



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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated 26th September 2025

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 1st October 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 3rd September 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 – Minutes from 26 th June 2025. | Attach 3 |
| b. Finance & General Purposes – No minutes to present | |
| c. Walmer in Bloom – Minutes from 15 th July 2025 | Attach 4 |
| d. Events Committee – No minutes to present | |
| e. Planning Committee – Minutes from 12 th August 2025 | Attach 5 |
| f. Climate Emergency Working Group – Minutes from 5 th August 2025 | Attach 6 |

ii. To receive any comments about the draft minutes on Walmer Town Council's website. The following draft minutes are available on the website:

- | | |
|---|--|
| a. Walmer in Bloom – Minutes from 2 nd September 2025 | |
| b. Planning Committee – Minutes from 9 th September 2025 | |
| c. Climate Emergency Working Group – Minutes from 18 th September 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. Committee budgets. | Attach 7 |
| c. Monthly statement for July/August 2025. | |

12. AGAR AND EXTERNAL AUDITORS REPORT

Attach 8

To receive and agree the reports of the external auditor

13. CHAIRMAN'S BADGE

ENC 1

To receive quotes for purchasing a badge for the chairman.

14. OUTDOOR GYM

To receive copies and agree documents as required under the Procurement Act :

- i. The S106 Application and Appendices for submission to Dover District Council. Attach 9
- ii. The Invitation To Quote Document and Appendices for publishing formally on www.gov.uk/contracts-finder Attach 10
- To note:
- iii. The updated Project Plan and resulting timeline. Attach 11

15. FRONT DOOR NO 62

Attach 12

To remind members of the terms of the planning permission and to receive a recommendation from the Amenities and Environment committee on replacing the door to No 62.

16. DROPPED KERBS

Attach 13

To decide on recommendations from Amenities and Environment Committee on designs from KCC for additional drop kerbs and agree cost.

17. LOCAL GOVERNMENT REORGANISATION

Attach 14

To receive a invitation to make comments on questions posed by the Leader of Dover District Council on Local Government Reorganisation.

18. DATE OF NEXT MEETING

5th November 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.



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**DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday 3rd September 2025
– 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.**

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

Officer Present: Roland Aldred, Town Clerk

217.APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, S Waite-Gleave and E Crockford.

218.DECLARATIONS OF INTEREST

Cllr A Friend declared a OSI in relation to item 237 as a member of his family sponsors the Rugby Club. Cllrs Bond, P Ludwig, L Ludwig and D Richardson declared a VAOI in relation to item 237 as they all have had children who played for the Rugby Club.

219.OPENNESS AND TRANSPARENCY

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

220.CHAIRMAN'S REPORT

Cllr T Bond reported that had had attended:

- i. The event leading up to the Royal Marine Concert, he shared his disappointment that the sudden and extreme weather caused what is one of Walmer's most cherished events to be cancelled.
 - ii. Walmer Town Council's Children's Festival
 - iii. The VJ day memorial
 - iv. Deal, Walmer and Kingsdown Carnival Association's Teddy Bears Picnic
 - v. Walmer Town Council's Brocante. The event was very successful, and he wish to thank the Council staff for their efforts in the organisation and on the day.
- Members agreed to ask the Chairman to write to the staff offering thanks for work involved in making the Brocante successful.

Cllr Bond further reported that at a meeting with The Leader of Dover District Council, the support requested by the Landmark Centre from DDC was in question, as the Walmer Town Council had agreed to support the Landmark Centre on the basis of DDC support, members of Walmer Town Council may be asked to reconsider the motion at a future meeting.

221.MINUTES

Members received the minutes of the Council meeting held on Wednesday, 2nd July 2025.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 12

Against 0

Abstain 0

222.REPORT ON ACTIONS FROM THE LAST MEETING

No actions to report.

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

- i. No questions were posed from members of the public present.
- ii. Cllrs C Vinson of Dover District Council reported:
 - a) That next step in the Local Government Re-organisation is drawing near. In November DDC will make its submission around the number of authorities it is backing.
 - b) Cllr Vinson continues to look for ways to move the Millers Retreat development forward and to have the obligations required under 106 in terms of local improvements completed.
 - c) Marke Wood lease for Cinque ports the public consultation has been completed, and members will review the feedback in order to make a decision on the lease in the October Cabinet meeting.
 - d) The footpath on Dover Road under the Pugin Tower, KCC have reported that a temporary fix may have been found and subject to getting this signed off hope to have the footpath open by Oct.
 - e) Court Road to Station Drive Footpath, KCC are looking to set up a meeting with interested parties to talk about how to get this assigned as a PROW.
 - f) The issues raised by Walmer Town Council of planning enforcement of signage for community events has been raised with the planning department.
 - g) DDC are under some financial pressure after overspending on budget last year and again on quarter one this year.

Cllr M Paul of Kent County Council was present and reported:

- a) Kent County Council are also preparing to submit their proposal for the Local Government Re-organisation.
- b) Cllr Paul will be attending a meeting of the Kent Flood Risk and Water Management Committee, both the Environment Agency and Southern Water will attend, Deal Beach will be a subject of discussion at this meeting.

224.CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr L Ludwig reported that there was no new news. A meeting had taken place with the local police representative. A limited place women's safety event would be taking place at Deal Town Hall, a poster will be available, and the office was asked to advertise this through our channels.

225.COMMITTEE REPORTS AND MINUTES

- i. To receive any reports and any agreed minutes as follows:
- a. Amenities & Environment – No minutes to report.
 - b. Finance & General Purposes – Minutes from 30th April, 2025.
 - c. Walmer in Bloom – Minutes from 25th June, 2025.
 - d. Events Committee – minutes from 17th June and 23 July, 2025.
 - e. Planning Committee – minutes from 10th June and 8th July, 2025.
 - f. Climate Emergency Working Group – minutes from 16th June, 2025.

RESOLVED – To accept the minutes of the committees.

Proposed – Cllr A Friend

Seconded Cllr M Eddy

For 12

Against 0

Abstain 0

Cllr L Ludwig reported that the Walmer in Bloom competition had now been completed. The presentation at Walmer Castle had been well received and she wish to thank Mr Miles from the office for making their vision a reality at the presentation.

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.
- a. Finance & General Purposes – Minutes from 24th July, 2025.
 - b. Walmer in Bloom – Minutes from 15th July, 2025.
 - c. Events Committee – minutes from 20th August, 2025.
 - d. Planning Committee – minutes from 12th August, 2025.
 - e. Climate Emergency Working Group — minutes from 5th August, 2025.

RESOLVED – To note

Proposed Cllr A Friend

Seconded Cllr M Eddy

For 12

Against 0

Abstain 0

226.REPORT OF THE CLERK

The Clerk reported:

- i. 3 Replacement bins have been installed on Walmer Green.
- ii. Over 40 positive comments have been received about the Brocante so far.
- iii. The last-minute additional charge for a street trading licence for the Brocante was agreed to be waived by Dover District Council this year. Officer would like to Thank Cllr Vinson who supported Walmer Town Council in getting this agreed.
- iv. Painting of the Office is due to start on Monday.
- v. Trading Standard have offered to conduct a workshop in Walmer if WTC provide a space, giving information to residents on rogue traders and scams.

Members asked the Clerk to add to the next meeting information on the Trading Standard proposal.

227. FINANCIAL REPORT

i. Monthly bank balances.

Members received the bank balances

Bank Balances at 28/08/25

Charity Bank	£104,485.29
Redwood bank	£100,000.00
Unity Trust current	£30,364.96
Unity Trust Deposit	£224,602.05
Total	£459,452.30

ii. Committee Budgets

Members received the committee budgets year to date

iii. Monthly Finance report

Members received the July and August 2025 monthly financial report.

Financial update for month of July 2025

Balance at start of month			£479,845.21			
Payments	Who	For	Amount	Receipts	Who	For
British Gas		Utility Bills	£ 104.03	Godmersham Grills	Children's Festival	£100.00
Apex Clean		Office Cleaning	£ 160.00	Tonibell	Brocante Payment	£80.00
Cllr S Waite-Gleave		Expenses claim	£ 43.88	Real Deal Roasters	Brocante Payment	£150.00
Young's Nursery		Walmer In Bloom baskets	£ 1,226.40	CrumblyMonkey	Brocante Payment	£80.00
White Cliffs Engraving		Refund for double payment	-£ 110.00	Charity Bank	Bank Interest	£4,485.29
Dover District Council		Public Toilets payment	£ 6,845.46			
Mitec		Telecoms	£ 124.80			
Anna's Face Candy		Children's Festival	£ 225.00			
Mr D Halpin		Window cleaning (Jun & Jul)	£ 24.00			
Information Commissioners Office		Subscription	£ 47.00			
Mr S Pearce		Expenses claim	£ 7.87			
Solopress		CEWG campaign stickers	£ 55.34			
Amazon		Acrylic Pens	£ 34.98			
Gazebo Shop		Gazebo for council events	£ 499.00			
Hutchings		Wooden Posts	£ 16.80			
Kent Copier Services		Photocopier Bill	£ 184.31			
Meta		Children's Festival Advertising	£ 7.82			
OMG How Cheap		Marker Pen for Hawkshill	£ 5.78			
DEALT		Donation to local schools	£ 50.00			
Hopkins		Defibrillator servicing	£ 249.48			
Lloyds Bank		Bank Charges	£ 3.00			
HMRC (PAYE/NI)		Tax and National Insurance	£ 1,842.08			
Bizzie Lizzie's Face Painting		Children's Festival	£ 225.00			
Chapmans		Walmer In Bloom baskets	£ 803.00			
Urban Displays		Children's Festival	£ 400.00			
Wantsum Medical		Children's Festival	£ 222.10			
Viking		Stationary	£ 26.68			
Staff		Salaries	£ 5,735.47			
KCC LGPS		Pension Payment	£ 2,342.89			
Unity Bank		Bank Charges	£ 10.65			
Total			£ 21,412.82	Total		£4,895.29
Balance at end of month			£463,327.68			
This month spend			-£16,517.53	Last year		
% of yrs precept for month			6.32%	% of precept for month		
Total net spend YTD			-£77,297.36	Total spent LYTD		
% of precept YTD			29.58%	% of precept LYTD		

Receipts		
Who	For	Amount
Hog and Bean	Brocante Payment	£150.00
Rich Aroma 21	Brocante Payment	£150.00
Allotment Holders	Allotment Deposits, Rent and Insurance	£141.86
Godmersham Grills	Brocante Payment	£180.00
Total		£621.86

% of precept LYTD	-28.80%
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RESOLVED – Members agreed to note the bank balances, committee budget positions and monthly finance update.

Proposed Cllr P Jull

Seconded Cllr M Eddy

For 12

Against 0

Abstain 0

228. GRANTS

Members received a recommendation from the Finance and General Purposes Committee. The recommendation is to award a grant of £500 to the Cinque Ports Football Club for the purchase of a youth team kit.

RESOLVED – To agree recommendation

Proposed – Cllr A Friend

Seconded – Cllr M Simpson

For 12

Against 0

Abstain 0

229.OUTDOOR GYM

Member received a verbal report from Cllr L Ludwig on the progress of the outdoor gym. The planning application is awaiting technical drawing being completed to make the application to Dover District Council. An application for Section 106 funding is being completed to submit. An invite to tender for the equipment is being prepared. Further community feedback is being sought from relevant groups. Cllr L Ludwig thanked Mrs Simmons for her work on the S106, Tender and planning application.

Cllr Bond asked Cllr Vinson of DDC if he would pick up the issue of the rental costs of the land with DDC and suggested that once feedback had been received a further meeting with the leader of DDC may be required.

230.BANK ACCOUNTS

Members received a recommendation from the Finance and General Purposes committee on opening a new bank account.

RESOLVED – Members agreed to the recommendation to open a new Charity Bank account and deposit the £104,485.29 currently in a Charity Bank account.

Proposed – Cllr P Jull

Seconded – Cllr D Richardson

For 12 Against 0 Abstain 0

231.PRESS MEDIA POLICY

Members received a copy of the Press/Media policy.

RESOLVED – To note the policy

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For 12 Against 0 Abstain 0

Members requested the clerk set up a meeting of Committee Chairman to work on a press strategy for the council in early November. Said strategy will then be put before members at a meeting of the council.

232.PROJECTOR

Members received a recommendation to purchase and install a projector in the Walmer Town Council Offices.

RESOLVED – To accept the proposal and spend £227.99 on the purchase and installation of a projector.

Proposed – Cllr P Jull

Seconded – Cllr M Eddy

For 12 Against 0 Abstain 0

233.PLAYING PITCH AND OUTDOOR SPORTS STRATEGY

Members received a written report and recommendation from the Clerk on a response to Dover District Council's Playing pitch and Outdoor Sport Strategy consultation.

RESOLVED – To accept the recommendation around the demand for sport facilities n Walmer.

