



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

DATE OF ISSUE:
21st July 2016

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT an extraordinary meeting of the TOWN COUNCIL will be held in the Council Chamber of MAISON DIEU, Biggin Street, Dover on WEDNESDAY 3RD AUGUST 2016 at 6.00pm when the business shown on the agenda below will be transacted.

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.

Councillor Neil .T. Rix
CHAIRMAN

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law (*Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information*).

3. MINUTES

To receive and approve the Minutes of the Town Council meeting held on 29th June 2016 (copy attached).

4. COMMITTEE MINUTES

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

Committee	Date(s)
a) Planning	11 th July 2016
b) Civic & Special Projects	26 th July 2016 (to follow)

5. REGENERATION IN DOVER

To consider the Chairman's report dated 21st July 2016 concerning the regeneration of commercial premises in the centre of Dover (copy to follow).

To consider the Chairman's report dated 21st July 2016 concerning the Town Team's Coastal Communities Fund project for the physical improvement of Market Square / Bench Street & the Lower pedestrian precinct of Cannon Street, Dover (copy to follow).

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.

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.

AGENDA ITEM 3

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 29TH JUNE 2016 at 6pm.

PRESENT

Town Mayor, Councillor N Rix in the chair

Councillors

D Boulares	C Precious
P Brivio	A Shirley
L Burke	G Wanstall
G Cowan	J Ward
A Jenner	M Wood
S Jones	

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lamoon (work), Wallace (work), Walkden (personal) and Wright (ill health).

75. DECLARATIONS OF INTEREST

Councillor Jones made declarations of disclosable pecuniary interests in Agenda items 6d and 10 as required by law.

76. MINUTES

The Town Council considered the Minutes of the Extraordinary Town Council meeting held on 31st May 2016.

RESOLVED: That the Minutes of the Extraordinary Town Council meeting held on 31st May 2016 be approved and signed by the Town Mayor.

Chairman

77. PROGRESS SHEETS

The Town Council considered outstanding resolutions made by the Town Council during 2015/16 and 2016/17. It was noted that action on the outstanding items was progressing well and that the paper and online District petition would be in place by the end of the week (Friday 1 July 2016).

78. COMMUNICATIONS FROM THE CHAIRMAN

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

79. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meetings held on 16th May and 13th June 2016.

RESOLVED: a) That minute Nos. 16 to 26 be received;
b) That minute Nos. 42 to 52 be received

80. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the minutes of the Civic & Special Projects Committee held on the 7th June 2016.

RESOLVED: That minute Nos. 32 to 41 be received.

81. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council considered the minutes of the Finance & General Purposes Committee held on 15th June 2016.

RESOLVED: a) That minute Nos. 53 to 59 and 62 be received.
b) That no enhanced Chairman's allowance be adopted;
c) That rates of mileage and for other travel and subsistence for approved duties outside the Town boundary be reasonable actual costs or DDC applicable rates;
d) That no travel and subsistence allowance for duties undertaken within the Dover Town area be set;
e) That the time limit for the receipt of Councillor's expenses be set at two months;
f) That the Town Council notes that the arrangements have been made for the publication of the report of the panel in accordance with regulation 30 of the Local Authorities (Members Allowances) (England) Regulations 2003;
g) That the Town Council makes representation to the Quadrennial Review Board asking for co-opted Members to be able to receive the Parish Basic Allowance in the same way as elected Councillors;
h) That subject to the wording in clause 17 of the revised Code of Conduct being changed to read:

Chairman

"In the event of, and the agreement of the Mayor on the basis of evidence provided by the Proper Officer that any Councillor is refusing, or appears to be refusing, to take part in the proceedings described in clause 6 of this code then the following sanctions will be applied and their application will be notified to the next full Town Council Meeting: -

- (a) Suspension from Committees the Councillor is a member of for 6 months;*
- (b) Suspension from all external representative roles for which the Councillor has been appointed."*

Then the amended Code of Conduct be adopted with immediate effect.

i) That the Proper Officer be delegated to contract for necessary and appropriate maintenance of the first floor of Maison Dieu House in consultation with the Mayor and the Chairman of the Finance & General Purposes Committee up to a limit of £24,999.

82. COMMUNITY & SERVICES COMMITTEE

The Town Council considered the minutes of the Community & Services Committee held on the 21st June 2016.

