



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

DATE OF ISSUE:
8th March 2024

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, Biggin Street, Dover Kent CT16 1DW on Wednesday 13th March 2024 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, Land and Communities Officer, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk of the Committee.

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*). (Pages 1 to 2)

3. MINUTES

To consider the Minutes of the Joint meeting of the Community & Services and Civic & Special Projects Committee held on the 24th January 2024. (Copy attached). (Pages3-5)

4. BUDGET

To consider latest out-turn against the Committee's 2023/24 budget (copy attached). (Pages6-7)

5. MEETING PROGRESS SHEETS

To note there are no outstanding items concerning resolutions made by the Community and Services Committee 2023/24

6. TOWN REGENERATION

To consider Chairs Report regarding Cycle workshop and training hub update (copy attached) (pages 8-9)

Information regarding Boundary Groyne

7. ALLOTMENTS

To note the Clerk to the Committee's report regarding the allotment update (copy attached) (pages 10-11)

To note WCCP's update report regarding progress on High Meadow (copy attached) (pages 12-13)

8. INFORMATION ITEMS

To receive any items of information regarding the Committee's responsibilities.

9. DATE OF NEXT MEETING

The next meeting TBC at 6pm

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, 9.30AM – 4.30PM. 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)

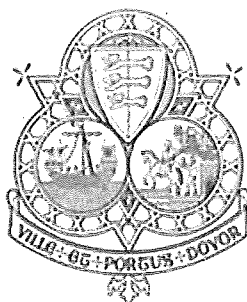
Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion 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 joint meeting of the COMMUNITY & SERVICES COMMITTEE & CIVIC & SPECIAL PROJECTS COMMITTEE held on Wednesday 24TH January 2024 at 6.00pm at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW.

PRESENT

Councillor Bird	Councillor Jones (Town Mayor)
Councillor Bradley	Councillor Kember
Councillor Brivio	Councillor Lamoon
Councillor Calder	Councillor Sawbridge
Councillor Collor	Councillor Shread
Councillor Cowan	Councillor Verrill
Councillor Defriend	Councillor Wanstall

159. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Collins & Bedi (Personal Commitments) & Cllr Mrs Wanstall (Ill Health).

160. DECLARATIONS OF INTEREST

Voluntary Announcements of Other Interests (VAOI) were declared by:

Cllr Bird – Agenda Item 6B – Dover Pantry;

Cllr Defriend – Agenda Item 6B – Dover Pantry;

Cllr Sawbridge – Agenda Item 6B – Dover Pantry;

Cllr Verrill – Agenda Item 7 – Allotments – Did not vote on item but remained with permission of committee.

161. MINUTES

- a. Councillors noted the approved Minutes of the meeting of the Community & Services Committee held on the 7th June 2023 as resolved at the Full Town Council Meeting, 12th July 2023, Minute No: 22.

Chairperson

- b. Councillors noted the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 16th October 2023 as resolved at the Full Town Council Meeting, 29th November 2023, Minute No: 137.

162. BUDGET

The Committees noted the latest out-turn of the Community & Services & Civic & Special Project Committee's 2023/24 budget.

163. PROGRESS SHEETS

The Committee noted that there were no outstanding items concerning resolutions made by the Community & Services Committee & the Civic & Special Project's Committee during 2023/24.

164. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

Playground Proms

Dover Pantry – This application was withdrawn by Applicant

Cllr Brivio requested clarification – Asked if member of the public named as an officer of an applicant organisation should leave Chamber whilst decision regarding grant is made (Playground Proms). Proper Officer confirmed that they attended meeting as a member of public, then it was the choice of the person whether to leave or not, though it is usual practice for an organisation to leave in order to allow for a free-er discussion by Councillors.

RESOLVED: a) That the Committee make a grant of £1,500 to Playground Proms. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2023/24 budget;

b) All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

165. ALLOTMENTS

- a. The Committee noted WCCP's update report regarding progress on High Meadow.
- b. The Committee considered the Chairperson of the Community & Services Committee's report regarding an allotment review.

RESOLVED: a) That Allotment rents and water charges be increased from 1st January 2024 as follows: -

Plot size	2023/4	2024/5	Rise for following 2 years
Up to 125 m ²	£37.00	£40	£42/44
125-249 m ²	£59.00	£65	£68/71
250-400 m ²	£81.00	£93	£98/100
Water	£13.50	£14.50	£15

Chairperson

- b) That the draft allotment licence be adopted for use from 1st January 2024.

Cllr Wanstall asked for information on pedestrian access gate installation at the Maxton Allotment Site and if expenditure had been agreed by Committee. Proper Officer confirmed that all payments are approved by 2 Councillors, the Committee whose budget pays the costs and Full Town Council.

166. TOWN REGENERATION

The Committee noted the Chairperson of the Community & Services Committee regarding an update on Public Conveniences and that the Council has shown its continuing commitment to ensure good quality public toilets are available at several sites and by several means throughout Dover. A budget for this purpose was agreed at Full Town Council in January 2024.

Cllr Cowan requested to view documents concerning lease & minutes for Boundary Groyne Public Conveniences.

167. CIVIC GUIDE

The Committee considered the Chairperson of the Civic & Special Project Committee's report dated 8th January 2024 concerning a review of the Civic Guide.

RESOLVED TO RECOMMEND: To adopt the updated Civic Guide from 2024.

168. INFORMATION ITEMS

- a. The Committee noted UD 23/24 – 003 Cancellation of Community & Services Committee Meeting on 8th November 2023.
- b. The Committee noted UD 23/24 - 006 change of date for Civic & Special Projects Committee Meeting.
- c. The Committee noted Moving Memories feedback to a grant allocated by the Civic & Special Projects Committee at its meeting on the 31st July 2023.

169. DATE OF NEXT MEETING

- a. The Committee noted that the next meeting of the Community & Services Committee will be held on Wednesday 13th March 2024 @ 6pm.
- b. The Committee noted that the next meeting of the Civic & Special Projects Committee will be held on Monday 8th April 2024 @ 6pm.

Meeting Closed @ 7.11pm

CHAIRPERSON
Councillor N Collor
& Councillor R Sawbridge

Chairperson

07/03/2024

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 07/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community and Services</u>							
<u>304 Tourism</u>							
1050 Misc Income	2,802	0	(2,802)			0.0%	
1109 Tourism income	0	2,500	2,500			0.0%	
Tourism :- Income	2,802	2,500	(302)			112.1%	0
4338 Destination Dover Project	35,033	30,000	(5,033)	1,056	(6,089)	120.3%	5,000
Tourism :- Indirect Expenditure	35,033	30,000	(5,033)	1,056	(6,089)	120.3%	5,000
Net Income over Expenditure	(32,231)	(27,500)	4,731				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	(27,231)						
<u>305 Dover Cycle Scheme</u>							
1050 Misc Income	759	0	(759)			0.0%	
Dover Cycle Scheme :- Income	759	0	(759)				0
4340 Dover Cycle Scheme expenditure	1,595	0	(1,595)		(1,595)	0.0%	
Dover Cycle Scheme :- Indirect Expenditure	1,595	0	(1,595)	0	(1,595)		0
Net Income over Expenditure	(836)	0	836				
<u>401 Community Projects and Support</u>							
1060 Grants Received	2,000	0	(2,000)			0.0%	
Community Projects and Support :- Income	2,000	0	(2,000)				0
4401 Horticultural	9,107	12,000	2,893		2,893	75.9%	
4422 Town Regeneration & Developmnt	112,282	120,000	7,718		7,718	93.6%	1,127
4427 Public Conveniences	8,511	10,000	1,489		1,489	85.1%	4,162
Community Projects and Support :- Indirect Expenditure	129,901	142,000	12,099	0	12,099	91.5%	5,289
Net Income over Expenditure	(127,901)	(142,000)	(14,099)				
6000 plus Transfer from EMR	5,289						
Movement to/(from) Gen Reserve	(122,612)						
<u>402 Allotments</u>							
1060 Grants Received	6,000	0	(6,000)			0.0%	
1080 Allotments	18,362	15,000	(3,362)			122.4%	

