



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

DATE OF ISSUE:
12th September 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 18th September 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 12th June 2018 (copy attached).

4. **BUDGET**

To consider the final out-turn against 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 2018/19.

6. **ALLOTMENTS**

To note the Clerk to the Committee's report regarding the allotment update since 12th June 2018 (copy attached).

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

To consider a date for the Allotment Tenants Open Meeting

7. **TOWN REGENERATION**

To consider Chairman's report regarding Tourism and the Visitor Information Centre (copy attached)

8. **INFORMATION ITEMS**

To note Urgent Decision UD18/19 -001 regarding change of date to the Community & Services Meeting (copy attached)

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

- Have your say on Parks & Open Spaces Consultation by DDC
<https://www.snapsurveys.com/wh/s.asp?k=153088488944>

9. **DATE OF NEXT MEETING**

The next meeting to be held on 4th December 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)

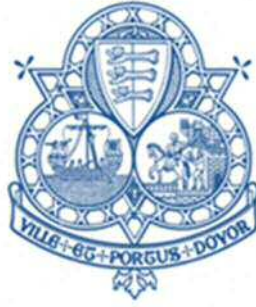
Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion 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 12th June 2018 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

PRESENT

P Brivio
C Precious
J Heron
N Rix
G Cowan
R Walkden
A Jenner
P Wallace
S Jones (Town Mayor)
M Wood
J Lamoon
I Palmer

Councillor S Jones took the chair until the end of Agenda item 1.

23. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the appointment of a Chairman and Vice-Chairman for the 2018/19 Municipal Year.

Councillor Brivio proposed and Councillor Cowan seconded the motion that Councillor Wood be appointed Chairman of the Committee for the 2018/19 Municipal Year, all in favour.

Councillor Cowan proposed and Councillor Brivio seconded the motion that Councillor Jones be appointed Vice-Chairman of the Committee for the 2018/19 Municipal Year, all in favour.

RESOLVED: That Councillor Wood be appointed Chairman and Councillor Jones be appointed Vice-Chairman of the Committee for the 2018/19 Municipal Year.

24. APOLOGIES FOR ABSENCE

Apologies for absence were received from, Councillor Warriner & Councillor Zossedder due to personal commitments

Chairman

25. **DECLARATIONS OF INTEREST**

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

26. **MINUTES**

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 17th April 2018.

RESOLVED: That the Minutes of the meeting of the Committee held on the 17th April 2018 be approved as a correct record and signed by the Chairman.

27. **BUDGET**

The Committee noted latest out-turn against the Committee's 2018/19 budget.

28. **MEETING PROGRESS SHEETS**

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

29. **ALLOTMENTS**

The Committee noted the Clerk to the Committee's report regarding the allotment update.

The Committee noted progress reports from WCCP regarding works on High Meadow.

The Committee considered the Mayors report regarding the Management of High Meadow.

RESOLVED: To increase funding to £20,000 from the current £10,000 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 this Committee; costs to be met from High Meadow Maintenance/Development provision in the Community & Services Committee's relevant year's budget.

30. **INFORMATION ITEMS**

No information items.

31. **DATE OF NEXT MEETING**

The next meeting will be held on the 2nd October 2018.