Proposed – Cllr P Jull

Seconded – Cllr A Friend

For 12 Against 0 Abstain 0

234.CHAIRMANS BADGE

Members received a written report from Cllr Murray with a proposal to purchase a Badge of Office for the Chairman.

RESOLVED – To purchase a Badge of Office for the Chairman, to facilitate this it is asked the Clerk to obtain 3 quotes for members to consider.

Proposed – Cllr Murray

Seconded – Cllr Eddy

For – 7 Against – 5 Abstain – 0

235.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 A Friend

Seconded – Cllr T Bond

For – 12

Against – 0

Abstain – 0

236.DRILL FIELD ACCESS ROAD

During the discussions for this item the two-hour time limit elapsed

RESOLVED – To agree to extend the meeting to complete the business on the agenda

Proposed – Cllr A Friend

Seconded – Cllr M Eddy

For - 12

Against - 0

Abstain - 0

Members received quotes for fencing, signage road painting and planters to effectively block parking on the left-hand side of the road to prevent issues of access to emergency vehicles. Members extensively reviewed options and potential pitfalls from each option.

RESOLVED To agree to option 4 a wooden fence with chain between post placed every 2m

Proposed – Cllr P Findley

Seconded – Cllr T Grist

For- 5 (6)

Against – 5

Abstain - 2

Proposal was passed on a chairman vote in favour of the motion.

Cllr A Friend left the meeting.

237.DRILL FIELD LEASE

Members received written review from the working group of the proposed new lease.

- i. To agree terms all members of the working group are agreed upon

RESOLVED – To make an amendment to term 5 of the second schedule for clarity purposes and accept the recommendations of the working group.

Proposed – Cllr M Eddy

Seconded – Cllr M Simpson

For – 11

Against – 0

Abstain – 0

- ii. To decide on term 1.12 of the meaning of terms specifically the amount of annual increase in rent.

RESOLVED – To leave the increase at 2.5% annually as it currently is within the lease.

Proposed – Cllr D Richardson

Seconded – Cllr P Jull

For – 8

Against – 0

Abstain – 3

- iii. To decide on term 16 of the second schedule, dealing with permissions of advertising on Walmer Town Council land.

RESOLVED – To remove the term from the contract.

Proposed – Cllr P Jull

Seconded – Cllr D Richardson

For – 7

Against -4

Abstain – 0

- iv. To agree to send the updated lease to the solicitor for checking of legality and comments before sending to the Rugby Club.

RESOLVED – To agree to send the contract to the solicitor.

Proposed – Cllr J Murray

Seconded – Cllr L Ludwig

For – 10

Against -1

Abstain – 0

238. DATE OF NEXT MEETING

1st October 2025.

The meeting closed at 22.05

Signed: Date:

DRAFT



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MINUTES

Minutes of the meeting of the Amenity and Environment Committee held on Wednesday 26th June 2025 at 7pm at Elizabeth House, St Marys Road, Walmer.

Present Councillors:

Cllr M Eddy (Chair), Cllr P Findley, Cllr S Waite-Gleave, Cllr R Blackwell, Cllr M Simpson, Cllr P Ludwig, Cllr P Jull and Cllr L Ludwig.

Non Voting co-optee present – Mr M Knott.

Officer present: Roland Aldred –Town Clerk

Cllr Blackwell was absent at the start of the meeting

115. ELECTION OF A CHAIRMAN OF THE COMMITTEE FOR 2025/26

Cllr M Eddy was the only nomination made.

AGREED – To appoint Cllr M Eddy as the Chairman of the Amenities and Environment Committee for the year 2025/26.

Proposed – Cllr Waite-Gleave

Seconded – Cllr Simpson

For – 7 Against – 0 Abstain -0

115. ELECTION OF A VICE CHAIRMAN OF THE COMMITTEE FOR 2025/26

Cllr R Blackwell was the only nomination made.

AGREED – To appoint Cllr R Blackwell as the Vice Chairman of the Amenities and Environment Committee for the year 2025/26.

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

For – 7 Against – 0 Abstain -0

Cllr Blackwell arrived.

115. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.

Apologies were received and accepted from Cllr D Richardson.

116. OPENNESS AND TRANSPARENCY

The Chairman reminded the meeting of the terms of various rights to record and transmit the transactions of the meeting under the Local Government Audit and Accountability Act 2014.

117. DECLARATIONS OF INTEREST

Cllr Waite-Gleave declared a VAOI in respect of item 121 ii. b. as she parks in the area.

118. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on Wednesday 16th April 2025.

AGREED

That the minutes are a true record and are approved.

Proposed by Cllr P Ludwig.

Seconded by Cllr Blackwell.

For 8

Against 0

Abstain 0

119. REPORTS ON MATTERS FROM LAST MEETING

All reports were covered in other sections of the agenda.

120. QUESTIONS FROM THE PUBLIC

No members of the public were present.

121. HIGHWAYS IMPROVEMENT PLAN

- i. Members received a copy of the current HIP. Members requested the Clerk contact KCC Members about item 18 Parking on Kingsdown Road outside of Walmer Castle, as previous KCC members were picking this item up. The Clerk also to provide details of the item of a crossing in the same location to Mr Knott for review by the Speaking up Group

NOTED

- ii. Members received information on requests made to the Council for consideration to add to the HIP.
 - a. Members received a written report on public correspondence regarding pavement parking on Dover Road between the Parish Hall and the zebra crossing.

AGREED – To not add the item to the HIP as the parking is not sufficient to block the pathway and in terms of the safety of crossing the road a zebra crossing has already been provided.

Proposed – Cllr P Ludwig
Seconded – Cllr Findley

For 8 Against – 0 Abstain 0
 - b. Members received a written report about parking on the triangle of land on Station Road.

AGREED – To not add the item to HIP, the parking serves to slow traffic in the area and there is already limited parking available and any reduction will only move the issue of parking to further along Station Road.

Proposed – Cllr L Ludwig
Seconded – Cllr P Ludwig

For 8 Against – 0 Abstain 0

- c. Members received a written report on the Parking on Court Road reducing sightlines for homeowners trying to get off their drives and forcing them to pull much further in to the centre of the road when pulling out.

AGREED – To not add this item to the HIP, the issue exists across the country and members felt that slowly pulling out was manageable.

Proposed – Cllr Findley

Seconded – Cllr Jull

For 8 Against – 0 Abstain 0

- d. Members received a written report on issues from a resident of Newlands in getting across the Upper Walmer Section of Dover Road whilst using a walker. Currently going up the hill the pathway stops 30m short of the new crossing and going down the hill the pathway narrows to be insufficient for walkers or wheelchairs meaning that people using wheelchairs or walkers are forced to cross the very busy road with no established crossing.

AGREED – To add to the HIP and ask the Clerk to write to KCC requesting an engineer review the situation as a safety and accessibility concern.

- iii. Members received a verbal report from the Clerk that Dover District Council owned the grassland on James Hall Gardens. DDC are aware of the issue and are looking at what possible solutions there may be to the problem with the utilities underground proving an issue in resolving this simply.

AGREED – To note

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

For 8 Against – 0 Abstain - 0

- iv. Members received a written report from the Clerk alongside speed data from a recent speed survey completed by KCC on Dover Road, Upper Walmer.

AGREED – Members agreed to note the report and requested the Clerk put together a press release to include the data provided by KCC stating we had looked at the speed and encouraging members of the public to be mindful of their speed.

Proposed – Cllr Simpson

Seconded – Cllr Blackwell

For – 8 Against – 0 Abstain - 0

- v. Members asked that an item be brought to the next meeting to discuss the “pinch point” on the promenade cycle path around the paddling pool/Hut 55.

122. MAINTENANCE OF TREE ON ALLOTMENTS

Members received a written report from the Clerk on the tree by Cambell Road on the allotments. The tree has now grown to be over the road and as such requires a 5.4m clearance over the roadway as well as the 2.4m clearance over the pathway. There is a pigeon nest in the tree so after speaking to KCC cutting can be delayed until September.

AGREED – To the recommendation to delegate up to £250 for maintenance of the tree to the Clerk in Early September.

Proposed – Cllr Jull

Seconded – Cllr Simpson

For -8 Against -0 Abstain -1

123. LITTER

Members received a written report from the Clerk in to a recent increase in reports of public litter bins being used for household waste and open public bins having the waste pulled out by wildlife. The Clerk has been in contact with DDC as the responsible authority for public litter bins and has managed to agree for the bins that have wildlife pulling out rubbish to be replaced over time, no timescale has however been agreed. Cllr L Ludwig and the Clerk have been in contact with DDC over one bin that has been used particularly often for household waste. This is considered fly tipping. DDC are working to identify the household and will deal with the matter.

AGREED – To ask the Clerk to find out further information and timelines for the solutions to the issues and to continue to monitor complaints received.

Proposed – Cllr L Ludwig

Seconded – Cllr Findley

For 8

Against – 0

Abstain 0

124. PURCHASE OF A PROJECTOR

Members received a written recommendation from the Climate Emergency Working Group about the purchase of a projector for meetings. The projector will need to be a short throw style projector.

AGREED – To recommend to Full Council for a projector to be identified via investigation and delegate a spend of up to £250 to be spent on purchasing a projector.

Proposed – Cllr Waite-Gleave

Seconded – Cllr P Ludwig

The meeting was closed at 20.15

125. DATE OF NEXT MEETING

September 25, 2025.

.....
Signature

.....
Date



WALMER TOWN COUNCIL

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

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Tel: 01304 362363

Minutes of the meeting of the Walmer in Bloom Committee held on 15th July 2025 at 62 The Strand, Walmer, at 6.00 pm.

Present:

Cllr L Ludwig (Chairing)
Cllr P Ludwig
Cllr D Richardson
Cllr S Waite Gleave
Mrs D Bogue

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

152. APOLOGIES FOR ABSENCE

Apologies received from Cllr E Crockford and Miss A Late.

153. DECLARATIONS OF INTEREST

Cllr Waite Gleave declared a VAOI regarding agenda item 8.1.

154. MINUTES OF LAST MEETING

RESOLVED – That the minutes be taken as an accurate record.

Proposed by: Cllr D Richardson

Seconded by: Cllr S Waite Gleave

For 4 Against 0 Abstain 0

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

None.

156. CHAIRMAN'S REPORT

NOTED: Verbal update from Chairman

We have been approached by a contributor or part of the editorial team of the Deal Despatch who would like to write an article about Hawkshill for the next issue, Steve Coates and chair liaising.

Chairman also informed the committee that the cutting of the meadow at Hawkshill will need to be organised.

157. ADMIN REPORT

i. **NOTED:** Committee was given an update of actions from the last meeting.

- **Action:** Admin to update procedures to ensure that all permissions for names/photos/other required competition media are obtained at the same time.

At the end of the garden competition Admin is to break down the number of nominations between those put in by the community, and those from each member of the committee.

RESOLVED – Admin to request quote from Walmer Batteries for 4x printed vinyl strips for use on WIB banners to indicate voting is open for the garden competition. If quote is less than £30 then inform committee of the quote for a vote to buy the strips.

Proposed by: Cllr D Richardson

Seconded by: Cllr P Ludwig

For 3

Against 1

Abstain 0

- **Actions:** Admin get quote from Walmer Batteries for 4x printed vinyl strips. Inform committee if over £30 for vote.

158. HAWKSHILL

- i. **NOTED:** Verbal update from Chairman

The committee was informed that Gazen Salts have agreed to cut the meadow at Hawkshill this year, Mr Coates has indicated that it would be preferable if cutting can be moved to September. Mr Coates and Cllr L Ludwig have informed Gazen Salts regarding the types of wildlife within Hawkshill and the location that the cuttings will be moved to. More dead hedging will be added to ensure the cuttings are kept in situ.

- **Actions:** Cllr L Ludwig to contact Gazen Salts to find out if the cutting can be moved to September.

Admin to email Cllr Findley and Mr Coates regarding their views about a grass collector, this was mentioned to members of the committee and Admin during the SSEIB judging.

- ii. **RESOLVED** – Admin to acquire three quotes for the cutting of the hedges at Liverpool Road, financial authority has been delegated to the clerk to arrange cutting up to the value of £1200. With a view to cutting after 1st September to comply with the Wildlife and Countryside Act 1981.

Proposed by: Cllr D Richardson

Seconded by: Cllr P Ludwig

For 4

Against 0

Abstain 0

- **Actions:** To diarise annual inspection of the trees and hedges annually to prevent another warning from DDC.

Admin to check council obligations regarding insurance and liability regarding the falling of trees within Hawkshill. Is the council required to do annual checks?

Admin to forward the committee copies of the tree inspection reports from 2024 from Invicta Arboriculture, in order to familiarise themselves with the contents and both short- and long-term actions.

Admin to confirm the original costs for the inspections in 2024.

