



Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
14th October 2015

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the TOWN COUNCIL will be held at the Town Council Offices on WEDNESDAY 21st OCTOBER 2015 at 6.00pm when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days, excluding bank holidays and weekends, prior to the date of the meeting. Any member of the public who require further information, wishes to make representation to the Council, or has any special requirements in respect of this meeting please contact Sharon O'Hare, Secretary to the Council, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

To mark the passing of former Town Councillor and Honorary Freeman of Dover, Mr Royston (Bob) Tant, with a minutes silence.

1. APOLOGIES FOR ABSENCE

To note any apologies for absence received.

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law.

3. MINUTES

To receive and approve the Minutes of the Town Council meeting held on 9th September 2015 (copy attached).

4. FUTURE OF BIGGIN HALL

To receive a presentation on the future of Biggin Hall from Dover Community Association.

5. **PROVISION OF PUBLIC CONVENIENCES IN THE VICINITY OF MAISON DIEU CAR PARK & BIGGIN HALL**

To consider the Chairman's report of 13th October 2015 concerning the provision of public conveniences (copy attached).

6. **PROGRESS SHEETS**

To note outstanding resolutions made by the Town Council (copy attached).

7. **COMMUNICATIONS FROM THE CHAIRMAN**

To note the Town Mayor's list of engagements since the last meeting (copy attached) and to receive an update from the Mayor.

8. **COMMITTEE MINUTES**

To receive and consider the draft Minutes of the following Committee meetings (copies attached):

Committee	Date(s)
a) Planning	14 th September 2015 & 12 th October 2015
b) Finance & General Purposes Committee	23 rd September 2015 (including papers for RTR Minute No's 154 & 155)
c) Community & Services	29 th September 2015
d) Civic & Special Projects	6 th October 2015

9. **TOWN COUNCIL FINANCIAL INFORMATION**

To approve the payments made by the Town Council for August & September 2015 (copies attached).

To consider the quarterly budget out-turn to 30th September 2015 (copy attached).

To approve the Town Council's policy that the Co-Operative Bank and HSBC Bank continue to be the Council's bankers, that serving Councillors be authorised to be included on the bank mandate together with the Town Clerk and Responsible Financial Officer and that former Councillors be removed from the bank mandate.

10. **GOVERNANCE & ACCOUNTABILITY**

To consider the Chairman's report of 13th October 2015 concerning the 2015-2019 Ambition Plan (copy attached).

To consider the Chairman's report of 13th October 2015 concerning a Welcome statement for Refugees (to follow).

11. **COUNCILLORS GRANTS**

To note the current situation concerning Councillors' grants (spreadsheet to follow).

12. **TOWN COUNCIL COMMITTEE AND EXTERNAL BODY REPRESENTATION**

To note Councillor P Brivio's request to be removed from the F&GP Committee.

To note Councillor Wallace's request to be removed as the Town Council's External Representative to the Dover Joint Transportation Board (copy attached) and to consider a replacement for that position.

To note the minutes of the Port & Community Forum meeting held on 8th September 2015 (copy attached). Rep. Cllr G Cowan.

To note the minutes of the White Cliffs Country Tourism Alliance general meeting held on 16th June 2015 (copy attached). Rep. Cllr C Precious.

To note Councillor Brivio's verbal report concerning Dover Town Team and RV Coleman Trust meetings. To note that the Dover Fairtrade Network Group's AGM will be held on the 5th November 2015.

13. QUESTIONS FROM THE PUBLIC

To consider any questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v).

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY - 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY.

DOVER TOWN COUNCIL

Minutes of the Meeting of the DOVER TOWN COUNCIL held in the Council Offices, Maison Dieu House, Biggin Street, Dover on WEDNESDAY 9TH SEPTEMBER 2015 at 6pm.

PRESENT

Town Mayor, Councillor C Precious, in the chair

Councillors

D Boulares
P Brivio
A Jenner
S Jones
J Lamoon
V Philpott

N Rix
P Wallace (from item 6)
G Wanstall
M Wood
R Wright

124. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dimmock (work commitments), Mayall (work commitments) and Walkden (holiday).

125. DECLARATIONS OF INTEREST

Councillor Jones made declaration of a disclosable pecuniary interest concerning agenda item 6a, public conveniences.

126. MINUTES

The Town Council considered the Minutes of the Town Council meeting held on 24th June 2015.

RESOLVED: That the Minutes of the Town Council meeting held on 24th June 2015 be approved and signed by the Town Mayor.

127. PROGRESS SHEETS

The Town Council noted outstanding resolutions made by the Town Council.

Chairman

128. COMMUNICATIONS FROM THE CHAIRMAN

The Town Council noted the Town Mayor's list of engagements since the last meeting.

129. COMMUNITY & SERVICES COMMITTEE

The Town Council considered the minutes of the Community & Services Committee meeting held on 30th June 2015.

With the permission of the Chairman Councillor Jones joined in the discussion concerning public conveniences but did not vote.

- RESOLVED:
- a) That minute Nos. 77 to 84 and 86 to 88 be received;
 - b) That the Town Council fund public convenience provision for Maison Dieu/Biggin Hall up to an annual cost of £10,800 and only until Biggin Hall is transferred to another organisation, other than DDC, with any necessary negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;
 - c) That the Town Council look into an opportunity to refurbish/build better quality public conveniences adjacent to the Maison Dieu Gardens Car Park to its rear; with negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;
 - d) That the Town Council continues to run, and expand as possible, the Community Toilet Scheme within the agreed budget.

130. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meetings held on 13th July and 8th August 2015.

- RESOLVED:
- a) That minute Nos. 89 to 98 be received;
 - b) That minute Nos. 109 to 119 be received.

131. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the minutes of the Civic & Special Projects Committee meeting held on the 21st July 2015 and the extraordinary meeting held on the 26th August 2015.

Councillors Jones, Rix, Philpott and Wanstall spoke in support of Dover Rugby Club's application for financial assistance. Concern was expressed that the owners and landlords of the property (DDC) were not carrying out proper repairs or making any financial contribution to the improvement or event maintenance of its own property. It was agreed that Dover Town Council would support the Rugby Club in seeking a Community Asset Transfer of the grounds and buildings.

- RESOLVED:
- a) That minute Nos. 99 to 104 and 106 to 108 be received;
 - b) That minute Nos. 120 to 121 and 123 be received;
 - c) That the current lighting scheme be accepted, at a cost of £13,000; and that a budget of up to £11,000 be set aside for the tree arrangements, electricity and

Chairman

contingency; all costs to be met from the Festive Lights provision in the Civic & Special Projects Committee's 2015/16 budget;

d) That a budget of £5,500 be agreed for the organisation of the 2015 Christmas Event; costs to be met from the Events Facilitation provision in the Civic & Special Projects Committee's 2015/16 budget;

e) That all negotiations, contracts, agreements and arrangements concerning the Christmas lights and event be delegated to the Proper Officer and the Chairman of the Civic & Special Projects Committee;

f) That the Town Council fund the Dover Rugby Club's application for financial assistance up to a maximum of £25,000 (which includes a contingency amount);

g) That all necessary arrangements in respect of the funding of Dover Rugby Club's application be delegated to the Proper Officer and the Chairman of the Civic & Special Projects Committee.

132. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council approved the payments made by the Town Council for June and July 2015.

The Town Council considered the Quarterly Budget out-turn to June 2015.

The Town Council considered the RFO's report of 28th August 2015 concerning the Annual Review of Financial Regulations.

The Town Council noted the RFO's report of 1st September 2015 concerning the Annual Accounts and Return; Year ended 31st March 2015.

- RESOLVED:
- a) That the payments made by the Town Council in June and July 2015 be approved and the schedules signed by the Chairman;
 - b) That the 2015 Financial Regulations be adopted with immediate effect.

133. GOVERNANCE & ACCOUNTABILITY

The Town Council noted the current situation concerning the 2nd Draft of the Town Council's 2015-2019 Ambition Plan.

The Town Council noted the 2014/15 Annual Report. Councillors present wished to thank the Town Council's staff for their hard work in compiling the Annual Report.

- RESOLVED: That the 2014/15 Annual Report be accepted and published.

134. COUNCILLORS GRANTS

The Town Council noted the current situation concerning Councillors' grants (spreadsheet handed out at the meeting).

135. TOWN COUNCIL COMMITTEE AND EXTERNAL BODY REPRESENTATION

Chairman

The Town Council considered nominations for Councillors to join the Town Council's Committees. It was noted that only 3 out of the 4 co-opted Councillors had given the Town Clerk their Committee preferences.

The Town Council noted the minutes of the Port & Community Forum meeting held on 6th May 2015.

The Town Council noted Councillor Brivio's report of 28th August 2015 concerning Dover Town Team.

The Town Council noted the minutes of the White Cliffs Country Tourism Alliance general meeting held on 16th June 2015.

- RESOLVED:
- a) That Councillor Burke be appointed to the Finance & General Purposes and the Civic & Special Projects Committees with immediate effect;
 - b) That Councillor Lamoon be appointed to the Civic & Special Projects and Community & Services Committees with immediate effect;
 - c) That Councillor Ward be appointed to the Finance & General Purposes and the Civic & Special Projects Committees with immediate effect;

136. QUESTIONS FROM THE PUBLIC

The Town Council noted that there were no questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v) on this occasion.

137. EXCLUSION OF THE PUBLIC

To consider a motion for the exclusion of the public for the remainder of the meeting.

138. STAFFING ISSUES

The Town Council considered the Town Clerk's report of 24th August 2015 concerning a minor re-organisation.

- RESOLVED: That the Proper Officer be authorised to confirm revised job specifications and gradings with staff as necessary to ensure satisfactory performance of the Council's business.

The meeting ended at 6.54pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Christopher Precious)
CHAIRMAN

Chairman



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 21st October 2015

From: Cllr Chris Precious, Mayor and Chairman of Community & Services Committee

Date written: 13th October 2015

Subject: Public Convenience provision in the vicinity of Maison Dieu and carpark

1. INTRODUCTION

At its meeting on 9 September 2015 this council considered the provision of public conveniences in Dover an, in particular, the provision at Biggin Hall. Councillors are asked to consult that report (originally considered by the Community & Services Committee) to refresh their understanding of the current arrangements.

On 9 September, Council resolved:-

1) That the Town Council fund public convenience provision for Maison Dieu/Biggin Hall up to an annual cost of £10,800 and only until Biggin Hall is transferred to another organisation, other than DDC, with any necessary negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;

2) That the Town Council look into an opportunity to refurbish/build better quality public conveniences adjacent to the Maison Dieu Gardens Car Park to its rear; with negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;

2. INFORMATION

Meetings have been held with both Dover Community Association (DCA) and Dover District Council (DDC). It appears that a transfer of Biggin Hall to DCA is likely to be completed in mid-October. All parties are keen to ensure that public conveniences will continue to be provided on an interim basis until agreement can be reached over a final solution. DCA are not required to provide public conveniences and it is obviously not part of the organisation's core activities and purposes. However, DCA is willing to assist in helping the councils in the provision.

Once the transfer of Biggin Hall is effected then the commitment by DTC to DDC to contribute financially towards the opening, closing and cleaning of Maison Dieu public conveniences up to the agreed annual limit of £10,800 will cease. DCA will be the lessor and occupier of the building.

Its board has expressed a willingness in principle to allow the conveniences to remain open for a reasonable period prior to its refurbishing of Biggin Hall and while plans and funding for the provision of new permanent conveniences are agreed by the two councils. If funding is provided by DTC then DCA will contract with a local provider for at least the current level of service with regard to opening, closing and cleaning the Biggin Hall conveniences. It would also be willing to arrange for deep cleaning to try and improve the premises in the interim period. The provision for public conveniences within the Community & Services budget for 2015-16 would allow for funding Biggin Hall toilets up to £15,000 after other commitments. The principle of best value is not only a matter of price but should also take account of community benefit. Allowing DCA to draw down the full amount would allow for various benefits including local employment, potentially cleaner premises and the ability to contribute to wider community objectives.

