



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

Tel: 01304 362363

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

Dated 29th October 2026

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 4th November 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

Attach 1

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

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 7th October 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 meeting held.
 - b. Finance & General Purposes – no meeting held.
 - c. Walmer in Bloom – no meeting held.
 - d. Events Committee – Minutes from August 19th 2026. Attach 3
 - e. Planning Committee – Minutes from September 8th 2026. Attach 4
 - f. Climate Emergency Working Group – no meeting held.
- 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 September 22nd 2026.
 - b. Planning Committee – minutes from October 6th 2026.
 - c. Events Committee – minutes from October 21st 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 5
- ii. Committee budgets. Attach 5
- iii. Monthly statement for October 2026.

12. DOVER DISTRICT COUNCIL PARISH CHARTER

Attach 6

To receive the agreed Dover District Council Parish Charter and to agree to signing up to the charter.

13. REPORT ON OUTDOOR GYM LAUNCH

Attach 7

To receive a written report on the launch of the outdoor gym and induction week.

14. REPLACEMENT OF OFFICE COMPUTERS

Attach 8

To agree costs for replacement of office computers.

15. BROCANTE

To receive a verbal report from Cllr Grist regarding the Events Committee's planned review of how to reduce risk and future proof the Brocante event.

16. RECRUITMENT OF A NEW TOWN CLERK

To receive a verbal update on the recruitment process.

17. DATE OF NEXT MEETING

13th January 2027.

Declarations of interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interest (VAOI)

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

Note to the code:

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



WALMER TOWN COUNCIL

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

Tel: 01304 362363

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

DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday October 7th 2026 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

Present Councillors: Cllr T Bond (Chairman), Cllr A Friend, Cllr M Eddy, Cllr D Richardson, Cllr R Blackwell, Cllr S Waite-Gleave, Cllr L Ludwig, Cllr E Crockford, Cllr T Grist, and Cllr P Jull.

Officer Present: Roland Aldred, Town Clerk.

267.APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, P Findley, M Simpson, P Ludwig and J Murray.

268.DECLARATIONS OF INTEREST

No declarations were made.

269.OPENNESS AND TRANSPARENCY

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

270.CHAIRMAN'S REPORT

Cllr Bond reported:

- That the Clerk had handed in his resignation.
- That the outdoor gym had been opened and was proving a massive success.

271.MINUTES

Members received the minutes of the Council meeting held on Wednesday, September 2nd 2026.

RESOLVED: To approve the minutes and ask the chairman to sign these.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 9

Against 0

Abstain 1

272.REPORT ON ACTIONS FROM THE LAST MEETING

No reports were put forward.

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

No members of the public, DDC or KCC were present. Cllr C Vinson offered apologies.

RESOLVED – Members requested the Clerk write to Cllr Murphy of Dover District Council in relation to attending meetings.

Proposed by Cllr T Grist
Seconded Cllr E Crockford
For 6 Against 3

Abstain 1

274. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Members received a verbal report from Cllr Crockford:

- An incident in Pilots Avenue is being investigated.
- Police continue to investigate criminal damage at local churches and are appealing for help.
- Continuing fraud bank impersonation scams.
- Support is being offered for victims of fraud.
- There were incidents of reported misuse of catapults/slingshots in the area.

275. COMMITTEE REPORTS AND MINUTES

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

- a. Amenities & Environment – minutes from the 16th June 2026.
- b. Finance & General Purposes – No minutes to receive.
- c. Walmer in Bloom – minutes from 28th July 2026.
- d. Events Committee – No minutes to receive.
- e. Planning Committee – Minutes from August 4th 2026.
- f. Climate Emergency Working Group – Minutes from 2nd July 2026.

RESOLVED – To accept the minutes of the committees.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 10

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 the 24th September 2026.
- b. Planning Committee – Minutes from 8th September 2026.
- c. Climate Emergency Working Group – Minutes from 17th September 2026.

RESOLVED – To note.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 10

Against 0

Abstain 0

276. REPORT OF THE CLERK

The Clerk reported:

- i. Local Government Reorganisation has been placed on pause by the Government. At present District Council elections are planned to take place in May 2027, no update on what if any the future of the Local Government Reorganisation will entail.
- ii. Following the second round of consultation for the Community Governance Review, officers' recommendation changed with regard to Walmer Town Council. The recommendation put forward to the Electoral Matters Committee was to stay with 15 councillors for Walmer Town Council. Members of the Electoral Matters Committee agreed, and this recommendation will now go to the Full council of Dover District Council.