Meeting closed 6.21pm

CHAIRMAN
Councillor M Wood

Chairman

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Community and Services								
304 Tourism								
4336	Tourism Dover VIC	25,000	0	25,000	25,000	25,000	0	100.0 %
4337	Tourism Support	51,161	21,360	52,000	30,640		30,640	41.1 %
4338	Destination Dover Project	7,927	2,135	8,803	6,668		6,668	24.3 %
	Tourism :- Expenditure	84,088	23,496	85,803	62,307	25,000	37,307	56.5 %
1109	Tourism income	49,500	26,784	39,284	-12,500			68.2 %
	Tourism :- Income	49,500	26,784	39,284	-12,500			68.2 %
	Net Expenditure over Income	34,588	-3,288	46,519	49,807			
401 Community Projects and Support								
4401	Horticultural	11,448	2,521	10,000	7,479	7,698	-219	102.2 %
4422	Town Regeneration & Developmnt	19,496	2,320	43,000	40,680	36,102	4,578	89.4 %
4425	The Brook Building	2,967	0	10,000	10,000		10,000	0.0 %
4427	Public Conveniences	16,382	6,515	9,000	2,486	1,875	611	93.2 %
	Community Projects and Support :- Expenditure	50,293	11,355	72,000	60,645	45,675	14,970	79.2 %
1050	Misc Income	0	1,168	0	1,168			0.0 %
	Community Projects and Support :- Income	0	1,168	0	1,168			
	Net Expenditure over Income	50,293	10,187	72,000	61,813			
402 Allotments								
4430	Allotments maintenance	18,521	4,232	10,000	5,768	300	5,468	45.3 %
	Allotments :- Expenditure	18,521	4,232	10,000	5,768	300	5,468	45.3 %
1050	Misc Income	0	280	0	280			0.0 %
1080	Allotments	11,838	12,602	11,500	1,102			109.6 %
	Allotments :- Income	11,838	12,882	11,500	1,382			112.0 %
	Net Expenditure over Income	6,683	-8,651	-1,500	7,151			
403 Town Open Spaces								
4408	High Meadow maint/dev	16,225	162	21,500	21,339	21,670	-332	101.5 %
	Town Open Spaces :- Expenditure	16,225	162	21,500	21,339	21,670	-332	101.5 %
1050	Misc Income	2,967	0	0	0			0.0 %
	Town Open Spaces :- Income	2,967	0	0	0			
	Net Expenditure over Income	13,258	162	21,500	21,339			
	Community and Services :- Expenditure	169,126	39,244	189,303	150,059	92,645	57,414	69.7 %
	Income	64,305	40,834	50,784	-9,950			80.4 %
	Net Expenditure over Income	104,822	-1,590	138,519	140,109			

COMMUNITY & SERVICES COMMITTEE

Report as of 11th September 2018

ALLOTMENT REPORT

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	69	1	65	3	1
Pilots Meadow	22	0	22	0	7
Pretoria	71	1	66	4	0
Prospect Place	43	1	41	1	0
No preference					0
TOTALS	205	3	194	8	8

***There is now a small waiting list for Allotments but plots need to be cleared before they are offered out.**

There is currently 1 person 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 1st April 2018

This report is an overview of what has occurred since the Community & Services Committee Meeting of 12th June 2018 up to the present day.

Allotment Vacancies are constantly advertised online & in Town Council notice board. Most allotment applications come via the Town Council Website.

We currently only have 5 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

Currently no issues with this site

PROSPECT PLACE

Annual Allotments inspection carried out 31/8/18 all boundaries found to be safe & secure apart from a few uncultivated allotments there were no issues to be found on this site

There is an ongoing issue on this site with water pressure. The current hot weather has highlighted this even further this year.

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

PRETORIA

Due to gradient of the site there is an issue with the pathways to the lower plots slightly falling away but the situation is being monitored regular. There has been a spout of sheds being broken into on this site recently, all boundary fences & locks have been checked, tenants are constantly advised not to keep tools of any value on their plots.

MAXTON

Annual Allotments inspection carried out 31/8/18 all boundaries found to be safe & secure apart from a few uncultivated allotments there were no issues to be found on this site. Random plots checked for rents and no problems were raised.

Had issues with water leaks on this site.

ASTLEY AVENUE

Nothing to Report

WHITE CLIFFS COUNTRYSIDE PARTNERSHIP

DOVER TOWN COUNCIL - High Meadow complex

End of May, June, July and Aug 2018

Grazing.

