



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

Tel: 01304 362363

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

Dated 27th August 2026

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL**
to be held on **Wednesday 2nd September 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 1st July 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 – minutes from the 30th April 2026. Attach 3
 - c. Walmer in Bloom – minutes from 26th May and 23rd June 2026. Attach 4+5
 - d. Events Committee – Minutes from 17th June and 22nd July 2026. Attach 6+7
 - e. Planning Committee – Minutes from 9th June and 7th July 2026. Attach 8+9
 - f. Climate Emergency Working Group – Minutes from 28th May 2026. Attach 10
- 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. Finance & General Purposes – minutes from the 29th July 2026.
 - b. Walmer in Bloom – minutes from 28th July 2026.
 - c. Events Committee – Minutes from 19th August 2026.
 - d. Planning Committee – Minutes from 4th August 2026.
 - e. Climate Emergency Working Group – Minutes from 2nd July 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 11
- ii. Committee budgets. Attach 11
- iii. Monthly statement for June and July 2026. Attach 12+13
- iv. To agree payment of
£121,262.46 +VAT to Kompan should be made once, receipt of invoice, construction project, independent safety inspection and WTC inspection have been completed.

12. GRANTS

Attach 14

To receive recommendations from the Finance and General Purposes Committee on grant applications for:

- i. Walmer Parish Churches - £500 – Towards a new floor at the Parish Hall.
- ii. TGI Tang Soo Do - £500 – Towards new training equipment.

13. UPDATE ON OUTDOOR GYM

To receive a verbal update on the progress of the outdoor gym.

14. RECOMMENDATIONS OF THE INTERNAL AUDITOR.

Attach 15

To receive a recommendation from the Finance and General Purposes Committee in relation to recommendations made by the Internal Auditor regarding the Financial Regulations of the Council.

15. COMMUNITY RESILIENCE PLAN

Attach 16

To receive a report updating on the progress of the plan from the working group and requesting delegation to appoint volunteers to the roles within the plan.

16. DATE OF NEXT MEETING

7th October 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 item would affect the wellbeing of a Member, relative or close associate, employer ect. but not their financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer ect would probably constitute either an OSI or in some cases a DPI.



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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday July 1st 2026 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

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

Officer Present: Roland Aldred, Town Clerk.

127.APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, L Ludwig, E Crockford and J Murray.

128.DECLARATIONS OF INTEREST

No declarations were made.

129.OPENNESS AND TRANSPARENCY

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

130.CHAIRMAN'S REPORT

Cllr Bond reported that he had attended the Armed Forces Day at Deal Pier and the Royal Marines Concert on Walmer Green on behalf of Walmer Town Council.

The Chairman had been contacted by local media in relation to the cancellation of the Christmas event.

Cllr Bond wished to extend his sympathies to the family of Deal Town Councillor, Ben Bano who sadly passed away recently. The funeral is on the 20th July 2026 in St Thomas' Church Deal at 11.30. Flowers are limited to family only but if anyone wishes to donate on behalf of Cllr Bano the charity selected is Seeking Sanctuary. Walmer Town Council on behalf of the whole council have sent a sympathy card to the family.

131.MINUTES

Members received the minutes of the Council meeting held on Wednesday, June 3rd 2026.

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

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 11

Against 0

Abstain 0

132.REPORT ON ACTIONS FROM THE LAST MEETING

No updates were provided

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

No members of the public, DDC or KCC were present.

134.CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

There was no report to present.

135.COMMITTEE REPORTS AND MINUTES

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

- a. Amenities & Environment – minutes from the 23rd April 2026.
- b. Finance & General Purposes –No minutes to receive.
- c. Walmer in Bloom – No minutes to receive.
- d. Events Committee – Minutes from 27th May 2026.
- e. Planning Committee – Minutes from 5th May 2026.
- f. Climate Emergency Working Group – Minutes from 26th March 2026.

RESOLVED – To accept the minutes of the committees.

Proposed by Cllr A Friend

Seconded by 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 16th June, 2026
- b. Events Committee – minutes from 17th June, 2026
- c. Planning Committee – minutes from the 9th June 2026
- d. Climate Emergency Working Group – minutes from the 28th May 2026

RESOLVED – To note.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 11 Against 0 Abstain 0

iii. Members received a request to add Cllr Friend to the Resilience Plan working Group.

RESOLVED – To appoint Cllr Friend to the working party.

Proposed by Cllr M Eddy

Seconded by Cllr S Waite-Gleave

For 10 Against 0 Abstain 1

136.REPORT OF THE CLERK

The Clerk reported:

- i. The Drill Field lease is still with the Rugby Club, and we are awaiting a response from the Club.
- ii. Children's Festival on Saturday 4th July 2026 any volunteers to assist on the day should contact the office by the 2nd July.
- iii. A Pilates session will be taking place at the Peace Garden on Saturday for sign up please see online poster.

- iv. A wasp's nest has been discovered at the Pece Garden, near to the open area where children can play. Cllr Findley and the Clerk attended the site and identified the wasps as Median Wasps that required removal. Due to the biodiverse nature of the area and work of the volunteers in creating such a rich biodiversity within the area, the normal method of spraying pesticides was deemed unsuitable. Following a number of phone calls the Clerk has been able to identify a contractor who freezes the nest causing minimal impact to the ecosystem. The contractor works with a researcher from the University of Central London, and the nest may be used for research purposes.
- v. Walmer in Bloom voting is now open
- vi. We are awaiting a date from DDC to install the water fountain on the Marine Road facilities.

Members wish to thank the Clerk for the work completed on the Community Resilience Working Group. Members also wished to thank the Clerk for his diligence in finding a company that was able to remove the wasp nest without the need for pesticides.

137. FINANCIAL REPORT

- i. Monthly bank balances.

Bank Balances as at 23/06/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£29,372.28
Unity Trust Deposit	£317,533.97
Total	£555,391.95

- ii. Committee Budgets

Committee budget vs spend 2026/27 as at 31/05/26

Committee	Budget	Spend	notes
Amenities and Environment	£28,000.00	£ 4,322.00	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

RESOLVED – Members agreed to note the bank balances and committee budget positions.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 11

Against 0

Abstain 0

iii. Monthly Finance report

Due to bank statement not being available the monthly finance report was not able to be presented.

138. OUTDOOR GYM

Members received a verbal report from the Clerk on the progress of the Outdoor Gym. The draft compound licence has now been received and is with Kompan to review once this is completed Kompan will suggest a start date for DDC to accept. A further complication has arisen in that there will need to be a two-week advertisement period for the use of the land in the local paper, DDC have this in hand.

139. DOVER DISTRICT COUNCIL PARKING STRATEGY

Members received written report from the Clerk on the recommendations made to DDC regarding car parking from the car parking strategy. Phase one has now been implemented, and phase 2 is now due to start being reviewed, this will include Borrow Pit car park. Dover District Council have requested to meet with representatives of Walmer Town Council to discuss this and have been clear that they are open to all solutions at this point. Walmer Town Council in a previous resolution opposed any parking charges being added to Borrow Pit and members discussed reasons behind the opposition to any charges being added. Members concerns centred around the previous attempt to charge which failed, the resident's opposition to on street charges, any tarmacking would lead to further flooding issues in the area and barriers to active travel. Although not part of phase 2 members also discussed the recommendation within the report to allow overnight camping and were opposed to the idea, members noted that there were already several sites offering space for campervans in the area and that previously there had been issues with campervans in the area.

140. CONSULTATION ON THE REMOVAL OF THE ON-CALL FIRE SECTION IN DEAL

Members received a written report from the Clerk regarding an upcoming consultation on the removal of the on-call section from Deal Fire Station. On the night the Clerk verbally updated the members that the consultation had been put on hold to further review the data.

