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

Tel: 07747489650 - Email: deal.town.council@deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Environment Committee at Deal Town Hall on **Wednesday 23 June 2021** at 7.15pm to transact the business shown on the agenda below.

To the press and public: There is limited public seating for this meeting, and it will be available to listen to online. To reserve a seat or to receive the online meeting details, please email deal.town.council@deal.gov.uk or call 07747489650 by 10.00am on Tuesday 22 June.

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 Tuesday 22 June please email deal.town.council@deal.gov.uk or post to the above address.

Lorna Crow – Town Clerk

Date: 16.06.21

AGENDA

1	Chairman's opening remarks	Chairman
2	Apologies for absence	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach 1
4	The minutes of the Environment Committee meeting held on 21 April 2021 for approval: Decision required	Attach 2
5	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
6	Energy Performance Certificate – May 2021: (Information to note)	Attach 3
7	Update on Utility Suppliers & Financial Investment Status: Information to note	Attach 4
8	No Idling School Poster Competition (Decisions Required)	Attach 5
10	Update report on Alignment of Deal Town Councils business operations: Information to note	Attach 6
11	Update on the committee projects/initiatives: Report from Adrian Oliver: Information to note	Attach 7
	Date of next meeting: Monday 16 th August 2021	

Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's protocol for recording of meetings for guidance, available to download on www.deal.gov.uk or on request.

Committee members: Cllr C Oliver, Cllr T Thompson, Cllr B Bano, Cllr T Bond, Cllr A Farrington, Cllr E Rowbotham, Ms S Danby and Mr D Carey

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Deal Town Council
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Tel: 01304 361999 E-mail: deal.town.council@deal.gov.uk

**The minutes of the remote meeting of the Environment Committee
held on Monday 21 April 2021 starting at 7.15pm**

Present:

Cllr C Oliver – Chairman
Cllr T Bond
Cllr A Farrington
Cllr B Bano
Cllr T Thompson

Sharon Danby (co-opted member)
David Carey (co-opted member) arrived at 7.21pm

Officers:

Committee Clerk: Kelly Lawrence
Project Officer: Adrian Oliver
Secretary: Una Finch
Communication Officer: Joanne Harper

Others: 0 members of the public

1.	Chairman's opening remarks:	Actions
1.	Chairman's opening remarks: The Chairman welcomed everyone to the remote meeting and advised on the procedures and reported apologies from Cllr Rowbotham.	
2.	Declarations of interest: Cllr Oliver declared a VAOI for item 8 The 2 Minute Foundation as she first learnt about them in her professional work.	
3.	Minutes of the Environment Committee held on Monday 15 March 2021 for approval and signing: Members RESOLVED: To accept the minutes of the Environment Committee held on Monday 15 March 2021 as a true and accurate record (P) TB (S) TT All agreed	
4.	Statements received from members of the public on items relating to the agenda: No statements had been received.	
5.	Correspondence Received: Middle Street Waste Collection: Members RESOLVED: The Chairman in liaison with the Committee Clerk write to Roger Walton, Strategic Director at DDC, to express the view that there is a serious problem in the area occurring every Sunday and Monday - with birds spreading rubbish from the purple sacks and weekend visitors putting their rubbish in the overflowing rubbish bins - and seek DDC's help in finding a solution (P) TB (S) CO All agreed. Victoria Park: Following discussion Members RESOLVED: For Cllr Thompson and the Project Officer to have a discussion before going back to Darran Solley at DDC to see how incremental tree-planting work might progress, as well as working towards a large-scale urban park project, and report back to the committee. (P) CO (S) TT All agreed.	Chairman, Committee Clerk Project Officer, Cllr Thompson
6.	Correspondence sent update: Sainsburys: Members RESOLVED: To write again to Sainsburys expressing disappointment at not hearing from them in response to our letter regarding the external environment of Sainsbury's Deal, and hoping they want to engage with us on this very important matter. (P) BB (S) TT All agreed. Rotary Club and BT Exchange: Members RESOLVED: To write again to the Rotary Club and BT Exchange 3 or 4 weeks after the embargo on indoor meetings has been lifted. (P) TB (S) TT All agreed	Chairman, Committee Clerk Chairman, Committee Clerk
7.	i-Tree update: Members RESOLVED: To note the report (P) TB (S) C) All agreed. Cllr Bano left the meeting 8.20pm	

