



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

Tel: 01304 362363

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

Dated 28th May 2026

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 3rd June 2026 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** Attach 2
To approve the minutes of the Council meeting of the 6th May 2026.

6. REPORT ON ACTIONS FROM LAST MEETING

To receive a report on the actions from the last meeting.

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

- i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting on items of the agenda. Any items not on the agenda that members of the public wish to speak on will be noted for consideration of including on a future agenda.
- ii) To receive a report from the DDC/KCC Members for Walmer.

8. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

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

9. COMMITTEE REPORTS & MINUTES

- i. To receive any reports and any agreed minutes as follows:
 - a. Amenities & Environment – no minutes to receive.
 - b. Finance & General Purposes – No minutes to receive.
 - c. Walmer in Bloom – minutes from the 17th March 2026. Attach 3
 - d. Events Committee – Minutes from 22nd April 2026. Attach 4
 - e. Planning Committee – Minutes from 7th April 2026. Attach 5
 - f. Climate Emergency Working Group – No minutes to receive.
- 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. Planning Committee – Minutes from 5th May 2026

10. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

11. FINANCIAL REPORT

For noting:

- i. Bank balances. Attach 6
- ii. Committee budgets. Attach 6
- iii. Monthly statement for May 2026.
To agree
- iv. Increase in budget for Walmer in Bloom by £1470 due to an increase in frequency of load testing of the columns, meaning that £1470 of current years budget has been spent on load testing.

12. GRANT

Attach 7

To decide on recommendation from the Finance and General Purposes Committee on a Grant application from the Deal and Walmer Carnival Association.

13. COMMUNITY GOVERNANCE REVIEW

Attach 8

To receive recommendations from Dover District Council on the number of Councillors on Walmer Town Council and to determine a response to the second round of consultation.

14. PUBLIC CONVENIENCES

Attach 9

- i. To receive an application for financial support towards the running of the public conveniences in Walmer from Dover District Council.
- ii. To consider a proposal from Dover District Council to sign over the Public Toilets in Walmer to the Town Council

15. AGAR

To note:

Report of the internal Auditor (to be provided once received)

To decide, approve and ask the Chairman to sign:

Attach 10

- i. The annual governance statement
- ii. Annual accounting statements

16. LIVE STREAMING MEETINGS

To receive a verbal report and consider a request from a member of the public to live stream Walmer Town Council meetings.

17. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960

To move to a private session to hear matters of a confidential nature.

18. HR MATTERS

ENC 1

To receive and decide on recommendations from the Human Resources Committee regarding the completion of a training programme and associated increase in pay and change of Job title associated with the completion.

19. DATE OF NEXT MEETING

1st July 2026.

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 items 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 and OSI or in some cases a DPI.



WALMER TOWN COUNCIL

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DRAFT Minutes of the Annual Meeting of Walmer Town Council held on Wednesday 6th May 2026 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

Present Councillors: Cllr T Bond (Chairman), Cllr M Simpon, Cllr M Eddy, Cllr R Blackwell, Cllr A Friend, Cllr J Murray Cllr D Richardson, Cllr S Waite-Gleave, Cllr T Grist, Cllr P Findley and Cllr P Jull.

Officer Present: Roland Aldred, Town Clerk

1. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2026/27

The Clerk informed members of eligibility to stand as Chairman for 2026/27.

RESOLVED – To suspend standing order 6f to allow Cllr Bond to stand for Chairman for an additional year.

Proposed – Cllr J Murray

Seconded – Cllr D Richardson

For – 11 Against – 0 Abstain – 0

Cllr T Bond was the only nomination made.

RESOLVED – To appoint Cllr T Bond as the Chairman of Walmer Town Council for the year 2026/27.

Proposed – Cllr A Friend

Seconded – Cllr S Waite-Gleave

For – 11 Against – 0 Abstain – 0

2. ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL FOR 2026/27

Cllr M Simpson was the only nomination received.

RESOLVED – To appoint Cllr M Simpson as the Vice Chairman of Walmer Town Council for the year 2026/27.

Proposed – Cllr S Waite-Gleave

Seconded – Cllr A Friend

For – 11 Against – 0 Abstain – 0

3. APOLOGIES FOR ABSENCE

Cllrs K Lee, P Ludwig, L Ludwig and E Crockford sent apologies that were accepted.

4. DECLARATIONS OF INTEREST

No declarations were made.

5. OPENNESS AND TRANSPARENCY

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

6. APPOINTMENT OF COMMITTEES, WORKING GROUPS AND REPRESENTATIVES

Members received a copy of the current committee membership along with a request to amend the committees that members were on. Further requests for changes to committees were received and approved. Cllr Grist volunteered to be the Walmer Town Council representative on the Dover District Fairtrade Group.

RESOLVED - To appoint committee members as below:

Finance and General Purposes – Cllrs Jull, Murray, Grist, P Ludwig, L Ludwig, Friend, Lee, Richardson, Eddy and Waite-Gleave.

Human Resources – Cllrs Bond, Crockford, Murray, Richardson, Waite-Gleave, P Ludwig, Eddy and L Ludwig.

Amenities and Environment – Cllrs Eddy, Findley, Jull, P Ludwig, Blackwell, Waite-Gleave, Richardson, Simpson and L Ludwig. Non-voting co-opted members Mr Knott.

Planning – Cllrs Murray, Simpson, Lee, Waite-Gleave, Blackwell and Bond

Walmer in Bloom – Cllrs L Ludwig, Waite-Gleave, P Ludwig, Crockford, Findley, Blackwell and Richardson. Non-voting co-opted members Mrs Late and Mrs Bogue.

Events – Cllrs Grist, Friend, L Ludwig, Richardson and Crockford

RESOLVED – To accept the membership as above

Proposed – Cllr A Friend

Seconded – Cllr P Findley

For – 11 Against – 0 Abstain – 0

To appoint Working Group members as below:

Climate Emergency Working Group – Cllrs Waite-Gleave, Blackwell, Eddy and Findley. Non-voting co-opted members Mrs Fisher.

Outdoor Gym Working Group – Cllrs P Ludwig, Richardson and L Ludwig.

