



To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 26 September 2023 at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend.

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 25 September 2023 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all councillors present at the meeting and become part of the public record of the meeting, names will be redacted.

Mrs. L Crow - Town Clerk

Date: 20 September 2023

AGENDA

1	Chairperson's opening remarks:	Chairperson
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 meetings for approval and signing: Decision required. a) The minutes of the Full Council meeting held on 25 July 2023 b) The minutes of the Extraordinary meeting of Full Council held on 5 September 2023	Attach. 2 Attach. 3
5	Public Participation and Statements received: For councillor information: Members of the public may make representations, answer questions, and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	Town Clerk
6	List of payments including payments exceeding £500 for approval and signing from the 1 June to 31 July 2023: Decision required.	Attach. 4
7	Deal Warm Welcome 2023/24: Decisions required.	Attach. 5
8	Request from Deal & Walmer Chamber of Trade re Christmas Lights Switch On 2023: Decisions required.	Attach. 6
9	Report on Deal Town of Sanctuary Strategy & Action Plan: Decisions required.	Attach. 7
10	Winter Lights Event 2023: Decisions required	Attach. 8
11	Climate Change Officers Climate Action update: For information	Attach. 9
12	Water harvesting project update: For information	Attach. 10
13	Correspondence Update: For information	Attach. 11
14	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Planning committee meeting held on 03.07.23 and 07.08.23 (b) The minutes of the Transport & Infrastructure committee meeting held on 12.07.23 (c) The minutes of the Environment committee meeting held on 14.06.23 (d) The minutes of the Finance & General Purposes committee meeting held on 11.07.23.	Attach. 12 Attach. 13 Attach. 14 Attach. 15
	Date of next Full Council meeting: Tuesday 31 st October 2023	

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 meeting held at the Town Hall on Tuesday 25 July 2023
at 7.15pm.

Present: Cllr O Richardson (Chairperson) Cllr A Friend (Vice Chairperson)
Cllr B Bano Cllr M Eddy
Cllr S Beer Cllr P Findley
Cllr T Bond Cllr P Jull
Cllr L Craggs Cllr D Parks
Cllr D Cronk Cllr M Walters
Cllr S Cullen

Officers: Mrs L Crow (Town Clerk) Other: 2 members of public
Mr P Bone (Responsible Finance Officer)

MINUTES

		ACTION
1	Chairperson's opening remarks: Cllr Richardson welcomed all to the meeting and advised of the fire safety evacuation instructions, he asked all present to turn their mobiles off or to silent. He advised that his month had been busy as Mayor and that he was enjoying meeting people and looking forward to the carnival this week.	
2	Apologies for absence received: Cllr S Brookfield delayed in traffic and Cllr M Cronk due to work commitments	
3	Declarations of interest: Cllr Walters declared a D.P.I for agenda item 12 as he is employed by the coach company that transports asylum seekers to Manston. Cllr Bano declared a VAOI for agenda item 12. Cllr Friend declared a VAOI for agenda item 14 as he is a trustee for Talk it Out.	
4	The minutes of the Full Council meeting held on 27 June 2023 for approval: Members RESOLVED: To accept the minutes as a true and accurate record. (P) Cllr D Cronk (S) Cllr M Eddy All agreed. The Chairperson duly signed the minutes.	
5	Public Participation and Statements received: The Town Clerk advised that one statement had been received and this had been emailed to all councillors.	Town Clerk
6	Report on possible closure of Richborough & Deal Household Waste & Recycling Centres: Members RESOLVED: The Chairperson of the Council writes a strong letter to KCC objecting to the proposed closure of Deal HWRC with reasons, i.e. Deal HWRC has higher usage than Richborough HWRC and is more accessible to all as people can walk and cycle to it. Also, that this is against the zero-carbon reduction policy. To ask for clarification of KCC's consultation process and what savings would be made if they were to close Deal HWRC. A copy of this letter to be sent to Deal's surrounding local councils asking for their support. (P) Cllr D Cronk (S) Cllr S Beer All agreed Members further RESOLVED: To encourage public support via the council's social media. (P) Cllr L Craggs (S) Cllr S Beer All agreed	Chairperson Comms Officer

7	<p>Recommendation from the Environment Committee:</p> <p>(a) Thermal Imaging Camera: The Chairperson received the following proposals, Cllr Jull proposed to accept 1 and 2 of the officers' recommendations in the report. Cllr Craggs proposed to accept 1, 2 and 3 of the officers' recommendations in the report, this was seconded by Cllr Beer. Cllr Cullen proposed the council purchase 2 smart phone adapters for members of the public to borrow from the council. Following discussion members RESOLVED: Deal Town Council does not purchase a thermal imaging camera. Deal Town Council continues to signpost residents to energy saving projects through the council's website and social media. Deal Town Council invites interested organisations to apply for a grant from DTC annual grants scheme to purchase a thermal imaging camera. (P) Cllr L Craggs (S) Cllr S Beer 9 for 2 against 2 abstentions. Agreed</p>	<p>Comms Officer</p> <p>Comms Officer</p>
8	<p>Recommendation from the Finance & General Purposes Committee:</p> <p>(a) New Grant Stream: Members RESOLVED: To have a separate budget of £2,000 allocated from the General Reserve for a new grant stream to promote community cohesion and support asylum seekers and refugees within the Deal Wards. The R.F.O and appropriate officers to produce draft guidelines for this new grant stream to be considered by the Finance and General Purposes Committee. (P) Cllr D Cronk (S) Cllr S Beer 11 for 1 against 1 abstention. Agreed</p>	<p>R.F.O</p> <p>R.F.O/ Officers</p>
9	<p>Recommendations from the Transport & Infrastructure Committee:</p> <p>(a) District Bus Forum: Members RESOLVED: Deal Town Council does not set up a bus forum, and Cllr Bano becomes the council's representative on DDC's District Bus Forum. (P) Cllr P Jull (S) Cllr B Bano All agreed</p> <p>(b) Co-opted Member for T&I Committee: Members RESOLVED: To invite Chrissie Dubber to be a co-opted member to the Transport and Infrastructure Committee. (P) Cllr B Bano (S) Cllr P Jull All agreed</p>	<p>Cllr Bano/ Committee Clerk</p> <p>Committee Clerk</p>
10	<p>List of payments including payments exceeding £500 for approval and signing from the 1 May to 31 May 2023: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy All agreed. The Chairperson duly signed the list.</p>	
11	<p>DDC consultation on draft Air Quality Action Plan: Members RESOLVED: That councillors complete the questionnaire individually online. The Chairperson writes to DDC to request that an air quality device is installed at the 5 ways junction (at Queen Street east and west, West Street, Blenheim Road, and access to Deal Station car park). (P) Cllr S Beer (S) Cllr T Bond 11 for 2 abstentions. Agreed</p>	Chairperson
12	<p>Recommendation from Cllr B Bano regarding Dover Intake Centre: Cllr Walters left the room. Members RESOLVED: The Chairperson of the Council writes to the local member of parliament to convey the councils concerns over the removal of cartoon murals at the Dover Intake Centre advising that the removal of these pictures do nothing to prevent refugees coming to these shores. (P) Cllr B Bano (S) Cllr D Cronk 8 for 1 against, 3 abstentions. Agreed Cllr Walters returned to the meeting.</p>	Chairperson

13	KALC Annual General Meeting November 2023: Members RESOLVED: To delegate authority to the Town Clerk to make the decision on if a motion/s is submitted to KALCs AGM from Deal Town Council and what it will be. All Councillors to submit suggestions to the Town Clerk for consideration. (P) Cllr D Cronk (S) Cllr S Beer All agreed	Town Clerk/ Councillors
14	Warm Spaces: Members RESOLVED: To note the report. (P) Cllr S Beer (S) Cllr D Cronk All agreed	
15	Confirmation of Deputy Mayoress 2023/24: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy All agreed	
16	Womens Football Tournament update: Members RESOLVED: To thank the staff involved with this event and to note the report. (P) Cllr D Cronk (S) Cllr S Beer All agreed	
17	Deal Town Council Committee Minutes: Members RESOLVED: To note the following minutes. (a) The minutes of the Planning committee meeting held on 05.06.23 (b) The minute of the Transport & Infrastructure committee meeting held on 15.03.23 (c) The minutes of the Finance & General Purposes committee meeting held on 21.03.23. (P) Cllr D Cronk (S) Cllr M Eddy All agreed The meeting closed at 8.50pm.	

