



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

Tel: 07887491569 E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

To all Councillors: You are hereby summoned to attend a meeting of Full Council via Microsoft Teams on Tuesday 26 January 2021 at 7.15pm to transact the business shown on the agenda below.

To the press and public: Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 25 January the Communications Officer Joanne Harper via the contact details above.

To listen to this meeting please contact the Communications Officer Joanne Harper, via the contact details above before 12 noon on Tuesday 26 January 2021.

*Lorna Crow*  
Lorna Crow - Town Clerk

Date: 18 January 2021

# AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the full Council meeting held on 24 November 2020 for approval: Decision required	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk (maximum 15 minutes): For councillor information	Town Clerk
5	Recommendation from Finance & General purposes committee: (a) Budget 2021/22: Decision required (b) Precept Demand: Decision required	Attach. 3 Attach. 4
6	Finance: List of payments made between 1 November 2020 to 30 November 2020 including list of individual payments exceeding £500.00 for approval and signing: Decision required	Attach. 5
7	Covid Update and Recovering High Street Safely: (a) Covid Officer Report: Decisions required (b) Communications Officer update: For information (c) Covid 19 Vaccination programme: Decisions required	Attach. 6 Attach. 7 Attach. 7a
8	Recommendation from the Staff Liaison Panel – Draft Communications Policy: Decision required	Attach. 8
9	Social Media Report: Decisions required	Attach. 9
10	Saturday Market Update: Decisions required	Attach. 10
11	Crime & Disorder Communications- report from Cllr Beer: For information	Attach. 11
12	White Cliffs Inland Border Consultation: Decisions required	Attach. 12
13	Committee Reports: Information to note (a) The minutes of the Planning Committee meeting held on 2 November 2020 and 7 December 2020 (b) The minutes of the Transport & Infrastructure Committee meeting held on 14 October 2020 (c) The minutes of the Finance & General Purposes Committee meeting held on 22 September 2020	Attach. 13 Attach. 14 Attach. 15
	Date of next Full Council meeting: Tuesday 23 February 2021	

Declarations of InterestDisclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

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

**The minutes of the Full Council meeting  
held on Tuesday 24<sup>th</sup> November 2020 starting at 7.15pm**

**Present:**

Cllr E Rowbotham – Chairman  
Cllr A Friend  
Cllr T Bond  
Cllr S Carlyle  
Cllr A Stroud  
Cllr O Richardson  
Cllr B Bano

Cllr D Cronk - Vice Chairman  
Cllr S Beer  
Cllr C Turner  
Cllr L Kettlewell  
Cllr T Thompson  
Cllr C Oliver

**Officers:**

Town Clerk: Lorna Crow  
Deputy Town Clerk: Paul Bone  
Mayor's secretary: Una Finch

**Others:** 0 members of the public

1.	<b>Chairman's opening remarks and apologies for absence:</b> The Chairman welcomed everyone to the meeting and advised of the procedures. Following on to advise of the apologies for absence received from Cllr A Farrington and Cllr M Eddy	<b>Actions</b>
2.	<b>Declarations of interest:</b> None received.	
3.	<b>The minutes of the Full Council meeting held on 27 October 2020 for approval:</b> Members RESOLVED: To accept the minutes of the Full Council meeting held on the 27 October 2020 as a true and accurate record. (P) AF (S) OR 11 for 2 abstention. Agreed	
4.	<b>Statements received from members of the public on items relating to the agenda to be read out by the Town Clerk:</b> 1 statement was read by the Town Clerk regarding the joint purchase of Cross Road.	
5.	<b>Request received from Walmer Parish Council for joint purchase of site at Cross Road:</b> Following discussion Members voted on the following: Deal Town Council is in favour of Community Woodland in principle and we would welcome more details on initial and on going costs. We can only consider making a commitment once these are available. (P) SB (S) BB 3 for 6 against 4 abstentions motion falls.  Members RESOLVED: Deal Town Council support Walmer Parish Council's request in principle that Deal Town Council are interested in a joint purchase of the site at Cross Road in order to create a Community Woodland for the people of Walmer, Mill Hill, Kingsdown, Ripple, Ringwould and Great Mongeham without prejudice (P) TT (S) CO 7 For 2 Against 4 Abstentions motion carried.	R.F.O
6. (a)  (b)	<b>Covid and Recovering High Streets Safety:</b> Covid Resilience Forum: Members RESOLVED: to note the report. (P) AF (S) OR All agreed.  Town Clerk update: The Town Clerk advised the council that the route for funding the Covid information role was the following;  DDC will confirm agreement that any required expenditure fits with the RHSS fund (this includes signage, hand sanitizers etc)  DDC will then add this to the claim they are putting to the RHSS for the district.	

	<p>As soon as DDC receive the funding from RHSS then DTC should be refunded. Until this time, the expenditure will be from the council's contingency fund.</p> <p>The Town Clerk and Covid Information Officer will have regular meetings with DDC Mr D Robinson who is their Growth and Business Development Officer, and other relevant parties, the R.F.O will keep extensive records to support the councils claim.</p> <p>The Covid Information Officer will keep the council updated with measures that are undertaken to assist with reopening Deal High Street safely.</p> <p>Should any councillors notice any safety hotspots then they are encouraged to email the Covid Information Officer with the details.</p> <p>Members RESOLVED: to note the report and verbal update and ask the Town Clerk to investigate if the temporary road closure in place in the high street could include from King Street and Stanhope Road (P) OR (S) DC All agreed.</p> <p>AF left the meeting at 8.43pm</p>	Town Clerk
7.	<b>Site for Planting Commemorative Royal Marine Oak Tree:</b> Members RESOLVED: to seek permission to plant the Royal Marines Anniversary Tree in the Captain's Garden in Deal Castle (P) SC (S) LK All agreed	Mayors Secretary
8.	<b>Saturday Market Update:</b> The Town Clerk advised Members that the market will stay as it is until it is announced what tier Deal will be in when the current lockdown is lifted. Members RESOLVED: to note the report (P) LK (S) ER All agreed. BB left the meeting 9pm	
9.	<b>Carbon Zero Officer Projects:</b> Members RESOLVED: to note the report	
10.	<b>Mayors Engagements from July to November 2020:</b> Members RESOLVED: to note the report.	
11.	<p><b>Committee Reports:</b></p> <p>(a) The minutes of the Planning Committee held on 5 October 2020</p> <p>(b) The minutes of the Transport and Infrastructure Committee held 12 August 2020</p> <p>(c) The minutes of the Environment Committee held on 19 October 2020</p> <p>Members RESOLVED: to note the minutes of the Planning committee 5 October 2020, the Transport and Infrastructure Committee 12 August 2020 and the Environment Committee 19 October 2020. (P) LK (S) CT All agreed.</p> <p>Cllr Carlyle left the meeting 9.05pm</p>	
	Resolution to exclude the public: Members RESOLVED: To exclude the public on the grounds that the information to be discussed is of a confidential nature taken at 9.06pm. RESOLVED: (P) DC (S) ER All agreed.	
12.	<b>Allotment update:</b> The Town Clerk and the Chairman of the Council updated members on their progress.	Allotment Officer/ Chairman of Council
	<b>Date of next meeting – 26 January 2021</b>	

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr E Rowbotham - Chairman of Deal Town Council,  
All Council Members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 15<sup>th</sup> January 2021  
**Subject:** Draft Budget 2021/22

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**Draft Budget 2021-22:**

At a meeting of the Finance & General Purposes Committee held on 9<sup>th</sup> December 2020 it was RESOLVED:

To accept the draft budget for recommendation to Full Council as presented by the R.F.O. including amendments as proposed by Cllr Beer. The new line added for Christmas lights to be controlled by a procedure that is to be agreed by a future meeting of the Finance & General Purposes Committee.

Please see attached Draft Budget 2021/22 that incorporates the above recommendations.

Please note: This needs to be agreed by a separate resolution from the Precept demand.

**Decisions required**

Members to consider the approval of the Draft Budget 2021/22

# DEAL TOWN COUNCIL

<u>Budgets as agreed by</u> <u>F&amp;GP 9/12/2020</u>	Draft Budget 2021/22	Position 31/03/21
Budgeted Income	£	£
Precept	402,166	0%
Bank Interest	2,000	0%
Allotment Income	4,000	0%
Town Hall Hire	10,000	0%
Wed/Fri Market	5,000	0%
Saturday Market	22,000	0%
Braderie Income	4,440	0%
VIC Income	1,500	0%
	<u>451,106</u>	<u>-</u> 0%

Estimated Year -End Income 2020-21	£ 409,309
Agreed from reserves to support 2020-21 budget	£ 92,579
Estimated Year-End Income 2020-21	<u>£ 501,888</u>
Estimated expenditure 2020-21	<u>£ 489,263</u>
Estimated Not spent 2020-21	<u>£ 12,625</u>
DRAFT Budget Income 2021-22	£ 451,106
Estimated Not spent 2020-21	£ 12,625
Total Estimated Income 2020-21	<u>£ 463,731</u>
DRAFT Budget expenditure 21-22	£ 533,696
To (from) Reserves	<u>-£ 69,965</u>