141. SAILING REGATTA CAMPING

Members received a verbal update on the arrangements for the camping at the Drill field from the Rugby Club. There will be one large marquee on site to provide a sheltered space for dining, activities and should it be necessary shelter. No fires will be allowed. The gate from Cornwall Road will be locked for security reasons. After the event a through walk over of the entire ground will be carried out to ensure no tent pegs have been left behind.

142. DATE OF NEXT MEETING

2nd September 2026.

The meeting closed at 20.15

Signed: Date:



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MINUTES

Minutes of the meeting of the Finance & General Purposes Committee held at 7pm on Wednesday 30th April 2026, Elizabeth House, St Marys Road, Walmer

Present: Cllr P Jull, Cllr A Friend, Cllr D Richardson, and Cllr P Ludwig.

Officer(s) Roland Aldred (Town Clerk)

622. APOLOGIES FOR ABSENCE.

Cllrs J Murray, M Eddy, L Ludwig, S Waite-Gleave M Simpson and K Lee offered apologies that were accepted.

623. DECLARATIONS OF INTEREST.

No declarations were made.

624. OPENNESS AND TRANSPARENCY.

The Chairman reminded all present of their responsibilities under the Local Government Audit and Accountability act in respect of the public attending and recording meetings.

625. MINUTES.

The minutes of the meeting held on the 22nd January 2026 were received.

RESOLVED – To accept to minutes of the 22nd January 2026 as a true and accurate record.

Proposed – Cllr A Friend

Seconded – Cllr D Richardson

For - 4

Against - 0

Abstain - 0

626. COUNCIL FINANCE UPDATES.

- i. To receive an update on the final 2025/26 financial position vs the budget vs 2024/25 financial position for the councils spend.

- ii. To note the bank reconciliation up to 31/3/26.

The Chairman signed the bank reconciliation as it matched the accounting records

RESOLVED – to accept the reports in i. and ii.

Proposed – Cllr A Friend

Seconded – Cllr P Ludwig

For - 4

Against - 0

Abstain - 0

627. GRANTS.

Members received a grant application from the Deal and Walmer Carnival association for £600 towards the cost of entertainment and prizes at the annual Teddy Bears' Picnic event.

RESOLVED – To recommend to Full Council to approve the grant.

Proposed: Cllr P Ludwig

Seconded: Cllr A Friend

For - 4

Against - 0

Abstain – 0

628. DATE OF NEXT MEETING.

29th July 2026

The meeting ended at 19.15.

Chairman:

Date:



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Minutes of the meeting of the Walmer in Bloom Committee held on 26th May 2026 at 62 The Strand, Walmer, at 5.30 pm.

Present:

Cllr L Ludwig (Chairing)
 Cllr R Blackwell
 Cllr E Crockford
 Cllr P Findley
 Cllr P Ludwig
 Cllr D Richardson
 Cllr S Waite-Gleave
 Mrs D Bogue

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

Cllr R Blackwell was late in attendance.

35. ELECTION OF A CHAIRMAN FOR THE COMMITTEE FOR 2026/2027

Cllr L Ludwig was the only nomination received.

Resolved- To appoint Cllr L Ludwig as the Chairman of Walmer In Bloom for the year 2026/27.

Proposed- Cllr D Richardson

Seconded- Cllr P Ludwig

For- 5 Against-0 Abstain-1

36. ELECTION OF A VICE CHAIRMAN FOR THE COMMITTEE FOR 2026/2027

Cllrs S Waite Gleave and E Crockford were nominated for the position.

Resolved- To appoint Cllr S Waite-Gleave as the Vice Chairman of Walmer In Bloom for the year 2026/27.

Proposed- Cllr P Findley

Seconded- Cllr S Waite Gleave

For- 4 Against-3 Abstain-0

37. APOLOGIES FOR ABSENCE

Apologies received from Miss A Late.

38. DECLARATIONS OF INTEREST

None Submitted.

39. MINUTES OF LAST MEETING

Resolved: To approve the minutes of the meeting held on 17th March 2026.

Proposed- Cllr D Richardson

Seconded- Cllr P Ludwig

For- 4 Against-0 Abstain-3

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

Mr P Dawkins has offered a petrol-powered trimmer for donation to the Walmer Peace Gardens. Machine to be safety tested and advice sought before WPG start using it.

Resolved: The committee has accepted the donation and thanks Mr Dawkins for his generosity.

41. CHAIRMAN'S REPORT

- i. **Noted:** Chairman and Town Clerk joined volunteers at Hawkshill as they assessed work required at the Freedown and prioritising what is needed. This includes more hedging, compost areas, and steps for the new pathway.

Mr S Coates and Cllr L Ludwig will be putting together a report for the next meeting regarding future priorities for Hawkshill.

The chairman would like to thank all the volunteers working at Hawkshill for their efforts.

Cllr Richardson reported that she will contact and get dates from English Heritage for the garden competition presentation. Decisions for presentation to be confirmed.

42. ADMIN REPORT

- i. **Noted:** Members received a written report from admin.
An outstanding action regarding the shingle situation needs to be progressed.
Resolved- Admin to complete changes to leaflet as requested, then forward to printer.
Proposed- Cllr L Ludwig
Seconded- Cllr P Ludwig
For- 7 Against-0 Abstain-0
Actions: Admin to complete leaflet and forward to printer.

43. HAWKSHILL

Items brought following a request by Cllr S Waite Gleave on behalf of Cllr P Findley due to a Deal Town Council meeting he needed to attend. Chair agreed and authorised.

- i. Committee received quotes for metal discs for boundary posts.
Resolved: Admin to purchase 6 x aluminium wayfinder discs for the Hawkshill posts.
Proposed- Cllr D Richardson
Seconded- Cllr P Ludwig
For- 7 Against-0 Abstain-0
Actions: Admin to order aluminium discs for Hawkshill.
- ii. Following on from agenda item re bird boxes on sale at Rivas: Cllr P Findley has extensive experience of installing bird boxes and would want to ensure design appropriate for wild birds at Hawkshill. He has agreed to examine the bird boxes at Rivas to see if they would be suitable.

Cllr E Crockford left the meeting at this point.

- iii. The Committee received quotes for new pathway signs.
Resolved- Admin to purchase 2 x A4 size signs.
Proposed- Cllr L Ludwig
Seconded- Cllr D Richardson
For- 6 Against-0 Abstain-0
Actions: Admin to purchase 2 x A4 signs for new pathway.

- iv. To purchase a new Information board for the pathway, this is a potential project for the woodland path and will be deferred pending further work and advice from the relevant volunteers at Hawkshill.
Resolved: Deferred to later meeting.
- v. **Noted:** The committee received a draft drawing of a carving for one of the perimeter posts at Hawkshill. This may be looked at again in the future, however at this time the costs for the sculptures are not viable.

44. LOCAL NATURE RESERVE

Item also brought forward by request.

- i. Members discussed the advantages of designating LNR vs the amount of work it would take and cost and whether or not the benefits constituted additional protection.
Resolved: Decision deferred to when we have a reply from KWT.

45. WALMER IN BLOOM CAMPAIGN

- I. The committee were updated on the voting portal for the garden competition.
Resolved: To purchase two months of use of the voting portal for a total of 58 Euros.
Proposed- Cllr D Richardson
Seconded- Cllr P Ludwig
For- 6 Against-0 Abstain-0
Actions: Admin to purchase voting portal website use.
- II. **Noted-**Committee informed of cost to remove the planters at the paddling pool.
- III. Due to an unforeseen cost for testing of the lampposts along The Strand, a request to increase the WIB budget will be put forward to the full council.
Admin to check the date of the last load test and why the timeframe has reduced from five years to three.
Resolved: To request an increased budget from full council.
Proposed- Cllr P Ludwig
Seconded- Cllr L Ludwig
For- 6 Against-0 Abstain-0
Actions: Town Clerk to request increase in budget from full council.
Admin to check dates of last load test and why the timeframe has been reduced.

Cllr P Findley left the meeting at this point.

