



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

DATE OF ISSUE:  
13th February 2020

## 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 18<sup>th</sup> February 2020 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 10<sup>th</sup> December 2019 (copy attached).

4. **BUDGET**

To consider latest out-turn against the Committee's 2019/20 budget (copy attached).

5. **MEETING PROGRESS SHEETS**

To consider outstanding items concerning resolutions made by the Community and Services Committee during 2019/20 (copy attached)

6. **ALLOTMENTS**

To note the Clerk to the Committee's report regarding the allotment update since 10<sup>th</sup> December 2019 (copy attached).

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

7. **TOWN REGENERATION**

To receive a presentation from Mr Adrian Berendt of 20's Plenty

To consider Chairman's report regarding Innovative Approach to signage (copy attached)

8. **DATE OF NEXT MEETING**

The next meeting to be held on 28<sup>th</sup> April 2020

**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 10<sup>th</sup> December 2019 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

#### **PRESENT**

E Biggs	J Lamoon
J Bird	C Precious
G Cowan (Town Mayor)	N Rix
D Howden	T Sancha
S Jones	R Sawbridge
	L Stephenson
	R Walkden

#### **204. APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Councillors Garnett & Wanstall due to ill health & Councillor Collor due to personal commitments

#### **205. DECLARATIONS OF INTEREST**

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

#### **206. MINUTES**

The Committee considered the Minutes of the meeting of the Community & Services Committee held on the 8<sup>th</sup> October 2019.

**RESOLVED:** That the Minutes of the meeting of the Committee held on the 8<sup>th</sup> October 2019 be approved as a correct record and signed by the Chairman

Chairman

**207. BUDGET**

The Committee noted latest out-turn against the Committee's 2019/20 budget.

**208. MEETING PROGRESS SHEETS**

The committee noted the outstanding items concerning resolutions made by the Community and Services Committee 2019/20.

**209. ALLOTMENTS**

The committee noted the Clerk to the Committee's report regarding the allotment update since 8<sup>th</sup> October 2019.

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

The committee considered the Chairman's report regarding Allotment Rent Review

RESOLVED: That Allotment rents be increased in line with the current rate of inflation for the relevant year from 2020 to 2023.

**210. DATE OF NEXT MEETING**

The next meeting will be held on 18<sup>th</sup> February 2020

Meeting closed 8.11pm

CHAIRMAN  
Councillor S Jones

Chairman

## Detailed Income &amp; Expenditure by Budget Heading 31.01.2020

Month No: 10

## Committee Report

**Community and Services****304 Tourism**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1109 Tourism income	39,284	39,084	39,084	0			100.0%
Tourism :- Income	<b>39,284</b>	<b>39,084</b>	<b>39,084</b>	<b>0</b>			<b>100.0%</b>
4336 Tourism Dover VIC	25,000	0	0	0		0	0.0%
4337 Tourism Support	52,576	46,515	55,817	9,302		9,302	83.3%
4338 Destination Dover Project	4,114	7,731	12,389	4,658		4,658	62.4%
Tourism :- Indirect Expenditure	<b>81,691</b>	<b>54,246</b>	<b>68,206</b>	<b>13,960</b>	<b>0</b>	<b>13,960</b>	<b>79.5%</b>
<b>Net Income over Expenditure</b>	<b>(42,407)</b>	<b>(15,162)</b>	<b>(29,122)</b>	<b>(13,960)</b>			

**401 Community Projects and Support**

1050 Misc Income	1,168	0	0	0			0.0%
Community Projects and Support :- Income	<b>1,168</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4401 Horticultural	7,043	4,610	11,000	6,390	1,820	4,570	58.5%
4422 Town Regeneration & Developmnt	20,524	1,043	21,000	19,957	14,061	5,897	71.9%
4425 The Brook Building	7,022	0	0	0		0	0.0%
4427 Public Conveniences	7,973	3,542	9,250	5,708		5,708	38.3%
Community Projects and Support :- Indirect Expenditure	<b>42,562</b>	<b>9,195</b>	<b>41,250</b>	<b>32,055</b>	<b>15,881</b>	<b>16,174</b>	<b>60.8%</b>
<b>Net Income over Expenditure</b>	<b>(41,394)</b>	<b>(9,195)</b>	<b>(41,250)</b>	<b>(32,055)</b>			

