyle
 Cllr A Friend Cllr O Richardson
 Cllr E Rowbotham Cllr T Grist
 Cllr C Oliver (until 8.40pm) Cllr A Farrington (until 8.40pm)

Officers: Mrs L Crow (Town Clerk) Other: 5 Members of Public
 Mr P Bone (Deputy Town Clerk)
 Miss J Harper (Asst. to the Town Clerk)
 Mrs L Marney (Committee Clerk)

1	Chairman's opening remarks: The Chairman welcomed everyone and advised of the fire evacuation procedures, asking that all mobile phones were put on silent or turned off. He then stated that it was his intention to manage a fair and balanced debate.	Chairman
2	Apologies for absence: Cllr A Stroud	
3	Declarations of interest: None declared	
4	The minutes of the Full Council meeting held on 29 November 2021 for approval: Members RESOLVED: To accept the minutes of the Full Council meeting held of 29 November 2021 as a true and accurate record. (P) AFr (S) DC. 12 for, 2 Abstentions. Agreed. The Chairman duly signed the minutes.	Chairman
5	Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk: Public statements were emailed to all Cllrs prior to the meeting and copies were placed on the Cllrs tables at the meeting.	Town Clerk
6	<p>Report from Cllr Oliver on Zero Carbon 2025 Deal budget: Cllr Oliver tabled the following proposal to add as a 4th recommendation to her report which was, 'that any unspent funds from any 2021/2022 budget headings be earmarked for environmental projects.' This was seconded by Cllr Eddy. The Chairman advised that a vote would be taken on this addition following any amendments to recommendation 1,2 and 3.</p> <p>Members RESOLVED: To amend recommendation 2 of the report to, 'Deal Town Council should set aside £50,000 in the 2022/2023 budget including any underspend from the 2021/2022 budget for Net Zero and Environmental initiatives, in order to meet our commitments'. (P) SB (S) DC. 6 For, 4 Against, 4 Abstentions. Motion carried.</p> <p>Members RESOLVED: Recommendation 1. The remainder of the unspent Environment 2021-2022 budget at year's end be ringfenced for Net Zero 2025 initiatives. (P) SB (S) TB. All agreed.</p> <p>Members voted on Recommendation 3. 'Councillors commit to setting aside a minimum of 10% of the global DTC budget for carbon reduction measure, year on year'. (P) CO (S) ME. 4 For, 10 Against. Motion failed.</p> <p>Members then took the vote on recommendation 4. 'That any unspent funds from any 2021/2022 budget heading be earmarked for environmental projects'. (P) CO (S) ME. 4 For, 10 Against. Motion failed.</p>	<p>R.F.O</p> <p>R.F.O</p>

7	<p>Recommendations from the Finance & General Purposes Committee: Following debate Cllr C Oliver proposed and Cllr Eddy seconded to include a further £10,000 in the budget line for Environmental Projects bringing the total to £25,600, requiring an increase in council tax of £1.45 per annum and bringing the total Band D equivalent to £70.58. All consequential changes to be made accordingly.</p> <p>Cllr Oliver further proposed, and Cllr Eddy seconded that for clarification, the email circulated by the R.F.O prior to the meeting relating to the final paragraph of his report (attach 4) is included in the minutes of this meeting.</p> <p>Members voted on the first proposal, to include a further £10,000 in the budget line for environmental projects bringing the total to £25,600, requiring an increase in council tax of £1.45 per annum and bringing the total Band D Equivalent to £70.58. All consequential changes to be made accordingly. (P) CO (S)ME. 4 For, 9 Against, 1 Abstention. Motion failed.</p> <p>Cllr C Oliver, Cllr M Eddy and Cllr A Farrington left the meeting at 8.40pm.</p> <p>Members RESOLVED:</p> <p>(a) To accept and approve the draft Budget for 2022/23 as recommended by the Finance and General Purposes Committee. (P) DC (S) SB. 7 For, 4 Against. Motion carried. Cllr T Bond and Cllr A Friend requested to have their votes against the decision be recorded.</p> <p>(b) To approve the Precept Demand for 2022/23 and authorise the Chairman of the Council and the Town Clerk to sign the Precept Demand on behalf of the Council. (P) SB (S) DC. 7 For, 4 Against. Cllr T Bond and Cllr A Friend requested to have their votes against the decision be recorded.</p> <p>The Chairman stated that as Cllr Oliver and Cllr Eddy had left the meeting before the second proposal from them had been voted on that a new proposer and seconder were required. Members RESOLVED: Subject to the R.F.O's agreement the email circulated by the R.F.O prior to the meeting relating to the final paragraph of his report (attach 4) is included in the minutes. (P) SB (S) DC. All Agreed.</p> <p><i>Email: DTC has spent well over 10% per annum of the total budget spend over the past 3 years when all projects are taken into account such as: Cycle Friendly Deal, move to sustainable planting, Hybrid Town Car, Town Hall insulation and glazing improvements.</i></p> <p><i>This paragraph immediately follows one that says: 'It should be noted that other DTC committees also spend part of their allocations on environmental improvements within their projects.' The two Councillors have advised me that this reads as if the expenditure described is directly attributable to the amount spent on Environmental Projects.</i></p> <p><i>This was not my intention. The paragraph was to highlight the fact that this council has a recent history of spending over 10% of the overall, Council wide, budgets on projects that are outside of the core expenditure of the Council.</i></p>	<p>R.F.O</p> <p>R.F.O</p>
8	<p>List of payments made between 1 November to 30 November including list of individual payments exceeding £500 for approval and signing: Members RESOLVED: To note the list of Payments made between 1 November to 30 November including list of individual payments exceeding £500. (P) Afr (S) DC. All agreed.</p>	

9	<p>Queens Jubilee: Members RESOLVED: To accept the following recommendations;</p> <p>(1) The council holds a tree planting ceremony to plant a commemorative Jubilee tree in August/September.</p> <p>(2) For the long bank holiday weekend of Thursday 2 June to Sunday 5 June the exterior of the Town Hall is decorated similar to how it was for the Coronation in 1910 to create an impressive impact in recognition of the Jubilee for everyone to see. This includes garlands, bunting, flags that will be reusable.</p> <p>(3) A budget of £1,000.</p> <p>(4) To delegate authority to the Event Manager in liaison with the Town Clerk to make the necessary decisions to complete these recommendations. (P) SB (S) AFr. All agreed.</p>	<p>Event Manager</p> <p>Event Manager</p> <p>R.F.O</p> <p>Event Manager/ Town Clerk</p>
10	<p>Correspondence update: Members RESOLVED: To note the Town Clerk's report. (P) DC (S) SB. All agreed.</p>	
11	<p>Mayoral engagements for November and December 2021: Members RESOLVED: To note the list of Mayoral engagements. (P) DC (S) AFr. All agreed.</p>	
12	<p>KCC Councillor report: Members RESOLVED: To note the report. (P) SC (S) SB. All agreed. Cllr Beer thanked Cllr Bond and Cllr Murphy for the report.</p>	
13	<p>Committee reports: Members RESOLVED To note the following reports:</p> <p>(a) The minutes of the Planning committee meeting held on 1 November 2021.</p> <p>(b) The minutes of the Planning committee meeting held on 6 December 2021.</p> <p>(c) The minutes of the Finance & General Purposes committee meeting held on 23 November 2021.</p> <p>(d) The minutes of the Extraordinary Finance & General Purposes committee meeting held on 13 December 2021.</p> <p>(P) DC (S) SC. All agreed.</p>	
	<p>The Chairman closed the meeting at: 9.20pm</p>	

DEAL TOWN COUNCIL

MEMORANDUM

TO: Chairman of the Council – Councillor C Turner
DTC Councillors

FROM: Mrs. L Crow – Town Clerk

DATE: 10 February 2022

SUBJECT: Recommendations on Covid restrictions at the Town Hall

In the first year of the Covid 19 pandemic the council adapted to hold online meetings, and as soon as the restrictions allowed for meetings to be held back at the Town Hall the council were careful to ensure that safety measures were in place. They also restricted the numbers of the public to attend events and ensured that room layouts for events/weddings observed the social distancing guidance and maximum air circulation when bookings restarted.