46. WALMER PEACE GARDENS

- i. **Noted:** Members received a verbal and written report from WPG representative.
It was discussed how to improve directions into the WPG from Y&A.
- ii. WPG Committee have decided not to purchase a branch shredder.
Once the donated trimmer is received by WPG, then the purchase of PPE will be required for those using it.
WPG representative referenced about the need for a gazebo, options around borrowing the WTC one or a potential donation were discussed.

47. GARDEN COMPETITION

- i. **Noted:** To inform Hornbeam School that for the moment the competition will remain in Walmer only.

48. ITEMS FOR INCLUSION ON NEXT AGENDA

Quote to be requested from Red Dog Garden Services for creation of steps at the new path on Hawkshill.

To request dates for haymaking from Gazen Salts.

49. DATE OF NEXT MEETING

23rd June 2026 at 5:30pm.

The meeting closed at 19:15

Signed _____

Dated _____



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Present:

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

Officers present: John Miles (Administration Officer)

116. APOLOGIES FOR ABSENCE

Apologies received from Cllr R Blackwell and Mrs D Bogue

117. DECLARATIONS OF INTEREST

None Submitted.

118. MINUTES OF LAST MEETING

Resolved: To approve the minutes of the meeting held on 26th May 2026.

Proposed- Cllr D Richardson

Seconded- Cllr P Findley

For- 6 Against-0 Abstain-0

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

None Received

120. CHAIRMAN'S REPORT

i. **Noted:** Verbal Update from Chairman.

New tools (Root Slayers) are needed by the volunteers at Hawkshill for removal of weeds, Admin and Cllr P Ludwig to look into purchase. Cllr D Richardson has recently purchased one and will bring it along to the next meeting.

Due to age, the lawnmower used for trimming down around the pathways may need replacing, Mr S Coates is seeing if it can be repaired or if it needs replacing.

Admin and Town Clerk have been asked to look into solving the shingle issue on the access road, including contacting local tradesman.

The Town Clerk is meeting with Red Dog Garden services regarding the installation of steps at the new pathway. It was also mentioned that it may be possible to source a grant for the steps from KCC or elsewhere.

Cllr P Findley looked over the bird boxes made by Ripplevale school at the RIVAs which were deemed as not suitable for our use. In further discussion, a representative informed Cllr Findley that they could make some suitable.

Resolved: To agree to the purchase of 6 robin boxes and to the donation of 6 more from Ripplevale School.

Proposed- Cllr P Ludwig

Seconded- Cllr S Waite Gleave

For- 6 Against-0 Abstain-0

Admin to talk to Town Clerk regarding the addition of a small budget for refreshments for Hawkshill volunteers, to be brought to the next meeting.

A thank you gift of personal issue working gloves has been suggested for the volunteers at Hawkshill, costs may be offset by grant aiding bodies. Mrs Gooding is to be invited to the winners' presentation in August.

Ripplevale School would like a photo opportunity with a representative of the committee for their newsletter, Admin to confirm a date and Cllr L Ludwig or S Waite Gleave will be available.

Mr Ken Gabriel has rebuilt the fountain planter at the RNLI and will continue to tend to the plants. Mr Gabriel is to be invited to the winners' presentation in August.

Admin to contact all current planter volunteers to see if they want to continue to look after the planters they are currently tending to and to confirm watering of all planters by contractor.

Admin to source vouchers for the planters, costs to be brought to the next meeting.

121. ADMIN REPORT

- i. **Noted:** Update from admin regarding previous actions.

Resolved: Admin to work with Deputy Clerk to use Facebook enhancement for WIB competition.

Proposed- Cllr D Richardson

Seconded- Cllr P Ludwig

For- 6 Against-0 Abstain-0

Admin to contact last year's winners regarding entering this year's garden competition.

Admin to collate information for debrief including the breakdown of nominations into categories etc.

Admin to post letters to nominees informing them they have been nominated.

122. WALMER IN BLOOM CAMPAIGN

- i. There was no update on the location for the winners' presentation, Cllr D Richardson will continue to contact Walmer Castle to confirm the use of the room.

The date for the presentation has not been confirmed but will be between 17th and 28th August.

Admin to inform all members when the date has been finalised.

- i. **Resolved:** To donate £50 to each school that entered the poster competition.

Proposed- Cllr L Ludwig

Seconded- Cllr D Richardson

For- 6 Against-0 Abstain-0

Resolved: To purchase up to £5 x £50 vouchers for the winners of the garden competition.

Proposed- Cllr L Ludwig

Seconded- Cllr D Richardson

For- 6 Against-0 Abstain-0

Resolved: To purchase up to £90 of stamps for use in communications for the garden competition nominees.

Proposed- Cllr L Ludwig

Seconded- Cllr D Richardson

For- 6 Against-0 Abstain-0

Resolved: Vote for presentation payment has been postponed until the date and number of attendees has been confirmed.

123. HAWKSHILL

- i. **Resolved:** To accept the quote from Gazen Salts to cut the grass at the plateau for a total of £400.

Proposed- Cllr P Ludwig

Seconded- Cllr D Richardson

For- 6 Against-0 Abstain-0

Resolved: To accept the quote from Gazen Salts to cut the grass at Walmer Peace Gardens for a total of £45.

Proposed- Cllr L Ludwig

Seconded- Cllr D Richardson

For- 6 Against-0 Abstain-0

- ii. **Resolved:** Dates for the cutting at Hawkshill and Walmer Peace Gardens to take place during the Week Commencing Monday 5th October and Week beginning 29th September respectively.

Proposed- Cllr L Ludwig

Seconded- Cllr P Findley

For- 6 Against-0 Abstain-0

124. WALMER PEACE GARDENS

- i. **Noted:** Members received a verbal report from WPG representative.

- The Sound Bath event went well with approximately 12 people attending, paperwork and invoices to be sent to Admin.
- An advert has gone out for a Pilates event on 4th July.
- A date is to be set for a storytelling event in August.
- WPG Committee would like to thank Cllr S Waite Gleave for her donation of a gazebo tent.
- WPG is still awaiting the donated Hedge Trimmer.
- The hand painted sign coming along well, it is to be attached to existing sign.
- The fruit trees donated several years ago are doing well, they are fruiting.
- WPG Committee to forward images and dimensions for a planter to Admin.

125. ITEMS FOR INCLUSION ON NEXT AGENDA

To contact the RNLI Lifeboat station to see if they have any volunteers to tend to the four planters on the north and south faces of the building.

126. DATE OF NEXT MEETING

28th July 2026 at 5:30pm.

The meeting closed at 18:50.

Signed _____

Dated _____



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 17th June 2026 at No. 62 The Strand, Walmer at 5.30pm.

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

Officers Present: Lynne Simmons – Deputy Clerk.

106. APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Ludwig.

107. DECLARATIONS OF INTEREST.

No interests were declared.

108. OPENNESS AND TRANSPARENCY.

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

109. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 27th May 2026.

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

Proposed by: Cllr Friend

Seconded by: Cllr Richardson.

For 3 Against 0 Abstain 0

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

None.

111. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

NOTED.

112. CHILDREN'S FESTIVAL 2026.

- i. The officer provided an update on all previous actions, planning and preparation work currently underway for the festival.

The Downs Sailing Club have very kindly offered use of the facilities in the sailing club for changing purposes for the Applause performers.

NOTED.

A total of 1,000 children's wristbands for use across our summer events have now been ordered.

NOTED.

All posters and banners have been distributed. A Facebook event has been set up and the budgeted spend of £30 for a Facebook boost has been actioned. Early statistics available on the event are promising with 170 overall responses and 4,128 views.

NOTED.

Members reviewed an A5 flyer detailing butterfly species present at Hawkshill Common for handing out at The Butterfly Show.

NOTED.

