



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

DATE OF ISSUE:
29th March 2018

DOVER TOWN COUNCIL

Dear Councilor

NOTICE IS HEREBY GIVEN THAT a meeting of the COMMUNITY & SERVICES COMMITTEE will be held at the Town Council Offices on Tuesday 17th April 2018 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 6th February 2018 (copy attached).

4. BUDGET

To consider the final out-turn against the Committee's 2017/18 budget (copy attached).
To note the Committee's 2018/19 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 6th February 2018 (copy attached).

7. TOWN REGENERATION

To consider Chairman's report regarding River Dour Hub (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 date to be confirmed

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 6th February 2018 6pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

Councillor P Brivio
 Councillor A Jenner
 Councillor S Jones
 Councillor J Lamoon
 Councillor C Precious
 Councillor N Rix (Chairman)
 Councillor R Walkden
 Councillor P Wallace
 Councillor C Warriner
 Councillor M Wood
 Councillor C Zosseder

318. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Sansum due to a personal commitment

319. DECLARATIONS OF INTEREST

Councillor S Jones declared a VAOI on agenda item 7.

320. MINUTES

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 28th November 2017.

RESOLVED: That the Minutes of the meeting of the Committee held on the 28th November 2017 be approved as a correct record and signed by the Chairman.

321. BUDGET

Chairman

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

322. MEETING PROGRESS SHEETS

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

323. ALLOTMENTS

The Committee noted the Clerk to the Committee's report regarding the allotment update since 28th November 2017

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

The Chairman proposed & Councillor Brivio seconded a motion under standing orders 7a(xvii) to suspend standing order 6a to allow the committee to note & celebrate the 100th Anniversary of the Representation of The Peoples Act 1918

324. TOWN REGENERATION

The Committee considered Chairman's report regarding Remembrance Wall

The Committee considered Chairman's report regarding Toilets at Triangles Community Centre

RESOLVED: a) 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;

b) 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

325. INFORMATION ITEMS

Committee noted a verbal update regarding larger projects within the C& S budget

326. DATE OF NEXT MEETING

The next meeting will be held on 17th April 2018 at 6pm

Chairman

The meeting closed 7.00 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
Community and Services								
304	Tourism							
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	58,453	40,173	85,000	44,827	31,126	13,702	83.9 %
1109	Tourism income	23,548	49,500	49,500	0			100.0 %
	Tourism :- Income	23,548	49,500	49,500	0			100.0 %
	Net Expenditure over Income	34,905	-9,327	35,500	44,827			
401	Community Projects and Support							
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	425,313	26,916	162,000	135,084	117,066	18,018	88.9 %
	Net Expenditure over Income	425,313	26,916	162,000	135,084			
402	Allotments							
4430	Allotments maintenance	24,311	14,697	17,500	2,804	150	2,654	84.8 %
	Allotments :- Expenditure	24,311	14,697	17,500	2,804	150	2,654	84.8 %
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	12,298	11,838	12,500	-662			94.7 %
	Net Expenditure over Income	12,013	2,859	5,000	2,142			
403	Town Open Spaces							
4408	High Meadow maint/dev	30,502	16,199	15,000	-1,199		-1,199	108.0 %
	Town Open Spaces :- Expenditure	30,502	16,199	15,000	-1,199	0	-1,199	108.0 %
1050	Misc Income	1,365	2,967	0	2,967			0.0 %
	Town Open Spaces :- Income	1,365	2,967	0	2,967			
	Net Expenditure over Income	29,136	13,233	15,000	1,767			

	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 %
Net Expenditure over Income	501,367	33,680	217,500	183,820			

Note : DOVER TOWN COUNCIL - BUDGET

RESOLVED 2018/19

Next Year
Budget

<u>Community and Services</u>		
<u>304</u>	<u>Tourism</u>	
4336	Tourism Dover VIC	25,000
4337	Tourism Support	52,000
4338	Destination Dover Project	8,803
	OverHead Expenditure	<u>85,803</u>
1109	Tourism income	39,284
	Total Income	<u>39,284</u>
	304 Net Expenditure	46,519
<u>401</u>	<u>Community Projects and Support</u>	
4401	Horticultural	10,000
4422	Town Regeneration & Developmnt	43,000
4423	Dover Regeneration Grant	0
4425	The Brook Building	10,000
4427	Public Conveniences	9,000
	OverHead Expenditure	<u>72,000</u>
	Total Income	<u>0</u>
401	Net Expenditure	72,000

Note : DOVER TOWN COUNCIL - BUDGET

RESOLVED 2018/19

Next Year
Budget

402	<u>Allotments</u>		
4430	Allotments maintenance	10,000	
4434	Allotment Development Costs	0	
		<u>10,000</u>	
	OverHead Expenditure		
1080	Allotments	11,500	
1082	Allotment Key Deposits Maxton	0	
1083	Allotment Key Deposit Pretoria	0	
1084	Allotment Key Deposit Prospect	0	
1085	Allotment Key Deposit - Pilots	0	
	Total Income	<u>11,500</u>	
	402 Net Expenditure	-1,500	
403	<u>Town Open Spaces</u>		
4408	High Meadow maint/dev	21,500	
	OverHead Expenditure	<u>21,500</u>	
1050	Misc Income	0	
	Total Income	<u>0</u>	
	403 Net Expenditure	21,500	