8.	<p>Litter 2 Minute Pick: Members RESOLVED: To recommend to Full Council that a Beach Cleaning station be purchased and appropriate siting investigated, as a pilot scheme. If Full Council agree to the purchase, Committee Clerk to write to Walmer Parish and Kingsdown and Ringwould Parish Councils to appraise them of the plan, and suggest a joined-up approach to litter along the coastline. (P) CO (S) TT 3 for 1 abstention motion carried. Cllr Bano left the meeting at 8.20pm</p>	Chairman, Committee Clerk
9.	<p>Environment Committee Project Funding: Members RESOLVED: To note the report. (P)TB (S) TT All agreed.</p>	
10.	<p>Fields in Trust: Cllr Bano re-joined the meeting 8.38pm Members RESOLVED: The Project Officer investigate with Fields in Trust what would be involved in the process of protecting Victoria Park (as a pilot exercise) and report back to Full Council giving an estimation of his time involved and associated costs, at the earliest possible opportunity. (P) CO (S) AF All agreed.</p>	Project Officer
11.	<p>High Street Tree Planting: Members RESOLVED: The Project Officer liaise with KCC Highways to ensure the tree is replaced and that KCC follow the Forest Research Urban Tree Manual guidance. (P) CO (S) TB All agreed. Cllr Bano left the meeting at 8.53pm</p>	Project Officer
12.	<p>Countering Negative Cycling Messaging: Members RESOLVED: All Members to feedback potential actions to reduce private car use, promote cycling and walking, to the Project Officer by the end of April. The Project Officer to liaise with the Chair to develop the next steps. Chairs and Vice Chairs of the Transport & Infrastructure Committee and Environment Committee in collaboration with the Project Officer to meet to develop a coherent and consistent active travel policy for the Town Council to adopt to ensure future actions & resolutions do not negatively impact walking and cycling. (P) TB (S) TT All agreed.</p>	All Members Project Officer
13.	<p>RFO Update on Outstanding Actions: Members RESOLVED: To note the report and to ask the RFO for an update on 2) Switching to 100% Renewable Electricity and Switching to a "green" gas supplier and 3) Ensuring funds are not invested in activities related to GHG emissions for the next Environment Committee meeting. (P) TB (S) TT All agreed.</p>	RFO
14.	<p>Update on committee projects/initiatives: Report from Adrian Oliver Members RESOLVED: to note the report (P) TB (S) CO All agreed.</p>	
	The Chairman closed the meeting at 9.21pm	
	Date of next meeting – Wednesday 23 June 2021	

DEAL TOWN COUNCIL

MEMORANDUM

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
 From: Adrian Oliver, Project Officer
 Date: 15th June 2021
 Subject: **Energy Performance Certificate – May 2021**

Please see below a copy of the EPC certificate and recommendations from the surveyor that has been annotated by myself and the R.F.O. to show the current actions in the right hand column.



A 'C' rating for an historic building is an impressive achievement and highlights the work that the RFO and Council has done since the demise of the old heating system in 2015 and the additional efforts put into saving electricity and money.

Following a tour of the Town Hall and discussions with the RFO, please find below the report's recommendations with actions. Each recommendation is marked as low, medium or high. This shows the potential impact of the change on reducing the property's carbon emissions.

