



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

DATE OF ISSUE:  
31<sup>st</sup> January 2018

## DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the COMMUNITY & SERVICES COMMITTEE will be held at the Town Council Offices on Tuesday 6<sup>th</sup> February at 6pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information or has any special requirements in respect of this meeting please contact Allison Burton Town Clerk, on 01304 242625.



Allison Burton  
TOWN CLERK

The Press and Public are welcome to attend.

### AGENDA

1. 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 approve the Minutes of the meeting of the Community & Services Committee held on the 28<sup>th</sup> November 2018 (copy attached).

4. **BUDGET**

To consider the latest out-turn against the Committee's 2017/18 budget (copy attached).

5. **MEETING PROGRESS SHEETS**

To note there are no outstanding items concerning resolutions made by the Community and Services Committee 2017/18.

6. **ALLOTMENTS**

To note the Clerk to the Committee's report regarding the allotment update since 28<sup>th</sup> November 2017 (copy attached).

To note WCCP's update report regarding progress on High Meadow (copy attached)

7. **TOWN REGENERATION**

To consider Chairman's report regarding Remembrance Wall (copy attached)

To consider Chairman's report regarding Toilets at Triangles (copy attached)

8. **INFORMATION ITEMS**

To receive items of information regarding the committee's responsibilities and the Chairman's update report

9. **DATE OF NEXT MEETING**

The next meeting will be held on 17<sup>th</sup> April 2018

**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 (EXCLUDING PUBLIC HOLIDAYS), 9.30AM - 4PM. COPIES MAY BE REQUESTED GIVING 1 WORKING DAY'S 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.



**DOVER TOWN COUNCIL**

Minutes of the meeting of the COMMUNITY & SERVICES COMMITTEE held on Tuesday 28<sup>th</sup> November 2017 6pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

**PRESENT**

Councillor P Brivio  
Councillor G Cowan  
Councillor A Jenner  
Councillor S Jones  
Councillor J Lamoon  
Councillor C Precious  
Councillor N Rix (Chairman)  
Councillor K Sansum  
Councillor R Walkden  
Councillor P Wallace  
Councillor C Warriner  
Councillor C Zosseder

**188. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Wood due to a prior commitment & Councillor G Wanstall due to ill health (6month dispensation).

**189. DECLARATIONS OF INTEREST**

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

**190. MINUTES**

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 26<sup>th</sup> September 2017.

RESOLVED: That the Minutes of the meeting of the Committee held on the 26<sup>th</sup> September 2017 be approved as a correct record and signed by the Chairman

**191. BUDGET**

Chairman

The Committee noted the latest out-turn against the Committee's 2017/18 budget.

The Committee noted that the Town Council 2018/19 budget process is underway as agreed with the Chairmen of Committees.

The Committee noted the draft Committee budget for 2018/19; asked questions and engaged in some discussion.

#### **192. MEETING PROGRESS SHEETS**

The Committee noted outstanding items concerning resolutions made by the Community and Services Committee 2017/18.

#### **193. ALLOTMENTS**

The Committee noted the Clerk to the Committee's report regarding the allotment update since 26<sup>th</sup> September 2017

The Committee noted the Responsible Financial Officer's report regarding the Annual Allotments Inspection

The Committee noted WCCP's update report regarding progress on High Meadow

The Committee considered Chairman's report regarding Allotment Rents

RESOLVED: That Allotment rents be increased in line with the appendix within the Chairman's report of 10<sup>th</sup> November 2017 regarding Allotment rents

#### **194. TOWN REGENERATION**

The Committee considered regarding Athol Terrace

RESOLVED: To install planting at Athol Terrace allocating a budget of up to £4,000; delegating to the Proper Officer in consultation with the Chairman of the Committee all negotiations and agreements for delivery subject to DDC being asked to support the cleanliness & tidiness of the planters to be installed. Costs to be met from the appropriate budget provisions in the Community & Services Committee's 2017/18

