



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 29 October 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 28 October 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.

L. Crow

Mrs. L Crow - Town Clerk

Date: 22 October 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 24 September 2024 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	List of payments including payments exceeding £500 for approval and signing from the 1 September to 30 September 2024: Decision required.	Attach. 3
7	Recommendations from the Finance and General Purposes Committee: Decisions required (a) Deal Twinning grant applications (b) Community Grants	Attach. 4 Attach. 5
8	Deal Town Council project plans received: Decisions required (a) Recommended project plan from the Environment Committee (b) Deal Summer Kitchen project plan	Attach. 6 Attach. 7
9	Policy Recommendations from the Staff Liaison Panel: Decisions required	Attach. 8
10	Installation of the Lord Warden Souvenir Booklet: Decision required	Attach. 9
11	Councillor Outside Body quarterly reports: For information (a) D.A.R.A (b) Astor Theatre	Attach. 10 Attach. 11
12	Report from Cllr B Bano: For information	Attach. 12
13	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Transport & Infrastructure Committee meeting held on 17.07.24 (b) The minutes of the Environment Committee meeting held on 28.08.24 (c) The minutes of the Planning Committee meeting held on 02.09.24	Attach. 13
	Date of next meeting: 26 November 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 dispensation, 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 24 September 2024 at 7.15pm.

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

Officers: Mrs L Crow (Town Clerk)
 Mr P Bone (Responsible Finance Officer) Others: None
 Miss J Harper (Asst. to the Town Clerk)
 Ms N Miller (Climate Change, Project and Communications Officer)

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures. He reminded members to respond to the invitation for Charter Day on 13 th October.	Chairperson
2	Apologies for absence received: Cllr S Brookfield due to work commitments. Absent: Cllr S Cullen and Cllr D Parks.	
3	Declarations of interest: None received.	
4	The minutes of the Full Council meeting held on 2024 for approval: The Chairperson advised members that the minutes had been approved at the Extraordinary Full Council meeting on 3 September and moved to the next item.	Chairperson
5	The minutes of the Extraordinary Full Council meeting held on Tuesday 3 September 2024 for approval: Members RESOLVED: To accept the minutes of the Extraordinary Full Council meeting held on Tuesday 3 September 2024 as a true and accurate record. (P) Cllr A Friend (S) Cllr M Eddy. 10 For 2 Abstentions. Motion carried. The Chairperson duly signed the minutes.	
6	Public participation and Statements received: None received	
7	List of payments including payments exceeding £500 for approval and signing from 1 July to 31 August 2024: Members RESOLVED: To accept the list of payments made between 1 July to 31 August 2024 including payments exceeding £500 for approval and signing. (P) Cllr D Cronk (S) Cllr S Beer. All agreed.	Chairperson
8	Committee Carbon Emission Check list – review: Following lengthy discussion Members RESOLVED: To continue with the Committee Carbon Emission Check List on the same basis, and to review again in autumn 2025. To include if the recommendation is in line with the Deal Town Council Carbon Reduction Strategy from the Climate Change Officer. (P) Cllr D Cronk (S) Cllr M Eddy. 11 For, 1 Against. Motion carried.	Climate Change Officer

9	<p>Holocaust Memorial Day 2025: Following discussion Members RESOLVED: To hold the annual commemoration service at the memorial stone in St Georges Church and exhibit HMD resources in the Undercroft and to accept the recommendation to host a candlelight reception at the Town Hall with guests to talk on this year's Holocaust Memorial Day theme "For a Better Future". (P) Cllr B Bano (S) Cllr A Friend. All Agreed.</p>	Events Manager
10	<p>Civility and Respect Pledge: Following discussion Members RESOLVED: That Deal Town Council signs the Civility and Respect Pledge. (P) Cllr M Eddy (S) Cllr D Cronk. All agreed.</p>	Town Clerk
11	<p>Councillor Outside Body quarterly reports: (a)Deal Music and Arts Ltd (b)Cliffs of Sanctuary Members RESOLVED: To note the Outside Body reports. (P) Cllr A Friend (S) Cllr M Eddy. All agreed.</p>	
12	<p>Deal Town Council Committee Minutes: Members RESOLVED: to note: (a)The minutes of the Environment Committee meeting held on 19.06.24 (b)The minutes of the Finance & General Purposes Committee meeting held on 23.07.24 (c)The minutes of the Planning Committee meeting held on 08.07.24 (d)The minutes of the Planning Committee meeting held on 05.08.24. (P) Cllr M Eddy (S) Cllr A Friend. All agreed.</p>	
	<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) Cllr A Friend (S) Cllr M Eddy. All agreed.</p>	
13	<p>Sound Mirror Update: Following discussion Members RESOLVED: To agree the amended payment schedule for the Sound Mirror project. (P) Cllr S Beer (S) Cllr L Craggs. All agreed.</p>	
	<p>The Chairperson closed the meeting at 20.01pm</p>	Chairperson

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

List of Payments made between 01/09/2024 and 30/09/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/09/2024	VIC YOUNG S S LTD	OFFICIAL CAR LEASE	£ 390.89
04/09/2024	BRITISH TELECOM	INTERNET TOWN HALL	£ 58.68
05/09/2024	VODAFONE BUSINESS	WORK MOBILE PHONES	£ 135.05
10/09/2024	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 196.99
10/09/2024	MARK CHITTENDEN	WASTE REMOVAL ALLOTS	£ 600.00
10/09/2024	NEATHOUSE PARTNERS	H & S AND HR PACKAGE	£ 366.00
10/09/2024	GUIDELINE LIFT SERV	MAINT CONTRACT LIFT TH	£ 164.82
13/09/2024	WALKER HIGHWAYS	ROAD CLOSURES MARKET	£ 1,650.00
13/09/2024	K & N GARDENING	MAINT GR ALLOT	£ 146.66
13/09/2024	K & N GARDENING	MAINT MR ALLOTS	£ 146.67
13/09/2024	K & N GARDENING	MAINT PA ALLOTS	£ 146.67
16/09/2024	BANKLINE CHARGES	BANKLINE CHARGES	£ 31.50
18/09/2024	DNA PAYMENTS	CARD MACHINE FEES	£ 10.15
18/09/2024	BACS PENSION	EE's PENSION	£ 1,319.39
18/09/2024	BACS PENSION	ER's PENSION	£ 5,188.76
19/09/2024	DDC	BUSINESS RATES TH	£ 1,272.00
19/09/2024	ADM COMPUTER SERV	IT SUPPORT	£ 806.94
19/09/2024	BLACKBURN IT SERV	LICENCE ALLOTS APP	£ 180.00
19/09/2024	AMAZON	SAFETY SIGN T H	£ 22.49
19/09/2024	BACS STAFF SALARIES	BACS STAFF SALARIES	£ 19,686.75
20/09/2024	FOUR JAYS LTD	BRADERIE EVENT TOILET	£ 294.00
20/09/2024	HMRC	EE's PAYE	£ 2,989.94
20/09/2024	HMRC	EE's NI	£ 912.43
20/09/2024	HMRC	ER's NI	£ 2,500.76
23/09/2024	BUSINESS STREAM	WATER G R ALLOTS	£ 7.60
24/09/2024	MARC- ONE SECURITY	STEWARDS FOR BRADERIE	£ 441.60
24/09/2024	SPECTRUM SAFETY	EXTINGUISHERS CHECK	£ 230.85
25/09/2024	ST JOHN AMBULANCE	FIRST AID FOR BRADERIE	£ 670.56
25/09/2024	SANDWICH T C	SPEAKERS DAY CIVIC	£ 155.00
26/09/2024	STALLHOLDER	REF OF BRADERIE PYMT	£ 40.00
30/09/2024	SUEZ RECYCLING	WASTE & RECYCLING T H	£ 225.73
30/09/2024	BAYLISS EXECUTIVE	COACH HIRE L W	£ 350.00
30/09/2024	BANK CHARGES	BANK CHARGES	£ 65.00
			£ 41,403.88

Deal Town Council
Nat West Combined A/C's
List of Payments over £500 made between 01/09/2024 and 30/09/2024

Date Paid	Payee Name	Transaction Detail	Amount Paid
10/09/2024	MARK CHITTENDEN	WASTE REMOVAL ALLOTS	£ 600.00
13/09/2024	WALKER HIGHWAYS	ROAD CLOSURES MARKET	£ 1,650.00
18/09/2024	BACS PENSION	EE's PENSION	£ 1,319.39
18/09/2024	BACS PENSION	ER's PENSION	£ 5,188.76
19/09/2024	DDC	BUSINESS RATES TH	£ 1,272.00
19/09/2024	ADM COMPUTER SERV	IT SUPPORT	£ 806.94
19/09/2024	BACS STAFF SALARIES	BACS STAFF SALARIES	£ 19,686.75
20/09/2024	HMRC	EE's PAYE	£ 2,989.94
20/09/2024	HMRC	EE's NI	£ 912.43
20/09/2024	HMRC	ER's NI	£ 2,500.76
25/09/2024	ST JOHN AMBULANCE	FIRST AID FOR BRADERIE	£ 670.56
			£ 37,891.53

**Deal Town Council
MEMORANDUM**

To: Cllr Oliver Richardson Chairperson of Deal Town Council and all Members

From: Mr P Bone Responsible Finance Officer

Date: 14 October 2024

Subject: Deal Twinning grant applications

Following a recent review of the various grant streams the Finance & General Purposes Committee considered the draft Deal/ St Omer Twinning Fund application form and associated guidelines document and made the following resolutions:

- 1) To remove the Deal / St Omer Twinning Society and Deal Town Council from the list of eligible groups who can apply for the grant.*
- 2) That the grant application changes its name to 'Deal Twinning Fund' and include an introductory paragraph expanding on the scope of who the fund is open to and the twinning activities that the fund promotes.*
- 3) To recommend to Full Council to agree and adopt the amended application guidelines and grant application forms for the Deal Twinning Fund.*

The current level of funding for the Twinning Budget is £500 per annum.