The Government has now relaxed the restrictions but is advising that it is for the business/organisation to decide on what is safe for them as Covid 19 and its variants are still prevalent and present a risk, in particular to the vulnerable.

Information to note: At the previous Full Council meeting I observed that some councillors were still very mindful of social distancing and continued to wear their masks even when seated.

Although 8 seats were pre-booked by members of the public, only 5 attended. The council received 9 written statements which were emailed to all councillors. There were also hard copies of the statements placed on every councillor table at the meeting. For this reason, I am recommending below that receiving written statements continue as it has increased public participation.

I have met with the council's Health and Safety Officer and the Event Manager to discuss how the council can do this and we have agreed the following recommendations.

Current measures in place for council meetings

- Restricting the number of people in the Chamber to 15 Councillors and 4 public seats (this was increased to 8 public seats at the last full council meeting)
- Table layout and screens for councillors and staff
- Hand sanitizers at the entrance of the building and chamber
- Requesting that all wear masks until they are seated
- The public submitted written statements on items on an agenda to replace public speaking

Recommendations:

1. Increase public seats to 10.
2. Continue with the table layout for councillors and staff
3. Remove the screens
4. Continue with hand sanitizers at the entrance of the building and chamber
5. Continue to request that everyone wears a mask until they are seated (it is understood this cannot be enforced)

6. To continue with written statements from the public to be submitted by midday the day before the meeting.
7. Members of the public who want to attend the meeting to pre-book their seats by midday the day before the meeting.
8. Members of the public who wish to speak at the meeting pre-book their seat as above and state at that time they wish to speak.
9. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes.

This procedure can also be followed for the Planning committee, and is at the Chairs discretion to allow the public to speak at an agenda item if it will assist the committee in their deliberations.

Current measures in place for weddings, Mayoral events and General Public Hire

- Restricting the number of people in the Chamber from 80 to 40
- Room layouts reduced for social distancing
- Requesting that all wear masks until seated
- Hand sanitizers at the entrance of the building and chamber

Recommendations:

10. Increase the number of people in the Chamber to attend a wedding/mayoral events/public hire from 40 to 60.
11. Room capacity in the Committee room up to 15 people.
12. Continue with hand sanitizers at the entrance of the building and chamber

Decision required

Members to consider the above recommendations

DEAL TOWN COUNCIL

MEMORANDUM

TO: Chairman of the Council – Councillor C Turner
DTC Councillors

FROM: Mrs. L Crow – Town Clerk

DATE: 15 February 2022

SUBJECT: Recommendation from the Environment committee

At the November Environment committee meeting members

- **RESOLVED:** To Request STEM Sustainability revisit the Council two years after they delivered the carbon literacy training, to review the Town Council's performance towards its Net Zero Carbon goal against the Green House Gas Protocol model. The review, to be delivered before the next Town Meeting in April 2022, in the form of a report on the actions delivered and an assessment of the proposed actions along with any further recommendations to reach Net Zero with minimal offsetting. This review to be conducted annually until 2026. The budget set for this work is £770 this year.

Following this decision, I arranged a training session with STEM Sustainability for key officers to assist in our preparation of the council's audit that would take place before April 2022.

The R.F.O, Project Officer, and me prepared a draft Carbon Reduction Strategy 2022-25 and an annual action plan for 2022/23 that focussed on the first critical stages towards a net zero goal that had been identified as priority for council when we attended the training.

At the Environment committee meeting on 14 February members considered this draft Carbon Reduction Strategy 2022-25 and annual action plan for 2022/23 members

- **RESOLVED:** To recommend the draft carbon strategy and carbon reduction annual plan 2022/23 is recommended to full council for adoption, and that the environment committee explore priorities 5 & 6 and agree an action plan for 2022/23 for them.

Please see overleaf the Carbon Reduction Strategy and action plan.

Decision required: Members to consider adopting the Carbon Reduction Strategy and action plan.

Deal Town Council Carbon Reduction Strategy 2022-25

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 councilors represent 24,000 citizens, which is a ratio of 1 councilor for 1,600 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, but all hybrid working. 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 Day
 - Holocaust Memorial Day
 - Charter Day
- Manages the Visitor Information Centre
 - Open two weekday mornings
- Issues grants to local organisations
- 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 annual street fayre (cancelled in 2020 & 2021)
- Allotments
 - Rents 123 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

Commitment to achieving Net Zero

The Full Council declared a Climate Emergency on 26 June 2019:

“That Deal Town Council commits to becoming a carbon-neutral organisation by 2025 by creating a carbon audit and roadmap by March 2020 and will provide up to a £1,000 from this year’s contingency fund to cover the costs of producing the carbon audit and roadmap.

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.