RESOLVED. Members approved a proposal to issue food & drink vouchers of up to £20 each to volunteers.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3 Against 0 Abstain 0

- ii. The officer reported that the site plan has required updating due to the removal of two organisations who are no longer able to attend on the day. Members reviewed the updated plan and noted the changes made to the layout.

NOTED.

- iii. Members discussed the roles of the volunteers and the timings of the day. Attendance of staff and councillors at the event were confirmed and are shown within Appendix 1 attached. Cllr Grist kindly offered his support on Friday 3rd July for pitch marking if required.

NOTED.

113. BROCANTE 2026.

- i. The officer updated members on the one charity pitch which remains unsold, the numbers on the waiting list for pitches and confirmed that the event management plan has been submitted to DDC.

An application has been made for the required Street Trading Consent Licence and DDC have confirmed final numbers will be required 7 days prior to the event.

Members actioned the officer to obtain a further explanation from DDC Licensing department regarding the determination of the charges to be applied, ensuring this meets the criteria as set out within the Fees section of the published guidance notes.

NOTED.

114. FUTURE/OTHER EVENTS 2026.

- i. The officer reported that the start date on site has been moved to Thursday 2nd July as we continue to wait for the Compound Licence to be issued by DDC Legal dept. In light of this we are not yet able to set a formal opening date for the gym.

The Outdoor Gym working party will continue to move forward with plans for an opening ceremony as soon as practicable following the completion / handover of the gym, followed by a series of organised, user specific training sessions led by qualified personnel.

115. DATE OF NEXT MEETING

Wednesday 22nd July 2026 @ 5.30pm.

The Chairman closed the meeting at 18.32pm.

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 22nd July 2026 at No. 62 The Strand, Walmer at 5.30pm.

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

Officers Present: Lynne Simmons – Deputy Clerk.

152. APOLOGIES FOR ABSENCE.

153. DECLARATIONS OF INTEREST.

No interests were declared.

154. OPENNESS AND TRANSPARENCY.

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

155. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 17th June 2026.

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

Proposed by: Cllr Friend

Seconded by: Cllr Richardson.

For 5 Against 0 Abstain 0

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

None.

157. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

NOTED.

158. CHILDREN'S FESTIVAL 2026.

i. Post Event Review.

Members received a report from the officer setting out a sample of the positive feedback received after the event. No negative feedback had been received, either by the office or by Councillors. Cllr Friend observed that he had received several positive comments from families leaving the car park on the day.

Members discussed several aspects of the event including post-event promotion, the range of activities offered, layout considerations, children's wristbands, and the positive impact of the community sports clubs at the festival this year.

During the discussion Cllr Friend left the meeting at 5.55pm and Cllr Crockford left at 6.15pm.

RESOLVED. Members agreed that the actions below should be taken in preparation for the 2027 event.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For: 3 Against 0 Abstain 0

- To rope off additional spaces at the festival, ideally to protect the area from footfall where the RNLI team run activities with wet sponges, as well as the space in which the Martial Arts team perform.
- To investigate ways of ensuring the festival can be completely self-sufficient for all activities offered.
- To ensure that the final version of the post event press release is new and original each year. The press release should be written by the Deputy Clerk and approved before release by either the Events Committee Chairman or the Deputy Chairman.

Members also discussed the possibility of purchasing a larger weather resistant A board for displaying Walmer Council initiatives at events. The officer was actioned to investigate possible options and put forward some suggestions for discussion at the next Events meeting.

NOTED.

Members also wished to note and send their thanks to Chris Mansfield who took such wonderful photos at the event and posted them online for the local community to access.

ii. Date for Children's Festival 2027.

RESOLVED. Members agreed that Saturday 3rd July 2027 will be the date for the 2027 event and asked the officer to book Walmer Green with Dover District Council.

Proposed by: Cllr Grist

Seconded by: Cllr Richardson

For: 3 Against 0 Abstain 0

- iii. Members discussed how the many activities offered in 2026 worked very well at the event and agreed that all organisations should be contacted for 2027. The officer was actioned to contact all commercial organisations who attended in 2026 to request quotes for the 2027 event. The officer was also asked to contact all other organisations who attended in 2026 with an invitation/" Save The Date" request for 2027.

NOTED.

Members also agreed that the officer should prepare an editorial press release for submission to the Community Ad in January 2027 which can be used to not only generate community interest in the 2027 event, but could also include a wider invitation to other local community organisations who may like to talk to the office about their involvement in 2027.

RESOLVED.

Proposed by: Cllr Ludwig

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

159. BROCANTE 2026.

- i. The officer updated members on the one charity pitch which remains unsold, the numbers on the waiting list for pitches and confirmed that the email link from DDC relating to the permits required by charities, has been forwarded to all three charities who have booked a pitch for the event.

The officer also confirmed that we have not yet received (despite follow up) the requested explanation from DDC regarding the determination of the charges to be applied for the Street Trading Consent, to ensure this meets the criteria as set out within the Fees section of the published guidance notes.

NOTED.

RESOLVED. Members agreed to convert the remaining charity pitch to a standard pitch so that it can be offered to the first person on our waiting list.

Proposed by: Cllr Grist

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

The officer reported that some of the in-house made signage used for 2025 had become unusable for 2026 due to mould and proposed a move to purchase similar boards which have been used successfully by the WIB campaign for the past two years. A quote from HfE Signs had been obtained for the purchase of 10 x A3 correx 6mm boards for a total of £84.48 inc delivery. The officer reported that a small number of posts would also be required to be purchased from Hutchings locally.

RESOLVED. Members agreed to place an order with HfE Signs for £84.48 and agreed that an overall total of up to £100 should be delegated to the officer and Chairman to cover the purchase of both boards and posts.

Proposed by: Cllr Grist

Seconded by: Cllr Richardson

For 3 Against 0 Abstain 0

The officer provided an update on all catering vendors now confirmed for the event. Members asked the officer to send a covering email where necessary to set deadlines for both pitch payments and paperwork to be received well in advance of the event, to ensure that pitches booked will not be withdrawn.

NOTED.

Members discussed the options for marking the pitches and how challenging the ground will be this year to mark/spray effectively given the recent weather. Two options for spray paints were discussed at length with two different colours (red and blue) being the most practical options to cope more effectively with the difficulties presented for the current year. Members also requested a more robust / accurate method of marking out the pitches for this year ie to find an alternative solution to the current rope and pegs used. Cllr Ludwig kindly offered to make an initial approach to a local carpenter to explore this further.

RESOLVED. Members agreed to purchase the eco-friendlier option of water-based spray paint presented by the officer but expressed a desire to re-visit this process as part of the post event review.

Proposed by: Cllr Ludwig

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

- ii. Members reviewed the site plan and the car park management plan which the officer will update accordingly.
NOTED.
- iii. Members reviewed the feedback received from DDC/ESAG.
NOTED.
- iv. Members reviewed the stallholder paperwork to be issued. The officer was asked to make an update to the instructions before sending, to include a statement to make clear that all cars will only be permitted to turn left to exit the site along the Strand, after the event closes.
NOTED.
- v. Volunteers for the event will be confirmed at the next events meeting. The officer was asked to finalise a list of volunteers /roles on the day using email where necessary.

160. FUTURE/OTHER EVENTS 2026.

- i. Outdoor Gym Update.
The compound licence has now been issued by DDC and is awaiting completion between DDC and Kompan. A more detailed update on the revised installation timeline will be provided at the next events meeting.

Members discussed suggestions received from colleagues regarding plans for an opening ceremony for the gym.

RESOLVED. Members agreed to continue with the plans previously agreed by the Events committee.

Proposed by: Cllr Ludwig

Seconded by: Cllr Richardson

For 3 Against 0 Abstain 0

161. DATE OF NEXT MEETING

Wednesday 19th August 2026 @ 5.30pm.

The Chairman closed the meeting at 19.10pm.