Present: Cllr O Richardson (Chairperson) Cllr A Friend (Deputy Chairperson)
Cllr S Bano Cllr M Eddy
Cllr S Brookfield Cllr M Walters
Cllr T Bond

MINUTES

1	Chairperson's opening remarks: Cllr Richardson welcomed all to the meeting and advised of the fire safety evacuation instructions. He asked all present to turn their mobiles off or to silent.	
2	Apologies for absence received: Cllr S Beer due to work commitments, Cllr D Cronk, Cllr M Cronk, and Cllr L Craggs due to prior engagements and Cllr P Findley for health reasons. Absent: Cllr S Cullen, Cllr P Jull, and Cllr D Parks	
3	Declarations of interest: None received.	
4	The minutes of the Full Council meeting held on 25 July 2023 for approval: Members RESOLVED: To accept the minutes as a true and accurate record. (P) AF (S) ME All agreed The Chairperson duly signed the minutes.	
5	Public Participation and Statements received: None present, and no statements received.	
6	Resolution to exclude the public: Public Bodies (admission to meetings) Act 1960 s1 (2) on the grounds that the information to be discussed is of a confidential nature. (P) AF (S) CW All agreed	
7	Staffing Update: Members RESOLVED: To accept the recommendation from Worknest. (P) BB (S) AF All agreed The meeting closed at 7.18pm	
	Date of next Full Council meeting: Tuesday 26 September 2023	

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/06/2023 and 30/06/2023

Attachment 4

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/06/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 2,202.40
07/06/2023	VODAFONE BUSINESS	WORK MOBILE PHONES	£ 96.91
07/06/2023	STEM SUSTAINABILITY	CARBON FOOTPRINT WORKSHOP	£ 770.00
07/06/2023	RYAN ROGERS GARDEN	MAINT PA ALLOTS	£ 140.00
07/06/2023	RYAN ROGERS GARDEN	MAINT GR ALLOTS	£ 120.00
07/06/2023	RYAN ROGERS GARDEN	MAINT MR ALLOTS	£ 140.00
07/06/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 319.20
09/06/2023	GLOBAL4 TELECOM	LANDLINE CHARGES TOWN HALL	£ 198.67
12/06/2023	CHANNEL FM	ANNUAL HYGIENE BIN FEE	£ 342.00
12/06/2023	GDPR INFO LTD	ANNUAL DPO FEE	£ 840.00
12/06/2023	CHANNEL FM	TOWN HALL CLEANING	£ 1,458.00
12/06/2023	ELEC-SEC LTD	ELECTRICAL CHECKS TOWN HALL	£ 1,536.00
12/06/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 159.60
12/06/2023	SCREWFIX	GUTTERING TOWN HALL	£ 179.52
12/06/2023	CHUBB	ANNUAL MAINT ALARM T/ H	£ 193.61
12/06/2023	RAMSGATE GLASS CENTRE	WINDOW REPAIRS TOWN HALL	£ 255.00
13/06/2023	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
13/06/2023	RIALTAS BUSINESS SOLUTIONS	ALLOTS SOFTWARE	£ 48.11
13/06/2023	CONEXIA LTD	PAYROLL SERVICES	£ 536.08
15/06/2023	NATWEST CHARGES	NATWEST CHARGES	£ 36.05
16/06/2023	CAPITA	PENSION CONTRIBUTIONS	£ 5,191.10
16/06/2023	GUIDELINE LIFT SERVICE	LIFT MAINT TOWN HALL	£ 156.97
16/06/2023	HAMSHIRE FLAG CO	UK FLAG TOWN HALL	£ 163.78
16/06/2023	AMAZON	OFFICER EQUIPMENT	£ 332.94
16/06/2023	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
19/06/2023	DOVER DISTRICT COUNCIL	BUSINESS RATES JUNE 23	£ 1,119.00
19/06/2023	PLUSNET	INTERNET TOWN HALL	£ 48.07
19/06/2023	CAPITA	STAFF SALARIES	£ 20,084.62
20/06/2023	WORLDPAY (UK)LIMITED	CARD MACHINE TOWN HALL	£ 54.05
22/06/2023	CAPITA	PAYE STAFF	£ 6,269.30
23/06/2023	KCS PROFESSIONAL SERVICES	PHOTO COPY CHARGES T/H	£ 187.85
26/06/2023	HAMSHIRE FLAG CO	FLAG FOR TOWN HALL	£ 114.28
26/06/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 159.60
26/06/2023	BRIGHTSIDE PUBLISHING	BRADERIE AD	£ 324.00
26/06/2023	ADM COMPUTER SERVICES	IT SUPPORT TOWN HALL	£ 614.70
26/06/2023	CHANNEL FM	TOWN HALL CLEANING	£ 786.95
26/06/2023	ADM COMPUTER SERVICES	CLLR LAPTOP SET UP & TRAINING	£ 5,685.60
27/06/2023	DEAL TOWN RANGERS	CONT TO SUMMER TOURNAMENT	£ 400.00
28/06/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 159.60
29/06/2023	WHITE CLIFFS TOURISM	WCCTA MEMBERSHIP TOWN HALL	£ 25.00
30/06/2023	SHOGUN VEHICLE LEASING	OFFICIAL VECHICLE LEASE	£ 355.44
30/06/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 4,129.29
30/06/2023	SUEZ RECYCLING AND	WASTE & RECYCLING TOWN HALL	£ 212.76
30/06/2023	SIDEWAYS MEDIA	AD KENTISH CEREMONY	£ 108.00
30/06/2023	TIMOTHY CHAWNER	TH CLOCKS OVERHAUL	£ 870.00
30/06/2023	SAINSBURYS	SANDWICHES FOR CIVIC EVENT	£ 140.00
30/06/2023	NATWEST CHARGES	NATWEST CHARGES	£ 68.06
			£ 59,972.11

Deal Town Council - Nat West Combined A/C's
List of Payments over £500 made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/06/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 2,202.40
07/06/2023	STEM SUSTAINABILITY	CARBON FOOTPRINT WORKSHOP	£ 770.00
12/06/2023	GDPR INFO LTD	ANNUAL DPO FEE	£ 840.00
12/06/2023	CHANNEL FM	TOWN HALL CLEANING	£ 1,458.00
12/06/2023	ELEC-SEC LTD	ELECTRICAL CHECKS TOWN HALL	£ 1,536.00
13/06/2023	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
13/06/2023	CONEXIA LTD	PAYROLL SERVICES	£ 536.08
16/06/2023	CAPITA	PENSION CONTRIBUTIONS	£ 5,191.10
16/06/2023	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,320.00
19/06/2023	DOVER DISTRICT COUNCIL	BUSINESS RATES JUNE 23	£ 1,119.00
19/06/2023	CAPITA	STAFF SALARIES	£ 20,084.62
22/06/2023	CAPITA	PAYE STAFF	£ 6,269.30
26/06/2023	ADM COMPUTER SERVICES	IT SUPPORT TOWN HALL	£ 614.70
26/06/2023	CHANNEL FM	TOWN HALL CLEANING	£ 786.95
26/06/2023	ADM COMPUTER SERVICES	CLLR LAPTOP SET UP & TRAINING	£ 5,685.60
30/06/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 4,129.29
30/06/2023	TIMOTHY CHAWNER	TH CLOCKS OVERHAUL	£ 870.00
			£ 54,733.04

List of Payments made between 01/07/2023 and 31/07/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
05/07/2023	ATMAN UK	PAT TESTING TOWN HALL	£ 113.28
05/07/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 159.60
05/07/2023	CHANNEL FM	CLEANING TOWNHALL	£ 342.00
05/07/2023	FCS EXTERIOR CLEANING	CLEANING WINDOWS T/H	£ 190.00
07/07/2023	VODAFONE BUSINESS	WORK MOBILES	£ 96.91
10/07/2023	MI HUB ALEXANDRA	STAFF UNIFORM	£ 124.65
10/07/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
10/07/2023	RYAN ROGERS GARDEN	MAINT GR ALLOTS	£ 160.00
10/07/2023	RYAN ROGERS GARDEN	MAINT MR ALLOTS	£ 140.00
10/07/2023	RYAN ROGERS GARDEN	ALLOT MAINT PA	£ 140.00
11/07/2023	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 192.95
12/07/2023	APPLIANCES FOR YOU	DISHWASHER FOR TOWN HALL	£ 689.00
12/07/2023	TOWER DESIGN & PRINT	CORNER FLAGS F/B EVENT	£ 268.80
12/07/2023	LONDON CONTAINERS	CONTAINER HIRE TIDES	£ 142.42
12/07/2023	AMAZON	OFFICE CHAIR	£ 139.99
12/07/2023	TOTAL SUPPLIES	BLUE ROLLS TOWN HALL	£ 45.60
14/07/2023	BUSINESS STREAM SCOTTISH	WATER MILL ROAD ALLOTS	£ 92.22
17/07/2023	NATWEST CHARGES	NATWEST CHARGES	£ 37.80
18/07/2023	PLUSNET	INTERNET TOWN HALL	£ 48.07
18/07/2023	HOPKINS AED	DEFIB AFTERCARE TH	£ 226.80
18/07/2023	MCCABE F WILLIAMS	COUNCIL AUDIT	£ 1,140.00
18/07/2023	ADM COMPUTER SERVICES	ADDING NEW STAFF TO COMPUTERS	£ 236.88
18/07/2023	ADM COMPUTER SERVICES	INSTALLATION & CONFIGURATION	£ 180.00
18/07/2023	ADM COMPUTER SERVICES	MONTHLY ADM	£ 803.10
18/07/2023	BROXHAP LTD	FINGER POSTS	£ 1,400.40
18/07/2023	CAPITA	PENSION CONTRIBUTIONS	£ 4,993.78
19/07/2023	DOVER DISTRICT COUNCIL	JULY 23 BUSINESS RATES	£ 1,119.00
19/07/2023	VIKING OFFICE DEPOT	STATIONERY TOWN HALL	£ 532.07
19/07/2023	WORLDPAY (UK)LIMITED	CARD MACHINE TOWN HALL	£ 72.28
19/07/2023	CAPITA	STAFF SALARIES	£ 17,508.36
21/07/2023	PRISM TECH	MOBILE PHONES STAFF	£ 870.00
21/07/2023	CAPITA	PAYE	£ 6,289.95
24/07/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 36.00
25/07/2023	STALLHOLDERS	REFUND OF BRADERIE	£ 170.00
25/07/2023	ADM COMPUTER SERVICES	INSTALLATION & CONFIGURATION	£ 180.00
25/07/2023	Governance training	MEMBER TRAINING STANDARDS	£ 954.00
25/07/2023	FCS EXTERIOR CLEANING	PRESSURE WASHING TOWN TH	£ 220.00
25/07/2023	RABBATS	ELECTRICAL WORK TOWN HALL	£ 2,598.37
25/07/2023	CONEXIA LTD	PAYROLL SERVICES	£ 784.03
25/07/2023	HAMSHIRE FLAG CO	PROGRESS PRIDE FLAG TH	£ 193.01
26/07/2023	CHANNEL FM	TOWN HALL CLEANING	£ 786.95
26/07/2023	STALLHOLDER	REFUND OF BRADERIE	£ 90.00
27/07/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 9.31
31/07/2023	SUEZ RECYCLING AND	WASTE & RECYCLING TOWN HALL	£ 212.76
31/07/2023	SHOGUN VEHICLE LEASING	OFFICIAL CAR LEASE	£ 355.44
31/07/2023	PRISM TECH	PHONE CASES STAFF TOWN HALL	£ 30.60
31/07/2023	HUTCHINS	ALLOT PANELS PA	£ 46.56
31/07/2023	NATWEST CHARGES	NATWEST CHARGES	£ 66.05
			£ 46,549.00