Discussions with DTC councillors, DDC officers and DCA board members suggest that plans for a new facility should consider relocation closer to the Maison Dieu carpark, provision of environmentally sustainable building and toilets, space for potential shop mobility provision and a small community space allowing for a greater variety of uses in this important and central location adjacent to the Riverside Centre, the Well Resource Centre and The Biggin Hall Community Hub. Discussions and planning will continue in line with DTC's previous resolution and delegation (see above)

3. DECISION

Council is asked to resolve:-

To fund public toilet provision for 2015-16 at the Maison Dieu/Biggin Hall location following the transfer of the building to the Dover Community Association up to a budget limit of £16,000 with any necessary negotiations to be delegated to the Proper Officer and the Chairman of the Community & Services Committee;

Statutory Powers: Public Health Act 1875 s 87

Agenda item 6

DOVER TOWN COUNCIL MEETING PROGRESS SHEETS

2015/2016

* Unhighlight the Committee/Date once the resolutions have been put on (Just insert no of lines you need)						
DATE	COMTEE	MIN no	RESOLUTION	ACTION / RESULT	TARGET COMPLETION DATE	COMP? OFFICER CONTACT
24/06/2015	FTC	70b)	That a grant of £5,000 be allocated to the Dover Society in respect of the Bluebird Heritage Trail, subject to a Service Level Agreement being agreed and signed. That all arrangements and decisions be delegated to the Proper Officer in consultation with the Chairman of the Civic & Special Projects Committee.		31.10.15	TH
24/06/2015	FTC	73c)	That the Town Council work towards other awards available under the Local Council Award Scheme. That the Town Council fund public convenience provision for Maison Dieu/Biggin Hall up to an annual cost of £10,800 and only until Biggin Hall is transferred to another organisation, other than DDC, with any necessary negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;	Working towards the second part of the Local Council Award Scheme	31.12.15	DB
09/09/2015	FTC	129 b)				AB
09/09/2015	FTC	129 c)	That the Town Council look into an opportunity to refurbish/build better quality public conveniences adjacent to the Maison Dieu Gardens Car Park to its rear; with negotiations delegated to the Proper Officer and the Chairman of the Community & Services Committee;			AB

Agenda item 7

MAYORAL ENGAGEMENTS 9TH SEPTEMBER TO 21 OCTOBER 2015

SEPTEMBER

- 9 (1800) Full Town Council Meeting
- 11 (1600) Peoples Port meeting @ MDH
- 13 (0940) Battle of Britain 75th Anniversary Service @ St. Mary in Castro
- 14 (1800) Planning Committee Meeting MDH
- 18 (1910) "Land & Sea" Art Exhibition @ Royal Cinque Ports Yacht Club
- 19 (1000) Macmillan Coffee Morning @ St. Mary's Parish Centre
- (1745) Court of Kent Dinner @ Masonic Hall, Dover
- 21 (1800) Town Council Communications Meeting MDH
- 23 (1800) Finance & General Purposes meeting MDH
- 24 (1830) National Citizen Service Graduation @ Dover Town Hall
- 25 (1845) Mayor of Ramsgate Charity Quiz Night @ Ramsgate Football Club
- 28 (1800) Briefing on Operation Stack & Manston @ DDC Offices
- 29 (1800) Community & Services Committee Meeting, MDH
- 30 (1200) Dover District Volunteer Centre AGM @ MDH

OCTOBER

- 01 (1315) Visit to Winchelsea Medieval Cellars & St. Thomas Church & Town Museum
- 02 (0930) Meeting with DCA re: Biggin Hall @ MDH
- 03 (1020) Speakers Day event @ Hythe Bowling Club (with Town Clerk & Deputy Mayor)
- (1750) "Way of Waiting" concert, St. Edmunds Chapel
- 04 (1415) Dover Carnival Association Parade @ Phoenix Railway Club
- 06 (1520) Mr Tant's Funeral @ Barham Crematorium
- (1800) Civic & Special Projects Committee meeting, MDH
- 07 (1215) Dover/Deal Citizen Advice Bureau AGM @ MDH
- 09 (1910) Dover Lions Club Charter Anniversary @ Dover Town Hall
- 11 (1515) Justice Service for the County of Kent @ Rochester Cathedral
- 12 (1800) Planning Committee Meeting, MDH
- 13 (1330) Deal Charter Day @ Deal Town Hall
- 16 (1500) 2 Royal Ghurkha Regiment External Party @ Sir John Moore Barracks, Shorncliffe
- 17 (2030) Combined Charity Concert @ Bluebirds, Dover
- 18 (1400) Ramsgate Civic Service @ St Lawrence in Thanet Church
- 21 (1800) Full Town Council meeting, MDH

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday 14th September 2015 at 6pm

PRESENT

Councillor C Precious (Mayor)
Councillor N Rix (Chairman)
Councillor R Wright
Mr P Sherratt (Dover Society Representative)

139. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Brivio & Councillor R Phillpot both due to prior commitments,

140. DECLARATIONS OF INTEREST

Councillors present made no declarations of disclosable pecuniary and/or other interests as required by law.

141. MINUTES

The Committee considered the minutes of the meeting of the Committee held on the 10th August 2015.

RESOLVED: That the minutes of the meetings of the Committee held on the 10th August 2015, be approved as a correct record and signed by the Chairman.

142. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2015/16 budget.

Chairman

143. DETERMINED PLANNING CONSENTS

The Committee noted the decisions of Dover District Council on the following planning applications:

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/14/01129	Site rear of Folkestone Road Dover	Granted	No objection
DOV/15/00455	Limekiln Street, Dover, CT17 9EE	Granted	Positive support
DOV/15/00595	Site west side corner of Woolcomber Street, Dover, CT16 1JR	Granted	Object
DOV/15/00645	King Lear's Way, Old Folkestone Road, Dover	Granted	No objection
DOV/15/00647	243 London Road Dover CT17 0TA	Granted	Positive support
DOV/15/00680	22 Market Square, Dover, CT16 1NG	Refused	Neutral
DOV/15/00717	1 Maxton Road Dover CT17 9JJ	Granted	Positive support

144. APPLICATIONS FOR PLANNING CONSENT

The Committee considered applications for planning consent passed to the Town Council for consultation purposes.

RESOLVED: That the following observations be passed to the Dover District Council in relation to the applications now considered:

Application No: DOV/15/00744

Proposal: Installation of replacement windows (retrospective application)
1D, De Burgh Hill, Dover, CT17 0BS

Comments: No objection

Application No: DOV/15/00789

Proposal: Pollard 4x lime trees to 4 metres Pollard 1x sycamore to 4.5 metres
Crown reduce 1x beech by 25%
8 Monastery Avenue, Dover, CT16 1AB

Comments: No objection

Application No: DOV/15/00828

Proposal: Removal of Condition 3 of planning permission DOV/12/00128 relating to level 3 of the code for sustainable homes (application under Section 73)

Land Rear of 147, London Road, Dover, CT17 0TG

Comments: Object. Houses should be built to a good standard removal of condition 3 will not set a good precedence for future builds

Application No: DOV/15/00845

Proposal: Reserved matters application for approval of the scale, appearance and

Chairman

landscaping (pursuant to outline permission DOV/13/00478 for the erection of 9 dwellings)

149-156, Snargate Street, Dover, CT17 9BZ

Comments: Object. Snargate Street is a prime area entry route to Dover & Historical signage & architectural interest. Dover Town Council supports strongly the guidance given by Luke Gasket and also comments made by KCC senior archaeologist and wants to see the development carried out accordingly.

Application No: DOV/15/00847

Proposal: Retrospective application for change of use to guest house (Use Class C1)

15 Norman Street, Dover, CT17 9RS

Comments: Object. Proposal Low visitor quality accommodation in conservation area. Dover Town Council would like to see a proper conversion with appropriate bathroom & catering facilities provided.

Application No: DOV/15/00860

Proposal: Display of two internally illuminated notice boards and one internally illuminated logo sign

25 Market Square, Dover, CT16 1NG

Comments: Object. Over illumination in focal area of Town with residential properties. There is sufficient branding for customers to identify this large scale advertising essentially hoarding which are inappropriate in the setting

145. LATE PLANNING APPLICATIONS

Application No: DOV/15/00712

Proposal: Conversion of ground and lower ground floor to maisonette
44 Salisbury Road, Dover, CT16 1EY

Comments: Positively support

Application No: DOV/15/00877

Proposal: Erection of a rear dormer roof extension and insertion of three rooflights to the front roof slope
62 Queen's Avenue, Dover, CT17 9PT

Comments: No objection

146. LICENSING

The Committee Considered:

Application for a new premises licence in respect of Buckland Post Office, 71-71 London Road, Dover CT17 0SP

- For the sale of alcohol Monday to Sunday 08:00 to 22:00

Application for a new premises licence in respect of Cineworld, Block B, St James Area Redevelopment, Dover CT16 1QD

- Sale of alcohol Monday to Sunday 00:00 to 24:00
- Regulated Entertainment as follows
- Plays: Monday to Sunday 00:00 to 24:00

Chairman

- Films: Monday to Sunday 00:00 to 24:00
- Live Music: Monday to Sunday 00:00 to 24:00
- Recorded Music: Monday to Sunday 00:00 to 24:00
- Performance of Dance: Monday to Sunday 00:00 to 24:00
- Provision of hot food and drink Monday to Sunday 23:00 to 05:00 hours

Application for a new premises licence in respect of Bella Italia, St James Development, Dover

- Sale of alcohol the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application
08:00 to 00:00 Sunday to Thursday
08:00 to 01:00 Friday to Saturday
- Music to be provided within the Premises recorded music for extended hours at Bank Holidays and on other limited days as specified in the application
08:00 to 00:00 Sunday to Thursday
08:00 to 01:00 Friday to Saturday
- Provision of hot food and drink between
23:00 to 00:30 Sunday to Thursday
23:00 to 01:30 Friday to Saturday
- Provision of hot food and drink for extended hours at Bank Holidays and on other limited days as specified in the application

- RESOLVED:
- a) Objection to issuing of licence as applied for to Buckland Post office 71-71 London Road, Dover CT17 0SP, from 08:00 – 22:00. Sale of alcohol for off sale premises consumption should commence at 09:00 as it is believed that many people purchasing alcohol early are genuinely alcohol dependant.
 - b) No objection to the new premises licence in respect of Cineworld, Block B, St James Area Redevelopment, Dover CT16 1QD
 - c) No objection to the new premises licence in respect of Bella Italia, St James Area Redevelopment, Dover CT16 1QD

147. INFORMATION ITEMS

Committee noted

- That licencing training has been booked for 8th October at 6pm in the Council Chamber.
- Notification received from KCC advising of Road Surface Treatment at Albert Road, Dover commencing on 28th September 2015.

148. DATE OF NEXT MEETING

The next meeting will be held on the 12th October at 6pm

The meeting closed at 7.04 pm

Councillor N Rix
CHAIRMAN

Chairman

DOVER TOWN COUNCIL

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday 12th October 2015 at 6pm

PRESENT

Councillor D Boulares
Councillor P Brivio
Councillor C Precious (Mayor)
Councillor R Philpott
Councillor R Wright
Councillor R Walkden

174. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P Sherratt (Dover Society Representative) due to holiday commitments

175. DECLARATIONS OF INTEREST

Councillor R Wright declared an interest in agenda item 6 planning application DOV/15/00912 has a close relationship with a person neighbouring the property and did not vote on this item & Councillor Precious took the chair

176. MINUTES

The Committee considered the minutes of the meeting of the Committee held on the 14th September 2015.

RESOLVED: That the minutes of the meetings of the Committee held on the 14th September 2015, be approved as a correct record and signed by the Vice Chairman.

177. COMMITTEE BUDGET

The Committee noted the latest out-turn against the Committee's 2015/16 budget.

Chairman

178. DETERMINED PLANNING CONSENTS

The Committee noted the decisions of Dover District Council on the following planning applications:

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/15/00759	Telecommunication mast adjacent to 435, Folkestone Road, Dover, CT17 9JX	Granted	Neutral
DOV/15/00789	20 Monastery Avenue Dover CT16 1AB	Granted	No objection
DOV/15/00744	1D De Burgh Hill, Dover, CT17 0BS	Granted	No objection
DOV/15/00720	107 High Street, Dover, CT16 1EB	Granted	Object
DOV/15/00647	18-19 Market Square, Dover, CT16 1NX	Granted	Positive support
DOV/15/00611	Upper Floors, 9 High Street, Dover, CT16 1DP	Granted	No objection
DOV/15/00117	62 Brookfield Avenue, Dover, CT16 2AH	Refused	Object

179. APPLICATIONS FOR PLANNING CONSENT

The Committee considered applications for planning consent passed to the Town Council for consultation purposes.

RESOLVED: That the following observations be passed to the Dover District Council in relation to the applications now considered:

<u>Application No:</u>	DOV/15/00698
<u>Proposal:</u>	Change of use to offices Second Floor, 9 Waterloo Mansions, Waterloo Crescent, Dover, CT17 9BW
<u>Comments:</u>	No objection
<u>Application No:</u>	DOV/15/00863
<u>Proposal:</u>	Variation of condition 3 of planning permission DOV/15/00211 to allow extended opening hours of the shop (application under Section 73)
<u>Comments:</u>	Object. Ward councillors have great concerns the recent incidents involving attacks on members of the public were centred around this premises
<u>Application No:</u>	DOV/15/00912
<u>Proposal:</u>	Erection of a detached dwelling and associated car parking 21 Harbour View Road, Dover, CT17 0NZ

Chairman

- Comments: Strongly object. Ward councillors have had outraged residents commenting on trees being cut down & concern it will impact negatively on resident's visual amenity space. This is a form of infill development
- Application No: DOV/15/00919
- Proposal: Removal of condition 20 of planning permission DOV/11/00853 relating to level 3 of code for sustainable homes (section 73 application)
Land R/O 132 - 146 Coombe Valley Road and 1 -7 MacDonald Road,
Dover CT17 0HA
- Comments: Strongly object. Sustainable homes are valuable necessity especially in Dover where there is a high volume of need for decent housing removing the condition in the planning permission will set a bad precedent for future new builds
- Application No: DOV/15/00927
- Proposal: Erection of a two storey rear extension to facilitate conversion into two flats and creation of parking for one car
150 Clarendon Place, Dover, CT17 9QE
- Comments: Object. The development proposals seek to provide minimal spatial standards and residential quality for residents. The committee would hope that the recommendations of Dover District Council's Environmental Health are made a condition of any grant application
- Application No: DOV/15/00931
- Proposal: Replacement shop front and installation of a sun blind
22 Market Square, Dover, CT16 1NG
- Comments: No objection
- Application No: DOV/15/00960
- Proposal: Display of one internally illuminated fascia sign, one internally illuminated hanging sign and one illuminated window sign
45 High Street, Dover, CT16 1EB
- Comments: No objection
- Application No: DOV/15/00961
- Proposal: Erection of a single storey front extension (existing outbuilding to be demolished)
26 Napier Road, Dover, CT16 2HS
- Comments: Actively Support
- Application No: DOV/15/00968
- Proposal: Erection of a first floor extension
17 Castlemount Road, Dover, CT16 1SP
- Comments: Actively Support

180. LATE PLANNING APPLICATIONS

- Application No: DOV/14/01110
- Proposal: Re-advertisement: Variation of Condition 2 of planning permission DOV/13/00907 (Demolition of existing buildings to provide retail (A1) floor space in 2 main blocks together with cinema (D2) floor space, restaurant (A3) uses in a separate block, restaurant (A3/A4) uses in a further block and a retail (A1) kiosk, together with associated car parking, highway works and landscaping) to allow amendments to approved drawings to Unit 7A to include a mezzanine floor (770sqm) and internal and external alterations (application under Section 73)
St James Site (DTIZ), generally between Townwall Street, Castle Street/King Street, Russell Street, Woolcomber Street and including land fronting Flying Horse Lane Dover, CT16

Chairman

Comments: To delegate to proper officer to respond on behalf of committee on planning application once the variation of condition 2 is established

Application No: DOV/15/00966

Proposal: Erection of a single storey rear extension and a detached garage
20 Belgrave Road, Dover, CT17 9QY

Comments: Actively support

181. LICENSING

The Committee Considered:

An application for the grant of a premises licence in respect of Boat and Bus Tours Cafe, North East Quay, Western Docks, Dover, CT17 9TF.

Licensable activities include the following:

- Supply of alcohol 10:00 to 23:00 Monday – Sunday

RESOLVED: No objection for the grant of a premises licence in respect of Boat and Bus Tours Cafe, North East Quay, Western Docks, Dover, CT17 9TF.

182. INFORMATION ITEMS

Committee noted email from Dover District Council regarding appeal against planning application DOV/15/00479

183. DATE OF NEXT MEETING

The next meeting will be held on the 16th November at 6pm

The meeting closed at 18.50 pm

Councillor N Rix
CHAIRMAN

Chairman

Agenda item 8b) - page 1/3

DOVER TOWN COUNCIL

Minutes of a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE held in the Council Offices, Maison Dieu House, Biggin Street, Dover on Wednesday 23rd September 2015 at 6pm.

PRESENT

Councillor D Boulares (Vice-Chairman in the chair)
 Councillor P Brivio
 Councillor G Cowan
 Councillor C Precious (ex-officio of all Committees)
 Councillor N Rix
 Councillor P Wallace

149. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Walkden (holiday), L Burke (family commitments) and J Ward (work commitments).

150. DECLARATIONS OF INTEREST

Members present made no declarations of disclosable pecuniary and/or other interests as required by law.

151. MINUTES

The Committee considered the minutes of the meeting of the Finance & General Purposes Committee held on 3rd June 2015.

RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee held on 3rd June 2015 be approved as a correct record and signed by the Vice-Chairman.

152. TOWN COUNCIL FINANCIAL INFORMATION

The Committee noted that the schedules of payments made by the Town Council during June and July 2015 were approved and signed at the Town Council meeting held on the 9th September 2015.

The Committee considered the schedules of payments made by the Town Council during August 2015.

Chairman

The Committee noted that the Quarterly budget out-turn to June 2015 was considered and approved at the Town Council meeting held on 9th September 2015.

RESOLVED: That the schedules of payments made by the Town Council during August 2015 be laid before the next meeting of the Town Council in accordance with Standing Order 3(x).

153. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Finance & General Purposes Committee during 2015/16.

154. COUNCILLORS WARD GRANTS

The Committee noted the current situation with Councillors Ward Grants (spreadsheet handed out at the meeting).

The Committee considered Councillor Boulares' report of 15th September 2015 concerning a review of the Council Grant Guidelines (sent to Councillors before the meeting).

RESOLVED TO RECOMMEND: That the Town Council adopt the revised Ward Councillor Grant Scheme Guidelines.

155. OFFICE PREMISES & ADMINISTRATION

The Committee considered the Mayor's report of 11th September 2015 concerning the review of the Town Council's Complaints Procedure.

RESOLVED: a) That bullet point 4 on page 1 be changed to read: "The Council has a formal complaints procedure. The standard of evidence is high as such evidence may need to be presented at a Court of Law. Hearsay, rumour and opinion is not admissible. Attempts to misuse the Council's complaints procedure to pursue a personal agenda will not be tolerated";

b) That bullet point 6 be changed to read: "Council officers are employees of the Council and have not chosen to enter public life. The Council takes seriously its duty of care towards them as an employer. The Council recognises that unwarranted criticism and intrusion into their private lives through any media may be considered bullying and will not be tolerated".

RESOLVED TO RECOMMEND: That subject to the changes made in resolutions a) & b) above the Town Council adopt the amended Town Council Complaints procedure.

156. ALLOTMENTS INSPECTION - JUNE 2015

The Committee noted the RFO's report concerning the annual inspection of the Town Council's Allotment sites.

Chairman

157. INFORMATION ITEMS

The Treasurer informed the Committee that the 2016/17 budget process was underway in consultation with the Mayor, the Deputy Mayor and Chairman of the Committees.

The meeting closed at 6.42pm

Councillor D Boulares
VICE-CHAIRMAN

DRAFT

Chairman



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
From: Vice Chairman: Cllr D Boulares
Date written: 15 September 2015
Subject: WARD COUNCILLOR GRANT PROCEDURE

INFORMATION

The Town Councillor Ward Grant Scheme was last reviewed in June 2013. The draft Guidelines (copy attached) take into account experience over the last two years and amendments are proposed to better deal with the issues and challenges that have arisen.

DECISION

The Committee is recommended to resolve to recommend that the Town Council adopt the revised Ward Councillor Grant Scheme Guidelines.

Statutory Powers LGA 1972 s137

The Town Council abides by the spirit of Best Value. The Council is committed to open governance and accountability. Both Councillors and members of the public must be able to fully understand the entire picture of any project proposal when approved.

Dover Town Council

Ward Councillors Grant Scheme: Guidelines

The Ward Councillor Grant Scheme encourages local community organisations to apply for funding from the Town Council for small projects to benefit people in their Town Council Ward in accordance Town Council policies and Ambition Plan. Each year every Councillor is allocated funds from the Town Council budget for these projects. Councillors are the primary contact for those seeking a grant and will liaise with and assist them to make their application. These Guidelines are aimed at Councillors but will be useful for applicants also.

The Town Council aims to make the application procedure as simple and efficient as possible.

1	<p>Ward Councillors must discuss potential applications fully with organisations. Application forms are available on the Town Council website www.dovertowncouncil.gov.uk or if necessary from the Town Council offices</p> <p>There are 2 forms:</p> <ul style="list-style-type: none"> - One for grants up to £250 - One for grants over £250 <p>The application form and other required information ensures that the Town Council can evidence that public money has been properly expended. Applications may be returned if the forms are not completed correctly and the specified information not included in the application.</p>
2	<p>Applications are welcome for projects, items and events that will benefit people in the ward and represent good value for money.</p> <p>A Town Councillor cannot give grants for anything political or religious or for anything which is not allowed in law.</p> <p>Town Councillors cannot give grants if s/he would need to make a declaration of interest at a Town Council meeting where s/he or a connected person (such as a family member, friend or business partner) is an employee, committee member, trustee or is otherwise closely involved in the organisation. In that case another Councillor in the ward may be asked to consider the application.</p>
3	<p>Ward Councillors can combine their grant funds to support projects. In that case only one grant form should be completed. Councillors are expected to work with other Councillors in their ward to ensure that all ward councillors are fully aware of applications and there is a co-ordinated approach to funding.</p> <p>The Ward Councillor Grant Scheme is aimed at small but locally significant projects in the Ward in accordance with Town Council policies and Ambition Plan. It is not intended to replace or be an alternative to proper consideration and decisions on grant funding for larger projects by Town Council Committees through the appropriate Committee.</p> <p>In normal circumstances Ward Councillor grants to a single organisation or project should not exceed £1000 and involve no more than four Councillors. Continued/.....</p> <p>Correctly completed applications for Ward Councillor grants should be received by the Secretary to the Council at any time up to 15th March in each year.</p> <p>Unspent Councillor Ward Grants cannot be rolled over to the next year. An opportunity will be provided to fund applicant organisations that have approached the Town Council during the year with unspent Ward Grant budget.</p>

4	Where there is a vacancy in the Ward or a Councillor is given leave of absence any unspent grant may be made available to other Councillors in the relevant ward.
5	The Grant form must be accurately completed. Councillors who are supporting the application must do so in writing and state the amount of their grant budget to be allocated to the project. Councillors may sign the form, write to the Town Clerk or send an e-mail. When the form is complete it must be sent to The Town Clerk, Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW.
6	The Secretary to the Council will let the applicant know as soon as possible whether the application has been successful. Under normal circumstances grants can be processed within fourteen working days.
7	If the organisation does not spend the money on the project, item or event as detailed in the application they may be required to pay back the money.
8	Ward Councillor Grants spent and unspent are reported to the Town Council and available to the General Public.
8	The Town Clerk is happy to give advice on any matter. Please contact her to discuss the application as early as possible.



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
From: Town Mayor: Cllr C Precious
Date written: 11 September 2015
Subject: COMPLAINTS PROCEDURE

INFORMATION

The Town Council Complaints Procedure was last reviewed in September 2013. The Mayor's role is key in the process. Officers have reviewed the Procedure with me taking into account experience over the last two years and amendments are proposed to better deal with the issues and challenges that have arisen. The revised Procedure is attached.

DECISION

The Committee is recommended to resolve to recommend that Council adopt the revised Complaints Procedure.

Statutory Powers - LGA 1972 s111

The Town Council abides by the spirit of Best Value. The Council is committed to open governance and accountability. Both Councillors and members of the public must be able to fully understand the entire picture of any project proposal when approved.



DOVER TOWN COUNCIL

COMPLAINTS PROCEDURE

(Adopted by Dover Town Council on *tbc*)

DRAFT

DOVER TOWN COUNCIL

COMPLAINTS PROCEDURE

This complaints procedure document was adopted by the Town Council at its Meeting held on tbc).

We are sorry if we have not met your expectations. We strive to provide a high-quality service at all times. If you would like to informally talk through your issue, then please call in, e-mail us at the address below or telephone us on 01304 242625. If this does not resolve your complaint and you would like to make an official complaint, this procedure explains how to do it and provides a timetable for a response and action to your complaint. It also details how appeals are handled.

Dover Town Council operates according to law, statutory regulation and best practice.

- Policy matters are decided by Council at meetings open to the public. There are opportunities for members of the public to address meetings of the Council formally in addition to other informal opportunities to make their views known to Councillors.
- Council officers are responsible in law for advising the Council, and taking action on the decisions of the Council. Officers have no part in the decision making process.
- The Council acts in an open and transparent manner. Independent external and internal auditors report publicly concerning the Council. Information is also available as set out in law including under the Freedom of Information Act.
- The Council has a formal complaints procedure. The standard of evidence is high as such evidence may need to be presented at a Court of Law. Hearsay, rumour and opinion is not admissible. Attempts to misuse the Council's complaints procedure to pursue a personal agenda will not be tolerated.
- The Council welcomes constructive contributions from members of the public concerning policy issues and matters of concern to the Town. Complaints and criticism concerning Town Council policies and action should relate only to the policy issues and actions themselves. Attempts to undermine the local democratic process by the publication of allegations and information which may be selective and inaccurate concerning the personal and private lives of Councillors and Officers is wholly condemned.
- Council officers are employees of the Council and have not chosen to enter public life. The Council takes seriously its duty of care towards them as an employer. The Council recognises that unwarranted criticism and intrusion into their private lives through any media may be considered bullying and will not be tolerated.

You can submit details of your formal complaint by:

- Sending a Letter (address shown below);
- Sending an E-mail: (council@dovertowncouncil.gov.uk);
- Or by using our online form.

You must supply your name, address & either telephone or e-mail address where you can be contacted.

An acknowledgement of receipt of your complaint will be sent within 7 working days. **It is expected that Step 1 of the process will be completed within 4 weeks of receiving a complaint and Step 3 within 3 months. In extraordinary circumstances complaints may require additional time before conclusion.** ~~and a reply to your complaint within 20 working days.~~

Step 1

Please contact the member of staff or department who provided the service. Explain what has happened and let them know what you would like the Council to do to put things right. We will try to resolve your complaint at this stage.

Should the complaint concern a specific officer or councillor your name, contact details and details of the complaint, and any evidence, will be given to them to enable them to fully answer the concerns.

Step 2

If you do not accept this response to your complaint in Step 2, you can ask the Town Clerk to review your complaint. ~~He or she will give you a response within the 20 working days.~~

Step 3

If you are not satisfied with the response from the Town Clerk, you can ask for your complaint to be reviewed by the Mayor who may appoint a Panel of up to 3 Councillors to assist if appropriate. The Councillors will not have previously been involved in your complaint. You will have an opportunity to see and comment on the report written by the Town Clerk about your complaint before it goes to the Panel.

If, the complaint concerns a member of staff, the Mayor or Panel will offer both you and the member of staff an opportunity for interview, prior to making a decision.

If the complaint concerns the Town Clerk, then the Responsible Financial Officer will manage the process and liaise between you and the Mayor. In the case of the complaint concerning the Town Clerk, then the complaint should still follow Steps 1 and 2, giving the Town Clerk two opportunities to resolve the issue before progressing to Step 3.

Some disputes may need to be handled outside of our complaints procedure.

For example:

If you wish to disagree with a decision of the Council or one of its committees, where legal proceedings are involved or where you have made a claim for compensation which we refer to our insurers. In this case the Town Clerk will seek legal advice ~~from either or both KALC and NALC~~, before advising you of the process.