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 9th June 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

Officers present: John Miles (Administration Officer)

82. ELECTION OF A CHAIRMAN FOR THE COMMITTEE FOR 2026/2027

Resolved – Cllr J Murray was the only member nominated.

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3 Against:0 Abstain: 0

83. ELECTION OF A VICE CHAIRMAN FOR THE COMMITTEE FOR 2026/2027

Resolved – Cllr R Blackwell was the only member nominated.

Proposed: Cllr S Waite Gleave

Seconded: Cllr J Murray

For: 3 Against:0 Abstain: 0

84. APOLOGIES FOR ABSENCE

Cllrs Bond, Lee and Simpson offered apologies that were accepted.

85. DECLARATIONS OF INTEREST

None Received

86. OPENNESS AND TRANSPARENCY

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

87. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

88. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3 Against:0 Abstain: 0

89. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

90. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description	Appraisal
26/00292	6 Apple Tree Gardens Walmer CT14 7US	Grant Planning Permission	No Objection	Erection of shed and extend patio	
26/00294	14 Ardent Avenue Walmer CT14 7UE	Grant Planning Permission	Walmer Town Council does not object to this planning application however it suggests the inclusion of a planning condition as laid out below. i. That work does not begin on the extension until the local nesting birds have migrated as laid down in the Wildlife and Countryside Act 1981.	Erection of single storey rear extension	It is understood that there are birds (swifts) in the vicinity of the application site (as close as next door where there are nest boxes as well as elsewhere in the area) protected under the Wildlife & Countryside Act 1981. Under the provisions of the Act 1981, the applicant is advised that it is an offence to intentionally destroy/kill/obstruct the use of a nest. The applicant is advised of their responsibilities under the provisions of The Act 1981 and are advised to carry out works after mid-August when the birds will have departed for Africa.
26/00284	169 Dover Road Walmer CT14 7NB	Grant Planning Permission	No Objection	Erection of a single storey side/rear extension to create an annex and two storey side extension (existing garage to be demolished)	
26/00274	2 Greenacre Drive Walmer CT14 7UQ	Grant Consent	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	Re-pollard to previous pollard points one Holm Oak (T1) the subject of Tree Preservation Order No 1 of 1965	The tree provides continued amenity value within the local area and retains importance as part of the established landscape character. The proposed re-pollarding represents ongoing

			place in nesting season		management of an existing pollard tree and is not considered detrimental to its long-term retention. Subject to compliance with wildlife legislation, no arboricultural objection is raised to the proposal.
26/00270	Shortwood House Station Road Walmer CT14 7QR	Grant Planning Permission	No Objection	Erection of an outbuilding for incidental use	
26/00183	5 Church Street Walmer CT14 7RX	Grant Listed Building Consent	No Objection	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.	
26/00204	Heatherstone House Hawksdown Walmer Deal Kent CT14 7PN	Refuse Planning Permission	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	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	
26/00309	1 Apple Tree Gardens Walmer CT14 7US	Grant Planning Permission	No Objection.	Erection of single storey garage extension	

26/00267	The Church Of Jesus Christ Of Latter-day Saints Gothic Close Walmer CT14 7TS	Grant Consent	No Objection.	T196- Field maple-fell to ground level, T198- Sycamore-crown reduce by 3 metres, T192- Sycamore-crown lift to 3 metres over highway footpath, all the subject of Tree Preservation Order NO 14 of 1976
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91. PLANNING APPLICATIONS – NEW

With the agreement of members the chair brought forward three items for which members of the public had attended and wished to speak at the meeting

i. DOV/26/00453- Heatherstone House, Hawksdown, Walmer, CT14 7PN

Erection of two storey front and rear extensions including balconies/glass balustrades, single storey side extension, front porch, wrap around raised terrace, single storey front/side swimming pool/gym housing, rear dormer window with 7 rooflights to facilitate a loft conversion, external/internal alterations (existing front porch to be demolished).

Resolved – Objection

Walmer Town Council Objects to this Planning Application as laid out below.

- i. The third storey overlooks nearby properties, allowing users to see into the private homes of residents.

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3 Against:0 Abstain: 0

ii. DOV/26/00408- Winthorpe House, Kingsdown Road, Walmer, CT14 7LL

Erection of a two-storey side extension, front and rear dormer windows, inverted Front dormer with Juliette balcony, replacement roof to existing single storey extension, alterations to doors/windows, and attached single storey "greenhouse" (existing conservatory to be demolished).

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3 Against:0 Abstain: 0

iii. DOV/26/00293- Flat 1, Benmore, 20 Marine Road, Walmer

Replacement of windows and entrance door.

Resolved – No Objection

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3 Against:0 Abstain: 0

iv. DOV/26/00137- The Belfry, Hawksdown, Walmer, CT14 7PH

Erection of two storey side extension.

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3 Against:0 Abstain: 0

v. **DOV/26/00149- 34 Admiralty Mews, The Strand, Walmer, CT14 7AZ**

Conversion of attic space to playroom & storage to incl installation of new staircase from 1st to attic floor, infill first floor landing cupboard access and insert door opening into bed 2. External works incl insertion of rooflights to front & rear roof slopes.

Resolved – No Objection

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3

Against:0

Abstain: 0

vi. **DOV/26/00387- 34 Admiralty Mews, The Strand, Walmer, CT14 7AZ**

Insertion of 2 rooflights to front and rear roof slopes.

Resolved – No Objection

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3

Against:0

Abstain: 0

vii. **DOV/26/00422- 18 Salisbury Road, Walmer, CT14 7QQ**

Erection of a single storey rear extension, raised decking, steps with glass balustrade and insertion of window to side elevation (partial demolition of garage/storeroom).

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3

Against:0

Abstain: 0

viii. **DOV/26/00418- 27 Dover Road, Walmer, Deal, Kent**

Erection of single and two storey rear extensions with rear balcony, ancillary outbuilding and replacement open porch with acoustic fencing to front and alterations to site entrance.

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3

Against:0

Abstain: 0

ix. **DOV/25/01349- Land On The West Side Of, Cross Road, Deal, CT14 9LA**

Reserved matters for application for the details of appearance, landscaping, layout and scale, including affordable housing, public open space and landscaping for the erection of 140 dwellings pursuant to Outline Planning Permission 21/01822.

Resolved – No Comment

Walmer Town Council has no planning comments to offer about the listed contents of this application.

However, WTC is concerned about excessive traffic on feeder roads through

Walmer causing damage to the surface and obstruction at key junctions.

WTC seeks for DDC to mitigate car dependency in the area by investigating improved public transport links.

Proposed: Cllr S Waite Gleave

Seconded: Cllr R Blackwell

For: 3

Against:0

Abstain: 0

x. **DOV/26/00459- Osborne House, Hawksdown, Walmer, CT14 7PH**

Cut back canopy to boundary by up to 2 metres of two Beech the subject of Tree Preservation Order No 4 of 1976.

Resolved – No Comment

Walmer Town Council does not object to this planning application however it suggests the inclusion of a planning condition as laid out below.

i. That work does not begin on the extension until the local nesting birds have migrated as laid down in the Wildlife and Countryside Act 1981.

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3

Against:0

Abstain: 0

xi. DOV/26/00500- 7 Trafalgar Drive, Walmer, CT14 7FL,

Erection of a single storey rear extension and outbuilding for storage (existing conservatory to be demolished).

Resolved – No Objection

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3

Against:0

Abstain: 0

xii. DOV/26/00501- 1 Alderden Cottage, Hawksdown Road, Walmer, CT14 7PW

To crown reduce 1 x Horse Chestnut by approximately 4 metres in overall height and reduce the lateral branch spread by approximately 3 metres. Tree Preservation Order 6 of 2008.

Resolved – No Comment

Walmer Town Council does not object to this planning application however it suggests the inclusion of a planning conditions as laid out below.

i. That work does not begin on the extension until the local nesting birds have migrated as laid down in the Wildlife and Countryside Act 1981.

ii. That work begins in Mid-to-late summer, after the new foliage and spring growth have fully matured.

