



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 28 October 2025 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 27 October 2025 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all councillors present at the meeting and become part of the public record of the meeting; names will be redacted.

Mrs. L Crow - Town Clerk

Date: 21 October 2025

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 30 September 2025 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 2025: Decision required	Attach. 3
7	Annual Return – External Auditors report: Decision required	Attach.4
8	Recommendation from the Environment Committee – Seeds for Spring Project Plan: Decision required	Attach.5
9	Staff Liaison Panel update re Local Government Reorganisation: Information to note	Attach. 6
10	Youth Engagement Project update: Information to note	Attach. 7
11	Deal Town Council Committee Minutes: Information to note (a) The minutes of the Finance & General Purposes Committee meeting held on 22.07.25. (b) The minutes of Environment Committee meeting held on 19.06.25 (c) The minutes of the Planning Committee meeting held on 1.09.25	Attach. 8 Attach. 9 Attach.10
	Date of next meeting: 25 November 2025	

Attachment 1

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 Tuesday 30 September 2025 at 7.15pm.

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

Officers: Mrs L Crow (Town Clerk)
 Mr P Bone (Responsible Finance Officer) Others: 5 members of public
 Ms J Harper (Asst. to the Town Clerk)
 N Miller (Climate Change, Projects & Communications Officer)

1	Chairperson's opening remarks: The Chairperson read the fire evacuation procedures and welcomed everyone to the meeting.	Chairperson
2	Apologies for Absence received: Cllr D Cronk due to work commitments, Cllr M Cronk due to a personal commitment. Cllr S Brookfield due to a family commitment. Absent: Cllr D Parks and Cllr P Jull	Town Clerk
3	Declarations of interest: None received.	
4	The minutes of the Full Council Meeting of the Council held on Tuesday 29 July 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Full Council Meeting of the Council held on Tuesday 29 July 2025 as a true and accurate record. (P) Cllr A Friend (S) Cllr O Richardson. All agreed. The Chairperson duly signed the minutes.	Chairperson
5	Public participation and statements received: A member of the public spoke on behalf of swimmers and Friends of North Deal regarding item 7 bathing water quality testing, and advised there was a need for more accurate and all year-round sample testing of the bathing water.	
6	List of payments including payments exceeding £500 for approval and signing from the 1 July to 31 August 2025: Members RESOLVED: To accept the list of payments including payments exceeding £500 for approval and signing from the 1 July to 31 August 2025. (P) Cllr A Friend (S) Cllr O Richardson. All agreed.	Chairperson
7	September bathing water quality correspondence Update: Members RESOLVED: For the Mayor in conjunction with the Town Clerk, to write to Southern Water and the Environment Agency to seek further information about spills into the sea. A copy of this report and work that Deal Town Council are doing in this area to be sent to the local MP and the Minister for the Environment to advise that the current testing and legislation are inadequate and out of date. (P) Cllr A Friend (S) Cllr O Richardson. All agreed	Chairperson Town Clerk

8	Draft Deal Town Council Ocean and Coastal Recovery Strategy: Members RESOLVED: To accept the following recommendations: The council approves the draft Ocean and Coastal Recovery Strategy To include the Ocean and Coastal recovery strategy to the project plan criteria. At the Charter Day event, sign the 'Ocean & Coastal Recovery Declaration' (or Motion for the Ocean). To revisit the Ocean and Coastal Recovery Strategy in 2028 (P) Cllr A Friend (S) Cllr S Cullen. All agreed.	Town Clerk/ Climate Change Officer Town Clerk Climate Change Officer Town Clerk/ Climate Change Officer
9	Review of Deal Town Council's E-Bikes: Members RESOLVED: To accept the following recommendations: Deal Town Council to keep the Expedir Cargo bike and one of the Sprint (Step-Through model) for use by staff and Councillors for Deal Town Council related activities. (P) Cllr O Richardson (S) Cllr S Cullen. All agreed. To offer the transfer of the ownership of individual E-bikes to local charitable organisations for their own use at no further cost or liability to the Council. This will be achieved by a 'Grants application' type form that has to be completed outlining what the bike/bikes would be used for. Applications to be considered by the F&GP committee. To delegate authority to the R.F.O in liaison with the Town Clerk and the Chairperson of the Council any further decisions required for the disposal. (P) Cllr M Walters (S) Cllr S Beer. 8 For, 2 Against. Motion carried.	Town Clerk R.F.O R.F.O/ Town Clerk/ Chairperson of Council
10	Recommendations from the Transport & Infrastructure Committee: (a) To replace damaged sign on fingerpost: Members RESOLVED: To replace the damaged sign on finger post at the cost of £447.60 inc. VAT by the original supplier. (P) Cllr O Richardson (S) Cllr L Craggs. All Agreed. (b) Co-Opted member request: Members RESOLVED: Subject to review to accept Mr Toby Taylor as a co-opted member of the T & I Committee. (P) Cllr P Findley (S) Cllr M Walters. 5 For, 4 Against, 1 Abstention. Motion carried.	T & I Committee Clerk/R.F.O Town Clerk