- iii. That we are still awaiting Dover District Council responding to Walmer Town Councils request for a meeting to discuss Granville Road toilets. No money has been paid to date.
- iv. The Drill Field lease is still with the Rugby Club, and we are awaiting a response from the Club.

277.FINANCIAL REPORT

- i. Monthly bank balances.

Bank Balances as at 01/10/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£33,123.75
Unity Trust Deposit	£261,471.11
Total	£503,080.56

- ii. Committee Budgets

Committee budget vs spend 2026/27 as at 31/08/26

Committee	Budget	Spend	notes
Amenities and Environment	£28,000.00	£ 4,403.00	includes CEWG
Events	£16,500.00	£ 5,698.70	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£26,800.00	£ 9,483.52	includes Hawkshill and Peace Garden

Members received the monthly finance reports for June and July

RESOLVED – Members agreed to note the bank balances, Committee budgets and monthly finance reports for September.

Abstain 0

Members received the completed AGAR and letter from the external auditor.

Abstain 0

Cllr L Ludwig reported the outdoor gym was officially opened on the 17th September the opening ceremony was well attended and the weather after earlier showers was perfect. Walmer Town Council then ran an induction week where fitness professionals were contracted to provide induction sessions, this included an occupational therapist who ran sessions for accessibility needs.

4

Of the 231 induction sessions top line data shows we hit target audiences over 60% of the inductions were for females, over 70% were over 55 years old and over 80% were new or lapsed gym users.

The Clerk further reported that online a district councillor following the success of the Walmer Outdoor Gym had been asking residents of his ward about whether they wanted to see an outdoor gym in Sandwich.

A full report will be produced based on the feedback for the next meeting of Walmer Town Council.

280.RECRUITMENT OF A NEW TOWN CLERK

Members received written report with recommendations from the Human Resources committee on the process of recruitment of a new Town Clerk following the resignation of the current Town Clerk.

RESOLVED – To ask the clerk to create a simplified equality and diversity form to send out as applications are received, it should be clear on the form that this is a voluntary exercise in competition and that the interviewing panel will not see these details.

Proposed by Cllr D Richardson

Seconded by Cllr E Crockford

For 9

Against 0

Abstain 1

RESOLVED – To agree recommendations A-C +E (with D having been dealt with on previous resolution)

Proposed by Cllr M Eddy

Seconded by Cllr S Waite-Gleave

For 9

Against 0

Abstain 1

281.DATE OF NEXT MEETING

4th November 2026.

The meeting closed at 20.25

Signed: Date:



WALMER TOWN COUNCIL

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

Tel: 01304 362363

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

Minutes of the Events Committee held on Wednesday 19th August 2026 at No. 62 The Strand, Walmer at 5.30pm.

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

Officers Present: Lynne Simmons – Deputy Clerk.

194. APOLOGIES FOR ABSENCE.

Cllr Crockford sent apologies which were accepted.

195. DECLARATIONS OF INTEREST.

No interests were declared.

196. OPENNESS AND TRANSPARENCY.

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

197. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 22nd July 2026.

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

Proposed by: Cllr Friend

Seconded by: Cllr Richardson.

For 4 Against 0 Abstain 0

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

None.

199. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

The officer reported that four litter pickers and hoops had been purchased at a cost of £58.91 inc VAT as the current pickers were no longer fit for purpose.

NOTED.

Members also discussed several options presented to them for the purchase of an A frame display board.

RESOLVED. A proposal was made to delegate up to £200 to the Chairman and Officer to research further options available, ensuring that a minimum of one side of the product purchased should include a Perspex cover and that the board itself is weatherproof.

Proposed by: Cllr Friend

Seconded by: Cllr Richardson

For 4 Against 0 Abstain 0

200. BROCANTE 2026.

- i. The officer updated members on several aspects of the event including the purchase of new signage as previously agreed, social media (Facebook Boost) responses and new Facebook posts planned over the coming days.

The officer advised members that there had been two pitch cancellations to date.

RESOLVED. Members agreed that a refund of pitch fees should be processed for both cancellations as the waiting list will enable the pitches to be re-sold.

Proposed by: Cllr Friend

Seconded by: Cllr Richardson

For 4 Against 0 Abstain 0

The officer also updated members on the email responses received from DDC Licensing Department regarding the determination of the charges to be applied for the Street Trading Consent.

RESOLVED. A proposal was made for the officer to submit a FOI request to DDC asking a set of specific questions to ensure that full and transparent answers are provided on this subject.