Community Resilience Plan Working Group – Cllrs Simpson, Murray, Waite-Gleave and Eddy.

RESOLVED – To accept the membership as above

Proposed – Cllr A Friend

Seconded – Cllr M Eddy

For – 11 Against – 0 Abstain – 0

To appoint as outside representatives

Police Liaison – Cllr Crockford.

Kent Association of Local Councils – Cllrs Murray and Waite-Gleave.

Dover District Fairtrade Group – Cllr Grist

RESOLVED – To accept the representative as above

Proposed – Cllr A Friend

Seconded – Cllr M Eddy

For – 11 Against – 0 Abstain – 0

7. CHAIRMAN'S REPORT

Cllr Bond reported:

- i. Sadly, Magaret Johnson had passed away, Mrs Johnson served on Walmer Town Council for 20 years as an active member of the Council, holding roles including Vice-Chairman of the Council. Mrs Johnson was heavily involved in cycling and developing the Sustrans 1 route that runs through Walmer.
- ii. Dover District Fairtrade Network has been recognised by the Fairtrade Foundation awarding the district Fairtrade Community Status.

8. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 1st April 2026 and Thursday 9th April 2026.

RESOLVED: That the minutes be approved and signed with an amendment to change the minutes of the 9th to read Thursday 9th April.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 11

Against 0

Abstain 0

9. REPORT ON ACTIONS FROM THE LAST MEETING

Nothing to report.

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

- i. No questions were posed from members of the public present.
- ii. Cllr M Paul of Kent County Council Reported:
 - There are no updates currently on Local Government reorganisation, the submission is with central government for review. KCC are looking at appointment/s within a change management team, who among other tasks will work on LGR.
 - A new highways contractor has been appointed for works on roadways
 - He is still awaiting the Environment Agency setting a date for a meeting with Cllr Paul and local councils.
 - Cllr Paul is still keen to conduct a review of local buses and any input from the public or community groups would be welcome.
 - As it is a new financial year Cllr Paul has grant money available.

Cllr C Vinson of Dover District Council reported:

- Cllr Vinson had met with the NHS Trust about the blood services pilot at Deal Hospital.
- As a member of the Electoral Services Committee, he had been in the discussions for recommendation at DDC full council next week after which further consultation will be sought.
- A new section 106 portal has been created online that will allow people to delve in to the details of money available under section 106.
- The Annual meeting of DDC is next week.
- Money has been received from Government for the annual beach profiling and work is underway.

11. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

The Clerk reported that

- There was a Police community engagement event on the 28th May at Wellingtons Café.
- PC Bramble had been continuing with her police cycle patrols providing a visible presence within the community.
- There have been an increased number of motorcycle, moped and scooter thefts.
- E-scooters continue to be an issue; the law does not allow these to be ridden on public roads in this area currently.

12. COMMITTEE REPORTS AND MINUTES

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

- a. Amenities + Environment – Feb 26th, 2026.
- b. Finance + General Purposes – No minutes to report.
- c. Walmer in Bloom – No minutes to report.
- d. Events – Minutes from March 25th, 2026.
- e. Planning – minutes from March 18th, 2026.
- f. Climate Emergency Working Group – No minutes to report.

RESOLVED – To receive and accept the minutes.

Proposed Cllr A Friend

Seconded Cllr M Eddy

For 11

Against 0

Abstain 0

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

- a. Amenities + Environment – minutes from April 23rd, 2026.
- b. Events – minutes from April 22nd, 2026.
- c. Planning – minutes from April 7, 2026.

RESOLVED – To note

Proposed Cllr M Eddy

Seconded Cllr A Friend

For 11

Against 0

Abstain 0

13. REPORT OF THE CLERK

The Clerk reported:

- i. The dropped kerb scheme for The Beach/Kingsdown Road is due to be completed in early September. The second scheme for Dover Road delivery of the kerbs is due in late September with no details of installation dates currently.
- ii. Betteshanger Park has been placed up for sale, the price is not available to the council at this time. Sholden Parish Council have picked this up and are monitoring the situation. At present the park has been designated an asset of community value the process that allows a six-month bidding period for community groups has not yet been triggered.
- iii. The Royal Marines Grant has been agreed by the Clerk and Chairman of F&GP as per the resolution of the Council and will be paid out in the next few days.
- iv. The grant for the public toilets is awaiting clarifications from DDC before being put to members.
- v. The Hawkshill Woodland Walk has been opened.

15. MEDIA COMMUNICATION POLICY

Members received a copy of the Media/Communication Policy.

RESOLVED – To approve the policy.

Proposed – Cllr P Jull

Seconded – Cllr R Blackwell

For 10 Against 0 Abstain 0

16. COUNCIL RISK MANAGEMENT

Members received a copy of the Risk Management Statement.

RESOLVED – To accept the Risk management statement.

Proposed – Cllr P Jull

Seconded – Cllr M Eddy

For 10 Against 0 Abstain 0

17. FINANCIAL REGULATIONS

Members received a copy of the Walmer Town Council Financial Regulations and recommendations on changes made by NALC.

RESOLVED – To approve the regulations.

Proposed – Cllr P Jull

Seconded – Cllr M Eddy

For 10 Against 0 Abstain 0

Cllr Murray returned

18. STANDING ORDERS

Members received a copy of the current Standing Orders.

RESOLVED – To approve the Standing Orders.

Proposed – Cllr P Jull

Seconded – Cllr M Eddy

For 11 Against 0 Abstain 0

19. GRANT

Members received recommendation from the Amenities and Environment Committee to approve a grant to the Downs Sailing Club for purchase of water bottles to reduce plastic waste.

RESOLVED – To agree the grant of £500.

Proposed – Cllr T Grist

Seconded – Cllr S Waite-Gleave

For – 11 Against – 0 Abstain - 0

20. WATER FILLING STATION

Members received a written recommendation from the Amenities and Environment Committee on installation of water bottle filling station on the Marine Road toilets.

Cllr Murray requested a recorded vote

RESOLVED – To accept quote 1 and go ahead with the project.

Proposed – Cllr D Richardson

Seconded – Cllr M Eddy

For -10 - Cllrs Waite-Gleave, Eddy, Richardson, Jull, Grist, Findley, Bond, Simpson, Friend and Blackwell.