- RESOLVED:
- a) That minute Nos. 63 to 69 and 72 to 73 be received;
 - b) That Contractor C be appointed to carry out the works for the re surfacing/ stabilising of the slope at Maxton Allotment Site & delegate to the Proper Officer in consultation with the Chairman of the Committee all negotiations and agreements. Costs to be met from Allotments Maintenance Provision in the Community & Services Committee's 2016/17;

Councillor Jones left the meeting and took no part in any discussions or voting on this item.

- c) To fund the provision of public conveniences at Biggin Hall for the 2016-17 year up to £21, 500 including a deep clean under the Public Health Act;
- d) To fund up to 50% of the total cost as outlined in Appendix A of the report and subject to negotiations with DCA, the initial design and planning works for new public conveniences with community space to replace the Biggin Hall public conveniences. To be funded from the Special Project Reserve with negotiations and arrangements to be delegated to the Proper Officer in consultation with the Chairman of Community & Services Committee.

Councillor Jones rejoined the meeting.

83. COUNCILLORS GRANTS

The Town Council noted the Councillors' grants awarded so far this financial year (handed out at the meeting).

84. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council approved the payments made by the Town Council for April 2016.

Chairman

RESOLVED: That the payments made by the Town Council in April 2016 be approved and the schedules signed by the Chairman.

85. TOWN COUNCIL COMMITTEE AND EXTERNAL BODY REPRESENTATION

The Town Council considered the appointment of Town Council representatives to external organisations.

Councillor Brivio proposed and Councillor Wood seconded a nomination for Councillor Philpott, Councillor Ward proposed and Councillor Burke seconded a nomination for Councillor Wanstall to be the Town Council's representative on the Bluebird Heritage Trail Steering Group.

Councillor Brivio proposed and Councillor Philpott seconded a nomination for Councillor Wallace, Councillor Shirley proposed and Councillor Boulares seconded a nomination for Councillor Burke to be the Town Council's representative on the Dover Joint Transportation Board. Councillor Burke proposed and Councillor Boulares seconded a nomination for Councillor Wanstall to be the Town Council's reserve representative to the Dover Joint Transportation Board.

Councillor Philpott proposed and Councillor Cowan seconded a nomination for Councillor Wood, Councillor Ward proposed and Councillor Boulares seconded a nomination for Councillor Burke to be the Town Council's Representative on the Dover Neighbourhood Forum. There were no nominations made for a Town Council reserve representative.

The Town Council noted that the Town Mayor would remain as the Town Council's representative on the Dover People's Port Trust (DPPT).

Councillor Brivio proposed and Councillor Jones seconded a nomination for Councillor Philpott and Councillor Burke nominated and Councillor Boulares seconded a nomination for Councillor Jenner to be the Town Council's representative on the Dover Fairtrade Network Group.

Councillor Rix proposed and Councillor Burke seconded a nomination for Councillor Rix to be the Town Council's representative on the Dover Town Team.

Councillor Brivio proposed and Councillor Philpott seconded a nomination for Councillor Cowan and Councillor Burke nominated and Councillor Boulares seconded a nomination for Councillor Rix to be the Town Council's representative on the Port and Community Forum (PCF).

Councillor Brivio proposed and Councillor Cowan seconded a nomination for Councillor Philpott and Councillor Ward proposed and Councillor Boulares seconded a nomination for Councillor Shirley to be the Town Council's reserve representative on the White Cliffs Countryside Alliance (WCCTA).

RESOLVED: That the following Councillors be appointed as Town Council's representatives to the following external organisations: -

BLUEBIRD HERITAGE TRAIL STEERING GROUP

Councillor Wanstall

DOVER JOINT TRANSPORTATION BOARD (non decision making)

Councillor Burke

Reserve: Councillor Wanstall

DOVER NEIGHBOURHOOD FORUM

Councillor Wood

Councillor Burke

Chairman

DOVER PEOPLE'S PORT TRUST LTD (DPPT)

Town Mayor

DOVER FAIRTRADE NETWORK

Councillor Jenner

DOVER TOWN TEAM

Councillor Rix

PORT & COMMUNITY FORUM (PCF)

Councillor Rix

WHITE CLIFFS COUNTRY TOURISM ALLIANCE (WCCTA)

Councillor Shirley

Reserve: Councillor Philpott

The Town Council noted Councillor Brivio's verbal report concerning the RV Coleman Trust. The Council noted that the Trust's Clerk, Mr P Sherred, was retiring and a new Clerk was being sought. The position had been advertised and interviews would be taken soon.