#### **195. INFORMATION ITEMS**

No information items

#### **196. DATE OF NEXT MEETING**

The next meeting will be held on 6<sup>th</sup> February 2018 at 6pm

Chairman

The meeting closed 7.13 pm

CHAIRMAN  
Councillor N Rix

Chairman



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Community and Services</b>								
<b>304</b>	<b>Tourism</b>							
4336	Tourism Dover VIC	35,000	0	25,000	25,000	25,000	0	100.0 %
4337	Tourism Support	21,122	38,371	51,000	12,629		12,629	75.2 %
4338	Destination Dover Project	2,331	1,802	9,000	7,198	6,126	1,073	88.1 %
	Tourism :- Expenditure	<b>58,453</b>	<b>40,173</b>	<b>85,000</b>	<b>44,827</b>	<b>31,126</b>	<b>13,702</b>	<b>83.9 %</b>
1109	Tourism income	23,548	49,500	49,500	0			100.0 %
	Tourism :- Income	<b>23,548</b>	<b>49,500</b>	<b>49,500</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>34,905</b>	<b>-9,327</b>	<b>35,500</b>	<b>44,827</b>			
<b>401</b>	<b>Community Projects and Support</b>							
4401	Horticultural	18,389	3,971	10,000	6,029	7,477	-1,448	114.5 %
4422	Town Regeneration & Developmnt	34,101	3,204	20,000	16,796	3,260	13,536	32.3 %
4423	Dover Regeneration Grant	350,000	0	0	0		0	0.0 %
4425	The Brook Building	0	4,921	110,000	105,079	105,079	0	100.0 %
4427	Public Conveniences	22,823	14,820	22,000	7,180	1,250	5,930	73.0 %
	Community Projects and Support :- Expenditure	<b>425,313</b>	<b>26,916</b>	<b>162,000</b>	<b>135,084</b>	<b>117,066</b>	<b>18,018</b>	<b>88.9 %</b>
	<b>Net Expenditure over Income</b>	<b>425,313</b>	<b>26,916</b>	<b>162,000</b>	<b>135,084</b>			
<b>402</b>	<b>Allotments</b>							
4430	Allotments maintenance	24,311	14,697	17,500	2,804	150	2,654	84.8 %
	Allotments :- Expenditure	<b>24,311</b>	<b>14,697</b>	<b>17,500</b>	<b>2,804</b>	<b>150</b>	<b>2,654</b>	<b>84.8 %</b>
1080	Allotments	12,068	11,838	12,500	-662			94.7 %
1082	Allotment Key Deposits Maxton	125	0	0	0			0.0 %
1083	Allotment Key Deposit Pretoria	60	0	0	0			0.0 %
1084	Allotment Key Deposit Prospect	15	0	0	0			0.0 %
1085	Allotment Key Deposit - Pilots	30	0	0	0			0.0 %
	Allotments :- Income	<b>12,298</b>	<b>11,838</b>	<b>12,500</b>	<b>-662</b>			<b>94.7 %</b>
	<b>Net Expenditure over Income</b>	<b>12,013</b>	<b>2,859</b>	<b>5,000</b>	<b>2,142</b>			
<b>403</b>	<b>Town Open Spaces</b>							
4408	High Meadow maint/dev	30,502	16,199	15,000	-1,199		-1,199	108.0 %
	Town Open Spaces :- Expenditure	<b>30,502</b>	<b>16,199</b>	<b>15,000</b>	<b>-1,199</b>	<b>0</b>	<b>-1,199</b>	<b>108.0 %</b>
1050	Misc Income	1,365	2,967	0	2,967			0.0 %
	Town Open Spaces :- Income	<b>1,365</b>	<b>2,967</b>	<b>0</b>	<b>2,967</b>			
	<b>Net Expenditure over Income</b>	<b>29,136</b>	<b>13,233</b>	<b>15,000</b>	<b>1,767</b>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community and Services :- Expenditure	538,578	97,984	279,500	181,516	148,341	33,174	88.1 %
Income	37,211	64,305	62,000	2,305			103.7 %
<b>Net Expenditure over Income</b>	<b>501,367</b>	<b>33,680</b>	<b>217,500</b>	<b>183,820</b>			