	Draft Budget 2021/22	Position 31/03/21
Budgeted Expenditure	£	£
<u>Salaries/Pensions</u>	283,000	0%
Extrenal DPO	1,000	0%
Premises (running costs)	18,500	0%
Insurance	6,000	0%
Mayoral Travel & subsistence	100	0%
Staff Travel & subsistence	100	0%
Cllr Travel & subsistence	100	0%
T/H Car Lease & Fuel	4,044	0%
<u>General Admin</u>	12,800	0%
Cllr Training	1,000	0%
Staff Training	2,000	0%
<u>Mayor/Deputy/TS Expenses</u>	2,000	0%
Hospitality	2,000	0%
Cllr. Allowances	4,800	0%
Legal Advice	500	0%
Election Costs	6,500	0%
Marketing/Communications	2,000	0%
IT & Office Equip't	4,000	0%
IT support and Web costs	6,000	0%
Contingency	10,000	0%
Ellis Whittam Services	3,060	0%
Sat Market Profit Share (20/21)	2,000	0%
Staff Uniform	250	0%
Allotments	7,000	0%
Braderie	2,300	0%
SITAwaste	1,500	0%
Public Conveniences	31,682	0%
Town Signage	500	0%
Waste & Recycling	250	0%
Annual Planting	10,000	0%
<u>Town Council Events</u>	4,000	0%
Staff recruitment	750	0%
Market	5,000	0%
Flags	180	0%
Audit costs 2019/20	2,500	0%
General Maintenance	4,000	0%
Pat Testing	750	0%
Boiler service & maintenance	500	0%
Town Hall furniture/equipment	1,000	0%
Window Cleaning	1,530	0%
On-going Town Hall Repairs	5,000	0%
T/H Undercroft Cleaning	1,000	0%
St Omer Twinning	500	0%
Special Project Fund	20,000	0%
Annual Grants	10,000	0%
Xmas light contribution	2,000	0%
T&I Fund	30,000	0%
Food poverty Fund	20,000	0%
	<u>533,696</u>	<u>-</u> 0%

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr E Rowbotham - Chairman of Deal Town Council,  
All Council Members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 15<sup>th</sup> January 2021  
**Subject:** Precept Demand 2021/22

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**Precept Demand 2021-22:**

At a meeting of the Finance & General Purposes Committee held on 9<sup>th</sup> December 2020 it was RESOLVED:

To recommend to Full Council that the Precept Demand for 2021-2022 is to be based upon an increase of 2.5% on the 'Band D' equivalent raising it from £58.01 to £59.46.

Please see attached notes and Precept Demand 2021/22 that incorporates the above recommendations and draft 'Tax Base' figure from DDC.

Please note: This needs to be agreed by a separate resolution from any Budget setting resolution.

**Decisions required**

Members to consider the approval of the Precept Demand for 2021/22

# Precept Notes 2021/22

The Precept Demand from this Council for 2021/22 **MUST** be with DDC by the end of 12<sup>th</sup> February 2021 at the very latest and needs to be supported by resolution at this meeting.

## 1. Level of Precept

For the past 5 years this Council has held the Precept Demand to DDC at the same level of £58.01 per 'Band D' equivalent property. The amount of the Precept Demand is based upon the amount that this council wants to charge per *Band D* equivalent property multiplied by the 'Tax base' for that year. Last year the 'Tax base' was 6,828.29 resulting in a Precept Demand of £396,109.10

Over the past 7 years the Tax Base has risen by an average of 1.57% per annum.

The draft 'Tax base' for 2021/22 has now been publish and has gone down by 1% compared to the previous year. This is the first time that the 'Tax base' has decreased since it was first introduced in 2014.

Year	Tax Base	%age Increase	Band 'D'	Precept Demand
2021/22	6763.64	-1.00%	£ 58.01	£ 392,358.76
2020/21	6828.29	1.15%	£ 58.01	£ 396,109.10
2019/20	6750.79	1.49%	£ 58.01	£ 391,613.33
2018/19	6651.71	0.86%	£ 58.01	£ 385,865.70
2017/18	6594.87	1.81%	£ 58.01	£ 382,568.41
2016/17	6477.35	2.09%	£ 58.01	£ 375,751.07
2015/16	6344.48	2.36%	£ 59.22	£ 375,720.11
2014/15	6198	1.19%	£ 59.22	£ 367,045.56
2013/14	6125	-	£ 59.22	£ 362,722.50

For additional information the 2020/21 'Band D' equivalents for other local Towns are as follows:-

Towns				
	Deal	£ 58.01	-	-
	Dover	£ 96.98	67%	Higher
	Sandwich	£ 123.55	113%	Higher
Parishes				
	Sholden	£ 50.03	-14%	Lower
	Walmer	£ 48.66	-16%	Lower
	Worth	£ 50.86	-12%	Lower

The increase in Precept of 2.5% recommended by F&GP was based upon an expected rise in the tax base of 1.57% (based upon the average over the past 7 years.)

An increase in the precept of £10,000 would raise the 'Band D equivalent' by approximately £1.44 to £59.46 (an increase of 2.5%)

## **2. Level of General (Revenue) Reserve**

The current level of the General Reserve as at 31<sup>st</sup> March 2020 was £411,883. From this Council agreed a sum of £92,579 to support the 2019/20 budget that leaves the General Reserve at £319,304

The Good Councillors Guide to Finance and Transparency 2017 suggests that a council should typically hold between 3 and 12 months expenditure as a general (revenue) reserve. Based upon the current year's budget the general (revenue) reserve was at just over 7 months for 2020/21.

If this Draft Budget is agreed as presented here, it would take another £69,965 from reserves, reducing the carried forward figure to £249,339. This would still leave the general (revenue) reserve equivalent at just over 5.5 months for 2021/22.



## Formal Town / Parish Precept Demand Notice

Town/Parish Council name	Deal
Financial year to which the precept relates	2020/21
Date of meeting at which the precept was approved	

		2020/21	2021/22	
1	Total Resource Requirement	£396,109.10	£402,166.03	
2	Town / Parish Grant	£0.00	£0.00	
1 - 2 = 3	Town / Parish Precept	£396,109.10	£402,166.03	
4	Tax Base	6820.29	6763.84	
3 / 4	Band D Council Tax Charge	£58.01	£59.48	£59.48
	Percentage Council Tax increase		2.50%	

Precept request authorised by:

Chairman	Signed:	
	Print Name: _____ Date: _____	
Clerk	Signed:	
	Print Name: _____ Date: _____	

Please return this Formal Precept Demand Notice no later than Friday 12th February 2021 via email to [victoria.lancefield@dover.gov.uk](mailto:victoria.lancefield@dover.gov.uk)

Victoria Lancefield  
Accountancy  
Dover District Council  
White Cliffs Business Park  
Dover Kent CT16 3PJ

Please only amend your bank details below in the space provided, if they are incorrect, in order for us to update our records.

Bank Name	Nat West	
Bank Branch	Deal	
Sort Code	623023	
Bank Account Number	08156336	

## Responsible Finance Officer Report - List of payments made between 1st November &amp; 30th November 2020

## Recommendation to confirm payments retrospectively

Payee	Purpose	Gross	Net	VAT	VIC Cost	Type
PPL	Music Licence	£ 178.60	£ 148.84	£ 29.76		A
RG Williams	Tap repair Allotments	£ 61.96	£ 51.63	£ 10.33		
Omicron Repro	CFD Map	£ 795.00	£ 795.00			
DDC	Premises Licence	£ 180.00	£ 180.00			A
Curwens	CFD Helmets	£ 240.00	£ 240.00			
Vodafone	T/H mobile	£ 9.90	£ 8.25	£ 1.65		M
SEE	Electricity	£ 962.04	£ 801.70	£ 160.34		Q
Global 4	Telephone Services	£ 142.07	£ 118.39	£ 23.68		M
Capita	Salaries	£ 24,736.64	£ 24,736.64			M
Nat West	Bankline	£ 76.80	£ 76.80			M
Viking	1st aid kits	£ 134.17	£ 111.81	£ 22.36		
Viking	Stationery	£ 200.00	£ 166.67	£ 33.33		
PlusNet	Broadband	£ 42.00	£ 35.00	£ 7.00		M
Worldpay	Terminal Charges	£ 53.99	£ 47.49	£ 6.50	Y	M
DDC	Rates	£ 973.00	£ 973.00			M
Archant Life	Advert	£ 96.00	£ 80.00	£ 16.00		Q
Swalec	T/Hall Gas	£ 51.43	£ 48.99	£ 2.44		M
Business Stream	Allotments water PA	£ 169.62	£ 169.62			1/2Y
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02		
Clean Cut Gardening Services	Allotment Maintenance	£ 390.00	£ 390.00			
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
Marc One Security	S/M Security	£ 210.00	£ 175.00	£ 35.00		W
Rialtas Business Solutions Ltd	Finance software	£ 3,128.40	£ 2,607.00	£ 521.40		
Tower Design	CFD Snap bands	£ 1,166.60	£ 972.20	£ 194.40		
Beebombs Ltd	Mayors Allowance	£ 154.56	£ 128.80	£ 25.76		
Marc One Security	S/M Security	£ 240.00	£ 200.00	£ 40.00		W
Pitney Bowes	Franking Machine Lease	£ 90.27	£ 75.22	£ 15.05		Q
Nat West	Bank Charges	£ 49.70	£ 49.70			M
Community Inf Officer	Equipment	£ 217.03	£ 217.03			
Suez	Waste Collection	£ 605.44	£ 504.53	£ 100.91		M
Shogun Vehicle Leasing	T/H Car Rental	£ 355.44	£ 296.20	£ 59.24		M
		£ 36,886.77	£ 35,385.60	£ 1,501.17		

## Responsible Finance Officer Report - List of individual payments over £500 made between 1st November &amp; 30th November 2020

Payee	Purpose	Gross	Net	VAT
Omicron Repro	CFD Map	£ 795.00	£ 795.00	
SEE	Electricity	£ 962.04	£ 801.70	£ 160.34
Capita	Salaries	£ 24,736.64	£ 24,736.64	
DDC	Rates	£ 973.00	£ 973.00	
ADM Computing	IT Support	£ 696.11	£ 580.09	£ 116.02
Rialtas Business Solutions Ltd	Finance software	£ 3,128.40	£ 2,607.00	£ 521.40
Tower Design	CFD Snap bands	£ 1,166.60	£ 972.20	£ 194.40
Suez	Waste Collection	£ 605.44	£ 504.53	£ 100.91
Marc One Security	S/M Security	£ 930.00	£ 775.00	£ 155.00
		£ 33,993.23	£ 32,745.16	£ 1,248.07

## DEAL TOWN COUNCIL MEMORANDUM

**To:** Councillor Mrs E Rowbotham, Chairman of Deal Town Council  
All members

**From:** Christopher Hobbs-East – Covid Information Officer

**Date:** 11 January 2021

**Subject:** Covid Information Officer Update

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Since Deal Town Council took over the Covid Information role from DDC back in November 2020, and after a survey of the High Street and Seafront, I can report what has been implemented:

- New signage has been designed and erected along the High Street and Seafront reminding people of the government guidelines of Hands, Face, Space. These consist of 86 A3 sized lamppost signs and 30 bollard covers. 7 banners were put out with the slogan "Deal is open for business" to help attract people back to the High Street and Saturday Market, but were taken down again when the new lockdown started as to not confuse people about the new laws in place for not leaving your homes unless it is essential travel.
- I have ensured that the benches in the town have been alternately taped off to discourage them being used as social meeting points by members of the public. There is still sufficient seating for members of the public to use if required.
- I went to every shop that was open during lockdown 2.0 to introduce myself and explain my role.
- I hand delivered 60 leaflets to businesses within the town explaining my role and contact details.
- I had a tour and meetings with the new CCTV hub, shop watch radio and major incident room at Whitfield in Dover which now gives me a greater understanding of how they work and how they cover Deal, also what incentives they are hoping to roll out in Deal and what they are doing to encourage shops to have shop watch radios. I'm glad to say the town is very well covered with CCTV.
- I had meetings with Environmental Health, Kent Police and Trading Standards who are the authorities in charge of making sure businesses are Covid compliant. I'm happy to report Deal businesses are complying and finding less and less resistance from the public as the weeks go by.
- Introduced myself to Deal and Walmer Chamber of Trade who are willing to help me in my role. They have also reported that businesses are much happier since DTC has taken over the role and feel more supported than they did.

- I continue to check the high street and seafront twice a week replacing signs and tape on benches which have been damaged/ vandalized. We did have a problem with stickers being put over the Face part of the signs from a group that feel it is a conspiracy, but the stickers were soon removed easily.
- I have a weekly meeting with DDC to keep both councils updated with what is happening and to discuss the financial side of the role which includes claiming back from HM Government through the European Regional Development Fund. I also continue to work with Kent Police and have managed to include the Saturday Market in their patrols.

I'm glad to say so far, to the best of my knowledge no business has had to cease trading as a result of the pandemic. 53 shops are continuing to stay open even within this new lockdown either being classed as essential or they are offering a delivery or click and collect service. Businesses in general have adapted very well which shows by so many still able to trade.

Should any Councillors have areas that they wish me to look into or suggestions please send them to me via email to [chris.hobbs-east@deal.gov.uk](mailto:chris.hobbs-east@deal.gov.uk)

### **Saturday High Street Road Closure:**

As advised to all Councillors via email, the temporary Saturday High Street Road Closure is currently not being used as only a few shops are being allowed to open in this area during the new lockdown. As agreed by council the Town Clerk used her delegated powers to decide this on the understanding that any further temporary Saturday High Street Road Closures would be considered at the next Full Council meeting. The permissions in place run until 30<sup>th</sup> April 2021

**Recommendation:** That council delegate authority to the Town Clerk in liaison with the Responsible Finance Officer and the Covid Information officer to make the decision if the road closure should be extended when Deal moves out of Tier 4 and/or all shops are permitted to open.

**Decision required:** Members to consider the above recommendation.

DEAL TOWN COUNCIL  
MEMORANDUM

To: Cllr Eileen Rowbotham, Chairman, Deal Town council  
All Members

From: Joanne Harper, Communications Officer

Date: 18<sup>th</sup> January 2021

Subject: Communication Officer Update

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Dover District Council are holding daily tactical and strategic meetings with partners that include Highways England, DfT, KCC Highways, Kent Police, NHS, Public Health, Blue Light Services, the Media, and Central Government to list a few.

In order that Town and Parish Councils can contribute to these meetings their Emergency Planning Officer has provided a Community Impact Submission form which provides an opportunity to feedback any concerns and issues.

As Deal Town Communication Officer, this now includes being the Council's Senior Point of Contact (SPOC) for the above and I will be submitting the reports on behalf of Deal Town Council.

At the request of the Town Clerk I have sent a form requesting more information regarding the Covid-19 vaccination programme for the people of Deal, expressing concern that there is currently no facility in Deal that will offer this service, and asking that this is urgently reviewed. This is a very hot topic as I am sure you are all aware and is raising a lot of concern amongst the community.

On Wednesday 20<sup>th</sup> January I will be attending an online meeting with the NHS Kent and Medway CCG, East & South Kent Patient Group who will be giving a Covid vaccination update, and if I have the opportunity I will be pressing for answers on when the vaccinations will be provided in Deal. I will report back to the Town Clerk with any relevant updates and information and advise Councillors via email.

It will be helpful if all Councillors send me any relevant concerns in relation to Covid-19, EU transition and Winter Pressures that they would like me to take into account in order that I can feed them back via the Community Impact Submissions form.

## DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr Eileen Rowbotham, Chairman, Deal Town council  
All Members  
From: Cllr Susan Carlyle  
Date: 18<sup>th</sup> January 2021  
Subject: Covid 19 Vaccination programme

I am sure that Deal Town Council welcomes the introduction of the Covid-19 vaccination programme but notes that the residents of Deal and surrounding areas in Walmer and Sandwich are facing specific problems in accessing this service.

Kent & Medway Clinical Commissioning Group (CCG) have lately opened the Centre based in Dover Health Centre. This is 3 weeks after the programme was rolled out nationally.

It is noticeable that, other than Dover patients, appointments are not being fairly distributed across the Dover District resulting in further confusion. and inequality.

CCG have issued little updated information to the public even though they are ultimately in charge of planning the vaccination programme.

The location is inconvenient for personal travel for patients in the target group of people in 70 years to 90 years old as many will have to rely on lifts to be safe during the journey.

Most older people have been isolating in one form or other for months and feel taxi travel is risky. There is also a cost that some may not be able to afford the fares. Public transport is not always direct or a safe mode of travel during a pandemic.

**Recommendation:**

That Deal Town Council calls the Kent & Medway CCG to extend the vaccination facilities to cater for Deal and surrounding area by

1. Presenting the petition that I have instigated from the townspeople of Deal (1600 names so far) to set up a Deal centre.
2. Identifying a suitable site for a second centre in Deal.
3. Consider offers from The Golf Road and The Astor Theatre among other potential partners to provide appropriate premises for vaccinations.
4. Provide adequate resources to run a programme for all targeted groups and the community from a Deal centre in order to complete the programme later in 2021 -2.
5. To communicate with the public and publicise the programme and interventions.
6. To advice CCG that Deal Town Council feel strongly that in order to successfully combat Covid-19 the CCG should not delay in extending the vaccination service and prevent the post code lottery system that is in operation at present.

**Decision required:**

Members to consider the above recommendation.

**DEAL TOWN COUNCIL - MEMORANDUM**

**To: The Chairman of Deal Town Council and Councillors**

**From: Cllr Sue Beer Chairman of the Staff Liaison Panel**

**Date: 15 Jan 2021**

**Subject – DRAFT Communications Policy**

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It was drawn to the attention of the Council by the Staff Liaison panel that a wide-reaching and inclusive Communications Policy was needed. The Council requested that the Staff Liaison Panel work on a draft and bring it to Council for consideration. The Staff Liaison Panel discussed the brief and delegated the task to Cllr Sue Beer.

Cllr Beer examined several communications policies already in existence and used by other parish and district councils. She also looked at existing Deal TC policies which apply to communications, press and social media.

A draft policy was created which was then discussed by the Staff Liaison Panel on 17 December, who made a few changes.

The resulting DRAFT Deal Town Council Communications Policy (January 2021) - Attachment 8 - is proposed by the Staff Liaison Panel for adoption as a Deal Town Council policy.

**Recommendation**

Council approves the draft and adopts as Deal Town Council Communications Policy

## Deal Town Council Communications Policy

### Introduction

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 the community, to raise awareness of the Town Council's work, events and activities.

Deal Town Council's role is to serve its community first and foremost, which means we need to understand what people want and need. The Council will provide opportunities for members of our community to send us information and views in a range of ways. This information will be fed into our decision-making process wherever possible.

Our Communications Policy includes the general principles which underpin our communications. It is accompanied by a Communications Strategy which explains how we will provide effective communications.

### Policy context

This policy is advised by the Code of Recommended Practice on Local Authority Publicity ('the Code'). The Code is statutory guidance and the Town Council must have regard to it and follow its provisions. Key requirements include

*Publicity by local authorities should:*

- *be lawful*
- *be cost effective*
- *be objective*
- *be even-handed*
- *be appropriate*
- *have regard to equality and diversity*
- *be issued with care during periods of heightened sensitivity*

The detailed Code and its accompanying Memorandum can be accessed here:

<https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>

The Communications Policy also takes account national guidance for town councils, for example "The Good Councillor's Guide 2020" (National Association of Local Councils).