Councillor Jones left the meeting and took no part in discussion or voting thereon.

86. DESTINATION DOVER

The Town Council considered the Chairman of Community & Services Committee's report of 29th June 2016 concerning the Big Local Consultant's report on Tourism in Dover (circulated prior the meeting).

RESOLVED: That the Town Council fund the Destination Dover Management project with £25,000 per annum for 5 years costs to be met from reserves, delegating negotiations and agreements, to include appropriate reporting to Council on the performance of the project, and arrangements for determination should performance not be deemed satisfactory, to the Proper Officer in consultation with the Chairman of the Community & Services Committee.

Councillor Jones rejoined the meeting.

87. 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.

Councillor Shirley left the meeting.

88. EXCLUSION OF THE PUBLIC

RESOLVED: That in accordance with Standing Order 7a(xv) and in view of the confidential nature of the business about to be transacted it would be advisable in the public interest that the public be temporarily excluded and they be requested to withdraw for the duration of the agenda.

Chairman

89. **LEGAL PROCEEDINGS**

The Town Council considered the Mayor's report of 24th June 2016 concerning legal proceedings by the Town Council (circulated prior to the meeting).

RESOLVED: That the Town Council authorise funding up to £43,000 for legal proceedings to recover stolen property costs to be met from reserves.

The meeting ended at 7.45pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Neil Rix)
CHAIRMAN

DRAFT

Chairman

AGENDA ITEM 4A**DOVER TOWN COUNCIL**

Minutes of the meeting of the PLANNING COMMITTEE held at the Council Offices, Maison Dieu House, Biggin Street, Dover, on Monday 11th July 2016 at 6pm

PRESENT

Councillor A Jenner
 Councillor A Shirley
 Councillor C Precious (Chairman)
 Councillor N Rix

90. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Philpott & Councillor Walkden due to personal reasons & Councillor Boulares & Councillor Lamoon due to work

91. DECLARATIONS OF INTEREST

Councillor Rix declared an interest in planning application DOV/16/00644 and left the room while discussions & voting took place

92. MINUTES

The Committee considered the minutes of the meeting of the Committee held on the 13th June 2016.

RESOLVED: That the minutes of the meetings of the Committee held on the 13th June 2016, be approved as a correct record and signed by the Chairman.

93. COMMITTEE BUDGET

The Committee noted the final out-turn against the Committee's 2016/17 budget.

94. DETERMINED PLANNING CONSENTS

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

Chairman

<u>Application No:</u>	<u>Address</u>	<u>Decision</u>	<u>Town Council Decision</u>
DOV/16/00603	Site at Little Farthingloe Farm, Folkestone Road, Dover, CT15 7AA	Granted	No objection
DOV/16/00621	Site at Little Farthingloe Farm, Folkestone Road, Dover, CT15 7AA	Granted	No objection
DOV/16/00556	Officers Mess Building, Dover Castle, Castle Hill Road, Dover	Granted	No objection
DOV/16/00474	Athena Care Home, 57 Coombe Valley Road, Dover,	Granted	Actively Support

95. 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/16/00623

Proposal: Display of one internally illuminated double sided totem sign
Captain Webbs, 161-165, Folkestone Road, Dover, CT17 9SZ

Comments: No objection

Application No: DOV/16/00644

Proposal: Change of use of land to provide a public car park including alterations to highway with creation of vehicle access to Folkestone Road (including a right hand turn lane facility) and associated changes to on-street footway and parking areas
Priory Goods Yard, Folkestone Road, Dover, CT17 9SE

Comments: Strongly support

Application No: DOV/16/00686

Proposal: Erection of single storey side and rear extensions (existing conservatory and porch to be demolished) and a raised patio area to the rear and the side elevations
36 Danes Court, Dover, CT16 2QF

Comments: No objection

Application No: DOV/16/00716

Proposal: Change of use to shop/studio flat (Mixed Use Class A1 and C3)
Ground Floor, 56 London Road, Dover, CT17 0SP