**COMMUNITY & SERVICES COMMITTEE**

Report as of 26<sup>th</sup> January 2018

**ALLOTMENT REPORT**

**License Agreements were sent out 2<sup>nd</sup> January currently still waiting for all to be returned, vacant plots & waiting list may differ before next meeting.**

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	67	0	67	0	0
Pilots Meadow	21	0	21	0	0
Pretoria	70	0	70	0	0
Prospect Place	43	0	43	0	0
No preference					0
<b>TOTALS</b>	<b>201</b>	<b>0</b>	<b>201</b>	<b>0</b>	<b>0</b>

**There is currently 0 people on the waiting list outside the Dover Wards**

**INCOME**

Total amount collected (Allotment Rent & Water)  
**£ 11,661.00- from 1<sup>st</sup> April 2017**

**This report is an overview of what has occurred since the Community & Services Committee Meeting of 28<sup>th</sup> November up to the present day.**

Allotment Vacancies are constantly advertised online & in Town Council notice board. We have had a lot of interest since the Town Council tweeted about starter plots.

**PILOTS MEADOW**

Nothing to report at this time

**PROSPECT PLACE**

Nothing to report at this time

**PRETORIA**

Works to the lower paths has now been carried out.

**MAXTON**

Pathway has now been installed gratefully received by the tenants.

**ASTLEY AVENUE**

Nothing to Report

## WCCP UPDATE FOR DTC, 29<sup>TH</sup> JANUARY 2018

### The Konik Ponies

St Radigund's field (part of High Meadow). The three Konik ponies were moved onto St Radigund's field back on the 8<sup>th</sup> August. They are doing a good job of eating down the rank grasses. They will be left on this field until they have grazed it down adequately.

The plan is to move these three ponies onto Phase Two field and add 5 of the Koniks from Nemo Down to make a larger herd. Once the ponies have sorted out their new herd dynamics at Phase Two they will go onto Hospital Down field to graze including the new Coombe Valley Road section.

We tried two different types of worded signs last year, to deter people from feeding the ponies. Evidence of feeding the ponies appears to have decreased but it still occurs occasionally.

### The new High Meadow Phase Two field.

Grazing. Twenty Konik ponies went onto this new field on (13/11/2017) and they grazed it down incredibly well. The ponies went back onto Nemo Down just before Christmas.

This new field was created from clearing the old, derelict allotments & old piggeries site, on the top and north side of Whinless Down. The field is known as 'High Meadow Phase Two' field and the work was funded by UOTD Heritage Lottery Funding, and the work in-kind contribution from the WCCP staff and volunteers. The work was managed by the White Cliffs Countryside Partnership (WCCP) on behalf of DTC.

New water meter provided. The long awaited water meter was installed for the water trough at Phase Two, by Affinity Water in the autumn. They kindly did this as an in-kind contribution to the work of the WCCP as they used to sit on WCCP Steering Group. Our old Steering Group rep. from Affinity Water organised it for us before he retired. But Affinity Water stated that as they have changed their business methods now this would be the last free water meter!

### The new Coombe Valley Road field (part and another entrance to Hospital Down field)

This overgrown, brambly, derelict looking area next to Coombe Valley Road roundabout was cleared by the Community Payback team (on Saturdays) and the WCCP staff and volunteers on tasks. Once the brambles, and some scrub was cleared it revealed heaps of rubbish, old fly tipping and litter that had to be disposed of.

Contractors needed to be engaged quickly, in order, to fence this land (suitable for Konik ponies) to prevent possible travellers moving onto the site. As travellers had been reported on the move in the Shepway area.

The ground will be raked of the old, bramble stem remains to reveal bare soil, and grass/wild flower seed will be sown by the volunteers. There is seed remaining from previous works at High Meadow so there will not be any additional cost.