Against – 1 -Cllr Murray.

Abstain - 0

21. LOCAL WATER QUALITY MEETING

Members received a written recommendation on delegating up to £150 to run a local Water Quality meeting.

RESOLVED – To delegate to the Clerk up to £150 to host a Local Water Quality meeting.

Proposed – Cllr P Findley

Seconded – Cllr A Friend

For – 10

Against – 1

Abstain – 0

Cllr Friend left the meeting

22. COMMUNITY GOVERNANCE REVIEW

Members received a written report from the Clerk on recommendations from DDC's Electoral Committee on reducing the number of councillors on Walmer Town Council.

Members discussed the proposal and were concerned on how the reduction in numbers would affect the ability of the Council to put on events, the reduction in representation and the increased imbalance of voters per councillor that would be created by the recommendation. Members noted that until the recommendation had been through Dover District Council and was confirmed that a response has not been requested, there will be a further round of consultation once DDC's full council have reviewed the recommendations.

RESOLVED – To note with disappointment that the worst possible outcome has been recommended and look forward to the next round of consultation.

Proposed – Cllr P Jull

Seconded – Cllr R Blackwell

For – 10

Against – 0

Abstain - 0

23. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960

To move in to a confidential session.

RESOLVED – To move in to a confidential session.

Proposed – Cllr M Eddy

Seconded – Cllr R Blackwell

For – 10

Against – 0

Abstain - 0

24. EV POINTS LAND LICENCE

Members received a copy of a licence from KCC for the siting of the existing EV Points on the Drill Field Access Road. These points are already in place, but the current licence is due to expire. The licence remains exactly the same as the existing document.

RESOLVED – To agree the licence and delegate power to the Clerk to sign on behalf of Walmer Town Council.

Proposed – Cllr D Richardson

Seconded – Cllr M Eddy

For – 10

Against – 0

Abstain - 0

25. DATE OF NEXT MEETING

Wednesday 3rd June

The meeting closed at 20.45

Signed: Date:

DRAFT



WALMER TOWN COUNCIL

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Minutes of the meeting of the Walmer in Bloom Committee held on 17th March 2026 at 62 The Strand, Walmer, at 5.30 pm.

Present:

Cllr E Crockford (Chairing)
Cllr P Ludwig
Cllr D Richardson
Cllr S Waite-Gleave
Miss A Late

Officers present: **John Miles (Administration Officer)** **Roland Aldred (Town Clerk)**

533. APOLOGIES FOR ABSENCE

Apologies received from Cllr L Ludwig and Mrs D Bogue.

534. DECLARATIONS OF INTEREST

None Submitted.

535. MINUTES OF LAST MEETING

RESOLVED – That the minutes be taken as an accurate record, with changes to 485.ii, 485.iii, 486.i, 486.ii, 491 and the inclusion of an entry between 484 and 485.

Proposed by: Cllr S Waite Gleave

Seconded by: Cllr D Richardson

For 4 Against 0 Abstain 0

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

None received.

537. COMMITTEE BUSINESS

- i. **NOTED:** That the inclusion of a meeting in April may happen if requested.
- ii. **NOTED:** Nominations for Chairman and Vice Chairman have been deferred until May 19th.
- iii. **NOTED:** As part of future proofing for the committee, the Clerk will on a voluntary basis meet with the volunteers at the Hawkshill volunteer sessions periodically to get updates of actions and requirements. This will be fed back to the WIB committee.

538. CHAIRMAN'S REPORT

- i. No update was made by the chairman

539. ADMIN REPORT

- i. **NOTED:** Committee received update from admin.
Actions: Admin to find prices for a woodchipper for Walmer Peace Gardens and write a proposal for the next meeting.

The Clerk had contacted Mr Shenton of Kent Wildlife Trust to arrange a meeting; members were available to meet on Wednesday 25th March.

540. WALMER IN BLOOM CAMPAIGN

- i. **RESOLVED:** To accept the quote for leafletting from Tower Design and Press for a cost of £700.

Proposed by: Cllr D Richardson

Seconded by: Cllr S Waite Gleave

For 4 Against 0 Abstain 0

Actions: Admin to inform Tower Design that their quote has been accepted.

- ii. Leaflets are to be sent out by end of May, once the design is drafted it is to be sent to the members for an email vote.

RESOLVED: Committee has delegated permission to Admin to forward the design once it has been produced for an email vote.

Proposed by: Cllr P Ludwig

Seconded by: Cllr E Crockford

Actions: Admin to forward leaflet when ready.

The office is to work on a leaflet design based on last year's WIB leaflet. Design is to be shown to all staff members for input before sent out to save time, once completed the design will be sent out to all committee members.

Nominations for the garden competition will be by email this year, to make it easier on the public and staff, the leaflet will reflect this with one side for nominations and the other for voting. Hard copies will also be made available at the office.

The competition will no longer include entries for back gardens; any nomination will need to be visible from public thoroughfares. Entry forms will also need to say what category the nomination is for.

Permission to use road names on the voting page will be requested by the office via email or letter to the nominee.

- iii. **RESOLVED:** To designate funds for the application to KCC to use lampposts along The Strand for a maximum of £60.

Proposed by: Cllr S Waite Gleave

Seconded by: Cllr P Ludwig

For 4 Against 0 Abstain 0

Actions: Admin to apply for permissions when opened.

- iv. **NOTED:** That members of the committee will be available on the 7th, 8th and 9th of April to judge the poster competition entries.

- v. **NOTED:** That a specific press release will not be necessary this year, any publicity for the poster competition will remain on the council website.

- vi. **RESOLVED:** Five categories have been chosen for the competition, Wonderful for Wildlife, Standard Garden, Compact, Containers/Hanging Baskets and Non-Residential.

Proposed by: Cllr P Ludwig

Seconded by: Cllr D Richardson

For 4 Against 0 Abstain 0

- vii. **NOTED:** The Committee were updated regarding the construction of the nomination and voting portals, Admin to update committee of any changes as they come.