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

The officer confirmed that final numbers for the Street Trading Consent application need to be submitted to DDC no later than Monday 24th August (as requested by DDC). The numbers to be submitted are 127 traders plus 3 charity pitches.

NOTED.

Following the recent news that there will be a further Deal Food & Drink Festival staged outside Deal Castle throughout the Bank Holiday weekend, members discussed several potential impacts to the Brocante including our booked catering vendors, parking, increased traffic and volumes of visitors to the sea front. Impacts will be carefully monitored on the day of the event and fed into the usual post event review undertaken by the committee.

NOTED.

Members also considered the most appropriate day for the pitch marking to take place and the availability of members to support this task. A team of five is needed to do this in the most efficient way.

The officer was actioned to email all Council members to see if anyone is available to support on Friday 28th August.

NOTED.

- ii. Members reviewed the site plan and the car park management plan and talked through the need to keep a small amount of central parking spaces where additional support may be required.

NOTED.

- iii. Volunteers for the event are now confirmed, and the officer will communicate times, roles and issue the appropriate volunteer paperwork to all councillors who have offered to support the event.

NOTED.

201. CHILDREN'S FESTIVAL 2027.

- i. The officer reported that the issue raised by DDC over the preferred date of Saturday 3rd July 2027 had now been resolved.

RESOLVED. As the next Events Committee meeting is not until Wednesday 21st October, Members agreed to delegate decision making authority to Chairman and Officer to enable bookings for the activities to be secured for the 2027 event.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

202. FUTURE/OTHER EVENTS.

- i. Members discussed the plans for the official opening of the Walmer Beach Gym and the initial Induction programme which will seek to offer a range of taster/training sessions to a wide range of different user groups.

NOTED.

203. DATE OF NEXT MEETING

Wednesday 21st October 2026 @ 5.30pm.

The Chairman closed the meeting at 19.38pm.

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 8th September 2026 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

Cllr J Murray (Chair)

Cllr R Blackwell

Cllr S Waite Gleave

Cllr M Simpson

Officers present:

John Miles (Administration Officer)

Roland Aldred (Town Clerk)

220. APOLOGIES FOR ABSENCE

Cllrs K Lee and T Bond offered apologies that were accepted.

221. DECLARATIONS OF INTEREST

None Received

222. OPENNESS AND TRANSPARENCY

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

223. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

224. PLANNING APPLICATIONS – NEW

The planning applications were brought forward at the request of the chairman.

i. DOV/26/00502- Sonia Lodge, 5 - 7 Warwick Road, Walmer, CT14 7JF

Change of use and conversion to 12 self-contained flats to include a single storey rear extension, parking, refuse/cycle storage and 1.8 timber fencing (existing conservatory to be demolished)

Resolved – Strongly Object

Walmer Town Council strongly objects to this application for the following reasons.

1. Overdevelopment of the location. The 12 flats in the development are small and in some cases require an assumption that some of the rooms can only be single occupied in order to meet the minimum required standards. 12 Flats represent an overdevelopment of the plot. Further the density of the development does not fit with the established scale of the surrounding area.
2. Overlooking of bungalow opposite windows at the front will look directly in to the bungalow opposites bedroom.
3. Difficult one-track access to the rear of the property opening directly on to the A258 with limited sight lines. There are questions as to whether the property has a legal easement to use the track, if this is not the case then the parking

area at the rear of the development will not be able to proceed causing further issues to on street parking.

4. No affordable housing planned contrary to regulations.
5. Insufficient parking for the number of flats proposed. The development relies on street parking there is a minimal no of spaces available and potential for dangerous parking around blind corners.
6. No Arboricultural Impact Assessment has been submitted in respect of tree on neighbouring property as noted by DDC officers.
7. Location of rubbish storage will cause a nuisance to a neighbouring property as the location in the application is too close to the windows of the property next door. The smell and noise of the storage will mean that the property is unable to open their windows.
8. Possible sewerage issues link to the increase in outflow and the potential issue of being built on top of infrastructure.
9. Neighbours not consulted about the development.

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite-Gleave

For:4 Against:0 Abstain:0

ii. **DOV/26/00737- 74 The Strand, Walmer, CT14 7DL**

Remove and rebuild of short section of wall

Resolved – Strongly Object

Walmer Town Council strongly objects to this application for the following reasons.