**402 Allotments**

1050 Misc Income	390	389	0	(389)			0.0%
1080 Allotments	12,680	13,806	12,000	(1,806)			115.0%
Allotments :- Income	<b>13,070</b>	<b>14,195</b>	<b>12,000</b>	<b>(2,195)</b>			<b>118.3%</b>
4430 Allotments maintenance	10,978	10,558	10,250	(308)	2,000	(2,308)	122.5%
Allotments :- Indirect Expenditure	<b>10,978</b>	<b>10,558</b>	<b>10,250</b>	<b>(308)</b>	<b>2,000</b>	<b>(2,308)</b>	<b>122.5%</b>
<b>Net Income over Expenditure</b>	<b>2,091</b>	<b>3,637</b>	<b>1,750</b>	<b>(1,887)</b>			

**403 Town Open Spaces**

1050 Misc Income	842	6,359	0	(6,359)			0.0%
Town Open Spaces :- Income	<b>842</b>	<b>6,359</b>	<b>0</b>	<b>(6,359)</b>			
4408 High Meadow maint/dev	22,432	27,844	21,750	(6,094)		(6,094)	128.0%
Town Open Spaces :- Indirect Expenditure	<b>22,432</b>	<b>27,844</b>	<b>21,750</b>	<b>(6,094)</b>	<b>0</b>	<b>(6,094)</b>	<b>128.0%</b>
<b>Net Income over Expenditure</b>	<b>(21,590)</b>	<b>(21,484)</b>	<b>(21,750)</b>	<b>(266)</b>			

Community and Services :- Income	<b>54,363</b>	<b>59,639</b>	<b>51,084</b>	<b>(8,555)</b>			<b>116.7%</b>
Expenditure	<b>157,662</b>	<b>101,843</b>	<b>141,456</b>	<b>39,613</b>	<b>17,881</b>	<b>21,733</b>	<b>84.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(103,299)</b>	<b>(42,204)</b>					





## DOVER TOWN COUNCIL MEETING PROGRESS SHEETS

**2019/2020**

* Unhighlight the Committee/Date once the resolutions have been put on (Just insert no of lines you need)						
DATE	COMMITTEE	MIN no	RESOLUTION	ACTION / RESULT	TARGET COMPLETION DATE	OFFICER CONTACT
08/10/2019	C&S	157a	To explore & develop innovative signage with partners to improve the visibility and accessibility of key facilities in the Market Square/Discovery Centre up to a cost of £300			KD
08/10/2019	C&S	157b	To explore and develop traffic calming measures in Dover Town with partners. Initial costs of up to £9,000 to be funded from the Town Regeneration budget held by this committee. All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairperson of this committee.			KD
08/10/2019	C&S	157c	To establish an annual Delightful in Dover competition with funding of up to £5,000 per annum from the Town Regeneration budget of this committee. A working group to be established to assist in the design and delivery of the project with all negotiations and decisions delegated to the Proper Officer in consultation with the Chairman of this committee and members of the working group.			KD



**COMMUNITY & SERVICES COMMITTEE**

**Report as of 10<sup>th</sup> February 2020**

**ALLOTMENT REPORT**

<b>ALLOTMENT SITES</b>	<b>NO OF PLOTS</b>	<b>VOID</b>	<b>LET</b>	<b>VACANT</b>	<b>WAITLIST</b>
Maxton	68	0	65	3	0
Pilots Meadow	22	0	22	0	2
Pretoria	76	0	67	9	0
Prospect Place	43	0	41	2	0
Astley Avenue	75		75	0	
<b>TOTALS</b>	<b>285</b>	<b>0</b>	<b>270</b>	<b>14</b>	<b>2</b>

we currently have 9 allotment tenants who live outside the Dover Wards

**INCOME**

Total amount collected (Allotment Rent & Water)

£13,500 – from 1st April 2019

(£2,500 towards water costs)

(£11,000 rent)

**This report is an overview of what has occurred since the last Community & Services Committee Meeting, up to the present day.**

All new agreements were sent out in January. This report was accurate at time of writing it however more vacancies may arise once deadline for receiving agreements back has been reached.

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

**PILOTS MEADOW**

Some shoring up of pathways have been done due to land slippage

**PROSPECT PLACE**

There is an ongoing issue on this site with water pressure.