Also attached is a copy of the Council's policy on Twinning that makes reference to the budget. (for information only)

Recommendation:

Members to consider and adopt the attached Deal Twinning grant application form & guidelines document.

Decision Required:

Members to consider the above recommendation.

Deal Town Council Grants - Deal Twinning Fund Application Form

Please add any additional information you want to give us on a separate sheet.

1. Your Organisation		
Name of organisation		
Contact name and position in organisation	NAME: POSITION:	
Contact details	ADDRESS: TEL: EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	Year	Amount

2. Your Project

Please give the AIMS AND OBJECTIVES OF THE ORGANISATION

How does your organisation contribute to the community of Deal?

Why do you need this grant?

3. Financial Details		
	Item	£
Explain what a Deal Town Council grant would be used for, if awarded.		
		Total cash cost
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for but not yet secured	Funding applied from	
		£
		£
		£
Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of volunteer hours which should be taken into consideration.		
Please give details of any cash contribution from your organisation		£
How much grant are you requesting from Deal Town Council?		£

Grant Conditions

- i. The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.
- ii. Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.
- iii. Organisations are responsible for ensuring that they comply with all legal and statutory requirements.
- iv. To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion
- v. Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.

4. Declaration.

I declare that the information given is correct

I have read and agree to adhere to the conditions.

Signed

Date

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

For Town Hall use only.	
Date application received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

Deal Town Council Grants – Deal Twinning Fund application guidelines

Applications can be made from:

- Community organisations.
 - Groups
 - Clubs
 - Societies
 - Businesses.
- 1) Applications must be made using the agreed Deal Twinning Fund Application Form.
 - 2) Applications can be for any twinning activity that will create opportunities for businesses, organisations, groups and clubs to share knowledge and skills for economic benefit.
 - 3) Applications can be made to support businesses, groups and clubs to take part in exchanges for community benefit.
 - 4) Applications can also be made for sporting events.
 - 5) Applications must be sent to the Responsible Finance Officer (R.F.O.) for validation.
 - 6) The R.F.O. will contact a representative from the Deal / St Omer Twinning association to seek their view on the application.
 - 7) Validated applications will be submitted to the next Finance & General Purposes committee meeting for decision.

Policy on Twinning Activity with the Deal/St Omer Twinning Society

This policy will govern all twinning activity carried out by the Town Council.

The policy will be reviewed every four years. The review will be carried out by the Mayor, the Deputy Mayor plus two other councillors selected for the task, in consultation with the Chairman of Deal/St-Omer Twinning Society. Any recommendations for change shall be put to Full Council for a decision.

Introduction

Deal town has a twinning agreement with the municipality of St-Omer, the Charter for which dates from 1st June 1975. There is a thriving Deal/St-Omer Twinning Society which handles all the day to day arrangements for the twinning activities in the town, as well as a range of social activities for members. Two town councillors are attached to the committee and the Mayor of Deal and the Deputy Mayor are ex-officio members of that committee.

Overriding principle

Deal Town Council is committed to retaining and nurturing links between the town of Deal and the town or towns with which it is linked by a twinning agreement.

Aims

The aim of all twinning activity which Deal Town Council instigates or participates in shall be

- to abide by the joint declaration made by the Mayor of Deal in the Charter of 1975
- to create opportunities for businesses, organisations, groups and clubs to share knowledge and skills for economic benefit
- to support businesses, groups and clubs to take part in exchanges for community benefit

Deal Town Council commits to

- maintaining civic links with the Mayor and other elected members of the Municipality of St-Omer through communications, meetings and invitations to civic events.
- providing funding for twinning activities which have the above aims, within its annual budget
- consulting with the Deal/St-Omer Twinning Society before deciding how the budget shall be spent
- Sending representatives of the council to the annual Deal/St-Omer Twinning Exchange event

Deal Town Council

MEMORANDUM

To: Cllr Oliver Richardson Chairperson of Deal Town Council and all Members

From: Mr P Bone Responsible Finance Officer

Date: 14 October 2024

Subject: Community Grants

At the July meeting of the Finance & General Purposes Committee, members resolved:

To request that the R.F.O. brings a paper to the next meeting of this committee that considers the possibility of providing regular funding outside of the Annual Grants scheme to organisations such as: Deal Community Carnival Association, Deal and Walmer Chamber of Trade and the Astor Theatre.

At the September meeting of the Finance & General Purposes Committee, members considered recommendations for a Community Grant scheme and made the following resolutions:

- 1) To recommend to Full Council that an amendment to the grant text for individual grants to read 'grant payments are agreed to continue for a period of up to a maximum term of 3 years subject to satisfactory annual monitoring forms being supplied to the grants subcommittee.'
- 2) That the duration of the scheme is set at 4 years with a review after 3 years.
- 3) That the maximum term for any individual grant is 3 years.
- 4) That the budget for the grant scheme is set at £10,000 per annum for the duration of the scheme.
- 5) That the scheme starts on 1st April 2025 for the new financial year.
- 6) That validated applications be considered by the grants subcommittee and their recommendations are submitted to the next available F&GP meeting for consideration.

Recommendation.

Members to consider and agree the proposed Community Contributions scheme and associated documents incorporating the changes agreed by the Finance & General Purposes Committee.

Decision Required.

Members to consider the above recommendation.

Deal Town Council Grants – COMMUNITY CONTRIBUTIONS Application Form

Please add any additional information you want to give us on a separate sheet.

1. Your Organisation		
Name of organisation		
Contact name and position in organisation	NAME:	
	POSITION:	
Contact details	ADDRESS:	
	TEL:	
	EMAIL:	
Registered charity CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	Year	Amount

2. Your Project

Please give the AIMS AND OBJECTIVES OF THE ORGANISATION

How does your organisation contribute to the community of Deal?

Why do you need a COMMUNITY CONTRIBUTIONS grant?

Does your organisation meet the needs of all residents of Deal town? If not, who are your beneficiaries? Include age, gender, special characteristics.

Does your activity benefit people outside the Deal Town area?

See <https://maps.dover.gov.uk/webapps/Wards/>

YES/NO:

If yes, what proportion of your beneficiaries live in Deal town?

.....%

Over what period would you want to receive the grant?
1, 2 or 3 years?

3. Financial Details	Item	£
Explain what a Deal Town Council grant would be used for, if awarded.		
		Total cash cost
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for but not yet secured	Funding applied from	
		£
		£
		£
Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of volunteer hours which should be taken into consideration.		
Please give details of any cash contribution from your organisation		
How much grant are you requesting from Deal Town Council per annum for the duration of the application?	£	

4. Checklist: Have you provided	Yes/No	If 'No', give the reason
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

Grant Conditions

- vi. The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- vii. Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- viii. Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- ix. To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- x. Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- xi. Deal Town Council will monitor the use of the grant through the Grant Monitoring Form (Appendix 1). No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- xii. Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- xiii. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

5. Declaration.

I declare that the information given is correct

I have read and agree to adhere to the conditions.

Signed

Date

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

All applicants will be advised that their form is being processed within 10 working days of receipt.

For Town Hall use only.	
Date application received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

4. Financial Details	Item	£
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		

1. Your Organisation	
Name of organisation:	
2. Your Grant	
Grant Amount	£
Proposed start and finish date	START: _____ FINISH: _____
Actual START and FINISH dates	START: _____ FINISH: _____
3. Outputs	
Describe how the residents of Deal benefited from the grant. Include number of beneficiaries. You may like to send in your annual report too.	
Please say whether the impact was as you expected. Please feel free to tell us honestly about the any failures as well as successes.	
Acknowledging your grant: Please send us evidence of where the Deal Town Council logo was included in your reports, posts, promotional materials etc.	