541. HAWKSHILL

- i. The committee were given an update on the purchase of wooden boundary posts for Hawkshill Freedown. A third more decorative post for use at on the pathway may be purchased later.

RESOLVED – Clerk to purchase two standard wooden posts for installation at Hawkshill, Red Dog are to install the posts. Admin to source two engraved metal discs for the posts.

Proposed by: Cllr P Ludwig

Seconded by: Cllr D Richardson

For 4 Against 0 Abstain 0

Actions: Clerk to purchase wooden posts.

Admin to source metal discs.

Admin to inform Red Dog Services regarding installation of posts.

542. WALMER PEACE GARDENS

- i. **NOTED:** To Note: Update from WPG Committee.

Request was made to ensure that the Easter Egg Hunt poster is put up on WTC social media and website.

RESOLVED – Members agreed a £72 spend on supplies for the Easter Egg Hunt was authorised and paid to the Peace Garden Group.

Proposed by: Cllr P Ludwig

Seconded by: Cllr D Richardson

For 4 Against 0 Abstain 0

WPG Committee to consult with the clerk regarding paperwork for the Pilates and Sound Bath including qualifications, risk assessments and Public Liability insurance. regarding the required paperwork.

RESOLVED – Authorisation was given for a spend of up to £200 for the Pilates and Sound Bath events at WPG.

Proposed by: Cllr P Ludwig

Seconded by: Cllr D Richardson

For 4 Against 0 Abstain 0

Actions: Clerk to investigate the possibility of a noticeboard at the corner of Church Street and York and Albany informing the public about the WPG

- ii. **NOTED:** The amended Invoice for the tree works at WPG was presented to the committee.

543. ITEMS FOR INCLUSION ON NEXT AGENDA

544. DATE OF NEXT MEETING

19th May 2026 at 17:30.

The meeting closed at 19:00

Signed _____

Dated _____



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Minutes of the Events Committee held on Wednesday 22nd April 2026 at No. 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman), Cllr Diana Richardson, Cllr Louise Ludwig and Cllr Adrian Friend.

Officer Present: Roland Aldred – Town Clerk.

596. APOLOGIES FOR ABSENCE.

Cllrs E Crockford and M Simpson offered apologies.

597. DECLARATIONS OF INTEREST.

No interests were declared.

598. OPENNESS AND TRANSPARENCY.

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

599. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 25th March 2026.

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

Proposed by Cllr Friend

Seconded by Cllr Grist

For 4 Against 0 Abstain 0

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

None.

601. EVENTS BUDGET.

i. Events budget 2026/27.

Members received a verbal update that Envisage had now been paid for the Brocante in August 2026.

NOTED

602. CHRISTMAS CAROLS & CLASSICS EVENT DECISION 2026.

- i. Members received a copy of the results from the public survey conducted from 7th April 2026 to 21st April 2026. Overall Walmer Town Council received 37 responses with 25 responses from Walmer residents. The 25 responses from Walmer residents represented 0.38% of the population of Walmer, based on the November 2025 DDC electoral register.

The results of the survey were as follows:

How often have you attended the Christmas event?

Number of events previously attended	All answers	Walmer Residents
1 to 3	19	12
4 or more	15	11
Never attended	3	2

How important do you consider the WTC event at Christmas?

Importance	All answers	Walmer Residents
Very important	10	7
Nice to have	18	11
Not important	9	7

Does the event represent value for money?

Answer	All answers	Walmer Residents
Yes	21	16
No	16	9

What is your preferred format?

Format	All answers	Walmer Residents
Mix of Christmas Carols and Christmas Songs	32	21
Christmas Carols only/Celebration of birth of Jesus Christ	2	2
Other	3	2

The conclusions taken from the survey were:

- Overall, a very small number of residents responded to the survey.
- Only 7 Walmer residents indicated that they believed the event to be very important.
- None of the questions resulted in an overwhelming majority of views, other than the preferred format of any future event.

RESOLVED – Due to the low participation rate from the public consultation (0.38% of Walmer Residents) members are of the opinion that there is no clear mandate from residents to re-instate the event.

Proposed – Cllr Grist

Seconded – Cllr Ludwig

For 3 Against 0 Abstain 1

603. CHILDREN'S FESTIVAL 2026

Members received a verbal update from the officer on the progress of the Children's Festival event planning.

The additional face painter has agreed to attend at a cost of £225.

A local food vendor has indicated interest in attending.

Deal Radio have indicated that their trailer is available for the event to act as both PA and a broadcast centre for the event.

RESOLVED – Members agreed that the trailer would be very welcome at the event, particularly for the use of the PA system. Members asked the officer to liaise with Deal Radio to agree how best to use the options offered by use of the trailer, alongside the volunteer DJ also attending.

Proposed – Cllr Richardson

Seconded – Cllr Friend

For 4 Against 0 Abstain 0

Dover District Council have confirmed the costs for the additional waste bins are £15.95 more than originally presented.

NOTED – bins have been agreed previously as a requirement.

The event management plan and all supporting documentation has been submitted to DDC.

604. BROCANTE 2026.

Members received a verbal update on the Brocante.

Walmer Town Council has sold 119 of 140 of the standard pitches and 2 of the 4 charity pitches.

Members asked officers to keep an eye on the sales with a view to potentially increasing the number of pitches if space permits.

We are awaiting a response from DDC on the plans to repair the sink holes, this may need to be taken into account when planning where pitches will be sited.

Waste bins have also increased in cost for this event (see 603 above).

NOTED – The report was noted.

605. FUTURE/OTHER EVENTS.

i. Outdoor Gym Launch

The Clerk gave a verbal update that all formalities and paperwork for the installation of the Outdoor Gym are now complete, and we are now waiting for an installation timeline from KOMPAN. Members discussed ideas for a suitable launch event, including music and taster sessions on the day plus further post event support sessions.

This Item will be brought back to the next meeting, for further discussion and clarification of what the proposed launch event will include.

RESOLVED – To allocate the £3,000 set aside for a new event for the launch event of the Outdoor Gym. To also delegate to officers an amount of up to £500 of this agreed budget, to spend on initial set up costs of launch event.