Comments: Objection

Application No: DOV/16/00721

Proposal: Part change of use from residential to business (for dog sale and rehoming)
10 Lambton Road, Dover, CT17 0HF

Comments: Objection. The Town Council does not agree that the business proposal

Chairman

is appropriate in residential areas. At the time of a similar application DOV/14/00936 residents & ward councillors objected & they have indicated their objections remain

Application No: DOV/16/00726
Proposal: Variation of condition 2 of permission DOV/15/00300 to allow changes to approved drawings (application under Section 73)
 Dover Athletic Football Club, Crabble Road, River, CT17 0QE

Comments: Neutral. Previously supported their application but unable to ascertain what changes have been made therefore cannot make an informed response

Application No: DOV/16/00734
Proposal: Installation of replacement windows to front elevation
 2 Victoria Crescent, Dover, CT16 1DU

Comments: Support. Provided the work takes account of the views of the Conservation Officers

96. LATE PLANNING APPLICATIONS

Application No: 16/00740
Proposal: Change of use of rear bakehouse to House in Multiple Occupation including insertion of one ground floor window
 67 and rear of 66, London Road, Dover, CT17 0SP

Comments: Strongly object. Over intensification of the building the living accommodation does not reflect on a good quality of life

97. LICENSING AND CONSENTS

The Committee Considered:

An application for a premises licence in respect of One Stop, 208, Coombe Valley Road, Dover, CT17 0HG.

The application is for the following:

- Sale of Alcohol

Monday to Sunday 07:00 to 23:00

RESOLVED: The Committee objects to the Application for a grant of premises licence to One Stop, 208, Coombe Valley Road, Dover, CT17 0HG. . It would ask for the hours for sale of alcohol be limited to 9am-11pm Monday to Sunday

98. CONSULTATIONS

The committee noted Lidl UK will be hosting an informal open day for all local residents and business to be held at St. Mary's Parish Centre Church street Dover from 10am - 7pm on 12th July, to view & discuss Lidl's proposed development at Honeywood Parkway Whitfield.

Chairman

99. **INFORMATION ITEMS**

The Chairman invited councillors to attend a meeting to agree a to Form a transport policy on Friday 29th July at 12.30

100. **DATE OF NEXT MEETING**

The next meeting will be held on the 15th August at 6pm

The meeting closed at 6.57pm

Councillor C Precious
CHAIRMAN

DRAFT

Chairman

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 26th July 2016 at 6pm.

PRESENT

Councillor P Brivio
Councillor LA Burke
Councillor G Cowan
Councillor A Jenner
Councillor V L Philpott
Councillor N T Rix (Town Mayor)
Councillor A Shirley (Chairman)
Councillor R Walkden

Councillor S Dimmock attending as a non-member and did not speak on any agenda items.

101. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ward, Lamoon & Boulares, (Work), Councillor Wanstall, (Family), Councillor Precious & Wright (Illness).

102. DECLARATIONS OF INTEREST

Councillor Brivio declared a (VAOI) Voluntary Announcement of Other Interest concerning Item 6A, as she is a co-ordinator within the Walkers are Welcome Steering Group & Councillor S Dimmock declared a (VAOI) Voluntary Announcement of Other Interest concerning Item 8, as he is an executive member of the Committee for the Dover White Cliffs Branch of the RBL.

103. MINUTES

The Committee considered the Minutes of the meeting of the Civic & Special Projects Committee held on 7th June 2016.

RESOLVED: That the Minutes of the meeting of the Civic & Special Projects Committee held on 7th June 2016 be approved as a correct record and signed by the Chairman.

104. PROGRESS SHEETS

The Committee noted that there was no outstanding resolutions made by the Civic & Special Projects Committee 2016/17.

Chairman

105. **BUDGET**

The Committee noted the latest out-turn against the Committee's 2016/17 budget.

106. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Committee considered the following applications for financial assistance:

**Walkers are Welcome;
Dover Smart Project.**

The Committee considered the Chairman of the Committee's report dated the 28th June 2016 concerning financial assistance towards a further Keen2Cook programme.

The Committee considered the Chairman of the Committee's report dated the 14th July 2016 concerning financial assistance towards the Urban Fete being held in Pencester Gardens on Saturday 24th September 2016.