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 3

Against:0

Abstain: 0

93. DATE OF NEXT MEETING

Tuesday 7th July 2026 at 7pm.

The meeting closed at 20:10

Signed Dated



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 6th July 2026 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

- Cllr J Murray (Chair)
- Cllr T Bond
- Cllr R Blackwell
- Cllr K Lee
- Cllr S Waite Gleave

Officers present:

- John Miles (Administration Officer)
- Roland Aldred (Town Clerk)

143. APOLOGIES FOR ABSENCE

Cllr Simpson offered apologies that were accepted.

144. DECLARATIONS OF INTEREST

None Received

145. OPENNESS AND TRANSPARENCY

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

146. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

147. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr R Blackwell

Seconded: Cllr T Bond

For: 5 Against:0 Abstain: 0

148. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

149. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
26/00338	Belgrave Court 2 - 3 The Beach Walmer CT14 7HE	Grant Planning Permission	No Objection	Replacement of the window to front elevation
26/00137	The Belfry Hawksdown Walmer CT14 7PH	Grant Planning Permission	No Objection	Erection of two storey side extension.
26/00422	18 Salisbury Road Walmer CT14 7QQ	Grant Planning Permission	No Objection	Erection of a single storey rear extension, raised decking, steps with glass balustrade and insertion of window to side elevation (partial demolition of garage/storeroom)
26/00418	27 Dover Road Walmer Deal CT14 7HR	Grant Planning Permission	No Objection	Erection of single storey rear extensions with first floor rear balcony, ancillary outbuilding and replacement open porch with acoustic fencing to front and alterations to site entrance

150. PLANNING APPLICATIONS – NEW

- i. **KCC/DO/0017/2026- The Beacon Satellite, Salisbury Road, Walmer, Deal, Kent CT14 7QJ**
 Section 73 application to amend Condition 2 of planning permission DO/22/1591 to create a dedicated access footway separated from The Beacon's site by a weldmesh fence. This will also include the reinstatement of the pedestrian access gate to the right-hand side of the main entrance and installation.
Resolved – No Objection
 Proposed: Cllr T Bond
 Seconded: Cllr K Lee
 For: 5 Against:0 Abstain: 0
- ii. **DOV/26/00526- Rosetta, 58 Wellington Parade, Walmer, Deal**
 The demolition of an existing house and garage/outbuilding to be replaced by the construction of a new two/three storey detached single dwelling house with associated parking and external hard landscaping works.
Resolved – Walmer Town Council supports this application.
 Proposed: Cllr R Blackwell
 Seconded: Cllr T Bond
 For: 5 Against:0 Abstain: 0
- iii. **DOV/26/00532- Downs Sailing Club, The Strand, Walmer, CT14 7DY**
 Replacement windows/doors and new cladding to the "Lookout" at Downs Sailing Club
Resolved – Walmer Town Council supports this application.
 Proposed: Cllr T Bond
 Seconded: Cllr T Lee
 For: 5 Against:0 Abstain: 0
- iv. **DOV/26/00581- Guildford Lodge, Grams Road, Walmer, CT14 7PU**
 Fell 1x T1 Beech subject of TPO no 1 of 1967
Resolved – Objection
 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 location of the tree adds to the amenity of the location.
Proposed: Cllr S Waite Gleave
Seconded: R Blackwell
For: 5 Against:0 Abstain: 0

151. DATE OF NEXT MEETING

4th August 2026 at 7pm.

The meeting closed at 19:40

Signed Dated



WALMER TOWN COUNCIL

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

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

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Minutes of the meeting of the Climate Emergency Working Group held on Thursday 28th May 2026 at 62 The Strand, Walmer, at 7.00 pm

Present:

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

Officers present: John Miles (Administration Officer)

1. ELECTION OF A CHAIRMAN FOR THE WORKING GROUP FOR 2026/2027

Cllr R Blackwell was the only nomination received.

Resolved- To appoint Cllr R Blackwell as the Chairman of the Working Group for the year 2026/27.

Proposed- Cllr M Eddy

Seconded- Cllr S Waite Gleave

For- 4 Against-0 Abstain-0

2. ELECTION OF A VICE CHAIRMAN FOR THE WORKING GROUP FOR 2026/2027

Cllr S Waite Gleave was the only nomination received.

Resolved- To appoint Cllr S Waite Gleave as the Vice Chairman of the Working Group for the year 2026/27.

Proposed- Cllr P Findley

Seconded- Cllr M Eddy

For- 4 Against-0 Abstain-0

3. APOLOGIES FOR ABSENCE

- None received

4. DECLARATIONS OF INTEREST

- None Received.

5. MINUTES OF THE PREVIOUS MEETING

- **Resolved:** That the minutes of 26th March 2026 be taken as an accurate record.
 - Proposed by: Cllr S Waite Gleave

by allotment holders as well as include more useful information and remove text as requested by members.

Actions: Admin and Cllr S Waite Gleave to complete leaflet and send to next A&E.

Walmer Against Plastics Pollution

- **Noted:** Certificates and stickers have been handed out by Cllr S Waite Gleave Thanking local establishments that have been working to reduce single-use plastic use. The response has been positive from those awarded the certificates and asked to put stickers in their windows Local businesses liked that we would be publicising the initiative, Cllr Waite-Gleave to draft an article for local press.
 - A draft design for the labels for the National School Sailing Association multi-use water bottles was received by the members. The design will require slight changes to work with the bottles including shape and brightness. Admin to ensure the size and shape of the labels will suit the bottles.
- Actions:** Admin to contact Mr J Stokes regarding the bottle specifications and requirements for the labels.

Community Resilience

- **Noted:** The members were informed that a new working group had been formed for the community resilience plan. Since its inception, the working group have met with a DDC representative on a Teams meeting, as well as the first official meeting of the group.
- DDC have expressed their appreciation on the group's work, allowing the accumulation of local knowledge for later use.
- Due to the creation of the Community Resilience Working Group, updates will no longer be added to future CEWG agendas.

DDC Climate and Nature Forum

- Members received draft report with 12 suggested items from WTC to the DDC Climate and Nature Forum from Cllr Waite Gleave. She will amend draft as requested.
- Cllr S Waite Gleave to continue to attend forum meetings.
- Members to request meeting with council chairman and town clerk regarding the status of Churchill Avenue green space and liaison with DDC.

Resolved: That the draft report be agreed with minor changes in wording and position of suggestions in the list.

Proposed by: Cllr M Eddy

Seconded by: Cllr S Waite Gleave

For 4

Against 0

Abstain 0

Actions: Cllr S Waite Gleave to edit report as requested by members.

9. POSSIBLE NEW/FUTURE AIMS AND INITIATIVES.

- To explore locations for possible future water filling stations in Walmer.
- Admin to request information regarding a change from Working Group to Committee.

10. DATE OF NEXT MEETING

Thursday 2nd July at 7pm.

Meeting ended at 20:55

Financial information

Bank Balances as at 26/08/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£42,824.17
Unity Trust Deposit	£272,057.85
Total	£523,367.72

Committee budget vs spend 2026/27 as at 31/07/26

Committee	Budget	Spend	notes
Amenities and Environment	£ 28,000.00	£ 4,398.00	includes CEWG
Events	£ 16,500.00	£ 3,173.93	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£ 26,800.00	£ 6,353.53	includes Hawkshill and Peace Garden

Financial update for month of June 2026	£562,517.76
Balance at start of month	

Receipts	Who	For	Amount	Budget Header
	Unity Bank	Credit Interest	£1,523.88	Interest-Unity Deposit
	Stall Holders	Children's Festival	£150.00	Children's Festival
	Allotment Holders	Rent and Deposit	£164.29	Allotments
Total			£1,838.17	

Balance at end of month	\$550,756.99
This month spend	-£11,760.81
% of yrs precept for month	4.52%
Total net spend YTD	-£40,289.65
% of precept YTD	15.50%

Last year	£12,606.98
% of precept for month	4.82%
Total spent LYTD	£4,752.68
% of precept LYTD	1.82%

[illegible]

Last year	£16,517.55
% of precept for month	6.32%
Total spent LYTD	£8,663.23
% of precept LYTD	3.32%

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 Parish Churches	Replacement of Parish Hall floor.	£500	Yes	Yes
Tang Soo Do	Replacement of training equipment	£500	Yes	Yes



Item: Recommendations of the internal Auditor

Date: 3rd August 2026

Meeting: September Full Council

From: Roland Aldred

Walmer Town Council's internal auditor visited the office on the 27th May 2026 to conduct an audit. Members will have seen a copy of his report in the June 2026 full council meeting. Two items regarding the financial regulations were raised for members to consider further.