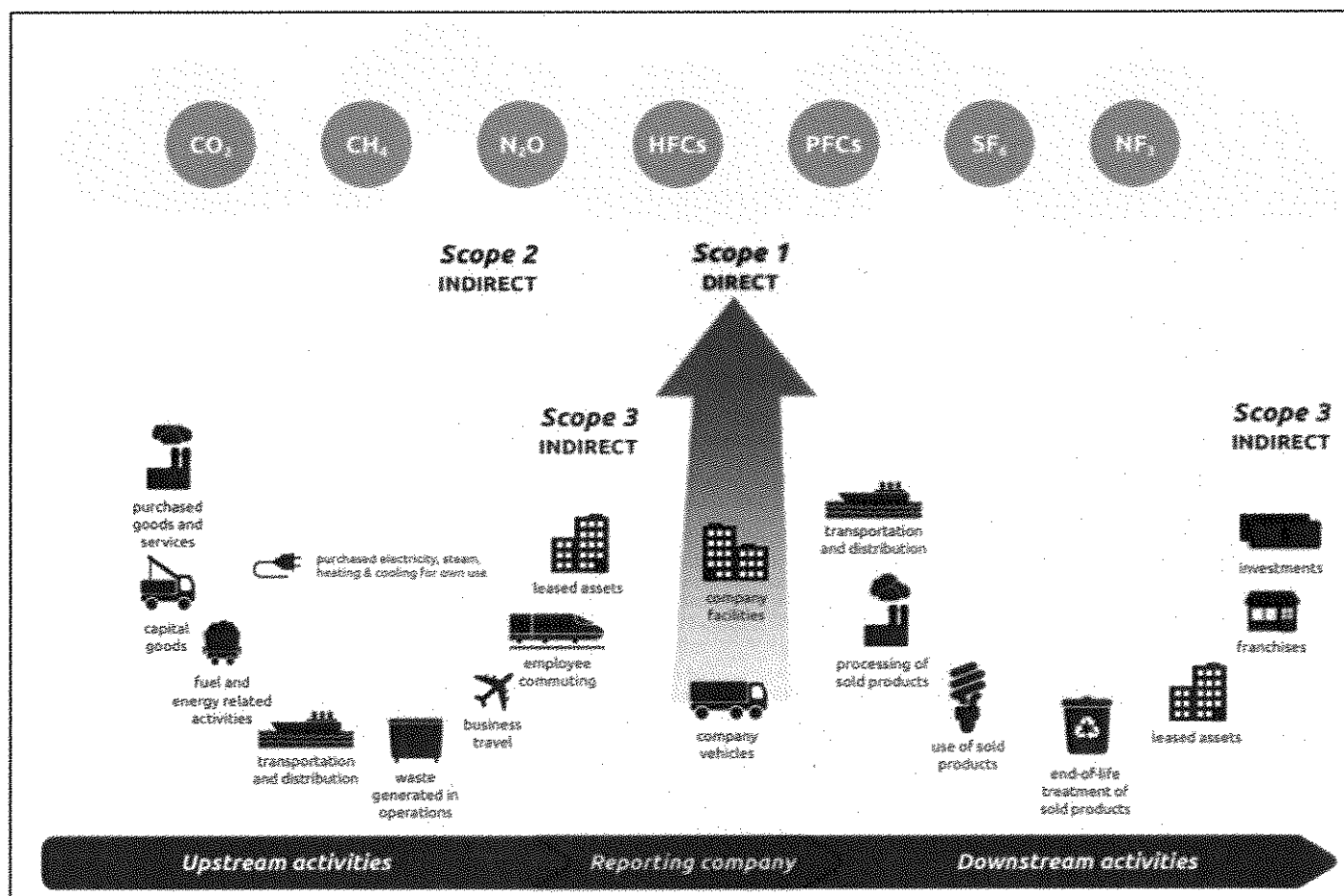
Vision

Deal Town Council is committed to achieving Net Zero emissions by 2025

This means that by March 2025 Deal Town Council will be a net zero-carbon organisation. The council’s own operations will be clean and efficient.

Measurement

The Council is using the Greenhouse Gas Protocol model to assess its emissions and calculating them using the new KALC Carbon Calculator.



Greenhouse Gas Protocol - the world's most recognised carbon footprint standard

Scope 1 – emissions from owned or controlled combustion sources (i.e. natural gas powered heating)

Scope 2 – emissions from the generation of purchased energy (i.e. electricity supplied)

Scope 3 – As much of the emissions that occur in up and downstream supply chains

Baseline Emissions Footprint

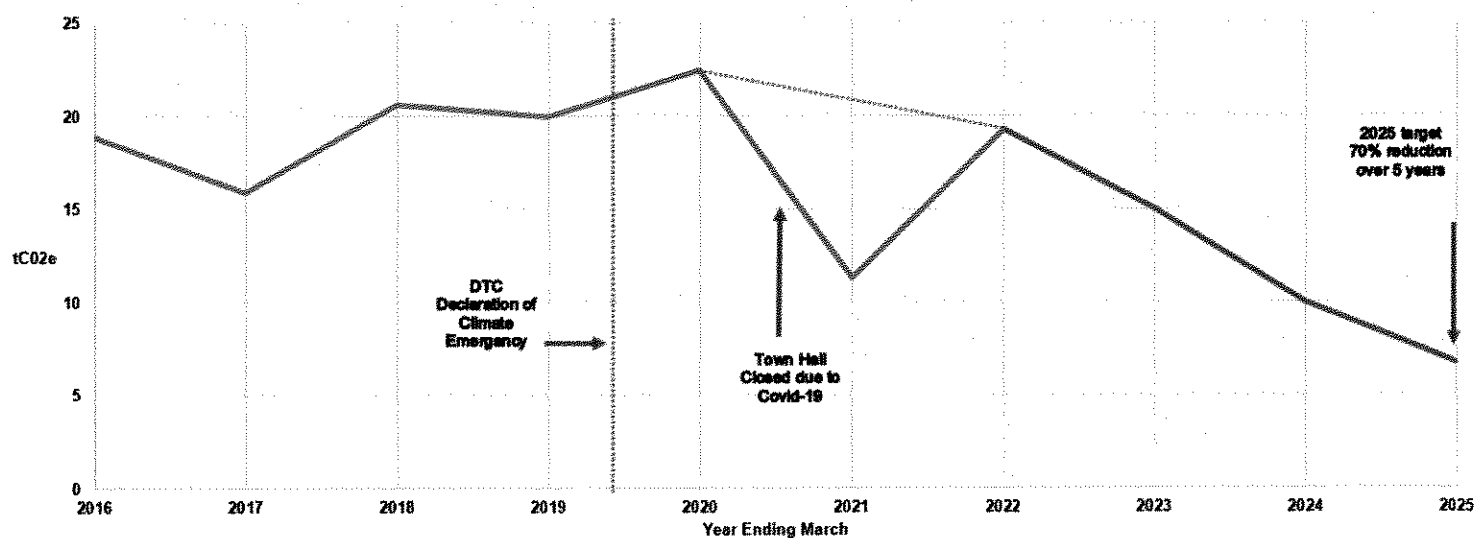
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: April 2015 - March 2016		April 2016 - March 2017	April 2017 - March 2018	April 2018 - March 2019	April 2019 - March 2020	April 2020 - March 2021	April 2021 - March 2022
Baseline year emissions:							Estimate
EMISSIONS	TOTAL (tCO ₂ e)						
Scope 1	13.1	10.6	14.3	15	15.8	7.7	14.2
Scope 2	3.2	3.1	3.6	2.2	3.6	2.1	2.4
Scope 3 (Gas and electricity distribution plus water only)	2.6	2.2	2.7	2.8	3.1	1.5	2.7
Total Emissions	18.9	15.9	20.6	20	22.5	11.3	19.3

Emissions reduction targets

We project that carbon emissions will decrease over the next three years to 6.75tCO₂e by 2024-2025. This is a reduction of 70% over five years.

Journey to Net Zero by 2025



To achieve this rapid decrease work is focused on minimising the emissions from Scope 1 (heating) and Scope 2 (purchased energy) activities.

To deliver this vision we will focus on the six priority areas listed below in order. We will produce an Annual Action Plan to tackle these priorities. Each year our emissions and Action Plan will be reviewed by an external auditor and reported publicly.

Priority Area 1 – Deal Town Hall: Scopes 1 & 2

- Continually improve energy efficiency and thermal performance of Deal Town Hall within the limits of being guardians of an historic building
- Seek opportunities for decarbonising heating and electricity in Deal Town Hall
- Maximise usage whilst minimising emissions

Priority Area 2 – Working Practises: Scope 1 & 2

- Assess Town Hall usage and emissions to see how working practices can adjust to reduce energy usage and emissions
- Engage staff and encourage action through communications and initiatives
- Eliminate the use of single-use plastics
- Ensure all new starters receive induction training on the council's environmental aims and policies
- Committees to run all decisions through a Net Zero Carbon Emissions Checklist
- Reduce water demand – particularly with Council planting
- Reduce, reuse and recycle as much waste as possible
- Improve paper management (Reduce printing & minimise shredding)
- All purchasing decisions to be fully assessed
- Where possible, Council Meetings and working hours to overlap
- Events to be 'No Waste' and low carbon impact

Priority Area 3 – Transport: Scopes 2 & 3

- Assess the necessity of Mayoral and other operational transport
- Review options for using electric vehicles
- Encourage staff & councillors to adopt sustainable transport options.

