



62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Dated 26<sup>th</sup> June 2025

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 2<sup>nd</sup> July 2025 Walmer Parish Hall, Dover Road, Walmer.**  
**At 7.30pm.**

**Roland Aldred**  
**Town Clerk**

\*\*\*\*\*

#### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies.

**2. DECLARATIONS OF INTEREST**

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

Attach 1

**3. 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**

Update on various matters from the Chairman.

**5. MINUTES**

To approve the minutes of the Council meeting of the 4<sup>th</sup> June 2025.

Attach 2

**6. REPORT ON ACTIONS FROM LAST MEETING**

To receive a report on the actions from the last meeting

**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 on items of the agenda. Any items not on the agenda that members of the public wish to speak on will be noted for consideration of including on a future agenda.

ii) To receive a report from the DDC/KCC Members for Walmer.

**8. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**

To receive a report from the Police on crime and anti-social behaviour in Walmer.

**9. COMMITTEE REPORTS & MINUTES**

i. To receive any reports and any agreed minutes as follows:

- |                                                                                 |          |
|---------------------------------------------------------------------------------|----------|
| a. Amenities & Environment – No minutes to report.                              |          |
| b. Finance & General Purposes – No minutes to report.                           |          |
| c. Walmer in Bloom - Minutes from 20 <sup>th</sup> May, 2025.                   | Attach 3 |
| d. Events Committee – minutes from 27 <sup>th</sup> May, 2025.                  | Attach 4 |
| e. Planning Committee – minutes from 13 <sup>th</sup> May, 2025.                | Attach 5 |
| f. Climate Emergency Working Group — minutes from 27 <sup>th</sup> March, 2025. | Attach 6 |

ii. To receive any comments about the draft minutes on Walmer Town Councils website. The following draft minutes are available on the website.

- |                                                                               |  |
|-------------------------------------------------------------------------------|--|
| a. Walmer in Bloom - Minutes from 25 <sup>th</sup> June, 2025.                |  |
| b. Events Committee – minutes from 17 <sup>th</sup> June, 2025.               |  |
| c. Planning Committee – minutes from 10 <sup>th</sup> June, 2025.             |  |
| d. Climate Emergency Working Group — minutes from 16 <sup>th</sup> June 2025. |  |

**10. REPORT OF THE CLERK**

To receive a report from the Clerk on matters received.

**11. FINANCIAL REPORT**

For noting:

- |                                     |          |
|-------------------------------------|----------|
| a. Bank balances.                   | Attach 7 |
| b. Monthly statement for June 2025. |          |

**12. GRANTS FOR BANDSTAND CONCERT**

Attach 8

To receive a recommendation from the Finance and General Purposes Committee to delegate authority for awarding a grant for the Bandstand memorial concert.

- 13. OUTDOOR GYM**  
To receive a verbal update.
- 14. TOWN AND PARISH CHARTER** Attach 9  
To receive a copy of the draft Town and Parish Charter for review.
- 15. LOCAL GOVERNMENT RE-ORGANISATION** Attach 10  
To receive a written proposal from Cllr Waite-Gleave on a motion to be proposed at KALC about the number of unitary authorities to replace the current district and county councils.
- 16. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960**  
To move to a private session to hear matters of a confidential nature.
- 17. DRILL FIELD LEASE** ENC 1  
To review latest version of the proposed new lease for the Drill Field.
- 18. DATE OF NEXT MEETING**  
3<sup>rd</sup> September 2025 7.30pm.

## **Declarations of interest**

### Disclosable Pecuniary Interest (DPI)

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

### Other Significant Interest (OSI)

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

### Voluntary Announcement of Other Interest (VAOI)

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

### **Note to the code:**

Situations in which a member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the wellbeing of a Member, relative or close associate, employer ect. but not their financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer ect would probably constitute either an OSI or in some cases a DPI.



**WALMER TOWN COUNCIL**

62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

**DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday 4<sup>th</sup> June 2025 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.**

**Present Councillors:** Cllr T Bond (Chairman), Cllr E Crockford, Cllr L Ludwig, Cllr M Eddy, Cllr R Blackwell, Cllr A Friend, Cllr J Murray Cllr D Richardson, Cllr T Grist, Cllr P Findley and Cllr P Jull.

**Officer Present:** Roland Aldred, Town Clerk

**65. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Lee, Simpson, Waite-Gleave and P Ludwig.

**66. DECLARATIONS OF INTEREST**

Cllr Jull declared a OSI in respect of item 75 iii as a trustee of the Landmark Centre.

**67. OPENNESS AND TRANSPARENCY**

The Chairman reminded all those present of the openness and transparency statement.

**68. CHAIRMAN'S REPORT**

Cllr Bond welcomed the new Kent County Councillors Cllr Martin Paul and Cllr Chris Burwash to the meeting.

The Chairman also wished to thank Cllr Louise Ludwig for all the hard work she had put in over the last two years as Vice-Chairman of Walmer Town Council.

Cllr Bond reported:

- i. Cllr Mike Eddy had been elected Mayor of Deal Town Council and Cllr Peter Findley has been elected Deputy Mayor. The Chairman offered congratulations and looked forward to continuing to work together.
- ii. He attended a ceremony to unveil a plaque at the Royal Marines Memorial Garden.
- iii. That along with the Clerk he attended a meeting at DDC on devolution.
- iv. That as members were aware a local newspaper had written an article on the council's decision to close of the MUGA, comments appear to be dying down.

**NOTED**

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 11

Against – 0

Abstain - 0

## **69. MINUTES**

Members received the minutes of the Council meeting held on Wednesday, 7<sup>th</sup> May 2025.

**RESOLVED:** That the minutes be approved and signed.

Proposed by Cllr Eddy

Seconded by Cllr Friend

For 11

Against 0

Abstain 0

## **70. REPORT ON ACTIONS FROM THE LAST MEETING**

The Clerk reported the outdoor cinema event on the drill field had been cancelled.

## **71. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**

- i. No questions were posed from members of the public present.
- ii. Cllrs M Paul and C Burwash of Kent County Council reported:
  - a) It was a very busy time with so many new members of KCC a lot of training courses were being run.
  - b) Cllr Paul has been appointed on to the Governance and Audit Committee and the Regulation Committee, with further appointments possible.
  - c) Cllr Burwash is awaiting appointments to Committees.
  - d) Cllr Paul is keen to be involved in reviewing the local buses and flood risk management.
  - e) Both KCC members have been issued a members grant and are keen to hear from local groups about opportunities to help the community.
  - f) The 1<sup>st</sup> meeting of DOGE has taken place at present there are no timescales on the work.
  - g) The initial committee meetings have been cancelled during the start of the new council this is due to the massive overturn of members meaning that there are a lot of appointments and the required training to be conducted before meetings can take place.

## **72. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**

Cllr E Crockford reported that the Police are continuing their campaign around "StreetSafe". Calls have gone out for any dashcam footage of the accident near Iceland last week. The Police are asking that anyone with CCTV or a camera style doorbell sign up to their CCTV registry. Kent Police are once again warning the public about the usage of E-Scooters as illegal outside of the test rental schemes set up.

## **73. COMMITTEE REPORTS AND MINUTES**

- i. To receive any reports and any agreed minutes as follows:
  - a. Amenities + Environment – minutes from Feb 26, 2025.
  - b. Finance + General Purposes – No minutes to report.
  - c. Walmer in Bloom – Minutes from Mar 18, 2025.
  - d. Events – Minutes from Apr 22, 2025.
  - e. Planning – minutes from Apr 8, 2025.
  - f. Climate Emergency Working Group – No minutes to report.

**RESOLVED:** Members agreed to note the minutes of all the above committees.

Proposed Cllr A Friend

Seconded Cllr L Ludwig

For 11

Against 0

Abstain 0

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.

- a. Walmer in Bloom – minutes from May 20, 2025.
- b. Events – minutes from May 27, 2025
- c. Planning – minutes from May 13, 2025.

**RESOLVED** – To note

Proposed Cllr A Friend

Seconded Cllr M Eddy

For 11

Against 0

Abstain 0

Cllr Ludwig reported that the Walmer in Bloom competition had now begun with nominations being taken both online and via paper copies. The entries will be photographed and judged by the public.

Cllr Bond brought to members attention the decision made at the events committee meeting to “rest” the Christmas event for the year. New DDC policies mean that the event costs have spiralled and there is a question of whether this provides value for money for the public given that it is only a 90-minute event. The event itself is similar to a number of events in the area taking place over a similar time frame.

**RESOLVED** – Members support the decision of the Events committee in resting the event.

Proposed – Cllr Jull

Seconded – Cllr Findley

For – 8

Against – 1

Abstain - 2

## 74. REPORT OF THE CLERK

The Clerk reported:

- i. The Children’s Festival is on the 5<sup>th</sup> July 2025 any Members available and wishing to volunteer should Contact the Events officer.
- ii. Dover District Council cabinet met to discuss the “Called in” item of the Parking Strategy and a decision was made to conduct further review before any decisions were taken.
- iii. The Chairman and Clerk attended a meeting with Town/Parish Councils and Dover District Council on devolution. Little new information was available at this time. The next major landmark is November where the plans for the make up of the new Unitary Councils need to be delivered. To meet this target as required tenders are being reviewed to appoint an auditor to review the make up of the new Unitary Councils.
- iv. The new Marke Wood playground is now open.

**NOTED**

Proposed – Cllr A Friend

Seconded – Cllr M Eddy

For 11

Against 0

Abstain 0

## 75. FINANCIAL REPORT

- i. Monthly bank balances.

### Members received the bank balances

### Bank Balances as at 30/05/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£36,341.32
Unity Trust Deposit	£256,121.67
<b>Total</b>	<b>£492,462.99</b>

- ii. Monthly Finance report

Members received the May2025 monthly financial report.

Financial update for month of May 2025					
<b>Balance at start of month</b>	£		532,770.74		
<b>Payments</b>				<b>Receipts</b>	
<b>Who</b>	<b>For</b>		<b>Amount</b>	<b>Who</b>	<b>For</b>
Apex Clean	Office Cleaning		£ 200.00	Eventbrite	Brocante Income
Staff	Salaries (Apr)		£ 5,498.37	Allotment Holders	Allotment Insurance
Staff	Salaries (May)		£ 5,532.48	Rich Aroma 21	Payment for Children's Festival
KCC LGPS	Pension Payment (Apr)		£ 2,227.17		
KCC LGPS	Pension Payment (May)		£ 2,250.68		
Viking	Stationary		£ 126.54		
British Gas	Gas Bill		£ 54.02		
Swimsafety	Water Quality tests		£ 1,008.00		
British Gas	Electricity Bill		£ 74.95		
Mr D Halpin	Window Cleaning		£ 12.00		
Mitec	Telecoms		£ 135.00		
SWCAA	Payment for Allotment Insurance		£ 200.00		
DWKRA	Grant Payment		£ 600.00		
Royal Marines Association	Grant Payment		£ 500.00		
2235 Air Cadets	Grant Payment		£ 329.00		
Public Works Loan Board	Loan Repayment		£ 7,563.40		
Royal British Legion	Payment for poppy wreaths		£ 137.50		
KALC	Training Courses		£ 72.00		
Lloyds Bank	Bank Charges		£ 3.00		
Mrs L Ludwig	Repairs and fuel for Hawkshill Lawnmower		£ 170.40		
HMRC (PAYE/NI)	Tax and National Insurance		£ 1,804.55		
Deal Handyman	Refund of overpayment for works on St Saviours Noticeboard	-£	403.20		
Mr L Robbins	Annual Internal Audit Report		£ 280.00		
DDC	Contribution towards Marke Wood Playarea		£12,500.00		
KCC Commiserv	Photocopier Rental costs		£ 219.72		
Unity Bank	Bank Charges		£ 10.80		
Total			£41,106.38	<b>Total</b>	<b>£787.83</b>
Balance at end of month			£492,452.19	Last year	-£10,446.38
This month spend			-£40,318.55	% of precept for month	-4.19%
% of yrs precept for month			15.43%	Total spent LYTD	-£20,067.55
Total net spend YTD			-£48,172.85	% of precept LYTD	-8.05%
% of precept YTD			18.43%		

**RESOLVED** – Members agreed to note the bank balances and monthly finance update.

**Proposed Cllr M Eddy**

Seconded Cllr R Blackwell

For 11

### Against 0

Abstain 0



Cllr Jull left the room

- iii. Payment of Grant to the Landmark Centre  
Members received a verbal report from the Clerk that the Landmark centre have confirmed verbally that the full amount of £40k promised has now been confirmed and to be paid shortly to the Landmark Centre.  
**RESOLVED** – To pay the £5k as agreed by the council, once written proof has been provided that the funding is secured subject to sign off by the Clerk and Chairman.  
Proposed – Cllr R Blackwell  
Seconded – Cllr A Friend  
For – 10                      Against -0                      Abstain – 0

Cllr Jull returned to the meeting

## **76. AGAR**

- i. Members received a written copy the report of the internal auditor.  
**NOTED**  
Proposed- Cllr M Eddy  
Seconded – Cllr A Friend  
For – 11              Against – 0              Abstain - 0
- ii. Members were asked to consider and answer the 9 questions of the annual Governance review and authorise the chairman to sign the Annual Governance Statement.  
**RESOLVED** – Members answered yes to questions 1-8 and N/A to question 9 and authorised the Chairman to sign the Annual Governance Statement.  
Proposed- Cllr M Eddy  
Seconded – Cllr A Friend  
For – 11              Against – 0              Abstain - 0
- iii. Members reviewed and were asked to authorise the signing by the Chairman of the Accounting statement.  
**RESOLVED** – To ask the chairman to sign the Accounting Statement  
Proposed- Cllr M Eddy  
Seconded – Cllr A Friend  
For – 11              Against – 0              Abstain - 0

## **77. OUTDOOR GYM**

Members received a written report from officers updating progress on the Outdoor gym and discussing the next steps to progress the project.

**RESOLVED** – to delegate to the Clerk and Chairman to apply for planning permission up to the value of £600 and further should it be required to delegate authority to the Clerk and Chairman to appoint a flood risk management survey to be carried out up to the value of £1000.

Proposed – Cllr A Friend

Seconded – Cllr P Jull

For 11              Against 0              Abstain 0

**RESOLVED** – To ask the Chairman to engage with the Leader of Dover District Council about the recent change in direction requiring Walmer Town Council to lease the land on which the gym is to be built at best value then apply for a discretionary grant to offset the rental amount charged.

Proposed – Cllr M Eddy

Seconded- Cllr L Ludwig

For – 11              Against – 0              Abstain – 0

**RESOLVED** – To delegate to officers to apply for funding once a planning application reference has been received for the gym project.

Proposed – Cllr M Eddy

Seconded – Cllr R Blackwell

For – 11

Against – 0

Abstain – 0

#### **78. WALMER TOWN COUNCIL RISK STATEMENT**

Members received a copy of the Risk Management Statement.

**RESOLVED** – Members asked the Clerk to make amendments to replace any reference to York and Albany with The Peace Garden and accepted the updated Risk Management Statement.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For 14

Against 0

Abstain 0

#### **79. PARKING AND LIGHTING ON ACCESS ROAD TO DRILL FIELD**

Members received a written report on the progress of options around the parking and lighting issues on the access road for the Drill Field.

**RESOLVED** – To note the report and await full details and costings before making any decisions.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For 7

Against 1

Abstain 3

#### **80. PUBLIC TOILETS**

Members received a written report detailing Dover District Council's request for support for the public toilets at Marke Wood and Granville Road.

**RESOLVED** – To approve the payments of £6108.79 per quarter to be paid on the last day of said quarter.

Proposed – Cllr D Richardson

Seconded – Cllr L Ludwig

For 11

Against 0

Abstain 0

#### **81. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings)**

##### **ACT 1960**

To move in to a confidential session.

**RESOLVED** – To move in to a confidential session.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 11

Against – 0

Abstain - 0

## **82. HR MATTERS**

Members received a verbal report from the Clerk that a member of staff had completed one of the training goals set and the Clerk asked that members agree the increase in salary as set out in the training programme.

**RESOLVED** – To accept the Clerks recommendation and increase salary to SCP 20.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 11

Against – 0

Abstain - 0

## **83. DATE OF NEXT MEETING**

Wednesday 2<sup>nd</sup> July

The meeting closed at 21.30

Signed: ..... Date: .....



**WALMER TOWN COUNCIL**

62 The Strand, Walmer, Deal, Kent CT14 7DP

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Tel: 01304 362363

**Minutes of the meeting of the Walmer in Bloom Committee held on 20<sup>th</sup> May 2025 at 62 The Strand, Walmer, at 5.30 pm.**

**Present:**

Cllr L Ludwig (Chairing)  
Cllr E Crockford  
Cllr P Ludwig  
Cllr D Richardson  
Mrs D Bogue  
Miss A Late

**Officers present:** John Miles (Administration Officer)

**38. ELECTION OF A CHAIRMAN FOR THE COMMITTEE FOR 2025/2026**

Cllr L Ludwig was the only nomination received.

**RESOLVED** – To appoint Cllr L Ludwig as the Chairman of Walmer Town Council Walmer In Bloom Committee for the year 2025/26.

Proposed – Cllr P Ludwig

Seconded – Cllr D Richardson

For – 4                  Against – 0                  Abstain – 0

**39. ELECTION OF A VICE CHAIRMAN FOR THE COMMITTEE FOR 2025/2026**

Cllr E Crockford was the only nomination received.

**RESOLVED** – To appoint Cllr E Crockford as the Vice Chairman of Walmer Town Council Walmer In Bloom Committee for the year 2025/26.

Proposed – Cllr L Ludwig

Seconded – Cllr D Richardson

For – 4                  Against – 0                  Abstain – 0

**40. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Waite Gleave.

**41. DECLARATIONS OF INTEREST**

None Submitted.

**42. MINUTES OF LAST MEETING**

**RESOLVED** – That the minutes be taken as an accurate record with minor changes to 580:A:IV and 580:C:I.

Proposed by: Cllr D Richardson

Seconded by: Cllr P Ludwig

For 4                  Against 0                  Abstain 0

- 43. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**  
None.
- 44. CHAIRMAN'S REPORT**  
I. In view of decisions required at the meeting, Chairman's report was not included to allow full agenda to be progressed
- 45. ADMIN REPORT**  
I. **NOTED-** Committee members received a written report regarding previous actions.  
Two new planters have been installed at the RNLI Lifeboat house courtesy of Ripplevale School.  
The planter outside of the council offices has been emptied and removed.  
**Actions:** Admin to chase up Walmer Parish Churches regarding the state of and requirements for replanting the two planters at Walmer Parish Hall.
- 46. HAWKSHILL**  
I. To authorise expenditure of £220 for repairs to fencing at Hawkshill Freedown.  
**Resolved:** To pay Red Dog Garden Services £220 for repair works to fence.  
Proposed – Cllr P Ludwig  
Seconded – Cllr D Richardson  
For – 4                      Against – 0                      Abstain – 0  
II. To authorise expenditure for the purchase of an electric brush cutter for use at Hawkshill Freedown.  
**RESOLVED:** To purchase a Brush Cutter for the cost of £299.99.  
Proposed – Cllr D Richardson  
Seconded – Cllr P Ludwig  
For – 4                      Against – 0                      Abstain – 0  
**Actions:** Admin to ensure payment to Red Dog Garden Services.  
Admin to purchase cutter for lighter, quieter work in the summer to reduce disturbance to wildlife and to save volunteers' personal equipment from being used.
- 47. WALMER PEACE GARDENS**  
I. **NOTED-** Committee members received a written report from the Walmer Peace Garden committee.  
WPG Community Working Day on 18<sup>th</sup> May was unable to run due to ill health.  
The WPG committee have requested information about the possibility of an information board for the Peace Gardens.  
The WPG committee have also requested the purchase of a small water bowser for use at the Peace Gardens.  
**Actions:** Admin to contact Jayne Miles regarding the possibility of spare information boards being held by DDC.  
Admin to research water bowsers and to contact Cllr Waite Gleave about a bowser she previously donated to Hawkshill.
- 48. CAMPAIGN 2024**  
**A. WIB CAMPAIGN**  
I. **Noted:** Admin presented marketing plan for WIB.  
II. Minor changes to the WIB Campaign process including an earlier fixing of the date for the last entries as well as to earlier in the process. There is also the possibility of adding this to the publicity breakdown. Change will also include 'weather permitting' regarding the poster exhibition at the children's festival.  
**RESOLVED** – Admin to modify process to include an earlier date for the final entries for the Garden Competition.  
Proposed – Cllr L Ludwig

Seconded – Cllr D Richardson

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to update marketing plan with new dates and information

Admin to modify WIB Process to include earlier date for final entries for the WIB competition and wording regarding children's festival and to add final date decision to publicity breakdown.

- III. Several minor changes to be made to original publicity process document to include more information regarding local groups and noticeboards.

The WIB competition poster will be completely redesigned to include wording regarding the campaign and a reduction in other areas, four winner poster designs to be used as well as both green and white backgrounds for a total of eight posters.

**RESOLVED** – Admin to modify process to include mentions of local organisations and groups. Addition of earlier fixing of the date for the last entries.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**RESOLVED** – WIB competition poster to be redesigned and approved prior to distribution.

Proposed – Cllr P Ludwig

Seconded – Cllr L Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to edit original WIB publicity process.

Admin to redesign poster as requested.

- IV. Minor changes to be made to the information leaflets before distribution to residents.

**RESOLVED** – Leaflets to be edited and condensed, removing duplicate information and underlining. Version using corner pictures was chosen for the design.

Proposed – Cllr P Ludwig

Seconded – Cllr L Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to edit information leaflet prior to distribution and use on the council website.

- V. Changes requested for nomination forms including salutations at the top and bottom of the form, exchange of bottom two lines and requests added for permission to put up QR codes and posters to be put up at residences.

**RESOLVED**- Minor changes to nomination forms before use.

Proposed – Cllr P Ludwig

Seconded – Cllr E Crockford

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to edit original nomination forms prior to distribution.

- VI. Banner design was changed to reduce the number of words and the inclusion of a QR code, this is for ease of reading by passing vehicles and pedestrians.

**RESOLVED**- Banner to be redesigned by Admin as requested, once approved, Admin to order all six banners.

Proposed – Cllr D Richardson

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to redesign banner and order once checked over by members.

Discussion regarding previous letters to businesses requesting support and sponsorship, during distribution of leaflets a personal conversation will be held to see how the business could offer support.

Members requested a division of distribution areas in Walmer, to ensure that all committee members are able to deliver posters/letters/forms across the town. In order to give the deliveries more of a human face.

**Actions:** Members to approach the local businesses during delivery of leaflets.

Admin to break down distribution areas to smaller ones to allow delivery of leaflets/posters/letters to residents.

Admin to distribute media to organisations and businesses in Deal town centre.

- VII. Chairman suggested the creation of a briefing document to be handed to the SSEIB judge with written and photographic information regarding the WIB campaign. Date for judging has been confirmed as 20<sup>th</sup> June 2025 at 9am.

**Actions:** Cllr L Ludwig to construct briefing documentation.

Cllrs L Ludwig and P Ludwig to escort the SSEIB judge around Walmer, other Cllrs and officers to be confirmed.

Cllr L Ludwig to set up action plan to prepare for judging.

Admin to prepare a presentation and decorations in office meeting room for the SSEIB judge.

The final times and dates for nomination and voting for the Garden Competition were confirmed.

**Resolved:** The final date for nominations will be 30<sup>th</sup> June 2025, the final date for voting will be 31<sup>st</sup> July 2025.

Proposed – Cllr D Richardson

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to ensure these dates are added to required print and social media.

## **B. SCHOOL AND YOUTH ACTIVITIES**

- I. Poster competition presentations to local primary schools have been confirmed for 6<sup>th</sup> and 9<sup>th</sup> June. Certificates, prizes and poster entries will be returned to the schools.

**Resolved:** Cllrs D Richardson and E Crockford will attend both presentations on those dates. Four £10 vouchers to be bought as prizes.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Cllr D Richardson to contact schools regarding the presentations.

Cllr D Richardson to decide on suitable way to deliver donations direct to the schools.

Admin to purchase vouchers for a total of £40 via Town Clerk.

Presentations to be attended by Cllrs E Crockford and D Richardson.

Poster entries to be returned to students.

A draft certificate design was presented to the committee; changes were made to the wording and signature.

**Resolved:** Certificate to be edited to incorporate changes, certificates will then be printed for all winners and runners up.

Proposed – Cllr D Richardson

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**Actions:** Admin to print certificates for all 12 winners and runners up.

- II. Volunteers will set up boards at St Saviours for an exhibition of poster entries.

**Actions:** Cllrs E Crockford and L Ludwig to set up the exhibition.

Admin to print large scale copies of posters for exhibition.

Admin to confirm time and date with St Saviours church.

**C. WIB PRESENTATION**

- I. The new winners shield will be engraved with 'Walmer Town Council' and 'The Allan Scott Award.'

**Actions:** Admin to order shield from White Cliffs Engravers.

**49. CHANGE OF START TIME**

- i. Request was made by Cllr L Ludwig to change the start time for WIB meetings to 6:00pm.

**Resolved:** Meeting start times to be moved to 6:00pm.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For – 4

Against – 0

Abstain – 0

**50. ISSUES FOR INCLUSION ON NEXT AGENDA**

No items put forward; items can be sent into the office for consideration.

**51. DATE OF NEXT MEETING**

Wednesday June 25<sup>th</sup> 2025, at 18:00.

The meeting closed at 19:30.

---

Signed \_\_\_\_\_

Dated \_\_\_\_\_





**WALMER TOWN COUNCIL**

62 The Strand, Walmer, Deal, Kent, CT14 7DY

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

**Minutes of the Events Committee held on Tuesday 27<sup>th</sup> May 2025 at No. 62 The Strand, Walmer at 5.30pm.**

Present: Cllr Tony Grist; Cllr Diana Richardson, Cllr Adrian Friend, and Cllr Louise Ludwig.

Officers Present: Lynne Simmons – Events officer.

**52. ELECTION OF CHAIRMAN FOR 2025/26.**

Cllr Grist was nominated as Chairman.

**RESOLVED.** That Cllr Grist is duly elected as Chairman of the Events Committee.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 4 Against 0 Abstain 0

**53. ELECTION OF VICE-CHAIRMAN FOR 2025/26.**

Cllr Richardson was nominated as Vice-Chairman.

**RESOLVED.** That Cllr Richardson is duly elected as Vice-Chairman of the Events Committee.

Proposed by Cllr Ludwig

Seconded by Cllr Friend

For 4 Against 0 Abstain 0

**54. APOLOGIES FOR ABSENCE.**

Cllr Simpson offered apologies which were accepted.

**55. DECLARATIONS OF INTEREST.**

No interests were declared.

**56. OPENNESS AND TRANSPARENCY.**

The Chairman reminded those present of the terms of openness and transparency.

**57. MINUTES OF THE PREVIOUS MEETING.**

Members considered the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2025.

**RESOLVED** – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Friend

Seconded by: Cllr Grist.

For 3 Against 0 Abstain 1

**58. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.**

None.

**59. EVENTS BUDGET.**

Members received the Events Budget for 2025/26.

**NOTED.**

**60. EVENT PLANNING CHILDREN'S FESTIVAL 2025.**

- i. The officer provided an update on all planning underway for the festival.

**RESOLVED.** Members approved a proposal to spend £25 on advertising to boost the Facebook event during June 25.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 4 Against 0 Abstain 0

**RESOLVED.** Members agreed a further spend of up to £85 on stationery resources if needed for the festival. This is in line with Budget. This will be required if the acrylic paint pens purchased in 2024 are unusable.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

The officer provided an update on the recent meeting with Deal Radio. Cllr Grist is booked a "drop-in" slot on Wednesday 11<sup>th</sup> June 25 radio show @ 12.30pm with Lee Akroyd, where he will be talking about the Children's Festival. Deal Radio are also confirmed to be attending the festival, broadcasting live via the internet and will be conducting interviews of attendees and participants during the event. The officer was asked to create a schedule of interviewees at regular time slots across the afternoon.

**NOTED.**

Deal Pirates have confirmed the charity they will be supporting in 2025 is the Deal and Walmer Community Association. Any funds raised via donations/collection buckets at the festival will go towards improvement works at The Landmark Centre.

**NOTED.**

Members discussed how best to support local traders for this year's festival following the feedback received in 2024.

**RESOLVED.** It was proposed that Cllr Grist should speak with local traders along The Strand and ask them to let us know if they are planning anything special for the festival, so that we can include the details in our pre-event advertising.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

Cllr Richardson proposed that we invite representatives from Kooth, a free mental health service for children, young people and adults, as they had recently expressed their interest in attending the event.

**RESOLVED.** The officer was actioned to contact the representative from Kooth.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

- ii. Members discussed the DDC email response to our event management plan.  
**RESOLVED.** Members agreed to order an 1100L waste bin from DDC at a cost of £276, given that there is a new family picnic area planned for the festival. This bin will be placed close to the family picnic area and will be delivered and collected by DDC.  
Proposed by Cllr Richardson  
Seconded by Cllr Grist  
For 4    Against 0    Abstain 0

- iii. Members reviewed the most recent version of the site plan and discussed whether there is the need for an additional gazebo to support events. The officer was actioned to investigate options for the purchase of a new, potentially WTC branded gazebo of up to £400, this being the budget set aside for the purchase of new equipment. The requirement is that it is easy to put up, with side panels, robust in windy conditions and is a size of approx. 3m x 3m.  
**NOTED.**

**61. EVENT PLANNING BROCANTE 2025.**

- i. The officer provided an update on planning for this event. Ticket sales have progressed well with the current position now as follows:  
Standard pitches 139 sold, 1 left to sell.  
Charity pitches 2 sold, 2 left to sell.

