

WALMER PARISH COUNCIL
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Dated this 1st of April 2021

To All Councillors

You are hereby summoned to attend a meeting of **WALMER PARISH COUNCIL** to be held on **Wednesday, 7th of April 2021** via Zoom at **7 pm** (waiting room opens at 6.45 pm) to transact the business shown on the Agenda below.

Join Zoom Meeting

<https://us02web.zoom.us/j/2245729770?pwd=OFB3WnFNMXY3SnF6Zk5mTUtBaVF2Zz09>

Meeting ID: 224 572 9770

Password: 294456

Telephone access (free): 0203 6950088

If you experience technical difficulties immediately prior to or during the meeting please call our Assistant Clerk on 07828221924 and they will assist you in gaining access.

Mrs Sue Le Chevalier
Acting Clerk to the Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. CHAIRMAN'S REPORT

5. MINUTES

To approve the minutes of the meeting held on Wednesday 3rd and Extraordinary Meeting held on 10th of March 2021.

Attach 1 & 2

6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

7. **QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**
 - i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting.
 - ii) To receive a report from the DCC/KCC Members for Walmer
8. **CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**
 - i) Reports received at the parish office and PCSO
 - ii) Councillor Surgeries: currently suspended
9. **CO-OPTION**

To conduct co-option procedure
10. **PLANNING COMMITTEE**

To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 9 March 2021 and the draft minutes of the meeting held on Tuesday 30 March 2021

Attach 3 & 4
11. **WALMER IN BLOOM**

To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 23 March 2021

Attach 5
12. **HUMAN RESOURCES**

To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 9 March 2021 and 24 March 2021

Attach 6 & 7
13. **REPORT OF THE CLERK**

Attach 8
14. **FINANCIAL ISSUES**
 - i) To receive the report of the Responsible Financial Officer and consider payments and orders as detailed.
 - ii) To receive a grant request from Kent Air Ambulance
 - iii) To receive an amended invoice from DDC re MUGA

Attach 9
Attach 10
Attach 11
15. **KALC**
 - i) To receive the 2021/2022 membership of KALC and NALC
 - ii) To receive NALC Summary of Benefits Flyer
 - iii) To receive KALC Membership Information Leaflet 2021/2022
 - iv) To receive the subscription to KALC and NALC for 2021/2022

Attach 12
Attach 13
Attach 14
Attach 15
16. **SLCC**

To discuss and agree membership to the Society of Local Council Clerks.

Attach 15b
17. **OFFICE PURCHASE UPDATE**

To agree the deposit payment (to follow).
18. **YORK & ALBANY**

To receive a letter from a local resident concerning York & Albany

Attach 16
19. **TREES AT WALMER CASTLE**

To receive an update from Cllr Marguerite Beard-Gould
20. **QUADRENNIAL COUNCILLOR ALLOWANCE REVIEW**
 - i) To receive Walmer Parish Councilors annual allowance
 - ii) To discuss a summary of allowance costings.

Attach 17
Attach 18

21. DOVER DISTRICT COUNCIL LOCAL PLAN CONSULTATION

To receive a summary from Cllr Eddy of his response on behalf of Walmer Parish Council to the Dover District Council Local Plan consultation.

Attach 19

22. DATE OF NEXT MEETING – ANNUAL MEETING

Wednesday 5 May 2021 at 7pm via zoom video conferencing.

WALMER PARISH COUNCIL

DRAFT Minutes of the meeting of Walmer Parish Council held on Wednesday, 3 March 2021 via Zoom Video Conference.

Present Councillors:

Cllrs Murray (Chair), M Eddy, P Heath, D Thompson, J Lonsdale, G Beardman, C Weale, Mrs M Beard-Gould, P St Ange,

Officers Present:

Cllr Mrs S Le Chevalier (Acting Clerk)

Mrs J Watson (Technical Support)

6102. APOLOGIES FOR ABSENCE

Cllr B Gardner, Cllr Miss A Herring

6103. DECLARATIONS OF INTEREST

Cllr Mrs S Le Chevalier VOI as Acting Clerk Walmer Parish Council

6104. OPENNESS AND TRANSPARENCY

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6105. CHAIRMANS REPORT

The Chairman made a verbal report giving an update on two items. The Parish Council was still pressing the Government Department for an answer to our loan application and that had received a number of letters concerning the parish Council's proposal for removal of a small section of double yellow lines on Station Road and was continuing to work with KCC over this proposal.

6106. MINUTES

Members considered the minutes of the meeting held on Wednesday 3 February 2021.

RESOLVED: That the minutes of the meeting be approved as a correct record and will be signed by the Chairman at the earliest opportunity.

6107. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None.

6108. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i) Several residents spoke about Walmer Parish Council's proposed housing scheme at York and Albany land.

RESOLVED: Mr and Mrs Bognè invited to write to the Council with a list of questions that they and other residents would like answers.

- ii) Resident C Walker also asked if Walmer Parish Council could provide litter picking equipment for use?

RESOLVED: The resident was referred to a number of local groups such as "Deal with it" that had already set up and will be running regular clean up sessions as soon as Covid restrictions allow.

- iii) Mr Recas spoke about traffic calming measures needed on Dover Road and that he was discussing with Kent Highways but needed a Highway Improvement Plan in place. Cllr P Heath suggested that it would be a good time to carry out a survey of amount and time of day vehicles leaving and entering Walme, as such as survey had not been carried out for several years.

RESOLVED: Mr Recas to email the Clerk with details.

- iv) Cllr S Beer sent in a report that was read out by the Acting Clerk. Apologies received from all DDC members for Walmer as they were attending a meeting at Dover District Council.

6109. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- i) PCSO Adam Herod reported via zoom that the majority of crimes in Walmer were regarding Covid Breaches being reported. Cllr D Thompson thanked the Police and DDC in joint work in the removal of two abandoned vehicles on Canada Road.

- ii) Councillor Surgeries: Currently suspended.

6110. PLANNING COMMITTEE

Members received the report of the Chairman and the minutes of the meeting held on Tuesday 16 February 2021. The Local Plan comments are being drawn up by members of the Planning Committee to be discussed at the next meeting and then submitted to Dover District Council.

RESOLVED: Members agreed to note.

6111. WALMER IN BOOM COMMITTEE

Members received the report of the Actin Clerk and the minutes of the meeting held on Tuesday 23 February 2021.

6112. REPORT OF THE CLERK

Cllr S Le Chevalier reported that:

- a) The Corporate Credit Card needs approval to be in the Assistants Clerk's name.

RESOLVED: Permission given.

- b) Bright and Bright Estate Agents have been in touch to say that they have received another interested party in the purchase of 62 The Strand.

- c) Cllr D Symons has resigned as a Councillor as leaving area.

- d) Manson Golf have been granted planning permission for a crazy golf at Walmer Paddling Pool. They will take over the ownership from Dover District Council of this land and the paddling pool.

RESOLVED: Walmer Parish Council will not be required provide a grant towards the running of the paddling pool

.Walmer Parish Council would like clarification from Dover District Council regarding payments made towards the public toilets at this site.

6113. CALENDAR OF MEETING 2021-2022

Received and Approved.

6114. FINANCIAL ISSUES

- i) Members received the report of the Responsible Financial Officer and considered payments and orders as detailed.

- (i) **That the payment report dated 4 March 2021 be authorised as detailed below (vouchers 215-218):-**

Walmer Parish Council
PAYMENTS LIST

Description	Supplier	VAT Type	Net	VAT	Total
Feb Salary	Admin assistant	E	575.25	0.00	575.25
Feb Salary	Assistant Clerk	E	1,024.55	0.00	1,024.55
PAYE/NI	HMRC	E	106.28	0.00	106.28
Chamber Membership	Deal & Walmer Chamber of Trade	E	30.00	0.00	30.00
Cost for Station Road	KCC	E	200.00	0.00	200.00
Office Review	HR Services Partnership	S	355.00	71.00	426.00
Toilets maintenance	DDC	E	3,384.49	0.00	3,384.49
Total			5,675.57	71.00	5,746.57

- (ii) That income received this month be noted as on receipts list B dated 7 January 2021 (vouchers 30 -35)

Walmer Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
30 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	Kilford 16a	E	45.00	0.00	45.00
31 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	C Parks	E	45.00	0.00	45.00
28 81 Hawkshill	06/01/2021		Natwest Current Accoi	bacs	Wayleave payment	Openreach	E	80.11	0.00	80.11
32 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	T Chapman	E	56.00	0.00	56.00
33 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	P & L Ludwig	E	56.00	0.00	56.00
29 Campbell Road	06/01/2021		Natwest Current Accoi	bacs	Allotment rents	McGrory	E	56.00	0.00	56.00
34 Interest payments	06/01/2021		HSBC Bond	bacs	Bank interest	HSBC	E	0.62	0.00	0.62
35 General Funds b/fwd	07/01/2021		Unity Bank	bacs	credit	Stephen Cooper	E	25.00	0.00	25.00
Total								363.73	0.00	363.73

- (iii) That the financial position of the Council as at 24 February 2021 be noted as detailed on the summary of receipts and payments and statement of monies available in the Council's bank accounts as shown below:-

Nat West Current	£35,862.93
Lloyds Bank	£76,613.48
Co-operative Bank	£75,192.86
Nat West Bank SIBA	£10,895.82
HSBC Bond	£75,316.29
Unity Bank	£54,599.21

- (iv) Quote received for the Ricoh printer contract for the office photocopier.

RESOLVED: Agreed to continue contract at a cost of £168.17 per quarter.

- (v) Two invoices received from Dover District Council.

RESOLVED: Quote for Walmer MUGA locking/unlocking - charge to be reviewed as during several months of 2020 due to Covid restrictions parks were not open. Quote to SLA public conveniences 2020-21 approved.

6115. RECORDING OF FUTURE MEETINGS

RESOLVED: That Zoom meetings will not be recorded by Walmer Parish Council unless it is deemed necessary for example no Clerk available at an individual meeting.

6116. CO-OPTION

- i) Members to agree a date for carrying out the interviews according to the co-option process of three vacant positions. Dover District Council has been notified about Cllr D Symons leaving and additional vacant position.

RESOLVED: Date to be confirmed at the next HR Meeting.

6117. REPLACEMENT CLERK

Closing date now passed. Applications have been received.

RESOLVED: Interviews to be held at next HR meeting with a recommendation to come back to next Full Council

6118. DOVER ROAD TRAFFIC SPEED, UPPER WALMER

RESOLVED: Walmer Parish Council supports the initiative proposed by the resident.

6119. INVITATIONS AND EVENTS

Members were informed about a free webinar: Helping Local Councils secure external funding being held.

6120. DATE OF NEXT MEETING

Extraordinary Meeting, Wednesday, 10 March 2021 at 7 pm via Zoom and Wednesday, 7 April 2021.

The meeting closed at 8.20 pm

Signed: Date:

WALMER PARISH COUNCIL

DRAFT Minutes of the extraordinary meeting of Walmer Parish Council held on Wednesday, 10 March 2021 via Zoom Video Conference.

Present Councillors:

Cllr Murray (Chair), Cllr M Eddy, Cllr P Heath, Cllr D Thompson, Cllr J Lonsdale, Cllr G Beardman, Cllr C Weale, Cllr Mrs M Beard-Gould, Cllr Miss A Herring,

Officer Present:

Cllr Mrs S Le Chevalier (Acting Clerk)

6121. APOLOGIES FOR ABSENCE

Cllr P St Ange

6122. DECLARATIONS OF INTEREST

Cllr Mrs S Le Chevalier VOI as Acting Clerk Walmer Parish Council

6123. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

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6124. EXCLUSION OF THE PRESS AND PUBLIC

That in accordance of provision of schedule 12A of the local government act 1972, that the press and public be excluded during consideration of the following agenda item.

6125. HUMAN RESOURCES COMMITTEE

To discuss the recommendation of the HR committee on the 9th of March 2021

RESOLVED:

This Council resolves to offer the post of Clerk and RFO to Walmer Parish Council to Mr Richard Styles at his current salary [REDACTED] based on a 37 hr week.

This 37hours includes all necessary evening, weekend, and Bank Holiday working. The place of employment being the Parish Office.

6126. DATE OF NEXT MEETING

Wednesday, 7 April 2021.

The meeting closed at 19.05 pm

Signed: Date:

WALMER PARISH COUNCIL

DRAFT Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 9th of March 2021 at 7.00pm.