Changes that pay for themselves within 3 years

Recommendation	Potential impact	Action
Consider replacing T8 lamps with retrofit T5 conversion kit.	Medium	There are no regularly used lighting units that need upgrading
Add optimum start/stop to the heating system.	Medium	Already in place – assessor unaware

Changes that pay for themselves within 3 to 7 years

Recommendation	Potential impact	Action
Introduce HF (high frequency) ballasts for fluorescent tubes: Reduced number of fittings required.	Low	There are no regularly used lighting units that need upgrading

Some windows have high U-values - consider installing secondary glazing.	Medium	Windows in the Chamber and Parlour will be subject to a Building Survey on 9/7/21 Most Ground floor windows double glazed
Add weather compensation controls to heating system.	Medium	Room Thermostats will be added to the heating system
Some loft spaces are poorly insulated - install/improve insulation.	Medium	This will be done to reduce heat loss in winter and cool the building in summer
Add local time control to heating system.	Medium	This will be done
Some solid walls are poorly insulated - introduce or improve internal wall insulation.	Medium	Further examination of the UV values of internal walls will be investigated, but not a priority
Carry out a pressure test, identify and treat identified air leakage. Enter result in EPC calculation.	Medium	To be arranged after the Chamber and Parlour windows are replaced

Changes that pay for themselves in more than 7 years

Recommendation	Potential impact	Action
Some glazing is poorly insulated. Replace/improve glazing and/or frames.	Medium	See above
Consider installing solar water heating.	Low	Currently new localised water heating working efficiently
Roof is poorly insulated. Install or improve insulation of roof.	Medium	See above
Consider installing PV.	Low	To be explored with the Heritage Officer

Additional Actions to Consider

Whilst the EPC looks at the physical performance of the building, there are other things that can be done to reduce the carbon footprint of the building.

The use of a building is a key factor in its emissions. Now we are in a more flexible working world, minimising building use in colder months should be actively considered. This includes not just day to day working, but reception opening hours and event bookings.

The building and its historic artefacts should be kept at an even temperature throughout the year. The installation of thermostats should enable this whilst also reducing GHG emissions and saving money. Advice from the Historic Buildings Officer should be sought to ensure effective implementation.

To maximise the thermal performance of the Chamber, improve cooling and mitigate light damage, shutters should be considered on the large windows. This would definitely need exploring with the Historic Buildings Officer.

Recommendation

To note the above information

DEAL TOWN COUNCIL

MEMORANDUM

To: Cllr Christine Oliver, Chair of the Environment Committee, and all Committee Members
From: Paul Bone R.F.O.
Date: 15th June 2021
Subject: **RFO Utility Suppliers & Financial Investment Status Report**

Gas and Electricity suppliers

At the F&GP meeting held on 13th January 2021 the current position with the respect to the Gas and Electricity contracts was discussed.

Both contracts run until October 2022 and the current supplier (SSE for both) would not release DTC from the contracts to allow a move to an alternative supplier.

F&GP asked that I explored this further and passed the following resolution: Following an update from the RFO members RESOLVED: to delegate to the RFO, the Chair of F&GP Committee and Chair of Environment Committee to negotiate the best deal, looking for 100% recyclable energy and to negotiate as little increase as possible.

Update:

I have successfully negotiated with SSE to allow for an amendment to the existing contracts that would move them to 100% green contracts for the remainder of their term.

This will be going to the July F&GP for a decision and will allow ample time, as the contracts near completion, for F&GP to find new longer term suppliers.

Financial Investment Status.

As previously advised, this continues to be a problem area as it is proving very difficult to find suitable investment opportunities that are willing to accept Local Government investments.

I will continue to investigate this. It may be, when interest rates start to rise, that the situation will change.

Recommendation

To note the above information.

DEAL TOWN COUNCIL**MEMORANDUM**

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
From: Adrian Oliver, Project Officer
Date: 15th June 2021
Subject: **No Idling Poster Design Competition**

As at the date of this Memo, we are in the final stages of the launch of the No idling Poster Design Competition:

- Letters have been written and signed by the Mayor
- Photos of the Mayor signing the letters have been taken for our website
- A press release is being prepared to be issued to coincide with the delivery of the letters
- The letters distribution by hand is being finalised

The letters will be delivered on Clean Air Day, Thursday 17 June.