Staff Areas of Responsibility:

Areas of Responsibility	Who to Contact
Allotments & Grazing Land, High Meadow,	

Town Regeneration, Horticulture & Community & Services Committee	Land and Communities Officer
Events, Pencester Pavilion, Western Heights, Town Events, Freedom of Information , Civic & Special Projects Committee, Civic Events	Management Process Officer
Maison Dieu House & Dover Town War Memorial, Freedom of Information Civic Events & Mayoralty , Council Meetings & Finance & General Purposes Committee	Secretary to the Town Council
Financial Matters	Responsible Financial Officer
All other matters	Town Clerk

Address for Complaints or Correspondence:

**Dover Town Council
Maison Dieu House
Biggin Street
DOVER
Kent CT16 1DW**

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DOVER TOWN COUNCIL

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Tuesday 29th September at 6pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor A Jenner
 Councillor S Jones
 Councillor J Lamoon
 Councillor C Precious (Chairman)
 Councillor N Rix
 Councillor P Wallace
 Councillor G Wanstall
 Councillor R Wright

151. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Wood (due to other commitments); Councillor S Dimmock (delayed in traffic) & Councillor D Boulares (due to ill health)

152. DECLARATIONS OF INTEREST

Councillor Rix declared an interest in agenda item 7b as one of the tenders was a company in which he had a financial interest. He left the room while discussions & voting took place on that agenda item;

Councillor Jones declared an interest in agenda item 8 as a member of DPAC she left the room while discussions & voting took place on that agenda item

153. MINUTES

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 30th June 2015.

RESOLVED: That the Minutes of the meeting of the Committee held on the 30th June 2015 be approved as a correct record and signed by the Chairman.

154. BUDGET

The Committee noted latest out-turn against the Committee's 2015/16 budget.

Chairman

156. MEETING PROGRESS SHEETS

The Committee noted outstanding items concerning resolutions made by the Community and Services Committee 2015/16.

157. ALLOTMENTS

The Committee noted the Clerk to the Committee's report regarding the allotment update since 30th June 2015.

The Committee considered the Chairman's report regarding the installation of fencing & gates at Pilots Meadow Allotments

The Committee considered a date for the Tenants Open Allotment Meeting 2015/16

RESOLVED: a) (i) To vire £10,000 from the Town Regeneration provision to Allotment Maintenance provision in the committees 2015/16 budget;

(ii) To let the contract for the installation of new palisade fencing & gates at Pilots Meadow Place Allotments to provider B;

(iii) To delegate to the Proper Officer all negotiations and agreements for the delivery and installation of new palisade fencing & gates at Pilots Meadow Place Allotments, the costs to be met from Allotments Maintenance provision in the Community & Services Committee's 2015/16 budget;

b) That the open allotment tenants meeting 2015/16 be held during November at a time to be arranged with the Chairman.

158. TOWN REGENERATION

The Committee considered the Chairman's report regarding a Dover Life Special Edition

The Committee considered the Chairman's report regarding the clearance of land & scrub at High Meadow Nature Reserve (Councillor Rix left the room while this agenda item was being considered and voted on)

The Committee considered Dover District Council's Strategic Indoor Leisure Needs Assessment

RESOLVED: a) To produce a Special Edition of Dover Life at a cost of up to £7,000 + VAT to be met from the Town Regeneration & Development budget 2015/16. All negotiations & agreements in relation to the publication be delegated to the Proper Officer in consultation with the Mayor;

Councillor Jones requested a recorded vote as provided for in standing order 1q

*Councillors voting for:-
Councillor A Jenner
Councillor J Lamoon
Councillor C Precious*

*Councillors abstaining:-
None*

Chairman

Councillor N Rix
 Councillor P Wallace
 Councillor G Wanstall
 Councillor R Wright

Councillors voting against:-
 Councillor S Jones

b)(i) To appoint Contractor A for the clearance of land & scrub at High Meadow Nature Reserve in accordance with the tender

(ii) Make necessary budget changes to provide a budget of £10,000 to cover any shortfall in HLF funding though Up on the Downs for the clearance of land & scrub at High Meadow Nature Reserve from the Town Regeneration & Development budget 2015/16;

(iii) Delegate negotiations & agreements in relation to the works at High Meadow to the Proper Officer in consultation with the Chairman of the Committee ;

c) That Committee members to pass their comments to the Town Clerk regarding Dover District Council's Strategic Indoor Leisure Needs Assessment by Friday 2nd October and the Town Clerk be authorised to respond on behalf of the Town Council.

159. **APPLICATIONS FOR FINANCIAL ASSISTANCE & ASSISTANCE PREVIOUSLY GIVEN**

The Committee considered the following application for financial assistance;
 (Councillor Jones left the room while this agenda item was being considered and voted on)

1. Dover Partnership Against Crime

RESOLVED: That a grant of £10,000 be made to Dover Partnership against Crime for the purchase of new digital radios, the costs to be met from the Town Regeneration & Development Provision in the Committee's 2015/16 budget

160. **INFORMATION ITEMS**

The committee noted that the Town council 2016/17 budget process is underway in consultation with the Mayor, Deputy Mayor and Chairmen of Committees.

161. **URGENT DECISIONS**

The Committee noted urgent decision UD 15/16-001 re: purchase of security fencing at contaminated site on High Meadow

162. **DATE OF NEXT MEETING**

The next meeting will be held on 3rd November 2015 at 6pm

Chairman

The meeting closed at 6.50pm

CHAIRMAN
Councillor C Precious

DRAFT

Chairman

Agenda item 8d) - page 1/3

DOVER TOWN COUNCIL

Minutes of a meeting of the CIVIC AND SPECIAL PROJECTS COMMITTEE held in the Council Offices, Maison Dieu House, Biggin Street, Dover on Tuesday 6th October 2015 at 6pm.

PRESENT

Councillor P Brivio
 Councillor L A Burke
 Councillor G Cowan
 Councillor J Lamoon
 Councillor V L Philpott - Chairman
 Councillor C Precious (Town Mayor)
 Councillor G Wanstall
 Councillor J Ward
 Councillor M Wood - Vice-Chairman

163. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor S Dimmock (work commitments).

164. DECLARATIONS OF INTEREST

Members present made no declarations of disclosable pecuniary and / or any other interests as required by law.

165. MINUTES

The Committee considered the Minutes of the meeting of the Civic & Special Projects Committee held on 21st July 2015 and the Minutes of the Extraordinary Civic & Special Projects Committee held on 26th August 2015.

- RESOLVED:
- a) That the Minutes of the meeting of the Civic & Special Projects Committee held on 21st July 2015 be approved as a correct record and signed by the Chairman;
 - b) That the Minutes of the Extraordinary meeting of the Civic & Special Projects Committee held on 26th August 2015 be approved as a correct record and signed by the Chairman.

Chairman

166. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Civic & Special Projects Committee 2015/16.

167. CHANGE ORDER OF BUSINESS

RESOLVED: That in accordance with Standing Order 7A (vi) the order of business be changed so that Agenda Item 7 be considered prior to Agenda Item 5.

168. MILITARY COVENANT - DOVER

The Committee received a presentation from Groundwork South concerning the Military Covenant in Dover.

169. BUDGET

The Committee noted the latest out-turn against the Committee's 2015/16 budget.

The Committee noted the Responsible Financial Officer's update concerning the St. Georges Day budget provision and spend.

170. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

- a) Dover Arts Development;
- b) The Royal British Legion – Dover White Cliffs Branch.

The Committee considered the Chairman of the Committee's report dated 22nd September 2015 concerning the My Dover Porchlight Project.

- RESOLVED:
- a) That the Committee make a grant of £975 to the Dover Arts Development. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2015/16 budget;
 - b) That the Committee purchase the Standard & Accessories required for the Dover White Cliffs Branch of the Royal British Legion, to a maximum cost of £845. Costs to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2015/16 budget;
 - c) That a maximum grant of £3,870 be awarded to the Dover Smart Project to deliver the My Dover Porchlight Project. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2015/16 budget;
 - d) That all arrangements be delegated to the Proper Officer in consultation with the Chairman of the Committee.

171. PEOPLE OF DOVER AWARDS - 2016

The Committee considered the Chairman of the Committee's report dated 15th September 2015 concerning the People of Dover Awards for 2016.

Chairman

RESOLVED: a) That the People of Dover Awards be run in 2016; Costs to be met from the People of Dover Awards provision in the Civic & Special Project Committee's 2016/17 budget;

b) That all arrangements be delegated to the Proper Officer in consultation with the Chairman of the Committee.

172. INFORMATION ITEMS

The Committee noted:

- a) A letter of thanks dated 13th August 2015 from the Dover & Deal Sea Cadets;
- b) Dover Transport Museum's letter of thanks, including feedback, dated 10th July 2015, relating to a grant awarded by the Committee;
- c) The Town Clerk's oral report concerning the Dover Music Festival.

173. DATE OF NEXT MEETING

The next meeting will be held on 16th February 2016 at 6pm.

The meeting closed at 7.40pm

Councillor V L Philpott
CHAIRMAN

Chairman

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Printed on : 04/09/2015

Dover Town Council 31.3.2016

Page No 1

At : 13:31

Co-Op Current Account

Payments By Supplier

August 2015

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Affinity Water Ltd (Southeast)						
07/08/2015	3069	Water charges	61.21	0.00	61.21	VAT
27/08/2015	3078	Allotment water	623.48	0.00	623.48	VAT
			684.69	0.00	684.69	
Agwood Ltd						
07/08/2015	3048	Gardening	65.82	0.00	65.82	VAT
Ann & Pams Florist						
07/08/2015	3047	Floral tribute	40.00	0.00	40.00	VAT
Bates Office Services Ltd						
07/08/2015	3049	Office supplies	231.26	0.00	231.26	VAT
27/08/2015	3070	Office supplies	502.92	0.00	502.92	VAT
			734.18	0.00	734.18	
Bibby Factors Sussex Ltd						
07/08/2015	3050	Allotment skips	204.00	0.00	204.00	VAT
27/08/2015	3071	Allotment skips	204.00	0.00	204.00	VAT
			408.00	0.00	408.00	
BLITZ Cleaners Ltd						
27/08/2015	3077	Cleaners - Maison Dieu House	518.40	0.00	518.40	VAT
Capita payroll						
19/08/2015	DD/CAP/AU	Salaries July 2015	21,307.45	0.00	21,307.45	OTS
Clarendon & Westbury Community Association						
12/08/2015	798	Councillor Grant	100.00	0.00	100.00	VAT
Commercial Services Trading Ltd						
07/08/2015	3051	Town vehicle lease	4,308.00	0.00	4,308.00	VAT
CoOp Bank						
05/08/2015	DD/COOP	Bank Charge	33.44	0.00	33.44	E
			31.44	0.00	33.44	
CoOp Bank						
05/08/2015	DD/COOP	Bank charge	-3.00	0.00	-3.00	OTS
CoOp Bank						
26/08/2015	DD	Bank charge amendment	12.00	0.00	12.00	E
			14.00	0.00	12.00	
Dover & Deal Sea Cadets						
07/08/2015	3055	Grant	1,500.00	0.00	1,500.00	VAT
Dover Bowls Club						
07/08/2015	3054	Grant	775.00	0.00	775.00	VAT
Dover District Council						
19/08/2015	DD/DDC/8	Rates- Maison Dieu House	1,208.00	0.00	1,208.00	VAT
19/08/2015	DD/DDC/Au	Rates -Poulton Close	293.00	0.00	293.00	VAT
			1,501.00	0.00	1,501.00	
Dover Heritage Taxis						

At : 13:31

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
07/08/2015	3056	Mayoral engagement	11.16	0.00	11.16	VAT
27/08/2015	3073	Mayoral engagement	79.56	0.00	79.56	VAT
			90.72	0.00	90.72	
Dover Smart Project						
07/08/2015	3058	Grant	1,200.00	0.00	1,200.00	VAT
E. J. Ditton & Co Ltd						
07/08/2015	3059	Lighting repairs	49.20	0.00	49.20	VAT
27/08/2015	3074	Lighting repairs	216.60	0.00	216.60	VAT
			265.80	0.00	265.80	
Express Bingo (Discount) Co. Ltd.						
10/08/2015	CC/Jul15	Councillor Grant St. Nicholas Bingo Club	212.04	0.00	212.04	VAT
GGG (Kent) Ltd						
07/08/2015	3060	Boiler repairs	793.32	0.00	793.32	VAT
Harrison External Display Systems						
27/08/2015	3075	Flag	71.94	0.00	71.94	VAT
Invicta IT Solutions Ltd						
03/08/2015	DD/IIT/Aug	IT Support	150.00	0.00	150.00	VAT
07/08/2015	3061	IT Support	73.80	0.00	73.80	VAT
27/08/2015	3076	IT Support	84.00	0.00	84.00	VAT
			307.80	0.00	307.80	
Jewson Ltd						
07/08/2015	3062	Allotment maintenance	16.46	0.00	16.46	VAT
Kent Association of Local Councils						
07/08/2015	3064	Training	72.00	0.00	72.00	VAT
Kent County Council (KCS)						
07/08/2015	3063	Photocopier repair	617.28	0.00	617.28	VAT
Lifesaver Emergency Response						
26/08/2015	796	Councillor Grant :V J Day Event	100.00	0.00	100.00	OTS
Mayor of Faversham's Charity Fund						
07/08/2015	3066	Mayoral engagement	32.50	0.00	32.50	VAT
Michaels Civic Robes						
07/08/2015	3065	Town Sergeant Uniform	1,930.20	0.00	1,930.20	VAT
Mr P Peacock						
07/08/2015	3052	Allotment work	400.00	0.00	400.00	VAT
27/08/2015	3072	Allotment work	710.00	0.00	710.00	VAT