	Total cash cost	£
Volunteer Hours		
Other IN KIND value		£

5. Declaration.

I declare that the information given is correct

Signed

Date

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: paul.bone@deal.gov.uk

For Town Hall use only.	
Date received:	Checked by:

Appendix 2

See below the **COMMUNITY CONTRIBUTIONS** score sheet for applicants' information only

Deal Town Council Community Contributions SCORE SHEET			
Organisation			
Please score on 1-5 scale (1=weak 5=excellent) PLUS up to 3 Bonus Points if appropriate)			
Criteria	Score 1-5	Bonus	Comment
1. How well does the organisation contribute to the community?			
2. Is the need for the grant clearly demonstrated?			
3. Is it local? Will it affect entirely or predominantly Deal residents?			
4. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
5. Is the budget reasonable? Have costs been properly explored?			
6. Is there a suitable level of match funding and/or volunteer time?			

POINTS OUT OF 33

Signature:.....

Date:

**Deal Town Council
MEMORANDUM**

Attachment 6

To: Cllr O Richardson, Chairperson of Deal Town Council; All Council members
From: Mrs L Marney – Committee Clerk
Date: 18th October 2024
Subject: **Recommendation from the Environment Committee**

At the Environment Committee meeting held on 16th October, Councillor Findley put forward a project plan for an Ocean and Coastal Recovery Declaration & Strategy.

Members RESOLVED: *to proceed with Cllr P Findley's recommendation: The Environment Committee agrees to support this project which is in line with Deal Town Council's Carbon Reduction strategy and to recommend this project plan to the October Full Council meeting for approval. With an amendment to Item 5, Evidence of Need, point 1 of the project proposal – that the word 'poor' to be changed to 'sufficient'. (See attached amended project plan).*

Recommendation: Full Council to agree with the Environment Committee decision and approve this project plan.

Decision required: Members to consider the above recommendation.

Ocean and Coastal Recovery Declaration and Strategy Project



Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.)

Project Title:

Ocean and Coastal Recovery Declaration and Strategy

1

PROJECT AIM *(A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?)*

For Deal Town Council to –

- 1. To make a declaration supporting the recovery of the Deal coastline and sea off Deal**
- 2. To develop strategies to achieve this for the Town Council itself**
- 3. To develop cooperative strategies with neighbours and interested parties**

2

LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change, Projects & Communications officer in liaison with Councillor Peter Findley

POTENTIAL PARTNERS: Walmer Town Council, Sandwich Town Council, Ringwould with Kingsdown Parish Council, Dover District Council, Environment Agency, local stakeholders and environment action groups

3

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

We will explore methods of developing strategies to support our coastline and seas at Deal and beyond through meetings, discussion and planning. This will result in the following –

1. Producing a set of realistic actions that can be promoted by the Council
2. Meeting with local stakeholders to gather data to inform decisions
3. Meeting with local stakeholders to ascertain what is already being carried out
4. Considering how efforts already being made can be supported
5. Focussing on the problem of litter, collecting data, recording what has already been achieved by local organisations and exploring how we might support this
6. Developing a strategy for the reduction of plastic use
7. Collecting relevant data from national and regional sources to establish the rate of chemical and biological pollution offshore
8. Researching strategies developed by other, similar councils

9. Consider how our local coastal and maritime wildlife might be enhanced
10. Ascertaining the concerns of local people and community groups
11. Measure and publicise our results

4

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

November 2024 onwards

5

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

1. Several local groups have presented their concerns about the state of Deals' beaches and the sea. [At August's Environment Committee](#) it was noted that water quality has gone from 'excellent' in 2019 to 'sufficient' in 2023 and an FOI submitted to DDC asking how the £3.9 million allocated for coastal improvements was spent.
2. *"A healthy Ocean is essential for our health, wellbeing and prosperity, but the evidence is clear that our Ocean is in crisis. Local authorities cannot solve the Ocean crisis alone, but they can and must play their part. I am thrilled to see 25 Councils now taking meaningful Ocean action as a result of our Motion for the Ocean and look forward to many more to come. The tide is turning!"* **Emily Cunningham, Ocean Conservation Expert and Co-Founder of the Motion for the Ocean**
3. **Marine Conservation Society** says – *"Every year an estimated 11 million tonnes of plastics enter our ocean. 29 million metric tonnes of plastic is expected to enter the ocean every year by 2040 It's estimated that 1.5 million tonnes of microplastics enter the ocean every year. Between 30-40% of UK fish stocks are overfished. Only 1% of fishing trips are independently monitored. 11 of 15 indicators of ocean health are being failed by the UK. 81% of people said they felt healthier when they were by the coast and sea.*
4. **ORCA** – *"The UK Government is failing to protect whales and dolphins, concludes a House of Commons select committee report in 2023. NGOs submitted evidence and were witnesses in the inquiry and continue to urge the UK Government to make positive changes to protect marine mammals in UK waters"*
5. **National Geographic** – *"Marine pollution is a combination of chemicals and trash, most of which comes from land sources and is washed or blown into the ocean. This pollution results in damage to the environment, to the health of all organisms, and to economic structures worldwide."*
6. **KentLive** – Map shows the Kent bathing spots where it's too polluted to bathe.
7. **Environment Agency** – Their own figures - [Check the quality of beach and bathing water in England - GOV.UK \(www.gov.uk\)](#) This measures what and where they choose to measure
8. **Surfers Against Sewage** - *A rich, diverse ocean is a healthy ocean. And a healthy ocean is a healthy planet. The UK has some of the most varied sea life in the world, but human actions mean this is just a shadow of what it was. We've lost many of the biodiversity-rich habitats that once graced our coastlines. For example, in the last 200 years we have lost 80% of salt marshes, which are ten times more effective at capturing carbon than terrestrial ecosystems. Seabird numbers in the UK have plummeted by up to 70% in 25 years and 50% of UK sharks and rays are in a Threatened or Near Threatened category on the International Union for Conservation of Nature's (IUCN) Red List of Threatened Species. Human activity. Overfishing, ocean pollution, overexploitation of certain species, the introduction of invasive species, and ocean acidification and warming, have led to the destruction of marine ecosystems. Deep-sea mining and industrial fishing practices have destroyed many seabed ecosystems, resulting in the bycatch of thousands of dolphins, whales, seals and seabirds, depleting fish stocks and sending shockwaves down oceanic food webs.*

6

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

Deal Town Council will have –

- An Ocean and Coastal Recovery Declaration and Strategy
- Will have liaised with neighbouring and the District Councils
- Will have liaised with local stakeholders and held meetings to facilitate this
- Have a strategy for supporting our coastal environment
- Have a database of evidence
- Developed a Strategy
- A list of actions and a plan for the future

7

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

The strategies developed will be ongoing

8

ESTIMATED BUDGET

How much do you think it will cost? £ This is a proposal for the Ocean and Coastal Recovery Declaration and Strategy. No budget will be required for this stage but it will need additional officer time. Once the list of actions and a plan for the future is drawn up, projects and initiatives may be identified and a subsequent project plan and funding request will be submitted.

Where will this come from: DTC projects fund, external grant bids will be investigated

How does it represent Value for Money?: This will be welcomed by many residents and visitors. A clean beach and improved marine environment benefits local commercial fishermen, anglers, residents, visitors, swimmers, sailors, rowers and local businesses.

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

Staff time will be required. There will be some coordination of local volunteers and interested parties

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action	Yes	to work with local groups and DDC on a campaign about waste and recycling
The Climate Change Declaration	yes	Priority area 6 - work with local businesses and organisations to encourage more sustainability
The Declaration of Ecological Emergency	yes	implementing actions on local nature protection and recovery, including community engagement and partnership working
The City of Sanctuary Strategy	no	

Deal Town Council PROJECT PROPOSAL

The Council will consider new project proposals twice a year, in June and October.

It will be at the Town Clerk's discretion if a project proposal is brought forward outside of these two months in liaison with the Chairperson of the relevant committee or Chairperson of the Council.

Project proposals must demonstrate how the project fits with Deal Town Council Policies or Commitments.

The following to be completed in detail by all Councillors and Officers bringing forward a new project for consideration. (Sections 1 – 9 must be completed. Section 10 is to be completed if a detailed plan is available.)

Project Title:
Deal Summer Kitchen

1
PROJECT AIM *(A short statement – about 100 words. What would be the key activities? What changes do you want to see? What will the wider impact be?)*

To share and support local families in need with energy efficient cooking techniques, seasonal produce, fresh local food and a better understanding of our relationship with and dependence on the environment.

2
LEAD BODY: DTC

LEAD PERSON: Climate change, projects and communications officer

LEAD PARTNERS: Deal Area Food Bank

POTENTIAL PARTNERS: The Pantry, Deal Gleaners, DTC allotment holders, Home-Start, local school Family Liaison Officers, Deal Pirates, Leaps & Bounds, Trinity Church, Walmer Town Council and Kent Wildlife Trust

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

Sharing how we are all connected to and dependant on the environment and how can all play a part in climate action through our own actions.

Working with Deal Area Foodbank, we will equip families with new techniques for cooking more energy efficiently and cost efficiently. To broaden the family diets in line with the seasons and share ways to boost the nutritional value of meals. Introducing fresh fruit and vegetables and fostering a better understanding of our relationship with nature, how to grow produce and how the food chain works.

This will allow people to make more informed choices when planning their food budget and when and how they prepare family meals.

Organisations working in Deal have shared with us that during the school holidays, when access to free school meals is unavailable, some families struggle. Pressure on the family purse also means that additional activities for the children are unavailable too.

Our Summer Kitchen will provide a free opportunity each week for families to come together and learn about cooking efficiently and on a budget and how to introduce more nutrition by, for example, pureeing vegetables and adding them to a sauce so to escape detection from a young palate.

Once the food is cooked, each guest will take home a portion of the meal to enjoy at home. Each container will be recyclable.

The weekly sessions will run for six weeks from 9am to 12pm at Trinity Church and will begin with breakfast. Activities will be led by Deal Area Foodbank, providing entertaining and engaging ways for children to learn about nature, farming, cooking and the environment.

We will ask our allotmenters if they would be able to share any excess crops for the project and to invite keen growers to attend a session and share helpful advice about growing fruit and veg at home.

Walmer Town Council manages Hawkshill Freedown and the Peace Garden. Both offer great local access to nature and would be a good opportunity to share information about the habitat of both sites.

Kent Wildlife Trust will be invited to attend and share ways families can interact with nature.

Deal Summer Kitchen will be a fun event the family can look forward to during the summer holidays and give them the tools to learn more and do more for free outside the weekly sessions.

To complement the cooking skills that will be taught, activities such as quizzes and competitions will be held to share more about nature and promote more outdoor play. There are many opportunities to discover and explore wildlife in Deal and work packs and additional information will be shared with families so they can plan local, free and fun days out for all ages.

Deal Summer Kitchen will not be open to the public, families will be referred to the project by school Family Liaison Officers, Deal Area Foodbank and Home-Start.

4

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

Six weeks - From the end of July 2025 to the start of September 2025

5

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

Climate change and food production are closely intertwined and learning where our food comes from is valuable to help us all make more informed choices.

According to the latest figures from the Trussell Trust, families with children are at a high risk of food insecurity. Nearly half (47%) of all households experiencing food insecurity include children under the age of 16.

In the Dover district, 13.4% of the population (15,110 people) are income deprived.

There are five Dover District Lower-layer Super Output Areas (LSOAs) in the top 10% most deprived in England. One of the five wards is **Middle Deal ward where 26.9% of the population are income deprived.**

A supplementary index measures the proportion of children aged 0 to 15 years living in income-deprived families.

Middle Deal ward comes fourth in the DDC rankings with 37.0% of children living in income-deprived households.

A full report is available on Dover District Council's website here:

<https://www.dover.gov.uk/Corporate-Information/Facts-and-Figures/Deprivation/Key-Findings-for-the-Dover-District.aspx>

Children and Nature is a report by the Wildlife Trust exploring the benefits surrounding interaction with the outdoors and the benefit it brings to help support children's well-being and their life outcomes and expectations too. Read the report here www.wildlifetrusts.org

6

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

To equip families with basic home economics and a better understanding of our relationship with and dependence on the environment. The sessions will run for six weeks, providing free meals to families who are struggling with their budget.

7

SUSTAINABILITY (*Will the actions carry on after the project closes? Will it end and close down? We will equip families with a better understanding of where their food comes from, how to get the best from it and how to prepare it more cost efficiently. To engage young children and build closer relationship with the environment.*

8

ESTIMATED BUDGET

How much do you think it will cost? £1,990 (£390 venue hire, £700 cooking/kitchen equipment, £600 for ingredients, £200 teaching materials, £100 for recyclable packaging)

Where will this come from: Project fund

How does it represent Value for Money?: We will be providing nutritious meals (two meals per person per session) to Deal families who are in need of support.

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

Sessions to be organised and led by Deal Area Foodbank and volunteer support from Trinity Church and Deal Gleaners, supported by 37 hours for DTC staff

9

How does the project fit with the existing commitments or policies of Deal Town Council?

Policy/Commitment	FIT Yes/No	Comments
The Town Plan Action		to seek ways to engage

	Yes	<p>and involve young people.</p> <p>to work with local groups and DDC on a campaign about waste and recycling</p> <p>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</p> <p>to support and promote local events and activities.</p> <p>to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding</p>
The Climate Change Declaration	yes	<p>Priority Area 6 – Helping Our Citizens and Businesses</p> <p>Work with local businesses and organisations to encourage more sustainability</p>
The Declaration of Ecological Emergency	yes	<p>implementation of actions on local nature protection and recovery, to include community engagement partnership working</p>
The City of Sanctuary Strategy	yes	<p>Should families of the refugee community of Deal be eligible it will provide:</p> <p>relief of financial hardship</p> <p>provision of facilities for recreation or other leisure time occupation</p>

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

**10
PROJECT ACTION PLAN**

ACTION REQUIRED	WHEN BY	WHO	NOTES

Deal Summer Kitchen



long lasting positive impact
 short term or limited positive impact
 no known impact
 short term or limited negative impact
 long lasting negative impact

16/10/24

**Deal Town Council
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council
and All Members
From: Mrs L Crow – Town Clerk
Date: 18 October 2024
Subject: Policy Recommendations from the Staff Liaison Panel

The Staff Liaison Panel has reviewed and agreed to the following policies which have been updated.

The Communications Policy has been separated into two separate policies for clear reference into a Councillor Internal Communications Policy and an external Communications Strategy.

The current policies are in the Councillor Shared Drive and on the Council's website.

Reviewed Council Policies		
1	Councillor Internal Communications Policy and Guidance	New Policy to replace the current Communications Policy
2	Communications Strategy	New Policy to replace the current Communications Policy
3	Councillor Acceptable Use of Email	Minor updates
4	Social Media for Members	New policy
5	Councillor Laptop Guidelines	Minor updates

Recommendation: To approve the above policies.

Decision required: Members to consider the above recommendation.

Councillor Internal Communications Policy and Guidance

Responsibility for Deal Town Council Communications

The Town Clerk is responsible for all communications from the Town Council. Responsibility for communications may be delegated to the Deputy Town Clerk and the Communications Officer for specific tasks.

Councillors do not have the right to communicate **on behalf of the Town Council**.

Correspondence with external parties

Except where council has asked the Chairperson of the council or Chairperson of a committee to send a letter, the Town Clerk is responsible for sending all official correspondence from the council to other bodies and may delegate this task to another officer if appropriate. Correspondence is generally requested or authorised by the Town Council. The Town Clerk will also send correspondence on operational or other matters, by delegated authority as the Proper Officer. Individual members should not communicate with another body, statutory, voluntary, or commercial organisation, other than in a personal or ward councillor capacity, unless otherwise agreed.

Communications

Where, after discussion with the Town Clerk, council members wish to pursue an initiative on an individual or ward member basis they are welcome to do so but they should make it clear that they are acting in an unofficial/ward member capacity. They must:

- take care not to give the impression that the initiative has the support of the Deal Town Council or represents council policy
- not raise public or other partners or external bodies expectations
- not do anything which may lead to negative publicity or which may reflect badly on Deal Town Council

Communications with members

The council will only use members' deal.gov.uk email address in order to be fully GDPR compliant. All members have been provided with laptops for council work, including casework. No personal emails or computer equipment will be used for council business. Where there is an immediate need to speak to someone, from officer to member or member to officer, a phone call may be more appropriate.

Members' email to other persons

The deal.gov.uk email address should not be used for personal communications. An agreed email signature will be used, inline with Deal Town Council's General Privacy Notice. Members should be aware that the Town Clerk has the right to examine all deal.gov.uk communications.

Further information can be found in the Councillor Acceptable Use of Email policy.

Social Media

A Town Councillor who has their own social media accounts, while free to express their personal views, should use them with caution. It must be made clear that councillors' opinions are their own and not those of the Deal Town Council. Please see Social Media Policy for Members.

Responsibility for Deal Town Council Social Media

The Town Clerk is responsible for all Deal Town Council social media activity. The Communications Officer will lead on planning and posting content. The Communications Officer may post Town Council information on other organisations' social media sites.

Deal Town Council Objectives for Social Media

Social media will be used to

- Raise awareness of Town Council decisions
- Advertise events and activities in which the Town Council is involved
- Publicise important meetings such as public consultations
- Raise awareness of important local issues
- Advertise vacancies
- Gather news and information

The Communications Officer will monitor public comments on our social media pages. The Town Clerk has the authority to remove from Deal Town Council social media pages and posts made by third parties which are deemed to be offensive or of a defamatory, libellous nature. The latter will also be reported to the platform's complaints section.

Press Enquiries

All media enquiries must be sent to the Town Clerk and Communications Officer. The Town Clerk and Communications Officer should be made aware immediately of all approaches made to individual Councillors from the press for interviews, statements or information relating to Deal Town Council.

A request to Deal Town Council from the media will be discussed by the Communications Officer and Town Clerk. A response will be prepared with the most appropriate Officer/Councillor on behalf of the Council and the Mayor will be advised.

Any Councillor seeing an article / item and thinking a response may be needed must inform the Town Clerk and the Communications Officer.

In responding to published articles, letters and social media every situation will be carefully assessed by the Town Clerk and the Communications Officer, in many cases a response will not be appropriate.

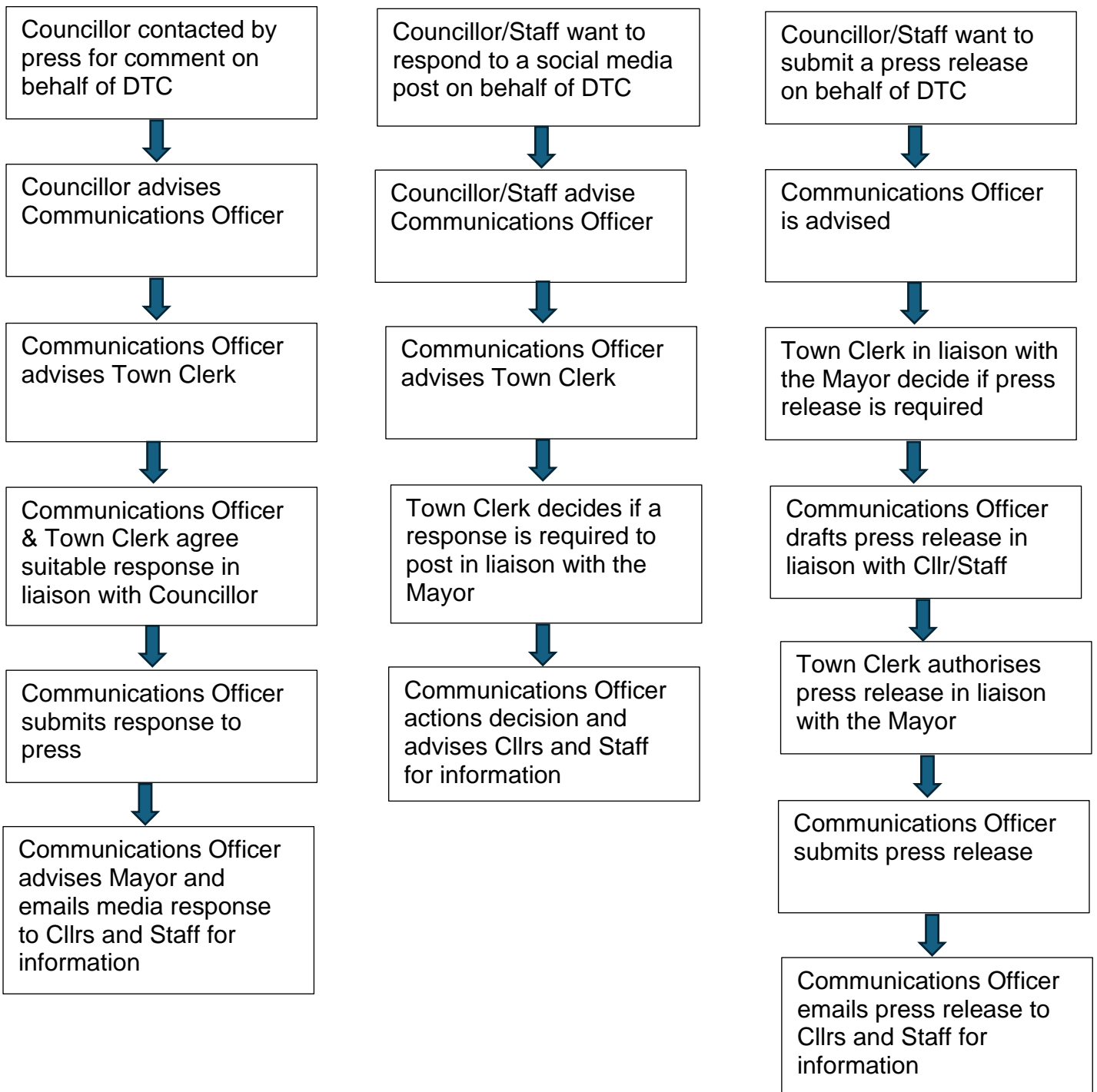
In assessing whether a response is appropriate the following will be considered:

- Is the article / item in question factually accurate?
- Is the article / item expressing a personal view – and if so, is that clearly stated?
- Would further discussion on the subject be constructive?

Press Releases

- Press releases are prepared to raise the profile of Deal Town Council's work.
- The Communications Officer in liaison with the Town Clerk will draft press or media releases consulting with the Mayor or Committee Chairs or any individual councillor if required.
- A copy of the final release will be sent to the Mayor and any councillor who is quoted in the text for their information.
- Press releases will be issued to the relevant audience, as determined by the Town Clerk following consultation with the Communications Officer.
- A copy of the release will be emailed to all councillors and staff for their information.
- A copy of the release will be posted on the Town Council's website.

**Deal Town Council
Communications Guide for Councillors and Staff**



Definition:
On behalf of DTC: Response on DTC work, committees and DTC business operations

Deal Town Council Communication Strategy

“Seeking ways to engage better and make people feel they are listened to”

Deal Town Council aims to be open and transparent in everything it does. The Town Council will take every opportunity to communicate with our community and beyond, to raise awareness of the Town Council's work, events and activities.

Our communication strategy aims are:

- to be the voice for the people of Deal and lobby for change
- to promote inclusion, understanding and tolerance
- to promote the work of Deal Town Council

Communication is a two-way process and effective communications enable public bodies, organisations, residents and visitors to understand and appreciate what Deal Town Council does to make Deal “a thriving town in which to live work and visit”.

Deal Town Council will aim to:

- Inform residents, businesses, stakeholders and visitors to the town about the work of the council, the services it provides and how they can get involved in shaping decisions
- Maintain a strong and recognisable council identity
- Avoid misunderstandings about the council's responsibilities and services so that people can consistently be involved in our vision and plans for the future
- Improve and maintain Deal Town Council's reputation
- Ensure that our members and our workforce are involved and engaged in the work of the council through good internal communications so that they can represent and champion the council in the community.

Councillors have a role in effective communication and will:

- communicate with courtesy and tolerance
- represent views of their ward and town electors
- be willing to explain the council's decisions and views
- be clear with their audience whether a councillor is speaking from a personal, councillor or council point of view.

Deal Town Council's communications, in print, online or in person will meet our values of openness and honesty, trust and respect and be relevant, clear and accessible for all.

Deal Town Council Councillor Acceptable Use of Email Policy and Guidelines

Policy Aims

- To highlight issues affecting the use of all email services.
- To inform users about the acceptable use of deal.gov.uk accounts.
- To describe the standards that authorised users must maintain.
- To provide guidelines for use of deal.gov.uk email.
- To warn authorised users of the consequences of inappropriate use of deal.gov.uk accounts
- To state the actions that will be taken to monitor the effectiveness of this policy.

Definitions

Deal Town Council email account/address and/or official email account/address

An email account and address provided by Deal Town Council – this will end in @deal.gov.uk

Authorised user

A person who holds an official email account and address

Official business

Examples:

Contacting DTC staff

Contacting DTC Cllrs regarding DTC business e.g items on agendas – recommendations

Responding to emails/queries from members of the public

Policy

To mitigate the identified risks above and to align Deal Town Council procedures with the General Data Protection Regulation the following will be adopted.

- 1 All Deal Town Councillors will be issued with a Deal Town Council email account which will operate through the Deal Town Council's ICT service.
- 2 Councillors will be required to use this account to conduct official business to do with their role as a Deal Town councillor.
- 3 Official business may not be conducted through any private email account.

Risk

There are a range of risks associated with councillors accessing and handling information via email. This policy aims to mitigate the following risks:

- Information and data security breaches.
- Unauthorised users accessing official DTC emails.
- The introduction of viruses and malware onto the ICT network.
- The propagation of unwanted Email (spam).
- Users of the system using emails for improper or discriminatory use such as inappropriate behaviour, bullying or harassment.
- Damage to the reputation of the organisation.

More issues regarding the use of email:

- It should be noted that deal.gov.uk accounts and attachments may need to be disclosed under the Data Protection Act 1998 or the Freedom of Information Act 2000.
- Similarly, email and attachments in private email accounts, should they contain official business, may need to be disclosed under the Data Protection Act 1998 or the Freedom of Information Act 2000. This could extend to providing the ICO with access to all of a private Email account and/or the device official business is stored on.
- Users should be aware that deletion of email from accounts does not necessarily result in permanent deletion from the ICT systems.
- Email correspondence may be read by a person other than the designated recipient. Emails can easily be copied, forwarded or archived without the original sender's knowledge.
- Sensitive information (or worse, misinformation) could also end up in the press and public domain, and could damage the reputation of the council.
- The consequences of an email containing sensitive information being sent to an unauthorised person could be a fine for Deal Town Council from the Information Commissioner.