- The 8 Konik ponies have grazed Hospital Down, St Radigunds field and are currently grazing the Phase 1 field (nearest Prospect Place allotments). Hospital Down had been grazed hard this summer to reduce the scrubby regrowth, with the very hot weather the grass was showing little growth. The lookers have been contacting us to advise us of the flies issue on the Koniks' eyes. Mike Keeley, the KWT livestock manager was asked to look into the problem and came and put on eye ointment. Their health has been consistently good and they look well.
- The Koniks did not want to go into the new Coombe Valley road paddock which is part of Hospital Down field. Paul had to encourage them to go into it. Once there they did start grazing it. However, it was noticed that a very poisonous plant (Fools Parsley) had started growing where the soil had been disturbed. The Vet was contacted for advice and they suggested that the ponies be excluded from the paddock to err on the side of caution. Mel went and dug up as much of the poisonous plant as she could see.
- Vandalism occurred to 3 of the water troughs at the same time during the summer school holidays. In the extreme hot weather this could have put the ponies in jeopardy. The Ball cock arms have been snapped off allowing water to overflow from the trough were the ponies were grazing. The supply to the other two troughs was switched off when no animals are grazing. Repairs were made immediately to the damaged troughs.
- Anti-social behaviour has occurred with someone dumping a bean bag full of small polystyrene pellets which were scattered in the grazing field close to the water trough. Clearing them up was a problem due to their size Di Smith, the farmer kindly loaned us a codeless vacuum hoover so we were able to clear the pellets.

Habitat and Access management

- Vandalism occurred again to the kissing gate and fencing at the eastern end of High Meadow (the Edred Road end) and has resulted in the closing of the gate to deny access to the Koniks for grazing this end of High Meadow. A discussion with the Community Warden regarding drug dealing in the area has come up with suggestions of opening up the wooded area and redesigning the current access to High Meadow. The current timber gate and post and rail fence is not strong enough to take the vandalism. We will be looking at replacing with something stronger.
- Litter picks are carried out by staff and volunteers, and on the health walks. Drinks cans and bottles are the main items of litter collected up.

- Repairs to timber structures are carried out as and when needed e.g. Kissing gates, post and rail fencing, steps.
- The concrete tunnel entrance gate on Hospital Down was broken into recently. It was a substantial gate already, and was seriously damaged. Repairs were made the next day. It took two welders some 4 hrs to make good again. Karen has sought out the history of the tunnel from Jon Iverson and has reported back that it was for underground water storage, not an air raid shelter.
- Footpath clearing has taken place at various locations, including at Whinless Road entrance to Hospital Down with overgrowing hedges and brambles, and litter being cleared.
- The area adjacent to Coombe Valley roundabout (paddock) was cut and tidied and raked into piles by the volunteers. Two slowworms were found at this paddock earlier in the year. And 5 babies and two adults were found on Thursday 30th August. 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.

Community and Education

Health Walks

- These are led by Mel each Wednesday morning, from The Ark, except during August. Participants find out about the health walks from various sources, e.g. the WCCP brochure and website; WCCP social media; NHS social media; from posters; and word of mouth and the Green Gang magazine.
On the walks we multitask, if people are willing too. We collect the litter; check the Konik ponies and their water trough and the fences we pass; as well as, walk and observe nature.
- April = 27 participations (incl. 7 new walkers)
May = 25 participations (incl. 7 new walkers)
June = 22 (incl. 5 new walkers)
July = 22 (incl. 8 new walkers)

Community Payback Team

The Community Payback team (every Saturday) have been busy cutting back short, bramble and scrub regrowth. They have done a very good job in the Phase 2 (new field on north side of Whinless Down) suppressing the regrowth and allowing the flowers to flourish. They have also been cutting and clearing invasive weeds in High Meadow complex.

Volunteer task days.

Date	Site and leader	No of volunteers	Task
5 th June	River Dour (PS)	27	Dour clean
12 th July	Hospital Down (PS)	0	Moved Koniks (PS)
20 th July	River Dour (PS)	12	Dour clean
2 nd August	High Meadow (PS)	2	Litter and Ragwort

9th August	High Meadow (PS)	0	Heavy rain
19th August	River Dour (PS)	10	Dour clean
30th August	Coombe Rd Paddock	5	Cut and tidy
31st August (extra)	High Meadow	1	Cut & treat JK weed

JK refers to Japanese Knotweed.

Volunteers numbers do vary on the sites which WCCP manage. We continue to actively encourage the local people to join in.