11	Sound Mirror Update: Members RESOLVED: To accept the following recommendations: To delegate authority to the Town Clerk in liaison with the Chairperson of the Council to make the decision on the date for the installation and any future amendments that may be required. The Mayor will unveil the sculpture on behalf of Deal Town Council. The event is advertised for the public to attend, with special invitations sent to the Lord Warden, family members and friends of the late William H Elliott that officers have contact details for. Light refreshments (tea, coffee and biscuits) to be available at the Town Hall after the unveiling with a photographic display detailing the various stages of the fabrication and installation of the sculpture in the Chamber. To allocate a budget of up to £250 to come from the project fund for the event. (P) Cllr A Friend (S) Cllr T Bond. All agreed.	Town Clerk/ Chairperson of Council Town Clerk/ Comms Officer Events Manager R.F.O
12	Annual Lantern Parade: Members RESOLVED: In support of the Council's commitment as a Council of Sanctuary to grant free use of the Town Hall for the community lantern making workshops. (P) Cllr L Craggs (S) Cllr S Beer. All agreed.	Town Clerk/ R.F.O/ Facilities Manager
13	Council representation for Kent Sustainable Communities Network: Members RESOLVED: That generally, the Chairperson of the Environment Committee and the Climate Change Officer will attend the monthly meetings of Kent Sustainable Communities on behalf of Deal Town Council and will keep the Council updated. (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.	Chairperson of the Environment Committee/ Climate Change Officer
14	Review of the Committee Terms of Reference: Members RESOLVED: To accept the following updated Terms of Reference (a) Environment Committee (b) Planning Committee (c) Transport and Infrastructure Committee (d) Finance and General Purposes Committee and Grant Sub Committee (e) Staff Liaison Panel (P) Cllr L Craggs (S) Cllr M Eddy. All agreed.	Committee Clerk Committee Clerk Committee Clerk R.F.O Town Clerk
15	Deal Town Council Climate Action Day 2025: Members RESOLVED: To note the report. (P) Cllr A Friend (S) Cllr P Findley. All agreed.	

16	Councillor Outside Body report for the Astor Theatre: Members RESOLVED: To note the report. (P) Cllr M Walter (S) Cllr P Findley. All Agreed.	
17	Deal Town Council Committee Minutes: (a) The minutes of the Finance & General Purposes Committee meeting held on 21.05.25 (b) The minutes of the Planning Committee meetings held on 01.07.25 and 04.08.25. (c) The minutes of the Transport & Infrastructure Committee meeting held on 15.07.25 Members RESOLVED: To note the minutes. (P) Cllr A Friend (S) Cllr T Bond. All agreed.	
	The Chairperson closed the meeting at 8.19pm.	

