



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

DATE OF ISSUE:
3rd April 2024

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent. CT16 1DW on **MONDAY 8th APRIL 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 representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, 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 note the approved Minutes of the Joint meeting of the Community & Services Committee & the Civic & Special Projects Committee held on the 24th January 2024 as resolved at the Full Town Council Meeting, 20th March 2024, Minute No: **213**.

4. **BUDGET**

To note the final out-turn of the Committee's 2023/24 budget (Copy attached).
(Pages 3 to 4)

5. **80TH ANNIVERSARY OF D-DAY**

To note the Chairperson's report of the 14th March 2024 concerning the 80th Anniversary of D-Day (copy attached). (Pages 5 to 6)

6. **WESTERN HEIGHTS**

To consider the Chairperson's report of the 27th March 2024 concerning Women's Football in Dover (copy attached). (Pages 7 to 8)

7. **INFORMATION ITEMS**

7a. To note UD 23/24 - 006 change of date for Civic & Special Projects Committee Meeting (copy attached). (Pages 9 to 10)

7b. To receive any further items of information regarding the Committee's responsibilities.

8. **DATE OF NEXT MEETING**

To note that the next meeting of the Civic & Special Projects Committee will be held on Monday 3rd June 2024.

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 to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS 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.

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 11

Committee Report

AGENDA ITEM 4

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Civic and Special Projects						
110 Mayoral Costs						
4101 Mayoral Expense of Office	5,033	6,150	1,117		1,117	81.8%
4102 Mayor's Hospitality	1,284	1,500	216		216	85.6%
4103 Chaplain's Allowance	200	200	0		0	100.0%
4104 Mayor Making	1,176	1,600	424		424	73.5%
4105 Badges of Office	290	250	(40)		(40)	116.0%
4113 Uniforms	0	100	100		100	0.0%
Mayoral Costs :- Indirect Expenditure	7,983	9,800	1,817	0	1,817	81.5%
Net Expenditure	(7,983)	(9,800)	(1,817)			
111 Mayoral Charity Fundraising						
1113 Mayor's Charitable events	280	0	(280)			0.0%
Mayoral Charity Fundraising :- Income	280	0	(280)			
4150 Mayor's Charitable events	50	0	(50)		(50)	0.0%
Mayoral Charity Fundraising :- Indirect Expenditure	50	0	(50)	0	(50)	
Net Income over Expenditure.	230	0	(230)			
301 Civic Functions						
4301 Remembrance Sunday	2,026	2,500	474		474	81.0%
4302 Zeebrugge Raid Commemorations	2,108	2,500	392		392	84.3%
4304 Other Links/Functions	875	1,500	625		625	58.3%
4305 Civic Hospitality	0	1,000	1,000		1,000	0.0%
4307 Statutory Annual Town Meeting	0	500	500		500	0.0%
4308 Honorary Freeman	0	325	325		325	0.0%
4309 Civic Twinning	0	500	500		500	0.0%
Civic Functions :- Indirect Expenditure	5,009	8,825	3,816	0	3,816	56.8%
Net Expenditure	(5,009)	(8,825)	(3,816)			
302 Custodial Costs						
4311 Insurance - Civic Regalia	4,151	3,000	(1,151)		(1,151)	138.4%
4313 Repairs	500	500	0		0	100.0%
Custodial Costs :- Indirect Expenditure	4,651	3,500	(1,151)	0	(1,151)	132.9%
Net Expenditure	(4,651)	(3,500)	1,151			

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Dover Town Council

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Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 11

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>303 Town Events</u>						
1050 Misc Income	1,430	0	(1,430)			0.0%
Town Events :- Income	<u>1,430</u>	<u>0</u>	<u>(1,430)</u>			
4063 Events/Activities Facilitation	35,925	42,000	6,075	5,000	1,075	97.4%
4412 Festival Lights	24,194	35,000	10,806	8,963	1,843	94.7%
Town Events :- Indirect Expenditure	<u>60,119</u>	<u>77,000</u>	<u>16,881</u>	<u>13,963</u>	<u>2,918</u>	<u>96.2%</u>
Net Income over Expenditure	<u>(58,689)</u>	<u>(77,000)</u>	<u>(18,311)</u>			
<u>601 Special Projects</u>						
4421 Sports/Health Development Fund	36,661	50,000	13,339	1,240	12,100	75.8%
Special Projects :- Indirect Expenditure	<u>36,661</u>	<u>50,000</u>	<u>13,339</u>	<u>1,240</u>	<u>12,100</u>	<u>75.8%</u>
Net Expenditure	<u>(36,661)</u>	<u>(50,000)</u>	<u>(13,339)</u>			
6000 plus Transfer from EMR	2,850					
Movement to/(from) Gen Reserve	<u>(33,811)</u>					
Civic and Special Projects :- Income	1,710	0	(1,710)			0.0%
Expenditure	114,472	149,125	34,653	15,203	19,450	87.0%
Net Income over Expenditure	<u>(112,762)</u>	<u>(149,125)</u>	<u>(36,363)</u>			
plus Transfer from EMR	2,850					
Movement to/(from) Gen Reserve	<u>(109,912)</u>					
Grand Totals:- Income	1,710	0	(1,710)			0.0%
Expenditure	114,472	149,125	34,653	15,203	19,450	87.0%
Net Income over Expenditure	<u>(112,762)</u>	<u>(149,125)</u>	<u>(36,363)</u>			
plus Transfer from EMR	2,850					
Movement to/(from) Gen Reserve	<u>(109,912)</u>					



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 8th April 2024

From: Councillor Rebecca Sawbridge - Chairperson of the Civic & Special Projects Committee

Date written: 14th March 2024

Subject: 80th Anniversary of D-Day - 2024

1. INTRODUCTION

6 June 2024 marks the 80th Anniversary of D-Day and the beginning of Operation Overlord, the most extensive naval, air and land operation in history, involving the landing of around 156,000 allied troops in Normandy, with some 130,000 of them touching down on the beaches of Normandy, as they sought to recapture Western Europe.