The letters will be sent to the Headteachers of all nine schools in the Deal wider area:

Deal Parochial – Downs – Hornbeam – Kingsdown – Northbourne - St Mary's – Sandown – Sholden - Warden House.

This means that all the schools in the DEALT Academy and the partnership schools Downs & Northbourne, are all invited. This also ensures that just about all the KS1 & KS2 children who live within the three Town Wards can take part in the competition, even if their school is in a neighbouring Parish.

The competition will run from 1 September to 22 October (Term 1).

Each of the two winning designs from each school will be turned into A0 or A1 banners and the original designs framed and presented to the winners. This will take place during the UN Climate Change Conference (COP26) in November.

The budget agreed by Full Council back in September 2020 was £1,000.

Fresh quotes have been obtained for the production of winning banners for each school and range from £800 (online) to £1,625. This is based on two A0 banners for each school (KS1 & KS2 winners) and 10 hotspot banners.

If all nine schools take part with the existing budget, the project can be delivered using the online provider and shop bought frames.

If the budget is increased to £1,500 then we can afford to use a local supplier and shop bought frames. However, this doesn't leave any wriggle room for the hotspot banners or boards.

If the budget is increased to £2,000, then we can guarantee we can do all the schools banners and all the hotspots displays and the framing of the individual winners' poster designs by a local framer.

Recommendations

- Increase the Competition Budget from £1,000 to a maximum of £2,000
- Advise neighbouring Parish Councils and explore whether they wish to make a contribution to the competition budget and have their branding on the winning banners displayed in their parish.

DEAL TOWN COUNCIL - MEMORANDUM

To: Chairman of the Environment Committee and members
From: Lorna Crow, Town Clerk
Date: 9 June 2021
Subject: Aligning Deal Town Councils business operations with their Environmental Policy

For information only

The council officers are currently liaising with the Chairs and Vice Chairs of committees. This is to compile draft policies/guidance to ensure that the council is in line with their environmental policy on all decisions they take.

These drafts will be presented to the relevant committees for discussion and to agree any changes or updates, before they are referred to Full council for adoption.

The schedule for reviewing council operations is as follows

Committee Chair/Vice Chair	Subjects
Finance & General Purposes	<ul style="list-style-type: none"> • General Procurement Policy DTC Market and events • Allotments • Grants • Guidance sheet to refer to before decisions are taken
Planning	<ul style="list-style-type: none"> • Guidance sheet to refer to before planning recommendations are agreed
Transport & Infrastructure	<ul style="list-style-type: none"> • Guidance sheet to refer to before decisions are taken
Environment	<ul style="list-style-type: none"> • Guidance sheet to refer to before decisions are taken

This table is a fluid document as it is very possible more subjects and areas will be added as they are identified throughout the review process.

DEAL TOWN COUNCIL**MEMORANDUM**

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
From: Adrian Oliver, Project Officer
Date: 15th June 2021
Subject: **Environment Committee Projects Summary as at 16th June 2021**

Please find below the current Environment Committee active projects with their status as at 16 June.

As active projects their status changes often. So for instance, the School Air Quality project launches the day after the date of this Memo and by the end of the month we should have an idea of the take up from schools.

Project	Activity	Status
School Air Quality	No Idling School Posters Competition	Launch 17/6
Air Quality Monitoring	Measuring air quality at a hyper local level using a Flow II and reporting on website	Testing complete / programme ready to start
Tree Mapping	Tree mapping	Recruiting Surveyors / Liaising with Treeconomics
DTH Zero Carbon Deal 2025	DTH Heat Decarbonisation Plan	First draft
	LGA Accounting Tool	Historic data input
	Energy Performance Certificate	Report Received
	Business operations Environment Policy	Priority list
	GKI Zero Pro	GKI Meeting tba
Litter	Litter 2-minute pick	DDC planning one in Deal / Seeking Guardian for DTC's
Single Use Plastic	Plastic Free Deal	AO to review papers and contact PFD