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid
01/09/2025	VIC YOUNG SS	OFFICIAL CAR LEASE	£ 390.89
01/09/2025	SCREWFIX ACCOUNT	MAINTENANCE ITEMS T H	£ 286.46
03/09/2025	TRADER	REF OF SAT MKT PYMT	£ 25.00
03/09/2025	ADM COMPUTER SERVICES	IT TOWN HALL	£ 2,172.00
04/09/2025	STRICTLY TABLES & CHAIRS	CHAIR T H	£ 59.94
04/09/2025	BRITISH TELECOM	INTERNET TOWN HALL	£ 61.14
05/09/2025	VODAFONE BUSINESS	WORK MOBILES	£ 143.67
08/09/2025	GUIDELINE LIFT SERVICE	LIFT MAINTENANCE	£ 173.06
08/09/2025	NEATHOUSE PARTNERS	HR & HS CONTRACT	£ 366.00
08/09/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£ 1,650.00
08/09/2025	KONICA MINOLTA BUSINESS	COPIES TOWN HALL	£ 73.08
08/09/2025	KONICA MINOLTA BUSINESS	PHOTO COPIER RENTAL T H	£ 139.32
09/09/2025	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 214.86
10/09/2025	NEATHOUSE PARTNERS	HR & HS CONTRACT	£ 366.00
10/09/2025	JEWSONS	MAINTENANCE ITEMS T H	£ 89.84
11/09/2025	STALLHOLDER	REF OF BRADERIE PYMT	£ 40.00
11/09/2025	ADM COMPUTER SERVICES	IT EQUIPMENT TOWN HALL	£ 5,254.49
12/09/2025	TAYBERRY FOODS LTDS	CHARTER DAY	£ 500.00
15/09/2025	FCS EXTERIOR CLEANING	WINDOW CLEANING T H	£ 230.00
15/09/2025	FCS EXTERIOR CLEANING	PRESSURE WASHING T H	£ 220.00
15/09/2025	RG WILLIAMS	TAP REPAIR PA ALLOTS	£ 68.00
15/09/2025	DOVER DISTRICT COUNCIL	BRADERIE LICENCE	£ 780.00
15/09/2025	DNA PAYMENTS	CARD MACHINE FEES VIC	£ 49.27
15/09/2025	NAT WEST	BANK CHARGES	£ 33.15
16/09/2025	GUIDELINE LIFT SERVICE	LIFT MAINTENANCE T H	£ 173.06
17/09/2025	PHILLIP VALLANCE	ALLOT MAINT PA, MR & GR	£ 440.00
17/09/2025	STALLHOLDER	BRADERIE REFUND	£ 40.00
18/09/2025	KENT PENSION FUND	EE's PENSION	£ 1,417.00
18/09/2025	KENT PENSION FUND	ER's PENSION	£ 5,618.96
19/09/2025	DOVER DISTRICT COUNCIL	BUSINESS RATES SEPT T H	£ 1,272.00
19/09/2025	STAFF NET PAY	NET PAY	£ 23,441.97
22/09/2025	BLACKBURN IT SERVICES	ALLOTMENT SOFTWARE FEE	£ 180.00
22/09/2025	ADM COMPUTER SERVICES	IT SUPPORT TOWN HALL	£ 996.25
22/09/2025	INFORM PRINTED SOLUTIONS	TOTE BAGS	£ 525.60
22/09/2025	BUSINESS STREAM	WATER GR ALLOTS	£ 7.60
22/09/2025	HMRC	EE PAYE	£ 3,727.94
22/09/2025	HMRC	EE NI	£ 924.52
22/09/2025	HMRC	ER NI	£ 3,254.61
23/09/2025	STALLHOLDER	REF OF BRADERIE PYMT	£ 40.00
24/09/2025	SURF AND TURF INSTANT	REPLACEMENT PARTS FOR GAZE	£ 481.25
25/09/2025	HIRER	REF OF WEDDING PYMT	£ 370.00
26/09/2025	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,320.00
30/09/2025	MARC- ONE SECURITY	STEWARDS FOR BRADERIE	£ 475.20
30/09/2025	ST JOHN AMBULANCE	BRADERIE FIRST AID	£ 701.76
30/09/2025	SUEZ RECYCLING	WASTE & RECYCLING T H	£ 151.58
30/09/2025	NAT WEST	BANK CHARGES	£ 77.58
			£ 59,023.05

Deal Town Council
Nat West Combined A/C's

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Transaction Detail	Amount Paid	
03/09/2025	ADM COMPUTER SERVICES	IT TOWN HALL	£	2,172.00
08/09/2025	WALKER HIGHWAYS	SAT MKT ROAD CLOSURES	£	1,650.00
11/09/2025	ADM COMPUTER SERVICES	IT EQUIPMENT TOWN HALL	£	5,254.49
12/09/2025	TAYBERRY FOODS LTDS	CHARTER DAY	£	500.00
15/09/2025	DOVER DISTRICT COUNCIL	BRADERIE LICENCE	£	780.00
18/09/2025	KENT PENSION FUND	EE's PENSION	£	1,417.00
18/09/2025	KENT PENSION FUND	ER's PENSION	£	5,618.96
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22/09/2025	ADM COMPUTER SERVICES	IT SUPPORT TOWN HALL	£	996.25
22/09/2025	INFORM PRINTED SOLUTIONS	TOTE BAGS	£	525.60
22/09/2025	HMRC	EE PAYE	£	3,727.94
22/09/2025	HMRC	EE NI	£	924.52
22/09/2025	HMRC	ER NI	£	3,254.61
26/09/2025	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£	1,320.00
30/09/2025	ST JOHN AMBULANCE	BRADERIE FIRST AID	£	701.76
			£	53,557.10

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy – Chairperson of Deal Town Council
All Council members
From: Mr P Bone – Responsible Finance Officer
Date: 17 October 2025
Subject: **Annual Return – External Auditors report**

I am pleased to advise members that the Audit of the Annual Return for Deal Town Council for the year ending 31st March 2025 has been concluded and Deal Town Council has received a 'clean' external auditor's report with no items that need to be brought to the attention of the Council.

Please see attached Completion Letter, External Auditors report & Copy of the Conclusion of Audit notice.

A copy of the complete Annual return (AGAR) and Conclusion Notice are now published on the Council's website in compliance with the associated legislation.

Decision required:
Members to note the report.

Mr P Bone
Deal Town Council
Town Hall
High Street
Deal
Kent CT14 6TR

Dear Mr Bone

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

The bank reconciliation was difficult to follow because it did not include cash book figures. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Gavin Barker

Engagement Lead

For and on behalf of Mazars LLP

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Deal Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would.