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

Ongoing clearance of vacant plots & communal pathways

**PRETORIA**

Ongoing clearance of vacant plots & communal pathways

**MAXTON**

Ongoing clearance of vacant plots & communal pathways

**ASTLEY AVENUE**

Nothing to Report

## DOVER TOWN COUNCIL – High Meadow Report

White Cliffs Countryside Partnership (WCCP) November, 2019 to February, 2020



The 8 Konik ponies have been grazing the Phase Two field (which is above Coombe Valley Industrial Estate) - Here they are foraging around a large Holly tree. They were moved to St. Radigund's field on 22/01/20

Same field as above. Phase Two Field (top of Whinless Down).

Top Left: in winter

Top Right: in summer

Bottom: close up of summer, downland flowers – great for wildlife & people







On the volunteer tasks (on the 1<sup>st</sup> Tuesday of the month) Ranger Matt and the volunteers have been continuing to clear scrub and brambles, to open up (reduce shade) the chalk grassland habitat. There is a wide band of woodland at the bottom of the slope which is left as woodland.



We have been concentrating on clearing two areas of the bank from scrub. Here the volunteers are tending the bonfires. We leave piles of long logs for people to take from site, and tend to only burn the smaller diameter stems. Some we hope remains as piles for wildlife.



One of the volunteers is doing regular tasks with us to build up his experience for his college course, as he hopes to get into a Countryside Management career.





Matt Weiss, the ranger, amongst the scrub, having just felled a diseased tree before the scrub is cleared.

Two Motorbike riders have been seen regularly going into the Phase Two field. They jammed the bridle gate open between DTC field and the Kent Wildlife Trust field (Nemo Down) causing the two Konik herds to get in together. Matt managed to get the KWT herd back into the correct field. We do ask people to report the bike riders on 101 if they see them, but unfortunately although site users complain about them, people are reluctant to phone. The more reports 101 receive the better. The riders are trespassing and disturb the ponies dog walkers, and wildlife.







**The High Meadow Volunteer task is always on the 1<sup>st</sup> Tuesday of the month.** And, occasionally, there is also one on a Sunday. Details can be found on the WCCP website [www.whitecliffscountryside.org.uk](http://www.whitecliffscountryside.org.uk)

Details can also be found from posts on Facebook; Instagram and Twitter. As well as, in our paper Guided Walks booklet available from the libraries; museum; cafes; community hubs, etc. People who are interested in helping at High Meadow, can also ring the office, or Matt the ranger direct,, in office hours on 07880 706 993 if they want to help on other days. We want to encourage more volunteers to join in. Please promote the activities via your networks. Thank you.



Clearing the middle part of the slope on Hospital Down, to open up the grassland. This provides more grazing for the Konik ponies away from where people concentrate, and more chalk grassland for increased biodiversity. Some clumps of scrub and trees are left to provide a mosaic of habitats.





### **Buckland Hospital c 1960**

(a photo of a photo (kindly taken by a volunteer) hanging up in the Outpatients waiting area in the new hospital, hence reflections of the lights).

Whinless Down/High Meadow Phase Two field can be seen in the top right in the background. Where the lower dark, hedgerow is, indicates where the bottom of the allotments/paddock area was. Now, that is the lower boundary of the field area but is a woodland. And, below that line is all secondary woodland.

**Can you help?** Do either you, your family, friends or local residents have old photos which have views of either High Meadow, Whinless Down, Western Heights, in fact any hills around Dover? Mel at WCCP would like to see them and scan them please? It helps to explain landscape and habitat changes.

Thank you



These are photos from the September 2019 workshop.

DTC funded 3 'Forage Fest' events...each consisted of a foraging guided walk followed by a cookery workshop led by WCCPs Melanie Wrigley. The events were based at St Radigund's Community Centre and foraging took place at High Meadow.

(Top photo) The group out foraging at High Meadow.

(Middle photo) The group eating wild food in the community centre hall.

Wild Food Recipe Books on display

Menu: Wild herb Spanish tortilla (potato omelette with onions and wild leaves, such as fennel, dock leaves, yarrow leaves, nettles, dandelion and wild herbs (Lower food photo) Nettle soup on the left.



Photos. Left: Violets coming into flower in January! Good nectar source for early insects. Right: Pieces of old, clay smoking pipes found in the soil on High Meadow.