1. The claims of relocation of land boundaries by the movement of a party wall into the next-door location.
2. Positioning of guttering on the neighbour's side of the new construction without permission of the owner of the property.
3. Routing the guttering on the neighbour's wall through a planned hole in the replacement wall.
4. Claims of regular flooding guttering.
5. Incorrect measurements of the wall.
6. Incorrect replacement wall materials.
7. No agreement as stipulated in Party Wall legislation with neighbours who jointly own the wall.

Proposed: Cllr M Simpson

Seconded: Cllr S Waite-Gleave

For:4 Against:0 Abstain:

iii. **DOV/26/00721- Flat 15 The Strand, Walmer, CT14 7DY**

Replacement bay windows, front door, railings, open front lightwell, erection of a glass balustrade and render to front elevation

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite-Gleave

For:4 Against:0 Abstain:0

iv. **DOV/26/00783- Hawksview Meadow, Grams Road, Walmer, CT14 7PP**

Erection of a single storey side extension with 2 rooflights

Resolved – Walmer Town Council supports this application.

Proposed: Cllr S Waite-Gleave

Seconded: Cllr R Blackwell

For:4 Against:0 Abstain 0

v. **DOV/26/00698- 223 Dover Road, Walmer, CT14 7NP**

Erection of a two storey rear extension, first floor side extension over existing ground floor extension, chimney removals, front porch and internal/external alterations (existing front porch to be demolished)

Resolved – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr S Waite Gleave

For:4 Against:0 Abstain:0

vi. **DOV/26/00717- Church House, 1 Church Street, Walmer, CT14 7RX**

T1 - Myrtle - reduce the overall crown by approximately 1 metre, crown raise to approximately 2 metres above ground level;

T2 - Yew - reduce the overall crown by approximately 1 metre, T3 - Holly - reduce the Overall by approximately 1 metre, all the subject of Tree Preservation Order No 15 of 2008

Resolved – No Objection

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For:4 Against:0 Abstain:0

vii. **DOV/26/00789- Driftwood, 78 Wellington Parade, Walmer, CT14 8AB**

Erection of a garage with solar panels to roof (existing garage to be demolished)

Resolved – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For:4 Against:0 Abstain:0

225. DELEGATION OF AUTHORITY

The delegation vote was brought forward at the request of the chairman.

i. **Resolved – No Objection**

Proposed: Cllr M Simpson

Seconded: Cllr J Murray

For:4 Against:0 Abstain:0

226. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description	Appraisal
26/00581	Guildford Lodge Grams Road Walmer CT14 7PU	Grant Consent	Walmer Town Council objects to this planning application for the following reasons. a. There is no independent arboricultural diagnosis leading to insufficient information regarding the alleged ill health of the tree. b. The current	Fell 1x T1 Beech subject of TPO no 1 of 1967	The tree has been identified with fungal bodies that appear with the decay of the root system and lower stem. This may cause structural failure which could cause future problems, including damage to a driveway, boundary wall and public highway. The objections raised by Walmer Town Council have been fully considered; however, the evidence of fungal colonisation, declining vitality and the potential implications for the structural integrity of this mature Beech are considered sufficient to justify its removal, subject to appropriate replacement planting.

			location of the tree adds to the amenity of the location.		One replacement tree, preferably a native species and with a minimum girth of 12–14 cm, shall be planted during the next available planting season following removal.
26/00031	Former Royal Marines South Barracks Canada Road Walmer	Grant Planning Permission	Walmer Town Council objects on the following grounds: 1. That the damage to the local Heritage outweighs the potential benefit of the pétanque court	Erection of bollards, footpath crossovers, and a paved footpath.	The application was amended to remove the pétanque court.
26/00462	49 The Strand Walmer CT14 7DX	Grant Planning Permission	Walmer Town Council supports this application	Variation of condition 3 (details of balustrade) of planning permission 25/00858 to allow changes to the balustrade	

227. DATE OF NEXT MEETING

6th October 2026 at 7pm.

The meeting closed at 20:20

Signed Dated

Financial information

Bank Balances as at 23/10/26

Charity Bank	£105,962.04
Redwood bank	£107,307.05
Unity Trust current	£28,208.79
Unity Trust Deposit	£121,471.11
Total	£362,948.99

Committee budget vs spend 2026/27 as at 30/09/26

Committee	Budget	Spend	notes
Amenities and Environment	£ 28,000.00	£ 5,269.38	includes CEWG
Events	£ 16,500.00	£ 6,082.57	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£ 26,800.00	£ 10,809.41	includes Hawkshill and Peace Garden



Item: Dover District Council Parish Charter

Date: 13th October 2026

Meeting: November 2026 Full Council

From: Roland Aldred

Members have previously received draft versions of the Dover District Council Parish Charter for review, the Charter has now been agreed by DDC's cabinet in full. The full document can be seen on the following pages.