The event management plan has been submitted to DDC along with our preferred parking plan.  
Six catering vendors have been confirmed for the event.

The officer updated members on the positive response received from Kent Coast Volunteering who have offered to help publicise the need for volunteer parking marshals for the event.  
The office was actioned to complete and return the KCV Volunteer Role Profile to move this forward.  
**NOTED.**

**RESOLVED.** Members agreed to order two 1100L waste bins from DDC at a cost of £276 each to support the event. The bins will be placed close to the catering area and will be delivered and collected by DDC.  
Proposed by Cllr Richardson  
Seconded by Cllr Ludwig  
For 4    Against 0    Abstain 0

**Cllr Friend left the meeting at 18.39pm.**

- ii. Members discussed the request from Cllr Waite-Gleave for the provision of a power supply from the Bandstand for the Pop-Up Repair Café at the event.  
**RESOLVED.** Members agreed that having the Repair Café at the Brocante to promote the service is a great idea. It was proposed that the Repair Café should liaise directly with the local organisations who might be able to provide an external electrical supply, and that Walmer Town Council would provide a pitch close to the source of the supply on the day.  
Proposed by Cllr Ludwig  
Seconded by Cllr Grist  
For 3    Against 0    Abstain 0

**62. CHRISTMAS CAROLS AND CLASSICS EVENT 2025.**

- i. Members received a verbal update from the officer on all costs identified so far for the Christmas event for 2025, as well as some initial communication about the event with Deal Music & Arts and Deal Radio.

Cost confirmed to date include the hire of a marquee, staging and lighting quoted as £1,510 plus VAT. The matting and carpet options were also discussed, at a cost of £375 (DDC mats plus staffing time it would take to lay and put away mats at the event) and £230 plus VAT for Dallas Event Services to lay carpet within the marquee for the event. Both options generated further questions / concerns over additional H&S measures which may be required to support these options.

**RESOLVED.** Following a lengthy discussion, it was proposed that we do not go ahead with a Christmas event in 2025 for several reasons as detailed below, with this decision to be reviewed early in 2026.

1. The increasing annual cost and complexity of this event, partly due to the requirements of meeting the new conditions set by the DDC Events Policy introduced in 2024.
2. Concerns over whether the event which runs for between 60-90 minutes, now provides value for money for residents.
3. Consideration given to the high number of other similar local Christmas events now taking place at this time of year - is there a continuing demand/need for it, within what has become an increasingly full local calendar of events.

Proposed by Cllr Grist

Seconded by Cllr Richardson

For 3    Against 0    Abstain 0

**63. FUTURE/OTHER EVENTS 2025**

- i. Members discussed the proposal for an annual community awards evening. Members asked the officer to carry this item forward to enable more detailed planning to take place at the next meeting. All were asked to consider the following aspects and bring views to the next meeting for discussion: what the scope of a community evening should be, which community and volunteer groups the event would encompass, the potential numbers involved, as well as location and ideal timing of the evening in the year.

**NOTED.**

**64. DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> June 2025 @ 5.30pm.

The Chairman closed the meeting at 19.22pm.

Signed .....

Date .....



**WALMER TOWN COUNCIL**

62 The Strand, Walmer, Deal, Kent CT14 7DP

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Tel: 01304 362363

**Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 13<sup>th</sup> May 2025 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.**

**Present: Councillors:**

- Cllr J Murray (Chair)
- Cllr R Blackwell
- Cllr T Grist
- Cllr S Waite-Gleave
- Cllr T Bond
- Cllr M Simpson

**Officers present:** John Miles (Administration Officer)

**27. ELECTION OF A CHAIRMAN FOR THE COMMITTEE FOR 2025/2026**

Cllr J Murray was the only nomination received.

**RESOLVED** – To appoint Cllr J Murray as the Chairman of Walmer Town Council Planning Committee for the year 2025/26.

Proposed – Cllr M Simpson

Seconded – Cllr T Bond

For – 6                  Against – 0                  Abstain – 0

**28. ELECTION OF A VICE CHAIRMAN FOR THE COMMITTEE FOR 2025/2026**

Cllr M Simpson was the only nomination received.

**RESOLVED** – To appoint Cllr M Simpson as the Vice Chairman of Walmer Town Council Planning Committee for the year 2025/26.

Proposed – Cllr T Bond

Seconded – Cllr T Grist

For – 6                  Against – 0                  Abstain – 0

**29. APOLOGIES FOR ABSENCE**

Cllr Lee offered apologies that were accepted.

**30. DECLARATIONS OF INTEREST**

None Submitted

**31. OPENNESS AND TRANSPARENCY**

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

**32. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS**

**Resolved-** Noted

**33. MINUTES OF THE PREVIOUS MEETING**

Resolved – That the minutes be accepted as a true and accurate record.

Proposed: Cllr R Blackwell

Seconded: Cllr M Simpson

For: 6                      Against:0                      Abstain: 0

**34. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None Received

**35. PLANNING DECISIONS**

Reference	Site	DDC	WTC	Description
25/00199	3 Meryl Gardens Walmer Deal Kent CT14 7QH	Grant Planning Permission	No Objection	Erection of a two storey side extension and front porch
25/00129	31 Granville Road Walmer Deal Kent CT14 7LQ	Grant Consent	No Objection	Re-pollard back to previous pruning points of two White Poplars the subject of Tree Preservation Order No 1 of 1959.
24/01111	86 Blenheim Road Walmer CT14 7HA	Grant Planning Permission	Objection- Walmer Town Council Objects to this application on the following grounds. i. Loss of light for neighbouring properties ii. Loss of Privacy for neighbouring properties iii. Materials not in keeping with the original and surrounding residences iv. Design not in keeping with the original and surrounding residences v. Overdevelopment of the location	Erection of first floor side/rear extension, single storey rear extension, rear dormer window, insertion of rooflights to front roofslope, alterations to windows and erection of an outbuilding
25/00370	Touchwood Hawksdown Walmer Deal Kent CT14 7PN	Grant Planning Permission	No Objection	Erection of single storey rear and side extension with rooflights. Erection of outbuilding and alterations to existing garage
25/00331	Beach And Beach Hut East Of Boundary Road Wellington Parade Kingsdown Kent	Grant Planning Permission	No Objection	Erection of a beach hut (existing beach hut to be demolished)
25/00238	The George 1A Herschell Road East Walmer Deal CT14 7SQ	Grant Planning Permission	No Objection	Erection of 2 storey rear extension

## **36. PLANNING APPLICATIONS – NEW**

### **I. DOV/25/00375- 181 Dover Road, Walmer, CT14 7NB**

Certificate of Lawfulness (existing) for an additional driveway, cladding/render to front elevation, 2 rooflights, insertion of second floor window, glazed door between the garden/utility room and 2 outbuildings.

**Resolved** – No Objection

**Walmer Town Council would like to make the following comment**

- i. Walmer Town Council is disappointed that these unauthorised changes from the original application were not picked up by planning enforcement during the last ten years.