Guidelines for use of deal.gov.uk accounts by councillors

You **must**

- First consider whether email is the most appropriate way of communicating the message, particularly when dealing with sensitive matters or where debate is likely.
- Send all emails which conduct or support official business of the council through your deal.gov.uk account.
- Be aware that the recipients of your messages will assume that you are acting on behalf of the council. Communicate appropriately.
- Adhere to a standard that is considered professional and polite. Ensure that any statement or comment does not inadvertently cause offence or misinterpretation
- Bear in mind that emails often need to be as formal as any other form of written correspondence. Use a suitable header and include your contact details. Use an appropriate format for the message text.
- Ensure the Deal Town Council disclaimer is on every message.
- Check your incoming email frequently, and ensure that all items that require attention are addressed within a reasonable time frame. If you will be absent for a period set up an automatic reply.
- Avoid the mass distribution/forwarding of messages, which can cause congestion on network systems, and can cause offence to some recipients. If you need to send an email to a large number of external contacts, or you want to attach a very large document, greater than 20mb, please contact the Town Clerk to advise of your proposed action.

You **must not**

- Make any statement or comment in an deal.gov.uk email which reflects badly on the council, or which contradicts existing council policies.
- Send an email which is abusive, malicious, discriminatory, defamatory, or libellous about any person or organisation, or which may be considered to be illegal, obscene, or offensive material. (Before you send or forward any email, ask yourself if you could support your actions in a disciplinary hearing or in court)
- Forward jokes or messages that could be considered offensive by others or that could be discriminatory (as defined by the Equalities Act 2010) or send unsolicited bulk e-mail messages or "spam".
- Send a message which could be deemed as bullying or harassment by the recipient.
- You must not make unprofessional comments about staff.
- Send information which may infringe the intellectual property rights of a person or organisation, for example, third party product information.
- Open unknown or unexpected attachments or emails from unknown sources if you suspect they may contain a virus. Contact the Town Clerk to report the email.
Do not forward the suspected email to any other mailbox.

Policy Compliance

Monitoring of official emails

Whilst respecting the privacy of authorised users, the council maintains its legal right, in accordance with the Regulation of Investigatory Powers Act 2000, to monitor and audit the use of deal.gov.uk accounts by authorised users to ensure adherence to this Policy. Any such interception or monitoring will be carried out in accordance with the provisions of that Act.

The Town Clerk will monitor adherence to this policy by reviewing all deal.gov.uk accounts, including councillors' accounts, at least once in any twelve-month period. This will be done in random order and at random times. An account can be reviewed at any time if the Clerk feels there is any cause for concern.

Consequences of inappropriate use of the email service

If any user is found to have breached this policy, the Town Clerk will advise the Chairperson of the Council who will report to Full Council. Further action may then be taken.

If a criminal offence is considered to have been committed further action may be taken by the council to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Town Clerk.

Support will be provided for councillors to set up and use deal.gov.uk accounts.

Deal Town Council Social Media Policy for Members

This policy aims to:

- minimise the risks to the council through use of social media
- minimise the risk of members being the subject of complaint

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to the use of social media for council purposes as well as other use that may affect the council in any way.

This policy sits alongside the Communications Strategy and Councillor Internal Communications Policy and Guidelines and the council may amend it at any time.

Members must comply with this policy:-

- whenever they act in their capacity as a member or co-opted member of the council.
- at all times when using the council's IT resources and communications systems.

Personal use of social media

This policy does not purport to regulate a member's personal use of social media. Members should, when using social media in a personal capacity make it clear in their social media postings, or in their personal profile, that they are speaking on their own behalf.

Members are advised to use a separate personal e-mail account and address, and to avoid reference to being a councillor and reference to issues concerning the council.

Councillor use of social media

If members are using their social media profile in their capacity as councillor, they must disclose their affiliation to the council on their profile or in any social media postings, they must state that their views do not represent those of the Deal Town Council, unless they are authorised to speak on the council's behalf.

Members should also ensure that their profile and any content they post are consistent with the image they present to the council and the public.

Guidelines for general use of social media

Members must be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

If members are uncertain or concerned about the appropriateness of any statement or posting, they should refrain from posting it until they have discussed it with the Town Clerk.

Members must never use social media in a way that breaches any of the council's other policies. If an internet post would breach any of the council's policies in another forum, it will also breach them in an online forum. For example, members must not use social media to:

- breach the council's Communications Policy
- breach the council's obligations with respect to the rules of relevant regulatory bodies
- breach the Kent Code of Conduct
- breach any obligations relating to confidentiality
- harass or bully any person
- unlawfully discriminate against any person
- breach the council's Equality and Diversity Policy
- breach the council's Data Protection Policy (for example, never disclose personal information about any person online)
- breach any other laws or regulatory requirements

Members should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the council and create legal liability for both the member and the council.

Deal Town Council is mindful that members of the public and the staff of the council and its contractors have not sought election to public office and public life and have rights to private and family life under the European Convention on Human Rights. Accordingly, in their use of social media members must respect these rights and not record or publish visual or audio recordings of members of the public and the staff of the council and contractors or publish comments about them unless to do so is both reasonable and legally justifiable in terms of their convention protections.

Prohibited use

Members must avoid making any social media communications that could reasonably be regarded as bringing their office of the council into disrepute.

Members must **not** use social media to:

- defame or disparage any person
- nor to harass, bully or unlawfully discriminate against any person
- make false or misleading statements; or to impersonate any person

Members must not express opinions on behalf of the Council via social media, unless expressly authorised to do so.

Members must not post comments or do anything to jeopardise the council's confidential information and intellectual property. Members must not include the council's logos or other trademarks in any social media posting or in their profile on any social media.

Any misuse of social media should be reported to the Town Clerk.

Personal responsibility for complying with this policy

Members are personally responsible for operating within the boundaries of this policy and should ensure that they take the time to read and understand it.

The council reserves the right to monitor, intercept and review social media activity, without further notice. This is to ensure that this policy and other relevant council policies are being complied with.

The Town Clerk has overall responsibility for the effective operation of this policy and will review when necessary to ensure this meets the values of Deal Town Council and reflects best practice.

Councillor Laptop Guidelines

Laptop devices: All Councillors are issued with a laptop device, along with a laptop bag and charger. They will be provided with training on how to use them for accessing their DTC official emails and their DTC Office 365 account that provides access to the Cllr Shared Drive.

The Cllr Shared Drive is where Councillors can access all the necessary Council information that they will require including Agendas and other important information.

The Laptops are setup with 'Sophos' antivirus and security software. This software will prevent unauthorised attempts to load additional software to the devices.

Please note: The laptop devices are strictly for the purpose of carrying out functions as a Deal Town Councillor and may not be used for any other purpose.

No additional email accounts or software may be added.

The laptop will be preset with 'Ecosia' (due to their worldwide planting commitments) for internet searches as agreed by Full Council.

Emails: All Councillor deal.gov.uk emails will have a default signature and data protection footer in place. e.g.

Cllr A Brown
Middle Deal Ward
Deal Town Council

This e-mail, including any attachments, is intended for the above addressee(s) only and may contain marked material up to RESTRICTED and should be handled accordingly. If you are not the intended recipient (or authorised to receive it on behalf of the addressee), please notify the sender immediately by return e-mail and then delete the message without copying it or disclosing it to anyone. Precautions have been taken to ensure that this is a virus-free message but recipients are responsible for carrying out their own checks. This Council accepts no responsibility for loss or damage to any hardware, software or data resulting from this e-mail. By communication with this Council by e-mail, you consent to such correspondence being monitored or read by any other officer of the Council. Deal Town Council may be required to disclose emails or any responses to them under the Freedom of Information Act 2000, unless the information is covered by one of the exemptions in the Act.

Please refer to the Councillor Acceptable Use of Email Policy and Guidelines.

Wi-Fi: The laptop will be pre-set up for access to the Town Hall 'Private Wi-Fi' access to the internet for use whilst in the Town Hall. You will need to add access to your home Wi-Fi and will be shown how to do this.

Council Meetings: You must bring your laptop to all council meetings as you will not be issued with paper copies of agendas.

Please ensure that you charge your laptop before bringing it to the Town Hall as it is not practicable to have all the laptops plugged in to the mains supply during meetings due to the number of mains outlets available and the associated leads would be potential trip hazards.

IT Support/Problems: If you need IT support, please contact the Councils IT support company ADM Support at support@adm-computing.co.uk or on 01227 473530

**Deal Town Council
MEMORANDUM**

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

FROM: Mrs L Crow, Town Clerk

DATE: 18 October 2024

SUBJECT: Installation of Lord Warden Souvenir Booklet

As members will be aware the Installation of the Lord Warden will take place on 29 October.

