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Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,  
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**To all Councillors:** You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 19 April 2022 at 7.15pm to transact the business shown on the agenda below.

Members of the public and press are welcome to attend

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 18 April 2022 by email to [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.

*Lorna Crow*

Lorna Crow - Town Clerk

Date: 12/4/2022

### AGENDA

1	<b>Chairman's opening remarks:</b>	Chairman
2	<b>Apologies for absence received:</b>	Town Clerk
3	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	<b>The minutes of the Full Council meeting held on Tuesday 29 March 2022 for approval:</b> Decision required	Attach. 2
5	<b>Public Participation and Statements received:</b> For councillor information: Members of the public may make representations, answer questions, and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	Town Clerk
6	<b>List of payments made between 1 March to 31 March 2022 including list of individual payments exceeding £500 for approval and signing:</b> Decision required	Attach. 3
7	<b>Clarification on DTC Catering Policy:</b> Decision required	Attach. 4
8	<b>DTC Womens Football Tournament:</b> Decisions required	Attach. 5
9	<b>Additional Flagpole for the Town Hall:</b> Decision required	Attach. 6
10	<b>Annual Review of Committee Terms of Reference:</b> Decision required	Attach. 7
11	<b>DTC Policy Review:</b> Decisions required	Attach. 8
12	<b>Welcome Back Fund update:</b> For information	Attach. 9
13	<b>Mayoral Engagements:</b> For information	Attach. 10
14	<b>KCC Councillor Report:</b> For information	Attach. 11
15	<b>Committee Minutes:</b> Information to note (a) The minutes of the Planning committee meeting held on 7 March 2022. (b) The minutes of the Environment Committee held on 14 February 2022	Attach. 12 Attach. 13
	<b>Date of next Full Council meeting:</b> Annual Meeting of the Council Tuesday 24 May 2022	

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**  
The Minutes of the Full Council at the Town Hall on Tuesday 29 March 2022. At 7.15pm.

**Present:**

Cllr C Turner (Chairman)	Cllr S Beer (Vice-Chairman)
Cllr T Thompson	Cllr O Richardson
Cllr M Eddy	Cllr S Carlyle
Cllr A Friend	Cllr A Farrington
Cllr E Rowbotham	Cllr T Grist
Cllr D Cronk (from 7:45pm)	

**Officers:** Mrs L Crow (Town Clerk)  
Mr P Bone (Deputy Town Clerk)

**Other:** No members of public

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone and advised of the fire evacuation procedures, asking that all mobile phones were put on silent or turned off.	Chairman
2	<b>Apologies for absence:</b> Cllr A Stroud, Cllr B Bano, Cllr T Bond & Cllr C Oliver	
3	<b>Declarations of interest:</b> None declared	
4	<b>The minutes of the Full Council meeting held on 22 February 2022 for approval:</b> Members RESOLVED: To accept the minutes of the Full Council meeting held of 22 February 2022 as a true and accurate record. (P) AFr (S) ME. All agreed. The Chairman duly signed the minutes.	Chairman
5	<b>Public Participation and Statements received:</b> No members of public present and no statements received.	
6	<b>Deal Town Council response to the Ukraine Crisis:</b> Following debate Cllr Carlyle proposed an amendment to fly a Ukraine flag from the front of the building instead of the Ukraine coloured ribbons on the flagpole. The motion was not seconded and failed. Members then RESOLVED: to note the report. (P) AFr (S) ME 9 For 1 Abstention. Agreed.	Town Clerk
7	<b>List of payments made between 1 January to 31 January 2022 and 1 February to 28 February 2022 including list of individual payments exceeding £500 for approval and signing:</b> Members RESOLVED: To note the list of payments made between 1 January to 31 January 2022 and 1 February to 28 February 2022 including list of individual payments exceeding £500. (P) AFr (S) ME All agreed.	
8	<b>Council Meeting Schedule 2022-23:</b> Members RESOLVED: To accept the meeting schedule with the date of the November T&I meeting corrected to read 'Wed 9 <sup>th</sup> 7:15pm' and to delegate authority to the Town Clerk in liaison with the Chairman of the Council to amend a meeting date on the schedule if absolutely necessary. (P) ME (S) AFr All agreed	Town Clerk
9	<b>Appointment of Internal Auditor:</b> Following debate members RESOLVED: That Cllr Grist would be the Cllr internal auditor for 2022-23 (P) OR (S) SB All agreed. Cllr D Cronk joined the meeting at 7:45pm.	R.F.O.
10	<b>Town Plan update:</b> Cllr Richardson declared a VAOI as he is the DDC portfolio holder for public toilets. Members RESOLVED: To go through the report and vote line by line. (P) SC (S) SB 5 for, 4 Against, 2 Abstentions. Agreed. <b>Public Toilets:</b> Members RESOLVED: 1 To renew the existing team that was formed to convey the collective concerns of DTC regarding the Public Toilets in Deal consisting of Cllr Beer, Cllr Cronk, the Town Clerk and R.F.O. and request that they meet with DDC and agree a plan of action which will improve public toilets in Deal.	Officers

2 To follow-up, if necessary, with the creation of an options study on taking on management of public toilets in full.

(P) ME (S) SC 7 For, 1 Against, 1 Abstention Agreed.

**Markets:** Members RESOLVED:

3 To review the market operation annually, including a users' survey. Publish and promote the results with a You Said/We did campaign.

4 To review options for special markets/events in the town

Members acknowledged that the Undercroft had been restored for the hire of charities and the Wednesday market. (P) ME (S) SC 10 For 1 Abstention. Agreed

**High Street:** Members RESOLVED:

5 To consult on the permanent pedestrianisation of the north part of the High Street in a couple of years' time with a view to produce a medium to long term plan. To not plan a consultation on moving or expanding the market. (P) ME (S) SB All agreed.

**Environment:** Members RESOLVED:

6 To Join the KCC Tree Plan partnership. Work with the KCC Tree Officer to plant trees in urban areas.

7 To meet with DDC and KCC to consider how Deal Town Centre can be improved. (street furniture, planting, lighting, accessibility etc)

8 To work with local groups on a campaign to promote planting and maintaining hedges, keeping front gardens green, rewilding etc.

9 To work with local groups and DDC on a campaign about waste and recycling.

10 To set up a campaign to reduce car use in the town by promoting Walking and Cycling.

11 To seek to acquire land for more allotments.

(P) SB (S) ME 10 For. Agreed.

Cllr Rowbotham proposed an addition of a 'Park & Ride' scheme. This was not seconded and the motion failed.

**Community:** Members RESOLVED:

12 To review how voluntary and community groups are supported by Deal TC. establish what their needs are and how best to support them.

13 To create and action a plan for improving support for vulnerable people e.g., people living with dementia, neurodiversity, sight or hearing impairment.