Proposed: Cllr T Bond

Seconded: Cllr M Simpson

For: 6                  Against:0                  Abstain: 0

### **II. DOV/25/00400- Crows Nest, 98 Wellington Parade, Walmer, CT14 8AD**

Erection of single storey front extension with entrance and stairs, two storey rear extension, side roof dormer, and raised rear deck and stair from upper to lower ground/garden level. Replacement windows.

**Resolved** – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr T Grist

For: 6                  Against:0                  Abstain: 0

### **III. DOV/25/00396- 11 Mongeham Way, Walmer, CT14 7TZ**

Insertion of 2 windows on side elevation

**Resolved** – No Objection

Proposed: Cllr T Grist

Seconded: Cllr S Waite-Gleave

For: 6                  Against:0                  Abstain: 0

### **IV. DOV/25/00480- 12 Channel Lea, Walmer, CT14 7UG**

2 x Holm Oak (T1 and T3) fell to ground level; Lime (T2) crown reduce by 2-3 metres in height by and by 1-2 metres laterally; Sycamore (T4) fell to ground level, all the subject of Tree Preservation Order No 1 of 1965.

**Resolved** – Strongly Object- Walmer Town Council Objects to this application on the following grounds.

- i. The trees indicated in the application appear to be healthy.
- ii. Removal of the trees will adversely affect the amenity value of the street.
- iii. No arboricultural evidence has been provided.
- iv. The trees do not seem to be a danger to the house in their current location.
- v. There is no excessive shading as indicated in the application.

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 6                  Against:0                  Abstain: 0

### **V. DOV/25/00462- 13 Balfour Road Walmer Deal CT14 7HU**

Erection of a single storey rear extension, insertion of windows to side elevation (existing conservatory demolished)

**Resolved** – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 6                  Against:0                  Abstain: 0

**VI. DOV/25/00436- 44 The Strand Walmer CT14 7DX**

Replacement windows, with Juliette balcony to side elevation, erection of posts and iron railings to front with associated works to steps and re-position of basement steps.  
Installation of rear sliding electric gate.

**Resolved** - Objection- Walmer Town Council Objects to this application on the following grounds.

- i. That the location indicated on the application is not safe for the construction of an annexe for use by elderly family members.

Proposed: Cllr T Bond

Seconded: Cllr S Waite Gleave

For: 5                  Against:1                  Abstain: 0

**VII. DOV/25/00320- 115 Station Road Walmer Deal CT14 9JN**

Erection of 30 dwellings with associated access, parking, attenuation pond, public open space, play area, soft and hard landscaping (existing dwelling to be demolished)

**Resolved** - Objection- Walmer Town Council Objects to this application on the following grounds.

- i. Lack of accessibility from the area of 115 Station Road to a main arterial road in Walmer i.e. The junction of Dover Road and Station Road.
- ii. Lack of information regarding the draining or rainfall into a designated sustainable fresh water catchment area already in place.

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 6                  Against:0                  Abstain: 0

**37. DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> June 2025 at 7pm

The meeting closed at 20.00.

---

Signed ..... Dated .....





**WALMER TOWN COUNCIL**

62 The Strand, Walmer, Deal, Kent CT14 7DP

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Tel: 01304 362363

**Minutes of the meeting of the Climate Emergency Working Group held on Thursday 27<sup>th</sup> March 2025 at 62 The Strand, Walmer, at 7.00 pm**

**Present:** Cllr S Waite-Gleave (Chairing)  
Cllr R Blackwell  
Cllr P Findley  
Cllr L Ludwig  
Cllr M Eddy

**Non-voting members:** Mrs S Fisher

**Officers present:** John Miles (Administration Officer)

**1. APOLOGIES FOR ABSENCE**

None Submitted.

**2. DECLARATIONS OF INTEREST**

None Submitted.

**3. MINUTES OF THE PREVIOUS MEETING**

- **Resolved:** That the minutes be taken as an accurate record.
    - Proposed by: Cllr Eddy
    - Seconded by: Cllr Findley
- For 5                      Against 0                      Abstain 0

**4. MATTERS ARISING FROM PREVIOUS MEETING**

- **Noted:** Update Report has been forwarded to the committee members from Admin
- **Noted:** Cllr Waite Gleave informed the working group that DDC will be adding the possibility of car clubs for the area to the next Climate and Nature Forum.
- **Noted:** Cllr Waite Gleave informed the working group that DDC website says personal watercraft should not be launched from Deal/Walmer Beaches. Link to this will be added to the WTC website.

**5. COMMENTS FROM THE PUBLIC**

None Submitted.

**6. ONGOING PROJECTS**

### Climate and Ecology Action Plans

- A draft copy of the Climate and Ecological Emergency Action plan was forwarded to the working group. Two versions were submitted, one with actions 2023 to March 2025 and one for the next two years.
- **Noted :** TORs were updated CEWG July 2024 and submitted to the September Council Meeting
- Cllr Waite Gleave to speak to clerk and liaise with Deal Town Council regarding possible overlaps between our Resilience plans.
- Admin to look into changes to font for printing to reduce use of toner is possible.
- Due to a request to reduce paper consumption, it was put forward that a projector to allow for agendas to be projected onto the wall of the meeting room could be feasible.
  - **Resolved:** Admin to research information for new projector and mount for use in small committee room.
    - Proposed by: Cllr Eddy
    - Seconded by: Cllr Findley
    - For 5                      Against 0                      Abstain 0
- Clerk to be approached regarding the current WTC accounts and whether WTC still using ecologically sustainable / ethical accounts.
- An EPC check to allow for a check on No 62 with a view to modifications to improve energy performance. And TIC images of building to be done when appropriate.
  - **Resolved:** An up-to-date EPC to be completed at No 62 The Strand.
    - Proposed by: Cllr Eddy
    - Seconded by: Cllr Waite Gleave
    - For 5                      Against 0                      Abstain 0
- Deal Town Council has links to Hut 55, in Walmer, as part of their website, a sustainable travel page including Hut 55, the safe cycle storage at Walmer Train Station to be drafted & put to CEWG, before going on the website. Cllr Waite Gleave to approach Hut 55 regarding working together with WTC.
  - **Resolved:** A new CEWG subpage to be constructed for sustainable travel.
    - Proposed by: Cllr Eddy
    - Seconded by: Cllr Blackwell
    - For 5                      Against 0                      Abstain 0
- Cllr Waite Gleave is currently talking with Downs Sailing Club regarding support for their upcoming National Schools Sailing Regatta. This may include a future grant for their use in purchasing water bottles and other reusable/sustainable materials.
- **Noted:** A link to a video update regarding the Deal Town Council's journey to net zero was forwarded to the working group by Cllr Waite Gleave.

## **Transport**

### **EV Charging points**

- **Noted-** Admin informed working group of payments of share from EV points via Kent County Council, current totals of £693.29.
- Admin has added links to 2 car sharing platforms and to Community Transport Service <https://www.kcv.org.uk/what-we-do/community-transport/> to WTC website.

Cllr Ludwig left the meeting at this point.

### **Water Refill Stations**

- **Noted:** Admin and Cllr Waite Gleave informed CEWG as to current status of the application for the water refill stations. Noted deadline for application is 25 April.
- **Noted:** Admin informed CEWG that DDC has been contacted regarding the installation, communications are still ongoing.

### **Thermal Camera**

- **Noted:** Report from admin regarding the take up of Thermal Camera appointments discussed.
- A new leaflet is to be designed with updated information and pictures including materials supplied by James Traynor at DDC. A larger leaflet drop is also to be considered for the next set of appointments in December 2025.

### **Water Testing**

- **Noted:** A draft risk assessment was presented to the working group and approved.
- During water sample collection, video footage will be recorded in order to confirm that the sample was taken and sealed correctly.