Wildlife

- The wild flowers are abundant and look spectacular at the Phase Two field this summer and autumn. It has been excellent for bumble bees; honey bees, butterflies and moths.
- The rarer Adonis Blue, Small Blue, Wall Brown, Dingy Skipper butterflies, Small Heath butterflies have been observed this summer.
- Earlier in the year, 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. They have clearly not had water in them because of the exceptionally hot and dry summer.
- 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.

Health and Safety

- General site safety is monitored and action taken where needed. Some step repairs have been undertaken on site. Footpaths and kissing gates have been cut back throughout the summer. Fences, gates and water troughs have been repaired after vandalism.

Dover Team

WCCP, August 2018



DOVER TOWN COUNCIL

Report to: Community & Services Committee
Meeting date: 18th September 2018

From: Cllr Miriam Wood, Chairman of the Committee

Date written: 4th September 2018

Subject: Dover Visitor Information Centre

1. INTRODUCTION

In 2010 Dover Town Council resolved to fund 50% of the then annual running costs (£40,000 p.a.) of the Dover Visitor Information Centre for 5 years from 2011/12. In 2010 DDC had graded Tourism as a Bronze Service in its budget review and this put the service at risk of closure. The funding was renewed in 2016/17 subject to review and increased to £25,000. The VIC in Dover has always been seen by DDC as very much a tourism resource for the district including Deal and Sandwich with little focus on promoting the town of Dover. Significant space is also given over to promoting other attractions and destinations throughout Kent and the rest of England. DTC has found that it has been unable to influence the delivery of the VIC service despite its significant financial contribution over eight years. Since 2010, DTC has taken on a significant number of services and projects with pressures on its budget and precept increasing.

2. INFORMATION

At a recent meeting, the DDC cabinet member with responsibility for Tourism announced that Tourism had become a priority service for the District Council and that there would be increased investment in its delivery through new posts and new projects. The service would be based at the Council Offices in Whitfield with an additional tourism manager already recruited to develop a Tourism Strategy for the district.

In 2016, DTC entered into a 5-year funding agreement with Dover Big Local and a number of significant partners including English Heritage, the ferry companies and the National trust to create Destination Dover, a tourism development organisation for the town of Dover. It currently employs and

hosts the Destination Dover Manager on behalf of the partnership and contributes £25,000 a year to the project.

Following a period of investment in regeneration and services initiatives and projects over the past 3 years, DTC has undertaken a review of its budgetary commitments. Recognising that DDC is now increasing its funding to tourism now identified as a priority service, it is recommended that this long-standing subsidy to the Dover Visitor Centre be terminated with a benefit of recovering £25,000 per annum to be spent on other projects or services in the town.

3. DECISION

The Committee is asked to resolve to recommend to Council: -

To cease providing subsidy funding to Dover District Council for the its
Tourism Department

Council Offices
Maison Dieu House, Biggin Street
DOVER
Kent CT16 1DW
Tel: 01304 242625 - Fax: 01304 241445
E-mail: council@dovertowncouncil.gov.uk



**DOVER TOWN
COUNCIL**
Cons No: UD 18/19 - 001

Memorandum

To: Councillor Miriam Wood - Chairman of Community & Services Committee and All Members of the Committee

From: Allison Burton - Town Clerk

cc: Karen Dry - Land & Community Officer

Date: 13th August 2018

Re: **CHANGE OF DATE FOR THE COMMUNITY & SERVICES COMMITTEE MEETING DUE TO BE HELD ON 2ND OCTOBER 2018**

You were consulted by me regarding the change of date for the Community & Services Committee meeting scheduled for 6pm on 2nd October 2018. You were of the opinion that in order to enable an agenda item to be considered by the Committee prior to the meeting of the Town Council on 26th September the meeting date should be moved to 18th September 2018.

Using delegated powers under Standing Order 23 A and as the decision cannot wait until the next meeting of the Community & Services Committee, I have authorised the change of the meeting to 18th September 2018 and appropriate notices have been put in place to inform the public of the change of date.

This decision will be reported to the next meeting of the Community & Services Committee to be held on 18th September 2018.

Officer signature: _____

A handwritten signature in black ink, appearing to be 'Allison Burton', written over a horizontal line.