Present: Councillors:

- Cllr J Murray (Chairman)
- Cllr B Gardner
- Cllr J Lonsdale
- Cllr A Herring (Vice Chairman)
- Cllr C Weale
- Cllr G Bearman
- Cllr Marguerite Beard-Gould

Officers present:

- Sarah Plews (Planning Clerk)
- Joanne Watson (Technical Assistance)

(Cllr A Herring (Vice chair) started the meeting as Cllr J Murray was absent)

4185. APOLOGIES FOR ABSENCE

Apologies were given and accepted from Mr R Styles (Conservation Warden)

4186. DECLARATIONS OF INTEREST

i) Cllr Marguerite Beard-Gould wished to declare a OSI in agenda item 7 iii) DOV/21/00168 - 8 Kennedy Drive Walmer and abstained from commenting or voting on this item

ii) Cllr Charlie Weale wished to declare a DPI in agenda item 7 ix) DOV/21/00147 - 13 Granville Road Walmer and abstained from commenting or voting on this item

4187. OPENNESS AND TRANSPARENCY

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

4188. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 16th of February 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

(Cllr J Murray joined the meeting at 19:01 and resumed his role as chairman)

4189. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

There were no matters arising

4190. PLANNING DECISIONS

i) DOV/20/01435 - 36 Dover Road Walmer

Variation of Condition 2 (approved plans) to amend frame materials of planning permission DOV/19/01289 (application under Section 73)

WPC: Positively Supports

DDC: GRANTED

ii) DOV/21/00001 - 57 Poets Walk Walmer

Erection of a rear extension with replacement windows and doors (existing conservatory to be demolished) (retrospective)

WPC: Positively Supports

DDC: GRANTED

4191. PLANNING APPLICATIONS – NEW

i) DOV/21/00113 - Former Royal Marines North Barracks Between Canada Road And North Barrack Road Walmer

Proposed works - London plane

RESOLVED:- Members all agreed that they are unable to comment or make a decision on this application as there is insufficient information provided within the application yet again

Cllr B Gardner has agreed to compose a strongly worded letter to Dover District Council regarding members objection to this application.

ii) DOV/21/00073 - 10 The Beach Walmer

Raise roof height to facilitate loft conversion, with front dormer window and 6no. rooflights

RESOLVED:- That the committee objects to this application for the following reasons:

- Members agreed they are unable to support this application as the proposed changes will change the look of the building excessively
- Members also agreed they are unable to support this application as the submitted drawings are unclear and it lays within a conservation area
- Members also agreed that there is too many rooflights proposed

(Cllr Marguerite Beard-Gould declared an OSI on the following application (DOV/21/00168) and refrained from commenting/voting)

iii) DOV/21/00168 - 8 Kennedy Drive Walmer

Erection of a single story rear extension with 2no. rooflights and attached side garage (existing garage to be demolished) (part retrospective)

RESOLVED:- That the committee positively supports the proposal

iv) DOV/21/00207 -8 White Acre Drive Walmer

Erection of a single storey rear extension with 3no. rooflights

RESOLVED:- That the committee positively supports the proposal

v) DOV/21/00177 - 137 Dover Road Walmer

Installation of Amazon 'click and collect' lockers (retrospective)

RESOLVED:- That the committee objects to this application for the following reason:

Members all agreed that the proposed position of the Click & Collect lockers are in the wrong position. Members agreed that this could cause parking issues and risk safety to pedestrians.

vi) DOV/21/00204 - MFG 137 Dover Road Walmer

Display of a wall mounted, internally illuminated fascia sign (retrospective)

RESOLVED:- That the committee objects to this application for the following reason:

Members all agreed that there is already sufficient light pollution and no necessity for further lighting.

vii) DOV/21/00170 - 214 Dover Road Walmer

Erection of outbuilding

RESOLVED:- That the committee positively supports the proposal. However, members shared concerns as to the proximity of the proposal to neighbours fence and trees.

viii) DOV/21/00153 - The Grove 21 Blake Close Walmer

T1 - Lime. To reduce height of tree by 4-5 meters in height and reduce sides of crown in line with reduction. Squirrel damage is evident around the tree which has caused multiple branches to fail. A reduction in height to produce new healthy growth at a manageable height is advised as tree is over hanging adjacent busy road. T2 - Lime. To reduce height of tree by 2-3 meters in height and reduce sides of crown in line with reduction. Tree is situated underneath larger Lime which in result has caused a heavy lean and unsightly shape. A reduction to reshape and balance in the tree has been advised. T3 - Sycamore. To reduce height of tree by 3-4 meters and reduce sides of tree by 2-3 meters. The tree largely hangs over the adjacent busy road and neighbouring garden which is causing an issue for shading and leaf litter in gutting systems. Also tree sits on a lean towards the road, the reduction proposed will balance the crown and help produce new healthy growth

RESOLVED:- That the committee positively supports the proposal

(Cllr Charlie Weale declared a DPI interest in the following item as is related to the applicant for DOV/21/00147)

ix) DOV/21/00147 - 13 Granville Road Walmer

Relocation of a vehicular access, extension of paved driveway, erection of wall, gates and railings to front boundary and erection of a wall bin store (existing hedge to be removed)

RESOLVED:- That the committee positively supports the proposal

x) DOV/21/00246 - 6 Greenacre Drive Walmer

T1 - Holm Oak - pollard to a height of nine metres

RESOLVED:- That the committee objects to this application for the following reason:

- a) Members agreed that the application did not contain adequate information and struggled to know exactly where the tree was.
- b) Members agreed that all future tree applications should be vetted by the Assistant Clerk and if the Assistant Clerk foresees that any future tree application does not include sufficient information, the Assistant Clerk contacts the tree officer in advance of the next planning meeting.

xi) DOV/21/00255 - Land Opposite 423 To 459 Dover Road Walmer

Reserved Matters application pursuant to Outline permission DOV/17/00487 for the details of appearance, landscaping, layout, and scale for the erection of 83 dwellings

RESOLVED:- That the committee objects to this application for the following reasons:

- a) Members agreed that the Access and Egress to Dover Road from the proposed site is dangerous for motorists and pedestrians
- b) That the dwellings appear too crowded and too close together
- c) That the proposed 117 parking spaces are no way adequate for the 240 bedrooms proposed at the site.
- d) A lack of information as to the sustainability and materials to be used, as well as the proposed energy usage.

4192. KENT COUNTY COUNCIL

Members received Kent County Council's Vision Zero: The Road Safety Strategy for Kent 2020-2026

RESOLVED:- The chairman Cllr James Murray requested that members comment individually

4193. DATE OF NEXT MEETING

30th of March 2021

The meeting closed at 20:20pm

Signed

Dated

WALMER PARISH COUNCIL

DRAFT Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 30th of March 2021 at 7.00pm.

Present: Councillors:
 Cllr J Murray (Chairman)
 Cllr B Gardner
 Cllr J Lonsdale
 Cllr A Herring (Vice Chairman)
 Cllr G Bearman
 Cllr Marguerite Beard-Gould

Officers present: Sarah Plews (Planning Clerk)
 Joanne Watson (Technical Assistance)

4194. APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr C Weale

4195. DECLARATIONS OF INTEREST

None given

4196. OPENNESS AND TRANSPARENCY

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

4197. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 9th of March 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

4198. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Mins 4191 i) DOV/21/00113 - Former Royal Marines North Barracks Between Canada Road And North Barrack Road Walmer

Proposed works - London plane

RESOLVED:- Members all agreed that they are unable to comment or make a decision on this application as there is insufficient information provided within the application yet again

Cllr B Gardner has agreed to compose a strongly worded letter to Dover District Council regarding members objection to this application.

RESOLVED:- Cllr B Gardner updated members that the letter to Dover District Council had now been sent by the Assistant Clerk on his behalf

4199. PLANNING DECISIONS

i) DOV/21/00170 - 214 Dover Road Walmer

Erection of outbuilding

WPC: Positively Supports

DDC: GRANTED

ii) DOV/21/00002 - 6 King Charles Court Lord Warden Avenue Walmer

T1 False Acacia - pollard to a height of six metres

WPC: Objects

DDC: GRANTED

iii) DOV/20/01501 - 36 Blake Close Walmer

T1 Lime - reduce by a maximum of three metres T2 Sycamore - reduce back to previous reduction points T3 Ash - reduce back to previous reduction points.

WPC: Objects

DDC: GRANTED

iv) DOV/20/01499 - 39 York Road Walmer

Change of use and conversion into 2no. flats (Use Class C3(a))

WPC: Objects

DDC: GRANTED

v) DOV/20/01385 - 25 Cavalry Court Walmer

Replacement of ground floor window with timber French doors and replacement window to existing doorway.

WPC: Positively Supports

DDC: GRANTED

vi) DOV/21/00122 - 81 Station Road Walmer

Erection of two storey side and single storey rear extensions, driveway, and vehicular access (existing side extension to be demolished)

WPC: Positively Supports

DDC: GRANTED

4200. PLANNING APPLICATIONS – NEW

i) DOV/21/00296 - 17 Blake Close Walmer

T2 Lime - reduce in height by two metres T4 Sycamore - reduce in height by three metres

RESOLVED:- That the committee supports the application, however, members would like to request that the proposed works be delayed and shall not commence until the 1st of June, after the nesting season has ended.

ii) DOV/21/00313 - Kings Farmhouse 423 Dover Road Walmer

Erection of 2no. detached dwellings with associated parking and access

RESOLVED:- That the committee objects to this application for the following reasons:

- Members object on traffic and transport grounds
- Members object that the access and egress to the site is not suitable and the proposed parking spaces adjacent to 423 Dover road are not safe or suitable either.

iii) DOV/21/00337 - 34 Blake Close Walmer

T1 Sycamore - reduce crown by four metres in height and three metres laterally

RESOLVED:- That the committee positively supports the proposal

iv) DOV/21/00268 - 116 Dover Road Walmer

Lime tree (T1) - crown reduce by three metres

RESOLVED:- That the committee positively supports the proposal

v) DOV/21/00307 - Pebbles 72 Wellington Parade Walmer

Erection of a two-storey rear extension, roof terrace, second floor roof extension and detached garage

RESOLVED:- That the committee positively supports the proposal

vi) DOV/21/00295 - 18 Blake Close Walmer

T1 - Sycamore - reduce by four metres in height and reduce sides by two metres

RESOLVED:- That the committee positively supports the proposal

vii) DOV/21/00347 - 54 Dover Road Walmer

Erection of a single storey rear extension (existing rear extension to be demolished)

RESOLVED:- That the committee positively supports the proposal

viii) DOV21/00333 - 311-313 Dover Road Walmer

Change of use from retail (use class A1) to 2no. self-contained flats (use class C3) with alterations to windows and doors

RESOLVED:- That the committee objects to this application for the following reasons:

- The change of use in this application will affect the viability of the other businesses within the Vicinity
- Members also object on the grounds of sustainability, as residents would need to travel further afield by car as there are no other shops in the vicinity. Thus increasing pollution and traffic congestion.
- The position and size of the proposed windows is not suitable for a conservation area
- Members also agreed with the lack of parking is insufficient for potential residents.

4201. DATE OF NEXT MEETING

20th of April 2021

The meeting closed at 20:07 pm

Signed

Dated

WALMER IN BLOOM COMMITTEE

Minutes of the zoom online meeting of the Walmer in Bloom Committee held on Tuesday 23rd of March 2021 at 7.00 pm.

Present: Mrs S Le Chevalier, Cllr D Thompson, Cllr A Herring, Mr V Recas & Mr R Oram

Officer present: Sarah Plews

1421. APOLOGIES FOR ABSENCE

No Apologies were given

1422. DECLARATIONS OF INTEREST

No declarations of interest were received from Members in respect of business to be transacted on the Agenda.

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

1423. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 23rd of February 2021, were approved as a correct record, and will be signed by the Chairman at the earliest convenience

1424. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

There were no matters arising

1425. HAWKSHILL

i) To receive/discuss a copy of the Hawkshill Management Plan

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March
Members also agreed that The Assistant Clerk contacts all registered volunteers to advise them that duties can resume from the 11th of April. If volunteers are still interested, can they please advise us in writing. If volunteers are keen to resume the volunteering work, they should use their own tools/gloves as to comply with government guidelines.

ii) Cllr S Le Chevalier (Acting Clerk) advised members that a meeting has been arranged with Kent County Council, regarding the concerns surrounding the tarmac of the Hawkshill carpark adjacent to Liverpool Road.

RESOLVED:- Members agreed to note

1426. BUDGET

(i) To receive a budget update for 2021/2022.

RESOLVED:- Members agreed to note

1427. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters.

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that she is willing to manage the two planters adjacent to the Paddling Pool as the previous member has since resigned from the committee.

b) Hanging Floral displays

RESOLVED:- The Assistant Clerk advised members that the application to erect this year's hanging baskets has been submitted to Kent County Council

B) KEY ACTIVITY DATES

To receive a draft copy of the Campaign's key activity dates for 2021.

RESOLVED:-Members agreed to note

C) SCHOOL/YOUTH ACTIVITIES

To discuss and agree the alternative to the school poster competition

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that this year, a poster collage of all previous winning posters should be composed for this year's publicity leaflet. Mr R Oram offered his IT expertise to help with this collage. The Assistant Clerk will supply all previous winning posters to Mr R Oram.

1428. HEALTH & SAFETY

To consider arrangements for the annual inspection of hanging baskets and fixed planters.