The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

26 September 2025

Deal Town Council

Notice of conclusion of audit

Annual Return for the year ending 31 March 2025

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

1. The audit of accounts for the Council for the year ending 31 March 2025 has been concluded.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of the Council on application to:

Paul Bone, Responsible Finance Officer, Deal Town Council

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

(Between 10:00 and 1:00 pm)

07555292446

3. Copies will be provided to any local government elector on payment of **£1** for each copy of the Annual Return.

Announcement made by: Paul Bone, Responsible Finance Officer,

Deal Town Council

Date of announcement: 29th September 2025

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy – Chairperson of Deal Town Council
All Council members
From: Mr P Bone – Deputy Town Clerk
Date: 20th October 2025
Subject: **Project Plan – Seeds for Spring 2026**

At the October meeting of the Environment Committee, members considered a report from the Climate Change, Projects & Communications Officer to improve biodiversity in Deal by planting seeds designed to encourage pollinators, together with the associated Seeds for Spring 2026 project plan.

At that meeting members RESOVED: To accept the Seeds for Spring project plan and budget and refer them to Full Council for consideration.

Decision required:

Members to consider the attached Seeds for Spring project plan and budget

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: Spring Seeds 2026

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 improve biodiversity in Deal by planting seeds designed to encourage pollinators

2

LEAD BODY: Deal Town Council

LEAD PERSON: Climate Change, Projects & Communications officer

OTHER OFFICERS: Clerical Officer & RFO

3

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

Without pollinators, there would be less food, flowers and biodiversity and their numbers are in decline.

This is down to many factors including climate change affecting seasons and, according to a study in [August 2025 by Sheffield University](#), urbanisation is linked to a 43 per cent drop in pollinating insects.

Deal Town Council will give away 100 x 10g packets of native wildflowers to residents and map where the flowers will be grown. Each packet can cover between 5 to 10 square meters.

4

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

December 2025 onwards

5

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

ECOLOGICAL EMERGENCY implementing actions on local nature protection and recovery, including community engagement and partnership working

TOWN PLAN: Deal Town Council to work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.

CLIMATE ACTION STRATEGY:

Priority Area 5 – Carbon emission balancing Research urban area to improve the environment for people, birds, animals and insects

Priority Area 6 – A community response to climate action - helping our residents and businesses. Deal is a hub for climate activism, we will continue to support the work of local groups and work together for a better environment for all and establish an annual Climate Action Day to bring local knowledge and experience together

HEALTH AND WELLBEING STRATEGY - Care for the planet - Look after your community and environment

6

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

We will offer 100 free seed packets and map where they are planted to show increased biodiversity in the town, providing an eco-friendly planting solution for conservation gardening.

Not only will this encourage pollinators, gardening and being part of nature is good personal wellbeing too.

Those who sign up to collect the packs will also be encouraged to share photos and progress of the planting and the nature it supports. The project will end when the 100 packets have been distributed.

7

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

The seed packets are supplied by a Kent company and are packaged in undyed FSC certified paper. They contain:

Agrimonia eupatoria – **Agrimony**, Anthyllis vulneraria – **Kidney vetch**, Centaurea nigra – **Common knapweed**, Daucus carota – **Wild carrot**, Echium vulgare – **Viper's bugloss**, Galium verum – **Lady's bedstraw**, Knautia arvensis – **Field scabious**, Lathyrus pratensis – **Meadow vetchling**, Leucanthemum vulgare - **Oxeye daisy**, Malva moschata - **Musk-mallow**, Plantago lanceolata – **Ribwort plantain**, Sanguisorba minor – **Salad burnet**, Primula veris – **Cowslip**, Prunella vulgaris – **Selfheal**, Ranunculus acris – **Meadow buttercup**, Rhinanthus minor – **Yellow rattle**, Silene dioica – **Red campion**, Vicia cracca – **Common vetch**, Borago officinalis – **Borage**, Lotus corniculatus – **Bird's-foot trefoil**, Trifolium repens – **Wild white clover**, Onobrychis viciifolia – **Sainfoin**, Medicago lupulina – **Black medick**, Silene latifolia – **White campion**, Rumex acetosa – **Common sorrel**, Achillea millefolium – **Yarrow**

Approximately 80% of the wildflowers are perennials which take time to establish, often flowering from the second year onward. The remaining 20% are annual species which reliably flower in year one

8

ESTIMATED BUDGET

How much do you think it will cost? £500 Where

will this come from: Project Fund

How does it represent Value for Money?: It is a project that will be welcomed by residents, allowing them to encourage nature in their own gardens. With care, the attractive and fragrant blooms will return year after year.

OTHER RESOURCES (Will it need staff time? Volunteer support?); Staff time will be required to set up and update the webpage, promote the project and distribute the seed packets at Town Hall

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	Promoting planting
The Climate Change Declaration	Yes	Improving the environment
The Declaration of Ecological Emergency	Yes	Local nature recovery
The City of Sanctuary Strategy	No	
Health and Wellbeing	Yes	Caring for the planet
Ocean and Coastal Recovery Strategy	No	

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

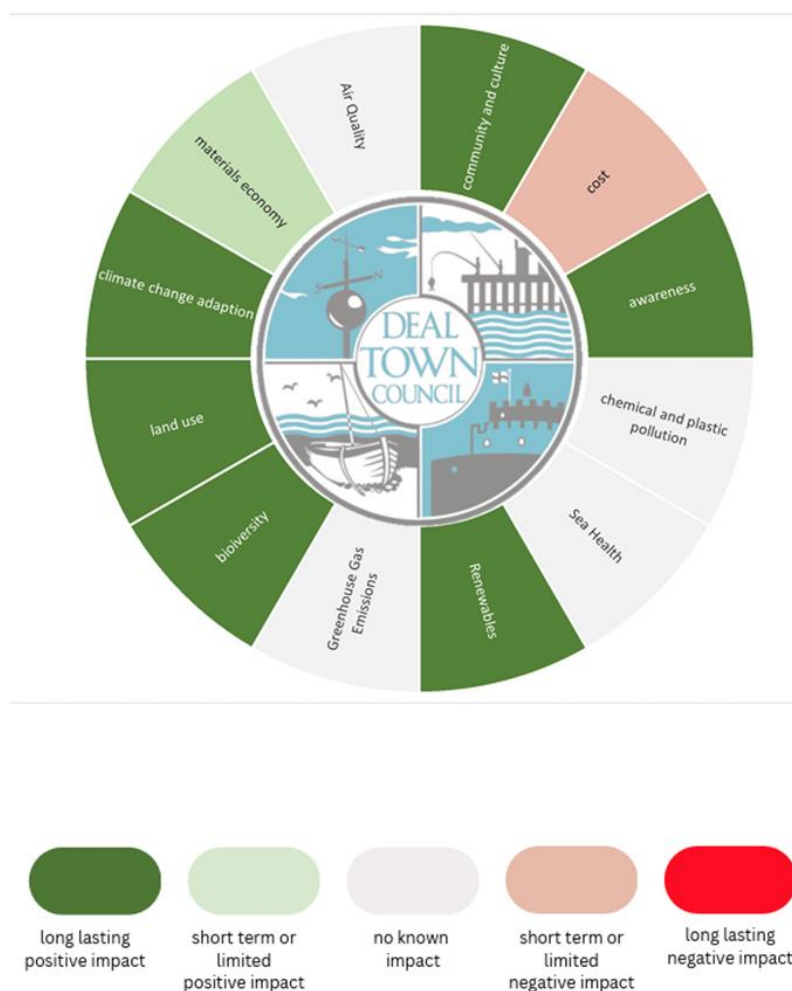
10

PROJECT ACTION PLAN

ACTION REQUIRED	WHEN BY	WHO	NOTES
Order 100 packets of 10g pollinator seed mix	December 2025	Climate Change & communications officer	
Create new page on the website to include a sign up form, map to show where flowers will be grown, press release and planting information	January 2026	Climate Change & communications officer	
DTC to host a stand at Hobby Day and offer seeds to plant	17 January 2026	Climate Change & communications officer	

Seeds will be made available to collect from the Town Hall	Monday 1 February 2026	Clerical Officer	
Update online map	Ongoing	Climate Change & communications officer	
If there are any remaining packets, they can be distributed at summer events Deal Town Council may attend – (for autumn sowing)	July, August 2026	Climate Change & communications officer	Pride, Sandown Picnic
Once all the packets have been distributed, evaluate the project, including evidence of increased opportunities for biodiversity	Summer/autumn 2026	Climate Change & communications officer	Press release issued sharing submitted photographs and stories of those who have signed up to the scheme

Seeds for Spring 2026



06/10/25

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council & All council members
From: Cllr S Beer – Chairperson of the Staff Liaison Panel
Date: Wednesday 15 October
Re: **Staff Liaison Panel LGR update**

Information to note

At the Full Council meeting in June members considered a report from the Town Clerk on the Local Government Reorganisation (LGR) and RESOLVED: *To delegate authority to the Town Clerk and R.F.O in liaison with the Chairperson of the Council and the Staff Liaison Panel to explore assets and services that may be suitable for transfer to Deal Town Council, and to submit an initial non-binding expression of interest for the transfer of these assets and services to DDC if required.*

On Thursday 16th October the Staff Liaison Panel met with the Town Clerk and Responsible Finance Officer to discuss options. There was a wide-ranging discussion first on the best approach to take and then on which properties in Deal the council might wish to acquire for the benefit of residents. Finally, the need for a short list was discussed in detail.

Consideration was given to potential costs of acquisition and ongoing costs, but at present there is no information available on actual costs. Potential impact on the precept was discussed. DDC has indicated that this discussion is entirely speculative at this stage but that they would welcome a “wish list” to assist them to develop a strategy for transfers and it would enable us to receive more detailed information on the assets and proposed budgets required.

The Staff Liaison Panel will continue to assist the Town Clerk in preparing a no obligation “wish list” that will then be submitted to DDC.

A report will be submitted to Full Council for consideration when all details have been received.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr M Eddy - Chairperson of Deal Town Council & All council members
From: Mrs L Crow - Town Clerk
Date: Wednesday 15 October
Re: **Youth Engagement Project update**

Information to note

As members will be aware the council agreed the Youth Engagement Project in June 2024 with a view to the work being completed by June 2025.

The aim of this Youth Engagement Project was to present to the Council a workable, sustainable plan on how the council can increase its engagement with young people and to provide sustainable links with local schools, youth organisations and stakeholders. The aims of this project have now been met, and I am pleased to advise the following;

The local primary schools in Deal have been visited by officers and councillors to start building the links between council and school. This has proved very successful, with Sandown Primary School contributing to our Holocaust Memorial Commemoration, schools sharing Deal Warm Welcome posters and information, and Hornbeam getting involved with the Hedgehog Friendly Deal project.

We have produced a Deal Town Council film on the role of the mayor that is suitable for primary school children. The Mayor and Town Sergeant have attended school assemblies at Hornbeam Primary School and Sandown Primary School to show this film, in their full regalia. The feedback from these visits has been very positive and it is expected that more school visits will follow.

We are preparing short films on the council's climate work, which will now include our Ocean and Coastal Strategy, what it means to be a Town Council of Sanctuary and local democracy in action. When the films are ready, we will be notifying the local schools with the offer of attending their assembly/climate group etc, to share these films and information on the work of the council.

We are also planning for school visits to the Town Hall. These will include a tour of the Chamber and Mayors Parlour along with an age-appropriate activity and refreshments. The local primary schools have been advised that they are very welcome to book a visit here.

Information on how to invite the Mayor to your school or youth organisation, or visit the Town Hall, will be advertised on the new youth page on our website shortly.

Officers have also been in contact with Goodwin Academy, which has led to assisting them with their gardening project by supplying sustainable plants. We will be looking to build on this with visits to the Academy and for their pupils to visit the Town Hall in due course.

Minutes – approved by Committee and signed by the Chairperson 23/09/2025
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The minutes of the Finance and General Purposes meeting held at the Town Hall on Tuesday 22 July 2025 at 7:15pm

Present: Cllr T Bond (Chairperson) Cllr P Jull (Vice-Chairperson)
 Cllr B Bano Cllr D Cronk
 Cllr M Eddy

Officers: Mr P Bone – Responsible Finance Officer
 Miss P Read – Clerical Officer
 Others: 0

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting, read out the fire evacuation procedures and advised all in attendance to put their mobile phones on silent.	Chairperson
2	Apologies for absence received: Cllr M Cronk due to work commitments and Cllr D Parks due to work Commitments.	R.F.O.
3	Declarations of interest: 1) A VAOI was declared by Cllr T Bond for agenda item 11 due to business interests. 2) A VAOI was declared by Cllr P Jull for agenda item 12 due to being member of Deal & Walmer Chamber of Trade.	
4	Public participation and statements received: None received	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 21st May 2025 for approval and signing: Members RESOLVED: To approve and adopt the minutes from the F&GP meeting held on 21 st May 2025 as a true and accurate record. (P) Cllr M Eddy (S) Cllr B Bano. 4 For and 1 Abstention.	Chairperson
6	Finance income & expenditure figures and full bank reconciliation to 30th June 2025: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed	
7	Kent Pension Fund consultation: Following debate: Members RESOLVED: To help mitigate the very large variations in employer contributions experienced over the past 3 years, to support the 'Full Pooling' option. (P) Cllr P Jull (S) Cllr M Eddy. All agreed.	R.F.O.
8	Review of committee terms of reference: i) Finance & General Purposes Committee: Following debate, Members RESOLVED: To recommend the updated Finance & General Purposes Committee terms of reference to Full Council for approval (P) Cllr D Cronk (S) Cllr P Jull. All agreed. ii) Grants Sub-committee: Following debate, Members RESOLVED: To recommend the updated Grants Subcommittee terms of reference to Full Council for approval with the following amendments to the meetings section: - The Sub-committee will meet as and when required and dates and times of meetings will be sent out to all Councillors and attendees of the meetings will be recorded. - The Sub-committee meetings shall not normally be open to the public but are open to all Councillors. (P) Cllr M Eddy (S) Cllr D Cronk. For 4 and 1 Against.	R.F.O. R.F.O.