## Lookers

The volunteer Lookers continue to do an excellent job of checking the ponies and the water troughs on a daily basis. It is very time consuming to check all the animal herds that WCCP has out on various sites, the staff could not do it all without the dedication and help of regular volunteers.

The dexter cattle left Whinless Down before Christmas and will return in the Spring.

WCCP Lookers and staff are also helping to look after the KWT Koniks at Nemo Down, as KWT Lookers assisted WCCP one day a week when they were on Phase Two. Good partnership working.

## Looker Training Day, Saturday 24<sup>th</sup> February.

WCCP are organising a training day to be held at Samphire Hoe for new Lookers or Lookers who want a refresher course volunteers from either WCCP, KWT or the National Trust. Anyone interested, needs to book a place through Sue Bradford at WCCP office.

## Volunteer Tasks

### High Meadow Complex

Litter and rubbish continue to be cleared on every volunteer task and usually during the High Meadow Health Walk each Wednesday morning. We usually get a bag of litter each Wednesday except in school holidays! Mel had contacted the schools to ask the issue of not dropping litter to be raised in school assemblies and in class tutor groups. It did help but some of the students need a reminder!

7 volunteer task days have taken place at High Meadow since and including 28 September 2017 with 47 volunteer days contributed.

A group from The Princes Trust joined the volunteer task with Paul Sampson on 19<sup>th</sup> December. Bramble and scrub clearing, and litter sweep was carried out.

Overall, the work has included bramble and scrub clearing; litter and heaps of rubbish clearing from the bottom of Hospital Down from behind the houses at Whinless Road, and from the new Coombe Valley Road field. 3 lots of flytipping have been organised to be cleared by WCCP.

Hospital Down field fencing has had various locations vandalised (some may be old but revealed by bramble & thicket scrub clearing) and this is being repaired by WCCP staff and volunteers. Metal gates that were vandalised had to be removed and taken to the engineer to be repaired then reattached. And, when the brambles have been cleared behind Whinless Road housing, the field fencing needs reinforcing. Paul and the volunteers will do this as soon as possible.

### River Dour.

3 volunteer tasks took place on the River Dour with 54 volunteer days contributed. Some River Dour tasks have taken place from the bank during the Brown Trout breeding season.

A grand total of junk collected on these three tasks alone was of 36 bags of recyclable rubbish and 79 bags of non-recyclable rubbish collected!! And, the usual range of much larger items.

The River Dour tasks have finished for the Brown Trout breeding season and the plan is to continue next Spring.

### High Meadow Wednesday Walks in partnership with the NHS

The WCCP continue to lead the regular High Meadow walk which continues with a new start time of 10.30 am. There is a small group of regular walkers. New posters and flyers have been produced and are being distributed. Thank you to Lesley Ede (Tower Hamlets Forum) who has kindly delivered about 600 leaflets, door-to-door, around parts of Tower Hamlets Ward. We have taken the 'Health' part of the title out, as it was felt that it may put people off participating!

More new people have come to take place since the time changed. We had 7 people come out recently on one of the walks. During the walk we check the Konik ponies and collect litter.

### Green Gang

On Saturday 16<sup>th</sup> December, WCCP, we ran a Green Gang event to 'Make Natural Christmas Decorations' which was part of the Community Christmas Fair at Triangles. Mel's mum and niece lead the decoration making in the hall; Mel led a walk up onto High Meadow to collect foliage then we returned to continue decoration making. A total of 60 people participated throughout the whole event.

A 'Shelter Building and Survival Skills' Green Gang event is booked for Saturday 17<sup>th</sup> February half term at High Meadow 1pm for the afternoon.

Mel Wrigley and Anne-Sophie Pellier, KWT Dover Connector, are liaising closely together. Anne is arranging the bulk of the events for High Meadow. WCCP have arranged Green Gang events at High Meadow over the years hence one or two scattered events from WCCP. Mel and Anne-Sophie are arranging events to complement each other. Anne-Sophie is organising a 'Meet the Konik's' event for Saturday 17<sup>th</sup> February for the morning so people may be able to go from one event to the other if they wish (but they will need to book on the Survival Skills via WCCP in advance because of limited equipment and resources).