At : 13:31

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
			1,110.00	0.00	1,110.00	
Mrs H Clague						
07/08/2015	3053	Training	250.00	0.00	250.00	VAT
National Association of Local Councils						
07/08/2015	3067	Training	108.00	0.00	108.00	VAT
Petty Cash						
21/08/2015	797	Petty cash transfer	125.27	0.00	125.27	
R & B Enginnering Ltd						
07/08/2015	3068	Barrier repair	48.00	0.00	48.00	VAT
SITA UK Ltd						
27/08/2015	DD/Sita	Waste removal	70.49	0.00	70.49	VAT
Southern Communications Ltd						
20/08/2015	DD/SC/Aug	Phone charges	144.04	0.00	144.04	VAT
Southern Electric						
03/08/2015	DD-	Electricity charges	88.23	0.00	88.23	VAT
St Mary's Arts Trust						
07/08/2015	794	Grant	750.00	0.00	750.00	VAT
The Dover Film Festival Societ						
07/08/2015	3057	Grant	1,500.00	0.00	1,500.00	VAT
Petty Cash						
06/08/2015	793	Petty cash transfer	345.59	0.00	345.59	
Zen Internet Ltd						
26/08/2015	DD/Zen/Aug	Internet	25.52	0.00	25.52	VAT
			42,260.18	0.00	42,260.18	

At : 13:29

HSBC Current Account

Payments By Supplier

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
HSBC Bank	03/08/2015	BS24	Bank charges	5.73	0.00	5.73	E
				<u>5.73</u>	<u>0.00</u>	<u>5.73</u>	

Date: 10/09/2015

Dover Town Council 31.3.2016

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Cash Book 3

User : DMB

Cash book 3

For Month No : 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Transaction Detail</u>
31/08/2015	Cash Book 3 - expenses	AUG	85.20			4023 103	1.15 Milk
						4075 105	5.30 Refreshments
						4075 105	15.00 Refreshments
						4023 103	1.59 Milk
						4023 103	2.30 Milk
						4023 103	1.15 Milk
						4023 103	1.05 Milk
						4091 199	14.99 Batteries
						4091 199	17.99 Kitchen equipment
						4023 103	1.80 Newspapers
						4075 105	2.00 Refreshments
						4036 101	3.00 Handwash
						4075 105	13.98 Refreshments
						4430 402	3.90 Key
31/08/2015	Allotments - key returns	AUG	15.00			1085 402	5.00 Allotments - key deposit return
						1083 402	10.00 Allotments - key deposit return
Total Payments for Month			100.20	0.00	0.00		100.20
Balance Carried Fwd			448.84				
Cash Book Totals			549.04	0.00	0.00		549.04

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Transaction Detail</u>
31/08/2015	Cash Book 4 - expenses	AUG	54.99		9.17	4015 101 4113 110	8.33 Civic car wash 37.49 Uniform
Total Payments for Month			54.99	0.00	9.17		45.82
Balance Carried Fwd			185.69				
Cash Book Totals			<u>240.68</u>	<u>0.00</u>	<u>9.17</u>		<u>231.51</u>

Date: 10/09/2015

Dover Town Council 31.3.2016

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Cash Book 5

User: DMB

Cash Book 5

For Month No : 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Transaction Detail</u>
31/08/2015	Cash Book 5 - expenses	AUG	239.61		27.43	4015 101	16.67 Fuel - civic vehicle
						4430 402	30.00 Maxton fence repair
						4414 101	25.00 Bandstand repair
						4430 402	33.60 Wood - allotments
						4015 101	33.33 Fuel/community veh
						4021 103	20.00 Telephone
						4015 101	50.00 Fuel/community veh
						4046 101	1.91 Cleaning materials
						4036 101	1.67 Paintbrush
Total Payments for Month			239.61	0.00	27.43		212.18
Balance Carried Fwd			59.39				
Cash Book Totals			<u>299.00</u>	<u>0.00</u>	<u>27.43</u>		<u>271.57</u>

Date: 10/09/2015

Dover Town Council 31.3.2016

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Cash Book 9

User: DMB

Cash Book 9

For Month No : 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Transaction Detail</u>
			Balance Brought Fwd :	52.79			52.79
31/08/2015	Cash Book 9 - expenses	AUG	140.99		0.42	4031 103	5.60 Staff development
						4015 101	30.60 Fuel civic car
						4023 103	2.09 Batteries
						4030 103	26.28 Travel
						4031 103	5.60 Travel
						4031 103	70.40 Travel
	Total Payments for Month		140.99	0.00	0.42		140.57
	Balance Carried Fwd		151.81				
	Cash Book Totals		<u>345.59</u>	<u>0.00</u>	<u>0.42</u>		<u>345.17</u>

At : 12:02

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Bates Office Services Ltd						
29/09/2015	3107	Office Supplies	106.54	0.00	106.54	VAT
Brandon Hire						
29/09/2015	3106	Regatta Lighting	441.80	0.00	441.80	VAT
Came & Company						
29/09/2015	3110	Insurance	943.40	0.00	943.40	VAT
Capel Groundworks Ltd						
29/09/2015	3109	Archway-Market Square	2,940.00	0.00	2,940.00	VAT
Capita Business Services Limit						
29/09/2015	3108	Payroll Services	263.38	0.00	263.38	VAT
Capital Payroll						
14/09/2015	DD/CAPITA	Salaries - September	21,046.95	0.00	21,046.95	OTS
Cash Book 5						
03/09/2015	800	Internal Funds Transfer	239.61	0.00	239.61	
CoOp Bank						
08/09/2015	CC/SEPT	Training	239.27	0.00	239.27	E
08/09/2015	CC/SEPT	Bank Charges	2.00	0.00	2.00	E
			241.27	0.00	241.27	
D Hunt-Cooke Gardening						
29/09/2015	3113	Gardening Services	75.00	0.00	75.00	VAT
D Sharp						
29/09/2015	3111	Window Cleaning	255.00	0.00	255.00	VAT
Dover District Council						
21/09/2015	DD/DDC	Business Rates	1,208.00	0.00	1,208.00	VAT
21/09/2015	DD/DDC/PC	Business Rates	293.00	0.00	293.00	VAT
29/09/2015	3112	Street Trading Licence	490.00	0.00	490.00	VAT
			1,991.00	0.00	1,991.00	
E. J. Ditton & Co Ltd						
29/09/2015	3114	Pencester Pavilion Electrical Maintenance	247.55	0.00	247.55	VAT
ESS (Utility Consultants) Ltd						
01/09/2015	DD/ESS	Energy Commission	11.33	0.00	11.33	VAT
30/09/2015	DD/ESS	Energy Commission	21.40	0.00	21.40	VAT
			32.73	0.00	32.73	
FF Harvey						
29/09/2015	3116	Maison Dieu	285.60	0.00	285.60	VAT
Frama UK Ltd						
02/09/2015	DD/Frama	Purchase Ledger Payment	200.00	0.00	200.00	VAT
22/09/2015	DD/Frama	Purchase Ledger Payment	200.00	0.00	200.00	VAT
29/09/2015	3115	Postage	495.00	0.00	495.00	VAT
			895.00	0.00	895.00	
Co-op Bank						
08/09/2015	DD/G036	Office Supplies	26.94	0.00	26.94	VAT

At : 12:02

Co-Op Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Invicta IT Solutions Ltd						
02/09/2015	DD/IIT	IT Support	150.00	0.00	150.00	VAT
29/09/2015	3117	IT Support	73.80	0.00	73.80	VAT
			223.80	0.00	223.80	
Key Services (South East) Ltd						
29/09/2015	3124	Signage	339.60	0.00	339.60	VAT
Land Registry						
15/09/2015	DD/LReg	Land Searches	24.00	0.00	24.00	VAT
21/09/2015	DD/LReg	Purchase Ledger Payment	6.00	0.00	6.00	VAT
			30.00	0.00	30.00	
Ms L A Riding						
29/09/2015	3121	Regatta Entertainment	150.00	0.00	150.00	VAT
National Society of Allotment						
29/09/2015	3118	Subscription	66.00	0.00	66.00	VAT
Northbourne Engineering Ltd						
29/09/2015	3119	Archway-Market Square	4,404.00	0.00	4,404.00	VAT
RBS Software Solutions						
29/09/2015	3120	IT Support	133.20	0.00	133.20	VAT
SITA UK Ltd						
30/09/2015	DD/SITA	Waste Removal	70.49	0.00	70.49	VAT
SLCC Enterprises Ltd						
29/09/2015	3122	Training	20.00	0.00	20.00	VAT
Southern Communications Ltd						
18/09/2015	DD/SComm	Telephones	146.14	0.00	146.14	VAT
Southern Electric						
08/09/2015	DD/BGAS	Gas	91.45	0.00	91.45	VAT
21/09/2015	DD/SSE	Electricity	17.53	0.00	17.53	VAT
			108.98	0.00	108.98	
St John Ambulance						
29/09/2015	3123	Regatta First Aid	456.00	0.00	456.00	VAT
St.Edmund of Abingdon Memorial						
29/09/2015	3125	Mayoral Engagement	5.00	0.00	5.00	VAT
Zen Internet Ltd						
01/09/2015	DD/Zen	Internet	25.52	0.00	25.52	VAT
			36,210.50	0.00	36,210.50	

At : 14:56

HSBC Current Account

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Co-Op Current Account						
14/09/2015	14/9	Internal funds transfer	50,000.00	0.00	50,000.00	
HSBC Bank						
03/09/2015	CB1/SEPT	Bank charges	5.73	0.00	5.73	E
			<u>50,005.73</u>	<u>0.00</u>	<u>50,005.73</u>	

At : 10:06

Cash book 3

Payments By Supplier

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
CB3/Sept	30/09/2015	CB3/SEPT	Expenses	146.82	0.00	146.82	E
CB3/SEPT	30/09/2015	CB3/SEPT	Allotment key deposit return	5.00	0.00	5.00	OTS
				<u>151.82</u>	<u>0.00</u>	<u>151.82</u>	

At : 15:06

Cash Book 5

Payments By Supplier

	<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
CB5/SEPT							
	30/09/2015	CB5/SEPT	Expenses	194.96	22.97	217.93	S
				<u>194.96</u>	<u>22.97</u>	<u>217.93</u>	

At : 12:44

Cash Book 6

Payments By Supplier

<u>Date</u>	<u>Cheque Number</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Mayoral expenses						
29/09/2015	CB6/SEPT	Engagement expenses	15.80	0.00	15.80	E
			<u>15.80</u>	<u>0.00</u>	<u>15.80</u>	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Finance & General Purposes**101 Premises and Services**

4010	Loan Interest	18,360	7,580	18,360	10,780		10,780	41.3 %
4011	Rates	11,809	7,247	13,500	6,254	4,832	1,422	89.5 %
4012	Water/Sewerage	1,156	677	1,150	473		473	58.9 %
4014	Electricity	2,681	1,344	3,600	2,256		2,256	37.3 %
4015	Town Vehicles	11,087	8,619	12,000	3,381		3,381	71.8 %
4025	Insurance - premises	4,147	4,000	4,000	0		0	100.0 %
4034	Contract Cleaning	4,772	2,632	6,100	3,468		3,468	43.1 %
4035	Window Cleaning	1,530	1,020	1,600	580		580	63.8 %
4036	Premises Maintenance	33,125	3,588	26,000	22,412	2,024	20,388	21.6 %
4037	Gas - heating	1,496	1,298	3,750	2,452	132	2,320	38.1 %
4038	Service/Maint Alarms	3,785	1,090	3,600	2,510		2,510	30.3 %
4039	Lift Servicing	1,451	150	850	700		700	17.6 %
4043	Civil Ceremonies	576	95	0	-95		-95	0.0 %
4045	War Memorial Maintenance	124	0	2,000	2,000	180	1,820	9.0 %
4046	Town Workshop	11,406	5,334	11,000	5,666	4,627	1,039	90.6 %
4414	Pencaster Pavilion Maintenance	5,667	868	4,000	3,132	180	2,952	26.2 %
	Premises and Services :- Expenditure	113,171	45,542	111,510	65,968	11,975	53,993	51.6 %
1050	Misc Income	3,193	867	0	867			0.0 %
1105	Civil Ceremonies	1,700	1,800	0	1,800			0.0 %
	Premises and Services :- Income	4,893	2,667	0	2,667			

Net Expenditure over Income **108,278** **42,876** **111,510** **68,634**

102 Admin - Staff Costs

4013	Staff costs transfer A/C	0	-1,923	0	1,923		1,923	0.0 %
4018	Staff costs - total	245,303	127,018	262,500	135,482		135,482	48.4 %
	Admin - Staff Costs :- Expenditure	245,303	125,096	262,500	137,404	0	137,404	47.7 %

Net Expenditure over Income **245,303** **125,096** **262,500** **137,404**

103 Administration

4020	Publications	70	93	600	507		507	15.5 %
4021	Telephone	1,521	852	2,500	1,648	118	1,530	38.8 %
4022	Postage	1,787	1,426	2,500	1,074		1,074	57.0 %
4023	Office Supplies	2,879	2,109	6,500	4,391	147	4,244	34.7 %
4024	Insurance - general	4,666	4,586	7,750	3,164		3,164	59.2 %
4027	Office Equipment Repairs	40	0	650	650		650	0.0 %