Admin to find out if cheaper/better rates are available if the inspections are to be done regularly.

Admin to collate all information and add to agenda for the next meeting.

159. WALMER PEACE GARDENS

NOTED: Verbal update from Mrs Bogue

Cllr S Waite Gleave recused herself from voting for the following due to a VAOI.

- i. **RESOLVED** – Reimburse Cllr Waite Gleave for the purchase of water bowser, to be confirmed with Town Clerk.

Proposed by: Cllr L Ludwig

Seconded by: Cllr D Richardson

For 3

Against 0

Abstain 0

- **Actions-** Admin to confirm if payment is possible.
Cllr S Waite Gleave to furnish office with receipt/bank statement regarding purchase of water bowser.

- ii. **NOTED** – Tree at WPG to be checked over by expert to ensure that any works done will not damage the tree or put undue strain on it.
 - **Actions** – Cllr S Waite Gleave and Mrs D Bogue to contact Mr C O’Sullivan, a local expert to examine the tree and inform the committee of what may be needed to trim back the branches.

160. CAMPAIGN 2024

A. WIB CAMPAIGN

- i. **NOTED**- Update for garden competition was included in 157.I.
- ii. **RESOLVED**- A modified version of the volunteer poster is to be completed and laminated for mounting on all planter noticeboards and social media.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 4

Against 0

Abstain 0

- **Actions:** Admin to redesign the volunteer poster, then laminate for mounting.

Cllr Waite Gleave left the meeting at this point.

- iii. **NOTED**- Fountain planter at the Lifeboat Station has been damaged several times by people hitting it with their vehicles, photos of the damage were taken and delivered to the office. Repairs were made by the RNLI ahead of the King’s visit. Changes to planters and plants within them are to be considered by the committee, input from current volunteer will be sought. New design to be easier to manage for volunteers and more resistant to damage. Discussion to continue at November meeting.

- **Actions:** Committee to discuss different options that enhance the beauty of the fountain and to avoid potential damage from cars.

Cllr L Ludwig to talk to volunteer for his input regarding possible changes to the fountain planters.

B. WIB PRESENTATION

- i. **RESOLVED:** Cllr D Richardson to contact Walmer Castle and ask whether they can host an event, for cream teas and a tour of the castle garden. The date chosen is the 16 August 2025 at 3pm, although this is flexible from 16-18 August 2025, if these dates are unavailable then the event will be moved to a later date in September. It will also be limited to a maximum of 30 people with a maximum budget as already authorised of £300. Committee delegates authority to council officers to pay invoice as appropriate to maximum of £300.

Proposed by: Cllr D Richardson

Seconded by: Cllr P Ludwig

For 3

Against 0

Abstain 0

- **Actions:** Admin to ensure contact details are available for winners at end of garden competition.

Cllr D Richardson to contact Walmer Castle regarding date and times.

Admin to acquire prizes from Garden Centre.

Admin to confirm any allergies and/or dietary requirements for winners.

RESOLVED- Committee delegates authority to council officers to purchase five prize vouchers for £25 each.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 3

Against 0

Abstain 0

- **Actions:** Admin to request purchase of the prize vouchers by Town Clerk.

161. ISSUES FOR INCLUSION ON NEXT AGENDA

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

162. DATE OF NEXT MEETING

i. **RESOLVED** – The next meeting will be held on Tuesday 2nd September 2025, at 18:00.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 3 Against 0 Abstain 0

- **Actions:** Cllr L Ludwig is to email all members of the committee regarding the date of the next meeting as well as the preliminary date for the presentation in order for them to save the date.

The meeting closed at 19.50.

Signed _____

Dated _____



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Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 12th August 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 T Bond
 Cllr M Simpson

Officers present: John Miles (Administration Officer)

184. APOLOGIES FOR ABSENCE

Cllr Waite-Gleave and Cllr Lee offered apologies that were accepted.

185. DECLARATIONS OF INTEREST

None Submitted

186. OPENNESS AND TRANSPARENCY

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

187. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

188. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 5 Against:0 Abstain: 0

189. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

190. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
25/00632	44 The Strand Walmer Deal Kent CT14 7DX	Refuse Planning Permission	No Objection	Replacement windows

25/00631	44 The Strand Walmer Deal Kent CT14 7DX	Grant Planning Permission	No Objection	Installation of juliette balcony to side elevation, erection of posts and iron railings with associated works to steps and re-positioning of basement steps. Installation of rear sliding electric gate
25/00579	20 Court Road Walmer Deal CT14 7RG	Grant Planning Permission	No Objection	Erection of a first floor rear extension
25/00573	152 Downs Road Walmer Deal CT14 7TF	Grant Planning Permission	No Objection	Erection of a single storey rear extension and insertion of ground floor side window
25/00535	20 Granville Road Walmer CT14 7LS	Grant Planning Permission	No Objection: Walmer Town Council has no objections to the application however Walmer Town Council does wish to request that the conditions imposed by DDC's Planning Committee when granting planning permission for application DOV/23/01324 regarding concerns of overlooking/loss of privacy be retained.	Variation of condition 2 (approved plans) of planning permission 23/01324 (Erection of a dwelling with associated parking) to allow clay roof tiles, removal of render/cladding to red brick to elevations, alterations to fenestration and external staircase, installation of solar panels, rear ground floor infil extension and roof changed to parapet
25/00400	Crows Nest 98 Wellington Parade Walmer CT14 8AD	Grant Planning Permission	No Objection	Erection of side catslide extension with new entrance, side roof dormer, and raised rear deck and stair from upper to lower ground/garden level. Replacement windows.
25/00131	Walmer Lawn Tennis And Croquet Club Archery Square Walmer CT14 7HP	Refuse Consent	Objection: Walmer Town Council objects to this application on the following grounds. I. The tennis club's own arboriculturist report indicates that the two trees indicated are healthy and with many years of life left in them. II. The applicant has provided no evidence to prove that the trees are damaging surrounding grass areas caused by nutrients and water being 'stolen' by the trees' roots. III. The report also indicates that uprooting the trees would be a drastic change, there and is no cause to fell these trees IV. The loss of the tree will affect the amenity value of the area. V. Residents value the trees use as a noise barrier VI. Residents value the trees use as pollution protection from nearby roads.	Fell and remove stump of one Copper Beech (T37) and one small leafed Lime (T46) both the subject of Tree Preservation Order No. 28 of 2023.

			<p>VII. The trees also help to protect members of the public.</p> <p>VIII. DDC recently decided to put a Tree Preservation Order on all the trees in this area, a decision which should not be overturned by an application which provides no evidence of the alleged problems in support of removing two trees which the applicants' own commissioned arboricultural report says are healthy and in good condition.</p>	
25/00624	27 Granville Road Walmer Deal Kent CT14 7LQ	Refuse Consent	<p>Objection. Walmer Town Council objects to this application on the following grounds.</p> <p>i. Insufficient reasons to overrule the TPO.</p>	Crown reduce by 4 metres overall (30%) of a group of 3 Sycamores (G1) crown reduce by 4 metres overall leaving lower growth intact of one Sycamore (T1), all the subject of Tree Preservation Order No 1 of 1959.
25/00656	3 Greenacre Drive Walmer Deal CT14 7UQ	Split Decision	<p>Objection. Walmer Town Council objects to this application on the following grounds.</p> <p>i. No arboricultural report/evidence has been provided to confirm that a tree is dead despite a specific request on the application form from DDC for such evidence.</p> <p>ii. There appears to be no proposal to replace the felled trees.</p>	T1 - Monterey Cypress - fell; T2 - Monterey Cypress - fell, both the subject of Tree Preservation Order No. 1 of 1965.
25/00605	Beach Plot 79 The Strand Walmer Kent CT14 7DY	Grant Planning Permission	<p>Objection. Walmer Town Council objects to this application on the following grounds.</p> <p>i. The use of the building for commercial reasons will not be in keeping with the designated use of the beach area as a recreational facility for members of the public.</p> <p>ii. The application has not been submitted as a retrospective request even though the business appears to already be up and running.</p> <p>iii. A further concern raised at this meeting is that should the door next to the cycle path be modified or used for access or egress its proximity to the adjacent cycle path could become a danger to passing cyclists or pedestrians crossing the path to access the building.</p>	Change of use from fishing storage to gallery and insertion of a door to the north elevation (sui generis use) (retrospective).

191. PLANNING APPLICATIONS – NEW

I. DOV/25/00763 - 6 Greenacre Drive, Walmer, Deal, CT14 7UQ

Crown reduce by 2-3 metres back to previous points but maintaining growth where possible of one Horse Chestnut (T1), re-pollard one Holm Oak (T2) crown reduction of 2 to 3 metres in height and spread of one Sycamore (T3), all the subject of Tree Preservation Order No. 1 of 1965.

Resolved – No Objection. Walmer Town Council has no objections to this application. However Walmer Town Council does wish for the following be taken into account.

1. That the tree works take place outside of birdnesting season.
2. That the last pollarding/tree works to these trees were a minimum of 3 years ago.

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For: 5 Against: 0 Abstain: 0

II. DOV/25/00800 - Castle Cottage, 30 Wellington Parade, Walmer, Deal, Kent

Variation of condition 2 (approved plans) of planning permission 24/01206 (Erection of single storey rear extension with erection of a link and roof extension to existing outbuilding and existing roof, along with associated external alterations.) To allow changes to external wall, pitched roof, insertion of rooflights and removal of window

Resolved – No Objection.

Proposed: Cllr T Grist

Seconded: Cllr R Blackwell

For: 5 Against: 0 Abstain: 0

III. DOV/25/00865 - 24 Warwick Road, Walmer, Deal, Kent

Erection of single storey rear extension, insertion of dormer window to side elevation to facilitate loft conversion and alterations to front bay windows (Existing conservatory and side entrance porch to be demolished)

Resolved – Objection. Walmer Town Council objects to this application for the following reason.

1. The design is not in keeping with the area.

Proposed: Cllr R Blackwell

Seconded: Cllr T Bond

For: 5 Against: 0 Abstain: 0

IV. DOV/25/00858 - 49 The Strand, Walmer, Deal, Kent

Replacement glass balustrade

Resolved – No Objection.

Proposed: Cllr T Grist

Seconded: Cllr M Simpson

For: 5 Against: 0 Abstain: 0

V. DOV/25/00876 - Land Next To Whiteville Lawn Road, Walmer, Deal, Kent

Variation of condition 2 (approved drawings) of planning permission 21/01606 for (Erection of 2no. detached dwellings (existing outbuildings to be demolished) to allow changes of the roof material from tiles to standing seam

Resolved – Objection. Walmer Town Council objects to this application for the following reasons.

1. The design is not in keeping with the area.
2. Overlooking of neighbouring premises.

Proposed: Cllr T Bond

Seconded: Cllr T Grist

For: 5 Against: 0 Abstain: 0

192. LOCAL PLANNING PROCESS

To review Dover District Council's Statement of Community Involvement and make any comments in regard to its implementation.

Resolved – Walmer Town Council Planning Committee has reviewed the Statement of Community Involvement and has no comment to make.

Proposed: Cllr T Bond

Seconded: Cllr M Simpson

For: 5 Against: 0 Abstain: 0

193. DATE OF NEXT MEETING

Tuesday 9th September 2025 at 7pm

The meeting closed at 19.40

Signed Dated



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Minutes of the meeting of the Climate Emergency Working Group held on Tuesday 5th August 2025 at 62 The Strand, Walmer, at 7.00 pm

Present:

Cllr S Waite-Gleave (Chairing)
Cllr P Findley
Cllr R Blackwell
Cllr M Eddy

Officers present: John Miles (Administration Officer)

1. APOLOGIES FOR ABSENCE

- Apologies received from Mrs S Fisher.

2. DECLARATIONS OF INTEREST

- None Submitted.

3. MINUTES OF THE PREVIOUS MEETING

- **Resolved:** That the minutes of 16 June be taken as an accurate record.
 - Proposed by: Cllr Blackwell
 - Seconded by: Cllr Eddy

For 4 Against 0 Abstain 0

4. MATTERS ARISING FROM PREVIOUS MEETING

- **Noted:** Update Report has been forwarded to the work group members from Admin
- Cllr Waite Gleave informed the group that No-Engine Idling stickers or signs could be purchased by the dozen for use at temporary traffic works or other necessary locations.
- **Resolved:** To approach A&E committee to purchase 10 stickers, cost approx. £40 excl VAT.
 - Proposed – Cllr Eddy
 - Seconded – Cllr Findley
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin to put together report to request purchase of stickers for the A&E Committee meeting on 25 September.
- **Noted:** Possible EV spaces were identified and will be forwarded to Kent County Council.

- **Resolved:** Concerns were raised that the current EV points at the Drill Field are slow at 7kw and may need to be replaced-with newer, faster chargers.
 - Proposed by: Cllr Findley
 - Seconded by: Cllr Eddy
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin to contact KCC regarding possible upgrades to the Drill Field EV charge points.