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

List of Payments over £500 made between 01/07/2023 and 31/07/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
10/07/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
12/07/2023	APPLIANCES FOR YOU	DISHWASHER FOT TOWN HALL	£ 689.00
18/07/2023	ADM COMPUTER SERVICES	MONTHLY ADM	£ 803.10
18/07/2023	BROXHAP LTD	FINGER POSTS	£ 1,400.40
18/07/2023	CAPITA	PENSION CONTRIBUTIONS	£ 4,993.78
19/07/2023	DOVER DISTRICT COUNCIL	JULY 23 BUSINESS RATES	£ 1,119.00
19/07/2023	VIKING OFFICE DEPOT	STATIONERY TOWN HALL	£ 532.07
19/07/2023	CAPITA	STAFF SALARIES	£ 17,508.36
21/07/2023	PRISM TECH	MOBILE PHONES STAFF	£ 870.00
21/07/2023	CAPITA	PAYE	£ 6,289.95
25/07/2023	Governance training	MEMBER TRAINING STANDARDS	£ 954.00
25/07/2023	RABBATS	ELECTRICAL WORK TOWN HALL	£ 2,598.37
25/07/2023	CONEXIA LTD	PAYROLL SERVICES	£ 784.03
26/07/2023	CHANNEL FM	TOWN HALL CLEANING	£ 786.95
			£ 40,649.01

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Nadine Miller, Communications Officer

SUBJECT: Deal Warm Welcome 2023/24

DATE: 18 September 2023

In November 2022, the Finance & General Purposes Committee resolved to add a budget line for Warm Spaces with a budget of £10,000 for 2023/24.

Deal Warm Welcome was established in October 2022 by Deal Town Council to support residents who may struggle to manage their budget through the winter. Venues were established across the town, providing a food offer, offering hot and cold drinks, a warm, friendly environment, support and signposting to additional services.

There is no charge for Deal Warm Welcome; people pay what they can, if they can.
This year we propose to begin the scheme a month later and start in December 2023 and run for 18 weeks until the first week in April 2024.

Six venues (Trinity Church – 4 hours, Golf Road Community Centre – 7 hours, St Andrew's – 2 hours, St George's – 4 hours, St Richard's – 5 hours and Deal Salvation Army – 5 hours) combined would offer 27 hours a week of warmth and hospitality to residents across the town for the length of the scheme. Talk it Out open every other Saturday so would offer a total of 25 hours support from December to April.

This means Deal Warm Welcome would give 511 hours of support this winter, costing £6,132. We will pay the full amount of funding at the start of the project and each centre will complete a monitoring form and complete a report at the end of the scheme.

To expand the impact of Deal Warm Welcome, we propose direct funding of £2,000 to United Families and Deal Foodbank. Both organisations are in immediate contact with those in need of support. Each will receive £1,000 to help support Deal families and residents who come to them directly for help with heating and eating. They will also complete a monitoring form and report at the end of the initiative.

Creating direct funding this winter allows us to develop the Deal Warm Welcome and reach more people in need in the town.

Including £400 for marketing costs, this brings the projected budget for the project to £8,532. If the venues offer the same days as last year, Deal Warm Welcome will be available for five days a week. There is funding within the budget to allow another venue to join the project and talks will begin with the current venues to see if they can adapt the days they open so the offer can be spread out across the week. Please see attached completed project proposal template.

Recommendation: To approve the development of the Deal Warm Welcome project and delegate authority to the R.F.O and Communications Officer to:

- Find an additional venue.
- Make venue payments upfront instead of monthly.
- Issue direct funding United Families and Deal Foodbank to help to residents in urgent need.
- Liaise with venues to explore opening Deal Warm Welcome throughout the week.

Decisions required: Members to consider the above.

PROJECT PROPOSAL TEMPLATE (Sections 1 – 8 must be completed. Section 9, over, is to be completed if a detailed plan is available.)

Project Title Deal Warm Welcome 2023/2024

1 PROJECT AIM (A short statement - What changes do you want to see? What will the wider impact be?)

To support residents struggling to manage their budget through the winter

2 LEAD BODY: Deal Town Council **LEAD PERSON:** Nadine Miller

POTENTIAL PARTNERS: St George's, St Andrew's, St Richard's, Trinity Church, Golf Road Community Centre, Talk It Out, Deal Salvation Army, Deal Foodbank and United Families

3 PROJECT SUMMARY (A longer explanation - What will happen? How will it be done? Who will benefit?)

From the beginning of December, and running for 18 weeks until the beginning of April, six venues will offer a warm welcome to residents. Providing companionship, warmth, refreshment and signposting to additional support services. It is free of charge to residents who will be able to visit the venues during the winter months. Deal Foodbank and United Families will receive a budget of £1,000 each to give to Deal residents who contact them directly in need of help to heat their homes or feed themselves and/or their family.

4 PROJECT PERIOD (How long will the project run? When do you want it to start?)

Monday 4 December to Saturday 6 April

5 EVIDENCE OF NEED: (Why is it needed? How do you know?)

Last year's Deal Warm Welcome was established in answer to the 'cost of living' crisis that was predicted for the winter of 22/23. We had more than 2,000 guests last year and this winter inflation, food and fuel prices have increased again so it is expected that people will struggle to keep warm and eat. It is for everyone in Deal and with the new Direct Funding option, we will be able to address need and help immediately.

5 TARGETS (What will have happened by the end? NB your targets must be measurable.)

We will continue with the register taken at all Deal Warm Welcomes to monitor how many people attend. We will ask the direct funders to record:

1. how much was allocated
2. Age range of recipient
3. Number of people in the household
4. Help given for heating or eating

We will have provided help and support to whomever needs it in the town, offering companionship, refreshment and signposting.

7 SUSTAINABILITY (Will the actions carry on after the project closes? Will it end and close down?)

As with the first Deal Warm Welcome we will produce a final report and collate all the information from the venues and direct funders. It will close in April 2024.

8 ESTIMATED BUDGET *(How much do you think it will cost? Where will this come from?)*

In November 2022, the Finance & General Purposes Committee resolved to add a budget line for Warm Spaces with a budget of £10,000 for 2023/24. With our current allocation of six venues and direct funding, it is anticipated the cost will be £8,532. However, we are hopeful to recruit an additional centre or ask a current venue to extend/change its offering so we have a venue open everyday of the week. If another an additional centre provided 3 hours a week, the budget would expand by £648.

OTHER RESOURCES *(Will it need staff time? Volunteer support?)*

We will make the payments upfront this year, reducing the monthly inputting that was required last year. The communications officer will provide support with publicity and liaising with the venues.

Please complete the ACTION PLAN below if a detailed plan is available.

9 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES

Deal Warm Welcome 2023/24



DEAL TOWN COUNCIL MEMORANDUM

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Mrs. L Crow, Town Clerk

SUBJECT: Request from Deal and Walmer Chamber of Trade re Christmas Lights Switch on 2023

DATE: 17 September 2023

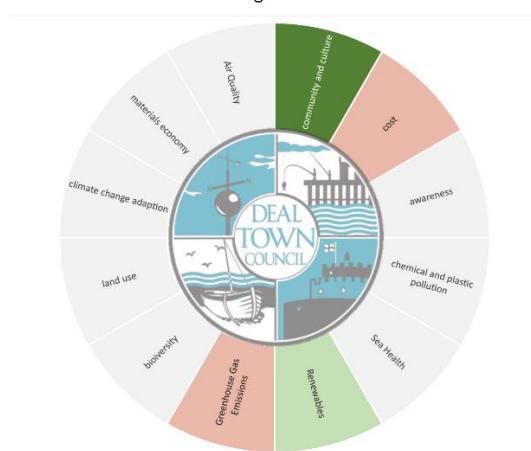
Deal and Walmer Chamber of Trade are preparing for their Christmas Lights Switch on event which will be on Saturday 25 November 2023.

They are looking to build on the success of this popular annual event and have asked the council consider the following requests.

- Free hire of the Undercroft for the Chamber of Trade to hold a Santas Grotto during the day and the evening.
 - Access to the Council Chamber from 6.30pm for the Light switch on VIPs to gather.
 - The council to hold a party in the evening at the Town Hall for all the volunteers and Chamber of Trade members (invite only).
- OR
- Free hire of the Chamber for the Chamber of Trade to host a party.

