



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

DATE OF ISSUE:  
27<sup>th</sup> March 2025

## DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a joint meeting of the COMMUNITY & SERVICES COMMITTEE AND THE CIVIC & SPECIAL PROJECTS COMMITTEE will be held at the Town Council Offices, Biggin Street, Dover Kent CT16 1DW on Wednesday 2<sup>nd</sup> April 2025 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 meeting of the Community & Services Committee held on the 5<sup>th</sup> of February 2025. (Copy attached). (Pages 3 to 5)

To consider the Minutes of the meeting of the Civic & Special Projects Committee held on the 10<sup>th</sup> of February 2025. (Copy attached). (Pages 6 to 8)

4. **BUDGET**

To consider the final out-turn against the Community & Services Committee's 2024/25 budget (copy attached). (Pages 9 to 10)

To consider the final out-turn against the Civic & Special Projects Committee's 2024/25 budget (copy attached). (Pages 11 to 12)

5. **TOWN REGENERATION**

To receive presentations from Sarah Horton the Western Heights officer at DDC regarding works to St Martins Battery and future plans.

To receive presentation from Grace Dennis of DDC regarding the approach to review of DDC Parks & Sports Strategies.

To note the final review of projects/ activities carried out by the Community & Services Committee and the Civic & Special Projects Committee since April 2024 (Copy attached) (Pages 13 to 16).

6. **ALLOTMENTS**

To note Clerk to Committees report regarding allotment update since February 2025 (copy attached) (Pages 17 to 18)

To note WCCP's update report regarding progress on High Meadow (copy attached) (Pages 19 to 20)

7. **INFORMATION ITEMS**

To note UD 24/25-004 Cancellation and change of date for Civic & Special Projects Committee Meeting (copy attached) (Page 21)

To remind all Councillors that a visit to Betteshanger to see the progress of Canterbury Bike Project has made with a grant given by the Council has been arranged 4pm - 6pm on Monday 14<sup>th</sup> April. All councillors wishing to attend please advise the clerk.

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

**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 £1 PER BLACK & WHITE COPY £2 PER COLOUR 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 Wednesday 5<sup>th</sup> February 2025 at 6.00pm at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW.

### PRESENT

|                   |                                  |
|-------------------|----------------------------------|
| Councillor Bedi   | Councillor Jones (Chair)         |
| Councillor Biggs  | Councillor Kember <i>from</i>    |
| Councillor Bird   | <i>item 214</i>                  |
| Councillor Calder | Councillor Lamoon                |
| Councillor Collor | Councillor Sawbridge <i>from</i> |
|                   | <i>item 214</i>                  |
|                   | Councillor Shread                |
|                   | Councillor Verrill               |

### 212. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor Collins, Councillor Wanstall & Councillor Mrs Wanstall due to personal commitments

### 213. DECLARATIONS OF INTEREST

Councillor Jones made council aware on agenda item 9 as she manages 2 community centres in Dover though as yet this was not viewed as a VAOI

### 214. MINUTES

Committee noted the approved Minutes of the Community & Services Committee held on the 4<sup>th</sup> of December 2024 as resolved in Minute No.193 at the Town Council Meeting held 15<sup>th</sup> January 2025.

### 215. BUDGET

Committee noted the latest out-turn against the Committee's 2024/25 budget.

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| Chairperson |
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216. ALLOTMENTS

Committee noted WCCP's update report regarding progress on High Meadow

Committee noted clerk to committee's report regarding allotment update

217. TOWN REGENERATION

The Committee considered Councillor Shread's report regarding Motion for the Ocean.

**RESOLVED TO RECOMMEND:**

To declare an Ocean emergency and to adopt the "Motion to the Ocean" and write to the Government asking them to put the ocean into net recovery by 2030.

218. INFORMATION ITEMS

Committee noted there were no information items

219. EXCLUSION OF THE PUBLIC

Committee considered a motion under Standing Orders 1C for the exclusion of the public and press for the remainder of the meeting due to the confidential nature of business to be discussed

**RESOLVED:**

That in accordance with Standing Order 1c and in view of the confidential nature of the business about to be transacted, it would be advisable in the public interest that the public & press be temporarily excluded, and they be requested to withdraw for the duration of the agenda.

