



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

To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 30 January 2024 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 29 January 2024 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: 24 January 2024

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 meeting held on Tuesday 28 November 2023 for approval and signing: Decision required.	Attach. 2
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	Recommendations from the Finance & General Purposes Committee: a) Recommended Budget for 2024/25: Decision required. b) Recommended Precept for 2024/25: Decision required.	Attach. 3 Attach. 4
7	List of payments including payments exceeding £500 for approval and signing from the 1 November to 31 December 2023: Decision required.	Attach. 5
8	Recommendation from the Environment Committee to approve the Climate Action Plan 2024 onwards: Decision required.	Attach. 6
9	Recommendation from Cllr Bano as outside body representative to Deal Speaking Up Group: Decision required.	Attach. 7
10	Promotional Material for the Town Hall: Decision required	Attach. 8
11	Correspondence Update: Decision required.	Attach. 9
12	Mayoral Engagements June 2023 – December 2023: Information to note	Attach. 10
13	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Planning committee meeting held on 06.11.23 (b) The minutes of the Planning committee meeting held on 04.12.23. (c) The minutes of the Environment committee meeting held on 11.10.23. (d) The minutes of the Finance & General Purposes meeting held 21.11.23.	Attach. 11
	Date of next Full Council meeting: 27 February 2024	

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 28th November 2023 at 7.15pm.

Present:	Cllr A Friend (Chairperson)	Cllr S Beer
	Cllr B Bano	Cllr T Bond
	Cllr S Brookfield	Cllr D Cronk
	Cllr M Eddy	Cllr M Cronk
	Cllr P Jull	Cllr P Findley
	Cllr M Walters	Cllr S Cullen

Officers: Mr P Bone (R.F.O/Deputy Town Clerk) Others: 2 members of public
Miss J Harper (Asst. to the Town Clerk)
Mrs C McKay (Clerical Officer)

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	Apologies for absence received: Cllr O Richardson, Cllr L Craggs due to longstanding prior commitments. Cllr D Parks.	
3	Declarations of interest: Cllr A Friend declared a VAOI for agenda item 10 and a VAOI for agenda item 11 because he is a trustee of one of the beneficiaries.	
4	The minutes of the Full Council meeting held on Tuesday 31st October 2023 for approval: Members RESOLVED: To accept the minutes of the Full Council meeting held on Tuesday 31 st October 2023 as a true and accurate record. (P) Cllr S Beer. (S) Cllr P Findley. 10 For, 2 Abstentions. Motion carried. The Chairperson duly signed the minutes.	Chairperson
5	Public participation and statements received: None received.	
6	List of payments including payments exceeding £500 for approval and signing from 1st October to 31st October 2023: Members RESOLVED: To note the report. (P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed. Motion Carried.	
7	Conclusion of Audit: Members RESOLVED: To note the report. (P) Cllr M Eddy. (S) Cllr D Cronk. All Agreed. Motion Carried.	
8	Re-appointment of Independent Internal Auditor: Following debate members RESOLVED: 1.To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2023-2024. (P) Cllr P Jull. (S) Cllr D Cronk. All Agreed. Motion Carried. 2. That Councillor D Cronk and Councillor M Cronk sign the engagement letter on behalf of the Council. (P) Cllr D Cronk. (S) Cllr M Walters. All Agreed. Motion Carried.	R.F.O / Cllr D Cronk Cllr M Cronk

9	<p>Review of the Annual Risk Management Schedule: Following debate members RESOLVED: To make the following amendments to the schedule.</p> <p>1. Change the severity of Budget Overspend from High to Medium. 2. Change the likelihood of occurrence of Litigation for employees from Low to Medium. (P) Cllr P Jull. (S) Cllr T Bond. 4 For, 2 Against, 6 Abstentions. Motion Carried.</p> <p>Members RESOLVED: To agree the Financial Risk Management Schedule 2023-2024. (P) Cllr D Cronk. (S) Cllr S Beer. All Agreed. Motion Carried.</p>	R.F.O
10	<p>Holocaust Memorial Day Commemoration 2024: Following discussion Members RESOLVED: To accept the following recommendations:</p> <p>1. Deal Town Council Marks Holocaust Memorial Day 2024 on Saturday 27 January at 12noon with a short ceremony and wreath laying service at the Memorial Stone in St Georges Church Garden. The commemoration will be introduced by the Worshipful Town Mayor of Deal, Cllr Oliver Richardson and will include readings and prayers from local clergy.</p> <p>2. A display will be shared in the Undercroft ahead of, during and after Holocaust Memorial Day 2024, sharing the statement from The Holocaust Memorial Day Trust and an image of a candle burning in the dark.</p> <p>3. A battery operated tealight will be placed in a hurricane lamp to shine overnight on Saturday 27 January 2024 in the Undercroft – shining a light to bring people together from all backgrounds. (P) Cllr B Bano. (S) Cllr S Beer. All Agreed. Motion Carried.</p>	Asst. to Town Clerk
11	<p>Deal Warm Welcome Update Christmas week opening hours: Following discussion members RESOLVED: To note the information. (P) Cllr D Cronk. (S) Cllr S Beer. All Agreed. Motion Carried.</p>	
12	<p>Deal Town Council Committee Minutes: Following discussion members RESOLVED: To note:</p> <p>a) The minutes of the Planning committee meeting held on 04.09.23. b) The minutes of the Transport & Infrastructure meeting held on 13.09.23. c) The minutes of the Finance & General Purposes meeting held on 19.09.23. (P) Cllr M Eddy. (S) Cllr D Cronk. All Agreed. Motion Carried.</p>	
	The Chairperson closed the meeting at: 7.41pm	Chairperson

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members
From: Paul Bone. Responsible Finance Officer
Date: 24th January 2024
Subject: **Budget 2024/25.**

Please find attached a copy of the draft Budget for 2024/25 as recommended by the Finance and General Purposes Committee for adoption.

Decision required.

Members to review and agree the annual budget for 2024/25.

Deal Town Council 2024-25 DRAFT Budget

	Actual Budget for 2023 - 24 as agreed by Full Council Nov 2022		Draft Budget 2024/25		
	2023-24 INCOME	2023-24	2024-25 INCOME	2024-25	Change
<u>100 General Income</u>					
1076 Precept	475932.4		475932.4		0%
1080 Bank Interest	1200		13000		983%
Total Income	477132.4		488932.4		2%
<u>200 Staff Costs</u>					
4000 Salaries Gross		345000		400000	16%
4055 Travel & Subsistence		100		100	0%
4070 Training		2000		2000	0%
4075 Staff Uniforms		100		100	0%
4080 HR & HS		1621		1621	0%
4085 Payroll Services		1855		1855	0%
4090 Staff Recruitment		750		750	0%
Total Expenditure		351426		406426	16%
<u>205 Official Car</u>					
4060 Official Car Lease		3564		3920.4	10%
4065 Official Car Fuel		500		0	-100%
Total Expenditure		4064		3920.4	-4%
<u>210 Civic</u>					
4055 Travel & Subsistence		100		100	0%
4070 Training		1000		1000	0%
4200 Cllr. Allowances		4800		4800	0%
4210 Hospitality		1500		1500	0%
4220 Robes & Regalia		50		50	0%
4225 Mayoral Travel & Subsistence		100		100	0%
4230 Mayor Expenses		500		500	0%
4235 Deputy Mayor Expenses		300		300	0%
4240 Mayoress Expenses		300		300	0%
Total Expenditure		8650		8650	0%
<u>220 Administration</u>					
4080 HR & HS		1622		1622	0%
4300 Mobile Phones		500		500	0%
4305 Stationery		1500		1500	0%
4310 Postage		500		500	0%
4315 Bank Charges		1500		1500	0%
4320 General Admin		8800		8800	0%
4325 Office Equipment		500		500	0%
4330 IT Equipment		3000		3000	0%
4335 IT Support & Website		6000		6000	0%
4340 Telephone & Broadband		1500		1500	0%
4345 Pat Testing		500		500	0%
4355 Premises (Running Costs)		10000		10000	0%
4365 Legal Advice		500		500	0%
4370 Election Costs		17000		6500	-62%

4375 Marketing/Communications	2000	2000	0%
4380 Contingency	10000	10000	0%
4390 Waste & Recycling	2500	2500	0%
4405 Annual Planting	5000	5000	0%
4410 Flags	500	500	0%
4415 Audit Fees	2300	2300	0%
4420 Subscriptions	2000	2000	0%
4430 Data Protection Officer	1000	1000	0%
4435 General Maintenance	4000	4000	0%
Total Expenditure	82722	72222	-13%

250 Grants & Donations

4470 Annual Grants	20000	20000	0%
4480 Christmas Light Fund	2000	0	-100%
4490 St Omer Twinning	500	500	0%
Total Expenditure	22500	20500	-9%

300 Town Hall

1100 Wedding Hire	10000	12500	25%
1105 Chamber Hire	2000	2000	0%
1110 Committee Room Hire	1000	1000	0%
1115 Under Croft Hire	500	1000	100%
Total Income	13500	16500	22%

Town Hall

4360 Insurance	8000	8000	0%
4500 Repairs & Maintenance	0	0	
4505 Under Croft Cleaning	1000	1000	0%
4510 Furniture & Equipment	1000	1000	0%
4520 Boiler Service & Maint.	500	500	0%
4525 Window Cleaning	1000	1000	0%
4530 Gas	2650	2650	0%
4535 Electricity	6360	6360	0%
4540 Water	265	265	0%
4550 TH Events	1800	1800	0%
4720 Licences	500	500	0%
Total Expenditure	23075	23075	0%

310 VIC

4605 Terminal Charges	500	500	0%
Total Expenditure	500	500	0%

410 Saturday Market

1410 Market Traders	35000	43000	23%
Total Income	35000	43000	23%
4420 Subscriptions	500	500	0%
4715 Profit Share	2500	2500	0%
4730 Market General Costs	3000	3000	0%
4735 Market Licence	1750	1750	0%
Total Expenditure	7750	7750	0%

420 Braderie Market

1415 Braderie stall holders	4500	4500	0%
Total Income	4500	4500	0%

4705 Road Closure	700	700	0%
4720 Licences	1200	1200	0%
4725 First Aid	200	200	0%
4740 Toilet Hire	300	300	0%
Total Expenditure	2400	2400	0%
<u>500 Public Conveniences</u>			
4800 Public Conveniences	35000	35000	0%
Total Expenditure	35000	35000	0%
<u>600 Allotments</u>			
1500 Allotment Income	2000	2000	0%
Total Income	2000	2000	0%
4500 Repairs & Maintenance	2500	2500	0%
4540 Water	742	742	0%
Total Expenditure	3242	3242	0%
<u>610 Allotments Park Ave</u>			
1500 Allotment Income	2000	2000	0%
Total Income	2000	2000	0%
4500 Repairs & Maintenance	2500	2500	0%
4501 PARK AVE BANK REPAIRS	0	0	
4540 Water	700	700	0%
Total Expenditure	3200	3200	0%
<u>620 Allotments Mill Road</u>			
1500 Allotment Income	2000	2000	0%
Total Income	2000	2000	0%
4500 Repairs & Maintenance	2500	2500	0%
4540 Water	742	742	0%
Total Expenditure	3242	3242	0%
<u>700 Town Events</u>			
5005 Town Hall Promotions	200	200	0%
5010 Heritage Day	200	200	0%
5015 Christmas Events	200	200	0%
5020 Mayoral Ceremonial Event	200	200	0%
5025 International Woman's Day	200	200	0%
5030 Charter Day	500	500	0%
5035 Holocaust Memorial Day	200	200	0%
Total Expenditure	1700	1700	0%
To Environment Budget	25,770		-100%
To T&I Budget	10,000		-100%
To Warm Places Budget	10,000	10000	0%
From Capital Fund	-26,189		-100%
To Project Fund	26,189		-100%
To new Elections reserve	0	4,500	
Total Expenditure	45,770	14,500	-68%

Total Income	536132.4	558932.4	4.3%
Total Expenditure	595241	606327.4	2%
From reserves	£ 59,108.60	£ 47,395.00	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members

From: Paul Bone. Responsible Finance Officer

Date: 24th January 2024

Subject: Precept Demand 2024/25.

Please see attached budget setting notes.

At the Finance & General Purposes Committee meeting held on 23rd January 2024 it was agreed that the following recommendations be made to Full Council:

- That the Environment Fund, Transport & Infrastructure Fund and Carbon Roadmap Fund Earmarked reserves are returned to the General Revenue Reserve as the funds are no longer needed for the purpose that the Earmarked reserves were created.
- To allocate £35,000 from the General Revenue Reserve to the Project Fund Earmarked reserve to allow Full Council to fund approved projects.
- To increase the Precept by 2.5%.

Decisions Required

- 1) That the Environment Fund, Transport & Infrastructure Fund and Carbon Roadmap Fund Earmarked reserves are returned to the General Revenue Reserve as the funds are no longer needed for the purpose that the Earmarked reserves were created.
- 2) To allocate £35,000 from the General Revenue Reserve to the Project Fund Earmarked reserve to allow Full Council to fund approved projects.
- 3) To increase the Precept by 2.5%.
- 4) To authorise the Chairperson of the Council and the Town Clerk to sign the Precept Demand 2024/25 on behalf of the Council.

Precept setting Notes 2024/25

To support the recommended budget an additional £47,395 over last year's precept of £475,261 will be required. If the Precept was to remain unchanged for a further year, this amount would be taken from the General Revenue Reserve.

Level of General (Revenue) Reserve

The General Revenue Reserve figure from the final accounts for 2022/23 was £291,375.

The agreed budget for 2023/24 took £59,108 from these reserves.

Council decisions during 2023/24 have agreed for another £17,000 to be taken from the General Reserve for urgent Health & Safety works at the Council's allotment sites.

Taking all these into account, the expected General Revenue Reserve will be at around **£215,000** at the end of the 2023/24 financial year.

The Good Councillors Guide to Finance and Transparency 2017 suggests that a council should typically hold between 3- and 12- months expenditure as a general (revenue) reserve.

Based upon the Draft budget being presented to Full Council for consideration, these figures would be between £151,582 and £454,746.

When setting this year's Precept, the R.F.O. is recommending that council do not allow the General Reserve figure to fall any lower as it has already dropped to an equivalent of 4.3 months revenue expenditure.

Precept.

The current level of Precept in the draft budget is set at the same level as last year at £475,261.

This level of precept equates to a charge of £69.13 for a Band 'D' property (£1.33 per week)

Any increase in Precept would work out as an additional £1.45 per £10,000 added.

To maintain the current level of General Reserve funded only by the Precept would add £6,87 (13.2 pence per week) to the Band 'D' charge taking it up to £76.00. (£1.46 per week -an increase of 9.9%)

For comparison, the current levels of Band 'D' equivalent for other local councils are:

Deal £69.13

Dover £107.13

Sandwich £135.96

Walmer £72.98

On a year-by-year comparison, Deal has maintained the following 'Band D' levels:

2023/24 £69.13

2022/23 £69.13

2021/22 £59.46

2020/21 £58.01

2019/20 £58.01

2018/19 £58.01

2017/18 £58.01

2015/17 £58.01

2015/16 £59.22

As all new projects should be in support of the Town Plan or Carbon Reduction and all projects over £5,000 have to be approved by Full Council, the Finance & General Purposes Committee agreed that the need for the Committee Earmarked reserves no longer exists and the funds can be returned to the General Revenue Reserve.

Committee Earmarked reserves:

• Environment Fund EMR.	£46,318
• T&I Fund EMR .	£20,612
• Carbon Roadmap Fund EMR.	£3,460
Totaling	£70,390

With these funds returned to the General Revenue Reserve, a new allocation can be made to the Project fund of £35,000 to fund the Carbon reduction & Town plan projects for 2024/25 and the remaining £35,390 can be used towards the 2024/25 annual budget deficit.

This would reduce the deficit to £12,000. If this £12,000 was to be funded by the Precept it would require an increase of 2.5% on the Precept bringing the 'Band D' equivalent up from £69.13 to £70.86 (an increase of 3p per week from £1.33 to £1.36)

This would still be below the 'Band D' equivalent of all the neighbouring Towns.

This would also be neutral to the reserves position.

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/11/2023	SCREWFIX ACCOUNT	TOWN HALL MAINT	£ 215.92
06/11/2023	RYAN ROGERS GARDEN	ALLOT MAINT PA	£ 176.00
06/11/2023	RYAN ROGERS GARDEN	ALLOT MAINT MR	£ 176.00
06/11/2023	RYAN ROGERS GARDEN	ALLOT MAINT GR	£ 176.00
06/11/2023	FCS CLEANING	CLEANING WINDOWS T/H	£ 270.00
06/11/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
07/11/2023	MARKET TRADERS	REF OF MKT PYMT	£ 100.00
07/11/2023	CHARTER TRUSTEES	HORNBY HOBBIES VISIT CIVIC	£ 55.00
07/11/2023	MARGATE TRUSTEES	BLESSING OF THE SEAS	£ 76.00
07/11/2023	VODAFONE BUSINESS	WORK MOBILES	£ 96.91
09/11/2023	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 190.63
09/11/2023	VIC YOUNG S. SHIELDS	TOWN CAR LEASE	£ 390.89
13/11/2023	BRITISH TELECOM	BROADBAND TOWN HALL	£ 53.94
15/11/2023	NATWEST CHARGES	NATWEST CHARGES	£ 44.15
15/11/2023	ARCHERS LOW	PLANTERS MAINTENANCE	£ 2,950.52
15/11/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 990.00
15/11/2023	GUIDELINE LIFT SERVICE	LIFT REPAIR TOWN HALL	£ 194.40
16/11/2023	KCS PROFESSIONAL	PHOTO COPIER RENTAL	£ 161.44
17/11/2023	KENT PA HIRE LTD	PA REMEMBRANCE SERVI	£ 195.00
17/11/2023	MI HUB ALEXANDRA	STAFF UNIFORMS	£ 541.03
17/11/2023	RYAN ROGERS GARDEN	TREE FELLING AT PA ALLOT	£ 780.00
17/11/2023	SIDEWAYS MEDIA	A KENTISH CEREMONY SUBS	£ 108.00
17/11/2023	MACHINE MART	LC BUCK STRAPS	£ 15.59
17/11/2023	PENSION BACS	PENSION BACS	£ 6,714.98
17/11/2023	STAFF SALARIES	STAFF SALARIES	£ 27,580.56
17/11/2023	BUSINESS STREAM	WATER TOWN HALL	£ 72.81
19/11/2023	DDC	BUSINESS RATES NOV 23	£ 1,119.00
20/11/2023	MAYOR NEW ROMNEY	CONCERT CIVIC	£ 10.00
20/11/2023	MAYOR OF FAVERSHAM	BREWERY TOUR CIVIC	£ 95.00
20/11/2023	GUIDELINE LIFT SERVICE	LIFT REPAIR TOWN HALL	£ 759.36
21/11/2023	WORLDPAY (UK)LIMITED	CARD MACHINE VIC	£ 54.43
22/11/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 138.60
22/11/2023	PAYE	STAFF PAYE	£ 6,045.28
23/11/2023	TFH MANAGEMENT	SAT MKT GROTTTO	£ 1,457.50
24/11/2023	PPL MUSIC LICENCE	MUSIC LICENCE FOR T/H HALL	£ 217.22
24/11/2023	RG WILLIAMS	REPLACE TAPS MILL RD ALLO	£ 174.86
24/11/2023	RG WILLIAMS	BOILER REPAIR TOWN HALL	£ 112.00
27/11/2023	RYAN ROGERS GARDEN	TREE WORKS MILL RD ALLOT	£ 1,020.00
27/11/2023	RYAN ROGERS GARDEN	TREE WORKS GOLF RD ALLOT	£ 840.00
29/11/2023	TFH MANAGEMENT	GAZEBO FRONT GROTTTO S/	£ 390.00
30/11/2023	BANK CHARGES	BANK CHARGES	£ 114.19
30/11/2023	SUEZ RECYCLING AND	WASTE & RECYCLING T/H	£ 212.76
			£ 56,405.97

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

List of Payments over £500 made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
06/11/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
15/11/2023	ARCHERS LOW	PLANTERS MAINTENANCE	£ 2,950.52
15/11/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 990.00
17/11/2023	MI HUB ALEXANDRA	STAFF UNIFORMS	£ 541.03
17/11/2023	RYAN ROGERS GARDEN	TREE FELLING AT PA ALLOT	£ 780.00
17/11/2023	PENSION BACS	PENSION BACS	£ 6,714.98
17/11/2023	STAFF SALARIES	STAFF SALARIES	£ 27,580.56
19/11/2023	DDC	BUSINESS RATES NOV 23	£ 1,119.00
20/11/2023	GUIDELINE LIFT SERVICE	LIFT REPAIR TOWN HALL	£ 759.36
22/11/2023	PAYE	STAFF PAYE	£ 6,045.28
23/11/2023	TFH MANAGEMENT	SAT MKT GROTTTO	£ 1,457.50
27/11/2023	RYAN ROGERS GARDEN	TREE WORKS MILL RD ALLOT	£ 1,020.00
27/11/2023	RYAN ROGERS GARDEN	TREE WORKS GOLF RD ALLOT	£ 840.00
			£ 52,118.23