## COMMUNITY & EDUCATION

- **Friday 10 January, 2020**, Mel was invited to a meeting at the **Harmonia Dementia Village** by Judith Conveney (via Alison Beaumont). They are keen to get volunteers and the local community involved with developing the grounds around the buildings as beautiful gardens including vegetable, fruit growing. We were looking at ways they could use their land/spaces. They are adjacent (below) to High Meadow but there is a very steep bank (inaccessible) between High Meadow and the village.
- **Monday 13 January**, Mel, assisted by Matt, ran a garden planning, workshop session with **St Radigund's Youth Club** (there were about 25 children). Mel devised a session, to discuss with the children, about **planning and making a garden at the community centre**; we measured up the space together, that the Community centre had agreed they could make into a garden area (next to the centre).

After measuring up the plot; Mel spoke to the children about what their favourite three meals are, and for the children to draw their meals, or, write a list of the plants that make up their meals; then, each child suggested vegetables, salad, flowers and fruit that they would like to grow in their garden. This was written as a list on a large poster; and Mel drew up a rough plan as a proposal for the Community Garden. This was given to Annie one of the youth club leaders. Mel also sent some rough costs of items they would need, such as, a greenhouse; a growhouse for seeds; a garden shed. Annie and the Youth Club leaders were going to work on seeking funding towards making the garden.

Mel/WCCP aims to help with laying out/developing the garden, and to take the youth club up onto High Meadow to collect items for the garden, such as, bean and pea sticks; logs & branches for the wildlife log pile and edging for veg, salad, fruit beds so the children and their families get more of a connection with High Meadow. **The garden will be 'on hold' for now, as the Community centre has building and fencing works planned this year.**

- **Wednesday 15<sup>th</sup> January**, Mel attended the **Tower Hamlets Community Forum**, and in AOB gave a short report about what WCCP are doing at High Meadow and Whinless Down; and a promotion for people to help us as either Volunteers; Lookers, and to highlight the monthly health walk.
- **Thursday 16/January**, Mel attended the St. Radigund's Community Centre coffee morning to informally chat with people about their thoughts on the Youth Club community garden idea. There was a very positive response.
- **A stray sheep**, later on that day, we got a report of a stray sheep around Noah's Ark Road area. The PCSO waited for the RSPCA, who came to look at it and said they couldn't do anything. Later that day, Mel found a lady with it on a 'lead' who was waiting for her friend (who had a small holding) to come and rescue it. No one seemed to know where the sheep had come from!
- **Friday 17/January, Meeting at Astor College of the Arts with Head Teacher Mr Kane**. Mel organised a meeting with Mr Kane to discuss ways the students and staff could become more involved with the countryside around the school including High Meadow and Whinless Down , such as: for GCSE and A level Sciences and Geography field work, including data collection e.g. a bird survey and other surveys, maybe starting in British Science Week 6<sup>th</sup>-15<sup>th</sup> March; the Combined Cadets Force (CCF) coming to do some practical works (Mel has emailed the leader to see if the cadets can engage in activities with WCCP again); the new Duke Of Edinburgh Award group starting at Astor could do some of their hours at High Meadow. Mr Kane was going to discuss with his heads of departments and subject leaders and get back to us.

SUMMARY OF EVENTS (mainly at High Meadow led by Mel)

DATE	SITE	EVENT TYPE	No. Participants
Wed 06/11/2019	High Meadow	Health Walk	0 (raining)
Wed 04/12/19	High Meadow	Health Walk	1 (rained, very wet underfoot)
Wed 08/01/2020	High Meadow	Health Walk	1 (rained, very wet underfoot)
Wed 05/02/2020	High Meadow	Health Walk	2 ( 1 new)

SUMMARY OF VOLUNTEER TASKS led by Matt the Ranger

DATE	SITE	TASK	No. Vols
Tues 03/12/2019	Nemo Down joint task with KWT	Scrub clearing	10
Tues 07/01/2020	Hospital Down	scrub clearing	6
Tues 04/02/2020	Hospital Down	scrub clearing	6
Tues 04/03/2020	Hospital Down	scrub clearing	Next task

Rubbish and litter are collected up on a regular basis. Repairs to fences, gates and steps are made when required.