Priority Area 4 – External Activities Management: Scope 3

- Continue to help allotment holders to minimise their environmental impact
- Expand allotment portfolio
- Proactively manage the Markets to help local shoppers to buy from local providers
- Work with traders to help them to reduce their carbon footprints

Priority Area 5 – Carbon Emission Balancing

- Invest in local or regional schemes to offset emissions the Council cannot reasonably reduce
- Green the urban area to improve the environment for people, birds, animals and insects

Priority Area 6 – Helping Our Citizens and Businesses

- Share the work the Council has undertaken to reduce its carbon footprint
- Work with local businesses and organisations to encourage more sustainability
- Encourage citizens to improve the thermal performance of their homes
- Encourage, promote, campaign for and foster good public transport, walking, wheeling and cycling
- Object to major developments that are not environmentally sustainable or impact biodiversity

Boundaries

Deal Town Council cannot be responsible for the carbon emissions of every element of its activities so there are things that it can influence, but not control. For instance:

- The Council will encourage Market traders and allotment holders to act sustainably, but cannot be responsible for their emissions
- The Council will run events and will encourage participants and visitors to act sustainably, but cannot be responsible for their emissions

- Suppliers will have been expected to have calculated, minimised and offset the whole life emissions of any significant Council purchases to avoid double accounting

Monitoring & Reporting

The Council has committed to an external annual review that will be published in April from 2022 to 2025.

Deal Town Council Carbon Reduction Annual Action Plan 2022/3

Month	Action	Scope	Benefit	Budget
March	Roof space lagging	1	Thermal improvement	£3,800
	Chamber window repairs	1	Thermal improvement	£2,544
April	External Carbon Audit & Review	-		£770
	Planting	2	Save water	£0
May	Heating Controls	1	Energy efficiency	est.£3,000
	Carbon Emissions Checklists	2	Minimise negative impact of decisions on emissions	£0
June	Secondary Glazing (FF)	1	Thermal Improvement	£tbc
July	Paper Management	2	Reduce paper & improve recycling	£0
August	Secondary Glazing (GF)	1	Thermal improvement	£tbc
September	Mayoral Transport Review	2	Energy efficiency	£0
October	Councillors & Staff Carbon Literacy Training	2	Awareness & understanding	£500
November	Winter Meeting Programme: Council Meetings during working hours	1 & 2	Energy efficiency	£0
December	New Energy Performance Certificate	1 & 2	Verification of work completed & identification of next actions	£400
January	No bookings	1 & 2	Energy efficiency	£0
February	No bookings	1 & 2	Energy efficiency	£0
March	Carbon Literacy Virtual Training Programme	2	Awareness & understanding	£tbc

Attach 5

**Deal Town Council
Nat West Combined A/C's**

List of Payments made between 01/12/2021 and 31/12/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/12/2021	BUSINESS STREAM SCOTTISH	£ 85.53	WATER MR ALLOTMENTS
07/12/2021	H MCADAM EXPENSES	£ 7.45	EXPENSES DEC 2021
07/12/2021	BARRY FINCH	£ 4.00	CAR PARKING
07/12/2021	JO HARPER	£ 21.20	CAR PARKING AT TH
07/12/2021	MARC- ONE SECURITY	£ 124.80	SAT MKT SECURITY
07/12/2021	KM MEDIA GROUP	£ 220.50	RECRUITMENT ADVERT
07/12/2021	TOWER DESIGN & PRINT	£ 180.00	MAYORS CHRISTMAS CAR
07/12/2021	HOWELL & HICKS	£ 300.00	POSTERS
07/12/2021	CLEAN CUT SERVICES	£ 390.00	ALLOT MAINTENANCE FOR
08/12/2021	VODAFONE BUSINESS	£ 10.03	OFFICE MOBILE
09/12/2021	GUIDELINE LIFT SERVICE	£ 139.74	LIFT MAINTENANCE
09/12/2021	JUSTSIGNS	£ 285.00	A1 BANNERS TOWN PLAN
09/12/2021	THE DINING CLUB DEAL	£ 972.00	HOSPITALITY FOR MAYOR
09/12/2021	GLOBAL4 TELECOM	£ 171.10	LANDLINE TOWN HALL
13/12/2021	CAPITA BUSINESS SERVICES LTD	£ 23,260.30	PAYROLL FOR STAFF
15/12/2021	BARRY FINCH	£ 13.10	TS UNIFORM CLEAN
15/12/2021	TOWER LEAFLET DISTRIBUTION	£ 125.00	LEAFLET DISTRIBUTION
15/12/2021	TOWER DESIGN & PRINT	£ 596.40	BOLLARD COVERS
15/12/2021	TOTAL SUPPLIES	£ 38.40	CLEANING SUPPLIES
15/12/2021	MARC- ONE SECURITY	£ 124.80	SAT MKT SECURITY
15/12/2021	NATWEST CHARGES	£ 67.20	BANKLINE
16/12/2021	JOANNE HARMER GALLERY	£ 289.65	ART4PUBLISHING HOUSE
16/12/2021	ADM COMPUTER SERVICES	£ 396.00	SUPPORT CONTRACT
16/12/2021	ADM COMPUTER SERVICES	£ 18.00	CLOUD 365
16/12/2021	ADM COMPUTER SERVICES	£ 50.70	VDSL
16/12/2021	ADM COMPUTER SERVICES	£ 381.41	OFFICE365 AND RIALTAS
16/12/2021	ADM COMPUTER SERVICES	£ 846.11	IT SUPPORT
16/12/2021	PITNEY BOWES	£ 100.62	FRANKING MACHINE
17/12/2021	SUE MORBEY	£ 7.79	EXPENSES
20/12/2021	PLUSNET	£ 43.98	INTERNET TOWN HALL
20/12/2021	DOVER DISTRICT COUNCIL	£ 973.00	DECEMBER BUSINESS RAT
21/12/2021	WALKER HIGHWAYS	£ 1,200.00	TRAFFIC MANAGEMENT S
21/12/2021	MARC- ONE SECURITY	£ 124.80	SAT MKT SECURITY
21/12/2021	HIPPERSON LIMITED	£ 1,992.00	HEAT RECOVERY UNIT TH
21/12/2021	WALMER CRICKET CLUB	£ 800.00	GRANT PYMT
21/12/2021	JO HARPER	£ 6.50	EXPENSES CAR PARKING
21/12/2021	WORLDPAY (UK)LIMITED	£ 54.16	CARD MACHINE
23/12/2021	SSE SWALEC GAS	£ 519.24	GAS TOWN HALL
24/12/2021	HAMSHIRE FLAG CO	£ 188.15	FLAG FOR TOWN HALL
24/12/2021	RIALTAS BUSINESS SOLUTIONS	£ 240.00	END OF MONTH TRAINING
29/12/2021	THE 2 MINUTE FOUNDATION	£ 648.00	LITTER PICK STATION
30/12/2021	SUEZ RECYCLING AND	£ 510.04	RECYCLING
31/12/2021	NATWEST CHARGES	£ 67.55	NATWEST CHARGES
31/12/2021	SHOGUN VEHICLE LEASING	£ 355.44	OFFICIAL CAR LEASE
		£ 36,949.69	

List of Payments made between 01/12/2021 and 31/12/2021 over £500

Date Paid	Payee Name	Amount Paid	Transaction Detail
09/12/2021	THE DINING CLUB DEAL	£ 972.00	HOSPITALITY FOR MAYOR
13/12/2021	CAPITA BUSINESS SERVICES LTD	£ 23,260.30	PAYROLL FOR STAFF
15/12/2021	TOWER DESIGN & PRINT	£ 596.40	BOLLARD COVERS
16/12/2021	ADM COMPUTER SERVICES	£ 846.11	IT SUPPORT
20/12/2021	DOVER DISTRICT COUNCIL	£ 973.00	DECEMBER BUSINESS RAT
21/12/2021	WALKER HIGHWAYS	£ 1,200.00	TRAFFIC MANAGEMENT S
21/12/2021	HIPPERSON LIMITED	£ 1,992.00	HEAT RECOVERY UNIT TH
21/12/2021	WALMER CRICKET CLUB	£ 800.00	GRANT PYMT
23/12/2021	SSE SWALEC GAS	£ 519.24	GAS TOWN HALL
29/12/2021	THE 2 MINUTE FOUNDATION	£ 648.00	LITTER PICK STATION
30/12/2021	SUEZ RECYCLING AND	£ 510.04	RECYCLING
		£ 32,317.09	