220. COMMUNITY SPACES

To consider Chairpersons Report regarding Community Spaces in Dover

**RESOLVED TO RECOMMEND:**

To purchase a building or buildings in the centre of Dover through a loan from the PWLB of up to £260,000 to deliver services to the community of Dover as outlined in the Dover Place Plan 2024-6.

**RESOLVED:**

- To develop a business plan to support the decision and any resulting loan application with research, negotiations and arrangements delegated to the Proper Officer in consultation with the Chairperson of the Council.

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| Chairperson |
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- To summon a meeting of all councillors on Tuesday 1<sup>st</sup> April to review the draft business plan

221. DATE OF NEXT MEETING

The Committee noted that the date of the next meeting will be 2<sup>nd</sup> April 2025

Meeting closed at 6.50 pm

CHAIRPERSON  
Councillor S Jones

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| Chairperson |
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## DOVER TOWN COUNCIL

Minutes of the meeting of the CIVIC & SPECIAL PROJECTS COMMITTEE held on MONDAY 10<sup>TH</sup> FEBRUARY 2025 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

### PRESENT

Councillor Bedi  
Councillor Biggs (Town Mayor)  
Councillor Bird  
Councillor Brivio  
Councillor Calder  
Councillor Collor  
Councillor Dawes

Councillor Kember  
Councillor Lamoon  
Councillor Sawbridge (Chairperson)  
Councillor Shread  
Councillor Verrill  
Councillor Wanstall  
Councillor Mrs Wanstall

Councillor Odell attended the meeting as a non-voting member on Committee.

#### 222. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor Collins (Personal Commitments).

#### 223. DECLARATIONS OF INTEREST

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

#### 224. MINUTES

The Committee noted the approved Minutes of the meeting of the Civic & Special Projects Committee held on the 9<sup>th</sup> December 2024 as resolved at the Full Town Council Meeting, 15<sup>th</sup> January 2025, Minute No 194. The Chairperson signed the minutes.

#### 225. BUDGET

The Committee noted the latest out-turn of the Committee's 2024/25 budget.

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| Chairperson |
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226. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Committee considered the following applications for financial assistance:

- Cinque Ports Sailing
- Deal Music & Arts Limited
- Emmaus of Dover

RESOLVED: 226a) That the Committee make a grant of £3,574 to the Cinque Ports Sailing. Funding to be allocated from the Sports/ Health Development Fund provision in the Civic & Special Project Committee's 2024/25 budget;

226b) That the Committee make a grant of £2,500 to Deal Music & Arts Limited. Funding to be allocated from the Events Facilitation provision in the Civic & Special Project Committee's 2024/25 budget;

226c) That £2,500 be granted to Emmaus Dover, subject to evidence of explanatory signage & an Educational programme to the wider community of Dover on the benefit of composting. Funding then to be allocated from the Sports/ Health Development Fund provision in the Civic & Special Project Committee's 2024/25 budget;

226d) All negotiations and agreements to be delegated to the Proper Officer in consultation with the Chairperson of the Committee.

227. 80<sup>TH</sup> ANNIVERSARY OF VE-DAY

The Committee noted the Chairperson to the Committee's report of the 8<sup>th</sup> January 2025 concerning the 80<sup>th</sup> Anniversary of VE-Day.

228. SUMMER PROGRAMME OF EVENTS

The Committee considered the Chairperson to the Committee's report of the 15<sup>th</sup> January 2025 concerning Pavilion Programme (Summer 2025).

RESOLVED: 228a) That a budget of up to £9,000 be allocated for the Pavilion Programme (Summer 2025). Costs to be met from the External Affairs 2025/26 budget;

228b) That all negotiations and agreements be delegated to the Proper Officer in consultation with the Chairperson of the External Affairs Committee.