RESOLVED:- Members agreed to defer this item to the next meeting on the 27th of April

1429. ENTRANCE TO CANADA ROAD

Members received information from Cllr D Thompson who will update members and produce a drawn-up plan alongside costings for this new venture at the next meeting.

RESOLVED:- Members agreed to defer this item to the next meeting on the 27th of April

1430. DATE OF NEXT MEETING

27th of April via 'Zoom' Video Conferencing at 7.00pm

The meeting closed at 19:31pm.

Signed _____

Dated _____

March 6

**WALMER PARISH COUNCIL
HUMAN RESOURCES COMMITTEE**

DRAFT Minutes of a meeting held on Tuesday 9th of March at 2pm via Zoom.

Present:

Councillors: Cllr Mrs M Beard-Gould (Chairman), Cllr P Heath, Cllr Miss A Herring,
Cllr J Murray, Cllr M Eddy, Cllr B Gardner, Cllr P St Ange, Cllr C Weale

Officer: Cllr Mrs Sue le Chevalier (Acting Clerk)

185. APOLOGIES

None

186. DECLARATIONS OF INTEREST

187. MINUTES

The minutes of the meeting held on Monday 21 December 2020 were approved as a true record and will be signed by the Chairman as soon as practicable.

188. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA None

189. RECRUITMENT PROCEDURE FOR EMPLOYMENT OF NEW PARISH CLERK

The Acting Clerk reported that 17 packs had been issued as a result of the advertisement and three candidates requested to attend an interview. The Third candidate had withdrawn shortly before this meeting.

Two candidates were called individually to provide a short presentation followed by a question-and-answer session.

RESOLVED:

This Committee Resolves to offer the post of Clerk and RFO to Walmer Parish Council to Mr Richard Styles at his current salary [REDACTED]

This 37hours includes all necessary evening, weekend, and Bank Holiday working.

The place of employment being the Parish Office.

190. TO DISCUSS ANY OTHER URGENT MATTERS CONCERNING THE RECRUITMENT PROCESS None

191. DATE OF NEXT MEETING: – 7pm Wednesday 24th March via Zoom

.....
Signature

.....
Date

Attach 7.

**WALMER PARISH COUNCIL
HUMAN RESOURCES COMMITTEE**

DRAFT Minutes of a meeting held on Wednesday 24th of March at 2pm via Zoom.

Present:

Councillors: Cllr Mrs M Beard-Gould (Chairman), Cllr P Heath, Cllr Miss A Herring,
Cllr J Murray, Cllr M Eddy, Cllr P St Ange, Cllr C Weale

Officer: Cllr Mrs Sue le Chevalier (Acting Clerk)

192. APOLOGIES

None

193. DECLARATIONS OF INTEREST

None

194. MINUTES

The minutes of the meeting held on Tuesday 9th of March 2021 were approved as a true record and will be signed by the Chairman as soon as practicable.

195. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None

196. RECRUITMENT PROCEDURE FOR CO-OPTION OF COUNCILLORS

- i) Procedure for Co-option of new councillors
Cllrs Received the Co-option procedures.
- i) To receive applications for Co-opted Walmer Parish Councillors
Cllrs received copies of applications from two potential new Councillors.
- ii) To carry out initial welcome interviews with candidates via Zoom link
Cllrs welcomed two candidates via zoom to check eligibility and interest in becoming a Councillor on Walmer Parish Council.
(Candidate 1 JP, Candidate 2 AB)

RESOLVED

Acting Clerk to contact both applicants to invite them to the Full Council meeting in April order that the next stage in the co-option procedure can take place.

197. DATE OF NEXT MEETING – 22nd September 2021

.....

Signature

.....

Date

Meeting closed 19.44

CLERKS REPORT APRIL 2021

REPLACEMENT CLERK – UPDATE

I have met with Richard Styles, the handover has started. His start date will be 1st May 2021

CONTINUATION OF ZOOM MEETINGS

The legislation that allows for remote Local government meetings was granted for a period of 12 months expiring 7th May 2021. At the time of writing this report the Government has not extended this provision. There are obvious implications surrounding a meeting of 15 Councillors plus public in May. Our Annual meeting is scheduled before the cut-off date, thus will be held over zoom.

Along with many other Clerks I have emailed the Secretary for Home Affairs to lobby for an extension. I know KALC and NALC are pushing for this too. We await news.

ANNUAL MEETING ELECTION/SELECTION FORM

The next meeting will be the annual meeting. This necessitates the election of the Chairman and Vice Chairman for the coming 12 months. Duly signed forms MUST be back in the Office seven days before the date of the meeting to allow the agenda to be prepared.

Please return forms promptly selecting the committees on which you wish to serve. Councillors are reminded that the Council reserves the right to nominate persons onto committees in order that they remain quorate.

Forms can be returned through the door of the Office, or by scanning and email return.

LIVERPOOL ROAD/GRIT ISSUE

On 30th March I met with 2 representatives of KCC on site to discuss an issue reported to them. It concerns grit coming onto Liverpool Road from the car park area at the entrance to Hawkshill. KCC will be putting forward a works order to repair that stretch of road. They will prepare an estimate for works to bring the surface of the road into the car park approximately 10m to be completed at the same time.

CORRESPONDENCE

Email from concerned resident about litter and general untidiness around the Walmer putting green area. Passed to landowner DDC.

Email from a local church group concerning a plan to plant trees in the Parish. Passed to Cllr Beard-Gould to liaise directly.

FINANCIAL REPORT for Council Meeting on 7 April 2021

The Responsible Financial Officer requests

- a) That payments be authorised as detailed on payment list A attached dated 31 March 2021 (vouchers 222 - 233)
- b) That income received this month be noted as on receipts list B dated 7 January 2021 (voucher 50)
- c) that the financial position of the Council after these receipts and payments be noted as shown by:-
 - i) The summary of receipts and payment by cost centre (C) dated 30 March 2021
 - ii) The bank reconciliation (D) along with the list of unpresented cheques and uncashed receipts dated 30 March 2021

A.

1 April 2021 (2020-2021)

Walmer Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
222 Campbell Road	18/03/2021		Unity Bank		Allotment deposit return	A Wickenden	E	100.00	0.00	100.00
227 Salaries and pension	23/03/2021		Unity Bank		PAYE/NI	HMRC	E	106.08	0.00	106.08
230 Brocante	23/03/2021		Unity Bank		Brocante refund	Mr A Deal (Pitch Pitch 21/202)	E	50.00	0.00	50.00
231 Brocante	25/03/2021		Unity Bank		Brocante refund	Coastal Crystals	E	40.00	0.00	40.00
232 General and Office costs	25/03/2021		Unity Bank		Royal Mail Stamps	Clfr S le Chevalier	E	218.25	0.00	218.25
223 Salaries and pension	31/03/2021		Co-operative Bank		March salary	Admin assistant	E	575.25	0.00	575.25
224 Salaries and pension	31/03/2021		Unity Bank		March salary	Assistant Clerk	E	1,024.55	0.00	1,024.55
225 Subscriptions and Training	31/03/2021		Unity Bank		SLCC	Job Advertising Services	E	360.00	0.00	360.00
228 new projects	31/03/2021		Unity Bank		Tree Planting (Walmer Castle)	Clfr M Beard Gould	E	245.20	0.00	245.20
234 Drill Field	31/03/2021		Unity Bank		MUGA (Maintenance)	DDC	E	1,118.88	0.00	1,118.88
235 Premises maintenance	31/03/2021		Unity Bank		Office Rent March	M Johnson	E	1,500.00	0.00	1,500.00
236 new projects	31/03/2021		Unity Bank		TRO and installation of parking	KCC	E	2,525.35	0.00	2,525.35
237 Subscriptions and Training	31/03/2021		Unity Bank		Annual Membership Renewal	Society of Local Council Clerk	E	366.00	0.00	366.00
226 Payroll Processing	31/03/2021		Unity Bank		Payroll processing charge	Batchelor Coop	S	196.00	39.20	235.20
229 General and Office costs	31/03/2021		Unity Bank		IT services	EDGE I.T	S	30.00	6.00	36.00
233 new web-site	31/03/2021		Unity Bank		Web design	Vision ICT Ltd	S	710.00	142.00	852.00
Total								9,165.56	187.20	9,352.76

Walmer Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
54 Campbell Road	05/03/2021		Unity Bank		Allotment Rent & Deposit Plot	Thomas Taylor	E	145.00	0.00	145.00
Total								145.00	0.00	145.00

Walmer Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Office premises				412.00	10.00	402	402
Quadrennial tree survey				3,000.00		3,000	3,000
Tree planting				5,742.00		5,742	5,742
Hawkshill Management Plan							
Events	5,650.00	550.00	-5,100	7,300.00	872.09	6,428	1,328
VAT Repayments							
Stony Path				8,875.00	450.00	8,425	8,425
Precept	162,545.00	162,545.00					
Bank Interest	1,000.00	36.80	-963				-963
Publicity and Promotion		140.00	140	1,800.00	1,067.00	733	873
Administration		0.60	1	27,420.00	18,315.16	9,105	9,105
Election Expenses				1,000.00		1,000	1,000
Staff Salaries, PAYE, NI		1,763.20	1,763	52,000.00	46,284.17	5,716	7,479
Audit Fees				1,200.00	1,163.00	37	37
Professional and Legal				1,675.00	2,728.23	-1,053	-1,053
Projects and Activities	100.00		-100	58,300.00	48,352.84	9,947	9,847
Grants and Donations		400.00	400	5,000.00	2,200.00	2,800	3,200
Allotments	2,000.00	1,327.00	-673	1,000.00	754.14	246	-427
Land Management	972.00	903.20	-69	7,900.00	2,780.03	5,120	5,051
Unallocated		1,147.75	1,148	6,500.00	2,278.37	4,222	5,369
Climate emergency				750.00	28.52	721	721
NET TOTAL	172,267.00	168,813.55	-3,453	189,874.00	127,283.55	62,590	59,137
Total for ALL Cost Centres		168,813.55			127,283.55		
V.A.T.		3,524.85			3,175.88		
GROSS TOTAL		172,338.40			130,459.43		

Walmer Parish Council

Prepared by:

Name and Role (Clerk/RFO etc) *Acting.*

Date:

30/03/21

Approved by:

Name and Role (RFO/Chair of Finance etc)

Date:

A	Bank Reconciliation at 23/02/2021		
	Cash in Hand 01/04/2020		261,376.28
	ADD Receipts 01/04/2020 - 23/02/2021		172,137.40
	SUBTRACT Payments 01/04/2020 - 23/02/2021		433,513.68
	Cash in Hand 23/02/2021 (per Cash Book)		119,751.45
B			
	Cash in hand per Bank Statements		313,762.23
	Cash 04/05/2020	0.00	
	HSBC Bond 07/01/2021	75,316.29	
	Natwest SIBA 15/12/2020	10,895.82	
	Lloyds 04/05/2020	76,613.48	
	Co-operative Bank 09/04/2020	75,192.86	
	Natwest Current Account 07/01/2021	35,862.93	
	Unity Bank 07/01/2021	54,599.21	
			328,480.59
	Less unrepresented payments		17,179.67
			311,300.92
	Plus unrepresented receipts		2,461.31
	Adjusted Bank Balance		313,762.23
	A = B Checks out OK		



Our Ref: 41642
24 February 2021

Parish Clerk
Walmer Parish Council
c/o 8 The Strand
Walmer
DEAL
Kent
CT14 7DY

Dear Walmer Parish Council

I am writing to the council to apply for a grant of £500 to help Air Ambulance Kent Surrey Sussex fund vital pieces of equipment, such as the purchase of 2 new Oxylog 3000+ ventilators. The Oxylog 3000+ is a sophisticated ventilator that offers our medical teams greater control over the ventilation of a patient – something that can make a real difference.



Whilst Air Ambulance Kent Surrey Sussex were able to utilise our state-of-the-art aircraft for 66% of the 2568 missions attended during 2020, our medical crews relied on our rapid response vehicles to attend the remaining 34%. It is therefore vital that our rapid response cars carry the same life-saving equipment as our aircraft. Duncan Bootland, Medical Director at the charity, states:

"We are committed to providing the very best tools for our teams – to give the patient the very best care, irrespective of time of day, or what vehicle we arrive in. Providing Oxylog 3000+ ventilators for our cars will allow us to do this."

The total cost for 2 ventilators is £29,262.97 – a grant of £500, or whatever amount Walmer Parish Council are able to help with, really could go a massive way to ensuring that all of our patients receive the best possible care and would help us in our vision to end preventable loss of life from medical emergency.

Thank you for any support you may be able offer at this time – I look forward to hearing from you.