Dover Town Council 31.3.2018
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : DOVER TOWN COUNCIL - BUDGET

RESOLVED 2018/19

Next Year
Budget

Community and Services - Expenditure

Income

189,303

Net Expenditure

50,784

138,519

Total Budget Expenditure

Income

189,303

Net Expenditure

50,784

138,519

COMMUNITY & SERVICES COMMITTEE

Report as of 26th March 2018

ALLOTMENT REPORT

**License Agreements were sent out 2nd January.
Allotment invoices sent out 13th April**

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	67	0	59	8	0
Pilots Meadow	21	0	21	0	2
Pretoria	70	0	58	12	0
Prospect Place	43	0	36	7	0
No preference					0
TOTALS	201	0	174	27	2

**There is currently 0 people on the waiting list outside the Dover Wards
we currently have 5 allotment tenants who live outside the Dover Wards**

INCOME

Total amount collected (Allotment Rent & Water)
£ 11,661.00- from 1st April 2017

This report is an overview of what has occurred since the Community & Services Committee Meeting of 6th February 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.

We currently only have 2 people on the waiting list who insist they only want a plot at Pilots Meadow and are prepared to wait, usually people are given a choice of sites if they don't mind traveling if vacancies occur.

PILOTS MEADOW

Nothing to report at this time

PROSPECT PLACE

7 tenants were terminated from this site due to signed agreement not being returned

We also have a community allotment on this site (Prospect Corner)

PRETORIA

12 tenants were terminated from this site due to signed agreement not being returned

Works to the lower paths has now been carried out.

MAXTON

8 tenants were terminated from this site due to signed agreement not being returned

Pathway has now been installed gratefully received by the tenants.

ASTLEY AVENUE

Nothing to Report



DOVER TOWN COUNCIL

Report to: Community & Services Committee
Meeting date: 17th April 2018

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

Date written: 21st March 2018

Subject: River Dour Hub

1. INTRODUCTION

The River Dour is one of around 200 chalk streams in the world, which makes it a very special landscape environment. The Dour Steering Group has been developing a strategy and plan for several years to improve access and enjoyment of this river both for the humans who live and work alongside it and the fish and other wildlife who live in and around it. DTC has actively supported the idea of public access along the whole length for a number of years - since the council's comments on the Planning Application for the Buckland Mill development in fact, which should deliver a riverside park alongside the residential and commercial buildings. DTC also financially supports the seasonal clean ups as part of its management agreement with the White Cliffs Countryside Partnership.

2. INFORMATION

There have been informal discussions about the re-purposing of the Buckland Bridge toilets between DDC and DTC on several occasions, trying to find a good use for the redundant but fairly new building. As the Dour Steering Group developed its strategy and roster of possible projects, it became clear that a volunteer/visitor/information base would be a valuable part of improving the Dour. As the hugely successful HLF landscape partnership, Up on the Downs, drew to a close, partners agreed that some of the remaining resources (people and money) could be used to write further funding bids. DTC made strong representation to DDC that a key opportunity of the right size (not too big and not too small) in Dover would be the conversion of the Buckland Bridge toilets, owned by DDC to a River Hub.

A funding application is being written with a number of partners committing match funding and other in-kind support to refurbish the building, employ a river ranger and put on a range of activities for the Dour. The 3-year project will cost in the region of £150,000 and HLF are being asked for £95,000 which leaves a shortfall of around £55,000.

Other partners are contributing as follows: -

DDC	£14,000
Dover Big Local	£10,000
Environment Agency	£10,000
Southern Water	£ 6,000
Affinity Water	£ 6,000

DTC is being asked to contribute £10,000 to complete the match funding profile.

The Project will improve the relationship local people have with their river, delivering both environmental and social outcomes. It will develop greater awareness and understanding through training programmes, events and community engagement at the river centre, which will provide a focus.

The project will encourage participation from a wide range of Dovorians and visitors. It will bring real improvements to the water quality, river wildlife, and try to bring about human behaviour change with regard to water conservation and river friendly conduct. Local communities will gain improved education, health and well-being by engaging with their river.

Community engagement will underpin every aspect. Local people will become involved and invested in activities through the River Centre, volunteering programmes, events, school trips and education about the River Dour. River rangers will help to engage the public further and have an on-site presence that means wider communication can be delivered. An understanding by the public of how their own actions can impact the river positively (or not) will be established.

Training programmes will ensure volunteers have the knowledge to pass onto new audiences so the river can improve in its environmental potential. The Dour Officer and river centre will be responsible for ensuring a legacy of education in river conservation and future safe guarding the River Dour.

The final ownership of the building has not yet been agreed but there will be a rating and maintenance liability and current legislation prevents discretionary rate relief being given to a parish or District Council.

3. DECISION

Committee is asked to resolve: -

To contribute £10,000 match funding to the HLF bid for River Dour Hub; 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 2018/19 budget