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| Chairperson |
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229. WINTER CELEBRATIONS

The Committee considered the Chairperson to the Committee’s report of the 9<sup>th</sup> January 2025 concerning Winter Celebrations in Dover.

RESOLVED: 229a) That a commitment of up to £12,000 be allocated for the annual Festive event held in December 2025 (and supporting activities). Costs to be met from the External Affairs 2025/26 budget;

229b) That all negotiations and agreements be delegated to the Proper Officer in consultation with the Chairperson of the External Affairs Committee.

230. ROUND TABLE DISCUSSION – SPORTS FACILITIES IN DOVER

That a Working group be arranged to discuss matters further.

231. INFORMATION ITEMS

The Committee noted that there were no items of information regarding the Committee’s responsibilities.

232. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Civic & Special Projects Committee will be held on Monday 14<sup>th</sup> April 2025 @ 6pm.

Meeting Closed @ 7.39pm

CHAIRPERSON  
Councillor R Sawbridge

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| Chairperson |
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|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <b><u>Community and Services</u></b>                   |                        |                   |                    |                          |                    |         |                         |
| <b><u>304 Tourism</u></b>                              |                        |                   |                    |                          |                    |         |                         |
| 4338 Destination Dover Project                         | 34,852                 | 34,852            | 0                  |                          | 0                  | 100.0%  | 34,852                  |
| Tourism :- Indirect Expenditure                        | 34,852                 | 34,852            | 0                  | 0                        | 0                  | 100.0%  | 34,852                  |
| Net Expenditure  | (34,852)               | (34,852)          | 0                  |                          |                    |         |                         |
| 6000 plus Transfer from EMR                            | 34,852                 | 0                 | (34,852)           |                          |                    |         |                         |
| Movement to/(from) Gen Reserve                         | 0                      | (34,852)          | (34,852)           |                          |                    |         |                         |
| <b><u>305 Dover Cycle Scheme</u></b>                   |                        |                   |                    |                          |                    |         |                         |
| 4340 Dover Cycle Scheme expenditure                    | 2,615                  | 0                 | (2,615)            |                          | (2,615)            | 0.0%    |                         |
| Dover Cycle Scheme :- Indirect Expenditure             | 2,615                  | 0                 | (2,615)            | 0                        | (2,615)            |         | 0                       |
| Net Expenditure  | (2,615)                | 0                 | 2,615              |                          |                    |         |                         |
| <b><u>401 Community Projects and Support</u></b>       |                        |                   |                    |                          |                    |         |                         |
| 4401 Horticultural                                     | 10,503                 | 22,500            | 11,997             |                          | 11,997             | 46.7%   |                         |
| 4422 Town Regeneration & Developmnt                    | 34,244                 | 80,400            | 46,156             | 38,753                   | 7,404              | 90.8%   | 20,400                  |
| 4427 Public Conveniences                               | 8,018                  | 8,000             | (18)               |                          | (18)               | 100.2%  |                         |
| Community Projects and Support :- Indirect Expenditure | 52,765                 | 110,900           | 58,135             | 38,753                   | 19,383             | 82.5%   | 20,400                  |
| Net Expenditure  | (52,765)               | (110,900)         | (58,135)           |                          |                    |         |                         |
| 6000 plus Transfer from EMR                            | 20,400                 | 0                 | (20,400)           |                          |                    |         |                         |
| Movement to/(from) Gen Reserve                         | (32,365)               | (110,900)         | (78,535)           |                          |                    |         |                         |
| <b><u>402 Allotments</u></b>                           |                        |                   |                    |                          |                    |         |                         |
| 1080 Allotments  | 17,801                 | 15,000            | (2,801)            |                          |                    | 118.7%  |                         |
| Allotments :- Income                                   | 17,801                 | 15,000            | (2,801)            |                          |                    | 118.7%  | 0                       |
| 4430 Allotments maintenance                            | 13,558                 | 15,000            | 1,442              |                          | 1,442              | 90.4%   |                         |
| 4506 Cash Write Off - Unreconciled                     | 5                      | 0                 | (5)                |                          | (5)                | 0.0%    |                         |
| Allotments :- Indirect Expenditure                     | 13,563                 | 15,000            | 1,437              | 0                        | 1,437              | 90.4%   | 0                       |
| Net Income over Expenditure                            | 4,238                  | 0                 | (4,238)            |                          |                    |         |                         |
| <b><u>403 Town Open Spaces</u></b>                     |                        |                   |                    |                          |                    |         |                         |
| 1050 Misc Income                                       | 19,345                 | 0                 | (19,345)           |                          |                    | 0.0%    |                         |
| Town Open Spaces :- Income                             | 19,345                 | 0                 | (19,345)           |                          |                    |         | 0                       |

## Detailed Income &amp; Expenditure by Budget Heading 27/03/2025

Month No: 12

Committee Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4408 High Meadow maint/dev               | 28,678                 | 30,000            | 1,322              |                          | 1,322              | 95.6%   |                         |
| 4411 Western Heights Amenity Field       | 825                    | 1,000             | 175                |                          | 175                | 82.5%   |                         |
| Town Open Spaces :- Indirect Expenditure | <u>29,503</u>          | <u>31,000</u>     | <u>1,497</u>       | 0                        | 1,497              | 95.2%   | 0                       |
| <b>Net Income over Expenditure</b>       | <u>(10,158)</u>        | <u>(31,000)</u>   | <u>(20,842)</u>    |                          |                    |         |                         |
| Community and Services :- Income         | 37,146                 | 15,000            | (22,146)           |                          |                    | 247.6%  |                         |
| Expenditure                              | 133,298                | 191,752           | 58,454             | 38,753                   | 19,701             | 89.7%   |                         |
| <b>Net Income over Expenditure</b>       | <u>(96,152)</u>        | <u>(176,752)</u>  | <u>(80,600)</u>    |                          |                    |         |                         |
| plus Transfer from EMR                   | 55,252                 | 0                 | (55,252)           |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>    | <u>(40,900)</u>        | <u>(176,752)</u>  | <u>(135,852)</u>   |                          |                    |         |                         |
| Grand Totals:- Income                    | 37,146                 | 15,000            | (22,146)           |                          |                    | 247.6%  |                         |
| Expenditure                              | 133,298                | 191,752           | 58,454             | 38,753                   | 19,701             | 89.7%   |                         |
| <b>Net Income over Expenditure</b>       | <u>(96,152)</u>        | <u>(176,752)</u>  | <u>(80,600)</u>    |                          |                    |         |                         |
| plus Transfer from EMR                   | 55,252                 | 0                 | (55,252)           |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>    | <u>(40,900)</u>        | <u>(176,752)</u>  | <u>(135,852)</u>   |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 27/03/2025