Yours faithfully

Nick Turrell

Head of Community Fundraising



INVOICE



WALMER PARISH COUNCIL
8 THE STRAND
DEAL
KENT
CT14 7DY

Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Customer No.	700020
Invoice No.	1000821
Invoice Date	22-Dec-2020

Contact: Asset Management
Phone: 01304-872478
Email: asset.management@dover.gov.uk

DESCRIPTION	NET PRICE	VAT
MUGA locking/unlocking 1.00 Unit(s) @ £1,118.88 Vat Rate: Standard Rate	1,118.88	223.78
DUE DATE 05-Jan-2021		
	NET TOTAL	£1,118.88
	VAT	£223.78
	INVOICE TOTAL	£1,342.66



PLEASE SEE OVERLEAF FOR PAYMENT DETAILS

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Cllr Sarah Barker

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover, Kent, CT16 3PJ
Tel: 01304 820173
Fax: 01304 820174

Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

To: Members of KALC in 2020/2021

TM/LD/Subs 2021/2022

March 2021

Dear Clerk

SUBSCRIPTION TO THE KENT AND NATIONAL ASSOCIATIONS FROM **1ST APRIL 2021**

Thank you for your Council's support in 2020/2021. It was certainly a difficult and challenging year for everyone.

Please find enclosed your Council's subscription invoice for the 2021/2022 financial year, commencing 1st April 2021. The invoice covers membership of both KALC and NALC. Also enclosed are two information leaflets giving details of the benefits of membership of both KALC and NALC. Please bring the leaflets to the attention of your Council. You can also visit the NALC website for more details about what they do on behalf of member councils by visiting www.nalc.gov.uk.

Members may recall that at the virtual Annual Meeting on 28th November 2020 the membership agreed that for 2021/2022 the subscription would be based on equivalent Band D properties for 2020/2021, the Band D equivalent rate would remain at 66p, the standing charge would remain at £65 and the maximum would be increased from £1,450 to £1,555 as set out below:

"66p per equivalent band D property subject to a maximum of £1,555, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".

As set out in the papers for the 2020 AGM, the increase in the subscription fees is to cover increased expenditure on staff, salaries and employment costs, IT costs and NALC Affiliation fees.

Local Councils are the first tier of Local Government working at grassroots level and can play an important role in shaping their communities. This important role was particularly evident during the Covid-19 pandemic, where many councils across the county provided excellent support to vulnerable people in their local communities. Many member councils have worked tirelessly throughout the pandemic, in collaboration with their principal authority, charities and local community groups, to deliver food and prescriptions and provide other support to those most in need. We hope that all the information and guidance that KALC and NALC has provided you with throughout the pandemic has helped your council to operate effectively and efficiently during these strange and challenging times.

As you will know, a key benefit of membership of both KALC and NALC is the FREE legal, financial, procedural and professional advice. Over the last 12 months, KALC dealt with just over 7,000 requests for advice – an average of 134 per week on a diverse range of topics including the impact of COVID-19 on governance and support for communities, health and safety and insurance, Brexit and transport problems, including HGV fly parking, HGVs using unsuitable roads and speeding traffic, GDPR, housing and planning, finance and regular concerns around Local Council procedure, procurement and the audit process.

KALC is front of house for access to the National Association of Local Councils (NALC) Legal Service, which deals with more complex cases. Again, this desktop advice is FREE as part of your subscription. To enhance the benefits of membership, we also have: an HR Advice Service with an HR specialist company and have negotiated a reduced rate for KALC's member councils; a Locum Advice Service; and an urgent Legal Advice Service. These were a direct result of feedback from our member Councils via our Membership Survey. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor.

We also provide a comprehensive Learning & Development Programme for Clerks and Councillors from Planning and Finance to IT, VAT, Chairmanship, Project Management, Change Management, GDPR, Communication, Allotments, Burial Law, Health and Safety, Community Safety and Community Emergency Planning. All of our conferences and training events are offered at a reduced rate for member Councils and have been successfully delivered online over the last 9 months.

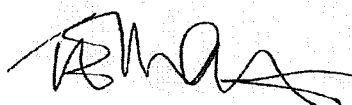
We believe it is to the benefit of all Councils to belong to KALC and NALC. We hope that your Council will renew its membership in the 2021/2022 financial year and continue to enjoy the benefits of membership, which is currently being provided to 313-member Councils across Kent and Medway.

Given the current Government restrictions and staff continuing to work from home, we would encourage all member councils to renew their membership by paying by BACS by 30 June 2021. Please include the KALC invoice number in your transaction. Our bank details are:

Account Name: Kent Association of Local Councils
Sort Code: 23-05-80
Account Number: 33633408

We look forward to your Council's continued support in 2021/2022. If your Council has any issues/concerns about membership, we would be more than happy to discuss these with you and/or attend your Council meeting.

Yours faithfully



Terry Martin
Chief Executive



Serving Parish & Town
Councils in Kent

Kent Association of Local Councils

MEMBERSHIP INFORMATION LEAFLET

2021/2022

Please bring this information leaflet to the attention of your Council/Meeting at its **NEXT MEETING** so that the enclosed **SUBSCRIPTION INVOICE** can be authorised for payment. The full range of services provided by both the National Association (NALC) and the Kent Association are shown in this information pack and the NALC Benefits of Membership briefing note.

KALC VISION STATEMENT

The Kent Association of Local Councils will represent the interests of its members at County and National level. We will communicate effectively with our member Local Councils in Kent and strive to provide them with the best support, legal advice, guidance and training to help them develop their members' skills and knowledge to deliver quality services to their communities. We will work to promote the relationship of Local Councils with the Principal Authorities that recognises the important contribution made by Local Councils to their communities as the first tier of Local Government.

KALC OBJECTIVES

The aims and objectives of KALC are to take all such steps as may be necessary or desirable in the interests of Local Councils in the area covered by KALC consistent with the objectives of NALC. The objectives are as follows:

- i. To represent the interests of the First Tier of Statutory Local Government, comprising of Town, Parish, Community & Village Councils and Parish Meetings in England. Hereafter called collectively '**Local Councils**'.
- ii. To provide support and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government.
- iii. To promote the health, safety and well-being, both material and cultural of the people in its various communities.
- iv. To attract and hold the interest of its citizens.
- v. To develop inherent strength to deal with, and work with, all other tiers of local, regional and national government in a valid partnership.
- vi. To adapt itself to change in the way in which the people of the local community, live, work, shop and enjoy themselves.
- vii. To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.
- viii. To encourage and support the universal establishment of elected First Tier Local Government throughout England.
- ix. To encourage openness and transparency and high ethical standards in line with Local Council Code of Conduct.

National Association of Local Councils (NALC)

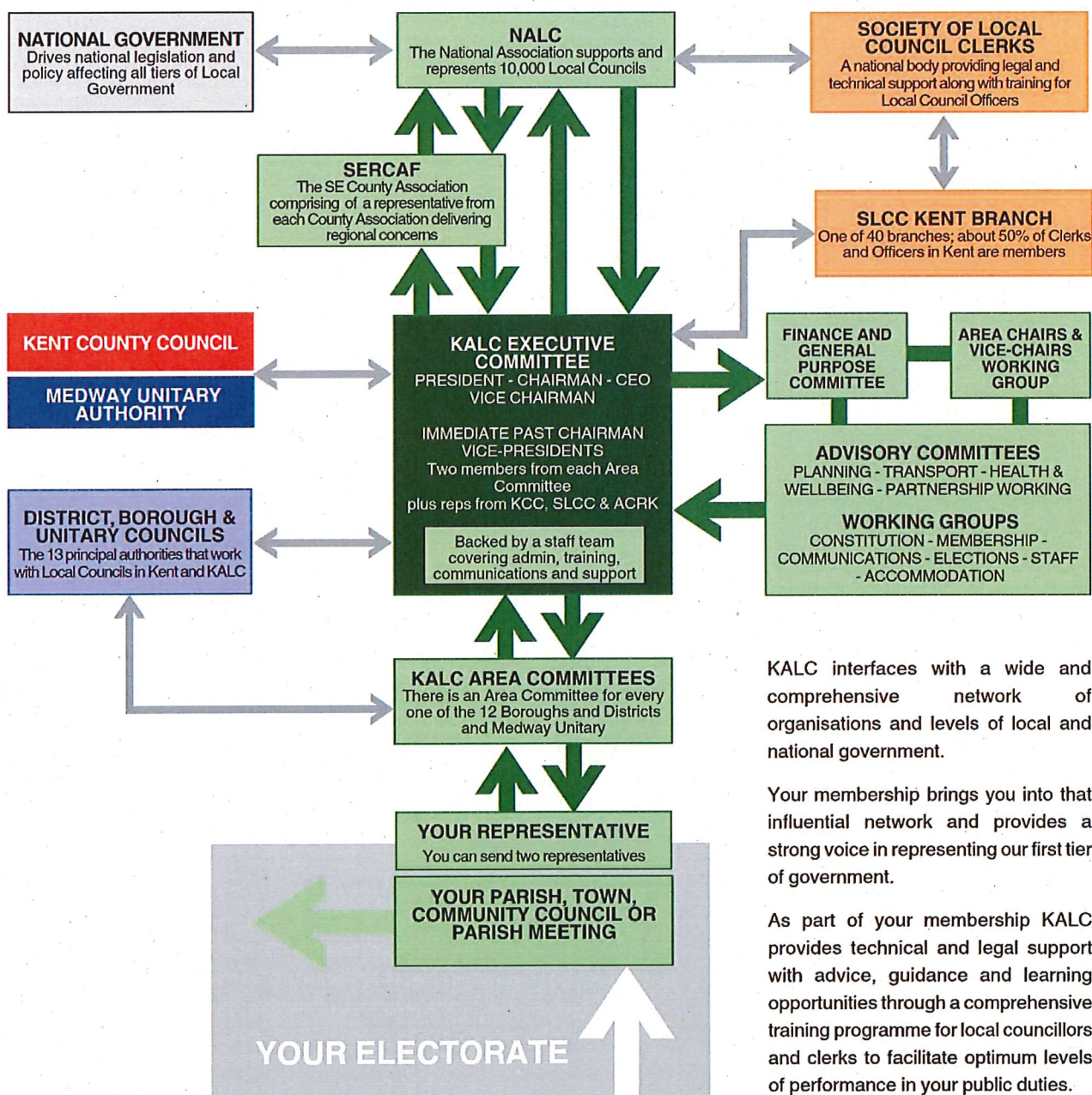
NALC is the national body representing the interests of Local Councils or Meetings; articulating County Associations (CALCs) and member Councils views to Government, the media and other national organisations. They provide advice and guidance in partnership with KALC to ensure Local Councils are the voice of local communities listened to by everyone. A copy of the NALC Benefits of Membership briefing note is attached.



Serving Parish & Town Councils in Kent

YOU AND THE KALC NETWORK

- A membership organisation that serves you
- A training provider
- A source of technical and legal advice
- A source of knowledge and experience
- A source of guidance
- A professional support unit
- A forum for sharing ideas, concerns and resources
- Access to your wider peer group
- A solution centre
- A strong and credible mouthpiece
- A place to collaborate
- A vital lobbyist on your behalf to local and national government



KALC interfaces with a wide and comprehensive network of organisations and levels of local and national government.

Your membership brings you into that influential network and provides a strong voice in representing our first tier of government.

As part of your membership KALC provides technical and legal support with advice, guidance and learning opportunities through a comprehensive training programme for local councillors and clerks to facilitate optimum levels of performance in your public duties.

ANNUAL SUBSCRIPTION

Your Council's annual subscription is based on the number of equivalent band D properties in your Council area, though in some cases only up to a maximum. At our virtual Annual Meeting on 28 November 2020 the membership agreed that subscriptions for 2021/2022 be based on equivalent Band D properties for 2020/2021 as set out below:

"66p per equivalent band D property subject to a maximum of £1,555, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".

MEMBERSHIP runs from 1 April 2021 to 31 March 2022. It is appreciated that your meetings programme may not allow for immediate payment, but you are asked to ensure that payment be agreed and forwarded at the first available opportunity **and not later than Wednesday 30 June 2020**. A KALC representative will be pleased to speak to your Council should you need clarification about the benefits of membership. The annual subscription covers membership of both KALC and NALC.

Why be a member of the Kent Association of Local Councils (KALC)?

We are a not-for-profit membership organisation that provides representation, advice and support to member councils across the county of Kent. We are controlled and managed by an Executive Committee, which includes two representatives from each of our 13 Area Committees. This means that we are effectively managed by our member councils. For 2020/2021 there were 313-member councils (97.5%) in membership, which is a new record.

The Council should look upon your membership of KALC as an insurance – you may not need specific assistance and/or advice from us, but many have and were grateful for the support that we provide. It is not just the advice you receive but also the networking opportunities that membership brings within your District, the County and beyond. Below are just a few of the services that we provide:

- **Guidance, information and advice** - in particular legal, financial, employment, planning and procedural. Throughout the working week advice can be obtained from the Local Councils Adviser or, in his absence, the Chief Executive will refer your enquiry on to our professional Locum Advice Service. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor. **Over the last 12 months, we dealt with just over 7,000 requests for advice – an average of 583 per month.**
- **Comprehensive Learning & Development Programme**, with over 50 modules, with many of these, including conferences, workshops, networking and Information events, being delivered remotely using Zoom. We also have an extensive e-learning package which has been developed in association with NALC and Nimble. Further details about our events can be viewed on the KALC website at www.kentalc.gov.uk.