Melanie Wrigley, Countryside Partnership Officer

White Cliffs Countryside Partnership, WCCP, 29/January /2017



# DOVER TOWN COUNCIL

**Report to:** Community & Services Committee  
**Meeting date:** 6<sup>th</sup> February 2018

**From:** Cllr Mr N Rix, Chairman of Community & Services Committee

**Date written:** 17<sup>th</sup> January 2018

**Subject:** Wall of Remembrance

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## **1. INTRODUCTION**

In 2014 This Council resolved to commemorate the 100<sup>th</sup> anniversary of the end of WWI in 2018 TC 14.12.14 M223

## **2. INFORMATION**

The focus for remembrance in Dover is the People of Dover War Memorial in front of Maison Dieu House at the heart of the town.

It is proposed to commission & hang a large-scale mural on the wall of unit 8 Biggin Street. The theme of the mural will be the commemoration of armed conflict through the ages with special reference to Dover. The owners of Unit 8 Biggin Street have already given permission for it to be affixed there.

The Artwork will be developed with a local designer. The graphics will then be printed onto dibond panels & affixed. (see appendix A representing the location).

*Dibond aluminium composite panels feature two thin sheets of Aluminium enclosing a Polyethylene core. They can be used in a huge range of applications, they are lightweight but strong and the extremely flat surface is great for printing high quality graphics or text which are then laminated with anti-graffiti lamination.*

Costings for the entire project will be £3,000 including contingencies.

It is intended to erect the mural provided all goes according to plan in line for the 23<sup>rd</sup> April. With the materials in question being used there will be minimal maintenance required & the artwork will be insured at the cost of replacement under the town council insurance.

## **3. DECISION**

Committee is asked to resolve: -

To commission & install a commemorative mural on the wall of unit 8 Biggin Street,

allocating a budget of up to £3,000; delegating to the Proper Officer in consultation with the Chairman of the Committee all negotiations and agreements for delivery. Costs to be met from the Town Regeneration provisions in the Community & Services Committee's 2017/18 budget;