5. COMMENTS FROM THE PUBLIC

- None Submitted.

6. ONGOING PROJECTS

Climate and Ecology Action Plans

- **Noted:** Requests were made to change working and colour coding on action plans to differentiate the completed, near completion and on-going/long-term tasks. A simplified version is to be completed for posting on the council website.
- **Actions:** Admin and Cllr Waite Gleave to modify action plans.
- **Noted:** Copy of new draft texts for website were distributed to all members and reviewed, no changes were required.
- **Actions:** Admin to update webpage.

Updating of Local Resilience Plan

- **Noted:** Cllr Waite Gleave informed the working group that the local resilience plan Workshop with DDC, requested by DAC-KALC to assist clerks to update rudimentary LRPs of 2014 for all 35 Dover district local councils was cancelled a second time in July. One of the reasons given for the postponement to September/October is due to the extensive debriefing on extreme weather and flooding after 13th June.
- **Actions:** SWG to forward copy of local resilience plan template provided by Kent Resilience Forum to all members. <https://www.kentprepared.org.uk/community-resilience>.

DDC Climate and Nature Forum

- **Noted:** Update from Cllr Waite Gleave about the July 8th DDC Climate and Nature Forum. This included information regarding the combined Dover and Dartford council application for the Warmer Homes Scheme. SWG told Forum of our new Climate and Ecology Action Plan.
- WTC is still awaiting more input from DDC officer James Traynor regarding donation free gadgets to help residents reduce heat loss from homes (to complement WTC Thermal Imaging service in Nov 2025 – Feb 2026).

Coastal Recovery

- **Noted:** Members were forwarded a copy of the water testing certificate taken by WTC on 16 July 2025, the certificate is in our window, on our website, and on our social media, and can be shared by public. An EA test shortly after 7th July at the Deal Castle beach site test of 9900 indicated a massive spike of pollution in the area. Deal Town council put out a brief about this at the time.

- It is believed that not enough samples are being taken from enough points along the shoreline. **Noted:** WTC testing and publicising of raw data only, from 1 mile south of Deal Castle Beach, at Walmer Castle, for local public to interpret for themselves, has been appreciated by local residents.
- **Noted:** Community concerns exist on social media about storm overflow releases by Southern Water, and potentially polluted seawater quality in the period 24 – 72 hours following heavy rain.
- The next water test sample will be taken on Tuesday 26th August.

Transport

EV Charging points

- **Noted:** Update on WTC EV charging points & income from 1st Jan 2025.
- **Actions:** Admin to contact KCC regarding upgrading to faster chargers and the possibility of increased revenue due to more uptake of charging sessions.
- Admin to continue to cut foliage around the EV points when necessary.

Waste & Pollution Reduction

- **Noted:** Cllr Waite Gleave informed the working group that due to injury, she will be rescheduling visits to local businesses regarding the Walmer Against Plastic Pollution campaign.
- **Actions:** Cllr Waite Gleave and Admin to design WalAPP certificate for distribution.
- **Resolved:** To buy and install one water filling station at Marine Road Toilet by Dec 2025. Admin or Clerk to contact DDC about installation and maintenance contract.
 - Proposed by: Cllr Eddy
 - Seconded by: Cllr Blackwell
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin and Cllr Waite Gleave to order water filling station; Clerk to contact DDC regarding installation and maintenance.

Buildings & energy saving

- **Noted:** Admin informed the working group regarding quotes for bike racks and replacement old front door at WTC Office.
- **Resolved:** Purchase of replacement front door to be put forward to the appropriate body of the council with a view to potential savings of revenue expenditure from energy bills.
 - Proposed by: Cllr Eddy
 - Seconded by: Cllr Waite Gleave
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin to contact possible providers, e.g. Channel windows regarding the possible improvements to energy bills.
 - Admin to notify DDC about changes if they need to send an inspector.
 - Admin to work out the basis of duration that it would take for approximate cost of £1500 to be recovered from saved energy bills after installation of new door.

Shelf & Projector to be installed in WTC committee room.

- **Resolved:** Short focus projector to be purchased for council office for the cost of £119.99. (See minutes A&E 26/6/2025.)

- Proposed by: Cllr Findley
- Seconded by: Cllr Blackwell
- For 4 Against 0 Abstain 0
- **Actions:** Admin to approach Clerk to purchase projector and materials to install.

Restoration of nature

- **Noted:** Preliminary dates for a joint meeting with DTC and PAN representative have been chosen after 1/10/2025.
- **Actions:** Admin to contact DTC and Mr Moles regarding the best dates for them.
- **Noted:** Report on opportunities to liaise with Deal Town Council.

7. NEW PROJECTS

- **Resolved:** To put forward for next year's budget, the purchase of up to 50 small native self-fertilising fruit trees for distribution for front gardens of residents of the parish for a total of £550.
 - Proposed by: Cllr Waite Gleave
 - Seconded by: Cllr Blackwell
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin to add to preliminary budget for 2026/2027.
- **Resolved:** Purchase of beebombs and distribution once they have been delivered, according to amount allocated for same in CEWG 2025/2026 budget. OR put forward to A&E for next meeting.
 - Proposed by: Cllr Waite Gleave
 - Seconded by: Cllr Findley
 - For 4 Against 0 Abstain 0
 - **Actions:** Admin to approach Clerk to purchase new beebombs.

8. POSSIBLE FUTURE AIMS AND INITIATIVES.

Pesticide free Walmer allotments action

- Cllr Findley queried how Walmer Town Council currently deals with the use of chemical herbicides/pesticides at their allotments. **Noted:** neighbouring council currently enforce allotments are chemical free.
- **Actions:** Admin to forward copy of new 2026 amended WTC allotment contract to Cllr Findley.
- Stoney Path: Possibility of Seeking free professional advice on suitability of stoney path slope for Solar Panels so that allotment holders can use energy for tools.

9. ANY OTHER QUESTIONS OR OBSERVATIONS.

- None

10. DATE OF NEXT MEETING

Thursday 18th September at 19:00 at No 62 The Strand.

The meeting closed at 20:45

Financial information as at 26/09/25
Bank Balances

Charity Bank	£104,485.29
Redwood bank	£100,000.00
Unity Trust current	£33,493.12
Unity Trust Deposit	£202,602.05
Total	£440,580.46

Committee budget vs spend 2025/26

Committee	Budget	Spend	notes
Amenities and Environment	£ 25,400.00	£ 2,086.18	includes CEWG
Events	£ 15,000.00	£ 8,045.48	
Finance and General purposes	£ -	£ -	
Human Resources	£ -	£ -	
Planning	£ -	£ -	
Walmer in Bloom	£ 23,300.00	£ 4,690.19	includes Hawkshill and Peace Garden

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15.(2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

WALMER TOWN COUNCIL

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/05/2025

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

14/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WALMER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04/06/2025

and recorded as minute reference:

716 ii

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2024/25 for


WALMER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	198,122	246,597	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	246,120	249,190	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,350	19,651	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	106,570	102,492	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,127	15,127	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	92,298	113,300	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	246,597	284,519	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	247,686	279,313	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	486,251	487,727	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	223,744	212,883	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


3/6/25

Date

I confirm that these Accounting Statements were approved by this authority on this date:

4/6/2025

as recorded in minute reference:

716 iii

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Walmer Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

5 September 2025

The Corner
Bank Chambers
26 Mosley Street
Newcastle upon Tyne
NE1 1DF

Tel: +44 (0)191 383 6300
forvismazars.com/uk



Mr R Aldred
Walmer Town Council
62 The Strand
Walmer
Deal
Kent
CT14 7DP

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 5 September 2025

Dear Mr Aldred

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2024 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://www.saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Gavin Barker
Engagement Lead
For and on behalf of Forvis Mazars LLP



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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

FAO S106 Officer
Dover District Council
White Cliffs Business Park
Dover
CT16 3PJ

1st October 2025

Dear Sir/Madam

S106 Application: Outdoor Gym, Deal & Walmer Beach

Developer Contribution Planning Reference 17/00487 £33.9k

Please accept the attached document as our formal application for a S106 financial contribution towards the installation of an outdoor gym to increase the number /capacity of outdoor sports and recreational spaces in Deal & Walmer.

We have set out in the attached report and appendices all relevant project data and have demonstrated below which local and national strategies this initiative also supports.

We recognise a consultation is currently underway of the District Council's existing Playing Pitch and Outdoor Sports Facility Strategy, and that the timescale for the delivery of an updated strategy sits outside the timescales we are working towards for delivery of this project. However, we strongly believe there is a compelling justification to move forward with this project without delay, given how well this project meets the priorities already set out in the District Council's Corporate Plan as follows:

Strategic Priority Four – Supporting our communities

"Encouraging residents to lead active, healthy and fulfilling lifestyles."

The plan sets out the following ways in which the District Council will achieve this priority:

"Continue investing in and enhancing the district's leisure, wellbeing, cultural and visitor facilities."

"Increasing participation in sports and physical activity by making it accessible for all."

"Maximising green spaces to promote health and well-being, such as installing outdoor gyms."

"Supporting healthy living initiatives and programmes that reduce social isolation and help people to stay active and independent."

The installation of an outdoor gym therefore directly supports Dover District Council's agreed Strategic Priority Four within the Corporate Plan. We can deliver a sustainable, low-cost, low maintenance increase to outdoor sport and recreational facilities, which could be delivered as early as Spring 2026 to achieve maximum impact and benefit to the local community.

This project also supports numerous local and national strategies, including but not limited to:
Infrastructure - National Planning Policy Framework Section 8, Promoting Healthy Communities and Sport England Active Design Principles.
Sport England - Uniting the Movement strategy, and campaigns such as "Get Moving" and "This Girl Can".
The UK Chief Medical Officer's Physical Activity Guidelines and the NHS Live Well strategy.
Kent Public Health strategy – Physical Activity in Adults & Older Adults.
Active Kent & Medway vision "More people, More active, More often".

The S106 Developer Contribution states "'The Outdoor Sports Contribution' means the sum of £33,900 payable towards the costs of increasing the capacity of recreational sites within Deal."

The preferred beach location for the outdoor gym is set within the District Council electoral ward of North Deal. It is a centrally located area of proven high footfall, already a focal point for a small range of family recreational activities, mostly chargeable. It is also well serviced by public transport, cycle routes and is walkable. As you will also see in the attached report, the local community are supportive and engaged.

This initiative therefore provides an excellent opportunity to increase the capacity of outdoor sports within Deal and Walmer, by delivering an innovative and inclusive community asset, which will be completely free to use.

The outdoor gym will be a low cost, high impact, public health asset which not only meets the stated S106 contribution objective, but which also delivers an effective solution for published Dover District Council strategic priorities.

We look forward to your response.

Yours sincerely

Mr Roland Aldred
Town Clerk
Walmer Town Council

Councillor Trevor Bond
Chairman
Walmer Town Council

Project Objectives & Vision Statement

This project will install a free inclusive community outdoor gym on Deal and Walmer beach, accessible for adults and young adults (ages 13+) of all fitness levels and abilities. It will deliver a range of high-quality outdoor fitness equipment on the seafront in a prime beach location with proven footfall, in a format which looks to bring the concept of an indoor gym outside. The gym will include cardio, strength, and cross training equipment, with a particular emphasis on the provision of flexible equipment which can be used by multiple user groups and is accessible to all.

The overall vision of this project is to create a new free community outdoor leisure facility to increase participation in sport and physical activity, whilst at the same time removing some of the barriers which exist to participation; be it financial, physical, perception, confidence, safety concerns and so on.

Sustainability and carbon footprint measures will be important considerations across all aspects of this project, including the selection, installation and ongoing management of all equipment and materials used. Monitoring usage and impact of the gym within the community will be key success factors.

Project Benefits

- It will increase the number and capacity of outdoor sports & recreational spaces in the Deal and Walmer area.
- It will increase access to low-cost physical activity for the community, as it will be free to all users. No membership fees will be required, providing a cost-effective alternative to the traditional indoor gym business model, and will remove the financial barrier to participation in sport.
- It supports the UK Chief Medical Officers' Physical Activity Guidelines which state that adults should try to be active every day and aim to do at least 150 minutes of physical activity over a week through a variety of activities. It will encourage and promote the numerous health benefits of physical activity.
- It creates opportunities for social interaction, thereby having a positive impact on mental health and well-being.
- It promotes exercising outdoors in the fresh air. There are many benefits to exercising outdoors in the fresh air - it is proven to lower blood pressure, reduce stress and enable better sleep.
- It will contain equipment suitable for all users and across all age groups, with specific consideration given to the provision of flexible equipment, suitable for use by disabled users, women and older age groups to widen the appeal of the gym concept, increasing participation in these key user groups.
- It will improve fitness and mobility across the local community with exercises ideally tailored to the three key areas identified for ageing well – muscle strength, balance and cardiovascular.
- It is designed for unsupervised use, so can be used at a time to suit all individuals as it remains accessible 24/7, 365 days of the year.
- It will create additional facilities and opportunities for local community clubs, and community organisations to use free of charge to complement their existing training programmes.
- It will create additional facilities and opportunities for social prescribers and others to offer innovative and new programmes to widen participation in physical activity in the community.
- The proposed beach location close to existing popular facilities maximises accessibility, visibility and creates a recreational focal point for the local community.