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/12/2023	CHUBB	WORK ON ALARM SYSTEM	£ 420.00
01/12/2023	MARC- ONE SECURITY	STEWARD SAT MKT	£ 142.80
01/12/2023	FCS EXTERIOR CLEANING	UNDERCROFT CLEANING	£ 220.00
01/12/2023	FCS EXTERIOR CLEANING	WINDOW CLEANING T/H HALL	£ 190.00
01/12/2023	VIC YOUNG S. SHIELDS	TOWN CAR LEASE	£ 390.89
01/12/2023	SCREWFIX ACCOUNT	MAINTENANCE TOWN HALL	£ 596.69
05/12/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 142.80
05/12/2023	RYAN ROGERS GARDEN	MAINT PA ALLOT	£ 176.00
05/12/2023	RYAN ROGERS GARDEN	MAINT MR ALLOTS	£ 176.00
05/12/2023	RYAN ROGERS GARDEN	MAINT GR ALLOTS	£ 176.00
05/12/2023	CAT.ORG.UK	CARBON LITERACY TRAINING	£ 95.00
05/12/2023	UNITED FAMILIES	WARM WELCOME DEC-APRIL	£ 1,000.00
05/12/2023	DEAL AREA EMERGENCY	WARM WELCOME DEC - APRIL	£ 1,000.00
05/12/2023	UPPER DEAL AND GT	WARM WELCOME DEC	£ 378.00
05/12/2023	TRINITY CHURCH DEAL	WARM WELCOME DEC	£ 288.00
05/12/2023	ST ANDREWS PCC	WARM WELCOME DEC	£ 240.00
05/12/2023	TALK IT OUT	WARM WELCOME DEC	£ 120.00
05/12/2023	BRITISH TELECOM	BROADBAND TOWN HALL	£ 53.94
05/12/2023	VIKING OFFICE DEPOT	STATIONERY	£ 106.26
06/12/2023	VODAFONE BUSINESS	WORK MOBILES	£ 96.91
07/12/2023	NORTH DEAL COMMUNITY	WARM WELCOME DEC-FEB	£ 966.00
07/12/2023	CINQUE PORTS FOOTBALL	GREEN GRANT	£ 136.00
07/12/2023	ESPRESSION ARTS CIC	GRANT	£ 375.00
07/12/2023	DEAL AREA REFUGEE AID	GRANT DEC	£ 500.00
07/12/2023	DEAL BRASS ACADEMY	GRANT	£ 500.00
07/12/2023	DEAL TOWN RANGERS	GRANT DEC	£ 1,000.00
07/12/2023	NORTH DEAL COMMUNITY	GRANT DEC	£ 1,000.00
07/12/2023	DEAL ROWING CLUB	GRANT DEC	£ 1,000.00
07/12/2023	2235 DEAL SQUADRON AIR	GRANT DEC	£ 790.00
07/12/2023	SSE SWALEC GAS	GAS TOWN HALL	£ 163.28
11/12/2023	SATCO GENERAL INCOME	WARM WELCOME DEC	£ 480.00
11/12/2023	ST GEORGES PAROCHIAL	WARM WELCOME DEC	£ 270.00
11/12/2023	RG WILLIAMS	SUPPLY & FIT CISTERN T/H	£ 175.91
11/12/2023	GLOBAL4 TELECOM	NOV LANDLINE TOWN HALL	£ 192.55
12/12/2023	KCS PROFESSIONAL	PHOTO COPIES TOWN HALL	£ 136.97
13/12/2023	MICHAEL BENNETT	SOUND MIRROR 50%	£ 22,500.00
14/12/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£ 142.80
14/12/2023	GUIDELINE LIFT SERVICE	LIFT SERVICE TOWN HALL	£ 156.97
14/12/2023	XMAS GIFTS SAT MKT	XMAS GIFTS SAT MKT	£ 200.00
14/12/2023	TOWN & COUNTRY GLASS	SCREEN FOR RECEPTION	£ 391.20
14/12/2023	BUMBOO	TOILET PAPER TOWN HALL	£ 41.80
15/12/2023	NATWEST CHARGES	NATWEST CHARGES	£ 35.55
18/12/2023	PENSION BACS	PENSION BACS	£ 9,852.12
19/12/2023	STAFF SALARIES BACS	STAFF SALARIES BACS	£ 20,087.13
19/12/2023	WORLDPAY (UK)LIMITED	CARD MACHINE VIC	£ 54.16
19/12/2023	DOVER DISTRICT COUNCIL	RATES DEC 23	£ 1,119.00
20/12/2023	FCS EXTERIOR CLEANING	CLEANING WINDOWS T/H	£ 40.00

20/12/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£	142.80
20/12/2023	MACHINE MART	SAT MKT TROLLEYS	£	543.49
21/12/2023	RG WILLIAMS	TAP ON PA ALLOTS	£	69.50
22/12/2023	PAYE	PAYE	£	11,186.56
27/12/2023	HIPPERSON LIMITED	ROOF REPAIRS TOWN HALL	£	1,464.00
27/12/2023	P LOVEDAY CARPENTRY	TURNER CUPBOARD	£	810.00
27/12/2023	ADM COMPUTER SERVICES	IT SUPPORT	£	819.30
27/12/2023	ADM COMPUTER SERVICES	IT SUPPORT	£	821.70
27/12/2023	ADM COMPUTER SERVICES	IT SUPPORT	£	429.07
27/12/2023	ADM COMPUTER SERVICES	DOMAIN NAME	£	204.00
27/12/2023	SAMPHIRE R/C 1106667	WINTER LIGHTS	£	500.00
28/12/2023	MARC- ONE SECURITY	SAT MKT STEWARD	£	142.80
28/12/2023	ROYAL MAIL	POSTAGE TOWN HALL	£	1.30
29/12/2023	BANK CHARGES	BANK CHARGES	£	73.97
29/12/2023	SUEZ RECYCLING AND	WASTE AND RECYCLING T/H	£	215.82
			£	85,740.04

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

List of Payments over £500 made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/12/2023	SCREWFIX ACCOUNT	MAINTENANCE TOWN HALL	£ 596.69
05/12/2023	UNITED FAMILIES	WARM WELCOME DEC-APRIL	£ 1,000.00
05/12/2023	DEAL AREA EMERGENCY	WARM WELCOME DEC - APRIL	£ 1,000.00
07/12/2023	NORTH DEAL COMMUNITY	WARM WELCOME DEC-FEB	£ 966.00
07/12/2023	DEAL AREA REFUGEE AID	GRANT DEC	£ 500.00
07/12/2023	DEAL BRASS ACADEMY	GRANT	£ 500.00
07/12/2023	DEAL TOWN RANGERS	GRANT DEC	£ 1,000.00
07/12/2023	NORTH DEAL COMMUNITY	GRANT DEC	£ 1,000.00
07/12/2023	DEAL ROWING CLUB	GRANT DEC	£ 1,000.00
07/12/2023	2235 DEAL SQUADRON AIR	GRANT DEC	£ 790.00
13/12/2023	MICHAEL BENNETT	SOUND MIRROR 50%	£ 22,500.00
18/12/2023	PENSION BACS	PENSION BACS	£ 9,852.12
19/12/2023	STAFF SALARIES BACS	STAFF SALARIES BACS	£ 20,087.13
19/12/2023	DOVER DISTRICT COUNCIL	RATES DEC 23	£ 1,119.00
20/12/2023	MACHINE MART	SAT MKT TROLLEYS	£ 543.49
22/12/2023	PAYE	PAYE	£ 11,186.56
27/12/2023	HIPPERSON LIMITED	ROOF REPAIRS TOWN HALL	£ 1,464.00
27/12/2023	P LOVEDAY CARPENTRY	TURNER CUPBOARD	£ 810.00
27/12/2023	ADM COMPUTER SERVICES	IT SUPPORT	£ 819.30
27/12/2023	ADM COMPUTER SERVICES	IT SUPPORT	£ 821.70
27/12/2023	SAMPHIRE R/C 1106667	WINTER LIGHTS	£ 500.00
			£ 78,055.99

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council and All Members
From: Nadine Miller, Climate Change & Communications Officer
Date: Wednesday 17 January 2024
Subject: **Climate Action Plan - 2024 onwards**

At the Environment Committee meeting in December 2023 members considered a Climate Action Plan for 2024. This Action Plan included decisions already taken by council, ongoing and new projects.

The Committee members **RESOLVED:** To recommend that Full Council agree and adopt the Climate Action Plan.

As this report was presented in December, and some of the start dates in the table and project plans were for January, these have now been updated to reflect the new start timescales.

There is additional information to note for the Hedge Pledge project. After December's Environment Committee meeting, I learned of Kent County Council's Historic Treescapes Grant Funding stream. Land was identified in the KCC scheme and money was to be awarded on a first come, first served basis. Unfortunately, our Mill Road allotment site was not eligible for this funding, but our Golf Road site was. With the Town Clerk's agreement an application in principle was submitted and we have been advised that it has been successful, with funding of £604.80 (excluding VAT).

This means that should Full Council agree to proceed with the Hedge Pledge project, KCC funding has been secured to begin planting on our Golf Road site.

Please see attached Climate Action Plan and Project Plans.

Recommendation: Members to agree and accept the Climate Action Plan for 2024 onwards.

Decision required: Members to consider the above recommendation.