Continued over page

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 07/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1081 Allotment Water Charges	(83)	0	83			0.0%	
Allotments :- Income	24,279	15,000	(9,279)			161.9%	0
4430 Allotments maintenance	12,272	14,000	1,728	1,797	(69)	100.5%	
Allotments :- Indirect Expenditure	12,272	14,000	1,728	1,797	(69)	100.5%	0
Net Income over Expenditure	12,007	1,000	(11,007)				
403 Town Open Spaces							
1050 Misc Income	3,933	0	(3,933)			0.0%	
Town Open Spaces :- Income	3,933	0	(3,933)				0
4408 High Meadow maint/dev	28,449	30,000	1,551		1,551	94.8%	
4411 Western Heights Amenity Field	1,450	1,000	(450)		(450)	145.0%	
Town Open Spaces :- Indirect Expenditure	29,899	31,000	1,101	0	1,101	96.4%	0
Net Income over Expenditure	(25,966)	(31,000)	(5,034)				
Community and Services :- Income	33,773	17,500	(16,273)			193.0%	
Expenditure	208,699	217,000	8,301	2,853	5,448	97.5%	
Net Income over Expenditure	(174,926)	(199,500)	(24,574)				
plus Transfer from EMR	10,289						
Movement to/(from) Gen Reserve	(164,637)						
Grand Totals:- Income	33,773	17,500	(16,273)			193.0%	
Expenditure	208,699	217,000	8,301	2,853	5,448	97.5%	
Net Income over Expenditure	(174,926)	(199,500)	(24,574)				
plus Transfer from EMR	10,289						
Movement to/(from) Gen Reserve	(164,637)						



DOVER TOWN COUNCIL

Report to: Community & Services Committee
Meeting date: 13th March 2024

From: Cllr Nigel Collor, Chairperson of the Community and Services Committee

Date written: 7 March 2024

Subject: Cycle Repair and Training Hub Project

1. INTRODUCTION

Canterbury Bike Project started in 2017 and is run by Steve Sproston as a charitable enterprise under the auspices of the Canterbury Academy Trust. Using cycle repair and cycle training, the scheme engages with students at risk of exclusion to provide valued skills, help them to re-engage with the education system and improve their life chances. It also helps the larger community see the many benefits of cycling.

2. INFORMATION

After 6 years of successful Young Persons programmes which are tailored for school/college students, the Canterbury Bike Project (CBP) has a waiting list of schools seeking to place their students with them. This includes Dover schools. Lack of capacity and space means that it can be a long wait. The exclusion of a child from school costs £20,000 – the CBP offers both better value and a much higher rate of success in re-engaging students and supporting them to gain a qualification and experiences leading to employment.

As part of a cycle of interconnected activity, CBP provides schools and community centres with free cycles to help young people get to school – improving attendance – and provides serviced and refurbished cycles to adults to enable them to get to work more cheaply and reliably than other means of transport.

During recent discussions with CBP to service the Dover Cycle Hire bikes, it emerged that CBP has been offered a building and operational base at Betteshanger Park. This would enable growth through a new workshop. Costs for fitting out the workshop with up to 6 fully equipped cycle workstations for students would cost in the region of £10,000. Development of the site with financial support from Dover Town Council would ensure that Dover schools would be able to start sending suitable students to the CBP at Betteshanger from May half Term 2024.

The opportunities this presents for our students who struggle with mainstream education is significant. In addition, it will lead to safer cycling for all, access to affordable cycles, related health improvements and the potential for the delivery of the Bikeability training, currently costing each child £15, to be delivered in the following year for free (subject to the awarding of the contract). CCP currently delivers free Bikeability training in Canterbury and has bid for Whitstable and Herne Bay this year.

The development of the Betteshanger site will also create the need for further staff and volunteers alongside added benefits such as cycle instruction for adults, e-bike riders etc.

As The Council comes to the close of this financial year, the funding of a Betteshanger based workshop for CCP offers an opportunity to make a considerable impact within budget for a significant number of Dover based schoolchildren who will otherwise face exclusion and subsequent disadvantage in getting employment through lack of qualifications or useful experience.

3. DECISION

The Committee is invited to consider resolving to recommend: -

Funding the establishment of a Betteshanger base for the Canterbury Cycle Project up to £9,999 to deliver training, qualifications and experience for Dover-based school and college students. Funded from the Committee budget for 2023/4 with all negotiations and agreements delegated to the Proper Officer in consultation with the Chairperson of the Community & Services Committee.

Statutory Powers/Standing Orders /Policy: Localism Act 2012 – Power of General Competence.

COMMUNITY & SERVICES COMMITTEE

Report as of 13th March 2024

ALLOTMENT REPORT

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	68	0	68	0	65
Pilots Meadow	22	0	22	0	20
Pretoria	76	0	76	0	10
Prospect Place	43	0	43	0	10
Astley Avenue	75		75	0	
TOTALS	284	0	284	0	105

we currently have 7 allotment tenants who live outside the Dover Wards

INCOME

Total amount collected (Allotment Rent & Water)

£15,486 – 2023/24 final income for the previous fiscal year
(rents for this year are currently being collected)

This report provides an overview of developments since the last Community & Services Committee Meeting up to the present day.