There will be representatives of the Council attending this event as agreed at a meeting of the full council.

The event is being organised by the Confederation of the Cinque Ports and they are now contacting the Cinque Port councils to advise that they are considering publishing a 28-page, full colour souvenir booklet about the event, if there is sufficient demand to cover the costs involved.

The booklet will cost £2.00 per copy, and we have been asked to let them know if we would like to purchase this and how many copies we would order.

The publication will only proceed if there is sufficient demand.

Decision required:

Members to consider if they would like to purchase the souvenir booklet and how many copies to order.

Deal Town Council
MEMORANDUM

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

FROM: Cllr L Craggs

DATE: 13 September 2024

SUBJECT: Outside **body report on DARA**

As one of three Linked Councillors, I attended the meeting of DARA Trustees, held on 24th September.

Whilst Cllr Bano was also in attendance, a focus for the meeting appeared to be to explain the work of DARA to me (which was welcome!) I learned that:

- * the group works effectively with both *Cliffs of Sanctuary* and *Samphire*; its *raison d'être* is more about a group of Deal residents wishing to take a stand against anti-refugee sentiment and expression, to raise funds and, through these two aims, provide support to refugees, especially those maybe destined to reside here and with a close focus upon Deal for its work.
- * As a non-registered charity, DARA supports financially the work of *Care for Calais* and other larger charity groups. Its activities include those around **Refugee week** (June). It takes its beginnings from May 2021 and the Afghan refugees coming to these shores.
- * Discussion touched upon how to engage the attention of schools, especially secondary schools. A number of ideas were mooted - for example offering an input for school assemblies.
- * Cllr Bano also pointed to the important work of an organisation he is connected with that provides support in the event of a refugee death.
- * Another item of the discussion was how to interact with our constituency MP and thereby raise an humanitarian perspective to the debate about the small boats beyond the government's concentration on stemming the numbers crossing.
- * Another DARA meeting is scheduled in the near future; my attendance at DARA meetings was agreed to be through invitation.

Les Craggs

**Deal Town Council
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members
From: Paul Bone. Responsible Finance Officer & Cllr L Craggs.
Date: 4th October 2024
Subject: **Outside body representatives report for the Astor Theatre**

As the outside body representatives for the Astor Theatre, the R.F.O. and Cllr L Craggs met with Duncan Campbell from the theatre for the regular six-monthly monitoring/update meeting on 13th September.

This was the third such meeting since Duncan took over the CEO role at the theatre and the liaison role on behalf of the theatre with DTC.

At the meeting it was reaffirmed by DTC that it was refreshing and reassuring to see the free exchange of information between the parties and that since the last meeting in March where the obligations regarding the Astor Lease were discussed in detail, that all the information required to be submitted to the R.F.O. had been fully and promptly supplied.

The activities between the parties since the last meeting were discussed to ensure that all was running smoothly.

These included but were not limited to:

- Confirmation that the Annual Grant of £5,000 from DDC to assist with insurance and other key costs that is paid to DTC as the main leaseholder, had been passed onto the theatre as the associated criteria had been met.
- Duncan confirmed that he had followed up the recommendation to apply to Walmer Town Council for grant funding and had secured a grant of £500 and also that links are now being forged with other potential sources of support, including DDC.
- Duncan confirmed that the guidance providing on external building maintenance had proved useful and DDC had cleared the theatre's gutters.
- Duncan also confirmed that Crowdfunding has been successfully utilised to address the shortfall in ticket sales and that it was intended that this strategy will be used again in the future but not next or every year.

Regarding the current theatre management, Duncan advised that to provide further impetus to the process of transformation and to put the theatre onto a stable financial footing, as CEO he had earlier in the year also assumed the role of Theatre Manager, albeit on a temporary and part-time basis. Since his recent retirement he is now able to continue in this role on a full-time basis. His passion and commitment drew praise from the DTC representatives, but questions were asked too about sustainability and overall capacity. Duncan advised that he sees the ongoing success of The Astor as predicated on it being a community asset, run largely through a volunteer workforce and operating in partnership with other bodies.

Regarding this year's pantomime, Duncan advised that 'Jack and the Beanstalk' is to be staged this Christmas and is shortly to be advertised and is targeted at a family audience. One strategy is to focus on school pupils, anticipating some 600 of the 3,000 tickets being sold (or given) to such an age group

The next meeting is scheduled for 14th March 2025.

Deal Town Council
MEMORANDUM

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

FROM: Cllr B Bano

DATE: 15 October 2024

SUBJECT: Report from Cllr B Bano

I have been elected to represent the KALC Area Committee on the KALC Executive. This involves quarterly meetings as well as a working group. I will continue to keep the Council informed on items of interest.

Please see below for a report on matters of interest to DTC from KALC.

1. ReferKent is a system that Town and Parish Councils can sign up to. Councils are seeing more members of their communities coming to them for support. The system provides access to a wide range of organisations that councils can refer people to for assistance. KALC are hoping that this gives councils more support should they need it and also save them time.

For more information see the website here: [ReferKent - for organisations who support Kent residents - Kent County Council](#) and a video of the session that I did here: https://youtu.be/QN0CLLhI_iA.

2. Resilience: The Kent and Medway Resilience Forum are currently working with Town and Parish Councils to make Resilience Plans. Not to be confused with the emergency plan (which the districts makes and has a statutory duty for) the resilience plans look to see how town and parish councils may be able to support their community when other bodies are not responsible i.e. see the Bough Beech case study video here: [Case studies | Kent Prepared](#). There are templates and more on the KALC website here: [Resilience templates | Kent Association of Local Councils \(junari.com\)](#).

In previous years Council has considered these and decided that the DDC plan covers everything that would be required, however, it may be time to consider reviewing this now.

3. KALC have advised that it would be great to hear more about Town of Sanctuary. I have spoken with the Town Clerk, and she has agreed to contact their Communications Officer to highlight the information on our website and answer any queries KALC may have on how Deal Town Council has achieved this.

Recommendation: To note the report.

Minutes - approved by Committee and signed by Chairperson 18/09/2024
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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 Transport & Infrastructure Committee meeting held on
Wednesday 17th July 2024 at Deal Town Hall.

Present: Cllr M Walters (Chairperson) Cllr T Bond
Cllr B Bano (Vice Chairperson) Cllr S Brookfield
Cllr M Eddy

Officers: Mrs L Marney (Committee Clerk) Other: 1 Member of Public

MINUTES

1	Chairpersons opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures.	Chairperson
2	Apologies for absence: Cllr D Parks and Cllr D Cronk due to prior work commitments and Ms C Dubber (Co-opted member) due to a prior commitment.	Committee Clerk
3	Declarations of interest: Cllr T Bond declared a VAOI on item 7 (i) as he lives in the vicinity.	
4	Public Participation and Statements received: Louise Sills the Operations Manager for Stagecoach Dover Depot spoke relating to item 6.	Committee Clerk
5	The minutes of the Transport & Infrastructure Committee meeting held on Wednesday 15th May 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Transport & Infrastructure Committee meeting held on Wednesday 15 th May 2024. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr T Bond. All Agreed.	Chairperson
6	Co-opted Member – Stagecoach: Following a discussion, Members RESOLVED: To accept the recommendation to have Louise Sills from Stagecoach as a co-opted member on the T&I Committee and to pass to July's Full Council meeting for agreement. (P) Cllr B Bano (S) Cllr T Bond. All Agreed.	Committee Clerk
7	Correspondence received: i) Traffic concerns London Rd & Claremont Rd: Members RESOLVED: To amend the recommendations as follows: 1. Chairperson in liaison with the Committee Clerk writes to KCC Highways regarding the number of incidents on London Road caused by speeding and ask for confirmation that these are being captured effectively and feedback response to resident. 2. Delegate authority to the Committee Clerk to request that KCC check hedges for the restricted visibility issue caused by high hedges along the stretch of London Road, from Hospital to Albert Road and feedback to resident. 3. Committee to consider adding London Road for traffic calming to our 3 rd HIP application when further information is received from KCC about crashes and site lines/visibility.	Chairperson/ Committee Clerk

	<p>(P) Cllr M Eddy (S) Cllr B Bano. All Agreed.</p> <p>ii) Parking on double yellow lines - Broad Street: Following a discussion, Members RESOLVED: To accept the recommendation that the Chairperson in liaison with the Committee Clerk writes to DDC Parking Services regarding vehicles parking on the double yellow lines along Broad Street.</p> <p>(P) Cllr S Brookfield (S) Cllr M Eddy. All Agreed.</p>	Chairperson/ Committee Clerk
8	<p>HIP 2nd Application Update: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr T Bond. All Agreed.</p>	
9	<p>Future Project Plans Update: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr S Brookfield. All Agreed.</p>	
10	<p>Committee Clerk Report: Members RESOLVED: To note the information. (P) Cllr T Bond (S) Cllr S Brookfield. All Agreed.</p>	
	Chairperson closed the meeting at 8.01pm	

Minutes - approved by Committee and signed by Chairperson 16/10/2024

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

The Minutes of the Environment Committee meeting held at the Town Hall on
Wednesday 28 August 2024 at 7.15pm.