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4028	Photocopier	1,536	1,006	2,000	994		994	50.3 %
4029	Clerk's Meeting Costs	53	0	500	500		500	0.0 %
4030	Travel & Subsistence Officers	334	319	600	281		281	53.2 %
4031	Staff Development	15,681	1,084	15,000	13,916	55	13,861	7.6 %
4032	Recruitment	95	0	1,000	1,000		1,000	0.0 %
4042	Car Parking Permits	1,850	1,331	2,600	1,269		1,269	51.2 %
4051	Bank Charges	187	98	250	152		152	39.1 %
	Administration :- Expenditure	30,699	12,904	42,450	29,546	320	29,226	31.2 %
1050	Misc Income	0	2	0	2			0.0 %
1076	Precept	696,800	696,800	696,800	0			100.0 %
1096	Bank Interest	3,343	1,192	1,500	-308			79.4 %
	Administration :- Income	700,143	697,993	698,300	-307			100.0 %
	Net Expenditure over Income	-669,444	-685,089	-655,850	29,239			
104	Professional Fees & Subs.							
4054	Sundry Subscriptions	2,343	2,121	3,200	1,079		1,079	66.3 %
4056	Legal & Valuation Advice	12,590	5,912	20,000	14,089	750	13,339	33.3 %
4057	Audit Fee	2,750	1,900	4,100	2,200		2,200	46.3 %
4058	Payroll Fee	878	219	1,250	1,031		1,031	17.6 %
4059	Computer Support	7,847	2,980	8,000	5,020	466	4,554	43.1 %
	Professional Fees & Subs. :- Expenditure	26,408	13,132	36,550	23,418	1,216	22,202	39.3 %
	Net Expenditure over Income	26,408	13,132	36,550	23,418			
105	Town Council							
4070	Councillors External Expenses	6	0	1,000	1,000		1,000	0.0 %
4071	Councillors Training	269	4	2,000	1,996	45	1,951	2.5 %
4072	Gifts & Presentations	0	0	500	500		500	0.0 %
4073	Elections/Town Poll	5	0	23,000	23,000		23,000	0.0 %
4075	TC Functions & Gen Hospitality	600	455	2,500	2,045	137	1,908	23.7 %
4076	Parish Basic Allowance	9,520	4,760	11,500	6,740		6,740	41.4 %
	Town Council :- Expenditure	10,400	5,219	40,500	35,281	182	35,099	13.3 %
	Net Expenditure over Income	10,400	5,219	40,500	35,281			
106	Grants & Projects							
4060	Councillor Ward Grants	18,000	4,766	18,000	13,234	190	13,044	27.5 %
4062	Local services action	20,000	0	0	0		0	0.0 %
4064	New Community Initiatives	0	0	20,000	20,000	20,000	0	100.0 %
	Grants & Projects :- Expenditure	38,000	4,766	38,000	33,234	20,190	13,044	65.7 %

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1106	Government settlement 2013-14	70,014	0	0	0			0.0 %
	Grants & Projects :- Income	<u>70,014</u>	<u>0</u>	<u>0</u>	<u>0</u>			
	Net Expenditure over Income	<u>-32,014</u>	<u>4,766</u>	<u>38,000</u>	<u>33,234</u>			
199	Capital Expenditure							
4091	Office Equipment	9,532	239	10,000	9,761	64	9,697	3.0 %
	Capital Expenditure :- Expenditure	<u>9,532</u>	<u>239</u>	<u>10,000</u>	<u>9,761</u>	<u>64</u>	<u>9,697</u>	<u>3.0 %</u>
	Net Expenditure over Income	<u>9,532</u>	<u>239</u>	<u>10,000</u>	<u>9,761</u>			
501	Marketing & Publicity							
4501	Communications/Consultations	19,797	436	6,000	5,564		5,564	7.3 %
	Marketing & Publicity :- Expenditure	<u>19,797</u>	<u>436</u>	<u>6,000</u>	<u>5,564</u>	<u>0</u>	<u>5,564</u>	<u>7.3 %</u>
	Net Expenditure over Income	<u>19,797</u>	<u>436</u>	<u>6,000</u>	<u>5,564</u>			
	Finance & General Purposes :- Expenditure	<u>493,310</u>	<u>207,334</u>	<u>547,510</u>	<u>340,176</u>	<u>33,947</u>	<u>306,229</u>	<u>44.1 %</u>
	Income	<u>775,050</u>	<u>700,660</u>	<u>698,300</u>	<u>2,360</u>			<u>100.3 %</u>
	Net Expenditure over Income	<u>-281,739</u>	<u>-493,326</u>	<u>-150,790</u>	<u>342,536</u>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Planning**201 Planning**

4201	Planning	764	12	1,000	988		988	1.2 %
	Planning :- Expenditure	<u>764</u>	<u>12</u>	<u>1,000</u>	<u>988</u>	<u>0</u>	<u>988</u>	<u>1.2 %</u>
	Net Expenditure over Income	<u>764</u>	<u>12</u>	<u>1,000</u>	<u>988</u>			
	Planning :- Expenditure	<u>764</u>	<u>12</u>	<u>1,000</u>	<u>988</u>	<u>0</u>	<u>988</u>	<u>1.2 %</u>
	Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>764</u>	<u>12</u>	<u>1,000</u>	<u>988</u>			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic and Special Projects								
110 Mayoral Costs								
4101	Mayoral Expense of Office	3,055	1,540	5,750	4,210	368	3,842	33.2 %
4102	Mayor's Hospitality	505	550	1,500	950		950	36.7 %
4103	Chaplain's Allowance	125	0	125	125		125	0.0 %
4104	Mayor Making	2,298	2,320	2,500	180		180	92.8 %
4105	Badges of Office	0	0	500	500		500	0.0 %
4112	Sergeant Officer/Travel	0	0	100	100		100	0.0 %
4113	Uniforms/Chauffeur	767	55	250	195		195	22.1 %
	Mayoral Costs :- Expenditure	6,750	4,465	10,725	6,260	368	5,892	45.1 %
	Net Expenditure over Income	6,750	4,465	10,725	6,260			
111 Mayoral Charity Fundraising								
4150	Mayor's Charitable events	682	0	0	0		0	0.0 %
	Mayoral Charity Fundraising :- Expenditure	682	0	0	0	0	0	
1113	Mayor's Charitable events	682	41	0	41			0.0 %
	Mayoral Charity Fundraising :- Income	682	41	0	41			
	Net Expenditure over Income	0	-41	0	41			
301 Civic Functions								
4301	Remembrance Day	2,539	96	2,675	2,579	1,385	1,194	55.4 %
4302	Zeebrugge Raid	1,053	2,712	2,150	-562		-562	126.1 %
4304	Other Links/Functions	372	0	750	750		750	0.0 %
4305	Civic Hospitality	20	227	1,000	773		773	22.7 %
4307	People of Dover Awards	871	716	1,050	334		334	68.2 %
4308	Honorary Freemen	0	0	250	250		250	0.0 %
4309	Civic Twinning	546	0	700	700		700	0.0 %
	Civic Functions :- Expenditure	5,400	3,751	8,575	4,824	1,385	3,439	59.9 %
1050	Misc Income	5	0	0	0			0.0 %
	Civic Functions :- Income	5	0	0	0			
	Net Expenditure over Income	5,395	3,751	8,575	4,824			
302 Custodial Costs								
4310	Robes	120	1,693	500	-1,193		-1,193	338.6 %
4311	Insurance - Civic Regalia	2,000	2,000	2,000	0		0	100.0 %
4313	Repairs	2,522	0	500	500		500	0.0 %
	Custodial Costs :- Expenditure	4,642	3,693	3,000	-693	0	-693	123.1 %
	Net Expenditure over Income	4,642	3,693	3,000	-693			

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303	Town Events							
4063	Events/Activities Facilitation	15,879	11,839	31,500	19,661	12,839	6,822	78.3 %
4303	Zeebrugge links	747	0	0	0		0	0.0 %
4329	Pencester Pav Maint to 2010/11	0	161	0	-161		-161	0.0 %
4412	Festival Lights	17,945	395	26,000	25,605	24,000	1,605	93.8 %
	Town Events :- Expenditure	34,572	12,395	57,500	45,105	36,839	8,266	85.6 %
1050	Misc Income	205	0	0	0			0.0 %
	Town Events :- Income	205	0	0	0			
	Net Expenditure over Income	34,367	12,395	57,500	45,105			
601	Sports Projects							
4410	Western Heights (maint)	1,076	545	1,650	1,105		1,105	33.0 %
4420	Western Heights Development	15,490	0	0	0		0	0.0 %
4421	Sports/Health Development Fund	5,994	4,219	15,000	10,781	1,479	9,302	38.0 %
	Sports Projects :- Expenditure	22,560	4,764	16,650	11,886	1,479	10,407	37.5 %
	Net Expenditure over Income	22,560	4,764	16,650	11,886			
	Civic and Special Projects :- Expenditure	74,606	29,069	96,450	67,381	40,071	27,310	71.7 %
	Income	892	41	0	41			0.0 %
	Net Expenditure over Income	73,714	29,028	96,450	67,422			

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community and Services							
304 Tourism							
4336	Visitor Information Centre	20,000	0	20,000	20,000	20,000	0 100.0 %
	Tourism :- Expenditure	20,000	0	20,000	20,000	20,000	0 100.0 %
	Net Expenditure over Income	20,000	0	20,000	20,000		
401 Community Projects and Support							
4401	Horticultural	5,458	1,723	5,750	4,027	3,193	834 85.5 %
4405	River Dour Project	0	0	30,000	30,000	30,000	0.0 %
4422	Town Regeneration & Developmnt	74,247	13,479	60,000	46,521	31,919	14,602 75.7 %
4427	Public Conveniences	27,332	1,068	39,000	37,932	18,300	19,632 49.7 %
	Community Projects and Support :- Expenditure	107,037	16,270	134,750	118,480	53,412	65,069 51.7 %
1050	Misc Income	250	0	0	0		0.0 %
1060	Grants Received	0	10,000	0	10,000		0.0 %
1112	Government settlement 2015-16	0	47,333	47,333	0		100.0 %
	Community Projects and Support :- Income	250	57,333	47,333	10,000		121.1 %
	Net Expenditure over Income	106,787	-41,064	87,417	128,481		
402 Allotments							
4430	Allotments maintenance	19,888	11,426	26,500	15,074	8,314	6,760 74.5 %
	Allotments :- Expenditure	19,888	11,426	26,500	15,074	8,314	6,760 74.5 %
1050	Misc Income	0	894	0	894		0.0 %
1080	Allotments	12,870	11,994	12,000	-6		100.0 %
1100	Grazing Fees	952	0	0	0		0.0 %
	Allotments :- Income	13,822	12,888	12,000	888		107.4 %
	Net Expenditure over Income	6,065	-1,462	14,500	15,962		
403 Town Open Spaces							
4406	George St Security Fencing	5,161	0	0	0		0 0.0 %
4408	High Meadow maint/dev	16,674	1,061	16,500	15,439	16,000	-561 103.4 %
	Town Open Spaces :- Expenditure	21,836	1,061	16,500	15,439	16,000	-561 103.4 %
1050	Misc Income	1,468	0	0	0		0.0 %
1060	Grants Received	2,726	0	0	0		0.0 %
	Town Open Spaces :- Income	4,194	0	0	0		
	Net Expenditure over Income	17,642	1,061	16,500	15,439		

Month No : 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community and Services :- Expenditure	168,760	28,756	197,750	168,994	97,726	71,268	64.0 %
Income	18,266	70,221	59,333	10,888			118.4 %
Net Expenditure over Income	150,494	-41,465	138,417	179,882			



DOVER TOWN COUNCIL

Report to: Full Town Council
Meeting date: 21 October 2015

From: Cllr Chris Precious, Chairman of the Council
Date written: 13 October 2015

Subject: Ambition Plan 2015-19

1. INTRODUCTION

As part of its forward planning process, this council develops and adopts a four year Ambition Plan. It is an important roadmap for the decisions and spending of the Council and it is also important that it is adopted in a timely manner in order to allow the maximum time for its delivery.

2. INFORMATION

The Council has previously agreed a timetable and process for the development of the Ambition Plan. This is attached at Appendix A. Workshops, discussion and public consultation have resulted in several reiterations of the Ambition Plan. The last version considered by the Council was at its meeting on September 9th. Further input has been received and a third version is attached for Council's consideration. This has removed those elements which have not been widely supported, have already been delivered or are no longer feasible or perhaps necessary. It is intended that the Ambition Plan will be a live and evolving document reflecting changes in the social, political and financial environments in Dover.

Committee Chairmen have discussed the budgets required to deliver the Ambition Plan with both the Town Clerk and the Responsible Financial Officer. The ambitions and actions contained in the Ambition Plan will be considered in all decision making.

3. DECISION

Council is asked to note the attached iteration of the Ambition Plan and provide any further input to the Town Clerk by 2nd November to allow for final changes prior to adoption at the Town Council meeting of 2 December 2015.

