



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

DATE OF ISSUE:  
7th June 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 12 June 2018 at 6.00pm when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representation to the Committee or has any special requirements in respect of this meeting please contact Karen Dry, Land and Communities Officer, on 01304 242625.

Allison Burton  
TOWN CLERK

The Press and Public are welcome to attend.

### AGENDA

1. CHAIRMAN AND VICE-CHAIRMAN

To appoint a Chairman and Vice-Chairman of the Committee for the 2018/19 Municipal Year.

2. APOLOGIES FOR ABSENCE

3. 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).*

4. MINUTES

To approve the Minutes of the meeting of the Community & Services Committee held on the 17<sup>th</sup> April 2018. (Copy attached).

5. BUDGET

To consider latest out-turn against the Committee's 2018/19 budget (copy attached).

6. MEETING PROGRESS SHEETS

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

7. ALLOTMENTS

To note the Clerk to the Committee's report regarding the allotment update (copy attached)

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

To consider the Mayors report regarding the Management of High Meadow (copy attached)

8. INFORMATION ITEMS

Chairman's update report

9. DATE OF NEXT MEETING

The next meeting will be held on the 2<sup>nd</sup> October 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, 9AM – 5PM. 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 17<sup>th</sup> April 2018 6pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

### PRESENT

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

#### 464. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Lamoon & Councillor J Ward due to personal commitments.

#### 465. DECLARATIONS OF INTEREST

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

#### 466. MINUTES

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 6<sup>th</sup> February 2018

RESOLVED: That the Minutes of the meeting of the Committee held on the 6<sup>th</sup> February 2018 be approved as a correct record and signed by the Chairman.

Chairman

**467. BUDGET**

The Committee noted the final out-turn against the Committee's 2017/18 budget.  
The Committee noted the Committee's 2018/19 budget

**468. MEETING PROGRESS SHEETS**

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

**469. ALLOTMENTS**

The Committee noted the Clerk to the Committee's report regarding the allotment update since 6<sup>th</sup> February 2018

**470. TOWN REGENERATION**

The Committee considered Chairman's report regarding Riverside Hub

RESOLVED: 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

**471. INFORMATION ITEMS**

Committee noted presentation from the Town Clerk regarding finished projects carried out by this committee.

**472. DATE OF NEXT MEETING**

The next meeting to be confirmed.