Community Consultation & Feedback – Evidence of Demand

A public survey conducted by Walmer Town Council during April 2024 considered the feasibility of installing an Outdoor Gym for the local community and noted the following headline results:

88% of responders (432) thought that Walmer Town Council should install an outdoor gym.

87% of responders said that they would use a free outdoor gym facility.

78% of responders were aged above 40.

55% of responders were aged 50+

30% of responders were aged 60+

Feedback captured as part of our survey from **Deal & Walmer residents** were typical of the following statements:

"There are lots of people who would like to improve their fitness but find the cost of gyms and exercise classes prohibitive, any efforts to help improve our health and wellbeing should be supported."

"It would be accessible for all. Lots of people don't like to go to a gym inside, they find it intimidating or too expensive. Particularly people who are trying to increase fitness will try something outside that is free. Easy to meet friends there or make friends and it is good to be outdoors. Makes the best use of our wonderful outdoor space."

Example statements from **Deal & Walmer based Health & Fitness Professionals:**

"From 5 local GP surgeries who have high rates of obesity, diabetes and high blood pressure: Huge benefit to physical and mental health having this resource available. Very much needed."

"There are many well-publicised reasons why public money should be spent on free-to-use gym equipment. It promotes a healthy & active lifestyle among residents. Access to free gym equipment allows individuals of all income levels to exercise and improve their physical well-being, reducing the overall burden on the public healthcare system. Additionally, providing free gym equipment in public spaces can help to create a sense of community and encourage social interaction among residents."

"The town would benefit from providing an opportunity for free and interesting healthy activities, in the same way that we have recreational parks with swings for small children. It would be good to offer the same to others as they age. Other fitness activities (other than running and walking) require specialist equipment or clothing, club fees etc so it would be great to offer this facility free for all. Anything to get more people moving and more active is a good thing."

Example statements from **Deal & Walmer based community organisations:**

"As a Senior Family Hub Practitioner based in the Deal Family Hub under KCC for 25years, and also a resident this will be an invaluable community asset. We can signpost or meet with families and Teens in this area and engage with these free facilities to enhance their health, relationships, and community cohesion. I think this project is much needed with room to expand facilities to encompass a whole age range especially for SEN, disabled and abled bodied being able to train and play on various equipment together in a usually inaccessible space for some i.e. access to sea via the beach or pool so won't usually utilise this beautiful space to access issues."

"The outdoor gym would be a wonderful addition to the facilities on Walmer Green, especially as it would be accessible and promote inclusivity, with the added bonus of the accessible toilet very close by. The idea of having wheelchair accessible and reduced mobility equipment was extremely encouraging for our members." (Dover District Disability Association – feedback from a recent committee meeting.)

Physical Activity and Obesity Data – Evidence of Need

Sport England Activity Data Nov 23-Nov 24 published April 25:

Almost 1 in 4 adults in Dover District are inactive (24.1%).

1 in 3 adults (34.3%) undertake less than 150 minutes of recommended weekly activity.

Data also shows an increasing % of adults who are physically inactive in this district - in 2015/16 20.3% of adults were inactive and the ongoing trend since then has shown a steady % increase.

Kent Public Health Observatory: Physical Activity in Adults & Older Adults (June 25)

Just 15% of older adults exercise at recommended levels to benefit muscles, strength, balance (MSB) and cardiovascular, all of which are key to ageing well.

Obesity in Adults: Dept Health & Social Care Public Health Profiles 2023/24

Overweight Inc Obesity in Adults (18+)

Dover District: 71.8% South East 63.2% England 64.5%

The Dover District rate is higher than both the Kent average and the England average as reported above.

Trend shows an increasing % of adults in Dover District who are either overweight or obese.

Further Reference Site: Kent Public Health Observatory (KCC) – Evidence of Need

Kent Public Health Observatory: Physical Activity in Adults & Older Adults (June 25)

This report, published in June 25, presents several strategies and recommendations that this project is perfectly aligned with, to meet the ongoing and future needs of our community.

It states:

- *“There is an urgent necessity in Kent with a growing and increasingly ageing population, to view and prioritise physical activity as the fundamental cornerstone of good physical, mental and societal wellbeing, and as a major contributor to the effective and efficient use of the public purse.”*
- *“National and local organisations must act to encourage opportunities for people to be active, building this into our new and built environments, transport and strategies.”*
- *“To encourage physical activity of older adults in communal spaces, investment in the environment, community infrastructure and safety should be made”.*

The report highlights groups in communities who are less active than others: women, those from lower socio-economic groups, age related, adults with a disability or long-term health condition and so on.

The report also sets out factors which put people off exercising with costs, transport, confidence and lack of local, attractive and suitable activities all listed. This project will support many of the groups who are currently less active, together with addressing several of the factors which are creating low levels of participation in sport/physical activity.

The report emphasises that Kent has an ageing and steadily increasing population, with the number of people aged 65 and older expected to increase by 44.9% between 2019-2039. Data provided within the report shows that in 2021 45.5% of people living in Dover District were aged 50+. The response to our initial survey demonstrates that adult older age groups are already engaged with the concept of an outdoor gym on Walmer Beach, with the choice of equipment ideally placed to help people age well and healthily.

Project Plan

The preferred location for installation of the gym is directly on Deal & Walmer Beach opposite the Adventure Golf Park and Children's Paddling Pool area. This location meets Sport England Active Design Principles particularly well; the location is in an area of all year round high, proven footfall, with excellent accessibility and transport links. It will provide the local community with an additional and innovative choice in terms of getting active and leading healthier lives. It will create this opportunity in an area which is already a local outdoor recreational hub, supported by other facilities close by, including the availability of refreshments and public conveniences.

Appendix I shows the proposed design and location of the beach outdoor gym.

Appendix II details the implementation plan showing all tasks and progress to date.

The preferred installation date for this project is Spring 2026 to maximise early usage during the summer months and to facilitate the delivery of post implementation training programmes.

Project Budget (Estimated)

Appendix III shows the current estimated Budget breakdown for this project.

This is based on consultation and provisional costs obtained from three leading providers of outdoor gym equipment across the UK.

The Budget is subject to change following a formal tendering process for the installation of the gym which is expected to take place during the final quarter of 2025.

Once installed the ongoing maintenance costs are extremely low compared to indoor sports facilities, making it an excellent value for money solution.

Walmer Town Council will be responsible for the ongoing maintenance and upkeep of the gym and has factored this into ongoing annual budgets.

Return On Investment (ROI): Source Sport England 2024

It is well documented that sport and physical activity contribute significantly to the health and wellbeing of people across England.

The Sport England ROI model highlights the social value created by community sports, estimating that over £107 billion in social value was generated in 2022/23 alone. This figure represents both primary value - the wellbeing benefits that individuals experience from being active - and secondary value, which reflects the cost savings to public services like healthcare.

The most recent ROI figures available from Sport England report that the overall ROI ratio for economic and social outcomes in 2022/23 was £4.20 (for every £1 spent) – up from £3.91 in 2017/18.

Summary

The popularity of outdoor gyms across the UK have grown steadily since 2008. Numbers began modestly with around 14 gyms installed in 2008, rising to circa 500 by 2016. Numbers have continued to grow with documented sites around the UK now exceeding 4000. It is widely recognised that the COVID-19 lockdown normalised outdoor exercise spaces, a trend which has continued to date and is still growing.

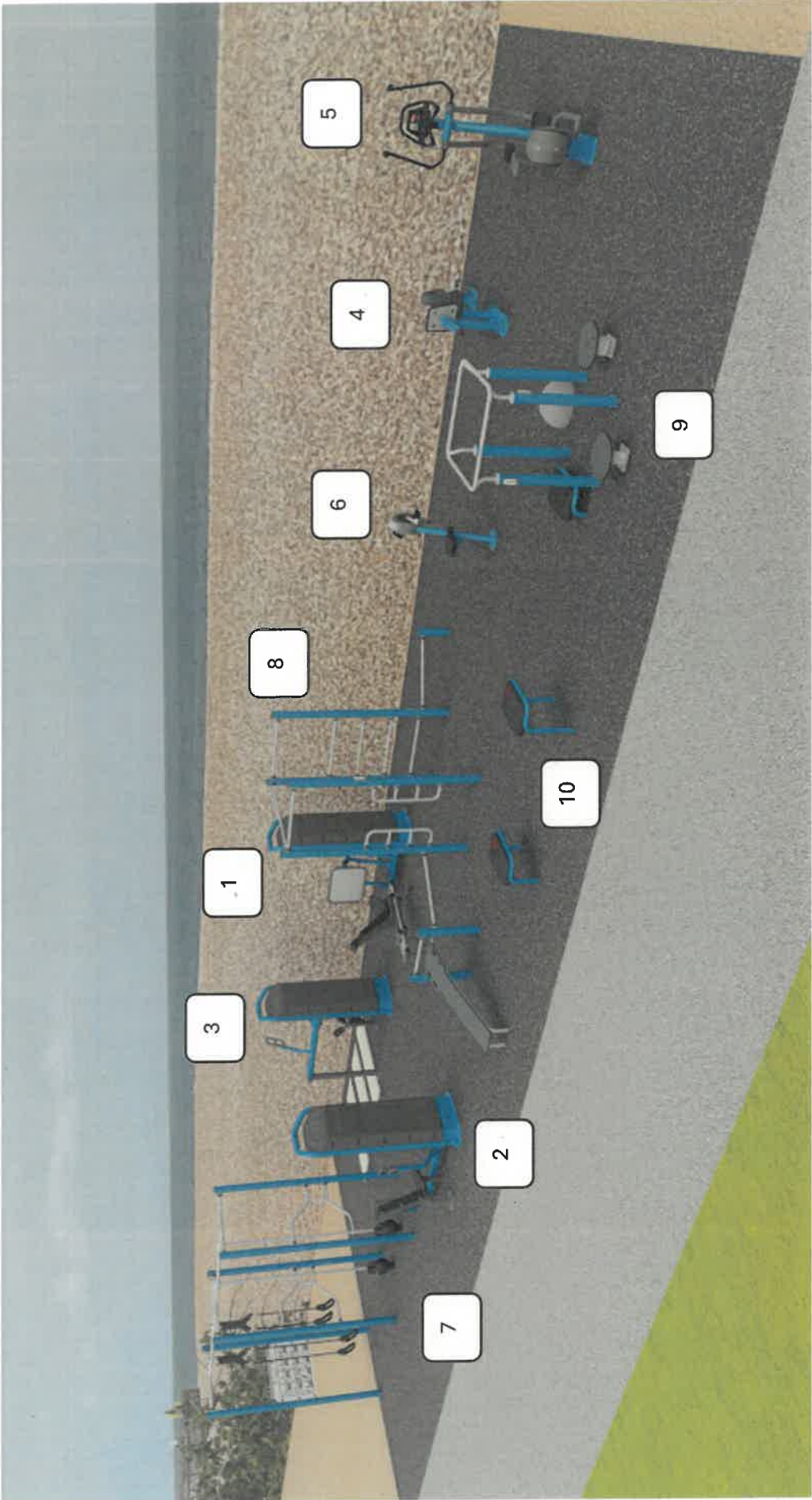
Research indicates that the key to a successful outdoor gym is to install the equipment in a location where there is already high footfall. To then provide a wide range of attractive equipment for multiple user groups and finally to activate properly, monitoring usage and impact. This project will deliver all three key elements to maximise success.

The physical activity data included within this report clearly demonstrates there is a need in this community to offer additional new and appealing opportunities locally, to encourage people to get more active and lead healthier lives. Existing facilities are not having the desired effect or sufficient impact on the data collated. One of the lesser discussed benefits of outdoor gyms is the concept of “behavioural nudging”, the use of subtle design and psychological strategies to encourage people to use the fitness equipment. For example, locating the gym in an easily accessible area with high footfall or alongside other recreational spaces means that it makes it easy to incorporate a quick workout within an existing casual outdoor activity like walking. Attractive, inclusive equipment design and welcoming signage can also reduce fear or social anxiety, especially for beginners, seniors or women.

This project will deliver an attractive alternative to existing limited outdoor sport and recreational spaces in our local community, for all adults and young adults aged 13+. It will deliver physical health benefits, mental health and wellbeing benefits, plus social and community benefits.