Melanie Wrigley, White Cliffs Countryside Partnership, 10/02/2020



## DOVER TOWN COUNCIL

**Report to:** Community & Services Committee  
**Meeting date:** 18<sup>th</sup> February 2020

**From:** Cllr S Jones, Chairman of Community & Services Committee

**Date written:** 12<sup>th</sup> February 2020

**Subject:** An Innovative Approach to signage

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### 1. INTRODUCTION

On the 8<sup>th</sup> October 2019, this committee agreed a budget of £300 to develop pictorial information signage for the Market Square. This report brings back the proposals developed under that budget.

### 2. INFORMATION

Working with the artist who designed the hugely popular WWI 100<sup>th</sup> mural at the War memorial, we now have outlines for the designs to wrap the pillars & windows at the Visitor Information Centre, Museum, Library & Cinema. As previously explained, visitors & even residents seem to find it difficult to locate the amenities available in Dover's central Market Square. Appendix A of this report shows a sketch of location along with one of the pillars and two windows. This is still a work in progress but will give you a visual of what we are looking to achieve.

All the artwork will be removable and will not damage the property in any way so it can be taken down and reinstalled if any works were needed to be carried out. The artwork on the windows will still allow light in and will not obscure the view from the inside. The artwork is distinctive & colourful and attracts the eye, but will also enliven the square during the refurbishment works over the next 2 years. Traders, towns folk and greeters are keen for the building works not to impact negatively on footfall in Central Dover & this signage will help to ensure this.

As stated, the Initial costings have been obtained in the region of £3,500 but a competitive procurement process in line with DTC Financial Regulations will be used to select the final suppliers.

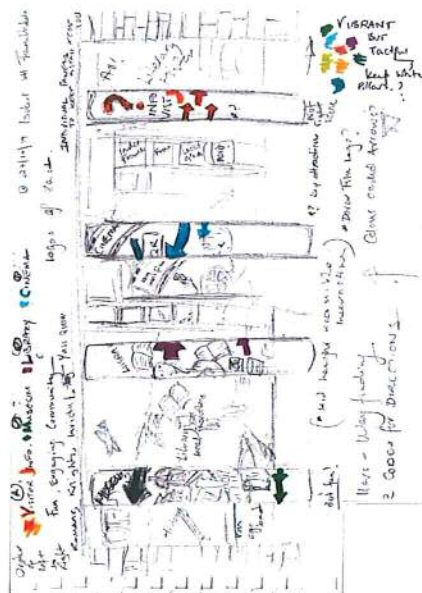
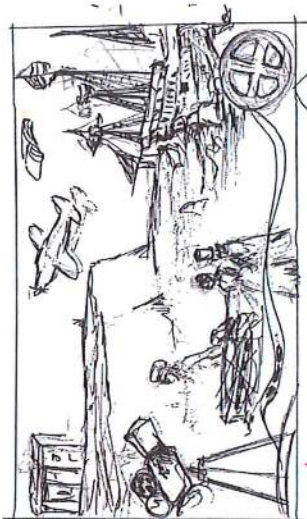
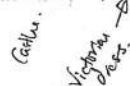
### 3. DECISION