Proposed – Cllr Friend

Seconded – Cllr Ludwig

For 4 Against 0 Abstain 0

ii. Additional Brocante Event

Cllr Grist reported that he had been contacted regarding the idea of a second Brocante event. The idea had previously already been reviewed and due to bookings on the green there are limited options as to when another event could take place. The day is a long day for staff and a lot of work; and staff already work one of the two bank holidays during the summer period. Members did not move forward with the option of a second Brocante.

606. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 27th May 2026 at 5.30pm.

The Chairman closed the meeting at 18.10pm.

Signed

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 Walmer Town Council Planning Committee held on Tuesday 7th April 2026 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

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

Officers present: John Miles (Administration Officer)

571. APOLOGIES FOR ABSENCE

Cllr Lee offered apologies that were accepted.

572. DECLARATIONS OF INTEREST

None Received

573. OPENNESS AND TRANSPARENCY

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

574. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

575. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For: 5 Against:0 Abstain: 1

576. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

577. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
26/00055	80 Liverpool Road Walmer Deal Kent CT14 7NL	Grant Consent	<p>Walmer Town Council Strongly Objects to this application on the following grounds.</p> <ol style="list-style-type: none"> 1. The trees have received a TPO within the last twelve months, indicating it is too early for works to be carried out. 2. There is no evidence as to why these works need to be done. 3. There is no valid reason for these works to take place. 	<p>Reduce the south-west facing lateral canopies (only) by no more than 2 metres of two groups of Pines (G1 and G2) the subject of Tree Preservation Order No 9 of 2025.</p> <p>The Pine Trees make a positive contribution to local visual amenity and landscape character due to their height, prominence and collective presence along the site boundary. The submitted justification shows an asymmetry within the crowns, with the majority of canopy mass and sail area extending toward the south-west due to long-term exposure to prevailing winds and site conditions.</p> <p>This crown imbalance be due to uneven mechanical loading on the stems and root plates, during periods of high wind or saturated ground conditions. The supporting information indicates that other trees have previously failed on the site due to the ground conditions. The proposed works are limited and focused specifically on reducing the windward side of the trees. A reduction of no more than 2 metres is a modest intervention relative to the height of the trees and would be unlikely to diminish their contribution to local amenity.</p> <p>Provided the works are undertaken in accordance with BS3998:2010, the pruning should retain the form and physiological function of the trees. The proposed works are therefore considered to represent reasonable arboricultural management aimed at improving crown balance and reducing mechanical loading.</p> <p>It is advised that the proposed works will primarily remove encroachment whilst maintaining the natural form and overall amenity value of the trees On balance, the works are considered proportionate and would allow for the continued retention of these</p>

					mature trees while addressing structural considerations.
25/01283	The Berry 23 Canada Road Walmer CT14 7EQ	Grant Planning Permission	No Objection	Change of use from public house to residential dwelling, alterations to rear ground floor window/door and erection of cycle/bin store	
25/01371	12 - 17 Block At Finch Mews Walmer Kent	Grant Consent	Walmer Town Council has No Objection to this application, however it is once again disappointed that there is no Arboriculturist report attached.	Crown reduce back to previous reduction points (by approximately 3 metres) of one Cherry (T1) the subject of Tree Preservation Order No 5 of 1988.	
26/00079	Osborne House Hawksdown Walmer CT14 7PH	Grant Consent	Walmer Town Council Objects to this application on the following grounds. 1. The proposal to crown lift the tree to 5.2m is unreasonable and unnecessary.	Crown thin by up to 20% by removing crossing limbs, poorly formed limbs and secondary minor limbs; crown lift to 5.2 metres above ground level, and crown reduce by a maximum of 2 metres of one Beech (T1) the subject of Tree Preservation Order No 4 of 1976.	The Beech tree is considered to have a good level of public amenity value due to its size, maturity and visibility within the street scene. The proposed works are primarily aimed at managing the relationship between the tree and its immediate surroundings, including the driveway and estate road. A crown thin of up to 20% is considered a moderate intervention that will allow for improved light penetration and removal of suboptimal growth without materially affecting the tree's overall form or amenity value. The proposed crown lift to approximately 5.2 metres is appropriate to provide adequate clearance over the driveway and road, improving access and usability of the space beneath the canopy. The crown reduction of up to 2

					<p>metres is relatively minor in relation to the overall size of the tree and will help to contain canopy spread while maintaining a natural crown shape, provided that cuts are made back to suitable growth points in accordance with BS3998:2010.</p> <p>Overall, the proposed works are considered proportionate and consistent with good arboricultural practice. The tree is expected to respond well to the specified works, and its long-term health and amenity value will be retained.</p>
25/01318	Shortwood House Station Road Walmer CT14 7QR	Grant Planning Permission	No Objection	Erection of a single storey side extension, additional window to front elevation, external flue and outdoor fireplace (existing conservatory, shed and greenhouse to be demolished).	
26/00113	Grangewood 103 Kingsdown Road Walmer Deal Kent CT14 8BL	Grant Planning Permission	No Objection	Erection of two storey side extension, single storey front extension with first floor balcony and rear balcony (Existing single storey side and front extension and porch to be demolished)	

26/00021	Pavilion Walmer Lawn Tennis And Croquet Club Archery Square Walmer CT14 7HP	Grant Planning Permission	Walmer Town Council Objects to this application on the following grounds. 1. There is no report regarding the quality and brightness of the lighting. 2. There is no information regarding the effect on local residents.	Variation of condition 11 (no external lighting) of planning permission 25/00936 (Erection of single storey clubhouse with canopy linking to existing changing rooms (existing clubhouse to be replaced) and alterations to materials of existing changing rooms roof)) to allow external lighting under roof canopies of pavilion, clubhouse and covered link canopy	The proposed lighting would provide an enhancement for the functioning of the site, providing lit passage to the front of, and between, the changing rooms and clubhouse. The club has existing permitted opening hours running to 11pm Monday to Saturday and 10.30pm on Sundays and bank holidays, so it follows that some external lighting would be required, albeit this should not lead to harmful impacts on the site's neighbours and must preserve the character and appearance of the Conservation Area. The design approach, using down lights at either end of the built form and to light the passage between, does so in a functional but unintrusive way. Environmental Protection also confirm that they have no objection to the lighting. Accordingly, the proposed lighting design is compliant with PM1 and the NPPF paragraphs 135 and 137, being well designed. Given the assessment above of the design implications of the proposed lighting, being in full compliance with the aims of PM1 and being sited so as to have no visibility from public locations within the CA, then the proposals would preserve or enhance the character and appearance of the Walmer Seafront Conservation Area, in accordance with the aims of HE1, HE2 and the NPPF paragraph 212.
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578. PLANNING APPLICATIONS – NEW

i. DOV/26/00125- 5 Church Street, Walmer, Deal, CT14 7RX.