Decisions required: Members to consider the above

Request from Deal & Walmer Chamber of Trade
re Christmas Lights Switch On 2023



DEAL TOWN COUNCIL MEMORANDUM

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors

FROM: Nadine Miller, Communications Officer

SUBJECT: Deal Town of Sanctuary Strategy & Action Plan – Welcome the Stranger

DATE: 18 September 2023

In January 2023 members resolved to sign the pledge of membership to become part of the City of Sanctuary initiative.

Signing the membership pledge means that Deal Town Council will develop a 'Welcome the Stranger' strategy to ensure the needs of refugees and asylum seekers are considered in its policies and working practices. (Please see overleaf)

Deal's motto *Adjuvate Advenas, Welcome the Stranger*, is a fitting title for our strategy. Decisions already taken are:

- to create a dedicated web page
- make the Town Hall available for DARA (Deal Area Refugee Aid) to host and annual awareness event.
- add DARA to the council's list of outside body representatives.
- ensure all council policies and strategies do not disadvantage refugees and asylum seekers in the town.
- create a new grant stream of £2,000 to promote community cohesion and support asylum seekers, migrants and refugees within the Deal Wards

Once the strategy is approved, we will work with DARA, Samphire and KRAN to further support projects in Deal to bring the community together. We will also be inviting a keynote speaker from Samphire for International Women's Day and attending KRAN's Refugee Conference at Dover Castle on Friday 26 January. Recommendations for events will be brought to Full Council for decision, these will include:

- Supporting a lantern procession in December on Deal Pier for local children
- Seek to create a Garden of Sanctuary within the town
- Marking Refugee Week in June 2024

Recommendation

- To adopt the Welcome The Stranger strategy

Decisions required: Members to consider the above recommendations.





Welcome the Stranger

Deal Town of Sanctuary Strategy & Action Plan 2023 – 2026

Contact Details:
Town Clerk
Deal Town Council
Town Hall
High Street
Deal, Kent CT14 6TR
Tel: 01304 361999
Website: www.deal.gov.uk

1. Purpose of Document

On 31 January 2023 members resolved to sign the pledge of membership to become part of the City of Sanctuary initiative.

RESOLVED that the following objectives be approved and submitted as the shared vision for the City of Sanctuary accreditation application:

1	Deal Town Council is committed to welcoming asylum seekers and refugees to Deal
2	Deal Town Council recognises the potential of refugees and their contribution to our town
3	Deal Town Council adopts a comprehensive, co-ordinated and forward-looking approach to the needs and welfare of people moving into the town and supports building community cohesion between new and existing communities
4	Deal Town Council, in conjunction with DARA, will work to implement the City of Sanctuary pledges through its action and policies together with its partners in the statutory and voluntary sectors
5	Signing the membership pledge means Deal Town Council will develop a "Town of Sanctuary" strategy and ensure the needs of refugees and asylum seekers are considered in its policies and working practices.

The Strategy & Action Plan is being prepared in collaboration with Kent Refugee Action Network, The Samphire Project and DARA and with an open minded view to work with all stakeholders for the benefit of people seeking sanctuary.

The Strategy & Action Plan sets out what Deal Town Council will do to make Deal a welcoming town for people seeking sanctuary.

2. Background

City of Sanctuary is a mainstream, grassroots movement. It works by creating opportunities for relationship between local people and those seeking sanctuary, and by offering a positive vision of a culture of hospitality and practical assistance for those in need of safety.

Deal Town of Sanctuary as part of this organisation, will be made up of different people and organisations who work in different ways to make the town a place of welcome and safety for people seeking sanctuary from violence, war and persecution. In support of this work it builds on practical experience of welcoming strangers to Deal for many years.

Deal is aiming to apply for City (Town) of Sanctuary status in autumn 2023.

Deal Town Council has signed up to the Local Authorities City of Sanctuary Networks Group.

3. Principles

Our aims and priorities are underpinned by a *Human Rights* approach with an emphasis on self-help. Deal Town Council will seek to act in accordance with City of Sanctuary principles to demonstrate good practice in working with people seeking sanctuary and to encourage others within the town to offer the same good practice.

Deal Town Council will work in partnership with the voluntary sector and with asylum seeking and refugee communities, and with all organisations who support City of Sanctuary principles and who are committed to welcome, inclusion and equality.

We recognise the influence which Deal Town Council can have on public perception and understanding of asylum seekers and refugees, and their reasons for seeking sanctuary in Deal, if we use positive and accurate language about people seeking sanctuary in all media, policy statements and publicity materials.

4. Aims & Priorities

Priorities:

1	The relief of financial hardship amongst those granted and seeking refugee status and their dependents living (temporarily or permanently) in Deal and the surrounding area.
2	To advance the education and training of those granted and seeking refugee status and their dependents in need thereof so as to advance them in life and assist them to adapt within a new community.
3	To advance the education of the public in general, including landlords and local authorities, on the issues relating to refugees and those seeking asylum.
4	The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship, or social and economic circumstances.
5	To develop the capacity and skills of the members of the refugee community of Deal in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

Aims:

- Assist with workshops for schools on sanctuary issues.
- Assist in the provision of other awareness raising events.
- Enabling social and cultural events where people seeking sanctuary and local people interact
- Assist with enabling concerts, drama productions, art events by Refugee artists.
- Enabling interfaith events promoting sanctuary and hospitality
- Work with local media to publicise positive stories of sanctuary seekers.
- Involving the Refugee community in festivals and cultural events
- Be involved in the promotion of events and activities for Refugee Week
- Encourage local businesses to offer employment opportunities to Refugees.
- Improve consultation with refugees and asylum seekers on town issues.
- Other projects which help Refugees to feel more welcome and included.

5. Consultation

The strategy aims to improve consultation with refugees and asylum seekers on local town issues. The strategy also aims to improve consultation and shared working with those involved in providing services for refugees and asylum seekers.

DARA (Deal Area Refugee Aid) was formed in 2021 as a humanitarian response to the emergency evacuation from Afghanistan and with the increase in people arriving after hazardous journeys across the Channel. The group's main activity developed with active fundraising with increasing support from the public in the town.

Samphire started life as the Dover Detainee Visitor Group back in 2002. It came into being as a result of concerns felt by a number of local residents about the plight of the people detained at the newly established Dover Immigration Removal Centre – a Prison Service operated facility for detaining up to 400 migrants on the site of a disused borstal on Dover's Western Heights. Their mission is to improve the lives of people released from immigration detention and experiencing destitution in the UK, and to support the development of well-informed, cohesive and diverse communities in the Dover area and beyond.

KRAN was established in 2003 to support refugees and asylum seekers (RAS) in Kent. Over the past years, it has grown to develop several projects in response to the needs of young RAS. One of our first projects, which continues today, is the Mentoring partnership project matching local volunteers in the community with young people.

6. A Co-Ordinated Community Response

The Town of Sanctuary accreditation will raise the profile the work being undertaken for the benefit of refugees and asylum seekers and how the community can support this work, seeking to encourage a coordinated community response to bring people together to identify who does what and when to enable a service user or issue onto the relevant organisation.

It also seeks to start and share the evidence of good practice that is already taking place by other local authorities and voluntary organisations to enable awareness of this, how the community in general can assist in these operations.

Some people seeking sanctuary need generic services to help them rebuild their lives and flourish and others have specialist care or health needs and need to use specialist services. Generic services need to be supported to ensure they have sufficient understanding to include people seeking sanctuary in everything they do, but also understand when to refer to specialist support services. It is noted that some specialised knowledge is needed to work with people seeking sanctuary, especially when offering advice, legal advice, and advocacy.

As the Strategy & Action Plan is implemented a more coordinated and transparent Community Response will develop to ensure better outcomes for the refugee or asylum seeker. In addition, it will aim to ensure that everyone, who wants to do more to support refugees and asylum seekers, is able to contribute.

Resettlement programmes in particular, where people seeking sanctuary are brought into the UK and are given full citizenship rights from arrival, provide opportunities for active citizens and volunteers to volunteer and contribute to improving the lives of resettled families. Any volunteering must comply with safeguarding best practice and there should be supervision of volunteers working with resettled families.

7. Conclusion

Deal Town Council will work closely with DARA, KRAN and Samphire and the local community to ensure it provides a safe, welcoming and inclusive environment for people seeking sanctuary within the town of Deal.

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors
FROM: Mrs L Crow, Town Clerk and Nadine Miller Communications Officer
SUBJECT: Winter Lights 2023 – Welcome the Stranger
DATE: 18 September 2023

Samphire, who work to improve social cohesion, and better inclusion of migrants, are holding a lantern procession and choir concert on Deal Pier on Friday 15 December. The event promises to promote community cohesion, making Deal pier a symbolic beacon of light, welcoming the stranger.

It will take place on the anniversary of a small boat disaster in the channel where four people lost their lives. The procession will have an element of vigil, but this will be kept light and will be more a celebration of life and show of solidarity for those making the crossing.

Samphire will hold wooden lantern painting workshops in the lead up to the event with Deal schools and possibly at the Napier Barracks drop in. They would like 30-50 school children with lanterns to attend the procession event and aim to hold five lead up workshops.

The event is managed by Samphire and the charity has funding for the majority of the project.

In January 2023 Deal Town Council resolved to become part of the City of Sanctuary initiative. It passed six recommendations including: "Deal Town Council adopts a comprehensive, co-ordinated and forward-looking approach to the needs and welfare of people moving into the town and supports building community cohesion between new and existing communities."

This event provides an opportunity for Deal Town Council to lend its support and is in line with Deal Town Council's pledge. The council could provide funding for a hot chocolate reception, supplied by Deal Pier Kitchen, for the children taking part in the procession and refreshments for adults attending the event.