The Town Council's Standing Order No 21 refer to relations with the press / media and to the Town Council's Media and Publicity Policy. The Communications Policy and the Communications Strategy govern the relations with the Press and Media as referred to in Standing order 21.

This policy is effective from .... and replaces the Media and Publicity Policy and the Councillor Communications Policy. It will be reviewed biannually.

## **Aims**

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”. The Deal Town Council Communications Policy and the Communications Strategy linked to it will lay out how we communicate with all public bodies, organisations, residents and visitors.

## **Values**

Our communication, consultation and marketing activities will meet our values of openness and honesty, trust and respect.

We will

- Treat everyone equally
- Be prompt, courteous and respectful
- Use plain language and avoid jargon where possible

## **Our Communications Objectives**

Below are some of the objectives for our communications:

- To explain the council’s work and operations
- To show how decisions are made by the council and the committees
- To flag up events and activities led by or supported by the council
- To encourage understanding of and enable discussion of Deal Town Council’s work
- To share information from other bodies and organisations
- To send out alerts from health bodies, police or fire services etc
- To direct people to organisations who can offer support

## **Listening to our community**

Communication is a two-way process, Our Communications Strategy will maximise opportunities for public bodies, organisations, residents and visitors to communicate with Deal Town Council in a way which suits them.

## **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.

## **Internal communications**

Email and MS Teams (virtual meeting software) are used primarily for the day to day running of the Council. Weekly Team Meetings and one to one sessions enable staff to share information and give feedback.

## **Council Communications with Members**

Most communications with Members will be via the official Email channels. 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. A brief note will be made by the officer concerned, recording the date and the purpose of the call.

The Council will use Members' [deal.gov.uk](mailto:deal.gov.uk) email address for all official mail. Members' personal Email addresses will be used if the official address is not available. GDPR rules will be observed concerning storage of Members' personal contact details.

## **Members' Email to other persons**

Members will use their [deal.gov.uk](mailto:deal.gov.uk) address for all official matters, including casework.

An agreed Email signature will be used, including the link to the online Deal Town Council Privacy Policy.

APPENDIX 1 of the Communications Strategy contains the already approved **Councillor Communications Policy - Acceptable Use of Email**, which should be read in tandem with this Communications Policy.

## **Correspondence with external parties**

Except where Council has asked the Chairman to send a letter, the Town Clerk is responsible for sending all correspondence from the Council to other bodies. 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.

## **Social Media Principles**

The Town Council will use social media where it feels this will benefit the community and the Council. Our Social Media content will:

- Be accessible for all
- Be relevant, clear and factual
- Encourage positive two-way engagement

We will be clear about Deal Town Council's areas of responsibility. Where we receive a query, comment or other feedback which does not apply to Deal Town Council we will do our best to redirect the respondent to the relevant body.

# Deal Town Council Communications Strategy

## Introduction

Deal Town Council aims to be open and transparent about the way it operates. The Deal Town Council Communications Policy lays out the general principles which underpin our communications. This Communications Strategy explains in more detail how, when and why the Council will carry out communications.

## Who do we want to communicate with? Who wants to communicate with us?

Stakeholders are the individuals or organisations the Town Council has a relationship with or a responsibility towards. We will communicate with them in a way which is appropriate to the message and which suits their needs.

*Stakeholder mapping is a key part of any engagement process. Every authority will have a variety of stakeholders. These can include:*

- local residents
- area-based groups
- communities of interest
- faith-based groups
- racial, ethnic and cultural groups
- local community and voluntary groups
- web-based or virtual groups
- statutory partners
- businesses
- visitors

*NB We can't engage with all of the people all of the time and people don't want to be engaged on everything. (based on LGA Guide to Engagement, February 2019)*

## The media through which we communicate

The Council communicates to others through

- the Deal Town Council website - central to all our public communications
- Social media channels
- Press Releases
- Notice boards, posters, flyers
- Reports, newsletters, bulletins and meeting documentation
- MS Teams software enables people to view public meetings

Members of the community can communicate with Deal Town Council through

- Email, letter, personal visit or phone for individual enquiries
- On social media for comments and questions (which are visible to all)

- Engagement events and forums, open days and celebrations
- Consultation done online or otherwise
- In the public speaking session at Full Council meetings (items on the agenda)

## Online Communications

Deal Town Council website – [www.deal.gov.uk](http://www.deal.gov.uk) - is central to all online communications and serves as a repository of all council information. It will contain a "Contact Us" option so people can get in touch directly from the site. It will also contain consultation documents and links to surveys or questionnaires the Council may put in place from time to time.

It will be regularly updated with content from Deal Town Council. It may also contain certain information from other bodies and organisations. It will have links to other sites, especially those of other public bodies.

Less formal social media platforms are additional to the website and should steer people to the website where possible.

## Other Communications

The Town Council uses a range of other media. Which medium to use is dictated by the nature of the information and the nature of the user. For example:

- **Meeting agendas and minutes** are available on the website and are provided in hard copy to councillors only.
- Deal Town Council's **Annual Report** is available electronically and will be mentioned in press releases and email bulletins. A number of hard copy reports are printed and made available in the Town Hall, to maximise its reach.
- **News items** are sent directly to local news reporters, so that Council news can be spread via the local press.
- News items and more comprehensive **bulletins** may be sent out to relevant contacts by Email and added to social media too.
- The Council advertises its **events** through a press release to the local newspaper, in Email bulletins and on the Council's noticeboard.
- **Noticeboards** in the town centre and at the Town Hall provide information on events and meetings. The Council also displays financial information and other governance information at the Town Hall. Recently noticeboards have been used for emergency advice and information from other public bodies too.

## Catering for people with disabilities

Deal Town Council are keen to assist people who need extra support to read or understand communications from the council, or who need help to communicate with the council. We have a Hearing Loop in the Council Chamber to help people who are hard of hearing to follow live meetings. Hard copies and large print copies of publications can be provided on request for people with impaired vision.

## What will we use and when?

STAKEHOLDER GROUP	web based media	events and meetings	reports, publications	email, bulletins *	notice boards and displays
Local residents	✓	✓	✓	✓	✓
Area-based groups e.g. Mill Hill Forum	✓			✓	
Communities of interest e.g. cyclists in Deal	✓	✓		✓	
Faith-based groups E.g. Churches Together or individual church groups	✓	✓		✓	
Racial, ethnic and cultural groups e.g. members of the Jewish faith	✓			✓	
Local community and voluntary groups e.g. CAB, Age UK,	✓	✓	✓	✓	
Web-based or virtual groups e.g. members of popular Deal FB groups	✓				
Statutory bodies, partners e.g. DDC, Walmer PC	✓	✓	✓	✓	
Businesses, including Chamber of Trade Love Local Deal, Deal Delivers	✓	✓	✓	✓	
Visitors	✓				✓

\*People will opt in for emails – lists will be governed by GDPR

## Responsibility for Social Media

The 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 information and views

The Communications Officer will monitor public comments on our social media pages (i.e. Facebook, Instagram, Twitter). The Town Clerk will have the authority to remove from Deal Town Council social media pages any 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.

## **Council Members - 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

- a) take care not to give the impression that the initiative has the support of the Council or represents Council Policy
- b) not raise public or other partners or external bodies expectations
- c) not do anything which may lead to negative publicity or which may reflect on the Parish Council

## **Council Communications with Members**

Most communications with Members will be via the official Email channels. 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. A brief note will be made by the officer concerned, recording the date and the purpose of the call.

The Council will use Members' [deal.gov.uk](mailto:deal.gov.uk) email address for all official mail. Members' personal addresses will be securely stored but will only be used if the official address is not available. GDPR rules will be observed.

## **Members' Email to other persons**

Members will use their [deal.gov.uk](mailto:deal.gov.uk) address for all official matters, including casework. This address should not be used for personal communications. An agreed Email signature will be used, including the link to the Deal Town Council Privacy policy.

Members should be aware that the Town Clerk has the right to examine all [deal.gov.uk](http://deal.gov.uk) communications.

APPENDIX 1 of the Communications Strategy contains the already approved **Councillor Communications Policy - Acceptable Use of Email**, which should be read in tandem with this Communications Strategy.

### **Council Members - Social Media**

A Town Councillor who has her/his own social media accounts, whilst free to express her/his views, should use them with caution. It must be made clear that councillors' opinions are their own and not those of the Town Council.

### **Working with the Press**

A request to Deal Town Council from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to suggest a response on behalf of the Town Council.

Prior to its release the Mayor and Town Clerk should be made aware of the broad content of any response, where they are not involved in its preparation.

In responding to Media Articles, published letters, on-line comments, tweets, Facebook items every situation must be carefully assessed and 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?

Anyone seeing an article / item and thinking a response may be needed should inform the Mayor and the Town Clerk.

### **Press Releases**

- The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be of interest to the public.
- The Town Clerk will draft press or media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.
- A copy of the final release will be sent to the Mayor and any Councillor who is quoted in the text.
- Media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
- A copy of the release will be posted on the Town Council's website.

- A copy of the release will be included in the Town Clerk's update to full council.

## **Council Members and the Press**

The Mayor and the Town Clerk 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. Where possible, the enquiry should be passed to the Town Clerk to manage. A simple register will be kept in the Town Council offices detailing all requests and the response.

If the councillor responds to a request for comment they must only respond in their capacity as an individual/ward councillor.

*Please also see - A Note about pre-election restrictions on publicity (Purdah)*

<https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period>

## APPENDIX 1

### Councillor Communications Policy - Acceptable Use of Email

#### 1. Scope

This policy applies to all Deal Town Councillors.