Month No: 12

Committee Report

|   | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b><u>Civic and Special Projects</u></b>      |                        |                   |                    |                          |                    |              |                         |
| <b><u>110 Mayoral Costs</u></b>               |                        |                   |                    |                          |                    |              |                         |
| 4101 Mayoral Expense of Office                | 4,865                  | 6,150             | 1,285              |                          | 1,285              | 79.1%        |                         |
| 4102 Mayor's Hospitality                      | 1,336                  | 1,500             | 165                |                          | 165                | 89.0%        |                         |
| 4103 Chaplain's Allowance                     | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| 4104 Mayor Making                             | 705                    | 1,600             | 895                |                          | 895                | 44.1%        |                         |
| 4105 Badges of Office                         | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| 4113 Uniforms                                 | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| Mayoral Costs :- Indirect Expenditure         | <u>6,906</u>           | <u>9,850</u>      | <u>2,944</u>       | <u>0</u>                 | <u>2,944</u>       | <u>70.1%</u> | <u>0</u>                |
| Net Expenditure                               | <u>(6,906)</u>         | <u>(9,850)</u>    | <u>(2,944)</u>     |                          |                    |              |                         |
| <b><u>111 Mayoral Charity Fundraising</u></b> |                        |                   |                    |                          |                    |              |                         |
| 1113 Mayor's Charitable events                | 348                    | 0                 | (348)              |                          |                    | 0.0%         |                         |
| Mayoral Charity Fundraising :- Income         | <u>348</u>             | <u>0</u>          | <u>(348)</u>       |                          |                    |              | <u>0</u>                |
| Net Income                                    | <u>348</u>             | <u>0</u>          | <u>(348)</u>       |                          |                    |              |                         |
| <b><u>301 Civic Functions</u></b>             |                        |                   |                    |                          |                    |              |                         |
| 4301 Remembrance Sunday                       | 4,954                  | 2,500             | (2,454)            |                          | (2,454)            | 198.2%       |                         |
| 4302 Zeebrugge Raid Commemorations            | 1,792                  | 2,500             | 708                | 20                       | 688                | 72.5%        |                         |
| 4304 Other Links/Functions                    | 3,222                  | 3,700             | 478                |                          | 478                | 87.1%        | 1,950                   |
| 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       | <u>9,968</u>           | <u>11,025</u>     | <u>1,057</u>       | <u>20</u>                | <u>1,037</u>       | <u>90.6%</u> | <u>1,950</u>            |
| Net Expenditure                               | <u>(9,968)</u>         | <u>(11,025)</u>   | <u>(1,057)</u>     |                          |                    |              |                         |
| 6000 plus Transfer from EMR                   | 1,950                  | 0                 | (1,950)            |                          |                    |              |                         |
| Movement to/(from) Gen Reserve                | <u>(8,018)</u>         | <u>(11,025)</u>   | <u>(3,007)</u>     |                          |                    |              |                         |
| <b><u>302 Custodial Costs</u></b>             |                        |                   |                    |                          |                    |              |                         |
| 4311 Insurance - Civic Regalia                | 4,229                  | 4,500             | 271                |                          | 271                | 94.0%        |                         |
| 4313 Repairs                                  | 0                      | 1,250             | 1,250              |                          | 1,250              | 0.0%         |                         |
| Custodial Costs :- Indirect Expenditure       | <u>4,229</u>           | <u>5,750</u>      | <u>1,521</u>       | <u>0</u>                 | <u>1,521</u>       | <u>73.5%</u> | <u>0</u>                |
| Net Expenditure                               | <u>(4,229)</u>         | <u>(5,750)</u>    | <u>(1,521)</u>     |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 27/03/2025

Month No: 12

Committee Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>303 Town Events</b>                   |                        |                   |                    |                          |                    |              |                         |
| 4063 Events/Activities Facilitation      | 41,307                 | 52,000            | 10,693             | 430                      | 10,263             | 80.3%        |                         |
| 4331 Pencester Pav staff to 2010/11      | 0                      | 0                 | (0)                |                          | (0)                | 0.0%         |                         |
| 4412 Festival Lights                     | 33,791                 | 35,000            | 1,209              | 1,140                    | 69                 | 99.8%        |                         |
| Town Events :- Indirect Expenditure      | <u>75,099</u>          | <u>87,000</u>     | <u>11,901</u>      | <u>1,570</u>             | <u>10,331</u>      | <u>88.1%</u> | <u>0</u>                |
| Net Expenditure                          | <u>(75,099)</u>        | <u>(87,000)</u>   | <u>(11,901)</u>    |                          |                    |              |                         |
| <b>601 Special Projects</b>              |                        |                   |                    |                          |                    |              |                         |
| 4421 Sports/Health Development Fund      | 30,647                 | 42,000            | 11,353             | 5,201                    | 6,152              | 85.4%        |                         |
| Special Projects :- Indirect Expenditure | <u>30,647</u>          | <u>42,000</u>     | <u>11,353</u>      | <u>5,201</u>             | <u>6,152</u>       | <u>85.4%</u> | <u>0</u>                |
| Net Expenditure                          | <u>(30,647)</u>        | <u>(42,000)</u>   | <u>(11,353)</u>    |                          |                    |              |                         |
| Civic and Special Projects :- Income     | 348                    | 0                 | (348)              |                          |                    | 0.0%         |                         |
| Expenditure                              | 126,848                | 155,625           | 28,777             | 6,791                    | 21,986             | 85.9%        |                         |
| Net Income over Expenditure              | <u>(126,500)</u>       | <u>(155,625)</u>  | <u>(29,125)</u>    |                          |                    |              |                         |
| plus Transfer from EMR                   | 1,950                  | 0                 | (1,950)            |                          |                    |              |                         |
| Movement to/(from) Gen Reserve           | <u>(124,550)</u>       | <u>(155,625)</u>  | <u>(31,075)</u>    |                          |                    |              |                         |
| Grand Totals:- Income                    | 348                    | 0                 | (348)              |                          |                    | 0.0%         |                         |
| Expenditure                              | 126,848                | 155,625           | 28,777             | 6,791                    | 21,986             | 85.9%        |                         |
| Net Income over Expenditure              | <u>(126,500)</u>       | <u>(155,625)</u>  | <u>(29,125)</u>    |                          |                    |              |                         |
| plus Transfer from EMR                   | 1,950                  | 0                 | (1,950)            |                          |                    |              |                         |
| Movement to/(from) Gen Reserve           | <u>(124,550)</u>       | <u>(155,625)</u>  | <u>(31,075)</u>    |                          |                    |              |                         |



