



## Deal and Sandwich Coastal Community Team

17<sup>th</sup> September 2015 - 2pm

### MINUTES

#### Present

Cllr Derek Murphy (Interim Chair) (DM)  
Rachel Collins (RC) Dover District Council  
Cllr Pat Heath (PH) Walmer Parish council  
Cllr Trevor Bond (TB) Deal Town Council  
Bob Ward (BW) Friends of St Peters  
Lorna Crow (LC) Deal Town Council  
Faye Rye (FR) Future Creative  
Mandy Skelton (MS) Future Creative  
Trevor Skelton (TS) Red Zebra  
Peter Jull (PJ) Deal and Walmer Chamber of Trade  
Tom Rowland (TR) Trains 4 Deal  
Stephanie Hayman (SH) Chequers Kitchen  
Emma Ford (EF) Deal Town Team

#### 1. Welcome and introduction

Welcome from DM – interim Chair

Thank you to Future Creative for hosting the meeting.

St Peters Church had kindly offered to host, but they do not currently have any toilet facilities.

Apologies received from:

Esme Chilton – Future Creative (Fay Rye attending)  
Richard Morsley – Betteshanger Sustainable Parks  
Paul Barber – Discovery Park  
Rev Seyan Tills – Deal and Walmer Churches / Deal Foodbank  
Mayor of Sandwich  
Neil McCollum  
Ian Killberry

Emma Ford – Deal Town Team – expecting to arrive around 2.30.

## 2. Minutes of last meeting and actions

Draft minutes were circulated for comment prior to the meeting. One amendment was made and the minutes were redistributed.

Minutes to be agreed.

Cllr Bond proposed. Seconded Cllr Health , Trevor Bond

BW Amendment - Churches Conservation Trust – other church in Sandwich is St Marys

TR - Section 6 objection to the content of the minutes in relation to the Trains for East Kent. TB – the minutes are an accurate reflection of what was said at the meeting. No amendment.

### Actions from last meeting

<b>DSCCT members to extend invitation for membership to other parties.</b>	AL
Invitations extended by RC to Deal and Sandwich Town Teams, Ash Parish Council and the Sandwich and Deal Chamber of Commerce which RC has attended.	
<b>Extension to nominations for Chair to 4<sup>th</sup> September</b>	RC
Additional nomination received Neil McCollum	
<b>Project information forms to be returned to RC</b>	ALL
No further information received by date of meeting. Please can all organisations either return these, or send their own economic / business plans to RC for inclusion in the DSCCT plan. CARRIED TO NEXT MEETING	
<b>Agenda Items to RC by 14<sup>th</sup> September</b>	ALL
None received. Agenda sent out.	
<b>Coastal Revival Fund applications to RC by 8<sup>th</sup> September</b>	
All applications were received slightly after this date but were distributed to the DSCCT. Applicants have confirmed to the acting Chair that applications were submitted to DCLG on time.	
<b>DSCCT Members to confirm support for Coastal Revival Fund applications</b>	ALL
As agreed at the last meeting, an email vote was taken. Results were circulated to the DSCCT.	
<b>Coastal Revival Fund letters of support to applicants</b>	RC
As agreed at the last meeting, letters were provided to applicants by DDC on behalf of the DSCCT for inclusion in their application.  In addition, DDC included confirmation in their letter that they will act as the Accountable Body for all applications.	
<b>All DSCCT members to provide comments and sign off to Terms of Reference</b>	ALL
Final document circulated by email and no additional comments received.	
<b>Volunteers for development of Economic Plan</b>	ALL

None received. Call for volunteers for Working Party. EMPHASISED VOLUNTEERS NEEDED. CARRY TO NEXT MEETING.	
<b>Suggestions for sub groups</b>	ALL
None received. However, suggest this is added to the next agenda as the requirement for sub groups will become clearer once the Economic Plan is more advanced.	

### 3. Terms of reference

As agreed at the last meeting, DSCCT members were given further opportunity to comment on the Terms of Reference after the meeting, before the final document was circulated for approval. This was circulated prior to the meeting with no further comments.

Votes for adoption of the document were accepted by email for those members unable to attend. None received

All present were given the opportunity to make comment on the Terms of Reference document.

LC asked that it be noted that until the next Deal Town Council meeting she does not have authority to vote on behalf of the DTC.

Proposed – Cllr Heath

Unanimous vote to accept.

### 4. Election of Chair

#### Nominations

#### **Ian Killberry**

Resident in the DSCCT area.

Previously Dover District and Deal Town Councillor.

Joint chair of rail-user group Trains4Deal,

Webmaster and Press Officer of Spokes the East Kent Cycling Campaign;

Chair of Dover District Cycle Forum

#### **Neil McCollum**

Resident in the District.

Staple Parish Councillor. Staple is not part of the DSCCT and Mr McCollum is not standing in his capacity as an elected member.

Is standing in capacity as Historic Properties Director South East with English Heritage.

Votes by email accepted for those members unable to attend were to be received by [Rachel.collins@dover.gov.uk](mailto:Rachel.collins@dover.gov.uk) by 12 noon 16<sup>th</sup> September 2015.

3 email votes received prior to the meeting in favour of Neil McCollum.

TR queried is Neil McCollum standing as an elected member? RC confirmed no, he is standing in capacity as Historic Properties Director at English Heritage

TB provided a summary about NMc

TR provided a summary about IK

#### Votes

	Email	Meeting	Total
Ian Killberry	0	1	1
Neil McCollum	3	6	9

The Chair requested RC notify the successful candidate.

#### 5. Economic Plan

RC provided further information in relation to the requirement for the DSCCT to produce an Economic Plan for submission to DCLG by January 2015.

The purpose of this plan is so that the DSCCT can demonstrate to DCLG – the funder – that there is a joined up plan and can provide evidence that individual projects sit within the wider objectives.

Template promised by DCLG by the end of September. In the meantime, DDC as agreed at the last meeting is gathering information from the members of the DSCCT.

Any other members of the DSCCT are invited to join with DDC to form a Working Party to produce this Economic Plan. This should not be a DDC document, it should be a team document.

To date the only content available have is that of DDC. (Post meeting note – Chequers Kitchen have also provided information).

RC requested that all send their information asap in any format.

DM requested all involve their plans.

PH suggested all information should be with RC by the end of October, but the sooner the better. All agreed.

## 6. AOB

BW said we need to get a wider involvement. He has contacted the Sandwich Town Team, Chamber of Commerce, Sandwich Town Council. RC confirmed that she had also spoken to the Sandwich Town Team, Chamber of Commerce and the Mayor. Also offered to speak to Sandwich Town Council.

Circulation list – Some people have been missing from email threads. RC has set up a group email which should resolve the issue.

TR raised concerns about the vote which was taken in relation to support for the Trains 4 Deal project. Primarily that the vote was in breach of the terms of reference by being below quorum that the comments made in the meeting and circulated subsequently were misleading.

TS confirmed that the comments circulated were as discussed at the meeting, and as raised directly with Ian Kilberry at the last meeting.

Members were asked by DM to declare it if they feel that their own vote was influenced by the advice and support provided by DDC in relation to the Trains for Kent application. No declarations made.

RC emphasised that the comments circulated were intended to be supportive to assist in the submission of a compliant bid. RC offered the support and assistance of the DDC Community Development Team to this, and any other, projects within the DSCCT which require funding.

TR requested that Trains 4 Kent be able to give a presentation of the project to the DSCCT. DM agreed that this should be added to the next agenda. TW and IK to present the project at the next meeting. 15 minute presentation.

TB asked for confirmation of the lead organisation for the project. TR confirmed “Trains for Kent Coast cic”.

DM suggested that the DSCCT look again at whether they support the project in relation to future funding applications. TB agreed and suggested that better understanding of the project by the DSCCT will enable it to be added into the wider Economic Plan and form part of future funding applications.

DM confirmed he will contact the incoming chair to provide a letter to DCLG in relation the Coastal Revival Fund application, asking that the previous notification in relation to support from the DSCCT is disregarded.

7. Next meeting

15 / 22nd October. Monthly at present.

Discovery Park.

Actions

DSCCT members to extend invitation for membership to other parties.	ALL
Project information forms to be returned to RC	ALL
Agenda Items to Neil McCollum by 12 <sup>th</sup> October	ALL
Volunteers for development of Economic Plan	ALL
Suggestions for sub groups	ALL
Notify Neil McCollum of his appointment to Chair	RC
Letter to DCLG by NMc regarding Trains 4 Deal application	DM