#### 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

#### 2. 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.

#### 3. Policy Aims

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

#### **4. 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 to bully or harass others.
- Damage to the reputation of the organisation.

More issues regarding the use of email:

- It should be noted that official emails 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.

#### **5. Guidelines for use of official email 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 official email 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.
- Add the Deal Town Council disclaimer to 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 official 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.

## **6. 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 official emails 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 official email 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 Chairman 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 official email accounts.*

## DEAL TOWN COUNCIL MEMORANDUM

**To:** Councillor Mrs E Rowbotham, Chairman of Deal Town Council  
All members

**From:** Adrian Oliver (Project Officer) & Joanne Harper (Communications Officer)

**Date:** 15 January 2021

**Subject:** Deal Town Council Social Media

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The Town Clerk asked us to investigate the first steps for introducing Social media to Deal Town Council, for council to consider.

Five years ago, the Local Government Association stated: "Almost all UK councils have at least one Twitter and Facebook account now. The argument over whether to use social media across local government has long since passed."

With the launch of the new, and significantly improved, website, it is at last appropriate to create a social media presence.

The adoption of social media will mean a new communication approach for the Council as it shifts the emphasis from occasional broadcast to everyday conversation and engagement. This will require officer time to monitor and respond to citizens as well as to generate posts.

To create the social media accounts the recommendation is to use the generic email address [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk).

The recommended platforms to use are:

1. **Facebook** Page – settings can be established to automatically block aggressive posts and if necessary ban abusive people. Hopefully it won't come to this, but Facebook is synonymous with the worst online behaviour. Having said that, it is the most established and still the most widely used social media platform for both individuals and organisations, despite a recent decline in active users. It is a good platform for promoting events and sharing news, particularly at this time, COVID-19 Notices and local support. On Facebook we would establish a "Government Organisation" page under the title Deal Town Council. Under Additional Information we would publish a notice along these lines: *"Whilst comments are welcomed, this is not an appropriate platform to use offensive or hateful language. Expletives, or abuse, directed at the Council or individuals, whether relevant to the post or not will be removed. Repeat offenders will be banned. Please be moderate and polite at all times."*
2. **Twitter** Account – again, one of the oldest social media platforms and still hugely active although, like Facebook, it has seen some decline in active users over the last two years. It is referred to as a micro-blogging site, which means that you can post limited copy along with videos and images. It is developing as a good source for real-time updates and the searchable hashtag feature is very powerful.
3. **Instagram** Business Account – owned by Facebook, this is a kinder, friendlier social media environment. It is an image and video-based platform and is a great place to tell stories. A good local user is "theofficialhistoryproject" who post a short history story every day.
4. **LinkedIn** – one to keep an eye on and to may be use in future. Active users have rapidly grown over the last two years. Traditionally the active users have been corporate individuals focussed on self-publicity. This may be accelerating in the current economic environment or the platform may be changing.

## **Recommendations**

- Create a Facebook Page, Twitter Account and Instagram Account using the title Deal Town Council
- As time and effort will be required to build audiences, it is recommended that our communication expansion into social media is gradual with Facebook first, followed by Twitter and then Instagram on a 3-6 month programme.
- Develop a social media calendar based around: the Town Council programme of meetings & events; the Town Hall heritage; and enhanced by national and international activities that the Council would want to recognise
- Ensure allocation of officer resources to manage the social media presence on a daily basis. This is likely to be an hour a day.
- Posting on Deal Town Council Social Media is not to be undertaken by any Officer or Councillor except the Communication Officer or delegated officer in their absence.
- To delegate authority to the Town Clerk in liaison with the Communications Officer and Chairman of the Council, the decision on establishing and implementing a simple procedure for Officers and Chairs of Committees to submit post suggestions, and the procedure for the Communications Officer to follow.

## **Decisions required:**

Members to consider the above recommendations

**DEAL TOWN COUNCIL MEMORANDUM**

**To:** Councillor Mrs E Rowbotham, Chairman of Deal Town Council  
All members

**From:** Christopher Hobbs-East – Saturday Market Officer

**Date:** 11 January 2021

**Subject:** Deal Saturday Market Report January 2021

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As you are aware since my last report to Council in November the country went into lockdown 2.0.

This affected the market as we then were only allowed traders that were selling what the Government classed as essential items only. Luckily, this only took us down from 25 stalls to 15 and we were much luckier than other markets within Kent and Britain on a whole. We also started advising everyone on the market, traders and public, to wear masks whilst on site.

I am glad to say though numbers have been steadily increasing with the start of lockdown 2.0 we had just over 900 people and the last week of the year (19<sup>th</sup> December) we had 1,900.

Even though these numbers are not as high as the 3000 each week we saw in the summer I am putting it down to various reasons. 1: We were in lockdown, so less people were out and about. 2: Winter always sees less people at outdoor markets. 3: even after lockdown people are still cautious about going out shopping and do a lot online. 4: we are not seeing tourists due to hospitality being closed and travel between tiers not advised. All in all, though we are still seeing a strong number of visitors who overall are complying with the covid regulations. Over the weeks I have seen the marshals have to ask people less and less to adhere to these new rules.

During December we were able to welcome back the other traders and managed to have 23 stalls each week in the run up to Christmas with all traders expressing good sale figures throughout. We also decorated the site with Christmas bunting, encouraged traders to decorate themselves and stalls, myself and the 2 marshals wore Christmas hats and masks, we played Christmas music and handed out a packet of sweets to every child that entered the site throughout December. All in all, the year finished better than we expected.

I have also started investigating the history of the market and found that the right to hold a market is a condition of our Charter from 1699. It is possible that this may give the Council more say in what events are held in the town. I am currently looking into this and will report back when I have further details.

**Recommendations:**

1) I recommend extending the opening times for the public from 9am to 8am. This will allow us to let the public on site an hour earlier which is our busiest time and will extend the trading times for the traders and allow people who work in town to shop before they start work. Set up time will be 7am-8am and takedown 2pm-3pm. This is ample time for the traders.

- 2) To allow one pitch to temporarily be rented by charities or local groups and organisations. They will pay the same as the other pitches (£12.80), but this allows us to help these organisations raise some much-needed funds, especially whilst the undercroft is closed. This will also bring free PR as the organisations will promote that they will be on the market and in turn will attract new people to the market. I would refer to the booking procedure that Jo follows for the undercroft and liaise with her on this.
- 3) As the market is running smoothly, I recommend that the other temporary current rules in place stay the same for the near future until the government change or start to relax the guidelines.
- 4) That the requirement for wearing masks for everyone on or visiting the market is added to the temporary market rules.

**Decisions required:**

Members to consider the above 4 recommendations.

## DEAL TOWN COUNCIL – MEMORANDUM

To: The Chairman of Deal Town Council and Councillors, the Town Clerk

From: Cllr Sue Beer

Date 15 Jan 2021

Subject – Police Office in Deal Town Hall

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Members will be aware that I am a member of Dover District Council. In that capacity I was sent this statement on Deal Police Station from Kent Police:

*Head of Divisional Operations for East Kent, Superintendent Simon Thompson said: 'In March last year Kent Police opened a new public enquiries desk based within Deal Town Council's offices in the High Street which, when combined with our online reporting facility on our website [www.kent.police.uk](http://www.kent.police.uk), has been providing residents with greater accessibility to our services than they had previously.*

*'As Deal station has not been an operational policing base for some years, the community will not see any reduction in our presence as response policing is already delivered from our main station in Dover. The neighbourhood team, including the town's dedicated PCSOs and town centre officer, remain committed to serving the area to ensure the public are supported.'*

As this is in my ward (both DDC and DTC) I responded with this comment, below, sent to all members of Dover District Council and to officer Brin Hill.

*This statement seems to imply that the Deal Town Hall office is operational. In fact, it was open for a very brief period and has been closed ever since. So Deal residents have no way to personally speak to a police representative – even a civilian receptionist – at all, which we did have for a few hours a week before the move.*

*With a town this size – nearly 30,000 people including neighbouring parishes, we deserve better.*

The message was sent, with my permission to Chief Inspector Dan Carter, who replied

*The facility at the Deal Town Council has not been staffed and open for the public since entering the tiered system of the pandemic, however as soon as this can be facilitated the it will be available at the earliest opportunity. To provide some further reassurance – that facility has allowed for a couple of members of staff to base themselves out of there during their shift, allowing them to be visible and accessible within the town, so there will be no reduction in this.*

*Everyone has had to adapt to these difficult times and I would encourage the use of the online facilities that are available through [www.kent.police.uk](http://www.kent.police.uk) to assist in dealing with any matters. I have also requested further engagement through our own Twitter page as well.]*

I had a further conversation with Ch Sup Carter about how people without access to IT would benefit from a direct number to contact a PCSO. I said I had heard that people were not always happy with the response to 111 calls, as they felt they did not get feedback.

Ch Sup Carter has asked me to contact him if there are 111 calls made which are not satisfactorily responded to. I am passing this request on to other DTC members, so we can all do this if we get communications about this from residents.

**DEAL TOWN COUNCIL – MEMORANDUM**

To: Chair of Deal Town Council, all members

From: Cllr Christine Oliver

Date: 18 January 2021

Subject: **White Cliffs Inland Border Facility – Public Engagement Exercise**

The Department for Transport (DfT) is progressing plans for the White Cliffs Inland Border Facility. The site will act as a location for starting and ending the transit of goods to and from the UK for Department of Environmental, Food & Rural Affairs (Defra) and HMRC. There is a limited timeframe within which interested stakeholders can respond to a public engagement. Although DTC hasn't been directly consulted, local people will be affected by this so it is important we respond.  
[https://inlandborderfacilities.uk/?page\\_id=1231](https://inlandborderfacilities.uk/?page_id=1231)

The proposed site for the Inland Border Facility is farmland that ought not be developed. The proposal states that it is envisaged to be a temporary site with a 5 year use requirement, but in reality this will just open the door for the site being developed later. It won't revert to farmland and fields - once the fields are developed there's no going back.