- RESOLVED:
- a) That the Committee make a grant of £650 to the Walkers are Welcome. Funding to be allocated from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;
 - b) That the Committee make a grant of £2,123 to the Dover Smart Project. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2016/17 budget;
 - c) To allocate £1,356 to the Keen2Cook project for 6 Dover Residents to complete a six week course; Costs to be met from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;
 - d) To agree to contribute £1,000 towards activities at the Dover Big Local Urban Fete in 2016; Costs to be met from the Events Facilitation provision in the Civic & Special Project Committee's 2016/17 budget;
 - e) All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairman of the Committee.

107. **CHRISTMAS 2016/17**

The Committee considered the Chairman of the Committee's report dated 28th June 2016 concerning Christmas 2016/17.

- RESOLVED:
- a) That a budget of up to £6,000 be agreed for the organisation of the 2016 Christmas Switch-on Event; Costs to be met from the Events Facilitation provision in the Civic & Special Project Committee's 2016/17 budget;
 - b) To delegate all negotiations, contracts, agreements and arrangements to the Proper Officer in consultation with the Chairman of the Committee.

Chairman

108. PEOPLE OF DOVER WAR MEMORIAL & GARDENS

The Committee considered the Chairman of the Committee's report dated 19th July 2016 concerning the People of Dover's War Memorial & Gardens.

RESOLVED: To instruct the Proper Officer in consultation with the Chairman of the Civic & Special Projects Committee to negotiate a Memorandum of Understanding, allowing the Royal British legion - Dover White Cliffs Branch - to undertake the day to day management and responsibility for the People of Dover War Memorial, gardens and flagpole.

109. STANDING ORDERS

The Committee considered the Town Mayor's report dated 14th July 2016 concerning Standing Orders.

RESOLVED TO RECOMMEND: To amend Standing Orders S12 to include the paragraph:
b) *"In the event of Council voting to appoint a Mayor Elect and/or Deputy Mayor Elect in advance of Mayor Making, then S12a applies. This means that no further vote shall be taken at Mayor Making when a Mayor Elect/Deputy Mayor Elect has been appointed"*.

110. SANDY PLAY AREA & OUTDOOR GYM

The Committee considered the Chairman of the Committee's report dated 20th July 2016 concerning a Sandy Play area & Outdoor Gym.

RESOLVED TO RECOMMEND:

- a) To fund the provision of outdoor gym equipment at the Seafront up to £17,000;
- b) To vire £17,000 from the Events Facilitation provision into the Sports / Health Development Fund provision, both in the Civic & Special Project Committee's budget for 2016/17;
- c) To fund the provision of a sand arena for play and sport at the seafront up to £25,000 from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;
- d) To delegate all agreements and negotiations to the Proper Officer in consultation with the Chairman of the Civic & Special Project Committee.

111. INFORMATION ITEMS

The Committee noted:

- a) Dover Smart Project's evaluation for Working with Young Carers;
- b) Deal Festival of Music & the Arts letter of thanks, dated 23rd June 2016.

Chairman

112. DATE OF NEXT MEETING

The next meeting will be held on the 4th October 2016 at 6pm.

The meeting closed at 7.10pm.

DRAFT

Councillor A Shirley
CHAIRMAN

Chairman



DOVER TOWN COUNCIL

Report to: Civic and Special Projects Committee
Meeting date: 26 July 2016

From: Cllr Neil Rix, Mayor of Dover

Date written: 14 July 2016

Subject: Standing Orders

1. INTRODUCTION

Standing Orders provide the framework of rules, some statutory and some local, which ensure the effective and orderly conduct of business at Dover Town Council. Changes to Standing Orders are a matter reserved to Council but to allow fuller debate, Councillors agreed that this report with a recommended change would be brought to this committee prior to the next meeting of Council.

2. INFORMATION

Section 12 of Standing Orders prevents the reversal of a Council decision within 6 months as follows:-

"12. RESCISSION OF PREVIOUS RESOLUTIONS

- a. *A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 Councillors of the Council, or by a motion moved following a report to Full Council or recommendation of a committee because there is a substantive change in the circumstances on which the decision was originally based in the view of the Chairman of the Council. "*

It has been the habit of this Council to vote for a mayor elect at the last Council of the municipal year except in an election year, when this is not possible. It then re-votes on the same issue at Mayor making six weeks later. It may be that this has been done for the spectacle it creates at a large-scale public event but it is a clear breach of Standing Orders s 12.

Other local councils do not repeat a vote for Mayor at their mayormakings if a Mayor Elect has been voted in previously.

In order to avoid future breaches of Standing Orders it is proposed to explicitly refer to the voting in of Mayor Elect/Deputy Mayor in a revision of s12 as follows: - *"In the event of Council voting to appoint a Mayor Elect and/or*

Deputy Mayor Elect in advance of Mayor Making then s 12a applies. This means that no further vote shall be taken at Mayor Making when a Mayor Elect/Deputy Mayor Elect has been appointed."

3. DECISION

The Committee is asked to resolve to recommend to Council to amend Standing Orders s12 to include the paragraph

b) "In the event of Council voting to appoint a Mayor Elect and/or Deputy Mayor Elect in advance of Mayor Making then s 12a applies. This means that no further vote shall be taken at Mayor Making when a Mayor Elect/Deputy Mayor Elect has been appointed."

Standing Orders



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 26th July 2016

From: Councillor A Shirley, Chairman of the Civic & Special Projects Committee

Date written: 20th July 2016

Subject: Seafront -Outdoor Gym and Sand Arena

1. INTRODUCTION

Dover Town Council's Ambition Plan for 2015-19 (B6 and B18) contains the objectives to deliver a "Sandy Beach, Beach Volleyball court or large sand play area" and an "Outdoor gym".

Although the Tonkin Liu esplanade in Dover provides a wonderful seafront walk for visitors and residents, comments and feedback on social media suggests that users feel there is a lack of amenities and facilities in the area. Clearly, outdoor gym equipment and a sandy area for play and sport would address this issue in part.

2. INFORMATION

Discussions have been going on with DHB for over a year to use areas near the Sea Sports Centre for both the gym equipment and the sand arena but we have recently been informed that they are unable to consider this until the completion of the Western Docks Revival Scheme which is several years away. However discussions with DDC have indicated their willingness to allow both to be located at Granville Gardens under a licence.

Outdoor gym equipment has proved popular across the country with several local parish councils setting up sites including Ash and Capel Le Ferne. The provision of a range of free exercise opportunities will hopefully increase levels of fitness and reduce the above average levels of obesity amongst Doverians. Recent credible research has shown that time spent outside has many benefits including the reduction of stress and increased feelings of wellbeing. Equipment for an average "gym" will cost in the region of £17,000 including installation and discussions are taking place with a number of suppliers for proposed schemes. Obviously the equipment will need to be powder coated in order to resist the salty environment. Inspections will need to be undertaken regularly and these will be included in the work schedules of existing staff minimising the cost. Two staff have already undertaken training with regard to play areas and this will be a good basis for ensuring checks are adequate. The gym will comprise fully EN16630 compliant (the

European safety standard for outdoor gym equipment) machines tailored towards all aspects of fitness, including cardio, toning and strength specific devices; this may include electricity generating cross trainers, spinning bikes and hand bikes which have been shown to incentivise users to greater efforts! The Outdoor nature of the proposed gym will allow all residents of Dover and visitors alike to access exercise completely free of charge, which is particularly useful in an area such as Dover with above average levels of deprivation.

The idea of a sandy area has taken several forms during the past 4 years. Originally the idea was to create a beach volleyball court in Market Square for a temporary event; it was hoped that part of the beach could be "sanded" as has been done easily and cheaply in Hythe but this is now not possible as DHB controls the shingle beach. Taking account of the various uses to which a sandy area could be put to it is proposed that a large rectangular "sandpit" - the Beach - is built which would lend itself to both sport and play, giving the greatest degree of flexibility. Size will depend on agreement with DDC but a budget of £25,000 is suggested, based on extensive investigation, taking particular note of the Beach on the Beach project undertaken by Arun DC as part of the regeneration of Bognor Regis. The Beach will be checked every day and negotiations are in hand with Monitor to provide these checks, which are estimated at £2,000 a year.

The Beach will be lined with a geotextile membrane allowing for both containment and drainage of the sand. The area will have a raised boundary, to deter access by dogs, to reduce contamination of the sand and to allow for safe walking around the area. During the autumn / winter months, the BEACH will be covered, not only to prevent the loss of sand but also to reduce maintenance costs during the time when the play area is less likely to be used, then re-opened for the spring/summer months (approx. April - October), the time at which the play area is likely to see more use and suffer less degradation.