DDC are requesting that all Town/Parish Councils confirm their agreement to the charter through the required governance processes. For Walmer Town Council this requires that full council review the document and by resolution agree to sign up to the Charter.

In terms of what it means for Walmer Town Council there is little in the way of changes to what we do.

DDC would be required to

- Provide a list of services and the relevant contact within the District Councils operations.
- Designate a cabinet member to be the Councils lead in building relationships with the Town Council.
- Designate a lead off officer for matters relating to the Town and Parish Charter.
- Work in partnership to explore further opportunities for the community.
- Hold 2 town and parish meeting each year.

Members to decide

Dover District Town and Parish Charter

INTRODUCTION

Dover District Council and Town and Parish Councils of the district recognise that each tier of local government has distinct statutory powers, duties and responsibilities, and that these roles are complementary in serving local communities. Dover District Council is responsible for delivering a range of strategic and regulatory services across the district, while Town and Parish Councils act as the tier of local government closest to residents, representing local interests and providing services, facilities and community leadership within their areas.

Both parties acknowledge the importance of respecting their respective democratic mandates and legal responsibilities, and commit to working collaboratively, sharing information and engaging constructively to promote the social, economic and environmental wellbeing of local communities.

The Charter and its principles will be disseminated throughout member councils as the basis for working together to achieve greater efficiencies and better outcomes for our local communities.

AIMS OF THE CHARTER

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

AREAS OF COLLABORATION

1. Communication and Information Sharing

Dover District Council will...

- Hold an up-to-date list of town/parish clerks/other appropriate officers and links to parish web pages on this website (www.dover.gov.uk) for use by all its staff for contact purposes.

- Publish publicly accessible contact details for each town/parish council on its website in line with the contacts provided by each town/parish.
- Provide parishes with details of services with appropriate contact details so they are clear who is responsible for each function and can raise issues with the right person.
- Designate a Cabinet Portfolio Holder as the Council's lead for relationships with town and parish councils.
- Designate a lead officer for matters relating to the Town and Parish Charter.
- Provide up-to-date information about Dover District Councillors, the governance structure and membership of committees via the Council's website.
- Familiarise its key staff on the role, responsibilities and functions of the town/parish tier.
- Encourage use of the Dover District Council 'Keep me Posted' service by town/parish councils. The service provides details of news releases, minutes and agendas of committee meetings. Advice will be provided to town/parish clerks so they are aware of this facility and know how to use it, including how to refine their alerts.
- Inform all town/parish councils of the annual Calendar of Meetings and give consideration to the annual schedules of town/parish council meetings when arranging special/extraordinary meetings of Council committees. Recognise the role and responsibilities of town/parish councils and treat their Members and officers with respect and civility.

Town and Parish Councils will...

- Identify a named Member and officer contact for each town and parish council (it is expected that this will be the clerk and Chairperson/Mayor). The main officer contact will be responsible for onward dissemination of information provided by the district council.
- Promptly inform Dover District Council of any changes to the town or parish clerk contact details and links to parish web pages.
- Advise Dover District Council of the town and parish meeting calendars so that each district councillor can be made aware and officers have a single point of reference for scheduled town/parish council meeting dates.
- Encourage town/parish clerks and Chairperson/Mayors to attend training sessions provided by the district council for town/parish councils.
- Consider the annual schedule of meetings provided by Dover District Council in arranging their meetings.
- Recognise the role and responsibilities of Dover District Council and treat its Members and officers with respect and civility.

2. Consultation

Dover District Council will...

- Involve, where appropriate, town/parish councils in the setting of its long-term corporate strategies and other priorities via consultation.
- Allow a minimum of six weeks for responses or explain if not able to do so and be prepared to negotiate appropriate timescales with local councils where there is the flexibility to do so. Where the council is bound by other statutory requirements (e.g. planning applications), we will provide an explanation to parish councils where different timescales are required.
- Take town/parish council representations into account, where appropriate, when making decisions.
- We will notify the town/parish clerk of all new relevant consultation exercises published on our website.

Town and Parish Councils will...

- Endeavour to respond to all relevant consultations, within the agreed timescale.
- Where possible, use electronic forms of communication to respond to consultations.
- Work with Dover District Council to seek mutually acceptable solutions to contentious issues up to the point where a decision is taken.
- Consider signing up to receive notifications from the Council's 'Keep me Posted' service if they wish to be updated on key issues.