Deal Town Council Climate Action Plan 2024

Month	Action	Deal Town Plan	Committee	Officer	status
June 2023	Paper Management	Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025.	Full Council	Climate Change Officer	Ongoing
	Solar Panels on the Town Hall	Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025.	Full Council	R.F.O	Ongoing
July 2023	Action on litter	Deal Town Council to work with local groups and DDC on a campaign about waste and recycling.	Environment	Committee Clerk	Ongoing
	Tree planting	Deal Town Council to work with DDC, KCC and local organisations to plant trees in urban areas.	Environment	Committee Clerk	Ongoing
Oct 2023	Air Quality Monitor - community use	Deal Town Council to seek ways to engage better and make people feel they are listened to	Environment	R.F.O.	Ongoing
	Declaration of Ecological Emergency	Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.	Environment	Committee Clerk	Ongoing
Dec 2023	Hedge Pledge	Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.	Environment	Facilities Manager/ Climate Change Officer/ Committee Clerk	Action plan attached
Feb 2024	Compostable toilets at our allotment sites	Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025	Environment	Facilities Manager	Action plan attached

March 2024	Best foot forward	Deal Town Council to set up a campaign to reduce car use in the town by promoting walking, scooting and cycling	Transport & Infrastructure	Committee Clerk/ Comms Officer/ Clerical Officer	Action plan attached
June 2024	Deal Home Kitchen	Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025	Full Council	Climate Change Officer/ Clerical Officer	Action plan attached
Oct 2024	Community Garden at Park Avenue Allotment site	Deal Town Council to review how voluntary and community groups are supported by the Council and establish what their needs are and how best to support them. Council to build links with organisations which support vulnerable people e.g. people living with dementia, neurodiversity, sight or hearing impairment.	Full Council	Town Clerk/ Facilities Manager/ Comms Officer	Action plan attached
Nov 2024	Deal Climate Action Day	Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025	Full Council	Climate Change Officer/ Assistant to the Town Clerk	Action plan attached

<p>Project Title: The Hedge Pledge</p>
<p>1. PROJECT AIM To plant hedgerow on our allotments and encourage residents to do the same.</p>
<p>2. LEAD BODY: Environment Committee LEAD PERSON: Allotment Officer OTHER OFFICERS Committee Clerk, Climate Change & Communications Officer POTENTIAL PARTNERS: Kent County Council, The Tree Council, Woodland Trust, DDC and local organisations</p>
<p>3. PROJECT SUMMARY: Hedgerows are effective at storing significant amounts of carbon and provide benefits for wildlife. In early 2024 we will plant approximately 180 m of native hedgerow on the boundary of our Mill Hill allotment site and 180 m of native hedgerow on the boundary of our Golf Road allotment site - hawthorn, blackthorn, hazel, crab apple, elder, dog rose and holly.</p> <p>We will encourage local residents to do the same by signposting people and local organisations to the Woodland Trust and Tree Council to apply for funding for hedgerows.</p>
<p>4. PROJECT PERIOD Winter 2023/24 onwards</p>
<p>5. EVIDENCE OF NEED:</p> <p>TOWN PLAN: Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.</p> <p>CARBON REDUCTION STRATEGY: Priority Area 4 – External Activities Management: Scope 3 • Continue to help allotment holders to minimise their environmental impact. Priority Area 5 – Carbon Emission Balancing • Green the urban area to improve the environment for people, birds, animals and insects.</p> <p>DTC Declaration of Ecological Emergency - implementing actions on local nature protection and recovery, including community engagement and partnership working.</p>
<p>6.TARGETS To create wildlife corridors in the town, capture carbon, enhance the environment in Deal and increase bio-diversity.</p>
<p>7. SUSTAINABILITY Ongoing</p>
<p>8. OTHER RESOURCES Staff time will be required to plant and maintain the hedgerows within the role of Allotment Officer</p> <p>In December 2023 money was secured in principle to plant the hedgerow at the Golf Road site thanks to a successful Kent County Council's Historic Treescapes Grant Funding bid. The site falls within the boundary of the KCC scheme. A bid for funding to the Tree Council has been made for Mill Road – if unsuccessful £756 from the Environment Committee budget will be required to purchase subsidised plants from the Woodland Trust.</p>

9. PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Submit funding bid to Kent County Council's Historic Treescaping Grant Funding for planting on the Golf Road allotment site	December 2023	Climate Change Officer	It is a first come, first served scheme so a bid was submitted and was successful
Submit funding bid to the Tree Council for planting on the Mill Road allotment site	January 2024	Climate Change Officer	Awaiting bid response
Order native plants from Woodland Trust	January 2024	Climate Change Officer/ Allotment Officer	Winter is the best time to plant saplings
Take delivery of and plant saplings	February 2024	Facilities Team	Photo opportunity
Document planting and issue press release, update website	February 2024 - ongoing	Comms Officer	We will update growth of the new hedgerow on website and social media
Promote Woodland Trust and Tree Council schemes that provided subsidised plants and grants to residents wishing to plant hedges	Summer 2024 onwards for autumn/winter planting	Comms Officer	Via social media and on our website – using our hedgerow as an example
Woodland Trust and Tree Council provide funding for up to £2,000 for community planting projects – DTC to work with DDC, KCC and local organisations to plant hedgerows in urban areas.	Spring 2024 onwards for autumn/winter planting	Committee Clerk	This will compliment the Tree Planting work already being undertaken by the Committee Clerk
Explore opportunities for further planting on our allotment site	ongoing	Allotment Officer	Apply for external funding if opportunities arise

Project Title: Compostable toilets at our allotment sites			
1. PROJECT AIM To provide environmentally sustainable toilets for allotment holders.			
2. LEAD BODY: Finance & General Purposes LEAD PERSON: Facilities Manager OTHER OFFICERS: Communications Officer POTENTIAL PARTNERS:			
3. PROJECT SUMMARY: Compost toilets do not require plumbing so will save water and the waste produced can be used as compost or plant fertilizer. As we continue to develop our allotments for the benefits of plot holders and the broader community and environment, toilets that are eco-friendly will be a great benefit.			
4. PROJECT PERIOD: February 2024 onwards			
5. EVIDENCE OF NEED: TOWN PLAN: Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025. CARBON REDUCTION STRATEGY: Priority Area 4 – External Activities Management: Scope 3 • Continue to help allotment holders to minimise their environmental impact. DTC Declaration of Ecological Emergency - implementing actions on local nature protection and recovery, including community engagement and partnership working.			
6. TARGETS: To house a compost toilet on each of our three allotment sites at Park Avenue, Mill Road and Golf Road. To provide facilities for plot holders and to groups that we may invite to our sites in the future - schools groups, community garden users etc.			
7. SUSTAINABILITY: Ongoing			
8. ESTIMATED BUDGET: £6,000			
OTHER RESOURCES Staff time to install units on site and periodically maintain the toilets.			
9. PROJECT ACTION PLAN			
ACTION REQUIRED	WHEN BY	WHO	NOTES
Identify a toilet site on each allotment	November 2023	Facilities Manager	
Order three units	February 2024	Facilities Manager	
Share the news with plot holders about where the toilets will be, when they will arrive and how to use them	February 2024	Facilities Manager/Comms Officer	Instructions below
Take delivery and install a toilet on each site	March 2024	Facilities Manager	
Facilities team training for compost toilet maintenance	March 2024	Facilities Manager	
Issue press release about new compost toilets on our allotments	Spring 2024	Comms Officer	Photo opportunity

Project Title: Best Foot Forward

1. PROJECT AIM

Encouraging more people to walk or cycle instead of driving.

2. LEAD BODY: DTC Transport & Infrastructure Committee

LEAD PERSON: Committee Clerk and Climate Change & Communications Officer

OTHER OFFICERS: Clerical Officer

POTENTIAL PARTNERS: DDC and KCC

3. PROJECT SUMMARY

The average petrol car on the road in the UK produces the equivalent of 290g of CO₂ every mile. We would ask people to commit to swapping one or more journeys a week, leaving the car at home.

We'd host this on a webpage and share health stats and climate stats too that it would positively affect change. We will ask people to pledge a certain amount of miles a month and we will record that mileage.

We will signpost local businesses and organisations to encourage employees and members to sign up. People who sign up will be entered into a monthly draw where they can win free e-bike hire for the day for two people from Hut 55.

This campaign will start in March to coincide with Earth Hour will run for six months through the summer to #Cycle September. In September we will add up how many miles people had promised to swap and share the amount of carbon potentially saved from those pledges.

4. PROJECT PERIOD

Begin work February 2024

5. EVIDENCE OF NEED:

TOWN PLAN: Deal Town Council to set up a campaign to reduce car use in the town by promoting walking, scooting and cycling.

CARBON REDUCTION STRATEGY:

Priority Area 3 – Transport (Scopes 2 & 3) Encourage staff & councillors to adopt sustainable transport options.

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, promote, campaign for and foster good public transport, walking, wheeling and cycling.

6. TARGETS: To encourage as many people as possible to swap the car for walking or cycling. We would calculate the emissions that would be saved using the miles that have been pledged. Alternative travel has mental and physical health benefits too.

7. SUSTAINABILITY

Ongoing

8. ESTIMATED BUDGET: No additional cost as this would utilize existing resources.

OTHER RESOURCES: Staff time will be required to set up and update the webpage and promote the project.

9. PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Create new page on the website to include a form to record monthly miles pledged and information about the benefits of walking and cycling and the positive affect to the environment by having less car journeys	February 2024	Climate Change & Comms Officer	
Update DTC 'Local Walking' page	February 2024	Clerical Officer	
Prepare marketing materials	February 2024	Comms Officer	
Launch Best Foot Forward – to coincide with Earth Hour (supported by WWF)	23 March 2024	Comms Officer	Photo opportunity at Deal Market and press release
Cycle Friendly Deal	March 2024	Comms Officer	Continue to share existing online resources – guide people to sign up
E-bike monthly winners	April onwards	Comms Officer	Photograph and share news of the winner
Signpost local businesses and organisations to raise awareness of the project	April 2024	Comms Officer	

Project Title: Deal Home Kitchen			
1. PROJECT AIM To make it more appealing for people to cook vegetarian and vegan recipes by celebrating local culinary expertise.			
2. LEAD BODY: Full Council LEAD PERSON: Climate Change & Communications Officer OTHER OFFICERS: Clerical Officer POTENTIAL PARTNERS: local restaurants, cafes, pubs and residents.			
3. PROJECT SUMMARY: Meat and dairy are one of our biggest contributors to climate change that is in our gift to control and going meat free , (www.meatfreemondays.com/why-it-matters) even for one day a week has an impact. Sharing recipes from Deal businesses will provide a local connection for people and give them tasty alternatives to meat and/or dairy meals.			
4. PROJECT PERIOD: Preparation to begin in February 2024 for launch on Saturday 8 June to Sunday 16 June 2024 – Great Big Green Week.			
5. EVIDENCE OF NEED: TOWN PLAN: Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025. CARBON REDUCTION STRATEGY: Priority Area 6 – Helping Our Citizens and Businesses • Work with local businesses and organisations to encourage more sustainability.			
6. TARGETS: To provide local and easily accessible vegetarian or vegan recipes and celebrate Great Big Green Week.			
7. SUSTAINABILITY: Saturday 8 June to Sunday 16 June 2024 – Great Big Green Week.			
8. ESTIMATED BUDGET: Staff time.			
OTHER RESOURCES			
9. PROJECT ACTION PLAN			
ACTION REQUIRED	WHEN BY	WHO	NOTES
Contact the Chamber of Trade and Deal catering businesses that we are aware of and ask them to submit a vegetarian or vegan recipe. We will also promote the project online for caterers to get in contact with us directly. There will also be a disclaimer on the webpage explaining every effort has been made. The website can be updated regularly.	February 2024	Clerical Officer	
Create a draft web page on Deal.gov.uk called Deal Home Kitchen and compile a list of submitted recipes along with a picture of the caterer/business.	March onwards 2024	Comms Officer	
The web page will go live in June and we will share recipes on social media throughout Great Big Green Week.	Saturday 8 June to Sunday 16 June 2024	Comms Officer	
Encourage local residents to share their vegetarian or vegan recipes and post them on the website and online.	June 2024 onwards	Comms Officer	