Replacement rear chimney, repairs and associated works.

Resolved – No Objection.

Proposed: Cllr R Blackwell

Seconded: Cllr T Grist

For: 6

Against:0

Abstain: 0

ii. DOV/26/00126- 5 Church Street, Walmer, Deal, CT14 7RX.

Demolition of existing and erection of new chimney including remedial repairs.

Resolved – No Objection.

Proposed: Cllr T Grist

Seconded: Cllr R Blackwell
For: 6 Against:0 Abstain: 0

iii. **DOV/26/00183- 5 Church Street, Walmer, Deal, CT14 7RX.**

Replace 1no cast iron fireplace insert with wood burning stove to ground floor reception room. Replace 1no fireplace insert and surround to first floor bedroom with relocated cast iron fireplace and new timber fire surround.

Resolved – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr S Waite Gleave

For: 6 Against:0 Abstain: 0

iv. **DOV/26/00195- 24 Trafalgar Drive Walmer Deal CT14 7FL.**

Rolling consent to re-pollard one London plane (T1) the subject of Tree Preservation Order No 9 of 1998 to be undertaken once every 2 years for a maximum period of 10 years.

Resolved – Objection: Walmer Town Council objects to this application on the following grounds

1. That rolling pollarding every two years is too frequent and that proof that the works are needed is required before work begins.

Proposed: Cllr J Murray

Seconded: Cllr T Bond

For: 5 Against:0 Abstain: 1

v. **DOV/26/00080- Land South Of Coastal View Beach Huts, Promenade, Walmer**

Installation of a beach sauna unit, changing room, office, storage unit, 4 planters and 3 picnic table and chairs.

Resolved – Objection: Walmer Town Council objects to this application on the following grounds

1. The containers are not in keeping in design and colour within the conservation area.
2. The design is contrary to the current NPPF and Local Plan.
3. There is no ecological study for a construction of this nature.

Proposed: Cllr T Bond

Seconded: R Blackwell

For: 6 Against:0 Abstain: 0

vi. **DOV/25/01140- Beach Plot 22, The Strand, Walmer, Kent.**

Certificate of Lawfulness (Existing) for continued use as a small boat hut and storage.

Resolved – No Objection.

Proposed: Cllr S Waite Gleave

Seconded: Cllr M Simpson

For: 6 Against:0 Abstain: 0

vii. **DOV/26/00204- Heatherstone House Hawksdown Walmer Deal Kent CT14 7PN.**

Variation of condition 2 (approved plans) and removal of condition 4 (restricted use) of planning permission 24/01338 for "Erection of two storey front and first floor rear extension including balconies/glass balustrades, single storey side extensions, front porch, wrap around raised terrace to include swimming pool, outbuilding/gym and associated external alterations (existing front porch to be demolished)" to allow amended designs and remove condition 4 as no longer relevant.

Resolved – Objection: Walmer Town Council objects to this application on the following grounds .

1. The removal of Condition 4 is unnecessary. Maintaining it in place is very relevant and supports a covenant which we understand to be in place preventing commercial development or activity on this estate

Proposed: Cllr R Blackwell

Seconded: Cllr M Simpson

For: 5 Against:0 Abstain: 0

viii. **DOV/25/01171- Meadowside Respite Centre Liverpool Road Walmer Deal Kent CT14 7NN.**

Formation of new vehicular access, widening of driveway and 14 parking spaces.

Resolved – No Comment.

1. While we welcome the several reports that have been provided by KCC, DDC's tree warden and others, they raise more questions than answers. Questions which still need to be answered.

Proposed: Cllr T Grist

Seconded: Cllr S Waite Gleave

For:4 Against:1 Abstain: 1

ix. **DOV/26/00116- 9 Dover Road, Walmer, CT14 7HR.**

Certificate of Lawfulness (existing) for use as a dwelling house.

Resolved – No Objection.

Proposed: Cllr T Grist

Seconded: Cllr M Simpson

For: 5 Against:0 Abstain: 0

x. **DOV/26/00030- 10 York And Albany Close, Walmer, CT14 7RR.**

Fell to ground level one Acer (Norway Maple) the subject of Tree Preservation Order No 10 of 2009.

Resolved – Objection: Walmer Town Council objects to this application on the following grounds .

1. There is no independent arboricultural report as requested by DDC or other evidence to support the application.
2. On inspection the tree appears to still be healthy.

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 6 Against:0 Abstain: 0

xi. **DOV/26/00270- Shortwood House, Station Road, Walmer, CT14 7QR.**

Erection of an outbuilding for ancillary use.

Resolved – No Objection.

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For: 6 Against:0 Abstain: 0

xii. **DOV/26/00274- 2 Greenacre Drive, Walmer, CT14 7UQ,.**

Re-pollard to previous pollard points one Holm Oak (T1) the subject of Tree Preservation Order No 1 of 1965.

Resolved – Objection: Walmer Town Council objects to this application on the following grounds .

1. That DDC guidance indicates that pollarding should be every three years.
2. That works should not take place in nesting season.

Proposed: Cllr S Waite Gleave

Seconded: Cllr T Bond

For: 5 Against:0 Abstain: 0

579. PLANNING ENFORCEMENT

- i. **Land Opposite 423 to 459 Dover Road, Walmer.**

To discuss residents communication regarding the condition of the trees at the land opposite 423- 459 Dover Road.

Resolved: Council representatives will be meeting with a volunteer group.

580. DELEGATED AUTHORITY

- i. To delegate authority to the Town Clerk for applications not given an extension.

Resolved: The delegation of authority was no longer required.