Committee is asked to resolve: -

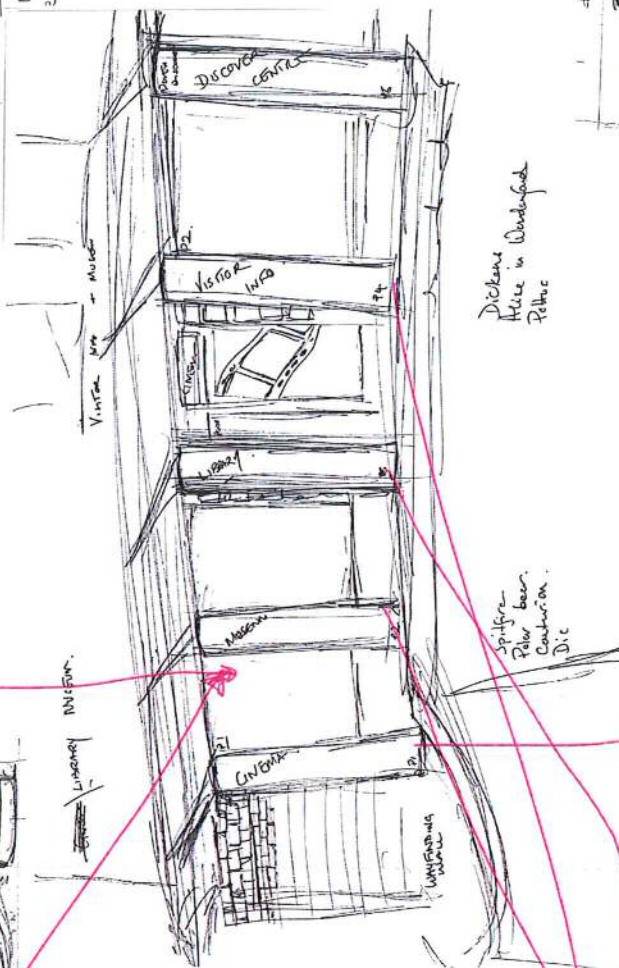
To develop and install innovative signage to improve the visibility and accessibility of key facilities in the Market Square/Discovery Centre up to a cost of £3800 from Town Regeneration in this Committee's budget. All negotiations and contractual arrangements delegated to the Proper Officer in consultation with the Chairperson of the Community & Services Committee.



1. Lawrence Sanders - House - Confirmed



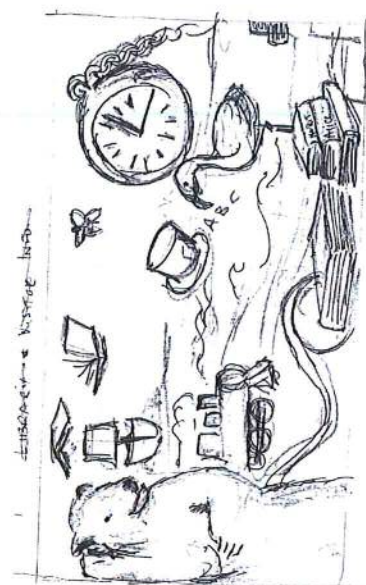
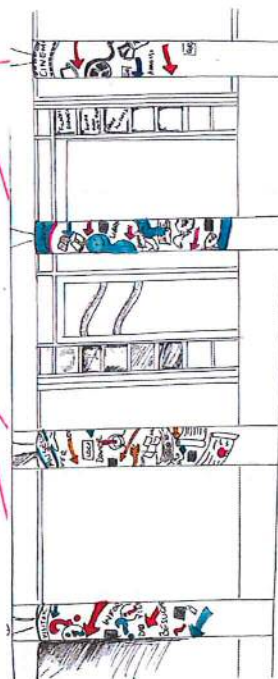
Left panel  
Cinema Museum  
Roman centurion/general  
Castle and cliffs  
Mary Rose  
SPitfire  
Victorian dress  
cinema reels and camera  
Rabbit dropping pocket watch (links two panels)

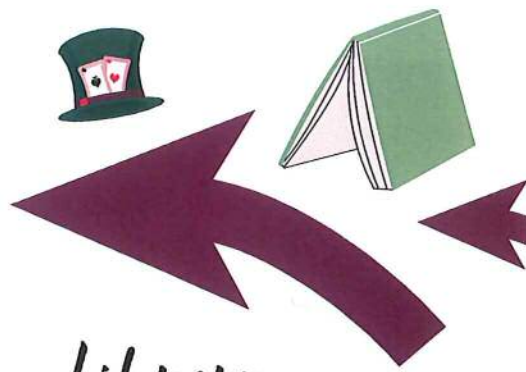


Dickens  
Alice in Wonderland  
Pettie

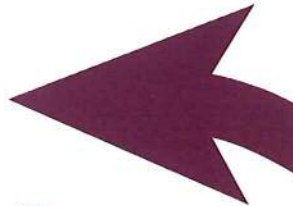
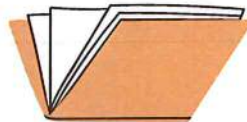
Spitfire  
Peter beer.  
Cantorian.

Right panel – Library Info Polar bear from museum  
Locomotive ( polar express)  
Mad hatters hat  
Flying books  
Stop watch  
Books  
stacked  
floating in ocean ( think narnia)  
and fun items  
camera reel to link them all





*Library*



**LIBRARY**