The meeting closed 6.27 pm

CHAIRMAN  
Councillor N Rix

Chairman

Month No : 2

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Community and Services</b>								
<u>304</u>	<u>Tourism</u>							
4336	Tourism Dover VIC	25,000	0	25,000	25,000	25,000	0	100.0 %
4337	Tourism Support	51,161	8,521	52,000	43,479		43,479	16.4 %
4338	Destination Dover Project	7,927	908	8,803	7,895	995	6,900	21.6 %
	Tourism :- Expenditure	<b>84,088</b>	<b>9,428</b>	<b>85,803</b>	<b>76,375</b>	<b>25,995</b>	<b>50,380</b>	<b>41.3 %</b>
1109	Tourism income	49,500	24,784	39,284	-14,500			63.1 %
	Tourism :- Income	<b>49,500</b>	<b>24,784</b>	<b>39,284</b>	<b>-14,500</b>			<b>63.1 %</b>
	<b>Net Expenditure over Income</b>	<b>34,588</b>	<b>-15,356</b>	<b>46,519</b>	<b>61,875</b>			
<u>401</u>	<u>Community Projects and Support</u>							
4401	Horticultural	11,448	624	10,000	9,376	8,500	876	91.2 %
4422	Town Regeneration & Developmnt	19,496	941	43,000	42,059	36,740	5,319	87.6 %
4425	The Brook Building	2,967	0	10,000	10,000		10,000	0.0 %
4427	Public Conveniences	16,382	5,807	9,000	3,194	2,500	694	92.3 %
	Community Projects and Support :- Expenditure	<b>50,293</b>	<b>7,372</b>	<b>72,000</b>	<b>64,629</b>	<b>47,740</b>	<b>16,889</b>	<b>76.5 %</b>
1050	Misc Income	0	1,168	0	1,168			0.0 %
	Community Projects and Support :- Income	<b>0</b>	<b>1,168</b>	<b>0</b>	<b>1,168</b>			
	<b>Net Expenditure over Income</b>	<b>50,293</b>	<b>6,204</b>	<b>72,000</b>	<b>65,797</b>			
<u>402</u>	<u>Allotments</u>							
4430	Allotments maintenance	18,521	1,219	10,000	8,781		8,781	12.2 %
	Allotments :- Expenditure	<b>18,521</b>	<b>1,219</b>	<b>10,000</b>	<b>8,781</b>	<b>0</b>	<b>8,781</b>	<b>12.2 %</b>
1080	Allotments	11,838	11,653	11,500	153			101.3 %
	Allotments :- Income	<b>11,838</b>	<b>11,653</b>	<b>11,500</b>	<b>153</b>			<b>101.3 %</b>
	<b>Net Expenditure over Income</b>	<b>6,683</b>	<b>-10,434</b>	<b>-1,500</b>	<b>8,934</b>			
<u>403</u>	<u>Town Open Spaces</u>							
4408	High Meadow maint/dev	16,225	0	21,500	21,500	20,000	1,500	93.0 %
	Town Open Spaces :- Expenditure	<b>16,225</b>	<b>0</b>	<b>21,500</b>	<b>21,500</b>	<b>20,000</b>	<b>1,500</b>	<b>93.0 %</b>
1050	Misc Income	2,967	0	0	0			0.0 %
	Town Open Spaces :- Income	<b>2,967</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>13,258</b>	<b>0</b>	<b>21,500</b>	<b>21,500</b>			
	Community and Services :- Expenditure	<b>169,126</b>	<b>18,019</b>	<b>189,303</b>	<b>171,284</b>	<b>93,735</b>	<b>77,549</b>	<b>59.0 %</b>
	Income	<b>64,305</b>	<b>37,605</b>	<b>50,784</b>	<b>-13,179</b>			<b>74.0 %</b>
	<b>Net Expenditure over Income</b>	<b>104,822</b>	<b>-19,586</b>	<b>138,519</b>	<b>158,105</b>			





**COMMUNITY & SERVICES COMMITTEE**

Report as of 1<sup>st</sup> June 2018

**ALLOTMENT REPORT**

**License Agreements were sent out 2<sup>nd</sup> January.  
Allotment invoices sent out 13<sup>th</sup> April**

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	69	1	63	5	0
Pilots Meadow	22	0	22	0	2
Pretoria	71	1	64	6	0
Prospect Place	43	0	41	2	0
No preference					0
<b>TOTALS</b>	<b>205</b>	<b>2</b>	<b>190</b>	<b>13</b>	<b>2</b>

**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)  
**£ 11,991.00- from 1<sup>st</sup> April 2018**

**This report is an overview of what has occurred since the Community & Services Committee Meeting of 17<sup>th</sup> April 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**

Further shoring up of allotments to the top level have been carried out



## **PROSPECT PLACE**

3 tenants were terminated from this site due to nonpayment of rent

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

## **PRETORIA**

1 tenant were terminated from this site due to nonpayment of rent

Works to the lower paths has now been carried out.

## **MAXTON**

3 tenants were terminated from this site due to nonpayment of rent

Pathway has now been installed gratefully received by the tenants.

## **ASTLEY AVENUE**

Nothing to Report

## **WHITE CLIFFS COUNTRYSIDE PARTNERSHIP**

### **DOVER TOWN COUNCIL - High Meadow complex**

**End March, April , May 2018**

High Meadow complex comprises St. Radigund's field and High Meadow; Phase 1 field; Hospital Down field; Phase 2 field

Grazing.

- The 8 konik ponies have grazed the Phase 1 field before moving back onto the Hospital Down field.
- KWT took the 8 Koniks away recently to have an annual check, hoof trim and health treatments. All 8 have now returned to Hospital Down field.
- We want the Konik ponies to go into the graze the new Coombe Valley Road paddock. We have left the field gate open to the paddock and we hope they will go into graze it themselves. If they do not venture into the paddock themselves Paul will lead them down into it, to introduce it to them.

Habitat/Access management

- The area adjacent to Coombe Valley roundabout (paddock) was cleared of short, regrowth vegetation and after some site preparation for a seed bed, a grass seed / wild flower mix was scattered and raked in by the volunteers. Two slowworms were found at this paddock. We left piles of cut vegetation to act as refugia for the reptiles.
- Kissing gates, footpaths, steps and fences are all checked and repaired when required.