**Community & Services & Civic & Special Project Committees**

**Final Review of Projects / Activities – Since April 2024**

**1. Green & Environmental Initiatives**

- ✓ Solar Energy Application via EDF & UKPN – Applied in June for selling back energy to the grid. Awaiting UKPN's response, but all relevant steps taken on gaining information regarding the use of the Town Council workshop building (roof) at Edgar Road.
- ✓ Climate & Biodiversity Actions – Continued maintenance and improvement of green spaces, ensuring alignment with the council's environmental commitments. Agreed to help relocate slow worms onto High Meadow
- ✓ Opening of the volunteer hub in August of this year now aptly named (The Mel Wrigley Hub) at Edgar Road
- ✓ Continue to lobby DHB to install a sustainable drinking water fountain along the seafront.
- ✓ Working in partnership with other organisations to bring together Dover in Bloom/Greening Dover's open spaces.
- ✓ Working in partnership with Future Foundry CIC to create and implement Biggin Hall Garden

**2. Public Spaces & Events**

- ✓ Town Centre & Public Realm Improvements – carrying out planting and maintenance of planters in the town centre as well as Castle Street & Bench Street.
- ✓ Community Engagement Events – Delivered and supported key events, ensuring strong local participation and visibility of the council along with 6 days of talking shops and other public consultations.
- ✓ Provided and funded seating within the boundary of the sand arena at Granville Gardens as well as picnic benches for families to use during their visit, following consultation with families earlier on in the year, shade, somewhere to sit whilst children enjoying the facilities.
- ✓ Continue to work with community to help fund community centres and look for community spaces for the continued use for the people of Dover for various activities.
- ✓ Part funded and partnership working in the book launch of Dover's Everywhere Means Something to Someone.

- ✓ The Town Council's Pencester Pavilion was allocated free of charge for local Community groups / organisations to use within part of their event / activity in the gardens – Martha Trust, Samphire, DDC & Dover Big Local.
- ✓ D-Day 80<sup>th</sup> Anniversary was held in June 2024 on the Marina Curve with Wartime performances and the Lighting of the Beacon, along with live stream link to the Lighting of the Town's Beacon situated on the grounds of Dover Castle.
- ✓ Each year the Dover Town Council organise entertainment to take place within the School Summer break, a "Summer Programme of Events". All held in close proximity to the Pencester Pavilion in the gardens. Within 2024 three small interactive theatre performances took place for the local community to attend free of charge, between latter July & August 2024, along with one premier visit of The Transformers to interact with the local community, first time attending Dover. Overall approximately 900/1,000 young persons attended over the four events.
- ✓ The Town Council also delivered their annual commemorations of the Zeebrugge Raid (St. George's Day 1918) & Remembrance Sunday Service & Parade within 2024, along with the Town's festive lights being illuminated and the Annual Festive event of Dover's Winter Light Up (that was re-scheduled to February 2024, due to Storm Darragh). Whereby thousands attend throughout the day and procession early evening.
- ✓ The Town Council also participated in the town's "Dover at Night" event that took place on an evening in March 2025, whereby approximately 15 town venues took part, illuminated with colour & activities.