## **7. NEW PROJECTS**

- **Noted:** A copy of the Climate Emergency Statement on website was presented to the members of the group, an update is to be written including what was done 2021 – 2023, and since 2023.
- **Noted:** energy saving building upgrades for No 62 The Strand to be added to the 2025 - 2027 Part 3 Climate & Ecology Action Plan. This will be put to CEWG and then to the A&E committee. (Application 22/01443 refers).
- **Noted:** A request for items to take to the DDC Climate and Nature Forum was made.
- **Noted:** The link from DDC has been added to the WTC website to help residents benefit from group switch offer and get better value energy suppliers or tariffs.  
<https://bigcommunityswitch.co.uk/dover/home>
- **Noted:** A list of green spaces for protection has been sent to the Climate and Nature Forum, corrections of ~~for~~ the list have been noted.

## **8. BUDGET**

- **Noted:** A copy of the finalised and approved CEWG budget for 2025/2026 was forwarded to members of the group.

## **9. POSSIBLE FUTURE AIMS AND INITIATIVES.**

Put forward a recommendation to A&E and Full Council that in local procurement, long term value for money and reduction of carbon footprint take precedence over immediately cheapest both with online and other purchases.

Redesigned Thermal Camera scheme leaflet to be drafted by July CEWG meeting

**10. ANY OTHER QUESTIONS OR OBSERVATIONS.**

- None

**11. DATE OF NEXT MEETING**

29<sup>th</sup> May at 19:00 at No 62 The Strand.

The meeting closed at 20:35

---

Bank Balances as at 26/06/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£48,909.18
Unity Trust Deposit	£238,121.67
<b>Total</b>	<b>£487,030.85</b>



Item: Grant for Bandstand Concert.

Date: 20/06/25.

Meeting: July 2025 Full Council.

From: Roland Aldred.

---

At the April Finance and General Purposes meeting the Committee voted to recommend approval of a Grant to the Royal Marines Association for feeding the Bandsmen and volunteers at the Royal Marines Memorial Concert. Further to this the committee also resolved to ask the Clerk to put a paper together for Full Council to delegate responsibility for approval of the grant.

For at least 8 years Walmer Town Council has provided a grant to the Royal Marines Association to feed band members and volunteers during the Royal Marines Memorial Concert. Each time the RMA apply for a grant they complete the forms and are asked to come along to a meeting of the Finance and General Purposes Committee to present the project. This is the same application each year and has been approved each year.

In order to streamline the process for the members of the Royal Marines Association the recommendation of the Finance and General purposes committee is that decisions on applications for feeding the bandsmen up to the maximum small grant value shall be delegated to the Clerk and Chairman of the Finance and General Purposes Committee to decide.

*Members to decide if they wish to delegate the authority as specified above.*

# Dover District Town and Parish Charter

## INTRODUCTION

This Charter has been jointly agreed by Dover District Council (DDC) and the town and parish councils within the district to ensure that all parties work together as efficiently as possible for the benefit of local people. This Charter represents a mutual agreement between Dover District Council and each town/parish council within the district. It is a statement of intent, but not a legally binding document.

## AIMS OF THE CHARTER

- To acknowledge the vital roles played by both parties in local government.
- To clearly define the expectations that Dover District Council and the local councils have of each other.
- To work together to promote local economic, social and environmental wellbeing for the benefit of all the people in the district.
- To respect the democratic mandates of all our individual councils within their legal and service remits, recognising that Dover District Council and the town and parish councils exist as separate bodies.
- To work together to address the significant challenges facing our district. We will collaborate in supporting communities to do more for their areas and make the best use of new ways of working, with greater emphasis on the use of digital technology.
- To encourage a positive working relationship between the ward councillor and the town and parish councils within the area they represent.

## AREAS OF COLLABORATION

### 1. Communication and Information Sharing

#### Dover District Council will...

- Hold a publicly accessible, up-to-date list of town/parish clerks and links to parish web pages on this website ([www.dover.gov.uk](http://www.dover.gov.uk)) and ensure that all its staff use the information for contact purposes.
- Provide parishes with details of services with appropriate contact details so they are clear who is responsible for each function and can escalate problems to the right person.
- Designate a Cabinet Portfolio Holder as the Council's lead for relationships with town and parish councils.
- Designate a lead officer for matters relating to the Town and Parish Charter.
- Ensure that the named town/parish contact provided by the town/parish council is the key contact for all communications with the town/parish council.

- Provide up-to-date information about Dover District Councillors, the governance structure and membership of committees via the Council's website.
- Familiarise its key staff on the role, responsibilities and functions of the town/parish tier.
- Encourage use of the Dover District Council 'Keep me Posted' service by town/parish councils. The service provides details of news releases, minutes and agendas of committee meetings. Advice will be provided to ensure town/parish clerks are aware of this facility and know how to use it, including how to refine their alerts.

#### **Town and Parish Councils will...**

- Ensure a named Member and officer contact is identified for each town and parish council (it is expected that this will be the clerk and Chairman/Mayor). The main officer contact will be responsible for onward dissemination of information provided by the district council.
- Promptly inform Dover District Council of any changes to the town or parish clerk contact details and links to parish web pages.
- Advise Dover District Council of the town and parish meeting calendars so that each district councillor can be made aware.
- Encourage town/parish clerks and Chairmen/Mayors to attend training sessions provided by the district council for town/parish councils.

## **2. Consultation**

#### **Dover District Council will...**

- Involve, where appropriate, town/parish councils in the setting of its long-term corporate strategies and other priorities via consultation.
- Wherever possible, provide a minimum of six weeks for consultation on any district wide or specific issues that affect parishes - other than in cases where the council is bound by other statutory requirements (e.g. planning applications). We will provide a rationale to parish councils where shorter timescales are required.
- Take town/parish council representations into account, where appropriate, when making decisions.
- We will notify the town/parish clerk of all new relevant consultation exercises published on our website.

#### **Town and Parish Councils will...**

- Respond to all relevant consultations, within the agreed timescale.
- Where possible, use electronic forms of communication to respond to consultations.



- Work with Dover District Council to seek mutually acceptable solutions to contentious issues up to the point where a decision is taken.
- Sign up to receive notifications from the Council's 'Keep me Posted' service if they wish to be updated on key issues.

### **3. Service Delivery**

Local councils and Dover District Council share a number of statutory functions and also share the desire to deliver joined up, effective and efficient local government services to the public.

#### **Dover District Council will...**

- Work in partnership to explore further opportunities for devolution where this will benefit local communities, in accordance with Dover District Council policies, noting that not all town/parish councils have the resources or the desire to take on additional services and assets and there is no compulsion or expectation for them to do so.
- Deliver services on behalf of, and to, its residents that are value for money and follow the Council's contract standing orders.

#### **Town and Parish Councils will...**

- Ensure value for money when delivering local services and, where appropriate, consider alternative providers and collaboration with other local councils to deliver those services.

### **4. Democracy and Community Leadership**

#### **Dover District Council will...**

- Advise towns and parishes on changes to the Code of Conduct and provide training.
- Send a representative to Kent Association of Local Council (KALC) meetings, if possible, when invited.
- Encourage Dover District Councillors to regularly attend local council meetings in their ward.
- Hold two Town and Parish Council Meetings each year with the dates for these meetings set at the same time as the Council's Calendar of Meetings in May.
- Continue to provide through the 'Keep me Posted' service the facility for town/parish councils to have online access to, and sign-up for, alerts when committee agendas are published.
- Collate and publish the town/parish council Register of Interests on behalf of the local councils.
- Conduct town and parish council elections and locally raised referendums in accordance with legislative requirements.