The Outdoor Gym will be a low cost, high impact, public health asset which not only meets the stated S106 contribution objective, but which also delivers an effective solution for published Dover District Council strategic priorities.

Appendix I: Draft Design Deal & Walmer Beach Outdoor Gym and Location



Draft Equipment List:

Group 1: Resistance Equipment:	1. Leg Press	2. Chest Press or Pull Down	3. Shoulder Press
Group 2: Cardio Equipment:	4. Recumbent Bike	5. Cross Trainer	6. Arm bike
Group 3: Cross Training Equipment:	7. Magnetic Bells & Suspension Trainer	8. Overhead ladder & bench combination	
Group 4: Balance & Mobility Equipment:	9. Balance station	10. Steps	

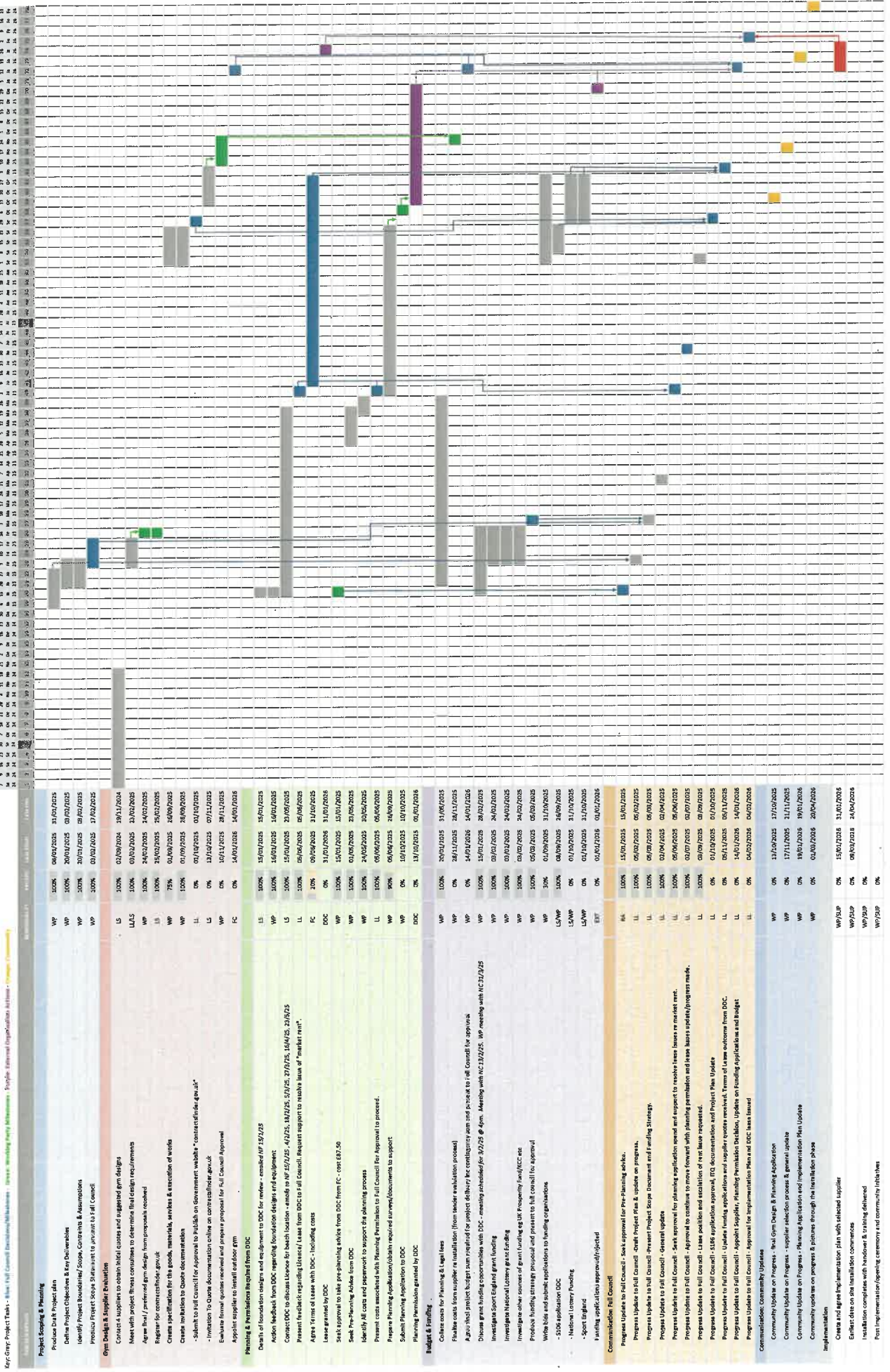
Beach Location – view from Google Maps



Outdoor Gym Project Draft Project Plan

Walmer Town Council

Project Start: 10/09/2024



BUDGET OUTDOOR GYM PROJECT

APPENDIX III

Costs	£	Notes
Planning & Legal Fees		
DDC Pre Planning Advice	87.50	Fee charged for written advice based on 50% of Commercial Fee for developments up to 250m ² .
DDC Planning Application	379.00	Confirmed by T Smith (Architect)
Architect/Surveyor Fees	FOC	For completion of Design & Access statement and other technical drawings as required.
Heritage Statement	FOC	Likely to be required as Walmer Sea front is a conservation area. Review of other recent planning applications adjacent to our preferred location shows Heritage Statements were provided for recent applications such as the erection of the beach huts and the installation of the adventure golf area.
Flood Risk Assessment	FOC	Likely to be required as using the online Environment Agency parts of the location identified as the preferred location are classified as Flood zone 3, although there are sections also in Flood zone 1 which would not require a flood risk assessment.
DDC Licence /Lease	400.00	DDC have confirmed cost of estate & legal fees to be in the region of £366
Contingency Sum	2,000.00	Sum set aside for any additional fees as a result of planning conditions/legal fees.
Total Planning & Licence Fees	2,866.50	
Equipment & Installation Costs		Draft budget based on designs provided by KOMPAN.
Ground works & site costs	20,000.00	
Surfacing	11,000.00	
Equipment	80,000.00	
Total Equipment & Installation Costs	111,000.00	
Contingency Sum	6,000.00	
Total Estimated Budget	119,866.50	
Ongoing Running Costs		
Internal staffing costs - monthly checks	300.00	Estimate based on 1 hour monthly checks x 12 months
Maintenance contract	1,500.00	Based on KOMPAN Fitness & Inspection Programme - 2 visits per year
Annual safety check	500.00	As above - 1 visit per year
Insurance (impact on annual premium)	250.00	Confirmed by Hiscox (new insurance provider effective April 25)
DDC Licence	1,500.00	In negotiations with DDC to reduce this further. Est 50% inc grant.
Total Annual Running Costs	4,050.00	

Consideration must also be given to establishing a "renewal fund" which can be used for repairs and eventual replacements when equipment nears the end of its' useful life.

Return On Investment - Sport England 2024

Latest data available reports that the overall ROI ratio for economic and social outcomes in 2022/23 was £4.20 for every £1 spent.

A projected spend of £120k on this project therefore gives rise to a potential economic and social value of £504k for the local District.



Walmer Beach Outdoor Gym & Safety Surface

Invitation to Quote (ITQ) Instruction Document

13th October 2025

CONTENTS

SECTION 1 – BACKGROUND & INSTRUCTIONS **PAGE 3**

SECTION 2 - EVALUATION **PAGE 6**

SECTION 3 – QUOTATION RESPONSES **PAGE 8**

SECTION 4 - PRICE **PAGE 8**

APPENDIX A – SPECIFICATION **SEE ATTACHED**

APPENDIX B – LOCATION PLAN **SEE ATTACHED**

SECTION 1 - BACKGROUND & INSTRUCTIONS

1.1 INTRODUCTION

- 1.1.1 Walmer Town Council ("the Council") wishes to select and appoint a suitable contractor for the Design & Installation of an Outdoor Gym and Safety Surface on Walmer beach and invites prospective contractors to submit a quotation to meet the Council's requirements.
- 1.1.2 The specific requirements for the above are detailed in the Specification at **APPENDIX A**. It should be noted that by submitting a quotation, you confirm that you understand and can meet these requirements.
- 1.1.3 Bidders are to provide a written quotation (excluding VAT) as set out in the Specification.
- 1.1.4 The following documents are required within your quotation return:
- A graphic illustration of the design and layout (size A4 preferred), a 2D technical plan with dimensions included and specification document(s) for all items including the safety surfacing construction and base design.
 - A detailed design statement showing evidence that the specification (Appendix A) has been addressed.
 - A detailed quotation sheet – to include an itemised breakdown of each unit cost, installation and surfacing. The total costs should be carried forward to the Pricing Schedule at Section 3 of the ITQ Response Document.
 - A proposed programme of works/schedule.
 - A proposed maintenance schedule for equipment incorporated within the design.
- 1.1.5 The Contract is anticipated to commence at the earliest 9th March 2026 and will continue for a mutually agreed period of weeks unless terminated in accordance with the conditions of the contract.
- 1.1.6 The Council reserves the right to amend the programme/timeline in agreement with the successful contractor if applicable.

1.2 ITQ TIMETABLE

- 1.2.1 The key dates for this procurement are outlined in the timetable below. Please note this timetable is indicative only. The Council reserves the right to change it at its discretion.

Date	Activity
13 th October 2025	ITQ Contract Notice published & all documents available electronically.
13 th October – 3 rd November 2025	Site visits are independent, and we recommend bidders visit the beach location as detailed in the Specification prior to the Clarifications Closing Date.
3 rd November 2025	Clarifications Closing Date.
10 th November 2025 17.00 hours	Quotation Return Date & Time.
28 th November 2025	Evaluation Complete.
14 th January 2026	Town Council Meeting.
15 th January 2026	Successful/Unsuccessful Notifications.
31 st January 2026	Contract/Agreement signed.
9 th March 2026	Earliest Date On Site Installation commences (tba).

1.3 INSTRUCTIONS

- 1.3.1 **General** – Prospective contractors should read these instructions carefully before completing the **INVITATION TO QUOTE RESPONSE DOCUMENT**. It is the prospective contractor's responsibility to ensure that the document is fully completed, with the requisite supporting information. Failure to comply with these requirements may result in the rejection of their quotation.
- 1.3.2 **Return of Quotations** – Prospective contractors are required to complete and return the **INVITATION TO QUOTE RESPONSE DOCUMENT** available via www.gov.uk/contracts-finder by the closing date as referenced in 1.2.1. No quotation received after the time and date specified shall be considered unless agreed by the Council's authorised officer in exceptional circumstances.

Submissions should be clearly marked "Walmer Beach Outdoor Gym & Safety Surface Quote Document – CONFIDENTIAL" and sent by post to:

The Clerk
Walmer Town Council
62 The Strand
Walmer
Kent
CT14 7DP

- 1.3.3 **Quotation Validity** - Quotations shall remain open for acceptance for 90 days from the Quotation Return Date.
- 1.3.4 **Amendments to the ITQ** - At any time prior to the deadline for receipt, the Council may amend the ITQ document(s). Any such amendment will be notified to all prospective contractors and where considered necessary, the Council may extend (at its discretion) the Quotation Return Date.
- 1.3.5 **Economic Standing and Insurances** – Prospective contractors must confirm information in this regard as requested within the Invitation to Quote Response Document. Prospective contractors are not required to submit copies of audited accounts, insurances certificates or company policies with your quotation. However, these may be requested prior to progressing any award of contract/ entering into contract, if you are successful.
- 1.3.6 **Modification & Withdrawal** – Prospective contractors may modify or withdraw their Quotation via the www.gov.uk/contracts-finder website at any time prior to the deadline for receipt.
- 1.3.7 **Site Visits** – Where site visits are scheduled within the quotation timetable, it is the prospective contractor's responsibility to take the opportunity and that any arising clarifications are sought within the given period for clarification and ahead of the Clarification Closing Date.
- 1.3.8 **Councils Right to Reject or Not to Award** - The Council reserves the right to reject any Quotation and/or to abort the ITQ process at any time and/or not to award the contract to any prospective contractor without incurring any liability to the affected contractors.
- 1.3.9 **Contractors Queries** – All enquiries in relation to this ITQ should be conducted through an email to admin@walmercouncil.co.uk. The Council will endeavour to answer all requests as quickly as possible, and before the Clarification Closing Date when practicable.
- 1.3.10 **Confidentiality** - All information supplied in connection with this ITQ shall be regarded as confidential and by submitting a Quotation, a prospective contractor agrees to be bound by the obligation to preserve the confidentiality of all such information.
- 1.3.11 **Freedom of Information** – The Council is subject to the provisions of the Freedom of Information Act 2000 and may therefore be required to provide information when requested under the said Act. Prospective contractors should be aware of this obligation and must specify in their quotation response if there is any information they

require to remain confidential or they deem to be commercially sensitive. This will be honoured if authorised by the Act.