Present: Cllr S Brookfield (Chairperson) Cllr L Craggs
Cllr M Eddy (Vice Chairperson) Mr D Carey (Co-opted Member)
Cllr P Findley Ms H Charlton (Co-opted Member)

Officers: Mrs L Marney - Committee Clerk Others: 3 Members of the Public
Miss P Read - Clerical Officer
Nadine Miller - Comms & Climate Change Officer

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read the fire evacuation procedures. He reminded those in attendance to switch their phones off or onto silent.	Chairperson
2	Apologies for absence: Cllr S Cullen and Cllr B Bano due to prior commitments. Cllr M Cronk and Cllr D Cronk were absent.	Committee Clerk
3	Declarations of interest: None received.	
4	Public Participation and Statements Received: None received.	Committee Clerk
5	The minutes of the Environment Committee meeting held on Wednesday 19th June 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee Meeting held on Wednesday 19 th June 2024 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Eddy (S) Cllr L Craggs. All Agreed.	Chairperson
6	Committee Carbon Emission Check List: Following a discussion, Members RESOLVED: To accept the recommendation for The Environment Committee to propose to Full Council that we continue with the Carbon Emission Check List on the same basis, and to review this again in Autumn 2025. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.	Climate Change Officer
7	Water Quality – Deal Beach: Following a lengthy discussion, Members RESOLVED: 1) For Cllr P Findley to explore with the Climate Change Officer a future Project Plan and awareness strategy for an Ocean Recovery Declaration and bring this back to Committee. (P) Cllr M Eddy (S) Cllr P Findley. All Agreed. 2) For the Chairperson to await response from DDC following the FOI request and following this, to write to DDC and Southern Water asking for Deal Town Council to be included in their future stakeholder meetings/discussion groups. (P) Cllr M Eddy (S) Cllr P Findley. All Agreed.	Climate Change Officer/Cllr Findley/ Chairperson
8	Action on Litter Project: Members RESOLVED: To accept the recommendation that Committee Clerk meets with the original steering group to explore alternative ideas for pavement decals/raising awareness with an amendment that the Chairperson and Climate Change Officer be	Committee Clerk/ Chairperson/ Climate

	included in the group and then submit a report to the Committee for consideration. (P) Cllr P Findley (S) Cllr L Craggs. All Agreed.	Change Officer
9	National Grid Sealink Project Update: Following a discussion, Members RESOLVED: To note the information and add that the Environment Committee be kept informed of any new information received. (P) Cllr M Eddy (S) Cllr L Craggs. All Agreed.	Committee Clerk
10	Hedge Pledge Update: Members RESOLVED: To note the report and congratulate the Officers involved in this project. (P) Cllr P Findley (S) Cllr L Craggs. All Agreed.	
11	Committee Clerk Report: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr P Findley. All Agreed.	
	The Chairperson closed the meeting at 20:01pm.	

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 2nd September 2024 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson) Cllr M Walters
 Cllr P Findley (Vice Chairperson) Mr Robin Green (Deal Society)
 Cllr T Bond Ms E Fogarty (FOND)

Officers: Mrs L Marney – Committee Clerk Others: 32 members of the public

MINUTES

1	Chairpersons 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 L. Craggs due to prior commitments.				Committee Clerk
3	Declarations of interest: None received.				
4	Public Participation and Statements received: A member of the Re-open the Regent Campaign group spoke on planning application 24/00817. A statement was received and circulated to committee members from a member of the public regarding planning application 24/00520. A resident gave details with an objection to planning application 24/00520. The developer offered detail of the proposed development for planning application 24/00520.				Committee Clerk
5	The minutes of the planning committee meeting held on 5th August 2024 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 th August 2024 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.				Chairperson
6	Planning applications received:				Committee Clerk
	DDC Ref	Ward	Address	Proposal	
	24/00817	ND	The Regent Beach Street Deal CT14 7BP	<u>Erection of 2 screen cinema with restaurant, cafe and multi-function space.</u> <u>Erection of 9 no. dwellings with associated landscaping (existing public toilet block, indoor bus shelter and existing cinema building to be demolished).</u>	Members RESOLVED: Objection. The housing design is not part of the DDC local plan and does not meet appropriate housing needs. 2 small screen cinemas are not viable, the covenant on the Regent was for a suitable cinema for the town. This development

				<p>would mean a loss of benefits to the public realm; parking, accessible public toilets, bus shelter and waiting room. The proposal will have a negative impact on the setting of the Time Ball Tower. (P) Cllr T Bond (S) Cllr M Eddy. All Agreed.</p>
24/00520	ND	Land Adjacent To The Sandown Castle Community Gardens Sandown Road Deal CT14 6QU.	<u>Erection of a building for the use as a cafe with new pedestrian access.</u>	<p>Members RESOLVED: Objection. This plan needs Scheduled Ancient Monument consent for the siting of the structure, and any ground disturbance. Without Scheduled Ancient Monument consent DTC think this application is premature. The proposed development is adjacent to protected area (SSSI). The plans do not show the exact size of the build or location for bin storage. This development will incur increased traffic and parking problems. The style/design of the café is not in keeping with the area. (P) Cllr T Bond (S) Cllr P Findley. All Agreed.</p>
24/00825	ND	3 Dolphin Street Deal CT14 6LX	<u>Repair and repointing of existing brickwork to front and rear elevations.</u>	<p>Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.</p>

24/00820	ND	4 Broad Street Deal CT14 6EP	<u>Insertion of 3 windows to ground floor, front elevation.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr M Eddy. All Agreed.
24/00790	ND	Community Church Deal Stanley Road Deal CT14 7BT	<u>Change of use and conversion into 2 dwellings, insertion of rooflights, replacement of 2 ground floor windows with doors, erection of wall with bi-fold gate to access parking area and provision of associated outdoor amenity space, cycle and bin storage.</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
24/00534	ND	Goodwin Cottage 11 Griffin Street Deal CT14 6LQ	<u>Remove ground floor partitions & door, replace wall, floor and ceiling linings. Structural repairs to floor joists, roof rafters and existing steel beams. First floor replace, wall floor and ceiling linings to rear bathroom. External alterations include: Replace side addition roof incorporating 1no rooflight. Insert 3no air vents to rear and side elevations.</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
24/00533	ND	Goodwin Cottage 11 Griffin Street Deal CT14 6LQ	<u>Replacement roof with rooflight to rear single storey, rooflight to rear first floor, insertion of iron airbricks/flue, glazing in the spandrels of the side of front</u>	Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.

			<u>dormer window (part retrospective).</u>	
24/00830	ND	Golden Cottage 9A Golden Street Deal CT14 6JU	<u>Replacement front entrance gate, removal of low capped chimney and alterations to windows and doors.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed.
24/00801	ND	Golden Cottage 9A Golden Street Deal CT14 6JU	<u>Replacement windows and doors in enlarged openings on rear elevation.</u> <u>Replacement flat roofs, roof lantern and rear roof light and Balcony balustrade.</u> <u>Remove existing low capped chimney. Remove and insert new ground floor internal partition.</u> <u>Replacement front entrance gate.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley (S) Cllr M Eddy. All Agreed
24/00851	ND	2 Exchange Street Deal CT14 6LN	<u>Insertion of rear French doors, 2 rooflights to existing single storey extension and replacement windows.</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.
24/00852	ND	2 Exchange Street Deal CT14 6LN	<u>Alterations to single storey rear addition include: raising internal ceiling height, painting part external brickwork. Insert 2no rooflights.</u> <u>Replace rear window with French door.</u> <u>Replace rear elevation 1no first floor window, 3no side elevation ground floor windows. Replace rear fascia, soffit</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy (S) Cllr M Walters. All Agreed.

			<u>barge boards and rainwater goods.</u>	
	24/00845	MD	7 Grange Road Deal CT14 9TS	<u>Erection of an outbuilding for use as holiday let (retrospective).</u> Members RESOLVED: No Objection. (P) Cllr M Walters (S) Cllr P Findley. All Agreed.
	24/00763	MD	7 Sheron Close Deal CT14 9UG	<u>Repollard back to previous pollard points of two Turkey oaks the subject of Tree Preservation Order No 3 of 1989.</u> Members RESOLVED: Objection to pollarding T2 on illustration, but no objection to T1. (P) Cllr P Findley (S) Cllr M Walters. 3 For, 1 Against. Motion carried.
7	DDC decisions: Members RESOLVED: To note the information. (P) Cllr T Bond (S) Cllr P Findley. All Agreed.			
	Chairperson closed the meeting at 21.01pm.			