(P) SB (S) ME All agreed

**Town Wi-Fi:** Members RESOLVED:

14 To meet with DDC and KCC to discuss options for a town WiFi scheme

(P) SC (S) DC All agreed.

**Electric Car Share:** Members RESOLVED:

15 To meet with local groups interested in setting up a car share scheme to establish demand. Follow up with support if demand is there.

(P) SB (S) ME All agreed.

**Promoting Deal and its Activities:** Members RESOLVED:

16 To review how Deal T C carries out tourism promotion. Investigate options to create an improved offer.

17 To support and promote local events and activities

(P) ME (S) DC All agreed.

**Engagement**

Cllr Beer proposed, and Cllr Eddy seconded that 18 and 19 were accepted.

Cllr Grist proposed an amendment which was to include an additional item 'To promote youth and youth bodies to take an active role in the Town Council', this was seconded by Cllr Richardson. 6 for, 5 abstentions. Agreed. Cllrs then voted on the substantive motion that was: RESOLVED:

18 To seek ways to engage better and make people feel they are listened to.

19 To review and refresh the Town Plan every 2 years.

	<p>20 To promote youth and youth bodies to take an active role in the Town Council. (P) SB (S) ME All agreed.</p> <p><b>Town Council Services:</b> Members RESOLVED:</p> <p>21 To make the Town Hall spaces available to local people as much as possible. 22 To seek feedback regularly on the usefulness of the web site and social media. 23 To open the reception / Tourism Information office more often. (P) OR (S) ME All agreed.</p>	
11	<p><b>Mayoral Engagements:</b> Members RESOLVED: To note the report. (P) ME (S) AFr All agreed.</p>	
12	<p><b>Committee reports:</b> Members RESOLVED: To note the following minutes:</p> <p>(a) The minutes of the Planning committee meeting held on 7 February 2022 (b) The minutes of the Transport &amp; Infrastructure committee held on 12 January 2022 (c) The minutes of the Finance &amp; General Purposes committee held on 18 January 2022 (P) ME (S) DC All agreed.</p>	
	<p><b>The Chairman closed the meeting at: 8:42pm</b></p>	

## List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
04/03/2022	VIKING OFFICE DEPOT	£ 40.76	stationery
04/03/2022	VIKING OFFICE DEPOT	£ 370.70	TONER CARTRIDGES
07/03/2022	STAFF	£ 5.27	PARKING
07/03/2022	ELLIS WHITTAM	£ 3,037.18	ANNUAL PAYMENT
07/03/2022	GUIDELINE LIFT SERVICE	£ 145.34	LIFT MAINTENANCE TH
08/03/2022	ROYAL MAIL	£ 734.05	LEAFLET DROP
09/03/2022	TOWER LEAFLET DIST	£ 125.00	LEAFLET DISTRIBUTION
09/03/2022	STAFF	£ 5.60	PARKING
09/03/2022	ADT FIRE & SECURITY	£ 633.22	FIRE ALARM MAINTENANCE
09/03/2022	VODAFONE BUSINESS	£ 10.03	OFFICE MOBILE
09/03/2022	GLOBAL4 TELECOM	£ 172.76	LANDLINE TOWN HALL
10/03/2022	WALKER HIGHWAYS	£ 1,200.00	ROAD CLOSURES
14/03/2022	CAPITA	£ 31,497.87	MARCH SALARIES
15/03/2022	Coastal Communities	£ 670.00	Repayment
15/03/2022	NATWEST CHARGES	£ 76.50	BANKLINE CHARGES
17/03/2022	HARDMANS & CO	£ 720.00	LEGAL ADVICE
17/03/2022	STAFF	£ 11.95	PARKING
17/03/2022	NATALIE POLLARD	£ 665.00	REFUND OF WEDDING PYMT
17/03/2022	KCS PROFESSIONAL SERV	£ 186.73	PHOTO COPIES
18/03/2022	PLUSNET	£ 43.98	INTERNET TH
18/03/2022	SPOT ON CLEANING	£ 220.00	CLEANING UNDERCROFT
21/03/2022	WORLDPAY (UK)LIMITED	£ 54.11	CARD MACHINE VIC
21/03/2022	SSE SWALEC GAS	£ 511.44	GAS FOR TOWN HALL
22/03/2022	STAFF	£ 6.86	PARKING
22/03/2022	ADM COMPUTER SERVICES	£ 846.11	IT SERVICES
24/03/2022	JANUS RIDGEWAY LTD	£ 5,436.60	WEIGHTS FOR GAZEBOS
24/03/2022	MATTHEW MORRIS	£ 330.00	CARBON FOOTPRINT WORKSHOP
30/03/2022	STAFF	£ 5.70	PARKING
30/03/2022	DN BUILDING SERVICES	£ 500.00	BRICK WALL REPAIR PA
30/03/2022	DUNKLEYS OF DEAL LTD	£ 420.00	MOVE SHIPPING CONTAINER
30/03/2022	WALKER HIGHWAYS	£ 1,200.00	ROAD CLOSURES
30/03/2022	ELLIS WHITTAM	£ 251.00	INSURANCE
31/03/2022	ARCHERS LOW NURSERY	£ 3,474.35	DEAL TOWN PLANTING
31/03/2022	KCS PROFESSIONAL SERV	£ 161.44	PHOTO COPIER RENTAL/LEASE
31/03/2022	SHOGUN VEHICLE LEASING	£ 355.44	OFFICIAL CAR LEASE
31/03/2022	SUEZ RECYCLING AND	£ 486.79	WASTE & RECYCLING
31/03/2022	NATWEST CHARGES	£ 42.56	NATWEST CHARGES
		<u>£ 54,654.34</u>	

## List of Payments over £500 made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
07/03/2022	ELLIS WHITTAM	£ 3,037.18	ANNUAL PAYMENT
09/03/2022	ADT FIRE & SECURITY	£ 633.22	FIRE ALARM MAINTENANCE
10/03/2022	WALKER HIGHWAYS	£ 1,200.00	ROAD CLOSURES
14/03/2022	CAPITA	£ 31,497.87	MARCH SALARIES
15/03/2022	Coastal Communities	£ 670.00	Repayment
17/03/2022	HARDMANS & CO	£ 720.00	LEGAL ADVICE
17/03/2022	NATALIE POLLARD	£ 665.00	REFUND OF WEDDING PYMT
21/03/2022	SSE SWALEC GAS	£ 511.44	GAS FOR TOWN HALL
22/03/2022	ADM COMPUTER SERVICES	£ 846.11	IT SERVICES
24/03/2022	JANUS RIDGEWAY LTD	£ 5,436.60	WEIGHTS FOR GAZEBOS
30/03/2022	DN BUILDING SERVICES	£ 500.00	BRICK WALL REPAIR PA
30/03/2022	WALKER HIGHWAYS	£ 1,200.00	ROAD CLOSURES
31/03/2022	ARCHERS LOW NURSERY	£ 3,474.35	DEAL TOWN PLANTING
		<u>£ 50,391.77</u>	

**DEAL TOWN COUNCIL - MEMORANDUM**

To: Cllr C Turner - Chairman of Deal Town Council  
All Council members  
From: Mrs Lorna Crow, Town Clerk  
Date: 5 April 2022  
Subject: Clarification on DTC catering policy

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At the full council meeting on 27 January 2020 members considered recommendations from the Environment Committee and made the following decision: that the Council switches to meat free catering for council events.

Since that time, although it has been problematic, any Mayoral or town council events held at the Town Hall have been meat free. Due to covid no events were organised outside of the Town Hall until now.

The following Council events are planned for this year

The Finance & General Purposes committee agreed to restart the Braderie this September, this has always been classed as an Annual Event. The committee decided to have up to 3 food traders and charge £200 for these pitches.

The Council will be holding a Womens Football Tournament in July. At the end of the tournament a BBQ was planned. This event is being organised and funded by Deal Town Council.

Further clarification is now required from members on their decision regarding the Council being meat free to assist with the future planning of any Deal Town Council and Mayoral events.

**Decision required:** Members to provide further information on meat free catering decision for council events

**DEAL TOWN COUNCIL - MEMORANDUM**

**To:** Councillor Chris Turner - Chairman of Deal Town Council,  
All Council members  
**From:** Joanne Harper – Events Manager  
**Date:** 11<sup>th</sup> April 2022  
**Subject:** Football Tournament Update

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At the meeting of full council in September 2021 members considered a report from the Town Clerk which gave details of the Women's Deal International Tournament previously emailed to Councillors by Councillor Oliver.

Members RESOLVED: That in or around July 2022, DTC holds another Deal Football Tournament in commemoration/celebration of the Women's Deal International Tournament that first took place in 1967, with a budget of up to £2,000 to cover the event and giving delegated authority to the Event Manager in liaison with the R.F.O, Town Clerk, Cllr C Oliver and Cllr D Cronk together with representatives from Betteshanger Welfare Youth TC and Deal Town FC.

Unfortunately, organising a tournament on this scale has proved more problematic than anticipated, in making the necessary arrangements and preparations to hold a full-scale women's/youth football tournament to take place on Saturday 16<sup>th</sup> July. The tournament teams to be invited including referees and necessary volunteers is still outstanding, and the details for the timings of games etc is still unconfirmed.

For this reason, the officers are not confident that this event can be achieved in the limited time scale left, and they have explored options on amending the proposal.

**Officer Recommendation:**

On Saturday 16 July 22 – at either Betteshanger Welfare Ground or Deal Town Football Club (tbc)

- To hold an exhibition of the history of the "Founding Father of Women's Football" Arthur Hobbs and the Deal Women's Tournament.
- To have a memorial match between the two local Deal Women's Teams playing for the Arthur Hobbs Cup in recognition of the first competition in 1967 which was also played between local teams.
- To raise awareness of Women's sports in the Deal area by inviting all local women's sports teams, but not limited to football, to come along and give information on their clubs/teams.
- The experienced local football clubs could consider holding a football tournament in the future incorporating the Arthur Hobbs cup.

**Further information to note:**

Celebrations marking the 100<sup>th</sup> anniversary of the women's game were delayed because of Covid 19 but this summer the National Lottery is funding a project to uncover the history of women's football and England will be hosting the Uefa Women's Euro from 6-31 July. Many events are taking place across the country as part of these celebrations.

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



Attachment 6

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr C Turner -Chairman of Deal Town Council,  
all Council members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 11<sup>th</sup> April 2022  
**Subject:** **Additional Flagpole for the Town Hall**

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As the Town Hall has only one flagpole the Union Flag is normally flown and replaced with other flags on specific days as described in the Flag Policy.

On a number of occasions Council has been asked to consider flying alternative/additional flags and this has not been possible.

When the planning permission for the flagpole was granted, Full Council were asked if it should be fitted to the left or right of the central window to the chamber. Council agreed that it would be fitted to the left side (looking at the Town Hall from the High Street) as it could be accessed by the safest window and was more visible when walking down the High Street.

As the Chamber windows are currently being refurbished and the window to the right side of the central window (looking at the Town Hall from the High Street) will be fully serviceable, members are asked to consider that a second flagpole is added so that there are 2 flagpoles mounted symmetrically, one to each side of the main chamber window.

A second flagpole would mean that the 'Deal Town Flag' could normally be flown on that pole and be replaced by specific flags as and when required without having to replace the Union Flag.

If Council agree to the second flagpole, planning permission will be required that will take a number of months however the fixing bracket could be attached to the building whilst the scaffolding is still in place that will considerably reduce the final installation cost.

A matching flagpole can be installed for under £500. (Plus the cost of planning permission of approximately £210)

**Recommendation**

Members to agree that planning permission is applied for a second, matching, flagpole to be fitted symmetrically to right side of the central window looking at the Town Hall from the High Street.

That a budget of £750 is agreed to include the cost of the planning permission.

That a suitable fixing bracket is fitted by the builders whilst the scaffolding is in place.

**Decisions required:**

Members to consider the above recommendation

## DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr C Turner - Chairman of Deal Town Council  
All Council members  
From: Mrs Lorna Crow, Town Clerk  
Date: 5 April 2022  
Subject: Annual Review - Committee terms of reference 2022/23

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As in previous years it is now time for the council to review the terms of references for their current committees.

The current committees are:

- Finance and General Purposes Committee
- Planning Committee
- The Environment Committee
- The Transport and Infrastructure Committee
- The Grants Sub-Committee
- Staff Liaison Panel
- The Grievance and Appeal Panel

Please see attached the current committee terms of reference for review.

### Recommendations:

1. Members to consider and agree the terms of reference for the Finance and General Purposes Committee.
2. Members to consider and agree the terms of reference for the Planning Committee.
3. Members to consider and agree the terms of reference for the Environment Committee.
4. Members to consider and agree the terms of reference for the Transport and Infrastructure Committee.
5. Members to consider and agree the terms and reference for the Grants Sub Committee.
6. Members to consider and agree the terms of reference for the Staff Liaison Panel.
7. Members to consider and agree the terms of reference for the Grievance and Appeal Panel.

### Decisions required:

Members to consider the above recommendations

**Terms of Reference: Finance and General Purposes Committee** – agreed F/C 20/04/21

1. Receiving statements of income and expenditure; monitoring revenue and capital budgets; receiving details of urgent expenditure incurred by the Clerk under Financial Regulation 4.1; incurring revenue expenditure over and above Council's approved budget up to £500 per item; recommending capital expenditure over the Council's approved budget; recommending revenue expenditure in excess of £500 over the Council's approved budget.
2. Considering and approving items of expenditure between £500 and £25,000 that are within the Council's approved budget.
3. Considering and recommending for approval the Councils' annual revenue and capital budgets and precept.
4. Reporting the need for and, if necessary, recommending the taking out of loans. Considering and recommending for approval the end of year Accounts and Annual Return.
5. Consideration of recommendations for the payment of Grants from the Grants Sub Committee in accordance with the Grants Policy.
6. Review of Financial Risk Assessment
7. Review of Internal Audit Control procedures
8. Dealing with matters specifically referred by Council or any other Standing Committee, and with all matters not specifically delegated to any other Standing Committee
9. Review the maintenance and security of artefacts held at the Town Hall

**Terms of Refence: Planning Committee** – agreed F/C 20-/04/21

- 1 Making representations to the Local Planning Authority on applications for planning permission i.e. to recommend support, no objection or refusal of an application – if refusal, reasons will also be given.
- 2 Making representations in respect of appeals against the refusal of planning permission.
- 3 Making representations in respect of enforcement action or breaches of planning regulations.
- 4 Making representations regarding street naming.
- 5 Considering and monitoring any development plans relating to the town and making appropriate representations.
- 6 Making representations to the appropriate Planning Authority in respect of all other planning matters not referred to above.
- 7 Making representations on all Public Entertainment Licence applications to Dover District Council, as notified by it.
- 8 Making representations and attending at the Court proceedings (where necessary) on all applications for Justices/Transfer of Justices Licences to the Magistrates when notified of such applications.
- 9 Making representations to the appropriate authority in respect of highway issues related to planning applications and road traffic orders.
- 10 Making representations to the appropriate authority in respect of the provision and maintenance of litter bins, street cleaning, waste recycling and other related initiatives.
- 11 Making representations to the appropriate authority in relation to the provision and maintenance of all street furniture within the town.
- 12 If appropriate, recommending to the Finance & General Purposes Committee revenue or capital expenditure over and above Council's approved budget.
- 13 All other matters which are the responsibility of third party agencies and affect directly the town's built environment and infrastructure.
- 14 Should a meeting of the planning committee be inquorate, or an extension for a response cannot be secured, the Planning Clerk and the Town Clerk are both authorised to respond to planning applications on the council's behalf after consultation with the Chairman and Vice Chairman of the Planning committee when possible.
- 15 Protect, conserve and enhance Deal's built environment and distinctive heritage by ensuring that any development is sustainable, with sufficient infrastructure to support it and that all development meets the highest environmental standards.

## **Terms of Reference: Environment Committee** - agreed F/C 20.04.21

**Aim:** Deal Town Council recognises that we face an unprecedented climate and environmental emergency and have committed to becoming a net zero carbon emitter in our own operations by 2025. We will use our power and influence to protect and improve the environment and encourage and support others to do the same, in addition to fulfilling our statutory environmental responsibilities and complying with all legal and other requirements. We are committed to transforming Deal into a cleaner, greener and a healthier and more active town.

**Status:** The Environment Committee shall be a Standing Committee of Deal Town Council appointed at the Annual Meeting of the Council. It has the power to make decisions which support aims of the committee without the need to refer to Full Council unless a matter is specifically referred up. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

**Membership:** The Committee shall consist of elected Members of Deal Town Council. Its quorum shall be 3.

**Co-options:** Co-opted members shall be representatives of organisations and individuals who in the opinion of the Committee shall enhance the effectiveness and representation of the Committee. The Committee will submit co-option recommendations to Full Council for decision. Co-opted members shall not have voting rights.

**Meetings:** Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by the Council at the Annual Council Meeting, or otherwise by the Council.

**Budget:** A budget has been allocated in the Council Budget to Environmental Projects. In line with our financial regulations, expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget:

- The council for all items over [£5,000]
- A duly delegated committee of the council for items over [£500] or
- The Town Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500] normally or [£5,000] when acting under delegated authority to act on behalf of the Council in an emergency situation.

### **Objectives:**

- Promote environmental awareness within the community and work with the local community in partnerships to achieve environmental change.
- Reduce the consumption of energy and water across all of our activities.
- Minimise the impact of our travel by developing sustainable travel solutions both in our own operations and for the benefit of the people of Deal, in collaboration with other stakeholders.
- Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities.
- Work to improve the health and wellbeing of the people of Deal through the provision of information and the promotion of home energy efficiency measures, to keep people warm and well, in addition to reducing carbon emissions.

- Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fair trade goods.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
- Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling, or composting wherever possible.
- Encourage and support installation and use of renewable energy, battery storage and low carbon technologies in the town.
- Protect, conserve and enhance Deal's natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.

**Terms of Reference: Transport and Infrastructure Committee** - Agreed F/C 20.04.21

**Aim:** To enable wherever practicable the environment and transport infrastructure and services of the town meet the needs of the citizens.

**Status:** The Transport & Infrastructure Committee shall be a Standing Committee of Deal Town Council appointed at the Annual Meeting of the Council. It has the power to make decisions which support aims of the committee without the need to refer to Full Council unless a matter is specifically referred up. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

**Membership:** The Committee shall consist of elected Members of Deal Town Council. Its quorum shall be 3.

**Co-options:** Co-opted members shall be representatives of organisations and individuals who in the opinion of the Committee shall enhance the effectiveness and representation of the Committee. The Committee will submit co-option recommendations to Full Council for decision. Co-opted members shall not have voting rights.

**Meetings:** Meetings of the Committee shall normally take place at least six times a year. The time, date and place of meetings shall be determined by the Council at the Annual Council Meeting, or otherwise by the Council.

**Objectives:**

To consider evidence and representations on highways and transport issues relating to the Deal Town Council area.

To make representations to the District and County Councils on Highways and Transportation related consultations and to encourage public participation in this process.

Facilitate to ensure that the relevant delivery bodies provide a good quality, affordable public transport service which takes into account the needs and expectations of its residents and the town's employees and businesses.

To promote any public consultation and exhibitions relating to major schemes across the Deal area.

To encourage public transport representatives to make regular representations to the Committee to update on the local position and proposed changes to service provision.

Be active in the preparation of transport plans by other authorities.

To make recommendations to the Highways and other Transport Agencies regarding the improvement and co-ordination of all forms of Transport systems serving the Town.

Regularly monitor the Transport infrastructure and services through public consultation and member observation. Pursue problems and suggestions with the District and County Councils, and any other authorities, until they are resolved.

Regularly monitor the environment issues through public consultation and member observation.

Pursue problems and suggestions with the District County Councils, any other authorities, until they are resolved.

Continue to develop safe walking and cycle and mobility scooter routes and to promote cycling, scooting and walking around the town, for health as well as the positive environmental benefits.

Promoting use of public transport in line with green transport initiatives.

## **Name of Committee: Grants Sub-Committee 2019/20**

### **Terms of Reference**

#### **Status**

- The status of this committee is a Sub-committee – Local Government Act 1972 s 101 (1) (a)(b) refers

#### **Accountability**

- All recommendations must be referred to the Finance and General Purposes committee for decision
- The Sub-committee recommendations to the Finance and General Purposes committee will be made by the majority vote of the attendees.
- The Sub-committee has the delegated authority to consider all applications and select via a scoring process (following the criteria agreed by council) those to be submitted to council for consideration.

#### **Purpose/role of the Sub-committee**

- To review all applications received for a Special Project Grant, Community Contributions Grant and Annual Grant.
- To follow all guidelines agreed by council for Special Project Grants, Community Contributions Grants and Annual Grants.
- The Responsible Finance Officer will ensure that all information required from the applicant is supplied and that the application form is completed correctly.
- Sub-committee members who require further information on an application must request this via the Responsible Finance Officer.

#### **Meetings/ Membership**

- The Town Clerk and Responsible Finance Officer will be invited to all meetings in an advisory capacity with no voting rights.
- Membership shall be made up of a maximum of 5 councillors
- The Sub-committee meetings shall not normally be open to the public
- The Sub-committee will not have co-opted members
- The Sub-committee will meet as and when required



## **Staff Liaison Panel**

### **Terms of Reference**

#### **Aim**

The Staff Liaison Panel acts as a link between the council and the staff team through the Town Clerk.

The Panel discusses issues of interest or concern to the staff and makes recommendations. It has no decision making powers.

The Town Clerk will consult with the Chairman of the Panel when exercising delegated power for the appointment and dismissal of staff

#### **Membership**

Membership of the Panel is four members of the council and the Town Clerk. One member of the council will be elected Chairman and a second will be elected Deputy Chairman.

#### **Meetings**

The quorum will be three council members plus the Town Clerk.

The Staff Liaison Panel meeting is not open to the public. All matters discussed at the meeting will remain confidential.

The Panel has no decision making powers. Recommendations made by the Panel will be referred to Full Council for decision.

The Staff Liaison Panel will meet every 3 months or when called by the Chairman or Town Clerk.

#### **Role of the Chairman**

The Chairman of the Staff Liaison Panel will carry out the annual appraisal of the Town Clerk and will provide any follow up support needed. Appraisal training will be provided.

Referring to Deal Town Council's complaint procedure should there be a complaint by a member of the public against the Town Clerk then the Chairman of the Staff Liaison Panel will decide how the complaint should be investigated.

Should the Town Clerk have a grievance or complaint to do with their work or the people they work with (including Councillors) they will, wherever possible, start by talking it over with the Chairman of the Liaison Panel. If the grievance is against the Chairman of the Staff Liaison Panel then the Town Clerk should speak to the Chairman of the Council or the appointed Chairman of the Grievance Panel.

## **Grievance Panel/Appeal Panel Policy:**

The council will have a pool of councillors (maximum of 6) who may be asked to sit on this panel or an appeal panel, the Town Clerk in liaison with the Chairman of Staff Liaison Panel will decide on 3 members from this pool which includes who is the Chairman and Vice Chairman of the panel when required.

If the grievance is from or concerning the Town Clerk then the Deputy Town Clerk would make the decision in liaison with Chairman of Staff Liaison panel. If the grievance is concerning the Chairman of the Staff Liaison Panel then the Town Clerk would make the decision in liaison with the Deputy Chairman of the Staff Liaison Panel.

The Panel will refer to the Grievance policy that is included in the staff handbook, as detailed below, guidance through the process is provided by the Town Clerk where appropriate and the council's HR external advisors Ellis Whittam

## **GRIEVANCE POLICY**

### **Dealing with grievances informally**

If you have a grievance or complaint to do with your work or the people you work with (including Councillors) you should, wherever possible, start by talking it over with the Town Clerk. If your grievance is against the Town Clerk, you should speak to the Chairman of the Staff Liaison Panel.

### **Formal grievance**

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the relevant person (detailed above). You should stick to the facts and avoid language that is insulting or abusive.

### **Grievance hearing**

You will then be called into a meeting by the Grievance Panel, without unreasonable delay, to discuss your grievance. You have the right to be accompanied by a work colleague or trade union official at this meeting (you are not permitted to bring a councillor as a companion). Your companion can state your case, ask questions, discuss things with you but they cannot answer questions on your behalf; you must answer any questions. After the meeting, you will be given a decision in writing, without unreasonable delay.

### **Appeal**

If you are unhappy with the decision and you wish to appeal, you should let the decision maker know the reasons in writing. You will be invited to an appeal meeting, without unreasonable delay, and your appeal will be heard by an appeals panel of 3 councillors who were not involved in the previous decision. You have the right to be accompanied by a person of your choice at this meeting. After the meeting you will be given a decision in writing, without unreasonable delay. This decision is final.

### **Mediation**

In addition, where appropriate and at any stage of the process, either party can request that the matter is subject to mediation, including the use of external third party mediators, in an attempt to reach a mutually agreeable outcome. The decision whether to hold a mediation meeting will be the Council's.

## DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr C Turner - Chairman of Deal Town Council  
All Council members  
From: Mrs Lorna Crow, Town Clerk  
Date: 12 April 2022  
Subject: DTC Policy Review

As requested by council the Staff Liaison Panel have been reviewing the current council policies and procedures for legal and procedural updates.

The panel are recommending the following

Policy reviewed (available on DTC website)	Recommendation
The role of DTC representatives on outside bodies	No change required
Child and vulnerable adults	No change required
CCTV & Code of practice	No change required
Recruitment	No change required
Training and development	Cllr training: to add the following to the Members' attendance paragraph as underlined word  Members' attendance at training sessions and the use of the training budget will be reported by the <u>Responsible Finance Officer</u> to council at regular intervals
Equality and diversity	No change required
Civic and Ceremonial inc Mayors Charity	Add the following to the Charter Day Civic Service as underlined: The Mayor will hold an annual Civic Charter Day service or ceremony on the 13 October (the date the Charter was given to Deal) or a day near this date. The usual practice is to hold the service at the Mayor's Chaplain's church. <u>Alternatively, the Mayor can choose to hold a non-religious ceremony.</u>
Mayors' cadet	No change
Flag	Updated please see attached

## Decision required

Members to consider the above

## Deal Town Council Flag Policy 2022

### General policy

- 1 The Union Flag will be flown continuously except for the events/dates noted below.
- 2 For these events the appropriate flag will be flown for a period of up to 48 hours, from noon the previous day to noon the following day.
- 3 The Deal Town Flag will be flown at half-mast for the following: Death of Councillors, Mayors, or Past Mayors
- 4 Ribbons may be attached to the flag in exceptional circumstances.

### Decision making powers

- 5 The Town Clerk in liaison with the Chairman of the Council will decide on when the flag should be flown at half-mast, and when ribbons should be added, taking into account guidance from the College of Arms and Dover District Council.
- 6 The Town Clerk will make the decision on what is an exceptional circumstance.

Date	Event	Flag Flown
27 January	Holocaust Memorial Day	United Nations Flag
14 March	Commonwealth Day	Commonwealth Flag
19 May	Annual Meeting of the Council	Deal Town Flag
May	Mayor's Ceremonial Evening	Deal Town Flag
3 September	Merchant Navy Day	Red Ensign
13 October	Charter Day	Deal Town Flag
24 October	United Nations Day	United Nations Flag

To fly the Gay Pride flag for up to 5 days at the start of Gay Pride in June

**DEAL TOWN COUNCIL  
MEMORANDUM**

*Attachment 9*

**To:** Cllr C Turner -Chairman of Deal Town Council,  
all Council members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 11<sup>th</sup> April 2022  
**Subject:** **Welcome Back Fund – Update**

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**Information to note:**

On 27<sup>th</sup> July 2021, Full Council considered the attached report relating to the Welcome Back Fund bid and **RESOLVED:** To note the report, and to delegate authority to the R.F.O. in liaison with the Town Clerk and Chairs of appropriate committees to progress the project should DDC confirm the bid has been accepted before the next meeting of the Council.

**DTC Welcome Back Fund Projects:**

The Welcome Back Fund closed on 31st March 2022. Only money that had been spent on approved projects that were completed before that date could be claimed.

Unfortunately, it was not until November 2021 that the final approval to start purchasing was given by DDC. This meant that the only projects that had been running until then were those that had already started under the 'Reopening your High Street Safely fund'.

This delay led to a number of projects that were planned for the summer/autumn period being cancelled, and for others there was not enough time to guarantee completion as they required KCC permission and consultation.

In addition, the proposed Smart Bins were dropped as DDC would not agree to take on the maintenance/emptying costs mid contract.

The Chamber of Trade asked if their bid for 'Love Local Banners' could be increased from £3,000 to £7,000 as the expected costs had significantly increased. DDC agreed to the increases as other projects were not proceeding. In early March 2022, the Chamber of Trade decided not to proceed as a large number of the lampposts they had selected were those used by Walmer Town Council for their annual hanging baskets, and they did not have time to find alternatives.

Unfortunately, the planned Water fountain/station in the Undercroft that had been originally agreed with DDC could not proceed as it was disallowed by the fund due to the fact it needed to be plumbed in.

**Funded Projects:**

The final list of projects that were successfully funded are listed below:

<b>Final Spend</b>	
<b>Item</b>	<b>Amount</b>
Barrier Hire/purchase	£ 4,973
Covid Safety Operatives	£ 13,321
Covid Safety Officer	£ 5,706
Covid Safety posters/supplies	£ 3,723
Road Closures	£ 4,000
Market Gazebo / weights	£ 28,639
Shipping container	£ 2,695
<b>Total</b>	<b>£ 63,057</b>

# COPY OF JULY 2021 FULL COUNCIL AGENDA ITEM

## DEAL TOWN COUNCIL MEMORANDUM

**To:** Chairman of Deal Town Council, all Council members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 20<sup>th</sup> July 2021  
**Subject:** Welcome Back Fund – Update

Deal Town Council's final bid for the Welcome Back Fund was submitted to DDC on 5<sup>th</sup> July as per the table below.

This bid is being included with other bids from within the district and will be submitted as one district wide bid by DDC.

Until DDC has confirmation that the elements within Deal Town Council's bid has been approved by the fund, no expenditure can be made.

<u>Item:</u>	<u>Quantity:</u>	<u>Estimated cost per item:</u>	<u>Total:</u>
Bench	1	£700	£ 700.00
Picnic Bench	2	£700	£ 1,400.00
Smart Bin	4	£4,600	£ 18,400.00
Planter	8	£300 (including plants)	£ 2,400.00
Railing Planter	16	£114.84	£ 1,837.44
Market Gazebo	39	£821	£ 31,984.18
Shipping container	1	£2350	£ 2,350.00
Market assistant	1	£10 p/h 9hrs per week	£ 4,680.00
Directional Signs	12	£150	£ 1,800.00
Public art	8	£500	£ 4,000.00
Find and seek event	1	£500	£ 500.00
Maps and geocaching	1	£1500	£ 1,500.00
Vinyls for phone boxes	2 boxes	£500	£ 1,000.00
Parklet	1	£10,000	£ 10,000.00
Love local banners	30	£100	£ 3,000.00
Water fountain/station at the Town	1	£1000	£ 1,000.00
Total			<b>£86,551.62</b>

### Recommendation

To note the report, and to delegate authority to the R.F.O. in liaison with the Town Clerk and Chairs of appropriate committees to progress the project should DDC confirm the bid has been accepted before the next meeting of the Council.

### Decisions required:

Members to consider the above recommendation

**Mayor's engagement list**

<b>7<sup>th</sup> March</b>	<b>School Assembly and Presentation</b>	<b>The Downs School</b>
<b>15<sup>th</sup> March</b>	<b>Deal Music Festival Workshop</b>	<b>The Goodwins Academy</b>
<b>25<sup>th</sup> March</b>	<b>Mayor's Quiz Night</b>	<b>Deal Town Hall</b>
<b>28<sup>th</sup> March</b>	<b>Boxing Day Dip Video VIP Premier</b>	<b>Alma PH Deal</b>
<b>1<sup>st</sup> April</b>	<b>Re-Opening Deal Museum</b>	<b>Deal</b>
<b>3<sup>rd</sup> April</b>	<b>Falklands 40<sup>th</sup> Anniversary Memorial</b>	<b>Biggin Street Dover</b>
<b>5<sup>th</sup> April</b>	<b>Beer Tasting Lunch</b>	<b>The Old Dairy Tenterden</b>
<b>10<sup>th</sup> April</b>	<b>Deal Music &amp; Arts Festival AGM</b>	<b>Deal Town Hall</b>

**Deputy Mayor's engagement list**

<b>11<sup>th</sup> March</b>	<b>International Women's Day</b>	<b>New Romney</b>
<b>25<sup>th</sup> March</b>	<b>Boxing Day Dip Video Premier</b>	<b>Landmark Centre Deal</b>

**Subject: KCC UPDATE MARCH 2022.****County Members:**

**Cllr Trevor Bond , Cllr Derek Murphy.**

**P&O:**

At time of composing the situation with P&O Ferries remains unresolved. The Kent Resilience Forum (KRF) is coordinating the “physical” aspects of the situation across the responsible organisations. It is still unclear if P&O Ferries will be operational w/c 11<sup>th</sup> April, leaving the PoD with capacity issues. Rouge HGV’s attempting to by-pass the various traffic control schemes (causing local road congestion) are being sent to the end of the official traffic lanes. Additional funding for the “clean up” of the verges is being sought from DoT / Highways Authority.

KCC is working closely with DDC on how KCC can assist DDC in securing new employment for the crews. DDC is planning a Jobs fair in April, Cllr Murphy will be supporting. A joint letter from Leader KCC, Leader DDC & Local MP was sent to the Chancellor on the 21<sup>st</sup> March, followed up with a F2F meeting with Baroness de Vere (Under Secretary of State DoT) expressing concern regarding P&O’s actions. The importance of the East Kent Short Straits as a strategic necessity for the growth of the UK was stressed, as was the request for a rapid intervention from government to resolve these issues.

**STRAITS COMMITTEE 22<sup>ND</sup> MARCH 2022:**

As Cabinet Member for Economic Development Cllr Murphy attended a meeting of the Straits Committee in Bruges. The visit was sponsored by the British Embassy in Paris. The Straits Committee comprises of two Departments from France, Netherlands & Belgium, (Essex CC will be joining the committee in September). Its purpose is to promote understanding & economic wellbeing of communities bordering the Channel Straits.



KCC was welcomed by Jean de Bethune (Chairman/Host Provincie West -Vlaanderen). I stressed the importance of the Straits Committee to KCC, with our continued support, active involvement in its activities and development of its aims and objectives.

Cllr Murphy introduced two KCC sponsored projects, which were approved. **Project 3i**, will be working on Net-Zero issues which impact on our shared environment. It will establish an open access web data base of Net Zero issues and cross regional environmental research conducted by universities (Lille, Ghent, Leuven and Kent). It will create a "one stop shop" resource for knowledge exchange between regional stakeholders in addressing net-zero challenges. Firstly, bringing the university sector with the public sector, secondly linking regional students with ongoing research and thirdly, providing local business with a resource network for understanding how they can achieve net-zero targets through their operations.

**Project 2 Fallsify**, will investigate a Scandinavian method of reducing risks of falling with emphasis on the increasingly elderly population of the Straits. Each project has stated aims, objectives and agreed outputs. Falling is a common issue amongst the elderly. A fall causing suffering physically but also mentally. Not only is the human cost high it creates pressure on our health care systems. Fallsify aims to resolve some of these pressures through innovation and prevention and additionally to create a positive economic and social impact. The project will test the innovative method and platform Digirehab developed and used successfully in Danish and Norwegian homecare organisations. Pilot projects on fall prevention will take place in West Flanders, Kent and Zeeland.

### **CO-OPERATION:**

Informal discussions took place outside of the committee setting and contacts were established in particular with Mme Mirellie Hingrez Cereda (Department du Pas de Calais) & Jean Paul Mulot (Regional Councillor International Relations Hauts-de-France). Conversations

revealed a number of issues common across both sides of the Straits. I have asked the KCC ED team to set up a regular “virtual” series of meetings to discuss these issues promoting co-operation and mutual investment opportunities.

#### **EMBASSY CONTACTS:**

We have establish contacts and virtual meetings with trade missions in both the British Embassies in Paris and Brussels to promote Kent economic interests beyond Kents geographic boundaries.

#### **EUROSTAR:**

Discussions with Councillors representing Departement du Pas de Calais , and Region Hauts de France agreed on the importance of Eurostar resuming stopping at both Ashford International, and Calais Frethun. It was agreed that resumption of service to these two stations is an important enabler to the economic prosperity of both regions. I will be working with officers in KCC and colleagues in Calais/Hauts de France to increase the pressure on relevant parties to resume Eurostar services to Ashford & Calais.

#### **STODMARSH:**

On the 30<sup>th</sup> March 2022, there was a meeting with Leaders of Canterbury CC, Ashford BC, KCC & Officers to plan the next phase of the Stodmarsh plan. A further “joint” letter to HMG (to include all LA Planning Councils effected by this issue) requesting a F2F meeting with the minister to seek a resolution is being compiled. It is estimated that until the “Stodmarsh” issue can be sorted 30,000 / 40,000 houses across Kent are on hold as planning permission cannot be granted unless the Nutrient Neutrality discharge (wastewater effluent into the river Stour) can be resolved.

The Minutes of the Planning Committee held on Monday 7<sup>th</sup> March 2022 at 7.15pm

Present: Cllr A Stroud (Chairman)                      Mr R Green (Deal Society)  
              Cllr M Eddy                                        Ms E Fogarty (FOND)  
              Cllr T Grist  
              Cllr C Turner

Officers: Mr P Bone - Deputy Town Clerk                      Other: 2 members of the public  
              Mrs L Marney - Committee Clerk

### MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and read out the fire evacuation procedures.			Chairman
2	<b>Apologies for absence:</b> Cllr Susan Carlyle and Mr Colin Hartley			
	<b>Declarations of interest:</b> Cllr Mike Eddy declared a VAOI for agenda item 6 planning application 9 (22/00170) as he knew the applicant.			
4	<b>The minutes of the planning committee meeting held on 7<sup>th</sup> February 2022 for approval and signing:</b> Members RESOLVED: To accept the minutes held on 7 <sup>th</sup> February 2022 as a true and accurate record. (P) CT (S) ME. All Agreed. The Chairman duly signed the minutes.			Chairman
5	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> None received. The Chairman advised that since the agenda was produced the Council had agreed to restart public participation at meetings to allow the public an opportunity to discuss with Councillors items of interest relating to the agenda. No members of the public wished speak.			
6	<b>Planning applications received:</b>			Committee Clerk
	<b>Reference</b>	<b>Address</b>	<b>Proposal</b>	
	22/00097	26 Celtic Road Deal CT14 9EF	Erection of a two-storey side and single-storey rear extension (existing garage and rear conservatory to be demolished)	
	22/00105	18A Mongeham Road Great Mongeham Deal Kent CT14 9PQ	Erection of a single storey rear extension (existing conservatory to be demolished)	
	22/00094	32 Grange Road Deal CT14 9TS	Erection of a detached garden outbuilding	
	22/00104	24 Mongeham Road Great Mongeham CT14 9PQ	Erection of a single storey rear extension	

22/00084	St Richards Road Surgery 227 St Richards Road Deal CT14 9LF	Part change of use of first floor from surgery (Use Class E(e)) to residential (Use Class C3) and erection of side extension to facilitate access	Object: Unless a condition is added by DDC that the accommodation is to be used by NHS Staff or Paydens Pharmacy employees only and assurance is provided that the accommodation is inaccessible to rest of the Surgery building due to the confidentiality of patient records. (P) ME (S) AS. All Agreed.
22/00189	1 Addelam Close Deal CT14 9LT	2 metre overall crown reduction of one Yew subject of Tree Preservation Order No 1965/2	No Objection. (P) CT (S) ME. All Agreed.
22/00176	2 Stanley Road Deal CT14 7BT	Erection of front and rear dormer roof extensions to facilitate loft conversion, installation of 2no. rooflights and alterations to windows and doors	No Objection. (P) ME (S) CT. All Agreed.
22/00188	5 Tormore Mews Deal Kent CT14 9SX	Fell one Yew the subject of Tree Preservation Order No 1965/2	No Objection. (P) ME (S) AS. All Agreed.
22/00170	Land South West Of Trystar Ellens Road Deal Kent	Outline Application for a Self Build Project, for a Low Impact 3 to 4 Bedroom Dwelling, using Sustainable Design and Construction Methods (with all matters reserved)	No Objection. (P) TG (S) CT. All Agreed
22/00174	Marine House 59 The Marina Deal CT14 6NP	Variation of condition 2 (approved plans) to allow amendments of planning permission DOV/21/01667 to allow revised design of planning permission DOV/21/00830 (application under Section 73) for conversion of 6no. flats into 4no. larger flats	No Objection. (P) ME (S) AS. All Agreed.