High Meadow and Whinless Down Health Walks

- These are led by Mel each Wednesday morning. More new people are coming out to attend since the start time was changed to a later start time of 10.30 am. On the walks we multitask, if people are willing to. We collect up the litter; check the Konik ponies and their water trough and the fences we pass; as well as, walk and observe nature.

Phase 2 Field, High Meadow

- The Community Payback team (every Saturday) have been busy cutting back short, bramble and scrub regrowth. We are investigating prices for a tractor / flail trim later on in the year as this will need to be an ongoing activity to suppress the bramble and scrub regrowth. The wild flowers are looking spectacular. There were abundant cowslips in April. And, there are abundant Greater Knapweed and Black knapweed plants which is excellent news for the potential spread of the rare Scarce Forester moth on Whinless Down (these species are the larval foodplant of this moth).

Wildlife

- There have been abundant Brimstone, Orange Tip, Common Blue, Dingy Skippers and Wall Brown butterflies spotted at High Meadow this spring.
- A series of small scrapes or hollows were created to hopefully act as puddles for rain water as drinking sources for any possible fledgling Turtle Doves.
- Four Red kites were spotted above Whinless Down/ High Meadow Phase 2 in May. And there are regular sightings of Common Buzzard over Whinless Down and High Meadow.

#### Habitat / Access management.

- Footpaths, kissing gates and infrastructure are being maintained continually with the help of the volunteers.
- Step boards fall into decay on various sites and there is a constant replacement as and when they need replacing.
- Some small lengths of stock fencing have been repaired.
- Invasive Alexanders plant is cut back to prevent it seeding.

#### **River Dour.**

##### Habitat management

- The 2018 season of Dour cleans started in early April and continues on a monthly basis led by Paul Sampson.
- New volunteers are very welcome and a recruitment drive is actively on going.
- Litter levels vary with all types of rubbish found and removed.

##### Education for the appreciation of the River – with the new Pop-Up River Lab events

- Mel has devised and been running new 'Pop-Up River Labs' on Barton path, next to the river as Green Gang events. This is being done in conjunction with our partners, Affinity Water, with Karen Stanley, their Education Officer also attends. We do river dipping; species ID, water based experiments; and Affinity also promote the water saving messages.
- A new audience. The Pop-Up River Labs are reaching some people who have not previously been involved with Green Gang and WCCP events, as we catch the people as they walk along Barton path to and from the town.
- Two 'Follow The Flow' events have been organised for Affinity Water by WCCP one for the River Dour and another for the Pent Stream, Folkestone. These will take place in the school summer holidays with events led by Mel and Paul Holt.

#### **Health and Safety**

- Repairs are made where needed and replacing steps boards on all sites as they deteriorate and become unsafe. Fences are repaired with the help from the volunteers.
- Hand Arm Vibration records are being kept up to date and wrist recorders will be issued in due course. To appropriate staff or volunteers.

## Community and Education

- The Pebbles Project  
DTC commissioned Dover Arts Development (DAD) to develop a community project based on looking closely at the local geology, the chalk and flint; and at the pebbles on Dover beach. Mel worked for this project, we did a rocks and fossils workshop at White Cliffs Primary Academy; an artist Ben Hunt is making an animation with the children's work. A cinema screening took place at Silver Screen cinema at Dover for the Mayor and other VIPs. Mel was invited to give the address at the start of the event. The information is available on the DAD website under Geology of the White Cliffs.
- Grant Application. Mel made an Application to Affinity Water Community Engagement fund for equipment to use with the Pop-Up River Labs and other educational and environmental events. If successful, we will purchase a battery-operated, microscope and other lab equipment.
- Green Gang events at Whinless Down (as adjacent to High Meadow) and the River Dour:
 

Sunday 25 <sup>th</sup> March, Spring Hike at Whinless Down also crosses High Meadow	4 people
Wednesday 4 <sup>th</sup> April, Pop-Up River Lab 1, River Dour	30 people
Friday 6 <sup>th</sup> April, Forest School Experience, Whinless Down	12 People
Friday 13 <sup>th</sup> April, Pop-Up River lab 2, River Dour	76 people
Tuesday 10 <sup>th</sup> April, Whinless Down, Den Building	34 people
Friday 1 <sup>st</sup> June, Po-Up River Lab 3, River Dour	48 people