- 1.3.12 **Publicity** – No publicity regarding the provision of the goods/services or works or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication.
- 1.3.13 **Transparency** -The Council must comply with transparency obligations imposed upon it as regards publication of information relevant to this procurement process and any contract(s) resulting therefrom.
- 1.3.14 **Data Protection** - The Council processes personal information in accordance with Data Protection Legislation namely the General Data Protection Regulations (*Regulation (EU) 2016/679*), the Law Enforcement Directive (*Directive (EU) 2016/680*), any applicable national implementing Laws as amended from time to time; the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; all applicable Law about the processing of personal data and privacy. This includes information provided by third parties as part of a procurement exercise. To find out how personal information is processed as part of this procurement exercise please view the Council's Privacy Notice General.

SECTION 2 - EVALUATION

2.1 EVALUATION CRITERIA

- 2.1.1 Offers will be evaluated on the prospective contractor submitting the most economically advantageous quotation (MEAQ) based upon quality.
- 2.1.2 The overall assessment ratio is 90% quality, 10% cost.
- 2.1.3 Where more than one person marks the quotations, a consensus scoring mechanism will be used (i.e., the Panel will agree a score for each marked element).
- 2.1.4 **Economic and Financial Standing** - The Council reserves the right to request further financial information and or request a credit agency report to confirm the organisations economic and financial standing satisfactorily meets the Council's requirements.

2.2 QUALITY EVALUATION

- 2.2.1 All questions within the **SUITABILITY QUESTIONNAIRE** (Section 1) must be completed. Responses to the Questionnaire will be evaluated on a pass/fail basis. Any prospective contractor who fails any section of the Questionnaire will be disqualified from the process.
- 2.2.2 Quality and cost will be assessed on the prospective contractors response to the questions set out in the **INVITATION TO QUOTATION RESPONSE DOCUMENT**.
- 2.2.3 Where applicable, any prospective contractor who fails any headline questions (pass/fail) will be disqualified from the process.

2.2.4 The quality/technical questions will detail/support how a prospective contractor intends to meet the Council's requirements set out in the Specification at **APPENDIX A**. under the following sub criteria: -

- Q1: Previous Experience 10%
- Q2: Overall Design 30%
- Q3: Product Range 30%
- Q4: Site Management & H&S 10%
- Q5: Warranty & Guarantees 10%
- **Total Quality Ratio 90%**

2.2.5 The quality evaluation will be based on the following scoring methodology:

Assessment	Description	Score
Deficient	Response to the question(s) (or an implicit requirement) significantly deficient or no response received.	0
Inadequate	Inadequate detail provided and some of the questions not answered and/or some of the answers to questions are not directly relevant to the question(s).	1
Limited	Limited information provided, and/or a response that is inadequate or only partially addresses the question(s).	2
Acceptable	An acceptable response submitted in terms of the level of detail, accuracy, and relevance.	3
Comprehensive	A comprehensive response submitted in terms of detail and relevance to the question.	4
Superior	As Comprehensive, but to a significantly better degree and a response which goes above and beyond to answer the question.	5

2.2.6 The quality/technical questions will be scored out of a maximum of 5 points each (as above) and used to calculate a weighted score for the respective quality criteria/sub criteria as per the example below.

EXAMPLE

Criteria	Weighting	Score (out of 5)	Weighted Score
Criteria A	30%	4	24%

If 'Criteria A' was weighted 30% and the contractors response received a score of 4 out of 5 then the following formula would be applied:

$$= (\text{Weighting} / \text{maximum score}) * \text{score awarded} = \text{Criteria awarded \%}$$

$$= (30/5) * 4$$

$$= 24\%$$

- 2.2.7 Bidders should note that failure to achieve a score of at least 3 (as described in the scoring methodology) in responding to any of the set questions, may result in their quotation being removed from consideration.

2.3 NOTIFICATION

- 2.3.1 Once the successful contractor has been identified, they will be notified to this effect. All other contractors will be notified that they are unsuccessful.

SECTION 3 – QUOTATION RESPONSES

- 3.1.1 Prospective contractors must compile their response using the **INVITATION TO QUOTE RESPONSE DOCUMENT** provided.
- 3.1.2 It should be noted that by submitting a response, you confirm that you understand and can meet the requirements of the Specification.

SECTION 4 – PRICE

- 4.1.1 Please complete the Price Schedule included in the **INVITATION TO QUOTE RESPONSE DOCUMENT**. Prices/rates quoted are to be in £ Sterling strictly net and inclusive of **all costs** associated with the provision of the works to be provided as part of your submission to meet the Council's requirements set out at **APPENDIX A**.
- 4.1.2 Price(s) submitted must be **exclusive** of Value Added Tax. The percentage and amount of Value Added Tax shall, if chargeable, be shown on invoices in accordance with prevailing Customs and Excise Regulations.
- 4.1.3 Estimated requirements where stated within this ITQ are intended for guidance only and cannot be (and are not) guaranteed. Prospective contractors are requested to submit their best commercial offer based on the information provided.
- 4.1.4 Unless otherwise stated, prices must be fixed (i.e., not subject to variation) for the period of the contract in its entirety.
- 4.1.5 The Council reserves the right to adjust any arithmetical errors it finds in any quotation and shall inform the prospective contractor of the adjustment/s, but the Council has no duty to prospective contractors to find such errors.

Project Title	Walmer Beach Outdoor Gym														
Document Purpose	Outdoor Gym and Safety Surfacing Specification ITQ Appendix A														
Project Overview															
<p>This project will install a free inclusive community outdoor gym on Deal and Walmer beach, accessible for adults and young adults (ages 13+) of all fitness levels and abilities. It will deliver a range of high-quality outdoor fitness equipment on the seafront in a prime beach location with proven footfall, in a format which looks to bring the concept of an indoor gym outside. The gym will include cardio, strength, and cross training equipment, with a particular emphasis on the provision of flexible equipment which can be used by multiple user groups and is accessible to all.</p> <p>The overall vision of this project is to create a new free community outdoor leisure facility to increase participation in sport and physical activity, whilst at the same time removing some of the barriers which exist to participation; be it financial, physical, perception, confidence, safety concerns and so on.</p> <p>Sustainability and carbon footprint measures will be important considerations across all aspects of this project, including the selection, installation and ongoing management of all equipment and materials used. Monitoring usage and impact of the gym within the community will be key success factors.</p>															
Key Design Factors															
<p>The outdoor gym will be installed directly onto the shingle beach on Walmer seafront. The site is within a conservation area and therefore colours used in the design need to be sympathetic and in keeping with the surrounding areas. (Grey used in planning application.)</p> <p>The preferred shape of the gym is rectangular which better meets conservation area requirements and the needs of wheelchair users to more easily navigate the space.</p> <p>The overall design must have a logical user flow incorporating space for wheelchair movements.</p>															
Equipment and Signage Requirements															
<p>Our ideal outdoor gym will contain a selection of resistance, cardio, cross-training and balance/mobility equipment. Our preferred range of equipment is as follows:</p> <table> <tr> <td>Leg Press</td><td>Magnetic Bells</td></tr> <tr> <td>Chest Press or Pull Down</td><td>Suspension Ropes</td></tr> <tr> <td>Shoulder Press</td><td>Balance Station</td></tr> <tr> <td>Recumbent Bike</td><td>Step Ups x 2 – different heights</td></tr> <tr> <td>Cross Trainer</td><td>Overhead Ladder</td></tr> <tr> <td>Arm Bike</td><td>Incline/Decline Press</td></tr> <tr> <td>Pull up bar(s)</td><td>Sit up Bench</td></tr> </table> <p>Equipment can be delivered with a combination of both single-user pieces and multi user rigs.</p>		Leg Press	Magnetic Bells	Chest Press or Pull Down	Suspension Ropes	Shoulder Press	Balance Station	Recumbent Bike	Step Ups x 2 – different heights	Cross Trainer	Overhead Ladder	Arm Bike	Incline/Decline Press	Pull up bar(s)	Sit up Bench
Leg Press	Magnetic Bells														
Chest Press or Pull Down	Suspension Ropes														
Shoulder Press	Balance Station														
Recumbent Bike	Step Ups x 2 – different heights														
Cross Trainer	Overhead Ladder														
Arm Bike	Incline/Decline Press														
Pull up bar(s)	Sit up Bench														

Moving parts on the equipment to be concealed to prevent crushing and entrapment hazards.

The equipment should be low maintenance and resistant to rust and UV damage.

As the equipment will be installed onto a beach location, an additional coastal protection will be required for all items.

Please specify all materials used including the use of hot dip galvanised steel or powder coated steel, and other components as appropriate.

We require the equipment to be:

- Suitable for ages 13+
- Suitable from beginners to advanced users (adjustable with variable resistance where appropriate).
- Inclusive flexible design, suitable for wheelchair users where practicable.
- Suitable for use unsupervised.

Target number of users per gym 20-24 at any one time.

Each individual item of equipment must have a durable sign showing the exercise instructions and relevant safety instructions.

A "Welcome to Walmer Beach Gym" is also required for the site. This should also include user restrictions (age/height/weight). Advice re seeking medical advice before exercising plus emergency and maintenance contact details. Recommended workouts, QR code links to equipment instruction videos. "Use At Your Own Risk".

All equipment must conform to BS EN 16630:2015 safety standard.

Safety Surface and Base Design

The quote must include the supply and installation of an appropriate non-slip safety surface and base design.

The quote should allow for all ground work excavation and preparation – assumption is that shingle excavated should be re-distributed on site.

Details of the construction of the base design is required, including how surface water will be drained as part of the site sits in Flood Zone 3.

The gym will need to be wheelchair accessible from the main beachfront promenade.

All safety surfaces must conform to BS EN 16630:2015 safety standard.

Materials and Warranty

Please provide evidence in your written quote that the materials used are weather resistant, suitable for the coastal location and outline any protections in place to reduce vandalism.

Please provide evidence in your written quote of sustainability and carbon footprint measures which are relevant for all aspects of this installation.

Please specify warranty offered for each item of equipment and safety surface including base design.

Activate & Track Usage

Initial “train the trainer” sessions to be included as part of implementation and handover.

We are seeking ways in which to activate and track usage of the gym through use of technology which is already available. Please therefore include a proposal of how current technology can be harnessed to deliver accurate usage data and/or other recommendations you may have to monitor usage accurately.

General

Provision of ongoing maintenance plan to include regular inspections for wear & tear, cleaning annual safety checks and re-surfacing/replacement needs.

During installation, the contractor should provide a secure work compound for the build ensuring that the public cannot gain access to the work site. Suitable fencing and safety notices must be displayed around the site. The contractor must take all reasonable action to ensure that newly installed apparatus is not left in a usual state until practical completion is confirmed. Any machinery left overnight must be immobilised and the contractor will take responsibility for any damage caused to equipment/materials left on site.

Any damage caused to existing paths, grassed areas, landscaping etc must be made good by the contractor.

Following completion of the project the contractor will need to provide documented evidence that an independent inspection has been carried out and confirmed the equipment has passed the appropriate safety checks.