Project Title: Deal Climate Action Day
1. PROJECT AIM An exhibition showcasing the climate action work being undertaken in Deal.
2. LEAD BODY: Full Council LEAD PERSON: Climate Change & Communications Officer OTHER OFFICERS: Assistant to the Town Clerk, Facilities Manager, Committee Clerk POTENTIAL PARTNERS: Chamber of Trade, Deal With It, Pick Deal Clean, Sandown Gardens, Captain's Garden, Deal Radio, Deal Repair Café, EKCA.
3. PROJECT SUMMARY: During Cop 29 in November 2024, we will open the Town Hall to local groups and organisations taking action to tackle climate change. It will be an exhibition showcasing how we think global by acting local. Groups and organisations, including Deal Town Council, will be able to discuss their work, how it makes a positive impact and to share how people can get involved. The exhibition will be held on Saturday 16 November 2024 and be open to the public.
4. PROJECT PERIOD Saturday 16 November 2024 – to coincide with COP 29
5. EVIDENCE OF NEED: TOWN PLAN: Deal Town Council has committed a carbon reduction strategy plan from 2022 to 2025 to assist with the Council's commitment to becoming a carbon-neutral organisation by 2025. CARBON REDUCTION STRATEGY: Priority Area 6 – Helping Our Citizens and Businesses <ul style="list-style-type: none"> • Share the work the Council has undertaken to reduce its carbon footprint. • Work with local businesses and organisations to encourage more sustainability.
6. TARGETS To celebrate the work being done in the town to tackle climate change and share that information with residents, giving them an opportunity to get involved with local action.
7. SUSTAINABILITY Opportunity to become and annual event
8. ESTIMATED BUDGET: Staff time and free hire of the Town Hall. OTHER RESOURCES

9. PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Book Town Hall	December 2023	Facilities Manager	
Confirm layout and order of the day and agree booking form	February 2024	Facilities Manager/ Climate Change Officer/ Assistant to the Town Clerk/ Committee Clerk	
Contact local groups to invite them to exhibit at the Town Hall and send booking form to them	February 2024	Climate Change Officer	
Confirm attendees	March 2024	Climate Change Officer	
Begin publicising Deal Climate Action Day	April 2024	Comms Officer	
Contact neighbouring councils to invite them and share the publicity	May 2024	Assistant to the Town Clerk	
Contact attendees to remind and update them about the day	September	Climate Change Officer/ Facilities Manager	
Prepare information for Deal Town Council exhibition stand	September	Climate Change & Comms Officer	
Prepare Town Hall to host the event	Friday 15 November	Facilities Manager	
Host the Deal Climate Action Day and stand	Saturday 16 November	Climate Change & Comms Officer	

**Deal Town Council
MEMORANDUM**

TO: Cllr O Richardson Chairperson of the Council and all members
FROM: Mrs L Crow Town Clerk
DATE: 13 January 2024
SUBJECT: Recommendation from Cllr Bano as outside body rep for Deal Speaking Up Group.

Background Information:

At the Full Council meeting in February 2023 members considered a report from Cllr Bano, as the outside body representative for the Deal Speaking Up Group, regarding the delay in provision of wheelchairs. Members RESOLVED: The Chairperson of the Council to write to the East Kent Health and Care Partnership expressing our concern at this situation and asking when the situation will improve.

The Chairperson did this and responses were received that council considered at the Full Council meeting in June 2023. Members RESOLVED: To agree to note the correspondence and take no further action. (correspondence attached).

New Information:

Cllr Bano has been advised that the situation regarding receiving a wheelchair has not improved. He has been asked by the group to submit the following to council for consideration.

Wheelchair services: The group is concerned about the growing wait times for provision of wheelchairs in the Deal area. This affects both people who are waiting for discharge as well as people in their own homes. In the absence of a suitable wheelchair rehabilitation is delayed and some patients are having to stay in their beds all day in the absence of suitable wheelchairs. The timely provision of wheelchairs particularly affects stroke patients and can delay discharge from hospital, leading to bed blocking and other difficulties.

This issue was raised earlier, and it would be helpful if the Chairperson could write to the Commissioners to request an updated performance report. The service was recently transferred from Millbrook Health Care to Ross Ltd. Some families have had to resort to private provision of wheelchairs at a cost of up to £100 per week.

Recommendation: To request the Chairperson of Council to write to the Commissioners to request and updated performance report on the provision of wheelchair services.

Decision required: Members to consider the above.

11 2 MAY 2023

Gayle Sharp, Clinical Senior Programme Manager

Sent via email from: G.savage@nhs.net

5 May 2023

Cllr Chris Turner
via email to deal.town.council@deal.gov.uk
Deal Down Council
Town Hall
High Street
Deal CT14 6TR

Dear Cllr Chris Turner

Thank you for your letter and apologies for the delay in our response, however we have needed to contact different organisations to ensure we provided a comprehensive response for you.

The response below provides a range of information in response to your concerns, which I hope is helpful but please do not hesitate to come back to me for further information.

1. "Deal residents and their delay in relation to the assessment and provision of wheelchairs and resulting in patients who should be mobilised having to stay in bed",

I have met with the Commissioning manager for Wheelchair provision who has provided the following information:

The wheelchair service is commissioned to provide buggies and wheelchairs for children, young people and adults with a long term (over six months) disability or illness to enable them to become independently mobile. It is not a rehabilitation service and therefore does not provide wheelchairs for rehabilitation and short-term loan periods and therefore should not be blocking discharges from local hospitals. I would strongly encourage anyone who is experiencing long delays in wheelchair provision to contact the wheelchair service directly who will be able to respond in much greater detail to their specific situation and provision.

I have set out below an overview of the background and situation regarding waiting times and delays currently being experienced by some users of the Kent and Medway wheelchair service and how the backlog is being managed:

Pre-pandemic there were long delays in wheelchair provision which meant that many service users had to wait longer than the 18 Referral to treatment target. In 2018 a Contract Performance Notice was issued, and an action plan was implemented together with additional funding from the Clinical Commissioning Groups and an increase in workforce at the wheelchair service. As a result, significant improvements in performance were achieved, with the backlog being reduced and waiting times considerably shortened with average time from referral to provision around 12 – 14 weeks.

However, during and post pandemic, there are increasing numbers of referrals received and this combined with the shortage of workforce and supply chain delays are impacting performance and resulting in an increasing backlog of service users waiting for assessments and equipment handovers.

There are 23,000 service users currently registered with the wheelchair service, of which there are 1,816 open episodes of care as at the end of March 2023.

Workforce is a long-term issue which is limiting activity levels and service delivery. Ross Care previously Millbrook are proactively trying to recruit but there is a national shortage of qualified OTs and Field Service Engineers. There has been some success in recruiting at the Gillingham clinic, but Ashford still has vacancies.

Although the supply chain situation has improved over recent months with more equipment coming in from suppliers and shorter waiting times, there are still a number of service users who are waiting longer than 18 weeks for equipment to be handed over. Average waiting times are 17 weeks for adults and 19 weeks for children.

Ross Care are focussing their activity on closing those episodes of care which are over 18 weeks and continue to prioritise urgent referrals.

We recognise that these long waits over 18 weeks are unacceptable, and commissioners are working closely with the wheelchair service team to implement the remedial action plan with fortnightly meetings with the local service team to monitor progress. This is in addition to monthly performance and quality meetings and quarterly contract monitoring meetings."

Please see Ross Care contact email; kentandmedwaywcs@rosscare.co.uk

2. A similar lack in suitable provision applies to physiotherapy, affecting not only stroke victims, but also people who have had orthopaedic operations." Kent Community Health Foundation Trust have provided the following response.

There is weekly discharge planning from Deal hospital which the clinical lead from the community rehab team supports, in which there have been no reported delayed discharges due to lack of community therapy provision. The key blockage is an inability to access social care in a timely manner. All referrals to the community rehab team are triaged within 48 hours of discharge and prioritised according to need. Whilst the patients are waiting, they are provided with contact details to contact the team if their situation were to deteriorate. Other health care professionals within the team may also be involved in providing an earlier intervention to ensure patient safety.

There are currently 9 patients waiting over 12 weeks within the deal team, with the majority of patients being seen within 12 weeks. The waiting list is monitored weekly and long waits are seen as soon as possible."

Stroke and orthopaedic rehabilitation are both pathways within our inpatient (pathway 2) rehabilitation services. At the moment Stroke rehabilitation for east Kent is delivered from Queen Victoria Memorial Hospital (Herne Bay). We are currently seeking additional funding and if we are able to confirm funding, we will be increasing provision and moving to Westbrook House in Margate which will reduce travel time for Deal residents. For those who have undergone orthopaedic surgery the rehabilitation is currently provided by KCHFT from Whitstable and Tankerton Hospital.

I hope that the above information is useful but please contact the Complaint Teams on knicb.complaints@nhs.net if you have any further queries.

Yours sincerely

Cllr C Turner, Chairman
Deal Town Council
Town Hall
High Street
Deal, Kent
CT14 6TR

Via email
Deal.town.council@deal.gov.uk

Members Suite
Kent County Council
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Direct Dial: 03000 416512
Email: HOSC@kent.gov.uk
Date: 31 May 2023

Dear Cllr Turner,

RE: Rehabilitation Services in Deal

Thank you for your letter dated 3rd of April regarding the Council's concerns around delayed discharge from hospital. On the 10th of May the Health Overview and Scrutiny Committee scrutinised delayed discharges from acute hospitals.

The Committee were joined by Mr Mark Atkinson, the Director responsible for Operational Planning and Commissioning for NHS Kent & Medway, who provided the Committee with an update paper which included an assessment of the situation & actions taken by the NHS thus far. I did raise the concerns of Deal Town Council and I hope the information below is of interest to you.

Mr Atkinson confirmed that Kent and Medway's allocation of national funding to support delivery of timely discharges was £15 million, with NHS receiving 60% and the local authority 40%. The funding arrived in two waves, with the first wave allocated as follows:

- i. 25% in pathway 1 (Domicile care and homecare market),
- ii. 25% pathway 3 (care home provision),
- iii. 25% pathway 2 (intermediate community-based services),
- iv. 25% on equipment and enablers.

Funding from wave 2 was described as the "discharge fund", and NHS England was invoiced by ICBs for eligible spend. Kent and Medway invoiced for £6.3 million out of an available £7 million. NHS England monitored the impact of the spend weekly, and whether long length of stays had reduced. Funding was spent as follows:

- v. 25% on pathway 1 (Domicile care and homecare market),
-

- vi. 61% on pathway 3 (care home provision),
- vii. 13% on enablers.

Mr Atkinson reassured the committee that the funding had assisted in reducing acute discharge delays, had helped people stay in their own home for longer, and had provided care homes with additional support. He said Kent and Medway had performed comparatively well over the winter period, though did accept there was always room for improvement. He also acknowledged that a more sustainable model was needed in the future, as it was not practical to rely on one off funding. He spoke of projects underway, such as Frontlands, that were being undertaken to improve the discharge system.