Lorries will be driving to and from the site 24/7. It will impact local peoples quality of life - the air, noise and light pollution, not to mention loss of amenity, will negatively affect their health and well-being. The same things will impact biodiversity. Light pollution has devastating impacts on bird and animals.

The whole of the locality will be affected by the knock-on traffic issues if this IBF goes ahead - the volume of vehicles on minor roads through villages and hamlets will increase dramatically, as we always see when there are lorry hold-ups. It will negatively impact people living and working in Deal, local businesses and anyone who needs to access the town. It all adds up to massive safety issues with this site.

Local people have been kept in the dark and the swiftly arranged 'public engagement' open 13<sup>th</sup> January until 2<sup>nd</sup> February period is woefully inadequate. This situation has been foreseeable for years – Brexit has been on the cards since 2016. There is no excuse for rushing through this badly thought through site. Local people – not just those within 1000m of the site – ought to be properly consulted and a better solution must be found.  
[https://inlandborderfacilities.uk/?page\\_id=1229](https://inlandborderfacilities.uk/?page_id=1229)

#### Recommendation

The Council to consider how to best respond to the public engagement exercise by the deadline of 2<sup>nd</sup> February 2021. Possibilities include:

- a) Council to delegate to the Clerk in conjunction with Officers the drafting of a response outlining the concerns above;
- b) Council to delegate to the relevant committee Officers, in conjunction with Chairs of Planning, Transport and Infrastructure, and Environment Committees, the drafting of responses outlining the concerns relevant to those committees areas of operation;
- c) Councillors to respond to the engagement exercise on an individual basis.

#### **Decision required:**

Members to consider the above recommendation

**Deal Town Council****Town Hall, High Street, Deal, Kent CT14 6TR****ATTACH 13**

**The minutes of the remote Planning Committee held on Monday 2 November 2020  
starting at 7.15pm**

**Present:**

Cllr C Turner (Chairman)

Cllr S Carlyle (Vice Chairman)

Cllr A Friend

Cllr A Stroud

Cllr E Rowbotham (Ex-Officio)

Cllr M Eddy

Mrs E Fogarty (Co-opted member FOND)

**Officers:** Mrs Kelly Lawrence – Committee Clerk  
Miss J Harper – Communications Officer

**Others:** None

1	<b>Chairman's opening remarks and apologies for absence:</b> The Chairman welcomed everyone to the November remote meeting and advised of the procedures. He also wished a warm welcome to Cllr Abigail Stroud. Apologies were acknowledged from Co-opted members Mr R Green and Mr C Hartley.			<b>Action</b>
2	<b>Declarations of interest:</b> None received			
3	<b>Minutes of the previous meeting held on 5 October 2020:</b> Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 5 October 2020 as a true and accurate record. (P) AF (S) ER All Agreed			
4	<b>Statements received from members of the public on items relating to the agenda to be read out by the Committee Clerk:</b> No statements received			
5	<b>Planning applications received:</b>			Committee Clerk
	<b>REFERENCE</b>	<b>ADDRESS</b>	<b>PROPOSAL</b>	
	20/01125	Site at Cross Road, Deal, CT14 9LA	Outline application for the erection of up to 100 dwellings (with landscaping, appearance, layout and scale to be reserved)	RESOLVED: Deal Town Council object as proposed area is outside settlement boundary, not in DDC's current Local Plan, would cause major Highways Issues, fails to deliver sustainable development, would have a negative impact on amenity and character of the area. The plans are contrary to the adopted policies of the Planning Authority and are contrary to the National Planning Framework. The local infrastructure is incapable of sustaining any further development. P) SC S) ER All Agreed

20/01096	54 Thornbridge Road, Deal, CT14 9DZ	Erection of single storey front porch extension	RESOLVED: No objection. P) AF S) ER All Agreed
20/01093	1 Good Hope, Glack Road, Deal, CT14 9NE	Erection of a detached dwelling with associated parking (existing garage to be demolished)	RESOLVED: No objection. P) AF S) ER Agreed Cllr S Carlyle, Cllr C Turner and Cllr A Stroud Abstained from voting
20/01110	115 St Martins Road, Deal, CT14 9PB	Erection of an outbuilding	RESOLVED: No objection. P) AF S) ER All Agreed
20/01042	100 Church Lane, Deal, CT14 9QL	Erection of a single storey side extension to form an annexe for residential use (existing workshop and shed to be demolished)	RESOLVED: No objection. P) AF S) AS All Agreed
20/01124	192 London Road, Deal, CT14 9PW	Replacement bay window and formation of vehicular access (part retrospective)	RESOLVED: Object, not in keeping with surrounding properties. P) SC S) ER All Agreed
20/00705	210B Middle Deal Road, Deal, CT14 9RL	Removal of Condition 7 of planning permission DOV/07/00646 (to allow permitted development rights) (for 210B only) (application under Section 73)	RESOLVED: Object, support previous conditions applied. P) SC S) ER All Agreed Cllr C Turner Abstained from voting
20/01165	Pebble Cottage, 8 Griffin Street, Deal, CT14 6LH	Formation of new basement window opening and light well to front elevation	RESOLVED: Refer to DDC Heritage Officer. P) AF S) SC All Agreed
20/01088	12 Duke Street, Deal, CT14 6DU	Re-pointing of front elevation, replacement roof slates, parapet and flat gutters	RESOLVED: No objection. P) SC S) AF All Agreed
20/01129	111 Middle Street, Deal, CT14 6JW	Proposed replacement of rear ground floor window	RESOLVED: No objection. P) SC S) As All Agreed
20/01113	Superdrug, 8-10 High Street, Deal, CT14 7AE	Erection of 4050mm high security mesh fencing and gates	RESOLVED: Object as would be detrimental to the character of conservation area. P) AF S) ME All Agreed
20/01148	13 Blenheim Road, Deal, CT14 7AJ	Removal of wall and window to rear ground floor to create opening between kitchen and dining space. Insertion of new steel beam.	RESOLVED: No objection. P) SC S) AF All Agreed

	20/01163	7 Friends Close, Deal, CT14 6FD,	Relocation of parking spaces from rear garden to front garden (part retrospective)	RESOLVED: No objection. P) SC S) AF All Agreed Following discussion members further RESOLVED: Chairman in liaison with Committee Clerk to contact DDC about a range of issues with this development. P) CT S) SC All Agreed	
	20/01177	19 Wellington Road, Deal, CT14 7AL	Erection of two storey and single storey rear extensions with replacement windows throughout (existing rear extension to be demolished)	RESOLVED: No objection. P) AF S) SC All Agreed	
6	DDC decisions: Members RESOLVED: To note the report. (P) AF (S) SC All Agreed				
	The Chairman closed the meeting at 8.28pm				
	Date of next meeting: 7 December 2020				

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

**The minutes of the remote Planning Committee held on Monday 7 December 2020 starting at 7.15pm**

**Present:**

Cllr C Turner (Chairman)

Cllr E Rowbotham (Ex-Officio) Joined at 7.21pm

Cllr A Friend

Cllr A Stroud

Cllr S Carlyle (Vice Chairman) Joined at 7.23pm

Mr C Hartley (Co-opted member)

Mrs E Fogarty (Co-opted member FOND)

Mr R Green (Co-opted member Deal Society)

**Officers:** Mrs Kelly Lawrence – Committee Clerk  
Miss J Harper – Communications Officer

**Others:** None

1	<b>Chairman's opening remarks and apologies for absence:</b> The Chairman welcomed everyone to the December remote meeting and advised of the procedures. Apologies were acknowledged from Cllr M Eddy.			<b>Action</b>
2	<b>Declarations of interest:</b> None received			
3	<b>Minutes of the previous meeting held on 2 November 2020:</b> Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 2 November 2020 as a true and accurate record. (P) AF (S) ER All Agreed			
4	<b>Statements received from members of the public on items relating to the agenda to be read out by the Committee Clerk:</b> No statements received			
5	<b>Local Plan Advisory Group:</b> Members RESOLVED: Chairman to respond to DDC in liaison with the Committee Clerk on behalf of the committee to register a complaint over DDC's decision to exclude representation from DTC at their Local Plan Advisory Group meetings. (P) CT (S) AF All Agreed			Chairman and Committee Clerk
6	<b>Kent County Council Safeguarding SPD and Statement of Community Involvement:</b> Members RESOLVED: To note the report. (P) AF (S) ER All Agreed			
7	<b>DDC Planning Services:</b> Members RESOLVED: To note the report. (P) AF (S) SC All Agreed			
8	<b>Planning applications received:</b>			Committee Clerk
	<b>REFERENCE</b>	<b>ADDRESS</b>	<b>PROPOSAL</b>	<b>DECISION</b>
	20/01025	Land on The East Side of, Western Road, Deal, CT14 6RX	Erection of 5 no. terraced dwellings with associated landscaping, bin/cycle storage, car parking and vehicular access (existing buildings and part boundary wall to be demolished)	RESOLVED: Object as concerns on environment issues such as no solar power features, rain collection system or electric car charging points and lack of amenity space. P) AS S) SC All Agreed
	20/01295	35 Links Road, Deal, CT14 6QF	Conversion of garage to habitable accommodation, access ramp to front elevation and alterations to rear windows and door	RESOLVED: No objection. P) SC S) AS All Agreed
	20/01326	8 Lanfranc Road,	Erection of a side	RESOLVED:

	Deal, CT14 6UR	extension/porch, rear dormer roof extension to facilitate a loft conversion and 2 no. rooflights to front elevation (existing side porch canopy to be removed)	No objection. P) SC S) AS Agreed
20/01232	The Boatmens Rooms, 182 Beach Street, Deal, CT14 6LF	Erection of rear outbuilding (existing shed to be demolished) and landscaping changes to front courtyard	Cllr A Friend declared a VAOI as is looking to purchase property. RESOLVED: No objection on condition that mosaic is reinstated. P) SC S) ER Agreed
20/01262	47 The Marina, Deal, CT14 6NP	Erection of a two storey side extension (existing garage to be demolished)	RESOLVED: Object as will have a detrimental effect on surrounding area. P) SC S) ER All Agreed
20/01216	9 Sydenham Road, Deal, CT14 6PA	Erection of part single storey/part two storey rear extension (amended description)	RESOLVED: No objection. P) SC S) CT All Agreed
20/01287	Clayton Place, 17 Griffin Street, Deal, CT14 6LQ	External alterations to include rebuilding of rear dormer window, new lead flashings, barge boards to side and rear extension, re-rendering in part, renew tiles to main roof, rear extension and alterations to conservatory roof, new roof to garage and outside WC, new side gates and replacement and relocation of rainwater goods	RESOLVED: No objection. P) AF S) SC All Agreed
20/01288	Clayton Place, 17 Griffin Street, Deal, CT14 6LQ	Replace rear dormer window. Remove existing and re-painting rendered external walls. Renew tiling to main roof & slating to rear extension. Repoint brickwork to Dutch gable. Replace conservatory roof.	RESOLVED: No objection. P) AF S) SC All Agreed
20/01192	154 Middle Street, Deal, CT14 6LW	Replacement 3 no. windows on south and east elevation, repainting of render, windows/door and replacement roof tiles	RESOLVED: No objection. P) SC S) AF All Agreed
20/01263	164 Middle Street, Deal, CT14 6LW	Replace existing lean-to roof and installation of 2no. cast iron grilles	RESOLVED: No objection. P) SC S) AS All Agreed
20/01269	12 Duke Street,	Erection of a single storey rear	RESOLVED:

	Deal, CT14 6DU	extension (existing extension to be demolished)	No objection. P) AS S) AF All Agreed
20/01307	18 Clanwilliam Road, Deal, CT14 7BX	Erection of three storey rear extension	RESOLVED: No objection. P) AS S) SC Agreed Cllr A Friend had technical issues and left the meeting.
20/01320	1 Sondes Road, Deal, CT14 7BW	Replacement of UPVC windows and doors and works to eaves	RESOLVED: No objection. P) SC S) CT Agreed
20/01347	13 Blenheim Road, Deal, CT14 7AJ	Erection of a single-storey rear extension and insertion of side window (existing extension to be demolished)	RESOLVED: No objection, commend the use of Green Flower Roof. P) SC S) AS Agreed
20/01348	13 Blenheim Road, Deal, CT14 7AJ	Demolition of existing & replacement with new single-storey rear extension. Conversion of basement to habitable accommodation to include new partition, replacement of existing window to side elevation new stair between ground and basement	RESOLVED: No objection, commend the use of Green Flower Roof. P) SC S) AS Agreed
20/01230	4-6 Park Street, Deal, CT14 6AQ	Part change of use from Professional Services (Use Class A2) to Residential (Use Class C3) and erection of two-storey rear extension. Insertion of 2no. rear windows into second floor of non-domestic building	RESOLVED: No objection. P) SC S) CT Agreed
20/01345	Victoria Hospital, London Road, Deal, CT14 9UA	Installation of 4no. condenser units, an access ramp and the replacement of fire exit door	RESOLVED: No objection. P) SC S) CT Agreed
20/01373	9 Darracott Close, Deal, CT14 9PU	Erection of a side extension and garage (existing garage and lean-to to be demolished)	RESOLVED: No objection. P) CT S) SC Agreed
20/01213	20 Sutherland Road, Deal, CT14 9TQ	Erection of a single storey rear extension	RESOLVED: No objection. P) SC S) CT Agreed
20/00459	87 Middle Deal Road, Deal, CT14 9RQ	Conversion of coach house, glass house and store to annexe for ancillary use, installation of 2 no. rooflights, replacement roof to glass house and replacement gates to both entrances	RESOLVED: No objection, fully support the use of salvaged materials. P) CT S) AS Agreed
20/00460	87 Middle Deal Road,	Conversion of coach house to	RESOLVED:

	Deal, CT14 9RQ	<p>form annexe and store. Works include: Replace ridge beam, insert steel work with foundation pad stones and part replace timber rafters. Replace first floor structure incorporating void and new staircase, including Re roofing and rebuilding chimney. remove and insert new partitions and form new openings to ground and first floors. Replace ground and part replace first floor ceilings. Brick pavers relayed on insulated lime crete to ground floor. External works include: New glazed French doors to ground floor front elevation set behind existing barn doors. Remove existing and insert new arched sash window and repointing works to South East elevation. New window to first floor north west elevation 2no. New conservation skylights to North East elevation. Rebuild attached glasshouse including alterations of internal planters and heating pipes to form living space. Works include: Brick pavers relayed on insulated lime crete to ground floor. New timber roof with steel supports with foundation pads including new glass roof structure. New glazed French doors to South East elevation with glazed gable end. Remaining historic glazed side elevation repaired to South West Elevation. New cast iron rainwater goods. Replace entrance gates to site boundary.</p>	<p>No objection, fully support the use of salvaged materials. P) CT S) AS Agreed</p>	
20/01265	195 Middle Deal Road, Deal, CT14 9RL	<p>Conversion of coach house into ancillary accommodation including installation of 2no. rooflights</p>	<p>Clir A Friend returned to the meeting. RESOLVED: No objection. P) CT S) SC All Agreed</p>	
20/01207	4 Southwall Road,	<p>Creation of outdoor swimming</p>	<p>RESOLVED:</p>	

		Deal, CT14 9QA,	pool and erection of outbuilding	No objection, however, concerns over the damage evaporating pool chemicals will have on the environment. P) SC S) AF All Agreed
	20/01245	Site South Of, Marlborough Road, Deal	Outline application for the erection of up to 9no. dwellings (with all matters reserved)	RESOLVED: Object on lack of detail in application regarding the following issues: - What materials are being used? Car parking, electric car charging points, cycle parking and that the area is a protected open space. P AF S) ER All Agreed
	20/01111	17 Fairview Gardens, Deal, CT14 9QX	Erection of a rear extension, insertion of a window and door to front of garage for storage (existing conservatory and garage door to be removed)	RESOLVED: No objection. P) AF S) SC All Agreed
	20/01319	36 - 42 Freemans Way, Deal, CT14 9DH	Replacement UPVC windows and doors	RESOLVED: No objection. P) AF S) AS Agreed
	20/01324	60 - 66 Freemans Way, Deal, CT14 9DH	Installation of replacement windows	RESOLVED: No objection. P) AF S) AS Agreed
9	<b>DDC decisions:</b> Members RESOLVED: To note the report. (P) AF (S) ER All Agreed			
	The Chairman closed the meeting at 8.55pm			
	<b>Date of next meeting:</b> 11 January 2021			

**The minutes of the remote Transport and Infrastructure meeting  
held on Wednesday 14 October starting at 7.15pm**

**Present:**

Cllr B Bano– Chairman	Cllr T Thompson
Cllr L Kettlewell– Vice Chairman	Cllr O Richardson
Cllr E Rowbotham (ex officio)	Cllr A Stroud joined 7.23pm
Cllr D Cronk	Mr I Killbery (Co-opted member) joined 7.23pm

**Officers:**

Committee Clerk: Kelly Lawrence	<b>Others:</b> 0 members of the public
Project Officer: Adrian Oliver	
Secretary: Una Finch	
Communications Officer: Joanne Harper	

<b>1</b>	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Cllr M Eddy and Co-opted member Mr D Murphy.	<b>Actions</b>
<b>2</b>	<b>Declarations of interest:</b> None received.	
<b>3</b>	<b>Minutes of the Transport and Infrastructure meeting held on 12 August 2020 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Transport and Infrastructure meeting held on the 12 August 2020 as a true and accurate record. (P) TT (S) DC 4 for 2 abstentions motion carried.	
<b>4</b>	<b>Statements received from members of the public on items relating to the agenda:</b> No statements had been received from the public.	
<b>5</b>	<b>Accessibility Routes Launch:</b> Following discussion Members RESOLVED: <ul style="list-style-type: none"> <li>That Mr I Killbery liaise with the Project Officer to approach local schools to enlist the help of KS3 students.</li> <li>Cllr Stroud to liaise with the Town Clerk in drafting a Social Media policy to be included in the draft Communications Policy.</li> <li>To advertise details on the Website.</li> </ul> (P) BB (S) DC All Agreed.	Mr Killbery  Cllr Stroud  Project Officer
<b>6</b>	<b>High Street Pedestrianisation:</b> Cllr B Bano declared a VAOI as he had received a parking ticket for obstructing traffic whilst display a Blue Badge. After a lengthy discussion about the impact of the temporary road closure in response to the Covid pandemic members also expressed their opposition to any consideration of moving the location of the Saturday market under this work stream. Management of the Saturday market was dealt with separately by the Town Clerk and the Market Officer. For the avoidance of any doubt councillors reiterated the town council policy of continuing to site the Saturday market in the DDC Union Road Car Park. Members RESOLVED: The Transport and Infrastructure Committee contact Kent Highways Services to request a meeting to move the Pedestrianisation of Deal High Street project forward, and to publish the results of the survey by Deal Town Council earlier this year whilst giving due recognition of the context as the survey Committee Members was	Committee Members