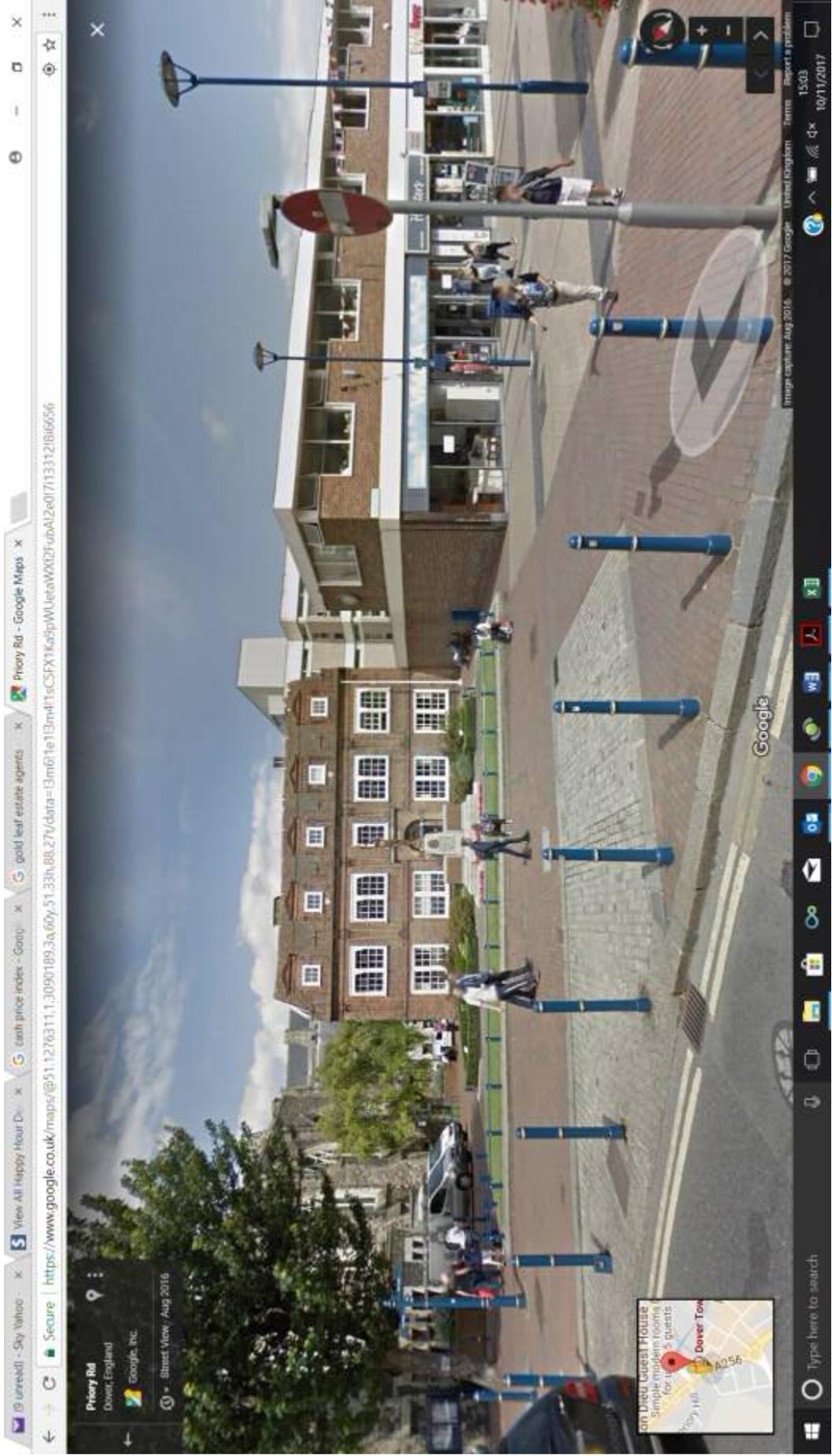
Statutory Powers: LGA 1972 S144

Appendix A

Artwork to be

mounted here

Artwork to be mounted here







# DOVER TOWN COUNCIL

**Report to:** Community & Services Committee  
**Meeting date:** 6<sup>th</sup> February 2018

**From:** Cllr Mr N Rix, Chairman of Community & Services Committee

**Date written:** 22nd January 2018

**Subject:** Refurbishment of Toilets at Triangle Community Centre

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## **1. INTRODUCTION**

St Radigunds is in the top 5% of one of the worst deprived wards in England. Triangles Community Centre was opened in 2004 to provide space & facilities for this challenged community.

## **2. INFORMATION**

Dover District Council owns the building & leases it to the St. Radigunds Community Trust with no financial or other support. Voluntary trustees have tried very hard to keep the centre going but have struggled with no income & little support. A new board of trustees has taken on the huge challenge of a building with many issues.

The board is having to take a soft approach to renovations & repairs phased most urgently. There is only one toilet available for the whole of the building. Without adequate facilities Triangles will struggle to hire out rooms and in addition the KCC Children's Centre will be at risk without proper toilet facilities.

Trustees are getting quotes from local firms & during a recent visit by the Mayor discussed their plans. This council has helped a number of community facilities with building issues i.e. Dover Rugby Club, Clarendon & Westbury etc.

It is proposed that as with some other projects Dover Town Council directly commission the works which will mean VAT can be recovered & any funding will go further.

## **3. DECISION**

Committee is asked to resolve: -

To contribute £10,000 to the refurbishment of the toilets at St Radigunds Community Centre; delegating to the Proper Officer in consultation with the Chairman of the Committee all negotiations and agreements for delivery. Costs to be met from the public toilets provisions in the Community & Services Committee's 2017/18 budget & remainder from the relevant provision in the committee's 2018/19 budget;

Statutory Powers: PHA 1936 s87