581. DATE OF NEXT MEETING

Tuesday 5th May 2026 at 7pm.

The meeting closed at 20:40

Signed Dated

Financial information as at 27/03/26
Bank Balances

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£325,533.97
Unity Trust Deposit	£34,830.39
Total	£568,850.06

Committee budget vs spend 2025/26 as at 30/04/26

Committee	Budget	Spend	notes
Amenities and Environment	£ 28,000.00	£ 2,982.00	includes CEWG
Events	£ 16,500.00	£ 558.99	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£ 26,800.00	£ 2,842.76	includes Hawkshill and Peace Garden

The following applications have been reviewed by the Finance and General Purposes Committee

Applications for a Small Grant

Applicant	Details of project	Amount applied for	Relevant Documentation provided	F&GP recommendation
Walmer and Deal Carnival Association	Towards entertainment and prizes for the Teddy Bears Picnic	£600	Yes	£600

Grants are for up to £500 under the small grant scheme however members have discretion when awarding the grant to go beyond this amount should they wish to do so.



Item: Community Governance Review 2026

Date: 18/05/26

Meeting: June Council meeting 2026

From: Roland Aldred

Dover District Council's Full council met on the 13th May 2026 to discuss recommendations made by the electoral matters committee following the consultation period on the matter of the Community Governance review. This launches the second consultation period where Walmer Town Council has an additional opportunity to express the view of the council.

The recommendation from DDC, is to reduce the number of Councillors for Walmer Town Council by 3 from 15 to 12. This would mean a reduction of one Councillor in the wards of St Saviours (3 to 2), Wellington (5 to 4) and Upper Walmer (5 to 4).

The recommendation is based on the majority of public views received, with weighting added to the local council's view. In the case of Walmer Town Council members voted to make no comment and therefore the view of the council was not represented in the recommendation.

For Walmer Town Council wards, in total there were 9 responses to the consultation (from both Walmer residents and other residents of Dover District).

- 5 people were in favour of a reduction in the number of Councillors
- 4 people were in favour of keeping 15 Councillors.
- Of the 9 people who responded to the consultation, only 5 individuals were recorded as Walmer residents.
- Walmer residents voted 3 in favour of staying with 15 councillors with just 2 individuals requesting a reduction in numbers.

Current Recommendation: Impact On Representation

In terms of representation please see below table for a summary of the number of voters per elected member.

Ward/Council	Current		New Recommendation	
	No of councillors	Voters per Councillor	No of councillors	Voters per Councillor
Walmer (total)	15	442	12	552
Gladstone	2	378	2	378
St Saviours	3	421	2	631
Wellington	5	464	4	579
Upper Walmer	5	458	4	572

NALC advice on voters per councillor is: *“Where a town or parish is warded, the total recommended number is expected to be divided between the wards to give the best possible equality of electors per councillor.”*

The current total of 15 Councillors shows a difference between wards of up to 86 voters per councillor (between Gladstone and Wellington), whereas the recommended reduction will yield a 253 voters per councillor difference (between Gladstone and St Saviours). This would mean councillors on St Saviours ward would have 67% more residents per councillor.

The current total of 15 councillors fits better with NALC advice. To reduce the number of councillors and continue to meet NALC advice may firstly require a review of the ward boundaries to ensure more equal representation can be achieved. As this is not possible under the 2026 Community Governance Review, it may be appropriate to consider asking the number of councillors to be kept at 15 for the time being and ask the planned 2029 review to include boundary review as part of the scope.

Overall, the current recommendation will reduce the representation on Walmer Town Council for the residents of Walmer.

Impact on Councillors

In terms of the work carried out by the members of the council, members should consider overall workload for councillors and in particular the hours required to deliver the various Council initiatives, be it community events, Walmer In Bloom, management of Hawkshill or to support the many other items which form part of usual council operations. Fewer members are likely to mean an increased workload for future councillors which may also mean it becomes more difficult to appoint future councillors given these roles are voluntary.

To deliver a similar number of events and initiatives moving forward with reduced councillor numbers may also mean the council will need to hire in third parties at a cost to ensure that work can be completed, and in the case of events, that the health and safety requirements are fully met.

The committees will continue to need to operate and the reduction in numbers may require members to be asked to step in and attend more committee meetings or for committees to be combined creating longer meetings.

Next Steps

The next steps for this Community Governance review are as follows:

1. A further consultation will then take place in which Walmer Town Council will be given another opportunity to make representations.
2. In September, the Electoral Matters Committee will meet again and pass on their recommendations. Dover District Council's Full Council will meet on the 21st October 2026 to agree the final recommendations.

3. In November 2026 DDC's Full Council will resolve to make the Community Governance Reorganisation Order.

The second round of consultation asks, do you agree with the recommendation set out in the review document? If not please give the reason why you disagree with the recommendations for this town council. Please also tell us what you think the number of councillors should be and why you think it should be considered as an alternative.

Members to decide if a representation is to be made and what this representation will be



Item: Public Conveniences
 Date: 20/05/26
 Meeting: Jun 2026 Full Council
 From: Roland Aldred

i. Application for support of public conveniences.

The annual request for support of the local public facilities has been received. Last year due to on-going negotiations for the 2024/25 year only being concluded at a late-stage members agreed a flat 5% increase on the 2024/25 agreed sum. The 2025/26 agreed amount of support was £24,435.16 having been £23,371.58 in 2024/25. This supported the Granville Road and Marke Wood facilities. The Marine Road facilities have not been supported for four years by WTC, there is a dispute with Dover District Council as to whether there was a long-term agreement for WTC to no longer support these facilities.

In the 2026/7 budget members allocated a sum of £29,000 towards the support of the public facilities

The requested level of support for 2026/27 is £56,611.04 this is broken down in to (2024/25 figure in italics for comparison):

Marine Road - £13,455.54 - *£14,147.92*
 Marke Wood - £11,242.80 - *£10,619.71*
 Granville Road - £31,912.70 - *£12,751.87*

Marine Road

Changes are an increase in costs over the two year period of 5%. Members to decide if they wish to restart the support for the facilities. Previously an agreement was reached with Dover District Council that due to the commercial activities from businesses renting from Dover District Council that these facilities should be supported by the business that use and, in some cases, require the facilities.