Financial regulation 3.9

This states:

Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council
- initiate or approve accounting transactions
- provide financial, legal or other advice including in relation to any future transactions
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

The auditors report stated "One FR (reg 3.9) bans me from providing legal, financial or other advice to the Council. I believe that this is an error on NALC's part. In reg 3.9 the prohibition on the external auditor is fair enough because it repeats that external auditors are also banned by the terms of their contract with the smaller audit appointing body from providing consultancy services to limited assurance regime clients. Internal audit is a review function within the organisation and is there to assist the organisation so inevitably must advise."

KALC's opinion is

"The overwhelming concern in this area is about the danger of the conflict of interest and as you say that the *Independent Internal Auditor (IIA)* is seen a separate to ensure rigour in the process. This is also about perception.

I think I would also argue that some of this is about interpretation and nuance. Therefore, on your item 3 if an IIA was asked by you as the RFO for advice:

Then:

"What is the situation with identifying a new online friendly bank?" and gave the answer:

"The *Metro Bank* is best" this to my mind is formal advice and would appear to be a recommendation and would be poor practice and may even led to further issues.

However, if you approached your IIA and the question again was:

“What is the situation with identifying a new online friendly bank and can you offer me a **view in principle**?

Then the IIA could helpfully come back with:

“Although I cannot recommend of course, I am aware (so drawing on his knowledge of your set up and wider experience) of several challenger banks that work consistently with Local Councils and may well offer the correct online corporate product that would suit a local authority. You would need to approach these potential providers directly via their websites, but they all offer ethical banking and access via the PO network”:

Unity Trust Bank

Metro Bank

Co-Op Bank

Bank of Ireland

It would then fall to you as the RFO to collate this and other information and move the issue back to your PC to allow them to make an informed decision as policy.

Therefore, this is **my understanding** of the thinking and how it might be engaged with by ensuring that if you approach your IIA for a *view in principle* you can engage without undermining the required rigour and oversight/scrutiny that must come with genuine independence.”

Given the scrutiny required in running a council just removing the regulation would be dangerous both in terms of public opinion and on larger decisions, potentially could have financial implications. However, having someone Walmer Town Council appoint with the level of knowledge of an auditor but not making use of this asset could be considered wasteful. Therefore, given KALC’s advice Finance and General purposes are making a recommendation to allow advice to be sought in principle, currently the advice is clear that Internal auditor may not under any circumstances offer advice.

Recommendation of Finance and General Purposes

To amend standing order 3.9 to be (changes in bold):

Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council
- initiate or approve accounting transactions
- **Provide financial, legal or other advice including in relation to any future transactions. Other than appropriate in principle advice to the council, with regard to enhancing the good governance and efficiency from the internal auditor**
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

Members to decide

Financial regulation 5.9

This states:

“Where the value is between £500 and £10,000 excluding VAT, the Clerk will try to obtain 3 estimates.”

This means that the clerk should try to get 3 quotes, but it is not required to take the item forward.

The auditors report states:

“Where I suspect that the Council will have difficulty is with three quotes being needed for spend over £500 (Reg5.9). Several clerks have reported to me as having difficulties in getting two or more quotes for anything under £1,000.”

Three quotes on items under £1000 is normally difficult to get, but we do manage to find enough contactors to request 3 quotes, often we only manage to obtain two quotes and one request, currently we do try to put at least two quotes forward. This can lead to delays in projects trying to get at least two quotes. For some areas we have preferred suppliers in these instances additional quotes are not required.

By removing the requirement to attempt to find 3 quotes time will be saved for the office, we would also be saving time for contractors on smaller jobs.

Recommendation of Finance and General Purposes – To increase the threshold required to seek 3 quotes to £1000 under section 5.9 of the financial regulations.

Members to decide



Item: Community Resilience Plan

Date: 26/08/26

Meeting: August Full Council

From: Community Resilience Plan Working Group

In April 2026 members voted to set up a community resilience plan working group. The working group have been reviewing the current provisions from DDC and KCC. The template provided by Kent Resilience forum has some overlap with DDC in terms of provision provided and conversations are taking place with DDC, who are updating their plan currently, to ensure the best solutions are taken advantage of.

The Working Group have identified the risks and what WTC can do before during and after to assist the public in the event of an emergency.

Overleaf is a table of the risks identified and the actions to be taken (appendix 1)

Some of the actions we are awaiting DDC's updated plan to ensure both plans will work harmoniously together.

Members have also reviewed the roles required to fulfil the plan (see appendix 2), volunteers will need to be appointed to the roles once we have full descriptions of the requirements of the role. Members of the Working party are requesting delegated authority in conjunction with the Clerk to appoint volunteers to the roles once we are in a position to start recruiting. This will consist of the roles in Appendix 2 along with flood wardens.

Members to decide

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community before an incident happens?	Actions the Community Emergency Response Team can do during an incident?	What can the Community Emergency Response Team do after an incident during the Recovery phase.
Flooding (including coastal, river or surface or ground water)	- Understand your risk of flooding - Register to receive flood warning and encourage members of the community to do so - Advertise regularly in community newsletter or other communication/noticeboards etc. - Use the Community Flood Plan in Section 4. - Test and review your flood plan yearly [DATE] after flooding - Attend Flood Warden training - Identify and monitor local hotspots at risk of blockage, e.g. bridges, culverts, weirs or gauge boards. Add locations	- Ensure all flood wardens are fully trained before they take any action on the ground. - Ensure the locations of flood wardens kits are listed and flood wardens know how to access them. - Monitor local hotspots at risk of blockage, e.g. bridges, culverts, weirs or gauge (as long as it is safe to do so) check section 4 for location map. - Inform community of development situation, reinforcing Flood Alerts and Flood Warnings that are in force. - Call the Floodline for information on the latest situation.	- Direct people to correct help in recovering from the emergency. - Inform Community when situation starts improving. - Assist with clearing up in the community.