- Four themed annual Conferences: Clerks Conference, Councillors Conference, Finance Conference and Planning Conference.
 - Biennial Conferences on: Chairmanship; Health & Wellbeing, Resilience & Emergency Planning; Governance, Procedures & Transparency; Crime Prevention and Safety; Communication; Transport, Climate Change.
 - Modular courses on topics such as: Planning; Finance; Chairmanship skills; Burial Law; Allotments; and VAT
- **Represent the interests of Local Councils** in Kent, locally, regionally and nationally. We regularly meet virtually with the Kent Police & Crime Commissioner, Kent Police, Kent Fire & Rescue Service, Kent County Council, Kent Resilience Forum and other county organisations. Our work over the last 12 months has included: working closely with NALC and the Kent Resilience Forum on Covid-19, working with MPs on the planning system, working with NALC and other county associations on the LGA Code of Conduct and ethical standards in Local Government; holding strategic meetings with the Kent Police & Crime Commissioner; working closely with Kent County Council on HGVs, Highway Improvement Plans, 20mph speed limits; Net Zero – climate change, Vision Zero – Road Safety Strategy, Kent Parishes websites and responding to Government and county consultations.
 - **Area Committees:** At District level, each member council appoints two representatives to their KALC Area Committee. Area Committee meetings provide opportunities liaison with District Councils and other local bodies on matters of common interest and provide excellent networking opportunities and sharing ideas/initiatives with neighbouring Local councils.
 - **Access to the KALC and NALC websites for Councillors and Clerks**, which includes an extensive range of information e.g. NALC Legal Topic Notes and Legal Briefings; Finance and HR/employment Information and guidance; Publications; Local Election material; template policies; upcoming training events; consultations; KALC News; Clerk Vacancies; KALC AGM papers; KALC Executive Committee minutes and KALC Area committee agendas and Minutes; etc.

Councils are reminded that whilst KALC and NALC provide guidance, advice and support, it is the councils responsibility as a local authority to satisfy itself that it has robust governance procedures in place and that the council's expenditure is both lawful and in line with council decisions, and that proper controls are in place to prevent any possibility of fraud. No council wants to risk being the subject of adverse local media coverage relating to financial mismanagement, lack of control or poor budgeting. NALC Standing Orders and Financial Regulations templates, alongside NALC's Good Councillor Guides provide important information to help member councils ensure good governance and procedures and can be downloaded from the members area of the NALC and KALC websites, which are password protected.

CONTACT US

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Organisation and management of the
Kent Association
Servicing of Committee meetings and the
Annual General Meeting
Production of Annual Report
Policy issues of a National, Regional and
County nature
Creation of new Local Councils
Borrowing approval
Partnership Working

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Learning & Development Programme &
Events
Area Committees & Partnership Working

Kent Association of Local Councils, Dover District Council Offices, White Cliffs Business Park,
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www.kentalc.gov.uk

The NALC year 2019/20

The year started well with the Princess Royal visiting NALC's annual conference in October to celebrate the 125th anniversary of the setting up of local (parish and town) councils. She praised "the incredible work" of councils, councillors and clerks and "your level of commitment" noting that councils are the closest port of call for residents to solve local issues, empower young people, help people to connect and access public information and support networks.

This commitment, local responsiveness and ability to support communities was perfectly illustrated as local councils were at the forefront of the response to the coronavirus pandemic. NALC collected an impressive set of case studies, illustrating how councils helped during the pandemic, which was promoted and shared widely, many from Kent. Stepping up to support the community in many urban as well as rural areas and playing a vital role in the national effort. Coordinating emergency plans and volunteers to collect and deliver medicines and shopping. Acting as information hubs to provide guidance, advice and support from the government and other agencies. Helping local businesses including publicising their online services. Establishing emergency grant funds including support for food banks. And continuing to maintain our never more important green spaces, and also cemeteries. Many are now helping with the vaccination process.

NALC reprioritised its work to support county associations and local councils through this period with its dedicated coronavirus web page receiving around 160,000 hits and updated regularly with the latest guidance and advice; be that on remote/hybrid meetings or opening play areas. They set up weekly zoom meetings with county officer colleagues which Terry and colleagues have been active participants in which has been an undoubted positive from the horrid pandemic. This provided the opportunity to share experience and frustrations and make sense of often changing government guidance, often overlooking the parish sector. NALC councilors, like many across the country, have taken well to remote meetings with assembly and committees working well; open days continuing and a number of remote events looking at climate change, health matters and the planning whitepaper. KALC has had a number of policy proposals considered by its policy committee.

NALC has sought to ensure that the sector is not overlooked during this crisis, which has been challenging given government's understandable health pre-occupations. Working with Ministers and civil servants it has secured inclusion of the sector in the regulations covering remote meetings, that COVID guidance reflects our needs and tried to persuade government to provide funding to the sector for lost income – particularly for the larger councils that have seen facilities closed. NALC has certainly got this message across, however the government are wedded to providing that support via principal councils.

NALC has also continued to focus on lobbying government, parliamentarians and other national organisations about the potential of the sector and to ensure legislation helps make councils work easier. Chairman, Cllr Sue Baxter, wrote an open letter to all the major political parties in the run-up to the December general election stressing our important role in bringing the country together.

With a new government with a large majority and many new MPs, engaging nationally and locally with MPs to ensure the sectors' views are heard is vital. NALC's 5th Lobby Day was held in March just before lockdown and met around 100 MPs to build links and

discuss issues such as the toilet tax, web accessibility and fair funding. This year's will be very different and focus on finance issues, extending remote meeting regulations and clarity about the local elections. NALC's rejuvenated All Party Parliamentary Group is working well and has been championing its campaigns, including securing backing from the Sun newspaper. It was pleasing to see former NALC LCR magazine cover star Rishi Sunak MP become Chancellor of the Exchequer in the reshuffle.

NALC has secured good recognition of the sector with the government thanking local councils for their work during the pandemic, a House of Lords report outlining the role councils can play in supporting the rural economy, and the implementation of legislation to exempt public conveniences from business rates which will save the sector many millions of pounds a year. Most recently Luke Hall MP has described local councils as the backbone of the response to the pandemic.

The main lobbying successes this year has included the continued non-imposition of referenda principles or capping on the sector reflecting the sector's continued financial responsibility and NALC and KALC worked together on an analysis of precept increases within the county. The abolition of business rates on public conveniences continues to make its tortuous passage through parliament but NALC is hopeful this will be concluded soon.

NALC has also continued to improve the services provided to county associations and local councils. As well as its work providing advice and guidance around the pandemic it has produced a guide to tackling loneliness which received positive national attention and sets out the role councils can play in helping address this problem which costs the economy around £39bn per year. This builds on the work of Kent through its health and wellbeing conference last year and NALC have published a comprehensive set of resources on a dedicated health and well-being page on its website.

Many local councils have declared a climate emergency and NALC has set up a task and finish group to produce information and resources to encourage more action on this important initiative, again a theme of a recent Kent conference.

NALC entered into a new partnership with HR Services Partnership to provide HR support to county associations and local councils through the production of a suite of HR policies and "how to" guides including template employment policies that could be tailored to local councils' needs.

Encouraging and sharing good practice is an important part of its work through a quarterly magazine LCR, Points of Light publication and regular Council Spotlights. And through its annual star council awards – and it was pleasing that Linda Larter from Sevenoaks was recognized for her outstanding work.

Cllr Sue Baxter has written an open letter thanking clerks, councillors and county associations for their hard work over the last few months, and setting out her agenda for 2021 which I would encourage you to look at. <https://www.nalc.gov.uk/news/entry/1630-open-letter>

National Association of Local Councils

Attach 15

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Cllr Sarah Barker

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
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Tel: 01304 820173
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Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

INVOICE TO
Walmer Parish Council

INVOICE NO. 7986
DATE 01/04/2021
DUE DATE 01/04/2021
TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	VAT	AMOUNT
	Subscription	1	1,620.00	S	1,620.00
	As agreed at the 2020 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2022, is based on the number of equivalent Band D properties in the Parish/Town/Community Council as at 2020/2021 at 66p per equivalent Band D property subject to a maximum of £1,555 plus a standing charge of £65 (all subject to VAT).				

SUBTOTAL	1,620.00
VAT TOTAL	324.00
TOTAL	1,944.00
BALANCE DUE	£1,944.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		324.00	1,620.00

Please make cheques payable to "KALC", or direct credit to:

Metro Bank
Sort Code: 23-05-80
Account Number: 33633408

Almch 15B.

8 The Crescent
Taunton
Somerset
TA1 4EA

Tel: 01823 253646
Email: finance@slcc.co.uk

SLCC

For Local Council Professionals

Mr Richard Styles
Walmer Parish Council

INVOICE

Invoice No	MEM234793
Invoice Date	01/04/2021
Account Ref	51079

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Full Membership - Richard Styles, Joining Fee	£20.00	£20.00	0.00	£0.00
1	Full Membership - Richard Styles, Membership Fees	£346.00	£346.00	0.00	£0.00

Total Net Amount	£366.00
Total Tax Amount	£0.00
Invoice Total	£366.00

Payment Due: 01/05/2021

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459

Nigel and Dawn Bogue
 ■ Meryl Gardens, Walmer, Deal, Kent CT14 7QH

Walmer Parish Council
 8 The Strand
 Walmer
 Kent
 CT14 7DY

21 March 2021

Dear Walmer Parish Councillors

At the Walmer Parish Council meeting dated 3 March 2021, the Chairman agreed to answer our questions relating to the proposed Community Housing at York and Albany Close.

Our questions are:

- How will the project be financed?
- If the planning application is successful and proceeds, who is going to maintain the building and what costs will there be for residents of Walmer?
- In the Council meeting on 13 January 2021, at point 6066, you mentioned an additional fee of £750 for pre-application costs. Can you clarify exactly what those costs were for?
- You stated at the meeting on 3 March that the Council had replied to our letters and those of our neighbours – but that is not the case. Can you tell us why?
- Why were the residents of Walmer not consulted regarding the project and the plans?
- What consideration has been given to the residents who border this land? Have you considered how it will affect them – a large number of people as opposed to 8 plus people? Cllr Eddy said in a meeting in November 2020, "We're not going to just impose on the residents".
- Can you explain why that on a number of occasions we and our neighbours have written and said in meetings that we would be willing to provide financial support to the maintenance of the land. Each time WPC does not consider this or comment. What are your views?
- A resident of Walmer has already asked the question regarding the consideration of using empty properties. You mentioned in a previous meeting, DDC 's lack of use of empty properties and the continual agreement for planning. What is your view on finding suitable empty premises for use as communal housing?
- Considering the amount of housing being built in the Walmer area why has the local council not pushed to ensure some of *this* housing incorporates community housing for younger people?
- Walmer Parish Council has increased its rates from last year, which during this pandemic is going to have a far-reaching negative impact on family finances already pushed to the limit. Is this to support property projects such as 62 the Strand and the proposed Community Housing project at York and Albany Close?

We would like these questions answered at the next meeting, and an opportunity to reply and discuss.

This proposed project is of upmost importance to the residents who border and use this land as a communal green space, and we need full facts, openness and transparency throughout the process.

Kind regards
 Nigel and Dawn Bogue

■ Meryl Gardens, Walmer.

COUNCILLOR ALLOWANCES 2020/2021

Name	Elected/ Co-opted	Full year or weeks qualified	Cost at Current WPC Rate £450.00	Cost at £150.00
Cllr J Murray	E	F	450.00	150.00
Cllr S Le Chevalier	E	F	450.00	150.00
Cllr M Beard-Gould	E	F	450.00	150.00
Cllr P Heath	E	F	450.00	150.00
Cllr P St Ange	E	F	450.00	150.00
Cllr B Gardner	E	F	450.00	150.00
Cllr J Lonsdale	E	F	450.00	150.00
Cllr D Symons	E	F13/5/20 to 3/3/21 42 Weeks	363.46	121.16
Cllr A Herring	E	F	450.00	150.00
Cllr M Eddie	E	F	450.00	150.00
Cllr D Thompson	E	F	450.00	150.00
Cllr A Bailey	C	-	0.00	0.00
Cllr L Orridge	E	13/5 -9/7 8 weeks	69.23	23.08
Cllr E Orridge	E	13/5 - 9/7 8 weeks	69.23	23.08
Cllr B Pitcher	E	13/5-9/12 30 weeks	259.61	86.54
Cllr G Bearman	C	F	0.00	0.00
Cllr C Weale	C	F	0.00	0.00
			5261.53	1753.86

The year starts on 13th May, Annual Council meeting.

Co-opted Councillors cannot claim an allowance.

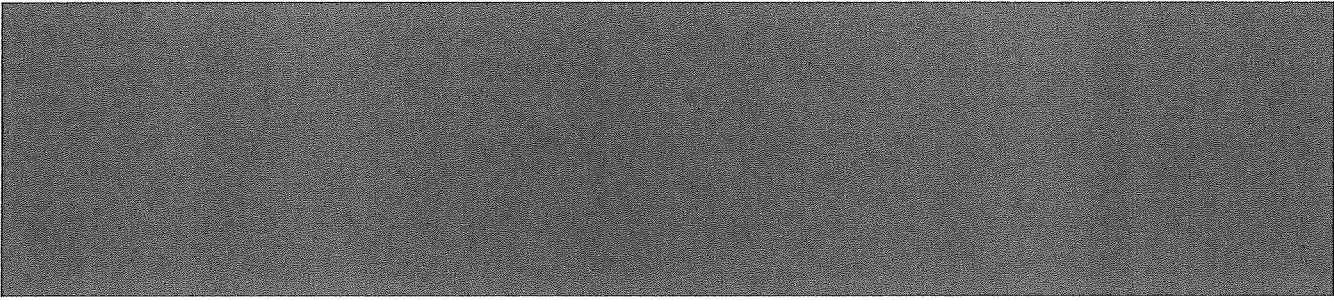
Allowances are paid pro-rata to qualifying Councillors.

The Council has set aside in the budget at sum of 5786.00 for Councillor allowances.

The Chairman's allowance has been traditionally paid at twice the Councillor allowance.

Councillors do not have to Claim any allowance if they so wish.

Any allowance paid is publicly displayed.



QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL MEMBERS' ALLOWANCES



**East Kent Joint Parish Independent Remuneration
Panel**

February 2021

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Section One

Foreword by the Chairman

***An introduction by the Chairman, Mr Kenneth London, to the
review on behalf of the East Kent Joint Parish Independent
Remuneration Panel***

Chairman's Foreword

Since 2003 the law has required an independent panel to recommend the amount of remuneration that might reasonably be applied to the duties of members of district/city councils and council committees (whether appointed as independent members or from elected councillors).

Although there has been much discussion of the need or otherwise of remuneration for councillors, the duty of the Independent Remuneration Panel members is clear; that is to determine a reasonable level of remuneration for the elected and independent members of councils and council committees, accepting that a certain proportion of such remuneration shall be remitted in respect of the voluntary element of their work.

In the case of parish councillors, the panel is directed to express recommended Basic and Chairman's Allowances as a percentage of the actual Basic Allowance paid to district/city councillors in the district/city within the boundaries of which the particular parish is situated. The Panel has taken the view that the principal parameter governing the deliberations of parish councils is the size of the local electorate and after consideration it has been decided to continue with three remuneration bands as set out in this document. It should be noted that city/district councils do not necessarily pay the full rates of allowance recommended by the panel and it is recognised that parish council's may not wish to pay the full levels recommended. It is noted that at the time of writing only a small minority of parish councils pay Basic and/or Chairman's Allowances, although some pay Civic Allowances, the setting of which falls outside the remit of the Panel.

The methodology of the deliberations of the Panel is set out in the document and a summary of recommendations is given in Section 4 for easy reference.

Although the level of response by councils to the questionnaire sent to parishes was understandably low due to the number of parishes that do not pay a Parish Basic Allowance, sufficient data was provided upon which to draw conclusions. Nevertheless, a higher level of participation might have yielded significant information and enabled more sensitive judgement. It is the view of the Panel that in the absence of objections the current arrangements that have been in place since 2009 are not a cause of concern for the Towns and Parish Council's that choose to pay them in the three districts.

The Panel is aware of the global situation which provides the backdrop for its deliberations, but it views its duty as being to opine upon what it believes to be a fair level of remuneration for the duties and responsibilities of councillors. It is up to individual councils to decide what they wish or can afford to pay. The Panel believes that what follows gives a reasonable summary of the value of an individual member's work in the terms set out herein.

I commend this report to the officers and members of the town and parish councils in the areas of Canterbury City Council, Dover District Council and Thanet District Council.

Kenneth London

Chairman

Section Two

About the East Kent Joint Parish Independent Remuneration Panel

*The process and recommendations of the East Kent Joint
Parish Independent Remuneration Panel for the municipal
years 2021 to 2025*

East Kent Joint Parish Independent Remuneration Panel

1. Introduction

- 1.1 The Independent Remuneration Panel is appointed, and acts in accordance with, the provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended). This requires a minimum of three members who cannot be currently serving Officers or Councillors of a local authority.
- 1.2 The membership of the East Kent Joint Independent Remuneration Panel consists of two independent members appointed by Dover District Council and Thanet District Council and one independent member appointed by Canterbury City Council.
- 1.3 In addition to setting allowances for district councils, the East Kent Joint Independent Remuneration Panel is required to convene as the East Kent Joint Parish Independent Remuneration Panel to recommend allowances for Town and Parish Councils.
- 1.4 The Panel consists of the following members:

Mr Kenneth London (Chairman)

Mr Kenneth London is a retired Local Government Civil Engineer, Justice of the Peace and Chairman of the Kent Courts Board.

Mr William Ferrier

Mr William G Ferrier is a retired Master Mariner and a former Magistrate of the East Kent Bench.

Mr Alan Goodall

Mr Alan Goodall is a retired Civil Servant (UK Border Force) and former Independent Chairman of Dover District Council Standards Committee.

Mrs Sue Longden

Mrs Sue Longden is a management accountant, with thirty years' local government strategic and service experience.

Mrs Kerry Sabin-Dawson

Mrs Kerry Sabin-Dawson is a qualified primary school teacher and the chair of a governing body of a school in Thanet.

Quadrennial Reviews

- 2.1 The Independent Remuneration Panel is required to undertake a review of allowance schemes and may make recommendations on allowances for a period of up to four years.

Terms of Reference

- 3.1 The Panel is required under provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended) to produce a report containing recommendations for an allowance scheme as follows:

- *To recommend the amount of Parish Basic Allowance payable to councillors;*
- *To recommend the amount of Chairman's Parish Basic Allowance payable to the chairman of the council;*
- *To recommend the amount for Travel and Subsistence allowance payable to the chairman of the council or to all of its members; and*
- *To determine whether to recommend the same levels of parish basic allowance and parish travel and subsistence allowance to all the authorities in respect of which it was established.*

- 3.2 The Panel must also express any recommendation in respect of the Parish Basic Allowance as a percentage of the Basic Allowance for the corresponding District Council and a monetary sum corresponding with that percentage. The percentage may be up to one hundred percent.

Section Three

Quadrennial Review for Town and Parish Councils

*The process and recommendations of the East Kent Joint
Parish Independent Remuneration Panel for the municipal
years 2021 to 2025*

Quadrennial Review 2021 - 2025

1. Introduction

- 1.1 The Independent Remuneration Panel had commenced its review in late 2019 with the intention of producing a final report in Spring 2020. However, due to the coronavirus pandemic this work had to be suspended until such time as resources allowed for it to be concluded.
- 1.2 The Panel is keenly aware that the majority of parish councils do not pay any allowances to their elected members and that the payment of allowances is not a motivating factor for members of the public wishing to stand for office and represent their communities. However, it is also conscious that the payment of an allowance could make the difference to some people in being able to afford to stand for office and consideration has been given to the impact that the proposed allowance levels could have in that respect.
- 1.3 It is of course for each town and parish council to determine whether it wishes to implement allowances for its elected members and the level that they set them at, subject to it having regard to the recommendations of the Panel in making that determination.

2. Methodology of Review

- 2.1 The Independent Remuneration Panel initiated the Quadrennial Review of Town and Parish Councils in late 2019 by circulating a questionnaire inviting all town and parish councils to provide their views. The Panel was particularly interested to learn if there were areas of concern arising from the recommendations of its previous Quadrennial Review.
- 2.2 The Panel considered the limited number of responses received, noting that none objected to the framework set out in the last review. There were a small number of comments received relating to the range of the bandings and the Panel has given this issue consideration in formulating its recommendations.

3. **Civic Dignitaries Allowance**

- 3.1 The Local Government Act 1972 permits the payment of an allowance to the Chairman and Vice-Chairman (or Mayor and Deputy Mayor) by a parish council to meet the expenses of the office.
- 3.2 The civic dignitaries allowance falls outside of the remit of the Panel as the relevant sections of the Local Government Act 1972 are still in force and therefore the Panel will not be making any recommendation in respect of it. This allowance is separate from the Chairman's Parish Basic Allowance in respect of which the panel makes a recommendation. A parish council may choose to pay both allowances concurrently if it so wishes.

4. **PARISH BASIC ALLOWANCE**

Introduction

- 4.1 The Basic Allowance is a discretionary allowance *"intended to recognise the time commitment of... councillors, including such inevitable calls on their time as meetings with officers and constituents...It is also intended to cover incidental costs such as the use of their homes."*¹
- 4.2 However, the original guidance on Members Allowances for England stated that "it is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members."
- 4.3 The Panel is required to state any figure it provides for the Parish Basic Allowance as a percentage of the District Basic Allowance. When the previous review was undertaken the responses received as part of the survey of parish councils suggested a percentage in multiples of ten percent. The overwhelming majority of responses received at the time suggested that this should be set at zero percent, although the range of responses varied from 5% to 50% where a percentage other than zero was stated. The responses to the most recent survey have not contradicted this position.

¹ ODPM Guidance EIM65960 – Local Government Councillors and Civic Dignitaries in England, Part One: Members' Allowances

Voluntary Component

- 4.4 In reviewing the parish remuneration scheme, the Panel has therefore considered the application of a voluntary component principle. This is the principle that an important part of being a Councillor is the desire to serve the public and consequently, the allowance scheme should not recompense an elected Member for 100% of his or her time. It is the view of the Panel that the overwhelming percentage of a councillor's time should be given voluntarily and therefore not remunerated.

Methodology

- 4.5 It is the view of the Panel that a Parish Basic Allowance should be recommended to Parish Councils given the time commitment and responsibilities placed upon parish councillors. However, while providing a small contribution towards incidental expenses such as telephone and broadband costs, postage and stationery there should be no opportunity for financial gain in the level of Parish Basic Allowance recommended.

Banding

- 4.6 The evidence gathered by the Panel during its previous review indicated a general correlation between the size of the electorate and the precept and activity levels of the parish council / parish councillors with a few exceptions. The choice of electorate over population was used as accurate electorate figures are produced annually as opposed to the decennial censuses.
- 4.7 It was noted by the Panel that none of the limited number of responses received to the 2019 survey expressed any dissatisfaction with this approach and the Panel has taken the decision to preserve it as the basis for banding.
- 4.8 The previous review identified three bandings which would equate to the relevant district council's Basic Allowance levels as follows:
- Band A: Electorate 20,000 upward 12%
 - Band B: Electorate 10,000 to 19,999 6%
 - Band C: Electorate 9,999 and below 3%
- 4.9 It is the view of the Panel that in the absence of any contrary comments about the percentage of Basic Allowance used for each banding these levels be maintained.

Table 1: Parish Basic Allowance as a Percentage of District Basic Allowance

Local Authority	100% Basic Allowance	12% District/City Basic	6% District/City Basic	3% District/City Basic
Canterbury	£5,739.12	£688.69	£344.35	£172.17
Dover	£5,000.00	£600.00	£300.00	£150.00
Thanet	£4,570.00	£548.40	£274.20	£137.10
Average	£5,103.04	£612.36	£306.18	£153.09

4.10 The Panel gave consideration as to whether there should be a differential between parishes in different authority areas but on the basis of the evidence before it and benchmarking data gathered from other authorities as part of the previous review, it felt that there was no significant difference in workload or basic costs for parish councillors in different authorities other than due to variations between parishes of different sizes. Therefore, it is the view of the Panel that one Parish Basic Allowance should be applied to all parishes within each band.

4.11 It is however, noted that since the time of the last review there has been a greater divergence between the level of Basic Allowance at the three district/city authorities and the use of a single figure for the parishes in all three district/city areas will have an impact on the level of Parish Basic Allowance recommended as a percentage of respective district/city council's Basic Allowance – particularly as expressed at Band A.

4.12 For information, the level of Parish Basic Allowance recommended at the time of the last review was as followed:

- £140.00 (Band C - 3%)
- £280.00 (Band B – 6%)
- £560.00 (Band A – 12%)

4.13 The Panel was of the view that the average of these, rounded for administrative ease, would be the appropriate level to benchmark across the three authority areas and still represented a small uplift on the previously recommended allowance levels. This would be as followed:

- £153.00 (Band C - 3%) rounded to £150.00

- £306.00 (Band B – 6%) rounded to £300.00
- £612.00 (Band A – 12%) rounded to £600.00

4.14 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

Table 2: Recommended Parish Basic Allowance (Band C)

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	£150.00	2.61%	3.00%	3.28%

Table 3: Recommended Parish Basic Allowance (Band B)

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	£300.00	5.23%	6.00%	6.56%

Table 4: Recommended Parish Basic Allowance (Band A)

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	£600.00	10.45%	12.00%	13.13%

4.15 In the event that the electorate of a parish council increases or decreases sufficiently to move it from one remuneration band to another, it is the view of the Panel that the parish council recalculate its Parish Basic Allowance in line with the new banding.