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr C Turner, Chairman of Deal Town Council
All council members

From: Joanne Harper, Events Manager

Date: 11th February 2022

Re: Recommendations from the Event Manager

During the pandemic council events were either cancelled or scaled down. With restrictions now lifting, I have taken the opportunity to re-evaluate the events that council has traditionally organised whilst being mindful of the council's commitment to becoming carbon neutral in our operations by 2025, which needs to be reflected in the events we put on. For this evaluation I have also considered how many members of the public attend the events and the impact on resources.

Holocaust Memorial Day 27th January

This year's scaled down Holocaust Memorial Day commemoration held on 27th January was well received by members of the public. Positive feedback included that the service and wreath laying at the memorial stone was sufficient in honouring the victims of the Holocaust and subsequent genocides.

The annual budget for this event is usually £250, of which an average of £40 is spent on flowers for the mayor to lay on behalf of the council and people of Deal. Traditionally a commemorative event and exhibition has been put on at the Town Hall as well as the service.

International Women's Day 8th March

DTC has marked International Women's Day by holding various events over the years, in line with global celebrations. Whilst the importance of International Women's Day and its aims should be recognised, these events have acquired minimal interest from residents and have only been of benefit to a small minority. The budget for these events has been £250.00.

Undercroft Exhibitions and Advertising

The Undercroft can be utilised to advertise and signpost National events. It can also showcase the councils' exhibitions and information including public consultations. To do this display/notice boards can be placed on the walls in the Undercroft, these will be removable to ensure versatility.

This would also enable me to advertise and raise awareness of IWD and advertise/exhibit information on the Women's Football etc.

Recommendations:

1. The Council continues to honour the victims of the Holocaust and subsequent genocides with a memorial and wreath laying service only at the memorial stone in St Georges Church Gardens, with an agreed annual budget of £50.00. Should there be an important anniversary/national event for HMD consideration will be given to holding a larger event and budget.
2. The council does not put on a specific event for International Women's Day but continues to mark it by raising awareness through signposting on social media, DTC website and posters at a minimal cost to the council.
3. To delegate authority to the Event Manager in liaison with the R.F.O to purchase notice/display boards up to a total of £900.00

Decisions Required: Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Deal Town Councillors

FROM: Councillor C Turner – Chairman of the Council

DATE: 9 February 2022

SUBJECT: Civic and Ceremonial Protocol

The tradition has been that the black ribbons and the black robe are a mark of respect for the murder of the mayor of Sandwich in 1457, when Sandwich was attacked by 4000 Frenchmen mainly from Honfleur. For that reason, the Deal civic insignia include the wearing of black ribbons/rosettes on the Mayoral chains.

This means that Deal has been in mourning since then and while still being respectful to this tradition, it is now time to adapt slightly, as there may be occasions when a change of colour for the ribbons/rosettes would be appropriate.

Recommendation:

1. The town council colour is teal. Teal rosettes and ribbons will become the norm.
2. Black ribbons/rosettes will continue to be worn when appropriate, at all Cinque Ports events, and with due deference to the Mayor and Council of Sandwich.
3. To authorise the Mayor in liaison with the Town Clerk to choose different colours of ribbons/rosettes for the Mayor's and the Mayoress's/Consort's chains for occasions where it is appropriate, in consultation with the Mayoral team when required.
4. To authorise the Deputy Mayor in liaison with the Town Clerk to choose different colours for ribbons/rosettes for the Deputy Mayor's and Deputy Mayoress's/Consort's chains for occasions where it is appropriate, in consultation with the Mayoral team when required.
5. The cost of additional ribbons/rosettes to come from the Mayoral budget.

Decision required:

Members to consider approval of the above recommendation and update the Civic and Ceremonial policy accordingly.

Deal Town Council Revised (February 2022) Risk Management Schedule 2022 – 2023.**Consequences of Risk:**

1. Increased costs:
 - Putting things right – legal & Auditor's fees
 - Premium renewals
 - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific Risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action Needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation. • Appropriate level of reserves in place. 	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> • Annual review of asset register documented. 	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. Electronic accounts are presented monthly to all Finance Committee & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 2021

Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> Documents in place e.g. expenses forms, petty cash forms etc. Electronic spreadsheets now detail all transactions. 	Ongoing monitoring and inclusion in Internal Audit Control checks.
BACS Payments	Low	Low	<ul style="list-style-type: none"> Amendments to add payees requires authorisation by Finance Assistant and RFO Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. Responsibility for internal financial control procedures in place. Two authorised Councillor Bank Signatories required to authorise and sign all BACS payments once the invoice has been verified by the R.F.O. Adequate number of authorised Councillor Signatories in place. 	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> Card kept locked away by Town Clerk Only issued to RFO when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable. Monthly Direct Debit to clear balance 	Ongoing monitoring including internal and external audit control procedures.

			<ul style="list-style-type: none"> Monthly statement checked by Town Clerk, RFO and two authorised Councillors 	
Bank & Cash – segregation of duties	Low	Low	<ul style="list-style-type: none"> Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. Responsibility for internal financial control procedures in place. Adequate number of cheque signatories in place. Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O. 	Ongoing monitoring including internal and external audit control procedures.
Budget Overspend	Low	High	<ul style="list-style-type: none"> Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council. Budget to actual income reviewed monthly. All invoices scrutinised to ensure they match quotation figures. Staff to seek competitive quotations for all purchases as required by Financial 	Accounts are presented to the scheduled Finance Committee and Full Council meetings. Bank reconciliation is completed monthly. Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.

			<ul style="list-style-type: none"> Regulations and Standing Orders. Staff salaries reviewed annually in accordance with staff contracts. 	
Loss of funds due to misappropriation of public money.	Low	High	<ul style="list-style-type: none"> A list of all accounts for payment is authorised at Full Council meetings, recorded in the minutes and duly signed by the Chairman. All cheque and BACS payments are verified by the R.F.O and then signed by two authorised Councillor Bank Signatories who also sign the invoice stamp and initial the cheque book stub or BACS authorisation sheet. No members of staff are authorised to sign cheques. No Councillors are authorised to sign incomplete cheques. Council has the ability to view instruments of payment and receipt through the Bank Line service. All expenses claims are made on the appropriate claim forms with receipts attached as appropriate. DDC maintain a register of Councillor Declaration of 	<p>All statutory requirements and deadlines to be met. Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to.</p> <p>The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely financial transactions.</p>

			<ul style="list-style-type: none"> Interests. Declarations of Interest are also recorded in the minutes at all meetings. Members have a duty to declare any interest at meetings. All statutory requirements for public reporting of accounts are met. Independent Internal Auditors are appointed annually. The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission. 	
Creditors – unknown liabilities	Low	Low	<ul style="list-style-type: none"> Financial Regulations in place w.e.f. 31st March 2010. Electronic accounting system in place. Financial reports are presented to all scheduled Finance & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 2021
Non - compliance by Councillors with statutory requirements.	Low	High	<ul style="list-style-type: none"> All resource material has been updated including new Financial Internal Controls – Governance & Accountability (England): A Practitioners Guide 2010 refers. The Kent Code of Conduct for Members was adopted by Deal 	<p>Training strategy for staff and Councillors developed.</p> <p>Internal Financial Controls undertaken by two nominated Members ongoing.</p> <p>Standing Orders and Terms of Reference reviewed</p>