9	Financial regulations statutory update July 25: Members RESOLVED: To incorporate the statutory amendments (in italics below) into the Deal Town Council's Financial Regulations 2025 in the appropriate sections. That the updated version to be issued as 'Deal Town Council's Financial Regulations July 2025'. <i>For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.</i> <i>For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices</i> <i>Contracts must not be split to avoid compliance with these rules.</i> (P) Cllr P Jull (S) Cllr M Eddy. All agreed.	R.F.O.
10	IT review: Following debate, Members RESOLVED: To accept the quotation from ADM Computing to carry out this essential IT work with the funds coming from the contingency budget. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	R.F.O.
11	Town Hall hire charges annual review: Following debate, Members RESOLVED: To agree and accept the revised wedding booking forms. To change the current hire fee for Charities and local organisations to a flat £30 p/h from April 2026. (P) Cllr D Cronk (S) Cllr M Eddy. 4 For and 1 Abstention.	R.F.O. & Facilities Manager
12	Annual Grants 2025-26 Round 1 & Community Contributions grant applications: Members RESOLVED: To agree to the following grant payments: Annual Grants:- 1) BECKY VINCER:- To the payment of a full grant award of £405 towards the costs of putting on a family-friendly craft creative workshop in the October half term. 2) DEAL & WALMER ALLOTMENT ASSOCIATION:- To the payment of a full grant award of £500 towards a rainwater harvesting project at the Telegraph Road allotment site. 3) DEAL ARTS MANAGEMENT:- To the payment of a full grant award of £1,000 towards the purchase of a new sound system subject to a full breakdown being supplied as to where all the funds came from for the sound system within the grant monitoring form. 4) DEAL & WALMER CHAMBER OF TRADE:- To the payment of a full grant award of £500 towards the purchase of new bunting for the High Street. The grant may only be used to purchase new additional or replacement bunting and may not be used to pay for bunting already purchased. 5) DEAL COMMUNITY CARNIVAL ASSOCIATION:- To the payment of a full grant award of £1,000 to be used towards the cost of road closures and barriers for the summer and winter carnivals.	R.F.O. R.F.O. R.F.O. R.F.O. R.F.O.

	6) CINQUE PORTS FOOTBALL CLUB:- To the payment of a full grant award of £1,000 towards the costs of purchasing training and pitch marking equipment. 7) ST ANDREWS CHURCH:- To the payment of a full grant award of £1,000 towards the costs of the construction of a permanent disabled access to the main church entrance. Community Contributions:- A) NORTH DEAL COMMUNITY COMPANY:- To the payment of a full grant award of £1,940 for 1 year to run a community get together club. B) DEAL ARTS MANAGEMENT:- To the payment of a full grant award of £2,000 for 1 year towards the purchase of a new sound system. (P) Cllr M Eddy (S) Cllr D Cronk. 4 For and 1 Abstention.	R.F.O. R.F.O. R.F.O. R.F.O
13	Allotment update: Members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr D Cronk. All agreed.	
	The Chairperson closed the meeting at 7:51pm.	Chairperson

Minutes – approved by Committee and signed by the Chairperson 14/10/25

The minutes of the Environment Committee meeting held at the Town Hall on Thursday 19 June 2024 at 7.15pm.

Present: Cllr S Cullen (Chairperson) Cllr D Cronk
Cllr M Eddy (Vice Chairperson) Cllr M Cronk
Cllr P Findley

Officers: Mrs L Marney (Committee Clerk) Others: None
Miss J Harper (Asst. to the Town Clerk)
Nadine Miller (Climate Change, Projects & Comms 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 mobile phones off or onto silent.	Chairperson
2	Apologies for absence received: Cllr Ben Bano, Mr David Carey (co-opted member) & Ms Helen Charlton (co-opted member) due to prior commitments.	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 16th April 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee Meeting held on Wednesday 16 th April 2025 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	Chairperson
6	Review - Environment Committee Terms of Reference: Members considered the recommendations and RESOLVED: To accept the amended Environment Committee Terms of Reference and refer to Full Council for approval. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	Committee Clerk
7	DDC Updates: Following discussion Members RESOLVED: To note the report and for the Committee Clerk to write to DDC to ask if they are going to do anything about microchipping cats. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	Committee Clerk
8	Deal Bathing Water Quality – Additional Analysis: Following discussion Members RESOLVED: To note the report and for the Committee Clerk to contact Southern Water to enquire if there was a problem with the pumping station during the storm on 13/14 June, as there were reports of flooding on Albert Road, Homefield Avenue and Church Lane. (P) Cllr M Eddy (S) Cllr D Cronk. All agreed.	Committee Clerk
9	National Grid SeaLink Update: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	
10	Committee Clerk Report: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy. All agreed.	Committee Clerk
	The Chairperson closed the meeting at 19.50pm.	

Minutes - approved by Committee and signed by Chairperson 02/10/25

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 1st September 2025 at the Town Hall at 7.15pm

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

Officers: Mrs L Marney – Committee Clerk Others: 0

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: None received.				Committee Clerk
3	Declarations of interest: None received.				
4	Public Participation and Statements received: None received.				Committee Clerk
5	The minutes of the planning committee meeting held on 4th August 2025 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 4 th August 2025 as a true and accurate record. The Chairperson duly signed the minutes (P) Cllr A Friend (S) Cllr P Findley. 3 For, 2 Abstentions. Motion carried.				Chairperson
6	Planning applications received:				Committee Clerk
	DDC Ref	Ward	Address	Proposal	
	25/00912	ND	12 King Street Deal Kent CT14 6HX	<u>Conversion of existing commercial building to 3 commercial units, 3 parking spaces and 15 dwellings with associated storage area, cycle store and bin stores.</u>	
	25/00812	MD	25 Court Close Deal CT14 9YH	<u>Erection of a garage (existing shed to be demolished)</u>	
	25/00864	ND	71 Canute Road Deal Kent CT14 6QX	<u>2-storey side and rear extension.</u>	Members RESOLVED: Objection. Due to overbearing impact