*Sm. B. J. M.*

22/00199	195 Beach Street Deal CT14 6LZ	Variation of Condition 2 (approved plans) of listed building consent to allow amendments of planning permission DOV/21/00130 (application under Section 73) Basement :Insert 1no new light well and window. Insert partitions to form 1no ensuite bedroom. Insert dry lining systems. Ground floor: Remove existing and insert new staircase to basement. Insert partitions to form shower room. Form opening to create enlarged kitchen/dining room with side entrance porch. External alterations: Alterations to side single storey side addition forming front parapet. Inserting side elevation rooflight to mono pitched roof and replacement 1no front elevation window & 1no side door & light with window. Replacement front door. Formation of basement window. Re Roofing works.	No Objection. (P) ME (S) AS. All Agreed.
22/00207	19 Wellington Road Deal CT14 7AL	Excavations to facilitate enlargement of basement light well to front elevation	No Objection. (P) ME (S) CT. All Agreed.

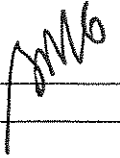
7

**Premises Licence Applications:**

Committee Clerk

REFERENCE	ADDRESS	PROPOSAL	DECISION
Premises licence	Royal Cinque Ports Golf Club, Golf Road, Deal CT14 6RF	Sale of Alcohol (for consumption on and off the premises) Sunday to Thursday 07:00 to 23:00 Friday and Saturday 07:00 to 00:00	No objection. P(AS) S(ME). All Agreed

*SMC*

8	<b>Street Furniture Consent:</b> Members RESOLVED: To request that DDC grant a licence for 1 year only and then to review due to concerns regarding the viability and feasibility to operate the tables and chairs on the pavement area without encroaching on the remaining pavement area.	Committee Clerk
9	<b>DDC decisions:</b> Members RESOLVED: To note for information the DDC Decisions (P) ME (S) TG. All Agreed.	
	<b>The Chairman closed the meeting at 8.07pm</b>	

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

**Attachment 2**

The minutes of the Environment Committee meeting held on  
Monday 14<sup>th</sup> February 2021 in the Deal Town Hall Chamber starting at 7.15pm

**Present:** Cllr C Oliver – Chairman  
Cllr B Bano  
Cllr A Farrington  
Cllr T Grist  
Cllr C Turner – ex-officio

Mr D Carey (Co-opted)  
Ms S Danby (Co-opted)

**Officers:** Mrs L Crow - Town Clerk  
Mr P Bone - Deputy Town Clerk  
Mrs L Marney – Committee Clerk

**Others:** 1 Member of the public

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	
2	<b>Apologies for absence:</b> Apologies were received from Cllrs Bond and Thompson.	
3	<b>Declarations of interest:</b> Cllr Oliver declared a VAOI for agenda item 7 report on Giki Pro as she had come across them in her professional career.	
4	<b>The minutes of the Environment Committee meeting held on 15<sup>th</sup> December for approval:</b> Members RESOLVED: To accept the minutes of the Environment committee held on 15 <sup>th</sup> December 2021 as a true and accurate record. (P) BB (S) CT, 4 For, 1 Abs. Agreed. The Chairman duly signed the minutes.	Chairman
5	<b>Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk:</b> None received.	
6	<b>Draft Carbon Strategy and Plan:</b> Cllr Bano proposed that the draft carbon strategy and carbon reduction annual plan 2022/23 is recommended to full council for adoption, Cllr Turner seconded this.  Cllr Oliver proposed an amendment, that the environment committee explore priorities 5 & 6 and agree an action plan for 2022/23 for them.  RESOLVED: That the environment committee explore priorities 5 & 6 and agree an action plan for 2022/23 for them. P(CO) S(AF), 3 For, 2 Against. Agreed  Members then voted on the substantive motion. RESOLVED: To recommend the draft carbon strategy and carbon reduction annual plan 2022/23 is recommended to full council for adoption. The environment committee explore priorities 5 & 6 and agree an action plan for 2022/23 for them. P (BB) S(CT), 4 For, 1 Abs. Agreed	Town Clerk  Committee members
7	<b>Report on Giki Pro:</b> Members RESOLVED: To not go ahead with the full subscription to GIKI Pro but ensure a link to the free GIKI service is available on the Council website. P(CO) S(BB). All Agreed.	Comms Officer
8	<b>Report on Thermal Imaging Camera:</b> Members RESOLVED: To defer this agenda item until feedback has been received from Walmer Town Council. P(CT) S (BB). All Agreed	Town Clerk

*Oliver*

9	<b>Council Planting Update:</b> Members <b>RESOLVED:</b> to note the information on the report. P (CO) S(CT). All Agreed	
10	<b>Update on committee projects/initiatives:</b> Members <b>RESOLVED:</b> to note the information. P (BB) S(TG). All Agreed	
	<b>Resolution to exclude the public:</b> Following a discussion Members <b>RESOLVED:</b> to agree to the Public Bodies (Admissions to Meetings) Act 1960. P (CT) S (CO), 2 For, 1 Against, 2 Abs. Agreed	
11	<b>Arboriculturist Quotes and updates: RESOLVED:</b> The Chairman of this committee in liaison with the Town Clerk write to DDC formally to acknowledge the Veteran Tree status of the southernmost tree in the row of Horse Chestnuts on the North-western boundary of Victoria Park beside Mill Road and its inclusion on the Ancient Tree Inventory; to acknowledge the importance and amenity value of the row of Horse Chestnut trees to the people of Deal; to acknowledge DDC's position that there are no plans for the row of trees to be removed wholesale but that individual tree felling would be undertaken where necessary on the basis of public safety, that being paramount; and to communicate the wish of the committee that DDC to develop and publish a comprehensive tree strategy. P (BB) S (AF). All Agreed.	Chairman/ Town Clerk
	<b>The Chairman closed the meeting at 8.38pm</b>	

*Chairman*