#### **Town and Parish Councils will...**

- Attend relevant training in respect of the Code of Conduct.
- Give advance notification to district councillors of any relevant papers for local council meetings.
- Update, as required, the Monitoring Officer about changes to the Register of Disclosable Pecuniary Interests. This can be done through [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)
- Notify Democratic Services ([democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)) when there is a change in town/parish clerk or a change in the contact details or website address for the town/parish council.
- Notify Electoral Services ([elections@dover.gov.uk](mailto:elections@dover.gov.uk)) when a vacancy arises in the membership of their parish council and advertise the vacancy using the notice provided by Electoral Services.

### **5. Finance and Funding**

#### **Dover District Council will...**

- Collect precepts as appropriate on behalf of the town and parish councils.
- Process precept and other payments within agreed timescales.
- Consult with town/parish councils about any budget changes which may impact on local councils and their residents

#### **Town and Parish Councils will...**

- Return any required financial information within the set timescales.
- Provide evidence of expenditure relating to grants or reimbursements received from DDC.

### **6. Advice and Support**

#### **Dover District Council will...**

- Ensure an officer from the relevant service or Cabinet Portfolio Holder responds to specific queries raised by town/parish councils

#### **Town and Parish Councils will...**

- Take responsibility for acting on advice given by Dover District Council on issues affecting their community.

## **7. Planning**

### **Dover District Council will...**

- Adopt a 'Statement of Community Involvement' regarding consultation with parish and town councils on planning issues.
- Enable parish and town councils to set policies for their own local areas by preparing Neighbourhood Plans.
- Inform town/parish councils about, and ensure they have sight of, relevant planning applications and allow the statutory 21-day response for comments. It is recognised that town/parish councils are statutory consultees.
- Ensure town/parish councils can access the online information alert system through the Public Access service.
- Consider and respond to comments and concerns about applications that have an impact on a specific town/parish council or group of councils.

### **Town and Parish Councils will...**

- Submit comments within the 21-day period to enable Dover District Council to process applications within the timescale set out in the legal framework of the Town and Country Planning Act.
- Make effective use of websites, online systems and emails for timeliness, efficiency and environmental reasons.

## **8. Monitoring and Review**

### **Dover District Council and the Kent Association of Local Councils (KALC) will...**

- Review the Town and Parish Charter at four-year intervals and within two years from first adoption. As part of the review process, town/parish councils will be consulted on any proposals for change.
- Review individual elements where there is consensus that a charter commitment needs to be changed because it is out of step with current practice. The matter will be raised initially with the lead officers of the district council and KALC.

### **Dover District Council will...**

- Draw matters to the attention of the town/parish council chair if the district council feels a town/parish council or councillor is not acting in the spirit of the Charter.
- If a matter cannot be resolved, then the district council will also draw the matter to the attention of the chair of KALC.

**Town and Parish Councils will...**

- Draw matters to the attention of the relevant political group leader (if applicable) where a town/parish council feels an individual councillor is not acting within the spirit of the Charter.
- Draw matters to the attention of the Leader of Dover District Council and lead officer if town/parish councils feel the district council is not acting within the spirit of the Charter.

DRAFT

## **Town and Parish Council Engagement Meeting**

### **Terms of Reference**

#### **1. Purpose**

- To provide an informal environment for discussion between the district council and town and parish councils on matters of mutual interest.

#### **2. Membership**

- Leader of Dover District Council supported by Cabinet Portfolio Holders, members of the Corporate Management Team and relevant Heads of Service. Other officers will attend as necessary.
- A representative of KALC and up to two representatives from each of the town and parish councils.
- The meeting will be chaired by the Leader of Dover District Council or a Cabinet Portfolio Holder, supported by appropriate officers.

#### **3. Roles and Responsibilities**

- To work collaboratively with all town/parish councils on issues of mutual interest.
- To build effective direct working relationships between the district council and town/parish councils.
- To act as a consultative stakeholder group on council topics affecting the district.
- To monitor the effectiveness of the Charter.

#### **4. Meetings – Frequency/Duration**

- There will be a minimum of two pre-arranged meetings held each year at broadly six-monthly intervals.
- Meetings may be physical, virtual or hybrid depending on the agenda.
- This is not a public meeting. Attendance is by invitation only.
- Meetings will be held at 6pm where possible but may vary according to availability or the content of the agenda.
- Meetings will include a Question & Answer session with the Leader or Cabinet Portfolio Holder (for consistency) in the chair, supported by officers.

#### **5. Business Management**

- Agendas will be agreed by the Leader or Cabinet Portfolio Holder in consultation with the Chair of KALC.
- Town/Parish council representatives will be invited to suggest agenda items for meetings.

- Parish councils and KALC are also welcome to raise discussion points informally with the lead councillor or lead officer so that they can be addressed at the earliest opportunity.
- Matters will be added to the agenda of the next scheduled meeting where they are of interest to multiple town/parish councils and it is not possible to resolve matters directly or informally.
- Meeting dates will be arranged by Dover District Council's Democratic Services team.
- Meeting dates for consultation-led items will be scheduled to fit in with the consultation timetable.
- Agendas and supporting documents will be circulated at least a week prior to the meeting.



Item: Local Government Re-organisation.

Date: 24/06/25.

Meeting: July 2025 Full Council.

From: Cllr Waite-Gleave.

As you will be aware KALC are currently surveying local councils for opinions on the local government re-organisation. The twelve district, one unitary and one county councils have until November 2025 to put forward their submissions for the future of local government within Kent. Currently there are three plans being discussed by different councils; a plan for 2 authorities, a plan for 3 authorities and a plan for 4 authorities.

The proposal to take to the July meeting of the Dover Area Committee of KALC from Cllr Waite-Gleave is as below.

**"That KALC recognises and respects central government's aspiration for greater efficiency and cost effectiveness behind the Local Government Reorganisation, the move to Unitary Authorities for Kent and Medway;**

- However KALC recommends that the reorganisation needs to recognise the needs of worse-off communities with much lower tax-raising capacity in the eastern half of the county, as much as the needs of better-off communities with much higher tax-raising capacity in western Kent;
- KALC also recommends that the democratic deficit should not be deeper in any part of Kent, relative to any other;
- therefore KALC recommends that the Ministry of Housing, Communities and Local Government rule out (dismiss) the possibility of the 1,897,100 (close to 1.9million in 2024) population of Kent and Medway being subjected to rule by one, two or three Unitary Authorities: division into three unitaries would put the poorest half of Kent into an undemocratic, unpopular single authority covering 720,000+ people in East Kent (given indications relating to the EK Health and Care Partnership boundary covering more than 5 District Council areas) with approximately 540,000+ in each of two UAs further west, a far from equitable division;
- KALC recommends division into four unitary authorities which would allow each of 4 new UAs to average populations of 474,275, much closer to the 500,000 that the DHC&LG stated they were looking to achieve;
- KALC further recommends that central government look again at the need for adequate Treasury funding for this Local Government Reorganisation after many years of cuts, it would be a lazy assumption of central government to regard all of the South East as well-off, levels of child poverty in eastern Kent are exemplified by the fact that three Dover wards show child poverty levels of 36, 37 and 38%, the highest in Kent."

*Members to decide on whether to put this proposal forward to the Dover Area Committee of KALC and should it be accepted to further suggest this is taken to the KALC annual meeting for approval in November 2025.*