Appendix B Beach Location – view from Google Maps



Outdoor Gym Project Draft Project Plan
Walmer Town Council

Project Start : 02/09/2024

Project Scope & Planning									
Produce Draft Project Plan									
Outline Project Objectives & Key Deliverables									
Identify Project Stakeholders, Scope, Constraints & Assumptions									
Produce Project Scope Statement for presentation to full Council									
Q1M Delivery & Supplier Selection									
Contact a supplier to obtain initial quotes and submittal form details									
Meet with project steering committee to determine final delivery requirements									
Agree final / preferred grant design from proposals received									
Request for construction tender govt.uk									
Create specification for the project, materials, finishes & execution of works									
Open invitation to quote documentation									
- Standard for full Council for approval to publish on Government website "contractfinder.gov.uk"									
- Invitation to quote documentation online on contractfinder.gov.uk									
Evaluate formal tender received and prepare proposal for full Council Approval									
Appoint supplier to install outdoor gym									
Planting & Fencing/Installation of full Council									
Details of foundation design and equipment to DCC for review - submitted by 15/01/2025									
Contract DCC to obtain license for beach location - submit by 15/01/2025 - 15/01/2025 - 15/01/2025 - 15/01/2025									
Present feedback regarding license / lease from DCC for full Council. Request support to resolve issue of "market rent"									
Agree terms of lease with DCC - including costs									
Lease agreed by DCC									
Stakeholder to take pre-purchase advice from DCC from 15/01/2025 - 15/01/2025 - 15/01/2025 - 15/01/2025									
Stakeholder to take pre-purchase advice from DCC									
Identify all costs and equipment to support the planning process									
Present costs associated with planning permission to full Council for approval to proceed.									
Prepare Planning Application/Obtain required survey/documents to support									
Submit Planning Application to DCC									
Planning Permission granted by DCC									
Budget & Funding									
Collect costs for Planning & Legal fees									
Publish costs from supplier or institution from tender evaluation process									
Agree final project budget (submitted for project delivery to contracting team and agreed to full Council for approval)									
Obtain grant funding approval with DCC - meeting scheduled for 15/01/2025 - 15/01/2025 - 15/01/2025 - 15/01/2025									
Obtain grant funding approval with DCC									
Investigate local fund grant funding									
Investigate National Lottery grant funding									
Investigate other sources of grant funding via Property Fund/DCC etc									
Produce funding strategy proposal and present to full Council for approval									
Write bids and submit applications to funding organisations									
- 500k application DCC									
- National Lottery Funding									
- Sport England									
Funding application approved/rejected									
Communication and Council									
Progress Update to full Council - Sales approved for pre-planning advice.									
Progress Update to full Council - Open Project Plan & update on progress.									
Progress Update to full Council - Present Project Scope Document and funding strategy.									
Progress Update to full Council - Open an update									
Progress Update to full Council - Seek approval for planning application and support to submit lease to market rent.									
Progress Update to full Council - Approve to continue to move forward with planning permission and lease above updated/progress made.									
Progress Update to full Council - Leave position and establish of next steps requested.									
Progress Update to full Council - 500k application approved, 100% documentation and Project Plan Update									
Progress Update to full Council - Update funding applications and supplier quotes received, terms of lease outcome from DCC.									
Progress Update to full Council - Approved supplier, Planning Permission Granted, Update on funding applications and budget									
Progress Update to full Council - Approved for implementation Plan and DCC lease based									
Construction/Community Update									
Community Update on Progress - Final Open Design & Planning Application									
Community Update on Progress - Supplier selection process & general update									
Community Update on Progress - Planning Application and Information Plan Update									
Community Update on Progress - Planning through the installation phase									
Implementation									
Create and agree implementation plan with selected supplier									
Export data on the installation commences									
Installation complete with hardware & system delivered									
Post Implementation/Project/Event/Community and Community Initiatives									





Item: **Door Replacement Report**
 Date: **18/09/25**
 Meeting: **October Full Council**
 From: **Amenities and Environment**


The Climate Emergency Working Group has been looking into improving the council offices heat loss efficiency, one of these improvements is the replacement of the front door of the offices. Originally the replacement of the front door was part of a planning application forwarded to Dover District Council in 2022, in order to prevent the loss of the planning permission already granted, at least one modification based on the application is required. The planning permission expires in Feb 2026 so if nothing is done before this time, the application will expire and any of the changes on the application will be subject to a new application.

In the replacement of the door, both of these conditions will be met. Currently the front door of the building has had constant exposure to the elements. Also due to the age of the door, the current one may no longer be suitable under government guidelines.

I have also looked into reasons to replace an older front door, the following are those reasons.

- Double Glazing ceases to function fully due to loss of vacuum between the panes.
- Rubber/plastic seals corrode and petrify causing gaps to appear in said seals
- Constant exposure to the elements can cause damage to the plastic façade.
- Warping of the door from exposure and use can lead to small gaps, this can lead to increased heat loss.

Supplier	Cost Ex VAT	Example
1	£1,166	
2	1322.1	

3	1119.50833	
---	------------	---

Members of both the Climate Emergency Working Group and the Amenities and Environment Committee are recommending quote 3. The quote has been given as £1119.50 (ex VAT).

Members to make decide.



Item: Dropped kerbs.
 Date: 17/09/25.
 Meeting: October full council.
 From: Roland Aldred.

As part of the work we carried out with the Speaking Up Group Walmer Town Council carried out looking at accessible road crossings, one of the routes identified was along The Beach/Kingsdown Road from the Lifeboat station to Borrow Pit car park.

Kent County Council have now complete the design work for adding 4 pairs of dropped kerbs, one on Granville Road, one on Alexandra Road, one on Cambridge Road and an additional dropped kerb on Kingsdown Road. This will provide a full route from the start of The Beach to Granville Road on the landside of the road at which point the path terminates.

The total cost of the project would be £9074.01 and Kent County Council have offered to fund £2074.01 meaning Walmer Town Council to proceed would need to fund £7000.00 toward the project.

The reserves hold £8000 towards highways Improvements and a further £8000 is held in this years budget against highways improvement items. The project at Meadowside on Liverpool Road to add signage to increase awareness of pedestrians in the road was funded by KCC. The two other projects taken to KCC, are a scheme to provide dropped kerbs along Dover Road, this is awaiting a completed plan from KCC's active travel as there is cross over between what we are proposing and the KCC plan. The second project is the cycle way connecting the Skylark Trail to Sustrans 1 this is awaiting DDC's Walking and Cycling Plan as again there are cross overs.

Recommendation of the Amenities and Environment committee is to accept the £7000 cost and move forward with the project. Members to decide.

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Ordnance Survey 100019238.

NEW FOOTWAY SURFACES SHALL BE LAID WITH 1:40 CROSSFALL
TOWARDS CARRIAGEWAY UNLESS OTHERWISE STATED WITH NO POINT
HAVING A CROSSFALL GREATER THAN 1:12.
BNP KERBS MUST BE CUT TO MEET TACTILES.





GRANVILLE ROAD


KINGSDOWN ROAD

CREW TO CONSTRUCT NEW DDA CROSSINGS.

Notes

Kerbing / Footway Construction Key

-  Full footway construction to KCC/HTW/1100/012. (Existing grass verge / unacceptable material to be excavated to a depth of 170mm).
-  Proposed 125 x 150mm bullnose kerbing (Type BN). Upstand 0-6mm to KCC/HTW/1100/001.
-  Proposed 125 x 150mm tapered kerb units (type *DL / DR or CKL / CKR*) to KCC/HTW/1100/001.
-  Buff PCC tactile paving, laid on 30mm sand and 100mm Type 1 sub-base bed. Blisters to align with tactile on opposite side of road.

 Kerbs 'BNp' must be installed with an upstand of 0-6mm. Installations with larger upstands will be subject to a Defect Notice.

Rev	Revision Date	Purpose of revision	DW	LG	WB
0	07/08/2025	FIRST ISSUE			



Kent County Council
Kroner House,
Eurogate Business Park,
Ashford
TN24 8XU
Tel: 03000 418181
kent.gov.uk



Project
DROPPED KERB CROSSINGS
WALMER

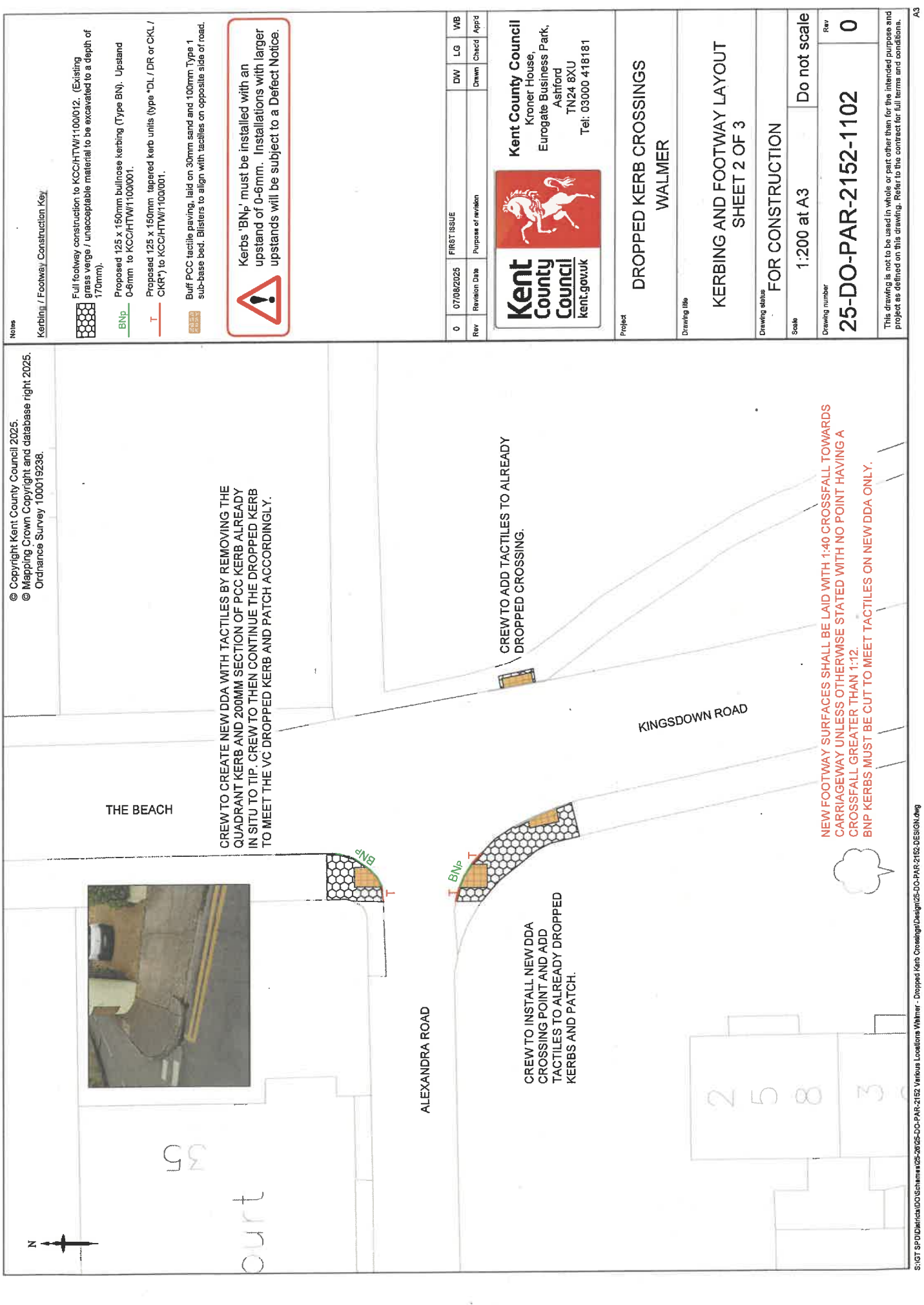
Drawing title
KERBING AND FOOTWAY LAYOUT
SHEET 1 OF 1

Drawing status
FOR CONSTRUCTION

Scale
1:200 at A3

Do not scale
Drawing number
25-DO-PAR-2152-1101
Rev
0

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Ordnance Survey 100019238.

Notes
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Project
DROPPED KERB CROSSINGS
WALMER

Drawing title
KERBING AND FOOTWAY LAYOUT
SHEET 2 OF 3

Drawing status
FOR CONSTRUCTION

Scale
1:200 at A3
Do not scale

Drawing number
25-DO-PAR-2152-1102
Rev
0

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Item: Local Government Reorganisation

Date: 25/09/25

Meeting: October 2025 Full Council

From: Roland Aldred

An E-mail was received from the office of the Leader of Dover District Council regarding local government reorganisation. The contents can be found below:

Email from Councillor Kevin Mills, Leader of Dover District Council

Councils in Kent and Medway – change is coming

As you may already know, government ministers want councils in Kent and Medway to deliver the services they provide in a different way.

In the biggest shake up of local government in almost 50 years, they want to abolish existing councils across Kent and create a number of new unitary councils.

This is known as Local Government Reorganisation or LGR for short and we want your views.

How will councils change?

Under the current system Kent County Council (KCC) delivers some services like education, social services and roads, and district or borough councils deliver others like emptying your bins and providing council housing.

In the proposed new system unitary councils would deliver all council services in one area. Medway Council operates in that way today.

Ministers think the changes will make it simpler for residents to understand how things work, and the new councils will be more efficient.

The existing councils are in the process of working out the best way to organise themselves, including how many unitary councils there should be and what areas they should cover.

They are being helped by experienced advisors KPMG to make sure their plans meet the government's key criteria and to gather the data and evidence needed, which government will use to make a final decision.

You can read more by visiting www.KentCouncilLeaders.org.uk/change

How can you help?

While councils and their advisors analyse the data, we want you to answer the following questions by 9am on Monday 6 October.

- What are the key factors you think should be taken into account and why?
- What opportunities could be realised by reorganisation and what are your aspirations?
- What problems could be fixed by reorganisation and why?
- What problems could be created or will not be fixed by reorganisation and why?

Please email your answers to consultations@canterbury.gov.uk responses are being collated by the team at Canterbury City Council.

We'll use your views to help inform our next steps.

Please also use your internal communication channels to encourage your staff to feed in their views by visiting https://online1.snapsurveys.com/LGR_survey.

What happens next?

The business plans are due to be submitted to government in November, then a decision on the geographies is expected to come back to us in spring 2026.

After that, the new unitaries will start to operate in April 2028.

Recommendation

Members answer individually the questions asked should they wish and feedback to the e-mail address provided.