To create a lasting legacy, we could hire a drone photographer to capture the evening that would be shared with the media, Samphire, participating schools and across our website and social media. Please see attached completed project proposal template.

Recommendations

- To agree a budget of £950 to cover catering and camera costs.

Decision required: Members to consider the above.

PROJECT PROPOSAL TEMPLATE (Sections 1 – 8 must be completed. Section 9, over, is to be completed if a detailed plan is available.)

Project Title Winter Lights Project 2023

1 PROJECT AIM (A short statement - What changes do you want to see? What will the wider impact be?)

A lantern procession and choir concert on Deal Pier - promoting community cohesion, making Deal pier a symbolic beacon of light, welcoming the stranger

2 LEAD BODY: **Samphire Project** **LEAD PERSON:** **Charlie Zosseder**

POTENTIAL PARTNERS: Deal Town Council, Dover District Council, Sandown School, Warden House Primary School, Deal parochial, Hornbeam Primary School, Sholden CEP School, Downs CEP School, Deal Pier Kitchen, Landmark Choir and Napier Barracks

3 PROJECT SUMMARY (A longer explanation - What will happen? How will it be done? Who will benefit?)

The event will be one year on from a small boat disaster in the channel where four people lost their lives, the event will have an element of vigil –this will be kept light and will be more a celebration of life and show of solidarity for those making the crossing.

Samphire will hold wooden lantern painting lead up workshops in Deal schools and possibly at the Napier Barracks drop in. We would like 30-50 school children with lanterns to attend the procession event. We will aim to hold 5 lead up workshops.

Allocate between 50 – 100 lanterns for the workshops so children who cannot attend the procession can still take part and keep their lanterns.

4 PROJECT PERIOD (How long will the project run? When do you want it to start?)

From September to the event on Friday 15 December beginning at 5pm and concluding at 6.45pm

5 EVIDENCE OF NEED: (Why is it needed? How do you know?)

In January 2023 Deal Town Council resolved to become part of the City of Sanctuary initiative. It passed six recommendations including: “Deal Town Council adopts a comprehensive, co-ordinated and forward-looking approach to the needs and welfare of people moving into the town and supports building community cohesion between new and existing communities”

5 TARGETS (What will have happened by the end? NB your targets must be measurable.)

To show Deal is an inclusive place of welcome in line with our pledge to become a Town of Sanctuary.

7 SUSTAINABILITY (Will the actions carry on after the project closes? Will it end and close down?)

The pier will be become a symbolic beacon of light, shining out to sea. Such a visual and open display of togetherness and love will help change the conversation about those seeking asylum and refuge on our shores.

The workshops and engagement with our schools will help build understanding and the procession will bring people together. It will be widely publicised and will be captured using a drone camera.

8 ESTIMATED BUDGET *(How much do you think it will cost? Where will this come from?)*

Samphire has existing resources and will fund the majority of the project. Deal Town Council would like to provide £500 for a hot chocolate reception on the pier for the 50+ children and adults expected to attend. (The base chocolate is vegan and Fairtrade) Also, to cover the cost for a drone photographer to capture the event, costing approximately £450 (a Kent-based company) – the £950 would come from our City of Sanctuary Budget.

OTHER RESOURCES *(Will it need staff time? Volunteer support?)*

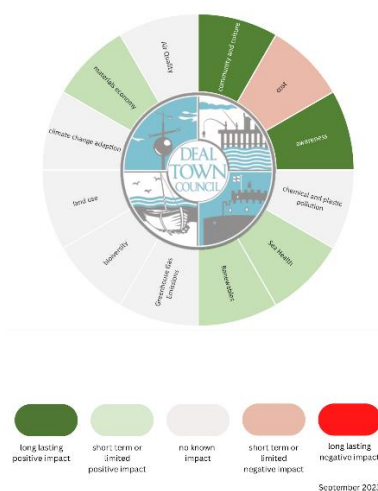
The Communications Officer will signpost event.

Please complete the ACTION PLAN below if a detailed plan is available.

9 PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES

Winter Lights Event 2023



DEAL TOWN COUNCIL MEMORANDUM

To: Councillor O Richardson, Chairperson of Deal Town Council and All Members
From: Nadine Miller, Climate Change Officer
Date: Friday 15 September 2023
Subject: Climate Action update

Deal Town Council has pledged to become carbon neutral by 2025. At Full Council in February 2022, members Resolved: To adopt the Carbon Reduction Strategy and Action Plan. This was updated in January 2023 with the introduction of a timetable of work until mid-2024.

Work has been carried out in Scope One of Deal Town Council's estate and the following works has been completed:

- Roof space lagging
- Chamber window repairs
- Heating Controls
- Secondary Glazing (First Floor – except one window)

Secondary Glazing on the ground floor is soon to be completed and the Town Hall is now better insulated, requiring less heating and updated temperature controls mean we only now heat rooms that are in use. The previous system heated the entire building. We have also switched to 100% renewable electricity and 100% renewable gas, which has greatly reduced our carbon footprint. The gas is 25% renewable and 75% carbon offset – the extensive building work in Scope One to reduce the amount of gas used shows the council's understanding that it is better to reduce energy usage, rather than offset it.

In Scope Two, the external Carbon Audit & Reviews have been taking place annually and we have greatly improved our planters with native, sustainable and more heat resistant plants being selected.

Carbon Emissions Checklists, Paper Management, Mayoral Transport Review, Councillors & Staff Carbon Literacy Training, The Winter Meeting Programme: Council Meetings during working hours and Carbon Literacy Virtual Training Programme fall under Scope Two and Three and were included in the January 2023 action plan.

Deal Town Council Carbon Reduction Annual Action Plan 2022/3

Month	Action	Scope	Benefit	Budget	status
March	Roof space lagging	1	Thermal improvement	£3,800	completed
	Chamber window repairs	1	Thermal improvement	£2,544	completed
April	External Carbon Audit & Review	-		£770	completed
	Planting	2	Save water	£0	completed
May	Heating Controls	1	Energy efficiency	est.£3,000	completed
	Carbon Emissions Checklists	2	Minimise negative impact of decisions on emissions	£0	completed

June	Secondary Glazing (FF)	1	Thermal Improvement	£tbc	1 window to complete
July	Paper Management	2	Reduce paper & improve recycling	£0	ongoing
August	Secondary Glazing (GF)	1	Thermal improvement	£tbc	ongoing
September	Mayoral Transport Review	2	Energy efficiency	£0	ongoing
October	Councillors & Staff Carbon Literacy Training	2	Awareness & understanding	£500	ongoing
November	Winter Meeting Programme: Council Meetings during working hours	1 & 2	Energy efficiency	£0	completed
March	Carbon Literacy Virtual Training Programme	2	Awareness & understanding	£tbc	ongoing

Deal Town Council Climate Action Plan 2023/4

Paper management: A full report was submitted to Full Council in June 2023 which included Improved IT for Councillors, Town Hall operations, Signage, Visitor Information Centre and Publications and notifications from Deal Town Council. Work continues in this area, and we hope the new screen for meetings will be in place for October.

Councillor and Staff climate action training – staff have undertaken training to learn about the carbon emission checklists. Councillor training is available on request.

Event check lists: Working with the Events Manager and Facilities Manager, an updated booking form has been introduced promoting our fairtrade credentials and the responsibilities of those using the Town Hall to recycle.

Committee Carbon Emission Check Lists: Introduced in May, this new tool to shows the environmental impact of all new proposals, allowing committees to make recommendations in line with the climate strategy.

Allotments Water Saving: The campaign to get more water butts on our three allotment sites saw 50 being delivered – holding up to 10,000 litres of rainwater at any one time.

Allotment Review: We are working with the Facilities Manager and the team to produce a report looking at how the allotments are run and how they can help us work towards our net zero target - it will be brought to the Finance and General Purposes Committee in November.

Market review: Working with the Market Officer and team to support and share with traders ideas and funding to help them become plastic free, reduce waste and build our reputation of a clean, green market. Including improvements to the planters and to create a 'green roof' on the market container to improve biodiversity. target - it will be brought to the Finance and General Purposes Committee in November.

Town Hall: The work in Scope One listed above has been completed but we are always exploring new ways to ensure the building is at its most efficient. We are in correspondence with Dover District Council regarding possible changes to guidelines concerning solar panels and will report any developments.

Winter meeting programme: The addition of the zoned heating means we are not heating the Town Hall throughout the winter and switching it on as and when required. We are of course mindful of when trying to co-ordinate hiring the Town Hall with pre-planned events to be more efficient.

Jan/Feb bookings of the town hall: The new zonal controls for heating in the Town Hall mean bookings will be taken during this time, and planned to coincide with other events if possible to be more heat efficient.

Mayoral Transport Review – the contract is due for renewal this autumn and the decision has been made to roll-on the contract for another year. The vehicle is now carbon neutral and changing to a new one would impact our carbon footprint. Additionally, as technology continues at pace, more efficient choices could open up to us next year. The RFO will begin research in six months time.

Council approved projects – The agreed action plan to mid 2024 has taken in the Scope One, Two and Three of the Town Council's estate. Staff and councillors travelling by car continues to produce our largest amount of carbon and we will be looking at scheme and initiatives to help people leave their cars at home and try alternative transport.

While we will continue to review all our operations and actions in scopes one, two and three, the work that has been carried out means we can now move on the priority areas five and six of the Carbon Reduction Strategy; Carbon Emission Balancing and Helping Our Citizens and Businesses. As detailed in the Carbon Emission Balancing memo brought to the Environment Committee in October 2022, if we purchased five trees through the Verified Carbon Standard (VCS) project, we would meet our net zero target today. Our ambitions to plant more trees locally will bolster this commitment. However, offsetting is not the answer and is not this council's priority which continues to be to reduce energy consumption, travel, waste and to deliver more climate adaption for its residents.