				and significant loss of natural light to neighbouring properties. (P) Cllr A Friend. (S) Cllr M Walters. 3 For, 2 Against. Motion carried.	
25/00862	ND	13 High Street Deal Kent CT14 7AA	<u>Erection of detached dwelling.</u>	Members RESOLVED: Objection. On the basis that the materials proposed are not appropriate for the conservation area. (P) Cllr M Eddy. (S) Cllr A Friend.. 2 For, 2 Against, 1 Abstention. Chair had the casting vote. Motion carried.	
25/00871	ND	Star Cottage 106 Middle Street Deal CT14 6JW	<u>Second floor rear extension; single storey rear extensions; garden shed/storage outbuilding and insertion of new opening windows into existing lightwells on front elevation (includes partial demolition of existing rear extension).</u>	Members RESOLVED: Objection. The cladding proposed is not appropriate for the conservation area. (P) Cllr A Friend. (S) Cllr P Findley. All agreed.	
25/00638	MD	66 St Leonards Road Deal CT14 9AY	<u>Erection of rear gable roof extension to facilitate a loft conversion, insertion of dormer window to side elevation, replacement windows, doors with new openings, render to all elevations, and new outbuilding (existing garage to be demolished).</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr M Walters. All agreed.	
25/00866	ND	7 Duke Street Deal CT14 6DU	<u>Erection of a single storey rear extension, rear dormer window, insertion of window to first floor side and rear elevation, new replacement joinery to the front façade</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr P Findley. All agreed.	

			<u>(part demolition of rear extensions).</u>	
25/00909	ND	39 High Street Deal Kent CT14 6EL	<u>Display of one internally illuminated fascia sign and one internally illuminated projecting sign.</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr M Walters. All agreed.
25/00917	MD	96 Manor Road Deal CT14 9DB	<u>Installation of boiler flue; Recreation of opening to ground floor; Lining of kitchen wall; Works to rear chimney.</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr T Bond. 4 For, 1 Abstention. Motion carried.
25/00886	ND	12 High Street Deal CT14 7AE.	<u>Display of 1 non-illuminated projecting sign.</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr M Eddy. All agreed.
25/00923	MD	37 St Leonards Road Deal CT14 9AU	<u>Erection of a rear first floor extension, rear dormer window, and 2 rooflights.</u>	Members RESOLVED: No Objection. (P) Cllr M Eddy. (S) Cllr A Friend. All agreed.
25/00907	ND	24 High Street Deal CT14 7AE	<u>Change of use of part ground floor and first/second floors to residential, solar panel to roof, and replacement windows/door.</u>	Members RESOLVED: No Objection. (P) Cllr P Findley. (S) Cllr A Friend. All agreed.
25/00928	MH	Unit 7 Marlborough Road Industrial Estate Marlborough Road Deal CT14 9LE	<u>Change of use from Class B to an indoor sports facility Class E(d).</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr T Bond. All agreed.
25/00947	ND	191 Beach Street Deal CT14 6LY	<u>Replacement roof to existing single storey rear extension, insertion of rooflight to existing two storey rear/side elevation, new door and window to rear/side elevation.</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr M Walters. All agreed.
25/00948	ND	191 Beach Street Deal CT14 6LY	<u>Replace flat roof with pitched roof & replace existing window with door & window all to single storey rear extension; insert 1x</u>	Members RESOLVED: No Objection. (P) Cllr A Friend. (S) Cllr M Walters. All agreed.

				<u>roof window to rear/side elevation of two storey rear addition. Upgrade internal & roof insulation, erect partitions to form shower room & remove external paint to 2 storey rear addition. Enlarge existing opening to ground floor. Erection of partitions & creation of new openings to form ensuite & bathroom to 1st floor.</u>		
	25/00831	MH	6 Bowser Close Deal CT14 9NF	<u>Crown reduce by 2 metres in height crown and in lateral spread by 1-1.5 metres and clear epicormic growth up to a height of 8 metres of one Oak (T1) the subject of Tree Preservation Order No 2 of 1965.</u>	Members RESOLVED: Objection. On the basis that there is no necessity for the works and it will make the tree look visually substandard. There will also be a biodiversity loss if the work is carried out. (P) Cllr P Findley (S) Cllr T Bond. All agreed.	
7	Committee Clerk Report: Members RESOLVED: To note the report. (P) Cllr A Friend. (S) Cllr T Bond. All agreed.					Committee Clerk
8	DDC decisions: Members RESOLVED: To note the report. (P) Cllr A Friend. (S) Cllr P Findley. All agreed.					Committee Clerk
	The Chairperson closed the meeting at 8.10pm.					