5. PARISH CHAIRMAN'S BASIC ALLOWANCE

- 5.1 The Parish Chairman's Basic Allowance is intended to compensate the Chairman of the parish council for the additional duties and responsibilities resulting from the position. As with the Parish Basic Allowance, the Parish Chairman's Basic Allowance may only be paid to elected members of the authority.
- 5.2 The Panel recommends that this be applied as a multiple of the Parish Basic Allowance as adopted for the previous review. The Panel saw no reason to adjust the multiple on the basis of the responses received and will continue to apply the following formula of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

Table 5: Recommended Parish Chairman's Basic Allowance (Band C)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	£300.00	5.23%	6.00%	6.56%

Table 6: Recommended Parish Chairman's Basic Allowance (Band B)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	£600.00	10.45%	12.00%	13.13%

Table 7: Recommended Parish Chairman's Basic Allowance (Band A)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	£1,200.00	20.91%	24.00%	26.26%

5.3 The payment of a Chairman's Parish Basic Allowance does not preclude the payment of a civic allowance under the Local Government Act 1972 and the Panel recognises that most of the town councils make provision for a civic allowance on par or higher with the district council Basic Allowance.

5.4 For the purposes of remuneration, the Vice-Chairman of the Parish Council should be treated as an ordinary member of the parish council and, assuming they are elected members, therefore only entitled to the Parish Basic Allowance.

Travel and Subsistence Allowances

3.3 Parish Councils may pay discretionary allowances for travel and subsistence to parish councillors, elected and co-opted, in respect of the following:

- Attending a meeting of the parish council;
- Attending a meeting of a committee or sub-committee of the parish council;
- Attending a meeting of some other body to which the parish council makes appointments or nominations;
- Attending a meeting of a committee or sub-committee of some other body to which the parish council makes appointments or nominations;
- Duties undertaken on behalf of the parish council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- Attending a meeting of a local authority association of which the parish council is a member;
- Duties undertaken on behalf of the parish council in connection with the discharge of any function of the parish council conferred by or under any enactment and empowering or requiring the parish council to inspect or authorise the inspection of premises; or
- Any other duty approved by the parish council in connection with discharging the duties of the parish council or its committees or sub-committees.

3.4 The regulations permit allowances to be paid for travel both internal and external to the boundary of the parish and allow for non-motorised methods of transport (such as a pedestrian or cycling) to be remunerated within an allowance scheme. However, it is noted that as part of the responses to the previous review that some Parish Councils

had opted to restrict allowances to travel to destinations outside of the parish boundary only. The Panel would support this view for restrictions on travel and subsistence allowances within the parish boundary in the case of geographically compact parishes.

- 3.5 The Panel would support parish councils making provision for a bicycling allowance given that in geographically compact parishes, bicycling and walking were a feasible methods of transportation to meetings for many Members. However, the Panel is not at this time recommending the introduction of a walking allowance due to concerns over the administration of such a scheme.

- 3.6 In respect of parish council motor vehicle allowances, two levels of allowance are predominant – the NJC rate and the HMRC AMAP rate.

National Joint Council Rates

- 3.7 The Local Government Employers organisation, which covers the pay and conditions for 1.4 million local government workers, provides figures for mileage rates through the National Joint Council (NJC) for Local Government Services. These NJC rates are split by casual user and essential user and banded depending on the engine size of the vehicle. Where local authorities use these rates for elected members, the casual user rate is normally used. The commonly used allowance for parish clerks is also the NJC rate.

Table 8: NJC Rate

Casual User Rate	451 – 999cc	1000cc+
Per mile first 8,500 miles	46.9p	52.2p
Per mile after 8,500 miles	13.7p	14.4p

- 3.8 The disadvantage to applying the NJC rate is that there is an additional administrative burden in respect of tax and national insurance where they exceed the tax-free limits.

HM Revenue & Customs Approved Mileage Allowance Payments

- 3.9 The HM Revenue & Customs Approved Mileage Allowance Payments (AMAP) are the level up to which travel allowances can be claimed free from tax and national insurance contributions. The current AMAP rates are as follows:

Table 9: Current HMRC AMAP

	First 10,000 business miles in the tax year	Each business mile over 10,000 miles in tax year
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

- 3.10 HM Revenue and Customs update the AMAP rates on a regular basis.
- 3.11 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 3.12 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model. The AMAP rate was selected over the NJC rate as it provides administrative efficiencies for the purposes of calculating tax and national insurance costs.
- 3.13 However, due to the relative size of most parishes and the fact that parish councillors should be giving the majority of their time to their constituents voluntarily, the Panel does not at this time recommend the payment of travel and subsistence allowances for meetings within the parish boundary in the geographically smaller parishes.
- 3.14 The Panel does though recognise the increasing amount of partnership work undertaken by parish councils and it therefore recommends that for approved duties that take place outside the parish boundary, the HM Revenue and Customs Approved Mileage Allowance Payments should be adopted.
- 3.15 The Panel also recommends that parish councils give consideration as to time limits within which claims may be submitted under the travel and subsistence allowance scheme.

Index Linking Arrangements

- 3.16 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 3.17 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

Section Four

Summary of Recommendations

*The summary of recommendations of the East Kent Joint
Parish Independent Remuneration Panel for the municipal
years 2021 to 2025*

Summary of Recommendations

1. Commencement and Period of Scheme

- 1.1 The regulations governing parish council allowance schemes provide all parish councils with the discretion to introduce an allowance scheme for councillors should they so wish after first giving consideration to the recommendations of the Parish Independent Remuneration Panel (as contained within this report).
- 1.2 The regulations permit the Parish Basic Allowance and the Parish Chairman's Basic Allowance to be paid to elected members only while the travel and subsistence allowance can be paid to elected, co-opted or appointed members.
- 1.3 The recommendations contained within this report do not affect the right of a parish council to pay the chairman / mayor a civic allowance under Local Government Act 1972.
- 1.4 All recommendations are intended to be effective from the start of the municipal year 2021/22.

2. Definitions

- 2.1 For the purposes of these recommendations, the term 'parish council' is used for both town councils and parish councils.

3. PARISH BASIC ALLOWANCE

- 3.1.1 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

Table 10: Recommended Parish Basic Allowance (Band C)

<i>Electorate</i>	Parish Basic Allowance	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	£150.00	2.61%	3.00%	3.28%

Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patrixbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwould with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdsweil-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council

Table 11: Recommended Parish Basic Allowance (Band B)

Electorate	Parish Basic Allowance	Equates to Canterbury Parishes Percentage	Equates to Dover Parishes Percentage	Equates to Thanet Parishes Percentage
10,000 – 19,999	£300.00	5.23%	6.00%	6.56%

Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Broadstairs & St Peters Town Council and Deal Town Council

Table 12: Recommended Parish Basic Allowance (Band A)

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	£600.00	10.45%	12.00%	13.13%

Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Ramsgate Town Council and Dover Town Council

4. PARISH CHAIRMAN'S BASIC ALLOWANCE

- 4.1 The Panel recommends that this be applied on a factor basis of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

Table 13: Recommended Parish Chairman's Basic Allowance (Band C)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	£300.00	5.23%	6.00%	6.56%

Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patixbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough

Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwould with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdswell-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council

Table 14: Recommended Parish Chairman's Basic Allowance (Band B)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	£600.00	10.45%	12.00%	13.13%

Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Broadstairs & St Peters Town Council and Deal Town Council

Table 15: Recommended Parish Chairman's Basic Allowance (Band A)

<i>Electorate</i>	<i>Parish Chairman Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	£1,200.00	20.91%	24.00%	26.26%

Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:

Ramsgate Town Council and Dover Town Council

5. Travel and Subsistence Allowances

- 5.1 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 5.2 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model.

Table 16: Current HMRC AMAP

	First 10,000 business miles in the tax year	Each business mile over 10,000 miles in tax year
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

6. Index Linking Arrangements

- 6.1 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 6.2 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

Section Five

Appendix

***The appendix of the review of the East Kent Joint Independent
Remuneration Panel for the municipal years 2021 to 2025***

Town and Parish Councils by Electorate Size

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Ramsgate Town Council	30,133	A	16
	Dover Town Council	22,041	A	18
	Broadstairs & St Peters Town Council	19,865	B	15
	Deal Town Council	15,857	B	15
	Birchington Parish Council	8,622	C	10
	Herne & Broomfield Parish Council	6,640	C	13
	Walmer Parish Council	6,631	C	15
	Westgate-on-Sea Town Council	5,602	C	10
	Whitfield Parish Council	4,428	C	14
	Aylesham Parish Council	4,256	C	9
	Sturry Parish Council	4,184	C	11
	Sandwich Town Council	4,016	C	16
	Chartham Parish Council	3,403	C	11
	River Parish Council	3,098	C	10
	Minster Parish Council	2,944	C	11
	Chestfield Parish Council	2,688	C	9
	Ash Parish Council	2,623	C	11
	St Margaret's-at-Cliffe Parish Council	2,154	C	9
	Eastry Parish Council	1,985	C	11
	Eythorne Parish Council	1,972	C	11
	Thanington-Without Parish Council	1,926	C	9
	Capel-le-Ferne Parish Council	1,687	C	9
	Harbledown & Rough Common Parish Council	1,665	C	11
	Ringwould with Kingsdown Parish Council	1,659	C	9
	Sholden Parish Council	1,653	C	7
	Cliffsend Parish Council	1,547	C	7
	Shepherdswell-with-Coldred Parish Council	1,500	C	12
	Wingham Parish Council	1,403	C	9
	Temple Ewell Parish Council	1,368	C	12
	Hersden Parish Council	1,311	C	7
	Blean Parish Council	1,280	C	9
	Bridge Parish Council	1,256	C	9

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Littlebourne Parish Council	1,236	C	9
	Manston Parish Council	1,098	C	5
	Barham Parish Council	1,038	C	9
	Woodnesborough Parish Council	1,008	C	9
	St Nicholas-at-Wade with Sarre Parish Council	890	C	7
	Worth Parish Council	825	C	7
	Preston Parish Council	737	C	7
	Bekesbourne with Patricxbourne	718	C	9
	Chislet Parish Council	713	C	9
	Nonington Parish Council	701	C	7
	Guston Parish Council	677	C	7
	Sutton-by-Dover Parish Council	612	C	7
	Alkham Parish Council	598	C	7
	Lydden Parish Council	593	C	9
	Great Mongeham Parish Council	585	C	7
	Northbourne Parish Council	580	C	7
	Monkton Parish Council	572	C	5
	Petham Parish Council	564	C	7
	Langdon Parish Council	502	C	7
	Lower Hardres and Nackington Parish Council	490	C	5
	Adisham Parish Council	484	C	7
	Hoath Parish Council	462	C	5
	Staple Parish Council	456	C	7
	Hackington Parish Council	430	C	5
	Kingston Parish Council	412	C	7
	Wickhambreaux Parish Council	407	C	7
	Hougham Without Parish Council	406	C	7
	Waltham Parish Council	368	C	5
	Ickham & Well Parish Council	351	C	7
	Fordwich Town Council	340	C	5
	Upper Hardres Parish Council	320	C	5
	Ripple Parish Council	307	C	5
	Denton with Wootton Parish Council	306	C	5

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Tilmanstone Parish Council	304	C	5
	Goodnestone Parish Council	301	C	5
	Womenswold Parish Council	282	C	5
	Westbere Parish Council	269	C	7
	Acol Parish Council	244	C	5
	Stourmouth Parish Council	242	C	5
	Bishopsbourne Parish Council	209	C	5

Note 1 – The colour banding indicates which district authority area the parish falls into as follows: Canterbury City Council (Highlighted in Gold); Dover District Council (Pink); and Thanet District Council (Blue).

Dover District Council's Draft Local Plan Consultation Document

Chapters 1, 2, 3 and 4

Chapters 1 and 2 describe the legal and practical reasons for the Local Plan and how to engage with the consultation process respectively.

Chapter 3 summarises the nature of the area, the characteristics of the population and the key factors influencing the Local Plan.

Population

Figures 3.2 and 3.3 compare the population pyramids at the 2011 census and then at the 2018 estimate. This shows that the population of Dover District is ageing. The figures also demonstrate that the younger elements of the population (15-19 in 2011) have not been retained. Nevertheless there has been a total cumulative migration of 6,265 persons into the district, 80% of whom were internal migrants (i.e. from elsewhere in the UK). The cumulative total of internal migration is significant over the period as is shown in Fig. 3.4.

The Local Plan admits that the bulk of the in-migration is made up of people who are middle-aged or older. It is more coy, not to say silent, about the loss of younger people from the area.