A report will be going to the October Environment Committee for consideration on a plan for 2024 onwards to be referred to Full Council for decision.

Recommendation: To note information above

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors
FROM: Nadine Miller, Climate Change Officer
SUBJECT: Water harvesting project update
DATE: 5 September 2023

In December 2022, the Environment Committee resolved to delegate authority to the Climate Change Officer in liaison with the Committee Clerk, Allotment Officer and R.F.O to spend up to £3,175 from the 2022/23 Environment budget to supply water butts, guttering and storage containers to the councils three allotment sites.

Collecting rainwater helps our environment. It benefits crops, soil, and wildlife to use untreated water, reduces the reliance on mains water and saves money on water bills.

Work began in the spring 2023 to contact plot holders and ask them to register their interest for a water butt and guttering if needed. We had 26 200L water butts delivered at the end of May, two of which are sited on the council's shed at the Park Avenue site for communal use.

The arrival of the equipment spurred a second wave of interest from our plot holders and at the beginning of August, a further 24 200L water butts were delivered.

We have now spent £2813.36 of our allocated £3,175 budget. £2082.50 on water butts and £730.86 on fixtures and fittings.

In total, the 50 containers can hold up to 10,000 litres of harvested rainwater at any given time. We have water meter readings for each site and will compare year-on-year water usage – an undetected, but now fixed, water leak at Golf Road in 2022 means we will present our 2024 findings by site rather than as our allotment estate as a whole.

In liaison with the Facilities Manager, we are preparing an allotment review that will be brought to November's Finance and General Purposes Committee. It will show how we will help the allotment holders reduce their environmental impact, increase bio-diversity and improve their plots. The scheme has been well received by our plot holders, which gives us a positive base to work from. We will explore broadening the project to include residents too. This will be included in Climate Action - 2024 Onwards, a timetable of suggested projects for our journey to being net zero and will be submitted to the Environment Committee in October.

Decision required: Members to note the report.

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Cllr O Richardson – Chairperson of Deal Town Council
Deal Town Councillors
FROM: Mrs Lorna Crow – Town Clerk
DATE: 14 September 2023
SUBJECT: Correspondence Update

Please see below updates for members information

Report on possible closure of Richborough & Deal Household Waste & Recycling Centres:

As requested the Chairperson of the Council wrote a strong letter to KCC objecting to the proposed closure of Deal HWRC.

Response received from Susan Carey Cabinet Member for Environment: *Thank you for sharing your email regarding the Household Waste Recycling Centre proposed closures. A report was discussed at the Environment and Transport Cabinet Committee (ETCC) on Tuesday 23rd May and a further report on work done on the proposed public consultation was taken to ETCC on Wednesday 5th July setting out proposed options regarding Household Waste Recycling Centre (HWRC) closures. For your further information, a link to both papers can be found here:*

[THE REPORT \(kent.gov.uk\)](#) (23rd May) [THE REPORT \(kent.gov.uk\)](#) (5th July)

I can confirm that a consultation will still take place. This was expected to commence in early August, however, to allow further work to be undertaken in response to comments from Members at the last Cabinet Committee, the start date of the consultation has been postponed. A new date will be announced in due course.

The consultation will ask residents and stakeholders their views on the options, as well as provide an opportunity for alternative proposals to be put forward. The consultation document and an accompanying 'evidence base' will provide information and data to provide respondents with rationale, impacts and financial savings associated with each proposed option.

Following the consultation, as Cabinet Member for Environment I will receive a final report which will detail feedback and comments made in response to the consultation. Before any proposed decision is taken to close any waste sites, the finalised plans will be reported again to the Environment and Transport Cabinet Committee.

KCC needs to make £58m of savings this financial year, as agreed in February as part of the approved budget and every part of the council needs to contribute towards this so that we can continue to deliver our services and in particular the social care we provide to the most vulnerable. Whilst we need to find savings from our Household Waste Recycling Centres, I hope to do so in ways that have the least impact on Kent's residents and the public consultation will be important in making sure this happens.

KCC will ensure that the public consultation is well publicised and all KCC consultations are published at <https://letstalk.kent.gov.uk/>. If you are not already registered on this site, you may wish to do so, to ensure you are alerted when the consultation is live. I hope you will take part in the consultation when it is launched and give your views on how best to make the saving.

DDC consultation on draft Air Quality Action Plan: As requested the Chairperson of the Council wrote to DDC to request that an air quality device is installed at the 5 ways junction (at Queen Street east and west, West Street, Blenheim Road, and access to Deal Station car park).

Response received from DDCs Environmental Protection Officer: *I refer to your letter dated 15th August requesting Air Quality Monitoring at Fiveways Junction Deal. I am able to provide the following information:-*

Local Authorities have duty under Part IV of the [Environment Act 1995](#) to review and assess air pollution within its district.

The siting of air pollution monitoring equipment is predominately led by guidance provided in DEFRA Technical Guidance [LAQM \(TG\) 22](#). DDC initially assessed our area in the First Stage Review & Assessment when daily AADT traffic flows were examined on a number of roads within our district and monitoring and modelling of Nitrogen Dioxide from road traffic and Sulphur Dioxide from cross channel shipping carried out to determine suitable and relevant monitoring sites.

*There were **no** roads in Deal that were identified as having sufficient traffic flows to warrant monitoring. However recently our AQ consultants, Bureau Veritas, identified a part of West Deal (London Road Sholden) during the AQ report to support the draft Local plan as potentially being an area where there may be elevated levels of Nitrogen Dioxide near to the roundabout at the junction of Manor Road and London Road. EP have installed diffusion tubes at x2 sites there since 2021 and results are reported annually in the Council's Annual Status Report available to view on our [AQ web page](#). An additional site is within the grounds of Sholden school.*

In respect of the specific request by DTC to install real-times instruments at the High St/WestSt/Blenheim Rd junction to measure NO₂, SO₂, PM₁₀/PM_{2.5} and ozone I can advise:

SO₂ – The National AQ Objectives for this pollutant include 266µg/m³ (15 minute mean) not to be exceeded more than 35 times a year. LAQM guidance states that the main sources of this pollutant are domestic solid fuel heating and shipping emissions. Only two AMAs have been declared for SO₂, Dover Eastern Docks (AQMA revoked in 2014) and the Great Charnwood railway. SO₂ results at the Port of Dover reduced following EU Directive 2012/33/EU. There is therefore no justification to measure for SO₂ in the DDC district.

Ozone – Monitoring of Ozone is carried out at a number of locations within the UK, further details can be found here: <https://uk-air.defra.gov.uk/research/ozone-uv/ozone-monitoring-stations>. There is no requirement for Local Authorities to monitor for Ozone in the Review & Assessment process.

Nitrogen Dioxide (NO₂) [National AQ Objectives](#) for this pollutant include 40µg/m³ as an annual mean and 200µg/m³ (one hour mean not to be exceeded more than 18 times a year). Whilst real-time monitoring of NO₂ can be useful in determining daily highs and lows and indeed whether the one hour objective may be breached, the capital purchase, ongoing maintenance and data management can be expensive and grant funding from Central Government for instrument purchase is no longer available. AQ grants are now only available for AQ Action plan measures. For road traffic sources an annual mean of above 60 µg/m³ can mean that the one hour objective will be breached.

Particulate Monitoring PM₁₀/PM_{2.5} LAQM Annual mean objectives for PM₁₀ are along the same lines as NO₂ and generally if the level of NO₂ is elevated (and from road traffic) then the particulate level is likely to be exceeded also.

Dover DC are part of the [Kent & Medway AQ Network](#), however we do not own real-time monitoring equipment other than the TEOM measuring PM10 in the Dover Air Quality Management Area. Capital purchase of NO2 equipment would be in the region of £20 – 25K.

In view of concerns, you have raised on behalf of DTC regarding the potential for elevated pollution levels at the Fiveways junction, there is no reason why we can't install some NO2 diffusion tubes on the facades of residential properties in the High St and West Street. This would be a pre-cursor to deciding whether further monitoring or modelling would be required. I'll arrange for delivery of the tubes for the next tube changeover period which starts on 4/10/23. Results are recorded monthly and once sufficient data is available results will be reported in the 2024 ASR.

Recommendation from Cllr B Bano regarding Dover Intake Centre: As requested the Chairperson of the Council wrote to the local member of parliament to convey the council's concerns over the removal of cartoon murals at the Dover Intake Centre advising that the removal of these pictures do nothing to prevent refugees coming to these shores.

The local MP Natalie Elphicke has advised that this letter has been passed to the immigration minister for response.

Decision required: Members to note the report.