3. Service Delivery

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

Dover District Council will...

- Work in partnership to explore further opportunities for working together where this will benefit local communities, in accordance with Dover District Council policies, noting that not all town/parish councils have the resources or the desire to take on additional services and assets and there is no compulsion or expectation for them to do so.

Town and Parish Councils will...

- Work in partnership to explore further opportunities to work together where this will benefit local communities, in accordance with Town/Parish Council policies.

4. Democracy and Community Leadership

Dover District Council will...

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

Town and Parish Councils will...

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

5. Finance and Funding

Dover District Council will...

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

Town and Parish Councils will...

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

6. Advice and Support

Dover District Council will...

- Endeavour to have an officer from the relevant service or Cabinet Portfolio Holder respond to specific queries raised by town/parish councils.

Town and Parish Councils will...

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

7. Planning

Dover District Council will...

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

Town and Parish Councils will...

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

8. Monitoring and Review

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

- Review individual elements where there is consensus that a charter commitment needs to be changed because it is out of step with current practice. The matter will be raised initially with the lead officers of the district council and KALC.

Dover District Council will...

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

Town and Parish Councils will...

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

Town and Parish Council Engagement Meeting

Terms of Reference

1. Purpose

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

2. Membership

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

3. Roles and Responsibilities

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

4. Meetings – Frequency/Duration

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

5. Business Management

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

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

Item: Outdoor Gym Project Update Report
Date: 22nd October 2026
Full Council Meeting Wednesday 4th November 2026
From: Lynne Simmons on behalf of the outdoor gym working party

This report provides a summary of all recent/ ongoing activities regarding the outdoor gym project.

1. Evaluation of Induction Week

From Monday 21st September to Sunday 27th September, over 52 hours of qualified Personal Trainer led Induction sessions were provided to local residents.

A total of 231 people were inducted, with the oldest attendee being 90 years old, alongside people with mobility aids, wheelchairs plus individuals in plaster or recovering from injuries.

Overall, 77% of all attendees were in the Sport England recognised as “hard to reach” age groups of 56-65 and 65+.

64% of overall attendees were female, and of these 79% were in the Sport England recognised “hard to reach” age groups of ages 56+.

Over 80% of people who came along to an Induction session had either never been to a gym before or had not had recent experience of using a gym.

7% of the individuals inducted attended a mobility/disability support session and 56% of these individuals had never used a gym before. 87% of those attending one of these sessions were in the age groups of 56+. This is another major Sport England group categorised as “hard to reach”.

The per capita cost of Induction week (based on PT fees charged to deliver the sessions) was just over £8 per person.

The evaluation forms completed at the end of all sessions have now been analysed and feedback was universally complimentary, backing up conversations which took place on site at the event. We also received helpful feedback from residents offering their thoughts on how to ensure the facility can deliver maximum impact to the community going forwards and/or offering ideas for site improvements. Appendix I sets out some of the feedback received.

Officers and working party members were present throughout the week, ensuring the sessions ran smoothly and personal trainers / attendees had access to help/support whenever needed. It was a hugely enjoyable week, giving us the opportunity to talk to numerous members of the community, including many who were walking by who simply stopped to comment on what a wonderful facility we had delivered.

2. Maintenance – Weekly and Monthly Inspections

As the gym has now been handed over to Walmer Town Council we are required to undertake both weekly inspections and a monthly inspection. These are important checks as failure to undertake the recommended checks could invalidate our warranties.

KOMPAN have provided checklists and a manual which we have used to create an internal process which is carried out weekly and signed off by the Town Clerk. In addition to the required checks, we also undertake a weekly physical test of each item of equipment to ensure it is working correctly. Details of any issues found are logged, dated and action to be taken is recorded for each fault/area of concern found. For the first year of operation, we also have a free safety inspection package with KOMPAN which means they will undertake 2 bi-annual inspections.

Councillors should note that we have experienced some teething problems with the equipment to date and at the time of writing this report we are waiting for an engineer to visit on Friday 23rd October. This visit will not only undertake remedial repairs on the cross trainer (which lost all resistance settings last week) but will undertake a full check of all equipment on site to ensure no other performance issues are present.

The invoice has been settled in accordance with the payment due date, but in agreement with KOMPAN, we have retained an amount of £6k whilst we wait for all teething problems to be resolved to our satisfaction.