The Committee recognised that this was a wide and complex issue that could not be solved by one organisation alone. We are exploring ways of understanding cross-partner working, perhaps by holding a joint session with Members from the Adult Social Care Cabinet Committee. We'll also ask for an update from the Integrated Care Board in due course, setting out data from Key Performance Indicators.

I hope the above information proves useful and I thank you again for contributing to the work of the Committee. It is always beneficial to hear from other elected representatives, this enhances scrutiny and ensures that residents get the best services possible.

You can find the webcast of the committee meeting, Mr Atkinson's report and other relevant information at the below link. I'd be grateful if you could share this with your colleagues.

<https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=112&MId=9053&Ver=4>

Kind regards



Paul Bartlett
Chair, Health Overview and Scrutiny Committee
Kent County Council

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council and All Members
From: Nadine Miller, Communications Officer
Date: Monday 22 January 2024
Subject: Promotional Material for the Town Hall

As members will be aware there are three noticeboards in the Undercroft, they are updated to promote events and projects created or supported by Deal Town Council.

To promote the hiring of the Town Hall and showcase the Council, the Town Clerk has agreed for 3 posters to be produced for the noticeboards.

These would be used throughout the year and will have text and an image detailing:

Noticeboard one - Weddings & Civil Partnerships at Deal Town Hall: An image of a bouquet of bridal flowers

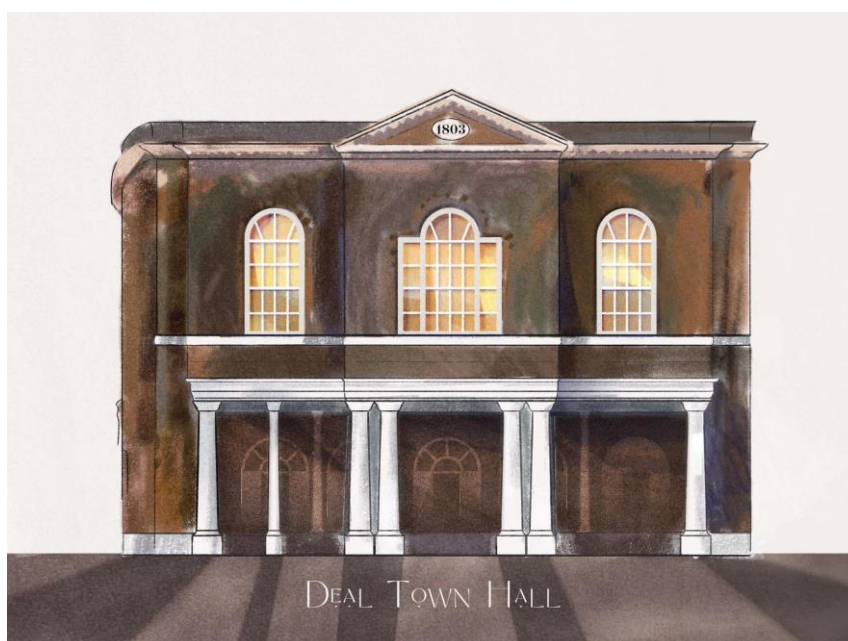
Noticeboard two – Meetings, events and venue hire at Deal Town Hall: An image of the council chamber that captures the piano

Noticeboard three – Deal Town Council at Deal Town Hall: An image of the Town Hall

Work has begun to design and print the posters using two local companies, costing £450 in total.

In December the Town Clerk authorised the use of the Town Hall for the local Ukrainian community to host a Christmas fair under our Town Sanctuary pledge.

It was here we were introduced to a now local artist who produced artwork to promote the event and it featured the Town Hall.



This image lends itself perfectly to Noticeboard three – Deal Town Council at Deal Town Hall: An image of the Town Hall, so we approached the artist to see how much it would be to commission two additional pieces of work and to use the image above for all three of the boards.

The cost of the commission is £450 so that would bring the total spend for the three noticeboards to £900.

The R.F.O has advised that this sum can come from the Marketing/Communications budget.

Not only will the original artwork be a great addition to our Town Hall, working together will help us strengthen our bond with the Ukrainian community who are making Deal their home with the support of their host families. As a council we have pledged to become a Town of Sanctuary and such partnerships are vital if we are to succeed in creating a place of safety and sanctuary.

Recommendation:

Members to agree a sum of £450 to commission two new pieces of artwork and use of the existing Town Hall image above.

Decision required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Cllr O Richardson – Chairperson of Deal Town Council
Deal Town Councillors
FROM: Mrs Lorna Crow – Town Clerk
DATE: 13 January 2024
SUBJECT: Correspondence Update

At the Full Council meeting in October 2023 members resolved the following;

Phlebotomy Unit at Deal Victoria Hospital: Members RESOLVED: The Chairperson of the Council writes to I.C.B, East Kent Community Trust, and East Kent Hospital Trust to seek clarification on the current temporary reinstatement of the provision of blood tests at Deal Victoria Hospital.

Declaration of Ecological Emergency: Members RESOLVED: The Chairperson of the Council writes to the Leader of Dover District Council urging the district council to declare an ecological emergency.

Responses have now been received to this correspondence. Please see overleaf.

Decision required: Members to consider the responses.

Dear Cllr Richardson

I write to you in response to your letter of 22 November 2023, I am sorry to have taken so very long, regarding the proposed new Deal Phlebotomy service. The service has been out to procurement and the date for responses has now closed. We are hoping to be able to announce a preferred bidder shortly. Following this, there will be a period of mobilisation which will need to be agreed with the preferred supplier from the process.

The service which will operate from Deal Hospital will be targeted to the groups which have been identified as finding it most difficult to access blood tests through general practice. These patient groups were identified through the Deal Blood Action Group work and include:

- fasting
- urgent
- difficult venipuncture
- pre-chemotherapy requests
- glucose tolerance testing
- children aged between 5 years and 16 years

The service will specifically exclude the following groups:

- routine blood tests requested by primary care and secondary care that are outside of the above criteria
- patients not registered with a general practice in Kent and Medway
- patients unwilling or likely to be unable to be compliant with the service
- non-NHS patients
- patients in secondary care (i.e., 2 Week Wait urgent pathway or outpatient patient) where a blood test is deemed clinically appropriate on the same day
- patients under the care of Accident & Emergency
- inpatients
- children aged 5 years and under are excluded from this service and should be referred to paediatric services by their healthcare provider.

The criteria has been established to support general practice which has significantly increased their service provision since the closure of the Deal Hospital service. The arrangement in place now offers more appointments than was the case previously and patients tell us that they value being able to have their blood test through their general practice so I am keen to ensure that this can continue.

The service specification which was issued required that the service should operate Monday to Friday, 8am to 1pm, excluding Bank and Public Holidays i.e., 27.5 hours a week for 50.5 weeks per year. The previous services operating out of the hospital was open 25 hours a week.

I am sorry but I am unable to discuss the current process in any more detail due to commercial rules, but I hope to be able to announce the new phlebotomy service for the Deal area shortly.

If you have any other questions, please contact my Chief of Staff, Natalie Davies on Natalie.davies1@nhs.net.

Many thanks for your continued support to health services in the Deal area.

Yours sincerely
Paul Bentley Chief Executive - NHS Kent and Medway

DDC

Dear Cllr Richardson,

Thank you for your letter and suggestion for the council to declare an ecological emergency.

The sentiment behind your suggestion strongly resonates with a key strategic focus of the Council's new Corporate Plan. Our Corporate Plan has just been adopted (available on our website: [Corporate Plan 2023 to 2027 \(dover.gov.uk\)](https://www.dover.gov.uk/corporate-plan)) and shows a strong and public commitment to protect our district's ecology and natural environment, as well as meet challenges posed by climate change. The Plan specifically identifies the need to protect our environment as an identified strategic priority and sets out that this will be achieved (amongst other things) through recognising the importance of the environment in decisions and supporting and engaging the community to protect their environment. This will be a really important framework for how we prioritise and allocate resources for our decisions.

Our emerging Local Plan (which we are currently mid-way through the Examination in Public), through its policies, reiterates and strengthens this public commitment in setting the direction of travel for the Council. We have also just established a Climate and Nature Forum (at Cabinet 6/12/23), demonstrating DDC's recognition of the challenges faced in respect of climate and nature and the importance it places in involving a wide range of interested groups and Town and Parish Councils to work with the Council to work to meet the challenges.

There is a lot we are doing practically to actively preserve and enhance our ecology and nature and we have made the public commitment, as set out above, to strive to do more. The Council's position is clear and publicly made, and backed by implementable policies, to help us achieve this and so at this present time, we will not be looking to make a further public declaration.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Susan Beer', with a stylized, cursive script.

Susan Beer
Portfolio Holder for Finance, Governance, Climate Change & Environment

Mayor's Engagement List: June-December 2023.

DATE	EVENT	LOCATION	MAYOR/DEP MAYOR
13 th June	Astor Theatre Charity Fundraiser	Deal	Mayor
21 June	Fly the Flag for Armed Forces	Deal Town Hall	Mayor
22 June	KCC Armed Forces Flag Flying	Maidstone	Mayor
27 June	Armed Forces Drumhead service	Deal	Mayor
28 June	Music on the Farm Charity Event	Deal	Mayor
29 June	Breastfeeding Support Group AGM	Deal	Mayor
7 July	Deal Festival Launch	Deal	Mayor
8 July	DTC Football Tournament	Deal	Mayor
8 July	Walmer Castle Reception	Walmer	Mayor
9 July	Royal Marines Lunch	Deal	Mayor
9 July	Royal Marine Bandstand Concert	Walmer	Mayor
15 July	Deal Pride	Deal	Mayor
22 July	Teddy Bears Picnic	Walmer	Mayor
23 July	Dover Patrol Commemoration	St Margarets	Mayor
26 July	Carnival Baby Show	Deal	Mayor
27 July	Deal Carnival	Deal	Mayor
12 August	Deal Hospital Fete	Deal	Mayor
13 August	VJ Memorial Event	Dover	Mayor
15 August	Burma Star Memorial Event	Sandwich	Mayor
18 August	Mayor Deputies Confirmation Event	Sandwich	Mayor
25 August	Walmer Care Centre Summer Event	Walmer	Mayor
27 August	Deal Museum Summer Event	Deal	Mayor
27 August	RCP Golf Challenge Presentation	Kingsdown	Mayor
31 August	Hut 55 photocall and promotion	Walmer	Mayor
1 Sept	Merchant Navy Day	Dover	Mayor
3 Sept	Kent ATC Parade	Dover	Mayor
9 Sept	Proms in the Park Charity Event	Hythe	Mayor
19 Sept	Dementia Awareness Roadshow	Deal	Mayor
22 Sept	Deal Bombing Remembrance	Deal	Mayor
29 Sept	RHDR Railway Charity Event	New Romney	Walmer
30 Sept	Parent Con. Event	Deal	Mayor
7 Oct	Speakers Day	Dover	Mayor
13 Oct	DTC Charter Day	Deal	Mayor
15 Oct	Fordwich Civic Service	Fordwich	Mayor
6 Nov	100 th Birthday Celebration	Walmer	Mayor
6 Nov	Hythe Charity Dance	Hythe	Mayor
10 Nov	Remembrance Event-Cruise Terminal	Dover	Deputy Mayor
11 Nov	Kent County SERFCA Awards	Medway	Mayor
12 Nov	Rotary Centenary Event	Kingsdown	Mayor
13 Nov	Armistice Day	Deal	Mayor
14 Nov	Remembrance Day	Deal	Mayor
20 Nov	French Xmas Market	Deal	Mayor
27 Nov	Xmas Lights Switch On	Deal	Mayor
31 Nov	Hornby Hobbies Charity Event	Margate	Mayor
31 Nov	Opening of new Deli Shop	Deal	Mayor
2 Dec	Walmer Castle Xmas Lights	Walmer	Mayor
7 Dec	ATC inspection	Deal	Mayor