			<ul style="list-style-type: none"> Town Council w.e.f. 1st July 2012. Advice for Council is the Town Clerk who is CILCA qualified. All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairman at the next meeting. Clear Terms of Reference and Standing Orders are in place. 	annually.
Fidelity Insurance	Low	Medium	<ul style="list-style-type: none"> Annual review of level of cover to meet with the Audit Commission guidelines and formula. 	Annual review.
Financial Bonds & exposure to single Bank	Low	High	<ul style="list-style-type: none"> Annual formal review (January 2018) and regular informal dialogue with Bank Adviser. Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Compensation Scheme is £85,000 per banking group used for banking or investments 	Ongoing review of financial market.
Business Continuity – Council not being able to continue its business due to unexpected or tragic circumstances.	Medium	High	<ul style="list-style-type: none"> Back up of electronic financial records held on and off site. Monthly manual print out of financial records held in case of IT failure. All Council documents are 	Ongoing review of IT and financial recording systems. IT back up system in place.

			held in Town Hall.	
Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Low	High	<ul style="list-style-type: none"> • Insurances are in place including Public Liability cover of £10,000,000. • The Town Clerk conducts staff appraisal interviews and reviews of their job descriptions and training needs. • ‘Back to Work’ interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence. • All policies are accessible for all staff. • Qualified Town Clerk in post to advise Council. • Advisory and support services contract in place with Ellis Whittam on matters relating to Employment Law and Health & Safety. • Risk Assessments undertaken for all events hosted by Deal Town Council. 	<p>Council signed with Ellis Whittam for HR and Health & Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> • SLCC membership in place – can provide a locum Town Clerk if needed. • KALC membership in place – will advise Council accordingly. 	<p>Staff Liaison panel to have regular meetings with Town Clerk.</p> <p>Annual appraisal review to be undertaken for Town Clerk in accordance with contract of</p>

				employment – review to include workload, terms and conditions, working environment, resources and job description.
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Deal Town Council

Review undertaken: February 2022.
Next review: February 2023.

KCC REPORT JAN / FEB 2022**Cllr Trevor Bond****Cllr Derek Murphy****BROADBAND ~ update:**

To date, our work with Building Digital UK has improved connectivity to over 145,000 homes and businesses that would otherwise have been left with no or poor broadband. We are delighted that the Government has now announced investment of up to £203 million to deliver new gigabit-capable broadband connections to properties that will not be connected by market-led investment by telecom operators. The procurement will be led by Building Digital UK and the pre-procurement work is already underway. We welcome this investment and look forward to working with Building Digital UK to support its successful implementation.

ECONOMIC DEVELOPMENT:

Going into 2022/2023 fiscal year the Economic Development team will be working in several major areas to promote the Kent economy

The current Resilience and Renewal Plan will be followed in the next few months by a Strategic Economic Interventions Programme for Kent and Medway supported by all 12 Districts and Medway Council.

It will build on the Renewal and Resilience Plan: improving value for money and prioritisation of economic development and regeneration, increasing KCC's ability to contribute to economic outcomes, including through its core service delivery, and strengthen KCC's convening power by bringing partners together.

This will be closely linked to the programme set out in the Government's White Paper on Levelling Up:

KCC is already working with the Kent Chamber of Commerce, the Further Education Colleges and Universities on a Kent Local Skills Improvement Plan which the Government has already acknowledged is the means by which local employers can find workers with the skills relevant to their business needs and people in Kent can obtain up to date qualifications for the jobs on offer.

Projects will include:

- Supporting Kent's fresh food growers through the new Rural and Agricultural Group recommended by Scrutiny Committee, working closely with our partner organisation Produced in Kent.
- Working with the Minister for Science (George Freeman) to bring together in Kent a world-class life-sciences industry cluster,
- Working closely with the Districts on High Street regeneration
- Increasing our capability to bring significant new investment projects into Kent working with partner organisation Locate in Kent
- Progressing and developing with Districts and Employers recent investment announcements:

4 x New film studios in Ashford ~ £14m investment.

55 new companies attracted to Discovery Park Sandwich over an 18 months Period.

Hydrogen cell manufacture in Thanet (Aviation) ~ £11m investment & 100 jobs by 2025 (see below).

Port import handling facilities at Dover & Sevington ~ 350 jobs

Panattoni 1.9m sq ft of distribution warehousing (Aylesford).

The Recovery Plan ("Resilience and Renewal" to date has delivered:

The Covid Business Help-Line which has responded to more than 20,000 calls from Kent businesses.

£4 million of zero percent interest rate Recovery Loans from the **Kent & Medway Business Loan Fund**

The highly successful No Use Empty (NUE) will continue, the project receives investment funding from the Treasury. By bringing "No Use Empty" properties back into use helps in boosting Council Tax Receipts & promotes Urban regeneration, *Margheritas Middle St Deal is an excellent example of the scheme in action.*

HYDROGEN RESEARCH, DEVELOPMENT & PRODUCTION:

HyPoint launched at Discovery Park Sandwich in a bid To Advance Zero-Emission Hydrogen Aviation In The UK And Abroad. NASA Award-Winning Hydrogen Fuel Cell Pioneer

Will Invest More Than £11 Million into Its R&D And Production Site in Sandwich, Kent.

HyPoint, the company developing zero carbon-emission turbo air-cooled hydrogen fuel cell systems for aviation and urban air mobility, opened its doors to its new Discovery Park location in Sandwich (9th Feb) aimed at accelerating hydrogen innovation in the UK. The new flagship location, will house the company's research labs and production facilities and will work closely with its Silicon Valley headquarters in Menlo Park, California.

Over the next 2 years, HyPoint will invest more than £11 million in Sandwich and grow headcount to more than 50 employees, a scheme that was recognised by 10 Downing Street at the Green Investment Summit in October 2021. By the end of 2025, the company expects to employ more than 100 workers and have 100 megawatts of onsite plant capacity.

For more information on Hypoint visit ~ <https://Hypoint>

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

The Minutes of the Planning Committee held on Monday 10th January 2022 at 7.15pm

Present: Cllr A Stroud (Vice-Chairman)
 Cllr M Eddy
 Cllr T Grist
 Cllr C Turner

Mr R Green (Deal Society)
 Ms E Fogarty (FOND)

Officers: Mr P Bone (Deputy Town Clerk)
 Miss J Harper (PA to Town Clerk)