Minutes - approved by Committee and signed by Chairperson 07/08/23

The minutes of the Planning Committee held on Monday 3rd July 2023 at the Town Hall at 7.15pm

Present: Cllr P Findley (Chairperson)
Cllr L Craggs
Cllr T Bond

Cllr M Walters
Mr R Green (The Deal Society)
Mrs E Fogarty (FOND)

Officers: Laura Marney – Committee Clerk

Other: 1 member of the public

MINUTES

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.			Chairperson
2	Apologies for absence: Cllr Eddy and Mrs E Fogarty (co-opted member).			Committee Clerk
3	Declarations of interest: Mr R Green (co-opted member) declared a VAOI on Planning application no: 23/00620.			
4	Public Participation and Statements received: None received.			Committee Clerk
5	The minutes of the planning committee meeting held on 5th June 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 th June 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) LC (S) MW. 3 For, 1 Abstention. Motion carried.			Chairperson
6	Planning applications received:			Committee Clerk
	DDC Ref	Address	Proposal	
	23/00688	Grove Lodge Manor Avenue Deal CT14 9PN	Erection of single storey side/rear extension	
	23/00656	7 Golden Street Deal CT14 6JU	Replacement windows to front elevation	
	23/00524	10 Dolphin Street Deal CT14 6LX	Replacement 3no front elevation windows and 1no Front door and surround.	
	22/01409	Land South West Of Sholden Drive	Reserved Matters application for	
			Deal Town Council Decision	
			Members RESOLVED: No Objection. DTC support this application. (P) LC (S) TB. All Agreed.	
			Members RESOLVED: No Objection. DTC support this application. (P) MW (S) TB. All Agreed.	
			Members RESOLVED: No Objection. DTC support this application. (P) LC (S) TB. All Agreed.	
			Members RESOLVED: Objection: DTC agree with KCC Flood and	

		Sandwich Road Sholden CT14 0AD	the details landscaping, layout, scale, and appearance pursuant to outline permission DOV/21/00402 for the erection of 110 dwellings and associated car parking and infrastructure.	Water Management, and are concerned about the attenuation basin and why it is located at top right-hand corner of plans on higher ground. (P) TB (S) PF. All Agreed.	
	23/00754	Site Adjacent To Church Hall Stanley Road Deal CT14 7BT	Conversion of storage building to dwelling	Members RESOLVED: No Objection. DTC support this application. (P) TB (S) MW. 2 For, 2 Abstentions. Motion Carried.	
	23/00777	Sarabs Cottage 120 Middle Street Deal CT14 6JX	Re-roofing works, repointing of chimney stacks and repainting of front elevation.	Members RESOLVED: No Objection. DTC support this application. (P) LC (S) TB. All Agreed.	
	23/00787	195 Mill Road Deal Kent CT14 9BG	Fell one Horse Chestnut the subject of Tree Preservation Order No 7 of 2012.	Members RESOLVED: Objection, this tree does hold amenity value that is why there is a TPO on it. When planning permission was granted the TPO was already in place. (P) TB (S) MW. 3 For, 1 Against. Motion Carried.	
	23/00631	35 Victoria Road Deal CT14 7AY	Formation of vehicular access, vehicle charging point and retaining wall.	Members RESOLVED: Objection. 1) Removal of the hedge is a material consideration, as it will affect the appearance of the terrace. 2) The gardens and hedges are part of Deal heritage. 3) DTC agree with the KCC Highways	

				<p>comments regarding visibility issues.</p> <p>(P) TB (S) LC. 3 For, 1 Against. Motion Carried</p>	
	23/00776	7 Sandown Road Deal CT14 6PH	Erection of single storey rear extension (existing conservatory to be demolished).	Members RESOLVED: No Objection. DTC support this application. (P) LC (S) MW. All Agreed.	
	23/00620	33 Sandown Road Deal CT14 6PG	Erection of a two storey rear extension, addition of 2no. windows to side elevation and 1.6 metre boundary wall (existing extension to be demolished).	Members RESOLVED: No Objection. DTC support this application. (P) PF (S) MW. All Agreed.	
7	DDC decisions: Members RESOLVED: To note the information. (P) TB (S) PF. All Agreed.				
	Date of next meeting: 7th August 2023.				
	The Chairperson closed the meeting at 8.10pm				

Minutes - approved by Committee and signed by Chairperson 04/09/23

The minutes of the Planning Committee held on Monday 7th August 2023 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley
Cllr T Bond
Cllr L Craggs

Cllr M Walters
Mr R Green (The Deal Society)
Mrs E Fogarty (FOND)

Officers: Laura Marney – Committee Clerk

Other: 1 member of the public

MINUTES

1	Chairpersons's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.			Chairperson
2	Apologies for absence: None received.			Committee Clerk
3	Declarations of interest: None received.			
4	Public Participation and Statements received: None received.			Committee Clerk
5	The minutes of the planning committee meeting held on 3rd July 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 th June 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr Walters (S) Cllr Craggs. 4 For, 1 Abs. Motion carried.			Chairperson
6	Planning applications received:			Committee Clerk
	DDC Ref	Address	Proposal	Deal Town Council Decision
	23/00860	199 Mill Road Deal CT14 9BG	Cut back to allow 2 metre clearance to house and crown raise over bus route of highway to approx 6 metres of one Cedar the subject of Tree Preservation Order No 7 of 2012 Routine work to stop tree encroaching	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Walters. All Agreed.
	23/00841	1 Jute Fields Deal CT14 9ZL	Conversion of car port to habitable room.	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Eddy. All Agreed.

23/00813	42 Middle Deal Road Deal CT14 9RG	Erection of first floor rear extension, alterations to windows and doors and exterior weatherboarding and render.	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Findley. All Agreed.
23/00863	23 Northwall Road Deal CT14 6PN	Erection of a single storey rear extension and rear dormer roof extension.	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Eddy. All Agreed.
23/00851	20 Albert Road Deal CT14 9RE	Erection of bay window to front elevation and two storey side extension, cladding to first floor and french doors to rear.	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Eddy. All Agreed.
23/00844	75 Western Road Deal CT14 6PL	Erection of boundary wall.	Members RESOLVED: No Objection. (P) Cllr Eddy (S) Cllr Craggs. 4 For, 1 Abs. Motion carried.
23/00914	Melbourne 7 Farrier Street Deal CT14 6JP	Re-roofing works including installation of a breathable membrane.	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Bond. All Agreed.
23/00750	154 Middle Street Deal CT14 6LW	Replacement windows.	Members RESOLVED: No Objection. (P) Cllr Eddy (S) Cllr Craggs. All Agreed.
23/00903	110 Middle Street Deal Kent CT14 6JX	External works to incl. replacement of existing render with lime based render; replacement of existing roof to rear single storey addition to incl introduction of lantern rooflight; installation of French doors. Internal works to incl. installation of 2no ensuite bathrooms to	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Eddy. 4 For, 1 Abs. Motion carried.

			1st & 2nd floor; removal of all internal wall covering and replacement with lime plaster; removal of existing fireplace.		
22/00471	3 Middle Deal Road Deal CT14 9RF		Erection of 4no. attached dwellings with undercroft parking and bin stores (existing buildings to be demolished).	Members RESOLVED: Objection. Lack of parking will affect nearby residents. Over development of site. Lack of green space. (P) Cllr Bond (S) Cllr Findley. 2 For, 1 Against, 2 Abs. Motion carried.	
23/00777	Sarabs Cottage 120 Middle Street Deal CT14 6JX		Re-roofing works, raising of ceiling to attic space, repointing of chimney stacks and repainting of front elevation. (Amended)	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Walters. All Agreed.	
23/00932	4 New Street Deal CT14 6JY		Re-paint front elevation/door	Members RESOLVED: No Objection. (P) Cllr Findley (S) Cllr Craggs. All Agreed.	
23/00949	Flat 4, 6 Prince Of Wales Terrace Deal CT14 7BU		Replacement windows to front elevation	Members RESOLVED: No Objection. (P) Cllr Craggs (S) Cllr Eddy. All Agreed.	
23/00921	Garage Block Rear Of 59 To 71 Blenheim Road Deal CT14 7DD		Copper Beech - Fell one Copper Beech the subject of Tree Preservation Order No 4 of 2001.	Members RESOLVED: Objection. DTC are not convinced of its need for removal, but will support the decision of the DDC Tree Officer. (P) Cllr Eddy (S) Cllr Bond. All Agreed.	

	23/00938	Wellington Court Beechwood Avenue Deal CT14 9WY	Crimson Maple (0030) and Sycamore (0031) reduce lateral branches to provide 2.5 metres clearance from building; Sycamore (0032) crown lift to 6 metres over adjacent Cherry tree; Ash (0034 and 0037) reduce crown by 3-4 metres overall and crown lift to 4 metres; Sycamore (0036) cut back lateral branches to provide 1 metre clearance from street light; Field Maple (0038) reduce crown by 1.5-2 metres overall and crown lift to 3 metres; Field Maple (0042) remove basal and epicormic growth; Sycamore (0045) reduce stem overhanging road by 3-4 metres; Sycamore (0049 and 0051) reduce crown by 3-4 metres overall and remove basal growth, all the subject of Tree Preservation Order No 7 of 2000	Members RESOLVED: No Objection. (P) Cllr Walters (S) Cllr Craggs. All Agreed.	
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7	South Street Car Park: Members RESOLVED: Chairperson to write to the Chief Executive of DDC, Leader of DDC, Head of Governance at DDC and Local MP regarding disposal of community assets in South Street due to the development of The Regent and the need for a public consultation. (P) Cllr Craggs (S) Cllr Eddy. All Agreed.	Chairperson
8	Consultation on BT Proposal to remove telephone boxes: Members RESOLVED: To accept the removal of the telephone box at Godwyn Road and to delegate the Committee Clerk to feedback to DDC. (P) Cllr Craggs (S) Cllr Bond. 4 For, 1Abs. Motion carried.	Committee Clerk
9	DDC decisions: Members RESOLVED: To note the information. (P) Cllr Findley (S) Cllr Eddy. All Agreed.	
	Date of next meeting: 4th September 2023.	
	The Chairperson closed the meeting at 8.50pm.	

Minutes - approved by Committee and signed by Chairperson 13/09/23

The Minutes of the Transport & Infrastructure Committee meeting held on Wednesday 12th July 2023 at Deal Town Hall.