Marke Wood

Reduction of £623 or 5% in the two year period between 2024/25-2026/27.

Granville Road

An increase of £19,106.83 or 150%. The increase is driven by charges for water that total for the year £18,174.54. Water charges are charged in arrears and as such this represent what Dover District Council have paid for the water charges for the facility. Looking in to this more closely proved difficult as in 2023/24 and 2024/25 the costs are capped to Walmer Town Council as there was a leak in the pipe at the facility meaning we only paid £1,200 for each of those years. The actual costs of water for those two years were £14,000 and

£18,000 respectively in 2025/26 a refund of some of those costs was received and the total bill was -£8,000. In 2022/23 the cost of water at the facility was £1,000 and 2021/22 the cost was £1,400. Water costs have increased over this period by 40%-50% the increase in water costs for Granville Road is almost 1200%. Assuming the worse case scenario of a 50% increase in water costs this would mean an increase in usage of 750% in 4 years.

The Clerk has spoken to DDC asset management about this and they advised that they will look to see if forward bills include a refund in relation to the large cost, however the position is that this are the charges paid by DDC and therefore DDC have asked that the full amount be put before council for consideration.

Given the large unexplained increase in water bill members may wish to consider agreeing to fund part of the increase (eg WTC agrees to pay £2000 towards the water bill for a total payment toward this facility of £12,261.84).

Members to decide

Which if any of the toilets Walmer Town Council is to support for the year.

Whether to support to the full level Dover District Council are requesting and if not to what level Walmer Town Council will support the toilets.

ii. Dover District Council have written to Walmer Town Council asking:

"As you are already aware, the Council are currently going through the Local Government Re-organisation process with vesting day scheduled for 28 April 2028, which will shortly be upon us. Taking this into consideration we are mindful that some facilities may be reviewed and potentially changed including public conveniences.

We would therefore like to offer the public conveniences over to the respective town and parish councils in order to ensure security and control for the future of these facilities. This would be to take complete ownership of these buildings to continue as public conveniences on or before vesting day.

We would like all councils to consider this option and advise us in writing by the end of June 2026 at the latest, as the existing public convenience cleaning contract has been extended for one more year, ending in March 2027.

It is already anticipated that the cost of any new contract will increase. It is therefore our intention going forward to consider different options for the cleaning of public conveniences and to invite Parish and Town Councils to a meeting to participate in these discussions.

The various options could include, but not limited to:

- 1. Parish and Town councils taking over complete ownership of, and the running of individual toilet blocks*
- 2. Parish and Town councils taking over the running of individual toilet blocks, with ownership of the sites remaining with DDC*

3. *Procuring a new contract - include all existing sites*
4. *Procuring a new contract - with the removal of certain sites*

Before we organise a specific meeting date we would like to know if any of the above options would or would not be considered by your Council.

We look forward to hearing from you regarding your intentions."

Option 1 – this would pass over ownership of the toilets to the Town Council in this scenario, Walmer Town Council would continue to pay for the upkeep of the toilets but would also be responsible for the maintenance of the building (it should be noted that this can at times be costly and that a financial plan for renovation would need to be considered) and facilities as well as procuring all contracts for the upkeep and maintenance. There would likely be additional costs as with more than one building Walmer Town Council would be subject to business rates, currently rates for a toilet block are £0 per year, however the office would qualify for business rates. As a cleaning contract would be smaller scale it is unlikely to benefit from the same economies of scale that the larger DDC contract would. On top of this there will be a cost of officer time used at any time there is an issue with the facilities.

Option 2 – Similar to option 1 without the burden of ownership the facility, Walmer Town Council would still be responsible for all of the operation and maintenance and depending how the ownership (if a lease or similar was required) was tackled there may be a cost of rates still to consider.

Option 3 – this is the current model, DDC may wish to make this more official by asking Town and Parish Councils to sign contracts to agree to cover costs, this would of course be up to Walmer Town Council to agree.

Option 4 – similar to the current model with removal of sites.

Each year the cost we provide to DDC for the operation of the facilities at each of these sites is a grant and as such is reviewed each year with no requirement for Walmer Town Council to agree to pay. Dover District Council are ultimately responsible for the facilities as the owner, however there is no legislation that requires DDC to provide public facilities. At no point can Dover District Council require that Walmer Town Council take on the facilities this can only be done with agreement of both parties.

The facilities at Marke Wood are not owned by DDC but by the Fredrick Franklin Trust and as such it is unlikely that Dover District Council would consider transferring ownership, as this would entail the lengthy process of transferring an asset from a charity.

Members to decide on the response

Annual Governance and Accountability Return 2025/26 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 £15 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 2025/26

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 2026.
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 2026. 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 2026
 - 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 2025/26

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 Return 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 2026 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 2025/26 approved and signed, page 4
- Section 2 - Accounting Statements 2025/26 approved and signed, page 5

Not later than 30 September 2026 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) 2025/26

- 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 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- 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 which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- 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.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 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 2026**

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 2026 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 2025/26

ENT Walmer Town Council ITTY

ENTER PUBLICLY AVAILABLE WEBSITE OR WEBPAGE ADDRESS www.walmercouncil.co.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) 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).

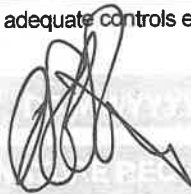
Date(s) internal audit undertaken

26/05/2026

Name of person who carried out the internal audit

Lionel Robbins

Signature of person who carried out the internal audit



Date

26/05/2026

*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 2025/26

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 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured 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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*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:

and recorded as minute reference:

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

Chair

Clerk

Section 2 – Accounting Statements 2025/26 for

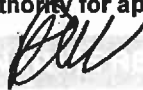
EN Walmer Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	246,597	284,520	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	249,190	261,312	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19,651	41,412	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	102,492	125,101	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	113,300	108,930	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	284,519	338,086	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	279,313	331,717	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	487,727	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	212,883	201,812	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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.



Date

27/5/26

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

EN 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 2026 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 2025/26

(Except for the matters reported below)* 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not 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 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date