There will be commemorations across the UK to mark the occasion.

This report outlines how D-Day will be marked in Dover, in line with National arrangements & guidance.

2. INFORMATION

National arrangements, require that the Lighting of the Beacon on the 6th June takes place at 9.15pm and will, in Dover, be accompanied by a piper playing the approved "Highland Laddie" and "Road to the Isles".

To overcome access difficulties at Dover Castle and to ensure there will be as many people in the community that can take part, we will light both of the Beacons. These are at Dover Castle and on the Marina Curve. There will be live stream of the lighting of the Beacon at the Castle, as at the Jubilee event in 2022.

On the 6th June, Dover will take part in National arrangements.

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- 9am – Nation comes together to raise “Flag of Peace”;
- 6.00pm – 9.10pm – World War II entertainment at the Marina Curve;
- 6.30pm – St. Mary’s Church (Cannon Street) will join the world in ringing Out for Peace;
- Lamp Lights of Peace will be lit in some locations within the town;
- 9.10pm – At the Marina Curve, the Piper will play “Highland Laddie” & “Road to the Isles”, prior to the Beacons being lit;
- 9.15pm – D-Day Lighting of Beacons at Dover Castle and on Marina Curve. There will be a reading of The International Tribute.

3. DECISION

The Committee is invited to Note this report.

Statutory Powers/Standing Orders /Policy - LGA 1972 S145



DOVER TOWN COUNCIL

Report to: Civic & Special Projects Committee
Meeting date: 8 April 2024

From: Cllr Rebecca Sawbridge, Chairperson of the Committee

Date written: 27 March 2024

Subject: Football facilities for girls

1. INTRODUCTION

During a recent consultation with young people in Dover funded by Arts Council England, football for girls was identified as one of the top activities which Dover teenagers would like access to. Dover Athletic's Community Foundation (DACF) approached Dover Town Council regarding temporary use of the land it owns at Citadel Road, Dover as the ground which is currently being used at Crabble is limited and interest is growing.

2. INFORMATION

The land at Citadel Road owned by Dover Town Council was in use for sports pitches until fifteen years ago. There are no changing facilities and the land has most recently been used extensively for dog walking and family games by surrounding residents. It is also regularly used as a carpark for days when the Drop Redoubt and Grand Shaft are opened to the public by the Western Heights Preservation Society. There are difficulties with the site with poor transport links and no facilities within easy reach.

There has been a change in policy in recent years by Heritage England and a recognition that sensitive development of land at the Western Heights will raise the funds needed to conserve the statutory monuments and bring them back into public use and access. This means that the landholdings at the Western Heights have a greater value than previously.

Following discussions with the DACF, whose officer is seeking external funding for groundworks and potentially for temporary facilities (subject to planning permission), it is proposed that a 12-month licence for use of the

land owned by DTC for girls' football is granted to DACF to allow funding options and opportunities to be maximised.

Insurance, ground maintenance and other costs will be provided through the Community Foundation. An initial cadre of 33 girls have expressed an interest in training and in taking part in competition.

There would be no charge to DACF for the permitted use of the land.

3. **DECISION**

To agree a 12-month licence for Dover Athletic Community Foundation to use the Dover Town Council land at Citadel Road, Dover for use for women's football training and competition. All negotiations, agreements and the licence to be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

Statutory Powers/Standing Orders /Policy: Power of General Competence/Localism Act 2011

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**DOVER TOWN
COUNCIL**
Cons No: UD 23/24 - 006

AGENDA ITEM 7A

Memorandum

To: Councillor R Sawbridge – Chairperson of Civic & Special Projects Committee
Councillor N Collor – Chairperson of Community & Services Committee

From: Allison Burton – Town Clerk

cc: All Town Councillors
Mrs Tracey Hubbard – Clerk to the Civic & Special Projects Committee
Miss Karen Dry – Clerk to the Community & Services Committee

Date: 9th January 2024

Re: **CHANGE OF DATE FOR CIVIC & SPECIAL PROJECTS COMMITTEE MEETING – SCHEDULED FOR 5TH FEBRUARY 2024**

You were consulted by me regarding the change of date for the forthcoming Civic & Special Projects Committee Meeting (5th February 2024), to work simultaneously with the Community & Services Committee Meeting on the 24th January 2024. You were both in acceptance to the 2 x Committees working together on this occasion.

Using delegated powers under Standing Order 22 A and as the decision cannot wait until the next meeting of the Civic & Special Projects Committee, I have authorised the change.

This decision will be reported to the next meeting of the Civic & Special Projects Committee, scheduled for 8th April 2024.

Officer

signature:

