



## Deal and Sandwich Coastal Community Team

27<sup>th</sup> August 2015

### Minutes

#### Present

Rachel Collins – DDC – Interim Chair and minutes  
Rebecca Dyer – DDC  
Stephanie Hayman – Cinque Ports Community Kitchen  
Cllr Pat Heath – Walmer PC  
Ian Killberry – Trains for Kent Coast  
Cllr Derek Murphy – DDC  
Cllr Trevor Bond – Deal Town Council  
Bob Ward – Friends of St Peters, Sandwich  
Gabiella Misuriello – Churches Conservation Trust  
Revd Seyan Tills – Deal Foodbank and Walmer Community Partnership  
Richard Morsley – Betteshanger Sustainable Parks  
Trevor Skelton – Red Zebra Community Solutions

The meeting launched with a welcome from Rachel Collins, Community Development Manager at Dover District Council, and a brief presentation giving an overview of the role of Coastal Community Teams.

#### 1. Introductions:

All present were invited to introduce themselves and to say a few words about their perceived top three issues, the role their organisation would like to play in the DSCCT, and projects which they are currently delivering or would like to deliver. (All members had been asked to complete a sheet detailing the project and only 3 had been received. RC requested all Members complete this to assist with the production of the Economic Plan).

#### **Rachel Collins – Dover District Council**

Top 3 issues for the Deal and Sandwich CCT area are difficult to prioritise and we see this as a flexible list. However, several of our current projects are focussed upon:

- Employment
- Traffic
- Tourism / heritage

The role of DDC will play in the DSCCT is as a facilitator, administering the production of the Economic Plan and as the accountable body in relation to grant funding.

RC gave a brief overview of some of the projects being explored by the Community Development Team. Particularly :

Sandwich Parks Project – consultation events have been carried out in relation to this project which links parks, leisure, sport, heritage, traffic, transport, and public realm. This will be a large project involving many different groups and funding streams. There are links here with transport and heritage projects already being explored by the Town Council.

#### **Trevor Bond – Deal Town Council**

The main issues for Deal are

Infrastructure – roads, parking, public realm, sporting facilities (especially women’s sport, and youth)

Night culture – problem where younger and older mix. Gap for facilities for younger people. Should have a leisure culture which takes the expansion of the town into account.

#### **Bob Ward – Friends of St Peters**

St Peters Church in Sandwich has high visitor numbers 84,000+ per year, bringing lots of visitors into the town.

#### **Gabriella Misuriello – Churches Conservation Trust**

Have a project to conserve 2 churches in Sandwich – St Peters Church and St Marys Church. Promote churches for a sustainable tourist use.

Wanting to make St Peters a more significant tourist destination – visits to the top of the tower, etc.

#### **Cllr Derek Murphy (DDC representative)**

Role to support the Community Development Team and as a Champion for the DSCCT.

Main issues for the DSCCT are

Infrastructure – operation stack, traffic congestion

Environment - should be at the core of all responses,

Facilities for young people,

Accessible / disability sports should be promoted.

#### **Cllr Pat Heath - Walmer Parish Council**

Main issues for the DSCCT are:

Car parking,

Public toilets,

Accessible sports

Request from Cllr Heath that the invitation is extended to the Deal Chamber of Commerce – due to their involvement in the improvements to Deal High Street. RC requested that all Members take responsibility to extend the invitation to all parties they consider should be Members.

### **Revd Seyan Tills**

Delivering the Deal Food bank project.

Also plays a role in facilitating Community meetings to encourage integration and involvement from the Community to tackle social exclusion and anti social behaviour.

Feels that heritage and history are a priority and would like support from experts in this area.

### **Richard Morsley – Betteshanger Sustainable Park**

Delivering a £40m project using £2.5m coastal community fund grant

Providing employment, education (Hadlow college), leisure, heritage responses.

Green energy and sustainability.

1,000 new jobs to be created.

### **Trevor Skelton – Red Zebra**

Role is to support Community Groups.

Priorities are:

- Infrastructure,
- Employment,
- Dementia awareness,
- Accessibility
- Mental health services

### **Stephanie Hayman –Cinque Ports Community Kitchen CIC**

Cookery school with social and commercial role. Courses for local residents to encourage healthy eating, eating on a budget, specialist diets such as for diabetics etc. Recreational cookery school is part of local hospitality and tourism offer.

Also representing Whole School Meals CIC, local school meals provider to 26 schools and local employer of 100+.

Issues –

- low skilled work not available,
- only seasonal work,
- social inequalities

## **Ian Kilberry - Trains for Deal**

Also a member of the Dover District Cycle Forum

Main issues are

- Transport,
- health,
- leisure

Group supports high speed rail to encourage economic growth.

Projects to improve Deal and Sandwich train stations – heritage assets. Underused space. Sustainable transport hubs.

Use the high speed link to attract tourism into the area.

Cycle hire. Electric bikes etc.

Aspirations to provide cycle links to other new developments – housing and employment

## **Becky Dyer - DDC**

Currently carrying out consultations with young people in connection with the Sandwich Skate Park.

Working on the Sandwich Parks Project.

## **2 Terms of reference**

A draft document had been distributed prior to the meeting and with the Agenda.

This was based upon Town Team documentation on the recommendation of DCLG

Discussion of draft document.

Widely agreed.

RC to distribute final draft for comments. Comments to be made by 8<sup>th</sup> September. Sign off by email by 11<sup>th</sup> September. There will be no further amendments after that date.

A formal vote on the final version of the Terms of Reference will be taken at the meeting.

## **3 Election of Chair**

One nomination had been received from Ian Kilberry, but this was after the closing date.

Cllr Bond expressed concern that people are missing from this meeting and a decision cannot be taken.

RC reiterated that there is no responsibility on one person to invite everyone, particularly this is not a DDC responsibility or selection process. We all need to extend membership to people within our network.

IK suggested taking an interim role due to pressing timescales.

Cllr Bond – can we delay until the councils have had the opportunity to review the documentation.  
RC – there are tight timescales involved in producing the Economic Plan so we need to avoid unnecessary delay.

RM – Can we agree that it is not appropriate for DDC Officers or Elected Members to take the role of Chair. All agreed.

TS – Suggestion that we delay decision on Chair – extension to nominations. To be made by email by 4<sup>th</sup> September. All agreed.

RC provided a reminder of the role and the duties / responsibilities

Other roles agreed –

Rachel Collins DDC (accountable body) – Project Manager

DDC - Press Office / Facebook/ Twitter

DDC - Finances and reporting

#### **4 Economic Plan**

DCLG have not issued guidelines or a template in connection with the Economic Plan. RC advised that this should be a coordination of all Members own business and economic plans. The most important aspect is that all DSCCT Members provide input promptly and accurately to support the Economic Plan Working Group in the production of the plan.

Concerns were expressed about duplication. RC stressed that there must be duplication as this is not a plan of 'new' ideas, this is a coordinated way to present all the existing plans which have been developed by individual.

Concern was raised that the CCT Economic Plan would be in conflict with existing Members policies. Again, RC stressed that this is a coordination of existing plans and not a new Plan with content created by DDC.

Members who have projects which are in conflict with each other will have to work together to resolve issues, and the DSCCT will have to prioritise projects.

RC to circulate the existing Economic Policies which have been produced by other organisations.

Trevor to look to set up interim dropbox for the team.

RC requested volunteers to assist with the production.

Importance stressed of providing information in a timely manner. RC had sent out project sheets to all DSCCT and had so far only had 3 returned. RC requested these are returned by all to support the development of the plan.

Production – DDC quote £800 for production costs for both CCTs. All agreed this was good value.

## 2. Sub Groups - Working Groups and Project Teams

These will be necessary in order to ensure meetings are focussed and not too lengthy. Working Groups and Project Teams will report back to the main DSCCT meeting, so that all members of these sub groups are required to attend the main meetings.

Working Groups will look at issues and how these could be resolved.

Project Teams will deliver solutions. This will most likely involve many organisations working together and may be the delivery of a number of small projects to deliver a wider solution.

RC invited suggestions for sub groups which could be required.

## 6 Coastal Revival Fund

### a. Overview

Total of £50k per CCT area

For projects supporting at risk coastal heritage which have the potential to create new opportunities for businesses and jobs.

Applications are asked to show evidence they have the support of their CCT. Not an approval process. DSCCT have no powers to refuse an application.

### b. Presentations

#### DDC – Sandwich Parks Project

Presented by Becky. This is a bid for funding to support feasibility studies. Primarily survey work which will support the development of further funding bids and other related projects.

#### Trains for East Kent

Creation of cycle hub at Deal Station, with aspiration to create a second hub at Sandwich in the future.

Railway stations at Deal and Sandwich, buildings have vacant space. Deal station is not a listed building but Sandwich is.

Connections to cycle hub on deal seafront.

Funding required for a feasibility study.

Commencing with Deal.

Carry out improvements to the buildings.

Sustainable transport hub.

Concerns - State aid issue

Who owns the building?

It was felt that the application needs to be framed to be appropriate for the funding. In its current form this application may not be compliant. Other funding routes may be more appropriate.

Application to be redeveloped.

#### Friends of St Peters

Churches Conservation Trust – Sustainability of St Peters Church. Tourist offer for Sandwich. Guided tower tours. Need funding for stairs, catering and toilet.

Employment – stewards, catering required.

Partially funded already, looking for 0 match funding.

Business plan being developed.

£30-50k likely.

Has support of Sandwich Town Council.

Consultation event 10<sup>th</sup> September.

Queries – can we look at more than one application per area? RC confirmed yes, there is £50,000 per area. RC clarified that DDC are not the awarding body for this funding.

Proposed that we support all, subject to seeing the completed application forms. Agreed

All applicants to provide RC with sufficient information for RC to complete a spreadsheet of applications and distribute to the team by 8<sup>th</sup> September. The DSCCT members will then need to comment whether they support the application or not, please give reasons. A majority view will be taken. This is not an 'approval process' this is to show that the projects support the aims of the DSCCT. RC to send out supporting letters to applicants by close of play on the 11<sup>th</sup> September.

## **7 Next meeting**

Friends of St Peters (Sandwich) kindly offered to host the next meeting. (Post meeting note – no toilet facilities at St Peters Church so alternative venue required. Please let RC know if you can host.)

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

### Items for the agenda -

Terms of reference

Election of the Chair

Priorities for the Economic Plan

Sub groups

Any other items for the agenda to RC by 14<sup>th</sup> September.

## ACTIONS

DSCCT members to extend invitation for membership to other parties.	ALL
Extension to nominations for Chair to 4 <sup>th</sup> September	RC
Project information forms to be returned to RC	ALL
Agenda Items to RC by 14 <sup>th</sup> September	ALL
Coastal Revival Fund applications to RC by 8 <sup>th</sup> September	BD /
DSCCT Members to confirm support for Coastal Revival Fund applications	ALL
Coastal Revival Fund letters of support to applicants	RC
All DSCCT members to provide comments and sign off to Terms of Reference	ALL
Volunteers for development of Economic Plan	ALL
Suggestions for sub groups	ALL

## KEY DATES

4 <sup>th</sup> September	Closing date for nominations for Chair
8 <sup>th</sup> September	Minutes from last meeting to be circulated
8 <sup>th</sup> September	Circulate details of nominations
8 <sup>th</sup> September	Final comments on Terms of Reference to RC
8 <sup>th</sup> September	CRF applications to RC
8 <sup>th</sup> September	RC circulate CRF applications to the team
10 <sup>th</sup> September	Consultation event at St Peters Church Sandwich in connection with CRF application
10 <sup>th</sup> September	DSCCT Members to confirm support for CRF applications
11 <sup>th</sup> September	Letters of support to CRF applicants
11 <sup>th</sup> September	Circulate Terms of Reference for approval at next meeting (No further amendments after this date unless vote does not approve acceptance of the ToR).
14 <sup>th</sup> September	Agenda Items to RC
15 <sup>th</sup> September	Agenda to be distributed by RC
17 <sup>th</sup> September	Next meeting at St Peters Church in Sandwich