Other: 3 Members of the public

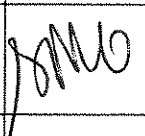
MINUTES

1	Chairman's opening remarks: Cllr Stroud welcomed everyone to the meeting, read out the fire evacuation procedures and advised that she would be Chairing the meeting as apologies had been received from Cllr Carlyle.			
2	Apologies for absence: Cllr S Carlyle			
3	Declarations of interest: Cllr C Turner declared a VAOI on Planning Application 21/01822 and will abstain from voting as he knows one of the objectors. Cllr M Eddy declared a VAOI for Planning Application 21/01910 as he knows one of the applicants.			
4	The minutes of the planning committee meeting held on 6th December 2021 for approval and signing: Members RESOLVED: To accept the minutes held on 6th December 2021 as a true and accurate record. (P)ME (S)CT. All Agreed. The Chairman duly signed the minutes.			Chairman
5	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: 2 statements received were handed out to those present and members were given time to read them.			
6	Planning applications received			
	REF:-	ADDRESS	PROPOSAL	DECISION
	21/01790	83 Beach Street Deal CT14 6JB	Change of use to upper 2 no. floors residential and bottom 2 no. floors as a café (Class A3)	No objection: (P)ME (S)C. 3 For, 1 Against. Agreed
	21/01772	Mary Hougham Almshouses Griffin Street Deal CT14 6LG	Replace existing concrete roof tiles with slate	No objection: (P)ME (S)CT. All Agreed
	21/01773	Mary Hougham Almshouses Griffin Street Deal CT14 6LG	Replacement side and rear windows	No Objection: (P)ME (S)CT. All Agreed
	21/01669	Melford Cottage 163 Middle Street Deal CT14 6LL	Installation of 2no. rooflights (existing rooflight to be removed)	Object: Unless there is a condition added preventing the use of the outbuilding as overnight accommodation. The concept of the

			replacement rooflights is acceptable. (P)ME (S)CT. All Agreed
21/01664	Pebble Cottage 8 Griffin Street Deal CT14 6LH	Formation of new opening and installation of window to basement, replacement of existing front door with new, installation of wall light and painting of front elevation.	No Objection: (P)ME (S)CT. All Agreed
21/01794	88 Mill Hill Deal CT14 9JB	Display of 1no. non-illuminated fascia sign	No objection (P)CT (S)TG. All Agreed
21/01789	232 Middle Deal Road Deal CT14 9SW	Variation of Condition 2 (approved plans) to allow the height of the roof eaves and ridge to be increased of planning permission DOV/20/00863 (application under Section 73)	No objection (P)CT (S)ME. All Agreed
21/01798	2 Sondes Road Deal CT14 7BW	Change of use of basement and ground floor to create a maisonette and alterations to windows (balcony and stairs to be removed)	Object: Unless there is a condition added that the basement cannot be used for sleeping accommodation. (P)ME (S)CT. All Agreed
21/01834	Garages To Centre Of Cavell Square Deal CT14 9HS	Erection of 27no. single storey garages (existing 33no. single storey garages to be demolished)	Object: Unless there is a condition added that the garages are not used for commercial purposes. (P)TG (S)ME. All Agreed.
21/01822	Land On The West Side Of Cross Road Deal CT14 9LA	Outline planning application for the erection of up to 140 dwellings including affordable housing, with public open space, landscaping, and vehicular access (all matters reserved except for access)	Object: In the strongest possible terms as not in the interest of the Town/Community. The principal concerns are; Highways: Impact on road safety and the need to be able to link safely to other roads. Housing: The need for housing in the area to be suitable for the local housing needs with larger area devoted to recreational space and greater use of cycle paths and footways. Impact on surface flooding: The development will

mm

			interfere with the aquifer. (P)ME (S)AS. 3 For, 1 Abs	
21/01815	2 Chapel Street Deal CT14 6HW	Repainting of front elevation, windows, and front door	No Objection: (P)ME (S)CT. All Agreed.	
21/01816	2 Chapel Street Deal CT14 6HW	Repainting of the external rendered masonry and windows on the front facade.	No Objection: (P)ME (S)CT. All Agreed.	
21/01820	4 Silver Street Deal CT14 6LB	Erection of a first floor rear extension	No Objection: (P)CT (S)TG. All Agreed.	
21/01700	25 Courtenay Road Deal CT14 6UJ	Erection of a front porch	No objection: (P)ME (S)AS. All Agreed.	
21/01601	Garage The Old Coach House Sondes Road Deal CT14 7BW	Erection of a three storey dwelling (single storey storage building to be partially demolished)	Object: In terms of frontage design out of keeping with the street scene. (P)CT (S)ME. All Agreed	
21/01840	14 Griffin Street Deal CT14 6LQ	Installation of 2no. roof lights to rear roof slope (retrospective)	No Objection: (P)AS (S)ME. All Agreed.	
21/01841	14 Griffin Street Deal CT14 6LQ	The insertion of 2no roof light windows to the rear roof slope	No Objection: (P)AS (S)ME. All Agreed.	
21/01817	Silver House 3 Silver Street Deal CT14 6LB	Installation of glazed cover and upstand to front light well, repair and repaint front bay window, door and gate. Installation of frameless windows to side elevation, replacement patio doors to rear elevation, increase depth of rear light well and new glazed bridge (metal gate from front and rear light well to be removed)	No Objection: (P)AS (S)CT. All Agreed.	
21/01176	26 College Road Deal CT14 6BP	Erection of single storey rear extension, rear dormer roof extension, rooflight to front roofslope, rear landscaping and driveway (existing rear extension and shed to be demolished)	No Objection: (P)ME (S)CT. All Agreed.	
21/01787	79 Patterson Close Deal CT14 9NA	Erection of an attached dwelling with associated parking and landscaping and a single storey rear	Object: Unless the concerns raised in the Southern Water Letter of obstructing the sewer can be resolved.	8/11/10

			extension to existing dwelling existing garage to be demolished)	(P)ME (S)AS. All Agreed.	
	21/01891	355 London Road Deal CT14 9PS	Erection of single storey side and rear extension (existing conservatory to be demolished)	No Objection: (P)AS (S)CT. All Agreed.	
	21/01890	112 Sandown Road Deal CT14 6NX	Erection of a detached dwelling, with altered vehicle access, landscaping and boundary treatments (existing dwelling to be demolished) (retrospective)	No Objection: (P)ME (S)AS. All Agreed.	
	21/01910	13 Sutherland Road Deal CT14 9TQ	Erection of gazebo to rear garden. Erection of single storey side and rear extension (existing outbuilding and conservatory to be demolished)	No Objection: (P)AS (S)CT. 3 For, 1 Abs. Agreed.	
	21/01900	2 Canute Road Deal CT14 6QY	Erection of an attached dwelling and studio, creation of new vehicle access and parking (existing outbuildings to be demolished)	Object: Unless there is a condition added that the studio cannot be used for sleeping accommodation. (P)ME (S)CT. All Agreed.	
7	Premises Licence applications received: : Members RESOLVED: That with respect to this Committee's previous objection to moving the taxi pick up point from the supermarket car park to Queen Street, to agree with the application to remove this clause but only for a limited period (12 or 24 months) to allow the issue with Aldi to be resolved and request DDC to sort out the planning enforcement issue. With respect to the second objection raised regarding details of the number of door staff, this objection stands as it has not been addressed. (P)ME (S)CT. All Agreed.				Committee Clerk
8	DDC decisions: Members RESOLVED: To note the DDC Decisions (P)AS (S)CT. All Agreed.				
	The Chairman closed the meeting at 9.18pm				

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

Attachment I I

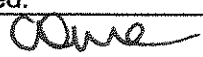
The minutes of the Environment Committee meeting held on
 Wednesday 15th December 2021 in the Deal Town Hall Chamber starting at 7.15pm

Present: Cllr C Oliver – Chairman
 Cllr T Thompson
 Cllr C Turner – Ex-Officio
 Cllr T Bond

Mr D Carey (Co-opted)
 Ms S Danby (Co-opted)