Allotment vacancies continue to be actively promoted online and on the Town Council notice board, with most applications originating from the Town Council Website.

The Maxton Allotment site has transitioned to self-sufficiency in water supply, relying on the borehole as its primary source, leading to the permanent suspension of the mains connection. However, a minor concern has arisen regarding the water pressure, which does not meet the standards of mains water. This matter has been duly communicated to the company responsible for installing the borehole. It is imperative to note that despite efforts to address the issue, the water pressure is anticipated to not meet the optimal levels associated with mains water.

In response to this situation, tenants have been formally notified, highlighting the importance of water conservation and encouraging the adoption of water-saving practices. It is imperative that allotment occupants exercise prudence in their water usage, knowing issues with water pressure from the borehole.

No other significant issues have surfaced, and all sites are currently operating smoothly, each maintaining a waiting list. To address the waiting list, regular inspections are conducted to ensure all allotments are in use. Individuals found neglecting their plots receive formal notices, prompting them to utilize the allotment or face the risk of it being reclaimed by the council.

All allotment licenses for the year 2024/25 have been dispatched. This time of the year typically sees responses from tenants intending to relinquish their allotments, potentially leading to a slight reduction in the waiting list. Although there has been some fluctuation in the waiting list recently, this is not uncommon during the onset of a new tenancy year.

Committee is asked to note this report

Statutory power SHAA 1908 s29

High Meadow Local Nature Reserve

Report for Dover Town Council

January – March 2024

Site management

January and February have seen us busy clearing scrub and trees across High Meadow to increase the area of grassland. There have been rides created across most of Hospital Down, which will allow the Exmoor ponies to graze different areas and help keep back the regrowth when they return.

The Dover rangers have had joint days onsite, clearing almost two thirds of the Prospect Field compartment as well as removing dangerous or unwanted trees across the site. However, it hasn't all been tree removal. One of the WCCP volunteers (also part of the Dover Wombles) donated 200 trees to us, and High Meadow received approximately 175 of those (with the others going to other WCCP sites). The trees were planted in the hedgerow along Noah's Ark Rd (see photo).



The area where we have scattered native seeds to improve biodiversity is showing promise, with two plants, meadow vetch and sorrel, already growing there. Neither of these plants were present last year. The ranger will continue to monitor this area and record the newly emerging plants.

We have ordered a replacement gate for the kissing gate at the top of the concrete steps on Noah's Ark Road, which was vandalised. This is due to arrive next week and will be installed before the Exmoor ponies return.

Community engagement

Regular site presence has led to greater/deeper engagement with site users and provides an opportunity to reinforce messages around responsible use of the site.

Our regular volunteers have been continuing to brave all weathers clearing scrub and removing rubbish. As the scrub clearing season is now over, we will be focusing on pathway and step maintenance to keep the site accessible throughout the spring and summer months.

Unfortunately, our first session with the Foreland Fields Duke of Edinburgh Gold Award students was rained off, but they will be having their first outing with us on Friday 8 March. We will be having a general site introduction/walk around, a talk about our work and why it's important before doing some practical management - they will be raking up cut materials and cutting vegetation away from paths. These sessions are to continue throughout the year, as often as we can facilitate between our schedules.



Volunteers clearing scrub in the High Meadow East Field and the results after raking, Feb 2024

We are working to get a dog poo bin installed near the entrance at Edgar Rd/Prospect Place allotments, as the poo situation has worsened recently. There is agreement that there is a need for one and we are currently working on the logistics of it being emptied, with the roads being so tight in the area.

We attended the Tower Hamlets Community Day on Valentine's Day, with some fun collaging crafts of native birds for the children and volunteer information for the adults. Unfortunately, the weather meant not too many people turned up, but connections were made with Mind, the mental health charity, who think they have volunteers to send our way.

Looking Forward

The return of the Exmoor ponies is imminent, the National Trust are drawing up the grazing licence and then we are expecting a moving date to get them back- it was around this time last year.

We are hosting a litter pick on Sunday 17 March to take part in the Great British Spring Clean, which will be advertised on social media so could attract people from across Dover as well as local residents. We will be attending the St Radigund's Community Day in April with fun, nature-themed activities for children to do as well as trying to encourage locals to volunteer with us.

Management-wise, the ranger is keen to eradicate the invasive Canadian goldenrod and will be focusing on this during the summer. Regular cuts as well as new tools to destroy the roots will be tested with hopes of slowing down if not stopping its return.



Invasive Canadian goldenrod, before and after cutting.