The officer in conjunction with the working party is now following up all aspects of the future reporting faults process, including the service levels / response times we can expect to receive, as to date response times have been slower than expected for a newly installed facility.

We are also looking forward to the installation of a solar powered camera which will track gym usage by capturing images of the equipment being used. The images are blurred so meet all GDPR requirements, but KOMPAN will be able to provide us with usage data /reports which will prove extremely useful. This camera is new technology for KOMPAN, and we are effectively being asked to trial the concept which will be for a temporary period.

3. Safety Measures at Site

Induction Week highlighted the need for further safety improvements along the pedestrian promenade and cycle path, particularly as pedestrians will now need to cross the cycle path at more locations. Once the new beach sauna is also installed, there will be no fewer than six crossing points within the 145-metre (478-foot) stretch between the historic shelter and the boardwalk. This area is already a community recreational hub with the paddling pool, golf park and go-karts along that same stretch, so an increasingly busy area for footfall with new movements across all spaces in multiple areas.

Dover District Council have acted quickly to line mark a pedestrian crossing at the site entrance to the beach gym, along with “CROSSING AHEAD” markings on the cycle path in both directions. This is a reasonable “quick fix”. However, given the sheer number of active crossing points, there is a need to consider whether other additional safety measures are also required, including the possibility of asking cyclists to dismount for the length of this high traffic area. Lighting and CCTV options should also be considered to address public safety perceptions relating to crime and to act as anti-social deterrents. No measures should be discounted at this stage as too challenging to achieve, prior to further research being undertaken to ensure the area is a safe space for all users.

4. Post Implementation Review (PIR)

At a meeting of the working party this week it was agreed that a post implementation review on the overall project should be undertaken.

The purpose of this review will be to assess the success of the overall project against the original objectives set out, and to learn lessons particularly from the difficulties/ challenges experienced, to ensure these lessons can be applied to future initiatives where appropriate.

The output from the PIR will initially be presented to Full Council at a future meeting for discussion and review of any actions proposed.

Members are asked to agree to the following proposals:

- 1. The clerk to be actioned to add the ongoing management and maintenance of the outdoor gym to the Council's Risk Register.***
- 2. The outdoor gym working party to continue to research all potential safety measures which could be delivered for the promenade – to include within the scope of this work the length of promenade from the historic shelter to the boardwalk. Recommendations/ findings to be presented to Full Council at a future meeting for further discussion.***

Appendix I - Outdoor Gym Launch Event Feedback from Evaluation Forms

"It was really friendly. I was nervous about coming but was made to feel at ease and I feel empowered to have a try. I have never used a gym before."

"Incredibly inspiring & accessible. Will definitely be using, hopefully on a regular basis. A great contribution to this area."

"Fantastic provision for the area - at last! Well done Lou & committee. I'll be back to use regularly."

"It was a great session - learnt how the machines work. Totally recommended!"

"Are there going to be regular circuit classes - I'd love to join in if this happens."

"Great to have a face-to-face induction. Would be great to have some sessions supervised to increase confidence and improve your general fitness."

"Amazing place - what a treat to have this on our doorstep."

"Lighting for the evenings."

"Extra light would be good for early winter evenings and night-time sessions."

"Put sign above "beware of cyclists" when coming out. Fencing around with self-closing gates to push open. Reason - dogs peeing on equipment along with signs saying NO DOGS allowed & no kids alone."

"Plants (including large spiky plants on front of path."

"Half hour quite speedy- more time needed although Gabby did a great job considering time constraints."

"Fabulous, we loved it."

"Really helpful, professional trainer."

"I'll use the App & QR code for more info. Great instruction here thank you."

"Encourage local physios to recommend for re-hab."

"Great gym."

"An excellent addition to the seafront."

"Excellent, it was good to have someone showing you how to use the equipment, it gives you more confidence."

"Very good equipment Well Done."

"Sophie was brilliant!"

"I had no real knowledge of how to use this sort of equipment but now I do know and will use regularly."

"I look forward to using the App to see the extent of different exercises and muscle use and incorporate this in the sessions I do."

"Very clear instructions and very good trainer. One to one sessions would be great."

"Very well explained. Felt confident to use."

"It was all great."

"Great induction."

"Possibility of led sessions going forwards?"

"Very helpful trainer, helped me with my back problem. Really looking forward to using the equipment."

"Sophie was excellent and patient in explaining each machine. Gave me confidence to use all items. Great Job Council."

"It is absolutely brilliant and Sophie the trainer was fab."

"PT introduction was amazing; she was very welcoming. It's going to be great for the community and a great idea for the introduction. Maybe a skipping area or a running machine?"