Health

This section covers a number of health indicators but would have been better entitled "Deprivation". There is a facile equation between children in low income families (19.4%) and childhood obesity (19.1%) implicit in paragraph 3.7. Dover is ranked 107th out of 317 English council areas by deprivation indices, where 1 is the most deprived. And three wards in Dover town area are in the 10% of most deprived wards in the country. Educational attainment is worse than the national average.

Climate

The Local Plan records DDC's declaration of a Climate Emergency and the creation of a Climate Change Member Working Group as well as DDC's commitment to being a zero-carbon council by 2030 and a

carbon neutral district by 2050. Fig. 3.5 provides an indication of the sources of carbon dioxide by sector and how that reduced sharply between 2008 and 2009 but more slowly since then. Paragraph 3.13 emphasises the problem of water resources in an area which receives low rainfall and is dependent on groundwater extraction.

Housing

This shows that Deal has taken the brunt of housing development over the previous Plan period, while "Dover" (including Whitfield etc) has under-delivered on house building targets. It does confirm that Dover has a higher than national average of council housing in its housing stock, though overall its social housing stock is below the national average. House prices are below the Kent average and well below the national average.

The district has 1,448 vacant properties of which 1,257 are second homes. In Fig. 3.2 the proportion of second homes is given as 2.3% but in the text immediately above the percentage is given as 2.1%. Vacant properties of both types have increased in number over the last 5 years.

Economy

Earnings are below the Kent average. There are fewer people employed in professional or technical roles than the Kent average and more in transport, public administration and manufacturing. The district has changed to being a net exporter of employees from a state of equal inward and outward movements of labour.

Levels of educational attainment have improved, though from a low base, and are still lower than the Kent and national averages.

Transport

The district is described as being "highly accessible by rail, road and sea", whilst it also claims that the district has high speed rail connections to London, when the reality is that HS1 trains pass through the district and are high speed only from Ashford. There is no discussion of the capacity of the A roads within the district or of other forms of transport at this stage in the document, nor is there mention of the problems caused

by cross-Channel transport delays to communications in the immediate hinterland.

Natural Environment

The document lists the various designations of protected landscapes and a number of "Green (*sic*) infrastructure sites" which include parks and gardens as well as nature reserves.

Historic Environment

The document refers to the district's listed buildings (just under 2,000), its 48 scheduled ancient monuments, 57 Conservation Areas and 12 museums. The national and international importance of some of the district's historic assets is noted, as is the impact of the mining industry and the involvement of Abercrombie in the design of Aylesham.

Impressions at this Stage

This Chapter is very much a picture of the state of the district but it shows little sign of ambition, perhaps a reflexion of size and positioning of the Plan's subtitle "A bold vision for 2040" on the cover.

The programme of house building envisaged by the document seems designed more to satisfy the needs of older people moving into the area rather than being aimed at helping to retain younger people in the district.

Similarly, though the levels of educational attainment have improved, there appears to be no intention of using the Local Plan to improve that position further by, for example, specific policies to encourage higher education establishments to develop facilities in the district, and thereby to develop a knowledge based economy beyond the former Pfizer's site. This would contribute to raising the average level of earnings in the district and to combating the high levels of deprivation experienced in some wards.

The passage about transport seems very much at odds with the lived experience. HS1 trains travel through the district but are not high speed. The principal road system, terminating at the port of Dover, is subject to delays during bad weather or other exceptional circumstances, and the

local roads are inadequate, though not as inadequate as public transport or cycling provision.

The brief introductions to the natural and historic environments lack ambition despite the references to their national and international importance which could be taken advantage of in order to strengthen both the knowledge based and tourist economies.

Chapter 4 Overarching Vision

This Chapter identifies 4 aspects which comprise the "Overarching Vision". They are introduced by the statement: "Dover District in 2040 will be a place of aspiration", the subtext being that it the District's only aspiration in 2021 is to have some by 2040. The 4 aspects are: Prosperous Economy; Vibrant Communities; Thriving Places; and Spectacular and Sustainable Environment.

Prosperous Economy

In part, this prosperous economy will build on local entrepreneurial talent. However, as the previous chapter shows, there is a loss of local young people and a lack of educational attainment among remaining local people which this Plan shows little evidence of intending to alter.

The district's ability to attract new businesses is reliant on a "21st century infrastructure" and "unrivalled transport connections with London and Europe". Again, the lived experience is that, though the transport connections may be unrivalled when functioning well, they are far from adequate when any stress is placed on any one transport mode.

The attractiveness of the district for visitors is clear but there is nothing in the Plan to suggest that by 2040 the district will possess "a diverse range of high-quality accommodation" for visitors.

Vibrant Communities

Apart from offering new developments that "respect the spectacular natural environment ... of the District", it also offers "a supply of new homes that meets people's needs and where affordable and local housing is prioritised". This is difficult to reconcile with the proposal to

build houses over the catchment area of the aquifer to the south of Deal (DEA020) or with the scale of internal migration into the area as shown in Chapter 3 (Figs 3.2 and 3.3). This section also claims that there will be improved educational facilities though these are not apparent in the Plan, just as the means of delivering “extensive” green spaces and an “enhanced network of dedicated walking and cycling routes” are elusive.

Thriving Places

According to this section, “Dover town will be thriving with a strong core of local shops and services”, which statement is at odds with the current moves to on-line shopping. The reference to “regenerated areas of existing housing” is promising but is not borne out by the housing policies for Dover which rely on substantial new build on green fields north of Dover.

Deal and Sandwich are apparently to benefit from investments in culture, though again there is no evidence of how this will be delivered in the context of the Plan.

The villages across the district will be provided with “improved community facilities and housing opportunities, enabling more young people to stay”. Again, given the level of internal migration and lack of commitment to maintaining levels of affordable housing within existing commercial housing developments, this seems unlikely.

Spectacular and Sustainable Environment.

It is instructive that this section is the last, rather than the first, of the aspects of the Plan’s Vision. It is erroneous to claim that “the climate change emergency will have delivered increased opportunities for local food production, extensive tree planting and the adoption of sustainable design”. The climate emergency will allow for changes to local food production but, if measures are not taken through the Plan to safeguard and enhance water supplies and storage, it is more likely to reduce local food production.

Strategic Objectives

Strangely, the 4 aspects of the Overarching Vision are altered for listing of the strategic objectives which become Prosperous Economy; Vibrant

Communities; Spectacular and Sustainable Environment, and Cross Cutting Issues.

There is nothing fundamental within the Vision or the Strategic Objectives to object to as they are all desirable outcomes. However, apart perhaps from the greater use of the words "sustainable" and "sustainability" there is little to distinguish the vision and objectives of this Plan from previous Local Plans.

What emerges at this stage

The bulk of house building is actually to provide for internal migration into the district.

That in-migration is mainly of middle-aged and retired people who by the end of the Plan period will have required additional health and social care services.

The district has become a net exporter of young people and of working-age people generally, a factor which runs counter to the intention of creating a prosperous economy within a series of vibrant communities.

There is a need not just for affordable housing within the private sector but for social and council housing, rather than for purely commercial builds.

There is no apparent USP or coherent group of selling points within the Plan which might persuade businesses or major institutions to invest or for young people to remain in the area.

The view expressed in the Plan of infrastructure in general and transport in particular is very much at odds with the lived experience of residents and users. A more realistic portrayal of the problems of co-existing with the modal shifts required by transport locally would give greater confidence in the ability of the Plan to deliver the objectives and the vision.

There is an opportunity to put the environment and the principles of sustainability at the forefront of the Plan's vision, rather than as an apparent add-on to the 4 aspects of the vision. A prosperous economy,

vibrant communities and thriving places all depend on a sustainable environment.

Proposed Amendments

1. The Spectacular and Sustainable Environment should be the first of the 4 aspects of the Vision, followed by Vibrant Communities, then Thriving Places and finally a Prosperous Economy, as a prosperous economy can only be delivered with the other elements in place (para 4.1).
2. The single paragraph on Transport and Infrastructure (para 3.30) should be expanded in order to outline the problems involved in the modal shifts from road to sea within the District and from road to rail outside the District. This would make it easier to argue for the necessary improvements to the A2 and for the bifurcation of traffic on the two main arterial roads coming into the port, the A2 and the M20.
3. The issue of housing needs greater clarity. It would appear that building houses is an objective in itself, whereas what is required is housing that meets the needs of local people. This requires the focus to be placed on social housing, whether council or housing association, rather than on private sector housing.

Dover District Council's Draft Local Plan Consultation Document

Chapter 12 Historic Environment

1.0 This Chapter is generally very positive in terms of the draft policies for the protection and enhancement of the historic environment. There is, however, a requirement for a specific policy dealing with any developments within the Lydden Valley/former Wantsum Channel, the evolution of which may well be germane to our understanding of the creation of the English Channel (see below) as there is for Dover Western Heights.

2.0 Strategic Policy 18 is to be supported.

3.0 DM Policy 44 is welcome in that it refers not solely to the heritage asset but also to the setting of the asset. There is also a requirement for a Heritage Statement where a "heritage asset or its setting" are likely to be affected. The whole building approach to developments involving energy conservation improvements is to be welcomed.

3.1 Where DM Policy 44 is weak is that it does not explicitly require conservation of an asset by recording. A suggested addendum to this policy would be at the end of the third paragraph: "... **securing the optimum viable use of the heritage asset or ensuring its preservation through appropriate recording.**" This would link DM Policy 44 more directly to DM Policy 46.

4.0 DM Policy 45 Conservation Areas is generally welcome though the introductory sentence should be strengthened to read: "Applications for development or redevelopment in Conservation Areas will **only** be supported provided that such proposals preserve or enhance the special architectural or historic character and appearance of the Area and its setting."

Within this Policy, however, consideration should be given to reducing heat and energy loss and to sensitive solutions to providing energy efficient heating systems by adding a suitable further bullet point along the lines of: "**Employ sustainable heating systems, such as ground source heating, and means of reducing energy and water**

consumption as are compatible with securing the sustainable future of the Area and its setting."

5.0 DM Policy 46 Archaeology is welcome.

6.0 DM Policy 47 Dover Western Heights Fortifications Scheduled Ancient Monument and Conservation Area rightly emphasises the importance of the intervisibility of features both within the monument and with the wider landscape in order to fully understand the historic significance of the monument.

7.0 DM Policy 48 Historic Parks and Gardens is welcome.

8.0 The Lydden Valley/former Wantsum Channel is identified in Chapter 11 as forming a group of Landscape Character Types ((LCTs A, B and C) paragraph 11.42 and Table 11.1). Elsewhere in Chapter 11 (Fig. 11.1) the concentration of National Nature reserves, SSSIs and Special Protection Areas where the Wantsum meets the English Channel is demonstrated in map form. Historically, it is known that the Wantsum Channel provided a route for water borne traffic avoiding the more difficult waters around the North Foreland. Little is known of the evolution of this Channel and its silting up. As an area of more or less open water at different periods in the past various historic artefacts might be expected, such as fish traps, landing stages, salt working sites, temporary or permanent settlements taking advantage of the varied environments, and perhaps water craft. Ground disturbance along the line of the Wantsum Channel and its edges are likely to produce organic palaeo-environmental evidence which will add to the limited inorganic palaeo-environmental evidence from sites on chalk downland. This material could include timber structures and artefacts, vertebrate and invertebrate fauna, pollen, and aSedDNA.

8.1 The Wantsum Channel is generally assumed to have been an open channel between the mainland of Kent and the Isle of Thanet, but how that channel arose in the first place is unknown. Given recent research into the creation of the English Channel, it may well be that the Wantsum Channel was created by the same tsunami, caused by the Storrega underwater rock slide, that obliterated Doggerland and carved out the present English Channel around 8,000 BC. The area potentially has immense national and international importance for understanding the

late Palaeolithic and Mesolithic periods as well the development and use of the landscape in more recent periods.

8.2 The inclusion of a specific statement and policy for the Lydden Valley/Wantsum Channel and its margins would appear appropriate, matching that for the Dover Western Heights and the Dover Town Centre SPD. It is suggested that the following statement is inserted after paragraph 12.29:

“12.30 The Lydden Valley/Wantsum Channel provided a water route south of the Isle of Thanet avoiding the more difficult waters around the North Foreland at various times in the historic past. The origin of the Wantsum is unknown but may be linked to the formation, around 8,000 BC, of the English Channel as we know it today. Ground disturbance within the Wantsum and along its ancient shore line is likely to reveal evidence of the origin and development of this important landscape feature as well as evidence of its use from the Mesolithic through to the present day.

DM Policy 48 The Lydden Valley/Wantsum Channel

Proposals for development within the Lydden Valley/Wantsum Channel which make provision of appropriate archaeological and palaeo-environmental investigation prior to development will be supported. For the purposes of clarity the limits of the Lydden Valley/Wantsum Channel’s archaeological and palaeo-environmental area of interest will be co-terminous with the limits of the Environment Agency’s Flood Risk Map.”

8.3 Paragraph 12.30 and Policy DM 48 Historic Parks and Gardens to be renumbered accordingly to take account of the proposal above.