The need for this gym is clear, as obesity and inactivity area increasing problems worldwide. This growing inactivity is especially prevalent among young people, of whom 80% are not active enough. This gym would allow more people to exercise by removing barriers to activity such as a lack of kit, membership expense and lack of facilities locally.

3. DECISION

Committee is asked to resolve to recommend:-

- a) To fund the provision of outdoor gym equipment at the Seafront up to £17,000.
- b) To vire £17,000 from the Events Facilitation provision into the Sports / Health Development Fund provision, both in the Civic & Special Projects Committee budget for 2016/17;
- c) To fund the provision of a sand arena for play and sport at the seafront up to £25,000 from the Sports / Health Development Fund provision in the Civic & Special Project Committee's 2016/17 budget;
- d) To delegate all agreements and negotiations to the Proper Officer in consultation with the Chairman of the Civic & Special Project Committee;



DOVER TOWN COUNCIL

Report to: Extraordinary Town Council Meeting
Meeting date: 3 August 2016

From: Cllr Neil T Rix,
The Right Worshipful the Town Mayor of Dover

Date written: 26 July 2016

Subject: REGENERATION IN DOVER 2

1. INTRODUCTION

Town Centre high streets are struggling to remain viable throughout the UK. The prime shopping streets in Dover – Market Sq., Cannon St., Biggin St – are in sharp decline with poorly maintained properties, empty premises and many businesses operating at the lower end of the market. The imminent opening of the DTIZ development provides a further threat. There has been much research giving clues to how to re-invigorate traditional high streets and some of the measures include:-using retail premises for a mix of other purposes which will cause people to want or need to come to the high street increasing footfall and potential sales for retailers, reduce the rates burden, provide good quality, easy to maintain properties and make the area attractive and inviting through physical improvement or events etc.

2. INFORMATION

It is proposed that Dover Town Council set up and pump prime financially a regeneration company for Dover. Following legal advice, it is likely to be constituted as a Charitable Incorporated Organisation (CIO). The advantage of this would include being:-

- Able to benefit from opportunities available to charities such as business rate discounts;
- Protected from sudden changes and reversals in policy which elected councils can be hampered by;
- Able to benefit from a mixed board built on skills, experience and professional qualification such as chartered surveying, familiarity with commercial finances and experience in a sector such as housing or in a charity.

The CIO's articles of incorporation would be drafted carefully to ensure that its purpose would be to improve the quality of life for the people of Dover through a wide range of activities including the purchase, refurbishment and sale or management of property. Similarly the articles would ensure that surpluses are reinvested into the CIO's activities with the intention that it would be self-sustaining.

The initial intention is to purchase a commercial property in the main shopping area of Dover; convert the upper floor(s) into residential property or properties of a good standard; refurbish the “commercial” floor or floors; sell the residential conversion to refresh the available funding in order to repeat the exercise; and establish either a community business or facility in the ground/lower ground floors or obtain a commercial tenant. This would contribute to the regeneration of Dover in very practical and immediately obvious ways. The physical environment would be improved; quality, central housing would be increased – Dover has some of the worst quality housing stock in England especially in the private rented sector; reduce the rateable value of a high street property; increase the facilities and choice available in the central shopping area for locals and visitors alike. The Council will benefit from being empowered in taking control of the regeneration of its own town; improved reputation; increased precept through an increase in residential property.

The CIO will be able to repeat the exercise as many times as its board chooses to while balancing the income against benefits to the people of Dover – in the future it may also chose to invest in training and education, in other types of physical improvement and in making Dover vibrant and attractive through a wide range of instruments.

Forward thinking town councils with the Power of General Competence, such as Dover Town Council, are increasingly choosing to invest in property for the benefit of their communities. Sevenoaks Town Council has recently bought a redundant district council building to create a community hub while Sevenoaks DC has recently bought a petrol station/convenience store which it believes will give a better return on its £2.75 m investment than putting the money in a bank.

Legal and financial advice will continue to be taken. KCC Legal Services has given initial advice. The RFO has been consulted at all stages of the development of the proposal and is of the opinion that DTC has the financial standing to invest appropriate sums.