## Volunteers.

Date	Site and leader	No of volunteers	Task
20 <sup>th</sup> March	Whinless (PS)	6	Scrub clear
27 <sup>th</sup> March	High Meadow (PS)	6	Litter / site work
6 <sup>th</sup> April	River Dour (PS)	10	River clean
12 <sup>th</sup> April	High Meadow (PS)	0	Cancelled
4 <sup>th</sup> May	River Dour (PS)	10	River clean
17 <sup>th</sup> May	Hospital Down (PS)	7	Seeding
31 <sup>st</sup> May	High Meadow (PS)	3	Kissing gate( vandal repairs) and associated fencing

Melanie Wrigley, Paul Sampson, Dover Team

WCCP, June 2018





# DOVER TOWN COUNCIL

**Report to:** Community & Services Committee  
Meeting date: 12<sup>th</sup> June 2018

**From:** Cllr Mrs S Jones Town Mayor

**Date written:** 31<sup>st</sup> May 2018

**Subject:** Management of High Meadow

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## 1. INTRODUCTION

Dover Town Council bought 4 parcels of land at Hospital Down, High Meadow & Whinless Down in 2002. It was dedicated as a Local Nature Reserve & has been managed by the team at WCCP White Cliffs Countryside Project (now Partnership) on behalf of the Council.

## 2. INFORMATION

In 2002 the annual management fee for the 15 hectares of land was agreed at £10,000 pa to be paid in arrears (monies have always been committed in the financial budgets to reflect this). There has been no increase in this for 16 years. Funding pays for the ranger's regular checks, pony watchers, programme of events, inclusion on website & most importantly all land management & scrub clearance & conservation management, it also includes the River Dour Summer clean-up program. Through its recruitment & management of volunteers, WCCP has hugely increased the local community's involvement & love of landscape as well as increasing peoples skills in gardening & land conservation.

In 2013 DTC agreed to increase its contribution to WCCP by giving it the power to apply for & retain countryside stewardship payments from Defra. These payments have historically been in the region of £1,300 p.a.

In 2016, thanks to £2.2m HLF Partnership Programme "Up on the Downs", DTC was able to completely regenerate the 7 hectares of adjacent land left to us by Mrs Knott over a decade ago. This land is now reconditioned Chalk Grassland (a rare habitat & Landscape type), fenced, grazed opened up to the public & managed since 2016 by WCCP.

DTC is both a member of the WCCP Steering group & has regular meetings with the rangers & Natural Environment Manager. Reports are provided regularly as information items to this committee & clearly with the passage of time, increases of costs in equipment, material & staff & the increase of land by over 50% the contributions DTC makes to WCCP is not reflective of actual expenditure. Following negotiations with WCCP it is proposed to increase the annual payment to WCCP to £20,000pa plus the C.S.P from Defra. This will allow the provision of: -

- continue to provide a high standard of land management of High Meadow, including Phase 2
- produce a new management plan for the entire nature reserve, establishing a clear Vision for the site and setting out how we achieve it
- entering Phase 2 in to the Higher Tier of Countryside Stewardship
- continue to run regular volunteer events on High Meadow and the River Dour  
run a programme of community events on High Meadow to develop local people's relationship with the site and improve their health and well-being: WCCP fully subscribes to DTC's views on community engagement in relation to HM and hard-to-reach groups
- provide advice and support to DTC on land management, wildlife and landscape across its estate, external funding and community engagement and learning
- seek external funding as appropriate to enhance HM and RD and engage with and provide skills for the communities of Dover
- continue to develop partnerships to ensure sustainability and value for money
- improve monitoring and evaluation

Analysis by WCCP of the work they undertook on HM during 17/18 amounted to expenditure of £22,983.

As well as preserving & improving its bio-diversity & special landscape characteristic, DTC holds this land in trust for the current & future citizens of Dover, Proper management of HM is essential to ensure the safety of users.

### 3. DECISION

Committee is asked to resolve: -

To make an annual contribution of £20,000 to WCCP for the management of the High Meadow Local Nature Reserve & extensions; delegation for the decision of payment to be given to the Proper Officer in consultation with the Chairman of the Council; Costs to be met from High Meadow Maintenance/Development provision in the Community & Services Committee's relevant year's budget

Statutory Powers: LGA 1972 S145