8 Dec	Ghurka Charity Concert	Lydd	Mayor
9 Dec	DTC Deal Market Xmas Grotto	Deal	Mayor
14 Dec	Goodwin Academy Panto	Deal	Mayor
15 Dec	Ukrainian Refugee Craft Fair	Deal	Mayor
15 Dec	Winter Lantern Parade	Deal	Mayor
21 Dec	Astor Theatre Panto	Deal	Deputy Mayor
22 Dec	Walmer Care Centre Carols	Walmer	Deputy Mayor
26 Dec	ACE	Deal	Deputy Mayor
26 Dec	Boxing Day Dip	Deal	Deputy Mayor

Minutes - approved by Committee and signed by Chairperson 04/12/2023
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Deal Town Council Town Hall, High Street, Deal, Kent, CT14 6TR.

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The minutes of the Planning Committee held on Monday 6th November 2023 at the Town Hall at 7.15pm

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

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

Officers: Laura Marney – Committee Clerk

Other: 2 members 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: Cllr Bond & Cllr Walters were absent.			Committee Clerk
3	Declarations of interest: Cllr Craggs declared a VAOI on planning application 23/01157 Site at Cross Road, Deal as his daughter lives at this location.			
4	Public Participation and Statements received: None received			
5	The minutes of the planning committee meeting held on 4th September 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 4 th September 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr P Findley. All Agreed.			Chairperson
6	Planning applications received:			Committee Clerk
	DDC Ref	Address	Proposal	
	23/01134	134 High Street Deal CT14 6BE	Variation of Conditions 2 (approved plans) and 3 (provision/retention of screen) of planning permission 21/00795 Installation of a freestanding high level link terrace with walk-on skylights over existing courtyard) to amend skylights and privacy screen material.	
	23/01170	Popes Court Mongeham	Prune back overhanging branches to boundary of 5 x	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
				Members RESOLVED: No Objection.

	Road Great Mongeham CT14 9PQ	Sycamores and 3 x Ash (G1), all the subject of Tree Preservation Order No 1 of 1968.	(P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01168	201 Mill Road Deal CT14 9BG	Overall crown reduction by 2 metres of one Ash the subject of Tree Preservation Order No 7 of 2012.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01157	Site At Cross Road Deal	Variation of Condition 29 (off-site highway works) of planning permission DOV/20/01125 (outline application for the erection of up to 100 dwellings (with landscaping, appearance, layout and scale to be reserved) to vary the timing for the implementation of the approved highway works from prior to commencement, to prior to occupation and the removal of measures to provide a dropped kerb to enable parking to 112 and 144 Station Road.	Members RESOLVED: Objection. Deal Town Council objects to this change on pedestrian safety issues. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01115	10 Bowser Close Deal CT14 9NF	Crown reduce by approximately 3 meters in height and 2 meters in lateral spread and crown lift to a maximum of 7 metres of one Beech (T1), prune back overhanging branches to boundary of one Sycamore located in neighbouring property, both the subject of Tree Preservation Order No 2 of 1965.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01137	Wellington House 100 Mill Road Deal CT14 9AQ	Replacement greenhouse to side elevation.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.

23/01138	Wellington House 100 Mill Road Deal CT14 9AQ	Replacement greenhouse to side elevation.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.
23/01205	2 Canute Road Deal. CT14 6QY	Variation of conditions 2 (Approved Plans) of planning permission 21/01900 for "Erection of an attached dwelling, creation of new vehicle access and parking (existing outbuildings to be demolished)"; to allow amendments to windows/doors, increase size of porch, and insertion of ramps to front.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01105	41 The Grove Deal CT14 9TL	Erection of an outbuilding (2 existing sheds to be demolished).	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01128	Saracens Head, 1 Alfred Square Deal. CT14 6LS	Change of use and conversion to residential dwelling, with associated internal and external alterations (existing rear extension to be demolished).	Members RESOLVED: Objection. DTC objects on the basis this application is premature as community group have not been given suitable time to raise money for this property. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.
23/01197	215 St Richards Road Deal CT14 9LF	Variation of conditions 2 and 11 and removal of conditon 10 of planning permission 22/00768 for "Erection of 1no. detached, 2no. pairs of semi-detached and 3no. terraced dwellings (8no. dwellings), cycle/bin store, new vehicular access and associated parking"; to allow changes in roofs, attic space, rooflights, materials, amended surface/foul water drainage with amendments to	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.

			ecology and soft and hard landscaping.		
	23/01234	51 Church Path Deal CT14 9TH	Erection of a detached dwelling.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.	
	23/01247	168 High Street Deal CT14 6BQ	Erection of a veranda, insertion of bi-fold doors and replacement windows to upper ground/first floor rear elevation.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr M Eddy. All Agreed.	
	23/01252	14 Goodwin Close Deal CT14 9FL	Erection of 2-storey side extension (existing side shed to be demolished).	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.	
	23/01145	20 Mongeham Road, Great Mongeham CT14 9PQ	Erection of a dwelling with link extension to existing dwelling and associated parking (extension and garage demolished).	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.	
	23/01256	3 Coppin Street Deal Kent CT14 6JL	Replacement of windows and repaint, all to front elevation.	Members RESOLVED: No Objection. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.	
7	Delegated Authority decisions – cancelled 2nd October meeting: Members RESOLVED: To note the information. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.				
8	DDC Meeting regarding South St Car Park: Members RESOLVED: To note the information and to extend an invitation to DDC to come to a Full Council meeting when more information is available. (P) Cllr L Craggs (S) Cllr P Findley. All Agreed.				
9	DDC decisions: Members RESOLVED: To note the information and delegated to the Committee Clerk to find the reason why planning application 23/00242 – 14 Park Street, Deal CT14 6AG was refused planning permission. (P) Cllr P Findley (S) Cllr L Craggs. All Agreed.				Committee Clerk
	Date of next meeting: 4th December 2023.				
	The Chairperson closed the meeting at 8.22pm				

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

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The minutes of the Planning Committee held on Monday 4th December 2023 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley
Cllr M Walters

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

Officers: Mrs L Marney – Committee Clerk

Other: 2 members 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: Cllr Craggs. Cllr Bond was absent.			Committee Clerk
3	Declarations of interest: None received.			
4	Public Participation and Statements received: A member of the public requested to make a representation on planning application 23/01263 – 67B High Street CT14 6EH.			Committee Clerk
5	The minutes of the planning committee meeting held on 6th November 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 6 th November 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.			Chairperson
6	Planning applications received:			Committee Clerk
	DDC Ref	Address	Proposal	
	23/01263	69B High Street Deal CT14 6EH	Reinstatement of first floor rear window.	
	23/01069	14-16 Broad Street Deal	Display of fascia sign.	

	Kent CT14 6ES		(P) Cllr M Walters (S) Cllr P Findley. All Agreed.
23/01250	80 Rectory Road Deal CT14 9NB	Garage alterations and conversion to residential accommodation.	Members RESOLVED: No Objection (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
23/01255	377 London Road Deal CT14 9PS	Erection of a dwelling, cycle/refuse store, 2 garages (1 for 377), driveway and turning area (existing garage, side extension, swimming pool, and conservatory to be demolished)	Members RESOLVED: Objection, unless the conditions suggested by Kent Highways and the County Archeologist are met and a swift brick is installed. (P) Cllr M Eddy (S) Cllr P Findley. All Agreed.
23/01274	Garage Block Rear Of 59 To 71 Blenheim Road Deal CT14 7DD	Fell one Copper Beech the subject of Tree Preservation Order No 4 of 2001.	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
23/01135	12 Toll Gate Deal CT14 9UZ	Beech (T1) crown thin by 20%, Beech (T2) crown thin by 10%, both subject of Tree Preservation Order No 2 of 1965.	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
23/01281	Sarahs Cottage 120 Middle Street Deal CT14 6JX	Variation of conditions 2 (Approved Plans) of planning permission 22/00275 "Erection of single storey rear extension and internal alterations (existing rear extension to be demolished)"; to alter fenestration (to include enlargement and insertion of roof	Members RESOLVED: No Objection (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.

		light) and amend external finishes to render.	
23/01301	Sarahs Cottage 120 Middle Street Deal CT14 6JX	Variation of conditions 2 (Approved Plans) of Listed Building Consent 22/00275 "Erection of single storey rear extension and internal alterations (existing rear extension to be demolished)"; to include enlargement of French doors, replacement of proposed sash window and insertion of roof light, and amend external finishes from brick to render.	Members RESOLVED: No Objection (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
23/01257	11A High Street Deal CT14 7AA	Erection of an external staircase and insertion of door to first floor rear elevation.	Members RESOLVED: : No Objection. (P) Cllr M Walters (S) Cllr M Eddy. All Agreed.
23/01215	7 Blenheim Road Deal CT14 7AJ	Replacement chimney.	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
23/01216	7 Blenheim Road Deal CT14 7AJ	Demolition and rebuild of chimney.	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
23/01292	164 Middle Street Deal CT14 6LW	Re-pointing of parts of the front, back and side elevations.	Members RESOLVED: No Objection (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
23/01298	Flat 1, 6 Prince of Wales Terrace Deal	Replacement of external windows and doors.	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.