3. DECISION

Council is requested to resolve:-

1. To agree funding of £350,000 from the Special Project and General Reserves to establish a stand-alone regeneration company for Dover in line with the proposals outlined in the report above;
2. To delegate to the Proper Officer and the Mayor the appointment of an interim board including elected members and non-councillors with appropriate expertise and skills to make decisions, initiate, and undertake the initial project outlined in this report – the purchase and redevelopment of a commercial property in the centre of Dover – during the incorporation of the regeneration company with appropriate reporting on its activities back to this council.

Statutory Powers: **Power of General Competence**



DOVER TOWN COUNCIL

Report to: Extraordinary Town Council
Meeting date: 3 August 2016

From: Cllr Neil T Rix,
The Right Worshipful the Town Mayor of Dover

Date written: 22 July 2016

Subject: REGENERATION IN DOVER 1

1. INTRODUCTION

In the absence of any current masterplan for Dover town centre, Dover Town Team and Dover Town Council jointly commissioned initial visioning work for Market Sq. and adjacent streets from local architects, Hartwells in March 2015. These simple drawings led to DDC convening the Dover Town Centre Working Group and 3 sub-groups (planning, transport and public realm). Partners included Kent Highways, Highways England, DDC, DTC, Dover Town Team, Big Local, Dover Society and DHB. The groups met several times between June and December 2015 with a view to developing a scheme which might be partly funded by a bid to the Local Economic Partnership. After this short period of intense activity and the commissioning of a Dover Transportation study/model from WPS Brinkerhoff, there were no further meetings and no further discussions.

The Town Team and DTC continued to view improvements to the Market Sq. and town centre as absolutely crucial to the survival of the existing "High St" following the opening of the DTIZ developments.

2. INFORMATION

On 17 July 2015, DDC announced its application to DCLG to form two Coastal Communities Teams (CCT) had been successful with a grant of £10,000 for each. DTC and Dover town Team became active members of the Dover CCT and put forward the Market Sq. plans as the key project. It was included in the final draft of the Dover Economic Plan submitted to DCLG in January 2016.

Meanwhile, the initial sketches were developed further into drawings with road changes, proposals for shared space, a new water feature and a Dover Lighthouse building. Round 4 of the Coastal Communities Fund (CCF) was announced in April 2016 with a deadline for projects to submit expressions of interest (Stage 1) by June 28 2016. Accordingly, DTC and Dover Town Team worked very hard to complete the application, re-cost proposals and calculate the outcomes, completing a pre-application interview with DCLG. The bid was submitted on time. Subsequent meetings with DDC (officers and members) and the local MP have obtained a measure of support for this vital project, which could provide a just-in-time intervention for our high street as the DTIZ opens.

Stage 1 applicants will be notified in September 2016 whether or not they can submit a full application, which will need to be in by November 2016. For capital projects this means the project must be developed to the level of the Royal Institute of British Architects (RIBA) Plan of Work level 4 (Technical Design which is construction ready). Clearly if there is to be any chance of being at that point for November we cannot wait until the outcome of the expressions of interest is announced. In addition, the scheme of improvements to the Market Sq. and surrounds remains pivotal to the survival of the existing "high street" in Dover so funding will have to be found elsewhere if CCF is not forthcoming.

Costs for the work needed to get to RIBA Stage 4 are calculated at £30,000 + VAT.

Town Team is contributing £5000, half of its current deposits; CCT is being asked for a contribution of £7,000 from the DCLG funding and KCC members for Dover are being asked to arrange a meeting with Kent Highways staff and to consider making a small grant from their highways fund. The shortfall may be between £16,000 and £25,000. This could be funded from Dover Town Council's Planning reserve set up to underwrite improvements in the town, primarily via S215 action but also through other means. As DDC has now begun to exercise its powers with regard to Planning Enforcement the reserve is not needed for S215 action currently but could be replaced over future years if Council so chooses.

DTC would contract the work needed to bring the Market Sq. project to RIBA stage 4 in order to be able

3. DECISION

Council is requested to resolve to fund technical works to develop to RIBA Plan of Work Stage 4, the Coastal Community Fund project to improve the Market Sq. and adjacent streets up to £25,000 from funds in the Planning Reserve.

Statutory Powers: - **Power of General Competence**