Present:	Cllr B Bano (Chairperson) Cllr M Walters (Vice Chairperson) Cllr P Jull Cllr S Brookfield	Cllr M Eddy Cllr T Bond Cllr D Cronk
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Officers:	Mrs L Marney (Committee Clerk) Miss J Harper (Asst. to the Town Clerk)	Other: None
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MINUTES

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	Apologies for absence: Cllr D Parks was absent.	Committee Clerk
3	Declarations of interest: None received.	
4	Public Participation and Statements received: None.	Committee Clerk
5	The minutes of the Transport & Infrastructure Committee meeting held on 15th March 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Transport & Infrastructure Committee meeting held on 15 th March 2023 as a true and accurate record. (P)ME (S)DC. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Highways Improvement Plan Update: Following discussion Members RESOLVED: To accept the following recommendations: 1) To accept the KCC EHI Team's offer of 30 mph kits, and they be positioned along St Richards Road and St Leonards Road to tackle speeding at these locations. 2) To request that Officers compile a report containing details of locations for the proposed dropped kerbs and the London Road crossing and bring the report to the next meeting of this committee for agreement. 3) The Committee Clerk to contact KCC and report overgrown vegetation that is covering cycling signage. 4) The Committee Clerk to bring back DTC's second HIP application item to November's Transport and Infrastructure Committee, which will be 6 months before the KCC next review date. (P)DC (S)ME. All Agreed.	Committee Clerk/RFO
7	Deal Station Accessibility Update: Following discussion Members RESOLVED: To accept the following recommendation: The Committee delegates authority to the Committee Clerk to see through the remainder of this	Committee Clerk

	project with Southeastern and provide relevant status updates to the Transport & Infrastructure Committee and clarifies the time limits for disabled parking bays. (P)DC (S)ME. All Agreed.	
8	Local Bus Forum: Following discussion Members RESOLVED to accept the following recommendations: <ul style="list-style-type: none"> Deal Town Council attends DDC's District Local Bus Forum and does not set up an additional forum. Committee members agreed that Cllr Ben Bano to be recommended to Full Council as the Council representative at the District Local Bus Forum. This councillor will attend the meetings and submit regular reports to the T&I committee. (P)DC (S)TB. All Agreed. 	Committee Clerk
9	Co-opted Member – Deal Speaking Up Group: Following discussion Members RESOLVED: To accept the Chairperson's recommendation for Chrissie Dubber to become a co-opted member on the Transport & Infrastructure Committee and to submit this to July's Full Council for final approval. (P)ME (S)DC. All Agreed.	
10	Cycle Friendly Deal 2 Update: Members RESOLVED: To note the information. (P)DC (S)MW. All Agreed	
11	Town Plan Update: Members RESOLVED: To note the information. (P)DC (S)ME. All Agreed.	
12	Committee Clerk Report: Members RESOLVED: To note the report. (P)DC (S)TB. All Agreed. Members thanked and expressed their appreciation to the Committee Clerk for her work.	
	Date of next meeting: 13th September 2023.	
	The Chairman closed the meeting at 20.08	

Minutes - approved by Committee and signed by Chairperson 16/08/23

The Minutes of the Environment Committee Meeting held on Wednesday 14th June 2023 at Deal Town Hall at 7.15pm.

Present: Cllr S Beer (Chairperson) Cllr S Cullen
 Cllr D Cronk Cllr P Findley
 Cllr M Eddy Mr D Carey (Co-opted Member)
 Cllr B Bano

Officers: Laura Marney (Committee Clerk) Other: 0 members of the public
 Nadine Miller (Climate & Communication Officer)

MINUTES

1	Chairperson's opening remarks. The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	Apologies for absence: Cllr M Cronk and Cllr S Brookfield.	Committee Clerk
3	Declarations of interest: None received.	
4	Public Participation: The Committee Clerk advised a statement had been received by email from a member of the public after the deadline. The Chairperson advised the Committee certain councillors had also been included in this email, and that councillors were at liberty to include points made by the member of the public at agenda item 6.	Committee Clerk/ Chairperson
5	The minutes of the Environment Committee meeting held on Wednesday 12th April 2023 for approval and signing. Cllr Eddy advised there was a typo on item 7 and should read "able". Members RESOLVED: To accept the amended minutes of the Environment Committee meeting held on Wednesday 12 th April 2023 as a true and accurate record. (P) BB (S) ME. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Thermal Imaging Camera: Following a lengthy discussion. Members RESOLVED: To remit this agenda item to Full Council. (P) ME (S) SC. 5 For, 1 Against. Motion carried.	Climate Change Officer
7	Mill Hill Tree Planting: Following a discussion. Members RESOLVED: To accept the Officer recommendation with an amendment that the Committee Clerk investigates further privately owned sites in Mill Hill, bearing in mind advice from Mr David Carey about care and maintenance. Cllr Bano, Cllr Eddy and Cllr D Cronk to provide the Committee Clerk with the relevant sites and details of who owns the land. (P) SB (S) SC. All Agreed	Committee Clerk/ Councillors
9	Big Green Week/Clean Air Day: Member RESOLVED: To note the report. (P) DC (S) ME. All Agreed.	
10	Committee Clerk Report: Members RESOLVED: To note the report. (P) DC (S) ME. All Agreed.	
	The Chairperson closed the meeting at 8.07pm.	

Minutes - approved by Committee and signed by Chairperson 19/09/23

**The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall
on Tuesday 11th July 2023**

Present: Cllr T Bond (Chairperson) Cllr D Parks (Vice- Chairperson)
 Cllr S Cullen
 Cllr M Eddy
 Cllr D Cronk
 Cllr S Beer
 Cllr M Cronk
 Cllr P Jull

Officers: Mr P Bone (Responsible Finance Officer)
 Mrs H McAdam (Finance Asst.)

MINUTES

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairperson
2	Apologies for absence: None received. Absent: Cllr B Bano	
3	Declarations of interest: None received.	
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None received	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st March 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 21 st March 2023 as a true and accurate record. (P) DC (S) SB All Agreed. The Chairperson then signed the minutes.	Chairperson
6	Finance: i) Income & Expenditure figures and Full Bank reconciliation to 31st March 2023 - Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 st March 2023. and to thank the R.F.O on the new layout of the year-end report. (P) DC (S) PJ. All Agreed. ii) Year- End and Budget Report from the RFO to 31st March 2023 – Members RESOLVED: To note the Year-End Budget Report from the R.F.O to 31 st March 2023 (P) DC (S) PJ All agreed. iii) Income & Expenditure figures and Full Bank reconciliation to 31st May 2023 – Members RESOLVED: To note Income & Expenditure figures and Full Bank reconciliation to 31 st May 2023 (P) DC (S) PJ All agreed.	
7	Annual Grants 2023/24: Members considered the recommendations and RESOLVED: To set the 'Annual Grants Stream' allocation at £20,000 for the year 2023/24 and recommend to Full Council that a separate Budget of £2,000 is allocated from the 'General Reserve' for a new Grant Stream that is to promote	R.F.O

	<p>community cohesion and supports asylum seekers and refugees within the Deal Wards. (P) SB (S) DC 6 for 1 abstention, Agreed.</p> <p>Members further RESOLVED: To accept the draft application form for 2023/24 and score sheet, the proposed deadlines and draft annual grant guidelines subject to all references to a budget of £18,000 being amended to £20,000. (P) SB (S) DC All agreed.</p>	R.F.O
8	<p>Deal Braderie: Members considered the officer recommendations. The Chairperson advised that he would take proposals for each of the officer recommendations individually.</p> <p>Cllr Jull proposed that the officer recommendation that all shopkeepers along the route of the Braderie get free pitches in front of their shopfronts (max 2 pitches), this was seconded by Cllr D Cronk. A vote was then taken. 4 votes for and 4 against, the Chairperson used his casting vote against the proposal. Motion Failed.</p> <p>Following discussion members RESOLVED: That all shopkeepers pay £20 for each pitch in front of their shopfront and charities also pay £20 per pitch. (P) SB (S) ME 6 For 2 Against. Agreed.</p> <p>Members further RESOLVED: To restrict the size of the Braderie to 100 pitches unless take-up improves considerably, when the additional 30 pitches would be released. (P) PJ (S) SB All agreed</p>	<p>Finance Asst/R.F.O</p> <p>Finance Asst/R.F.O</p>
9	<p>Town Hall Maintenance:</p> <p>i) Electrical Controls: Members RESOLVED: To allocate a budget of up to £10,000 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs for the remedial works required to upgrade the Town Hall electrical distribution boards up to the latest legal requirements and that, subject to the Facilities manager obtaining two additional quotations for these works, to delegate authority to the R.F.O. in liaison with the Chairperson of this committee to select the most appropriate company to carry out these urgent works (P) PJ (S) ME All Agreed.</p> <p>ii) Window Replacement: Members RESOLVED: To allocate a budget of up to £3,100 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs and to delegate authority to the R.F.O. to obtain additional quotations and to select the most appropriate company to carry out these works. Members RESOLVED: To accept the recommendations. (P) ME (S) SB All agreed</p>	<p>Facilities Manager/ R.F.O/ Chairperson</p> <p>R.F.O</p>
10	<p>Responsible Finance Officers report: Members RESOLVED: To note the report and request the Saturday Market Rules are amended to state that all food stalls must have hand cleaning facilities that meet the current food hygiene standards and that the Market Officer will carry out additional routine inspections of the handwashing facilities on all food stalls and record and deficiencies. (P) PJ (S) SC All agreed.</p>	Market Officer/ R.F.O.
	The Chairperson closed the meeting at 8.15pm	