	A	B	C	D
	ACTION	DATE(S)	OUTCOME	WHO
1	Agenda'd item for all committees to start process	May-July 2015	Decision to develop Ambition Plan	AB
2	Review of Ambition Plan 2011-15/draft Annual Report 2014/5	8 June 2015 - 17 July 2015	Report on what has been achieved and any lessons learned	AB
3	Gathering of data and evidence bases for Dover Town	July 2015	Statistical evidence to suggest greatest needs	AB/DB
4	Senior Management Team discuss re progress	1 June and weekly	Keeping process to timetable and monitoring progress of Plan	AB/DB
5	Discussions with Mayor re progress	30 July and monthly	Keeping process to timetable and monitoring progress of Plan	AB/DB mayor
6	Development Workshops with Members	28/29 July	High level ambitions and priorities for Plan	AB/DB/memb ers
7	Report on above in Bulletin	31 July	Members feel informed and feedback any comments and additions	AB/ members
8	Discussion with Staff Team	4 August	Ideas and comments on above for report	AB/DB with staff
9	Write 1st draft plan	3-14 August	Initial plan for review by members	AB
10	Send out draft plan to all members	14 August	Members feel informed and feedback any comments and additions	AB/members
11	Put draft plan on website and in reception for public comment	14 August	Public have opportunity to comment	MS/SSE/public
12	Discussions at committees on detailed actions needed to deliver each ambition	14 Sept Planning, 23 Sept F&GP, 29 Sept C&S, 6 Oct C&SP	Committees submit detailed action plans relating to committees against ambitions	AB/ comm clerks/ member s
13	Circulate each committees draft action plans to all members for information and feedback	11 Sept -2 Oct	Members feel informed and feedback any comments and additions	Committee clerks/AB/me mbers
14	Write 2nd draft plan	15 Sept -15 Oct	2nd draft plan for review by members	AB

	A	B	C	D
1	ACTION	DATE(S)	OUTCOME	WHO
16	Budget costings for draft plan	15 Sept -20 Oct	Financial implications of draft plan explored	DB
17	Circulate 2nd draft and budget to members	23 October	Members feel informed and feedback any comments and additions	AB/ members
18	Put draft plan on website and at reception for public comment	23 October	Public have opportunity to comment	MS/SSE/ public
19	Write report to F&GP on final draft plan	23 October	Report to Committee recommending adoption of Plan	AB/RW/DB
20	F&GP meeting	11 November	Agree plan and resolve to recommend adoption to Council	RW
21	Final draft Ambition Plan to Council for adoption	02-Dec	Adoption of Ambition Plan 2015-19	Mayor/ Members

	INFLUENCE	PARTICIPATE	DELIVER
A	ENCOURAGE THE DISCOVERY OF ALL OF DOVER		
A1		Improve signage particularly for VIC and towards heritage sites within the town centre	
A2		Develop USP for town - heritage? Port?	
A3	Cable car from Castle to Town		
A4	Open Maison Dieu more often		
A5		Make more of what we have got already	
A6			Tourist transport along seafront e.g Land Train, tuk tuks or horse drawn carriages
A7			Take the strategic lead for Tourism creating the Dover brand and providing leadership and direction
A8		Improve access to all heritage sites and co-ordinate their opening to maximise the experience for tourists and our young people	
A9		Provide an undercover hub for tourists, visitors and locals to gather	
A10		Improve availability of "tourist information" leaflets etc on sites of interest	
A11	Glass elevator from castle to town at Moat's Bulwark		
A12			Make public conveniences more available in the evening and at weekends
A13		Hospital Fete revival	
A14			Provide and man checkpoint at MDH for two weekends in 2018 for 100
A15		Improve disabled access to businesses, public service providers and visitor attractions	
A16		Be pro-active in making Dover part of the South Coast Arts Trail through high quality exhibitions, museum facilities, sites and public artwork	

BE ACTIVE AND ENJOY	
B	
B1	Outstanding new leisure centre with Olympic sized pool and facilities where businesses can train for off shore work
B2	Move Pavilion to Granville Gardens
B3	Gallery for local artists to display work
B4	Go Kart track
B5	10 pin bowling alley
B6	Sandy beach, beach volleyball court or large sand play area on seafront
B7	Set up Community Cinema User Group and support development of a community cinema
B8	Provide undercover area for picnics and sandwiches and barbecue areas for families perhaps on the seafront
B9	Development of multi use facility at the Citadel Road recreation area
B10	Improve Pencester Gardens - relocate the Fairs and the skate park and provide planting, picnic areas and space for ball games
B11	Improve Connaught Gardens
B12	Ensure quality play and recreation/meeting facilities and opportunities for all ages within all wards
B13	Extension of High Meadow Local nature Reserve, build volunteer shelter
B14	Create more public open spaces and family friendly leisure provision
B15	Community Garden at Roman Lawn
B16	Table tennis tables in Pencester Gardens

B17		Outdoor gym on seafront	
B18		90ft2 facility for swimmers at seafront providing changing rooms, showers, toilets, lockers and police office - to celebrate Queens birthday	
B19		Create a better theatre space in the town for local drama groups and thespians	
B20			Work with local dance, drama and musical group to set up regular programme of entertainment on bandstand in school holidays
B21			Celebrate Allotment Week each year with pop up allotment in town centre and other events
B22			Support local sports clubs in providing opportunities and facilities for all
C		CELEBRATE OUR HISTORY AND HERITAGE	
C1		Provide opportunities for more people to conserve heritage of buildings and landscapes in Dover	
C2		1 for 10 project November 2018	
C3			Bring schools and local groups into MDH to share our civic history and heritage with them
C4			Celebrate the Queens 90th birthday in 2016
D		CREATE JOB OPPORTUNITIES FOR LOCAL PEOPLE	
D1			Create jobs through public projects and developments and make this a requirement - with particular focus on horticulture and landscape
D2		Influence rate/rent reductions for empty shops so easier to let	
D3		Keep public procurement local	

D4	Support and promote policies to fill shops and support small traders		
D5	Encourage businesses to move from London Rd closer to Market Sq end of town		
E	IMPROVE OUR TOWN		
E1			Use vertical gardening, green screening and better planting displays to beautify the town
E2		Reduce the number of telephone boxes in the precinct and/or replace with K6 phone boxes	
E3		Improve look of empty shops	
E4		Regenerate Snargate St and improve the shopfronts	
E5		Improve fountain/water feature in Market Sq	
E6	Improve the traffic system through and around the town, reclaiming the precinct from motorists and cyclists		
E7	Get the Discovery Centre tidied up		
E8		Develop chart of approved colours for town centre shops	
E9		Continue the use of planning enforcement inc S215 action	
E10		Replace Biggin Hall WCs with better facility nearby	
E11		Improve District Licensing Policy to help reduce on street drinking and ASB problems	
E12		Policy to restrict numbers of betting shops, charity shops and money lenders in town centre	
E13		Support Dover Partnership Against Crime insuring retailers are properly equipped in combatting shoplifting, anti social behaviour and substance abuse	

E14		Encourage DDC to enforce its own shop front, signage and security policies for the Conservation Area	
F	BE HEALTHY		
F1		Support providers of provision for children with mental health problems	
F2		Support providers of provision for those with Alzheimer's	
F3		Get Dementia Friendly status for town	
F4		Work with organisations providing support for those with autism	
F5		Work with organisations to support the hard to reach and offer art, gardening and cooking projects to the elderly, homeless, young carers and other disadvantaged residents	
F6		Support work with children with challenging behaviour	
F7		Improve provision for the Homeless	
G	PROMOTE DEMOCRACY		
G1		Raise the profile of DTC in a positive way	
G2		Invite panels of school children to come to council meetings on specific issues	
G3		Meet with committees of resident and community groups to discuss issues and conduct fact finding	
G4		Support independent allotment associations in self governance of DTC allotment sites	

From: Peter Wallace [<mailto:cllrpwallace@hotmail.com>]
Sent: 06 October 2015 12:48
To: Allison Burton <allison.burton@dovertowncouncil.gov.uk>
Cc: Chris Precious <chris.precious@nonpartisan.com>
Subject: DTJB

Hi Allison,

I'd like to stand down as the council's representative on the Dover Joint Transportation Board. I am on several committees at both councils and I'd like to put more effort into fewer committees, as well as concentrate on my ward work.

Though I can't officially recommend another councillor, I would like to put forward Graham Wanstall. I've spoken about this to Graham, Chris and my group. I look forward to us appointing a new representative at the full council meeting later this month.

Kind Regards,

Peter Wallace



Port and Community Forum

8 September 2014

Held at The Ark, Dover

Attendees

Dick Fuller (Deputy Chairman), David Hannent (Castle Street Society), Liz Dimech (Castle Forum), Mick Tedder (Community Representative), Nigel Collor (Dover District Council), Tim Ingleton (Dover District Council), Terry Sutton (The Dover Society), Gordon Cowan (Dover Town Council), Denise Smith (East Cliff Residents Association), Chris Homewood (Kent County Council), Natalie Smith (Kent Community Foundation), Andy Garrett (Kent Community Foundation), Trevor Bond (Leaf hotels), David Slater (Port Chaplain), Tim Waggott (Port of Dover), Richard Christian (Port of Dover), Chris Talbot (Port of Dover), Shaun Pottage (Port of Dover), Bob Lane (Port of Dover), Paul Brown (Port of Dover), Sharon Higenbottam (Port of Dover), Tim Godden (Port of Dover), Trevor Skelton (Case Kent), James Wilford (YMS travel).

Welcome and apologies

Apologies were received from Derek Leach (Chairman), Nick Humphrey-Smith (Ancestors), Nadeem Aziz (DDC), Richard Haynes (DDC), Shuna Body (Kent County Council), Hazel Griggs (Marine Parade Residents Association), George Jenkins (Port of Dover), Barbara Buczek (Port of Dover), Alyson Hudson (Port of Dover), Frank Martin (Port of Dover), Jack Goodhew (Port of Dover), Carole Barron (University of Kent), Lucy Druesne (University of Kent), Cheryl Parker (Visit Kent), Adeline Reidy (White Cliffs Dover Hotel and Guest House Group).

Notes of PCF meeting (6.5.2015)

Minutes were circulated by Alyson Hudson and no amendments required.

Community partnerships and events

Heritage Trail

Dick Fuller (on behalf of Derek Leach): On 7 July the formal application to the Heritage Lottery Fund (HLF) was submitted. The total estimated cost of the project is £64,000, but with a £5,000 financial contribution from the Port of Dover, the grant application is for £59,000. This sum does not take account of the non-cash contributions totalling £29,000, including professional design costs of the pavement marker, booklet and website graphics donated by Dover District Council (DDC), supervision of the pavement marker installation donated by DDC, human resource support and office accommodation for the part-time community engagement officer by DDC, and project management and financial control volunteer time by Dover Society members.

In addition there are the maintenance costs for the first five years of up to £10,000 required by HLF to be guaranteed. DDC and Dover Town Council (DTC) have agreed to share the cost.

The application generated more queries all of which have been resolved.

A surprise was that the group is required to guarantee 10 years' maintenance costs instead of the five that was originally planned for. In order not to delay the application further, the Dover Society has agreed to take responsibility for years six to 10 but hoping to obtain some financial assistance nearer the time. The grant application would not be considered until 28 September.

HLF has noted that the highways authorities have only agreed in principle to the pavement markers, meaning there would be a risk in giving 'Permission to Start' the project until full approval is given. Another factor that may cause delay is the employment of the community engagement officer, which DDC has advised will take 12 weeks.

The project is now expected to launch in August 2016.

Tim Waggott: Working with Highways England can be a long process as they have limited resources. It is a positive sign that Derek thinks it may be conditionally approved.

Port of Dover Community Regatta

Trevor Bond: From the perspective of the Dover Marina Hotel, the Regatta this year was an improvement on last year's event and flowed more smoothly. The event was, however, seen to be too long as the hotel staff were tired by 6pm. There was a good turnout for the event because it was held on a Sunday but hotel profits were down on last year because there were more food outlets on the seafront. The bands only catered for a certain age group. (Mr Bond thanked the Port of Dover and concluded that it was a very successful event.)

Dick Fuller: Over 2,000 people visited the Gotheborg ship so that was a great success.

Tim Waggott: There were 2,200 visitors on the Sunday when the entrance was sponsored by the Port of Dover and 400 on the Saturday. The event happens once a year and is the flagship event for Dover. It puts Dover on the map for people in Kent. If people have a good time when they are here, they come back to visit. Alyson Hudson and Heidi Sutcliffe did a fantastic job with the organisation and worked from 6am to 10pm.

Terry Sutton: Was there a final figure of attendance?

Tim Waggott: There is not a final number but it is estimated that there were tens of thousands.

David Slater: Thank you to all of the team. The feedback was all positive.

Port of Dover Community Fund

Andy Garrett: The second funding round for the Port of Dover Community Fund is now open. Entries can be made via the Kent Community Foundation website until the end of November. The panel will meet in February 2016. The theme remains the same – skills and jobs for local people and enhancing the community into a better place to live, work and visit. A workshop is to be held in Cruise Terminal 1 at 10am on 29th September. Twenty organisations have already been advised and are interested in attending. If anybody needs assistance with an application we are happy to help.

Trevor Skelton: It would be useful to have feedback as to why certain groups did not receive any funding. It needs to be more proactive.

Andy Garrett: Thank you for the feedback. We are more than happy to discuss cases on an individual level. We have only had one group come back to us. We are happy to help make applications stronger for this round. The decision in February is timed to allow organisations to plan events for the summer. The funding is currently carried out in two rounds but could change in the future. Workshops should engage people and encourage applications.

Terry Sutton: The approach with the press has been very effective. Releasing a small amount of information at a time helps to maintain a level of interest.

Mick Tedder: What area is the funding restricted to? One of the successful groups is based in Deal.

Andy Garrett: The funding is reserved for Dover town and the surrounding areas. Deal Arts Festival has received funding, as has Cinque Ports Kitchen. Both will directly benefit Dover people.

Operation Stack and TAP

Tim Waggott: TAP is effectively a filter for when we run out of space in the Port. The idea is to keep traffic out of the Town and prevent any issues for local residents and businesses. The project has now been extended with the long-term aim of intelligent motorways.

Denise Smith: As a representative from the East Cliff residents, it needs to be noted that TAP has been wonderful and has made quite a lot of difference in terms of getting in and out of our properties. The lorries also seem to be more polite.

David Hannent: How long is long-term?