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
	• Report river/stream blockages to the Environment Agency. • Report ditch blockages to land owner or Kent County Council • Report blocked gullies or drains to KCC Highways • Encourage people to prepare a Home Emergency Plan / Personal Flood Plan • Encourage people to protect their properties with personal flood protection systems • Add information to WTC website what to do in an emergency • Share on social media / direct people to the Gov guidance https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public • Share information with residents about signing up to the Priority Services Register for relevant water company.	• Act as a point of contact between the community and authorities. • Report river/screen blockages to the Environment Agency. • Provide information to appropriate agencies of situation. • Deploy community level defences and sandbags. • Look at providing temporary shelter if required at a Community Shelter. • Use the Community Flood Plan in Section 4. • Contact your vulnerable residents on your list to confirm whether they need assistance. • Call KCC Highways to discuss road closures of flooded roads. Agree in advance where road closures may be required. Include locations	• Collect data/photos on where and what was flooded showing flood extents, depths etc and update the plan. • Update your district/unitary council with information you have collected so they can update their plans and procedures. • Encourage residents to have a Household

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
			<i>Emergency Plan.</i> • <i>Provide information on how to dispose of Sandbags properly.</i> • <i>Review and update the Flood Plan Section 4.</i>
Fire	• <i>Encourage Residents to check or install smoke alarms</i> • <i>Residents can have Kent Fire and Rescue do a Home Safety Visit.</i> • <i>Encourage residents to think about the impacts of things like, Bonfires, disposing of cigarettes, BBQs and their location, disposable BBQs. Advice and guidance can be found on the Kent Fire and Rescue website.</i>	• <i>Look at providing temporary shelter if required at your Community Shelter location.</i>	• <i>Provide information directing people to the correct organisation or support in recovering from the emergency.</i>

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community before an incident happens?	Actions the Community Emergency Response Team can do during an incident?	What can the Community Emergency Response Team do after an incident during the Recovery phase.
	- Encourage events in your area taking place and residents not to use sky lanterns or fire works. - For countryside fires check the Met Office Fire Severity Index. www.metoffice.gov.uk/fire-severity-index - The National Farmers Union provide information for prevention of farm fires as well as tips for people out in the countryside. https://www.nfuonline.com/ - Encourage residents to have a Household Emergency Plan.		- Encourage residents to have a Household Emergency Plan. - After an incident update the community on the dangers again of fires and what they can do to prevent them
High Winds	- Encourage Residents to secure or store loose objects that could blow into windows - Encourage Residents to Close and fasten doors and windows securely - Encourage Residents to park vehicles in a garage or well away from trees, buildings, walls and fences.	- The Community Emergency Response Team should during an incident stay indoors as much as possible; don't go outside to repair damage during a storm. - Contact your vulnerable residents on your list to confirm whether they need assistance.	Provide information directing people to the correct organisation or support for recovering

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
	• Encourage people to stay indoors if event is known about.		from the emergency • Provide information directing people to the correct organisation or support or clearing debris as required, staying safe at all time. • Encourage residents to have a Household Emergency Plan.
Heavy Snow &	• Encourage Residents to maintain a stock of essentials	• Provide a point of contact for the coordination of volunteers around clearing/ salting paths	• Provide information

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community before an incident happens?	Actions the Community Emergency Response Team can do during an incident?	What can the Community Emergency Response Team do after an incident during the Recovery phase.
Extreme Cold	• Provide a point of contact for residents (particularly Vulnerable residents) • Provide advice to residents about staying warm • Encourage residents to stay in touch with the latest forecast and cold weather alerts. • Share the Met Office "Get ready for Winter" campaign.	• Clear essential paths • Visit vulnerable to assess any needs.	• directing people to the correct place for recovering from the emergency. • Encourage residents to have a Household Emergency Plan.
Heat Wave / Drought	• Refer residents to the Home/office checklist for keeping cool. • https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-keep-cool-at-home-checklist • Encourage neighbours to check on vulnerable residents • Listen to the weather forecasts and the alerts from the Met Office	• Refer residents to the Home checklist for keeping cool. https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-keep-cool-at-home-checklist • Listen to the weather forecasts and the alerts from the Met Office https://www.metoffice.gov.uk/public/weather/heat-health/?tab=heatHealth&season=normal	• Encourage neighbours to check on vulnerable residents.

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community before an incident happens?	Actions the Community Emergency Response Team can do during an incident?	What can the Community Emergency Response Team do after an incident during the Recovery phase.
	https://www.metoffice.gov.uk/public/weather/heat-health/?tab=heatHealth&season=normal • Share on social media / direct people to the Gov guidance • https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public • Share information with residents about signing up to the Priority Services Register for relevant water company	• Advise your community to stay wherever if [IS] coolest if they can, drink plenty of water and follow the guidance on the NHS website. https://www.nhs.uk/live-well/seasonal-health/heatwave-how-to-cope-in-hot-weather/ • Share on social media / direct people to the Gov guidance https://www.gov.uk/guidance/public-health-impact-of-drought-advice-for-the-public	
Electricity Failure	• Use UK Power Networks' 105 service to check live locations of power cuts. • Encourage Vulnerable residents to sign up to the UKPN Priority Services Register • Encourage residents not to open fridges any longer than necessary • Encourage Residents to make sure their home is well insulated. It could stay warm for 12 hours or more in a power cut. • Encourage public to keep a power pack • Prepare an emergency pack	• Check if neighbours have lost services too. If others are affected it makes a difference to what you should do • Establish from the utility company how long they think the power will be off for. • Establish the extent of the power cut • If it is a prolonged power cut or in particularly cold weather look at opening a Community Shelter if any have alternative fuel sources • If the power cut is for a prolonged period, take precautions to stay safe: Be wary using candles, naked flames and portable heating.	• Provide information directing people to the correct organisation or support for recovering from the emergency. • Encourage residents to have a Household

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
		Never leave lit candles in unoccupied rooms or with unsupervised children or animals.	Emergency Plan.
Gas Failure	- Always have a source of alternative heating available. - Encourage vulnerable residents to sign up to the https://www.britishgas.co.uk/Priority-Service-Register - Encourage neighbours to check on vulnerable residents	- Establish from the utility company how long they think the gas will be off - Establish the extent of the gas outage. - If it is a prolonged gas outage or in particularly cold weather look at opening a Community Shelter if any have alternative fuel sources - Encourage vulnerable residents to sign up to the https://www.britishgas.co.uk/Priority-Service-Register	- Provide information directing people to the correct organisation or support for recovering from the emergency - Encourage residents to update or create a Household Emergency Plan.

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community before an incident happens?	Actions the Community Emergency Response Team can do during an incident?	What can the Community Emergency Response Team do after an incident during the Recovery phase.
Water Supply Failure	• Make sure you have an emergency water supply. Everyone's needs differ, but the Food Standards Agency advises that the average adult should take in 1.5 to 2litres of water in a typical day (6-8 250ml glasses.) • Encourage vulnerable residents to sign up to the water register.	• Coordinate the delivery of bottled water to residents who are unable to get out. • Offer to help out at a water distribution site if set up by the water company / local authority.	• Provide information directing people to the correct place for recovering from the emergency. • Encourage residents to have a Household Emergency Plan.
Pandemic (covid)	• Encourage people to sign up for supermarket and prescription deliveries. • Encourage vulnerable residents to sign up to the NHS register • Detail local volunteer services online who maybe able to help with travel etc	• Check with vulnerable residents whether they need any assistance whilst ill or isolating.	• Provide information directing people to the correct place for recovering from the emergency.

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
			Encourage residents to have a Household Emergency Plan.
Sea Pollution incident	- Suggest public sign up to relevant app for updates on pollution. - Advertise how to report pollution.		- Offer support as required to agencies - Provide links to latest information.
Terrorism	- Encourage residents to have a Household Emergency Plan and emergency pack. - How to report incidents.	- Contact emergency services - No further action to be taken until emergency services give the all clear.	- Provide links to latest information when safe to do so. - Provide information on other hazards if there are knock on

What might Happen / the Hazard	What can [SHOULD] the Community Emergency Response Team do to prepare the community <u>before</u> an incident happens?	Actions the Community Emergency Response Team can do <u>during</u> an incident?	What can the Community Emergency Response Team do <u>after</u> an incident during the Recovery phase.
			<i>effects to travel or infrastructure</i>

Community Resilience Coordinator Insert Name, Role & Contact Number

Assistant Community Resilience Coordinator Insert Name, Role & Contact Number

Community Resilience Shelter Team Leader Insert Name, Role & Contact Number	Community Resilience Coordination Point Team Leader Insert Name, Role & Contact Number
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Temporary Community Resilience Shelter Team Insert Name & Contact Number Insert Name & Contact Number Insert Name & Contact Number Add as necessary
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Community Resilience Liaison Team Insert Name & Contact Number Insert Name & Contact Number Insert Name & Contact Number
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Community Resilience Coordination Point Team Insert Name & Contact Number Insert Name & Contact Number Insert Name & Contact Number