"Having people who have knowledge and sympathetic." (attended mobility session)

"I can't think of anything, I've just got to use it." (attended mobility session)

"Whole thing brilliant, very patient." (attended mobility session)

"Overall, it's fantastic for the public to use."

"I enjoyed gaining confidence so I can come and visit on my own."

"It has been so helpful, thank you."

"Brilliant - hooray for the outdoor gym at last."

"It's fabulous, and the inductions so good & so helpful. THANKYOU!"

"5 stars - Excellent. CCTV would be good."

"A great asset for the beach. CCTV needed?"

"Thank you for such a positive addition to this community."

"Clear instructions on how to use the equipment."

"Instructor gave me individual advice about my particular concern. Pointing out the most useful equipment. Excellent."

"A very thorough induction which has helped me feel confident to use the equipment."

"Sophie the instructor was amazing. It would be good to have someone here regularly."

"I would quite like to have a programme designed for me so that I can monitor my progress. Sophie was brilliant."

"This is an excellent concept done by the council. This encourages people to do exercises especially for elders to extend quality of life. Thank you very much."

"Great session, wonderful gym and location!"

"Scheduled workouts with an instructor in the gym."

"Regular sessions with a personal trainer."

"Overall excellent. 1. When tarmac and promenade is eventually repaired, I suggest using colour to match the shingle. 2. Ease cycling lane area @ paddling pool for safe access."

"Wonderful session with Sophie. Looking forward to using the gym."

"What an amazing thing this is. I will pass this onto others."

"Invaluable to see the machines demonstrated by a person in real life. Be good to have more induction sessions throughout the year and also some classes maybe in the New Year when everyone has that "New Year's resolution" zeal!"

"Great to have an introduction, as a beginner I wouldn't have been sure where to start on my own. Would love to see beginners' classes. Thank you for setting this up!"

"Some bike/dog racks on the beach by the gym would be great!"

"First class thank you."

"Very useful session and inspirational. Thank you."

"More PT sessions!"

"FAB!! So pleased to see this."

"So glad we have this beach gym. Great session, lovely trainer, good explanations."

"More training sessions would be good - ongoing."

"It is an excellent set up, being free is brilliant. This week of inductions and circuits has been so well organised and welcoming. Thank you."

"Really informative instructor. Never used a gym but looking forward to trying it all."

"Very happy with the equipment. Would like the lamppost to be fixed."

"The instructor was awesome, very good excellent, can't say enough. Thank you all, appreciate this and will make use of it all."

"Excellent session. First time I have used a gym."

"Great advice to keep me safe using the equipment. Great facility, well done."

"Excellent facility - I would love to attend circuit class here."

"Location amazing - great for local use. Maybe have a sign saying should only be used by age-appropriate adults - not young children."

"It is so lovely I would be worried about vandalism - so really hope that doesn't happen."

"Fantastic facility."

"Thought the variety of equipment and different exercises available is great - real asset to the community and really look forward to using it."



Item: Replacement Office Computers
 Date: 15/10/26
 Meeting: November Full Council 2026
 From: Roland Aldred

The office computers are now 8 years old and require replacement. Issues have arisen where all of the computers pause to cache data and for several minutes become unusable.

Officers have reached out to our IT support to see if there are any measures we can take to extend the life of the computers. However due to the age of the machines, we have been advised that new desktops will be required.

We have taken advice from EDGE IT on the requirements to ensure new machines are future proofed for 4-6 year without upgrades.

Any purchase will still require set up by our IT specialist and as such it means that obtaining additional quotes is difficult. In 2018 when initially purchased an onsite set up visit was required this cost over £900, therefore any purchase of machines other than through our IT support is going to be uncompetitive due to increased cost of the site visit. A quote has been received from Edge IT as detailed below. These machines are compatible with the hardware we currently have (monitors ect) although a small expense of approximately £25 would be required for VGA to HDMI adaptors. Pricing quoted for the machine sits toward the lower end of available prices online for the type of computer.

Details	Qty	Unit Price	Net Amount
GOODS			
HP Pro Mini 400 G9, i5, 512Gb SSD, 16Gb PC	3	£848.24	£2,544.72
Carriage	3	£22.00	£66.00
INITIAL SETUP			
New PC setup (2 hours per PC)	3	£164.00	£492.00
Net Total			£3,102.72
VAT Total			£620.54
Quote Total			£3,723.26

The recommendation is to purchase these machines at £3102.72 from the reserves.