	undertaken before the Covid pandemic and resultant temporary road closure. (P) TT (S) OR All Agreed.	
7	<b>White Cliffs Community Rail Partnership (CRP):</b> The Chairman thanked Cllr Kettlewell for the report. Members RESOLVED: To note the report and for members to feed back to committee any ensuing ideas for projects for Deal station or any other aimed at improving travel, tourism and economic regeneration following the adverse impact of the covert pandemic. (P) LK (S) OR All Agreed.	Committee Members
8	<b>Joint Transport Advisory Board:</b> Members RESOLVED: To note the report and for the Chairman write to Cllr Bach from JTB to raise issues regarding local bus and train services and send a copy to Cllr Cronk in the hope that the subject can be added as an agenda item and be discussed at the next JTB meeting. (P) LK (S) DC All Agreed.	Chairman
9	<b>Twenty's Plenty Traffic Calming:</b> Members RESOLVED: To note the verbal report, Chairman to contact KCC Cllr T Bond to enquire how to move the Twenty's Plenty Policy forward in Deal and to learn from Sandwich, and, Project Officer to circulate copy of the technical report from JPA Consultants and to include slides from tonight's meeting. (P) LK (S) OR All Agreed	Chairman & Project Officer
10	<b>Highways Improvement Plan:</b> Members RESOLVED: To establish a Task and Finish Group of Cllr Stroud, Cllr Kettlewell and Cllr Cronk with Project Officer to support. (P) LK (S) ER All Agreed. 9.11pm Cllr Bano left the meeting and Cllr Kettlewell took the Chair.	Vice Chairman & Project Officer
11	<b>Kent Police Roads Enforcement and Safety Survey:</b> Members RESOLVED: To delegate the Chair and the Clerk to develop a response to the survey on behalf of the Transport and Infrastructure Committee. (P) LK (S) DC All Agreed.	Chairman & Committee Clerk
12	<b>Town Signage:</b> Members RESOLVED: Officers come back to a future meeting with further options and to respond to the letter received from the MP. (P) LK (S) OR All Agreed.	Committee Clerk & Project Officer
13	<b>KCC 2021 Rail Strategy:</b> Members RESOLVED: Members to forward their comments to the Chairman and Committee Clerk to collate and submit on behalf of the committee and for the Clerk to advertise the consultation via the website and all Councillors to also submit individual responses. (P) DC (S) ER All Agreed.	All Members, Chairman & Committee Clerk
	The Chairman closed the meeting at 9.40pm	
	<b>Date of next meeting – 16 December 2020</b>	

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

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[www.deal.gov.uk](http://www.deal.gov.uk)

The minutes of the remote meeting of the Finance & General Purposes Committee held on Tuesday 22 September 2020 at 7:15 pm.

**Present:**

Cllr D Cronk – Chairman  
Cllr S Beer – Vice Chair  
Cllr B Bano  
Cllr T Thompson  
Cllr T Bond

Cllr Kettlewell  
Cllr C Turner  
Cllr M Eddy  
Cllr S Carlyle

**Officers:**

Mr P Bone – R.F.O.

Mrs J Harper - Communications Officer

**Others: 0 members of public**

1.	<b>Chairman's opening remarks and apologies for absence:</b> The Chairman welcomed everyone to the meeting and advised that all members were present.	<b>Actions</b>
2.	<b>Declarations of interest:</b> For agenda item 7: Cllr Bond declared a DPI as his wife was an employee of one of the applicants and VAOI's for two other applications as he was a member of Walmer Cricket Club and Deal Hockey Club and that he would be leaving the meeting for the grants debate and voting. Cllr Cronk declared VAOI as he is the vice Chairman of Walmer Cricket Club and that he would be leaving the meeting for the grants debate and voting.	
3.	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 17<sup>th</sup> February 2020:</b> Members RESOLVED: To confirm the minutes of the previous meeting held on the 17 <sup>th</sup> February 2020 as a true and accurate record. (P) DC (S) SC Agreed 1 abstention.	
4.	<b>Statements received from members of the public on items relating to the agenda to be read out by the Clerk (maximum 15 minutes):</b> No statements had been received.	
5.	<b>Finance :-</b> Members RESOLVED: to note the following reports: Income & Expenditure figures to 29 <sup>th</sup> February 2020, Full Bank reconciliation to 29 <sup>th</sup> February 2020, Income & Expenditure figures to 31 <sup>st</sup> March 2020 and Full Bank reconciliation to 31 <sup>st</sup> March 2020 (P) SB (S) BB All agreed.	
6.	<b>Annual Return 2019-20:</b> Following questions to the R.F.O. members RESOLVED: To recommend to Full Council that the figures in section 2 are included within the annual return for the year ending 31 <sup>st</sup> March 2020. (P) DC (S) SB All Agreed.	R.F.O.
7.	<b>Grants Round 1 - Recommendations from the Grants Sub Committee:</b> Cllr Carlyle gave an explanation of the process and criteria used by the Grants Sub Committee in considering and scoring the applications. <b>Cllrs Cronk and Bond left the meeting and Cllr Beer took the Chair at 19:40</b> Following debate members RESOLVED: To accept all the recommendations from the Grants Sub-committee as follows:- <b>1) Martha Trust:</b> Christmas Drive in Cinema. – To award a grant of: Nil, and that the R.F.O. writes to the applicant recommending that they reapply to the relevant Parish Councils for grant funding. <b>2) BrightSparks:</b> To award a grant of £754 from the Special Projects fund to purchase waterproof clothing for outdoors <b>3) Deal Music and Arts:</b> To award a grant of £1,000 towards the cost of scaffolding from the Annual Grants fund for a Community Day at St Georges Church <b>4) Deal and Walmer Community Association:</b> To award a grant of £1,000 from	

	<p>the Annual Grants fund for Roof repairs and to provide additional funding of £800 from the Community Contribution fund.</p> <p><b>5) Heart Start:</b> To award a grant of £1,000 from the Annual Grants fund towards the costs of converting the Alfred Square telephone kiosk into a Public Access Defibrillator site.</p> <p><b>6) The History Project:</b> To award a grant of £1,000 from the Annual Grants Fund towards the cost of purchasing office furniture and equipment.</p> <p><b>7) Deal Hockey Club:</b> To award a grant of £1,000 towards the cost of kit and PPE from the Special Projects fund.</p> <p><b>8) Disabled Friends and Family:</b> To award a grant of £290 from the Annual Grants Fund to pay for admission to Tides for disabled people.</p> <p><b>9) Deal Arts Management CiC:</b> To award a grant of £5,000 from the Community Contributions fund.</p> <p><b>10) Deal and Walmer Chamber of Trade:</b> To award a grant of £2,000 from the Community Contributions fund towards the cost of Christmas light maintenance, the purchase of led light up trees for North end car park and give free Christmas trees to the town.</p> <p><b>11) Deal Community Carnival association:</b> To award a grant of £1,000 from the Community Contributions fund towards the cost of insurance and road closures in support of activities in Deal</p> <p><b>12) Your Leisure Kent:</b> To award a grant of £1,200 from the Community Contributions fund towards Coaching costs and PPE</p> <p><b>13) Hi Kent:</b> Lipreading classes. – To award a grant of: Nil</p> <p><b>14) Walmer Cricket Club:</b> To award a grant of £500 from the Annual Grants Fund towards the creation of additional pitch and that the R.F.O. writes to the applicant recommending that they reapply to the relevant Parish Councils for grant funding</p> <p><b>15) Mongeham over 50's:</b> To purchase face masks to wear at their activities - To award a grant of: Nil and the R.F.O. writes to the applicant recommending that they reapply to the relevant Parish Councils for grant funding</p> <p><b>16) Further Grant rounds:</b> Members agreed that in addition to the scheduled annual grants round 2, Special Projects should continue to receive applications throughout the remainder of the financial year. To re-open the Special projects fund to receive application with closing dates of 30<sup>th</sup> October 2020, 31<sup>st</sup> December 2020 and 26<sup>th</sup> February 2021 with recommendation for funding from the Grants Sub Committee going to the scheduled F&amp;GP meetings in November 2020, January 2021 and March 2021. (P) SC (S) SB All Agreed</p> <p><b>Cllrs Cronk and Bond returned to the meeting.</b></p> <p>Following debate members further RESOLVED: That the Astor Theatre Grant cheque to be handed over with photo and press present and for the Town Council to issue a press release and that the arrangements to be delegated to the Town Clerk and R.F.O. in liaison with chair of the Grants sub committee. (P) SC (S) DC Agreed. 2 abstentions.</p> <p><b>Cllr Cronk retook the chair.</b></p>	R.F.O.
8.	<p><b>Allotment Agreement 2020-21:</b> Following debate members RESOLVED: That the existing tenancy agreements are extended for up to 6 months giving time for a review of the proposed changes to the Tenancy Agreement including the addition of a 'code of conduct' section to be carried out by a group consisting of: The Allotment officer, R.F.O., Chair of F&amp;GP and Cllr Carlyle with the recommendations from the group to come back to this committee for decision.</p> <p>(P) TB (S) SB All agreed.</p>	<p>Allotment Officer, R.F.O. Cllr Cronk Cllr Carlyle</p>
	The Chairman closed the meeting at 8.51pm	
	<b>Date of next meeting:</b> 17 November 2020	