Tim Waggott: What we have is progress. Businesses have been strongly appreciative, but less appreciative that TAP and Operation Stack cannot work together.

Nigel Collor: Funding for TAP is on Highways England's list. We need to all start lobbying at Westminster. Local hauliers based in Whitfield have to drive London bound on the motorway to get to the back of the Operation Stack queue to come back to the Port.

Tim Waggott: We are looking into how to administer a system that would be fair.

Nigel Collor: The association between TAP and Operation Stack needs to be looked into. The Roundhill Tunnel is a fire hazard when backed up with traffic. Thank you to the Port of Dover Police for their hard work managing the traffic.

Tim Waggott: Thank you to all of the Port of Dover staff who have worked together tirelessly. We have had a difficult summer with issues surrounding MyFerryLink and nobody could have predicted the mass incursions at the Eurotunnel terminal. Every time there is an incursion, the entire Eurotunnel train has to be searched. Throughout that time the senior team at the Port gave up their weekends to help, so thank you to all of the Port of Dover team from myself and the Board.

Gordon Cowan: Aycliffe residents are not currently benefitting from TAP. They have to endure noise from lorries' horns and pollution. The Aycliffe residents need to be thought about.

In 2014, a government levy was introduced for lorry drivers. In July, £192.5 million had been raised. After the £146 million that was compensated for UK drivers, there is £46.5 million left over which is new money. Why was this levy introduced? There is still damage on the A20 and M20. We need to make use of this funding that the Government has collected. We need to think about Dover and Kent as a whole and the lost revenue as a result of Operation Stack.

Tim Waggott: We take your point about the money but need to look at what is deliverable. We need to work together more effectively. Moving tax about will not work. We can't ring fence government money. We need to find a way that works for us all. The figures about the lost revenue each day for Kent will not wash in reality; it is only a political statement.

Gordon Cowan: Kent was closed during Operation Stack.

Tim Waggott: We need to be realistic about why. There was an unprecedented situation in France. The migrant incursions have now largely cleared and we don't expect to see the problem on the same scale again.

Gordon Cowan: The idea to use Manston airport as a lorry park is crazy. It is important for us all to give our views around the situation. We could build 20 lorry parks, but unless they are free to enter we will still have a problem with lorries on the road. TAP is great for Dover, but it is a much wider problem.

Trevor Bond: Trucks do not keep to the 40mph speed limit. Now that the ferries are getting bigger, when they unload you can't get onto the seafront when you come down Jubilee Way. If the lights are red, the trucks are bumper to bumper.

Tim Waggott: Freight volumes are growing again, beyond where the numbers were before the economic crisis. People will always come back to use Dover because it is the shortest route. P&O Ferries are currently celebrating their highest monthly figures since 2003.

Overview of the YMS Blue Bus service

James Wilford: YMS started in 1999, moving into the Dover area in the last four years. The company has links with education and caters for schools and colleges in the area. The fleet of buses is growing with both economy and luxury vehicles on offer. The company can cater for weddings and events with 'Mable' (a Routemaster) that was present at the Regatta. We appreciate all of the work that has been carried out with TAP and Operation Stack because it has allowed the company to run effectively through Dover and has meant the Cruise Terminal service has been able to run freely.

We have done a lot of work to create jobs around the East Kent area. KCC has provided funding to help us buy buses and create local employment in return. We created many more jobs than required in the programme and are continuing to grow. The aim for 2016 is to further increase the fleet of vehicles.

Last year, 32% of cruise passengers got on the buses. Some had 17%, and some as high as 52%. We think this year the figure will be about 38%.

Terry Sutton: As the chairman of the local Tourism Association, we are very pleased at how things are going.

James Wilford: We are currently planning a tourist route around the area that will link the attractions in Dover. There will be new routes next season.

Update on port activity

Dover Western Docks Revival

Tim Waggott: We have provided an information sheet (on DWDR) that was shown at the Regatta and also featured in the local newspapers. We were surprised at the reaction and have been a victim of our own success and engagement. The project will allow the cargo terminal to develop and grow

and will free up the ferry area in the Eastern Docks. The project will bring much needed employment and regeneration. When Listed Building Consent was applied for the removal of the furniture on the Prince of Wales Pier, we were taken aback by the number of complaints, although we know public access is an emotive issue. Public access will be enhanced and developed with working with the Dover Sea Angling Association (DSAA). Disabled fishing access will be created. We are developing a major management plan for the artefacts. There is a campaign to do nothing rather than to do something for Dover. The Board is very committed to delivering positive change for Dover but the doubters remain and are campaigning for us to stop. We need your help.

Gordan Cowan: I stand 100% by your side. You're damned if you do, damned if you don't. This is what Dover needs and has been waiting for, for decades. The project complements Dover Town Investment Zone.

Dick Fuller: How can the Port of Dover bridge the gap?

Gordan Cowan: You can never bridge the gap. The only time you will convince the doubters is when the project is finished.

Jeremy Cope: It is important to deliver quality, something for people to enjoy.

Bob Lane: The reaction was a surprise after the public sessions. There will always be scepticism and cold feet when a project begins but we must keep getting the message across. The people objecting will later criticise if there is a lack of progress. We have to persuade our friends to help get the message across.

Tim Ingleton: St James' development has taken a long time. The important thing is to complete the job. If we don't take the opportunity we have now, we will miss out. We can create an area like Southampton or Portsmouth. All externalities such as the heritage and training centres can be connected.

Liz Dimech: What about the public access to the pier?

Tim Waggott: The DSAA will only charge fishermen going forward. Others will be able to enjoy the covered walkway free of charge. More waterfront access will be created. We want to be clear on what we are intending to deliver.

Paul Watkins: The objections on the planning consent site do not relate to the planning application. The principle of the development has already been accepted and the Listed Building Consent is just a technicality. The decision has already been made and there is no impediment other than furniture.

Tim Waggott: We want to get that message across. It is better to work together rather than to disagree.

Mick Tedder: We have to ask people who object, what is the alternative? The alternative is to do nothing.

Dick Fuller: If we all go back and tell 10 people what a fantastic development it is, we will be getting somewhere.

Other projects

Tim Waggott: The Traffic Management Improvement project will create 220 extra freight spaces in the Port and 4km of extra lanes. Berth 7 will also be finished at the end of this year. You may see LED signage and gantries going up shortly. We will have our own version of smart lane technology.

HRO and Community Directors

Tim Waggott: The HRO was applied for some time ago. We received representations and objections. We have held meetings and some objections cannot be met. In the September Board Meeting we need to go back to the Marine Management Organisation. Until they come back to us we will not be in a position to appoint community directors. We are trying to get to a conclusion because the issue needs to be put to bed.

Dates of 2015 PCF Meetings (at 1030hrs)

17 December (Cruise Terminal 2)

WHITE CLIFFS COUNTRY TOURISM ALLIANCE

MINUTES OF A GENERAL MEETING HELD ON TUESDAY 16 JUNE 2015

AT DOVER TRANSPORT MUSEUM

Present: 13 Members present - as recorded in Attendance Book. Sue Jones in Chair. In attendance D Bogue - Minutes (DDC).

Apologies: Graham Hutchison (Friends of Dover Castle), Bernie O'Connell (Deal & Walmer Chamber of Trade), Margaret Reidy (No 1 Guest House), Adeline Reidy (WCDH&GHG) and Jane Martin (Tours of the Realm).

MINUTES OF LAST MEETING AND MATTERS ARISING

- It was agreed that the minutes of the General Meeting held on 24 February be approved and adopted.

TREASURER'S REPORT

- Total as of 16 June 2015 £7542.74. £4692.30 in Current Account. £3166.44 in the Business Reserve Account. Decision not to move account to a higher interest account - ½% to 1%.

CHAIRMAN'S REPORT

- Welcome Cllr John Gisbey (Sandwich Town Council) to the meeting.
- Portfolio Holder: Cllr Keith Morris. Shadow Peter Walker. Meetings with Debbie Dainton and Jon Iveson, and Sue Jones on 2 July.
- Fowlmead Country Park – now Betteshanger Sustainable Parks. New Visitor Centre will open in a year's time - work has just started. Encouraging cycling and walking. Betteshanger Country Park also incorporating the Kent Mining Heritage Museum.
- The Land Trust is restoring Fort Burgoyne - to be opened to the public.
- Archaeological site at Woolcomber Street/Russell Street Car Park. The dig is underway. Windows and viewing platform so public can see the archaeologists at work.
- Sue suggests Dover, Deal and Sandwich Town Teams get together.
- Port Consultative Forum - Tourism Officer post.
- Marketing the towns - Deal and Sandwich both do well, but Dover struggles. Sue to discuss with Cllr Morris.

ANY OTHER BUSINESS

Cllr Marlene Burnham

- Success at Deal down to the people, groups and organisations. Events on every weekend! The Real Deal, SE Open Studios leaflets everywhere, Deal Festival of Music and the Arts, Deal Regatta, Deal Braderie, Walmer Picnic on the Green, and so on. Deal is thriving!

Alyson Hudson – Port of Dover

- Port of Dover Community Regatta will be held on 25 July - day and evening. Programmes should be available 3 weeks in advance - will bring along to Dover Visitor Information Centre. Largest cruise ship - Celebrity

Silhouette – arrived in Dover on 10 June 2015. Food and Drink - along seafront near Christmas time. Tall ship may be coming to Dover on August Bank Holiday weekend for 4 days. No sailing trips but there will be guided tours.

Debbie Dainton – Tourism Officer, DDC

- Marketing 2016. Ideas for 2016 White Cliffs Country guide. Recent research indicates that people like literature. The new guide has got to work harder, have longevity. Advertising to be stripped out. It will be slimmer, more inspirational and reach out further. Active E-marketing. Seasonal: Spring/Summer and Autumn/Winter. Demographic trends indicate increase in number of younger 18-30 year olds making visits. Higher demand for sustainable green tourism.
- Focus on training - our role as ambassadors - recognise how wonderful this part of England is.
- We are actively promoting our area using social media. Twitter – Dawn explained VisitEngland's new website www.realtimetravelguide.co.uk (powered by Twitter).

Gareth Wiltshire – The National Trust

- Fan Bay Deep Shelter will open to public on 20 July. Open every day until September. Official launch 20 July - live Monday 22 July. Permanent attraction - kept authentic. Hard hats with torch provided. 125 steps. Also, sound mirror. NT member free but £10 non-members.
- Archaeological dig at Lighthouse.

Dave Atkins - Dover Transport Museum

- Attendance up. Number of volunteers up. School visits up.
- Rotating exhibitions - no room to exhibit all.
- Lots of Events.
- Active Facebook page
- Leased land 5 years from DHB - option to buy. Need car park space.
- Disappointed with the free bus experiment when the Celebrity Silhouette came to Dover. 2850 passengers. Despite 3 volunteers at museum, and VIC and Dover Greeters encouraging passengers to visit, just 2 Canadians made the trip!

Cllr John Gisbey - Sandwich Town Council

- Praise for town. Lots of events taking place - Little Gardens of Sandwich, Folk and Ale Festival, August Sandwich Festival, including Rotary Duck Race.
- Magna Carta - building medieval ship.

WCGH&GHG - Mike McFarnell

- Magna Carta at Dover Town Hall from 10 September to 19 September 2015. Need volunteers. Meeting Anita Sedgewick - New Community Events Co-ordinator at English Heritage Dover. English Heritage getting involved?
- Fortress Dover Gun Drill Re-enactment - looking for volunteers to fire the gun every day at 12 noon. Friends of Dover Castle have restored. At Admiralty Lookout.

Dover Greeters - Denise Smith

- Greeters are extremely busy. Volunteers in Market Square for the Port of Call ships. Also available for other events - for example Hythe Venetian Festival. See Kent Greeters website.

Dover Society - Alan Sencicle

- As a result of Alan's 'Advance Rail Fares Campaign', by using www.southeasternrailway.co.uk you can book cheaper tickets. Book singles rather than a return. Just £13.50 each way using the High Speed service. Cheaper when using railcards. This is great news as it will encourage visitors to White Cliffs Country. **Dawn to include on White Cliffs Country website and social media.** Advance fares allow for arrival at St Pancras by 10.21am. **Alan to contact Cllr Morris.**

Rolles Court Bed & Breakfast - Jill Montgomery

- Requested update on the County Hotel.

East Kent Railway - John Griffiths

- ITV's People's Million 2014 – received runners up prize of £50,000.
- Plans for new car park.
- Lots of events coming up. Joint event with Dover Transport Museum – Pound Day – 1500 people. Visit Kent Big Weekend – tried surveys. Lots of local visitors; huge percentage from Thanet.

YMS Travel - John Kidd

- Has taken over the blue bus service from Dave Atkins. Port of Dover contract. Increased the number of trips, and included ones to the White Cliffs.
- Cruise ships - 34.8% of cruise passengers come by bus into town - expect 32%. 25% of visitors travel straight to London. When the Aida cruise ship was at the port, 1200 passengers came on the buses to Dover.
- Feedback from passengers - very positive about Dover.
- Missed opportunity when businesses and attractions are closed in Dover. What does Dover offer cruise passengers?
- Has adapted the route to avoid the building work – going along the seafront. Scenic route rather than just transporting. Not going to Dover Priory – leaving for taxis. In discussion with James at Dover Sea Safari.
- Dover Visitor Information Centre selling tickets. Greeters helping in Market Square.
- Next season – plans for buses to go to attractions daily for whole of the season, including Crabble Corn Mill and Battle of Britain Memorial.
- Gareth Wiltshire suggested if there was an early cruise ship next year (as this year – and most attractions were closed) to let him know in advance – perhaps the National Trust/White Cliffs could organise a special guided walk.