Officers: Mr P Bone – Deputy Town Clerk
 Miss J Harper – Asst.to the Town Clerk

Others: None

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	
2	Apologies for absence: Apologies had been received from Cllrs Grist & Bano. Absent: Cllr Farrington	
3	Declarations of interest: None received.	
4	The minutes of the extraordinary Environment Committee meeting held on 22nd November 2021 for approval: Members RESOLVED: To accept the minutes of the Environment committee held on 22 nd November 2021 as a true and accurate record. (P)CO (S)TT 2 For, 2 Abs. Agreed. The Chairman duly signed the minutes.	Chairman
5	Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk: None received.	
6	Southern Water: Following discussion members RESOLVED: To note the information. (P)CT (S)TT. All Agreed.	
7	Council Planting: Members RESOLVED: The Project Officer, R.F.O and the Town Clerk complete the planting project and to delegate authority to the Project Officer, R.F.O and the Town Clerk to make decisions on the project, provided that it remains in budget. (P)CO (S)TT. All Agreed.	Project Officer/ R.F.O./ Town Clerk
8	Update on the committee projects/initiatives: Following discussion Members RESOLVED: That the Chairman works with Cllr Bond on a report detailing possible opportunities to adopt 'green spaces' that are believed to be un-owned. This report to be brought to a future meeting of this committee for discussion. (P)CO (S)TB. All Agreed. Members further RESOLVED: That the Deputy Town Clerk invites the DDC Heritage Officer/s to meet with the Deputy Town Clerk, Project Officer and Chairman of this committee to discuss renewable energy options and any options for improving the thermal efficiency of the windows. (P)CO (S)TB. All Agreed Members further RESOLVED: To note the Environment Committee Projects Summary as at 7 December 2021. (P)CO (S)TB. All Agreed.	Chairman/ Cllr Bond Deputy Town Clerk
	The Chairman closed the meeting at 8.25pm 	

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

**The minutes of the Transport and Infrastructure meeting held on
 Wednesday 17 November 2021 in the Town hall Chamber, starting at 7.15pm**

Present:

Cllr D Cronk (Vice Chairman)
 Cllr T Bond
 Cllr C Turner (ex-officio)

Cllr O Richardson
 Cllr M Eddy
 Cllr E Rowbotham

Officers:

Mr P Bone (Deputy Town Clerk)

Others: 0

1	Chairman's opening remarks: The Chairman read out the fire instructions and asked all present to ensure their mobile phones were on silent. He asked that a vote of thanks be included in the minutes for all of the work Mr Ian Killbery had contributed to the committee. All members agreed.	Chairman
2	Apologies for absence: Cllr B Bano and Cllr T Thompson	
3	Declarations of interest: None received	
4	The minutes of the Transport & Infrastructure Committee meeting held on 15 September 2021 for approval: Members RESOLVED: To accept the minutes of the Transport & Infrastructure meeting held on 15 September 2021 as a true and accurate record. (P) ME (S) OR All agreed The Chairman duly signed the minutes	Chairman
5	Statements received from members of the public on items relating to the agenda to be circulated by the Deputy Town Clerk: None received	
6	Committee Budget Annual Report: Following debate members RESOLVED: to recommend the following to the Finance and General Purposes committee Transport & Infrastructure budget 2021/22: Finger Posts £8,000 Pedestrianisation £5,000 CFD2 £2,500 Transport & Infrastructure budget 2022/23: Accessibility £10,000 CFD2 £7,000 Specific Projects that are planned for beyond 31 March 2023: None agreed at this time (P) DC (S) ME All agreed	R.F.O
7	High Street Traffic Regulation Order: Members RESOLVED: To delegate authority to the Officers to work with KCC on a new Road Traffic Order to take over when the existing TTRO expires in February 2022 for the closure of the High Street between the junctions with Stanhope Road and Union Road to traffic on Saturdays between 10am and 2pm. (P) ME (S) OR All agreed	Deputy Town Clerk
8	Cycle Friendly Deal 2: Members RESOLVED: To defer the item to the next T&I meeting and to require itemisation of the £7,000 and also that the Project Officer attends the next T&I meeting to present the paper. (P) OR (S) ER All agreed	Deputy Town Clerk/ Project Officer
9	Update on the committee projects/initiatives: Members RESOLVED: To accept the report and to accelerate the delivery of the Accessibility Routes project agree that DTC Staff can survey the routes, subject to the Town Clerk's agreement. (P) OR (S) ME All agreed	Project Officer Town Clerk
	The Chairman closed the meeting at 7.50pm	



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The minutes of the Transport and Infrastructure meeting held on Wednesday 15 September 2021 starting at 7.15pm

Present:

Cllr B Bano (Chairman)
Cllr D Cronk (Vice Chairman)
Cllr T Bond
Cllr C Turner (ex-officio)

Cllr M Eddy
Cllr A Stroud
Cllr T Bond

Officers:

Mr P Bone (Deputy Town Clerk)
Mrs J Harper (Communications Officer)

Others: 0

1	Chairman's opening remarks: The Chairman welcomed all to the meeting and read out the fire instructions.	
2	Apologies for absence: Cllr Richardson, Cllr Rowbotham, Ian Killbery and Peter Inch	
3	Declarations of interest: None received.	
4	The minutes of the Transport & Infrastructure Committee meeting held on 14 July 2021 for approval: RESOLVED: To accept the minutes of the Transport and Infrastructure meeting held on 14 July 2021 as a true and accurate record (P) DC (S) TB 6 for 1 abstention The Chairman duly signed the minutes	Chairman
5	Statements received from members of the public on items relating to the agenda to be read out by the Deputy Town Clerk (maximum 15 minutes): None received	
6	DDC response regarding weeds on footpaths, gutters and car parks: Following discussion members RESOLVED: To note the response and the removal of the obligation that the contractor must spray twice yearly. To advise DDC that it is hoped that going forward DDC will be using environmentally friendly sprays on clearing the weeds. (P) AS (S) ME All agreed	Committee Clerk
7	Kent Household Waste Recycling Centre Consultation: Members RESOLVED: Cllrs to submit individual responses to the KCC Household Waste Recycling Centre consultation. (P) ME (S) AS All agreed	Members
8	Highways Improvement Plan Prioritisation Report: Members considered the report and RESOLVED: To accept the criteria as set out in the report and to set up a working group with the following membership: Deputy Town Clerk, Project Officer, Cllr T Bond, Cllr D Cronk and Cllr A Stroud. For the Project Officer to set up an online meeting of the working group to prioritise the list and report back to a future meeting of this committee. (P) ME (S) AS All agreed	Project Officer
9	Accessibility Update Report: Cllr Bano declared a VAOI as his wife is a wheelchair user. Members considered the report and suggested it would be beneficial to consider connecting routes 1 & 3 via Grenville Road and to include the survey carried out by Lee Kettlewell in the list. Members RESOLVED: To note the report and suggestions made by members and request a meeting is set up with Walmer Town Council and the Project Officer in October to discuss Route 1 and 3 as they are in Walmer Town Council.	Project Officer



	(P) BB (S) ME All agreed	
10	<p>KCC Bus Consultation Update: Members RESOLVED: To authorise the Clerk of the committee in consultation with the Chairman and Vice Chairman to facilitate and work with KALC and adjacent parish level authorities in organising future meetings and liaison connected with the bus service improvement plan.</p> <p>To authorise the Chair and Vice Chair of the committee in liaison with Officers to open discussion on the reopening of the South Street bus station</p> <p>(P) BB (S) ME All agreed</p>	<p>Committee Clerk/Chairman/Vice Chairman</p> <p>Chairman/Vice Chairman/Officers</p>
11	<p>Update on the committee projects/initiatives: Members RESOLVED: TO note the report (P) ME (S) DC All agreed</p>	
	The Chairman closed the meeting at 8.05pm	