		Kent CT14 7BU			
	23/01254	The Cedars 26 Victoria Road Deal Kent CT14 7BJ	Change of use from commercial to residential (use class C3).	Members RESOLVED: No Objection to change of use, DTC looks forward to it forming part of the DDC Social Housing policy. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.	
A7	Premise Licence application:.				Committee Clerk
	REF	ADDRESS	PROPOSAL	DECISION	
	Premises Licence	Walmer Castle, 4 South Street, Deal CT14 7AW	<p>Full Variation of Premises Licence, removal of the following conditions:</p> <p>1. From 22.00 hours until close of trading on Friday and Saturday evenings, there shall be at least one door supervisor on duty at the front entrance of the premises to control ingress and egress of patrons to and from the premises. The door supervisor shall be a person other than the licence holder and shall be a professionally qualified and experienced SIA registered door supervisor capable of ensuring the promotion of licensing objectives, in particular prevention of crime and disorder.</p> <p>2. Where there is entertainment held at the premises on a Thursday a minimum of 1 door supervisor must be on duty at the front of the premises from 22.00 until close of trade to control access/egress of patrons.</p> <p>3. The use of the garden area beyond</p>	<p>Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed</p>	

			23.00 shall be a on trial basis only for a period of 6 months from the date of grant of the variation (31 st May 2019). Should complaints be received regarding the extra period of garden use, that are substantiated, or if there is a witnessing of noise by authorised officers of the local authority then, upon notification from the relevant responsible authority, the condition will revert to its previous state, i.e. use of the garden will terminate at 23.00 Sunday to Thursday and 00.00 Friday and Saturday.		
8	January Planning Meeting: Members RESOLVED: Following a discussion, members checked their diaries and agreed to change the date for the next meeting to Tuesday 9 th January 2024. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.				Committee Clerk
9	Committee Clerk Report: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed				
10	DDC decisions: Members RESOLVED: To note the information. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.				
	Date of next meeting Tuesday 9th January 2024.				
	The Chairperson closed the meeting at 8.05pm.				

Minutes - approved by Committee and signed by Chairperson 17/01/2024
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Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR
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The Minutes of the Transport & Infrastructure Committee meeting held on Wednesday 15th November 2023 at Deal Town Hall.

Present:	Cllr B Bano (Chairperson) Cllr M Walters (Vice Chairperson) Cllr D Cronk Cllr M Eddy	Cllr T Bond Cllr S Brookfield Ms C Dubber (Co-opted member)
Officers:	Mrs L Marney - Committee Clerk Mrs C McKay - Clerical Officer	Other: 1 member of the public

MINUTES

1	Chairman'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: Apologies received from Cllr Parks. Cllr Jull Absent.	Committee Clerk
3	Declarations of interest: None received.	
4	Public Participation and Statements received: None received.	Committee Clerk
5	The minutes of the Transport & Infrastructure Committee meeting held on 13th September 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Transport & Infrastructure Committee meeting held on 13 th September 2023 as a true and accurate record. (P) Cllr D Cronk (S) Cllr M Eddy. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	<p>HIP Application - 2nd Draft: Following a lengthy discussion. Members RESOLVED: To accept two of the recommendations:</p> <ol style="list-style-type: none"> Members to bring back further suggestions for the second HIP application to the January 2024 Committee meeting. That the Deal Speaking up Group be asked if they would consider exploring exact location points for the crossings already on the 2nd HIP application and providing feedback to the Committee Clerk prior to the March 2024 Committee meeting. <p>Members further RESOLVED: That the Committee Clerk contacts KCC Highways and Cllr D Cronk speaks to DDC Planning for further information regarding Deal Castle Crossing.</p> <p>(P) Cllr B Bano (S) Cllr D Cronk. All Agreed.</p>	<p>Cllrs/ Deal Speaking Up Group</p> <p>Committee Clerk/Cllr D Cronk</p>
7	Southeastern Annual Stakeholder Survey: Following a discussion. Members RESOLVED: It would not be practical to get all committee members to collectively answer the survey at the meeting and accepted the	Committee Clerk

	Chairperson recommendation to individually submit answers to the Committee Clerk by 5pm on 16 th November 2023 and for the Committee Clerk to forward the survey comments to Southeastern. (P) Cllr B Bano. (S) Cllr M Eddy. 5 For, 1 Against. Motion Carried.	
8	Correspondence received: Mill Hill Accessibility Report: Following a discussion. Members RESOLVED: That the Committee Clerk, Speaking Up Group and Mill Hill Ward Councillors undertake a more detailed survey of the Mill Hill/Mill Road area to highlight exact areas where improvement is needed and bring the report to the January meeting. (P) Cllr M Eddy. (S) Cllr D Cronk. All Agreed.	Committee Clerk
9	Correspondence received – Ranelagh Road: Following an update from the Committee Clerk, advising that KCC are putting in a traffic survey in the next couple of months on Ranelagh Road. Members RESOLVED: to note the correspondence received and 1) Committee Clerk responds to residents to advise them that a traffic survey is being installed by KCC in the next couple of months. 2) When the survey results are received, write back to KCC and highlight the issue of the eroded road surface on this road. (P) Cllr B Bano. (S) Cllr M Walters. All Agreed.	Committee Clerk
10	Report from Deal Speaking Up Group: Member RESOLVED: To note the information on the report. (P) Cllr M Eddy. (S) Cllr T Bond. All Agreed.	
11	Committee Clerk Report: Members RESOLVED: To note the information and the Chairperson recommended that the Mayor take part in a photo call during the inauguration of the new Signage. (P) Cllr M Eddy (S) Cllr D Cronk. All Agreed.	Committee Clerk
	Date of next meeting: 17th January 2024.	
	Chairperson closed the meeting at 8.30pm.	

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 21st November 2023 - approved by Committee and signed by the Chairperson on 23/01/2024

Present: Cllr T Bond (Chairperson)
Cllr M Eddy
Cllr B Bano
Cllr M Cronk
Cllr S Cullen

Cllr D Parks
Cllr T Bond
Cllr P Jull
Cllr D Cronk

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

Others: None present.

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: Apologies received from Cllr S Beer.	R.F.O.
3	Declarations of interest: None declared.	Chairperson
4	Public Participation and Statements received: Written statement from a member of public received is included in agenda item 13.	R.F.O.
5	The minutes of the previous Finance & General Purposes Committee meeting held on 19th September 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on 19 th September 2023 as a true and accurate record. (P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 31st October 2023: Members RESOLVED: To note the Income and Expenditure figures & full bank Reconciliation to 31 st October 2023. (P) Cllr D Cronk. (S) Cllr M Cronk. All Agreed.	
7	Grants: i) Annual Grants 2023/24 Round 2: - Members agreed to the recommendations from the Grants Subcommittee and RESOLVED: <ul style="list-style-type: none"> • Espression Arts CiC – To award a grant payment of £375 as a 50% contribution to materials for the sessions. • D.A.R.A. – To award a grant payment of a £500 contribution towards website development for the charity. • Deal Brass Academy – To award a full grant of £500 to purchase clip-on lights & magnets for music stands. • Deal Town Rangers – To award a full grant of £1,000 as a contribution to run drop-in football sessions for girls and women's social sessions. • North Deal Community Company – To award a full grant of £1,000 as a contribution to allow the Community Company to continue the Get Together Club. • Deal Rowing Club Supports Association – To award a full grant of £1,000 as a contribution to the purchase of new tables, furniture and chairs for the club room subject to the payment being made directly to the club and the ownership of the furniture remains with the club. • 2235 Deal RAF Air Cadets – To award a full grant of £790 as a contribution to purchase new camping equipment. 	R.F.O.

	<p>tenants agree to maintain the area for the benefit of wildlife. If a tenant wishes to create a pond, permission must be granted by Deal Town Council to consider the conditions that will include size, safe sitting away from paths and agreement for it to become part of the plot inspection".</p> <p>2. To agree a budget of £1,500 for communal areas to be created at each site (Park Avenue £100, Golf Road £700, Mill Road £600, bench & table fixtures at each site £100 - cost does not include staff labour to construct the sheds, space and compost areas or the delivery of the pallets to the three sites from the depot by staff)</p> <p>(P) Cllr S Cullen. (S) Cllr D Cronk. 7 For 1 Against. Agreed.</p> <p>iii) Livestock rules for Allotments: - Members noted that in line with allotment holder agreements, no produce from livestock can be sold and therefore only be for personal use. Following discussion members Resolved: To accept the following recommendations from the Allotment Officer:</p> <p>1. To adopt the proposed Livestock rules for Allotments and that the line regarding no produce from livestock can be sold and therefore only be for personal use be applied to ALL produce.</p> <p>2. To introduce Livestock for Allotments Application Form.</p> <p>(P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	R.F.O.
10	<p>Town Hall Disabled access: Following discussion members accepted the recommendations from the Responsible Finance Officer and RESOLVED:</p> <p>1. To agree a budget of up to £9,500 for the purchase and installation of a suitable system with the funds being taken from the Town Hall refurbishment budget.</p> <p>2. To delegate authority to the R.F.O. in liaison with the Town Clerk and Chairperson of F&GP to select the most suitable supplier subject to compliance with Deal Town Council's Financial Regulations.</p> <p>(P) Cllr M Eddy. (S) Cllr D parks. 7. For 1 Against. Agreed.</p>	R.F.O./ Town Clerk/ Chairperson
11	<p>Investments: - Following discussion members RESOLVED: To invest £150,000 in Treasury Reserve for a fixed 12 Month period and to invest £100,000 in the CCLA Public Sector Deposit Fund that has instant access.</p> <p>(P) Cllr M Eddy. (S) Cllr D Cronk. All Agreed.</p>	R.F.O.
12	<p>Annual Return – External Auditors report: - Following debate, members RESOLVED: To note the report. (P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	R.F.O.
	<p>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> <p>(P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	
13	<p>Saturday Market: - Following debate members RESOLVED:</p> <p>1. That the Town Clerk writes to Nadeem Aziz and Roger Walton at DDC expressing DTC's disappointment that their Officers ignored the market traders setting up in the Union Road Car Park having been informed that the Saturday Market would not be going ahead for safety concerns and therefore putting the public's safety at risk.</p> <p>2. That the R.F.O. responds to the complaint and clarifies that DTC had no responsibility on the day as the Market was cancelled and are writing to DDC expressing disappointment that they allowed the traders to trade in the car park when the market was closed for H&S concerns.</p> <p>(P) Cllr S Cullen. (S) Cllr M Eddy. 7 For, 1 Against. Agreed.</p>	<p>Town Clerk</p> <p>R.F.O.</p>
14	<p>Draft Budget 2024: - Following review and discussion members RESOLVED: To recommend the budget for 2024/25 to Full Council with the following two amendments:</p> <p>i). The budget line for elections is increased to £6,500</p>	R.F.O.

	ii) That a new earmarked reserve is created to cover the cost of the main elections every 4 years and that £4,500 is added to it each year from the General Reserve. (P) Cllr D Cronk. (S) Cllr M Cronk. 7 For, 1 Abstention. Agreed.	
	Chairperson closed the meeting at: 08:40pm	