### **3. Health & Safety / Training Initiatives**

- ✓ Safety Policies on Allotments – Addressed concerns about safeguarding on Allotments, balancing tenant rights with privacy considerations.
- ✓ Regular inspections of parks and green spaces to ensure public safety, along with additional in-depth inspections of the Sand Arena. Addressed concerns over vandalism, littering, and tree maintenance issues at High Meadow and the Riverside Gardens (Table Football).
- ✓ Additional outdoor gym apparatus obtained for Granville Gardens for the public to use free of charge.



#### 4. Financial Assistance Requests Granted

- ✓ Home-Start Dover District - £2,242 – Granted towards Babble, Chatter, Talking Matters Project. This project was a speech & language project, that required further funding to keep operating for the local families in Dover, giving the support for an hour a week, 5 families over six weeks, for children that had fallen behind with their language development as well as social and emotional development.
- ✓ Cliffs of Sanctuary - £670 – Granted towards Refugee Week 2024 (Dover Town Activities). The weeklong Refugee week took place from 17<sup>th</sup> – 23<sup>rd</sup> June 2024, with speakers, Art Competition, picnic to heritage site & Film screening.
- ✓ Ceramics Art Dover - £1,006 – Granted towards Clay Date 2024 an annual free event attracting over 800 people to experience and enjoy clay. The event took place over 2 days, 6<sup>th</sup> & 7<sup>th</sup> July 2024, with a theme of heritage and the architecture in the town.
- ✓ Dover Pride - £5,000 – Granted towards the delivery of the overall Dover Pride 2024, that was held in August 2024 and attracts year on year, hundreds of people to Dover.
- ✓ Moving Memory Dance - £1,810 – Granted towards the Groovin Well sessions, which were half day workshops (6), of dance, movement for the 50+ age group. These weekly sessions were held in Biggin Hall from 28 August – 2 October 2024. The funds were also included towards the group delivering a performance at the Dover Winter Light Up.
- ✓ Cinque Ports Sailing - £7,974 – Granted towards taster sailing sessions & 12 x RYA Level 1 Dinghy Courses (3 day courses), along with further Dinghy Sailing qualifications and after school clubs.
- ✓ Future Foundry CIC - £5,000 – Granted towards the Dover Youth Festival 2024, which was held 26<sup>th</sup> October – 3<sup>rd</sup> November 2024. Weeklong festival for young people aged 11-19 – Theme of festival, People, Place, Nature and Climate – 16 Free workshops / events taking place throughout the weeklong festival, with 15+ organisations and partners around Dover joining in the delivery of the festival.
- ✓ Deal Music & Arts Limited - £2,500 – Granted towards the Learning & Participation 2024/25 – Dover Town Educational activities, variety of musical, educational activities, learning with numerous schools taking part or as venues for the activities to take place, hundreds of young persons at the Dover Schools involved each year, which assists in their development of instrumental learning.
- ✓ Emmaus Dover - £2,500 – Granted towards obtaining a commercial sized composter & maturation trays – recycling & reuse of food & green waste, building on awareness with the local community and inviting groups / schools to educate on the use of these items.

### **5. Allotments & Community Growing Initiatives**

- ✓ Borehole & Water Supply at Maxton Allotments – Investigated and addressed concerns raised by tenants regarding water access. Discussions facilitated with tenants to gather input.
- ✓ Water Metering Review – Researched feasibility of water meters for allotments; confirmed that a tenant-trust system is used at Astley Avenue, while Maxton remains unsuitable for metering.
- ✓ Allotment Tenant Engagement – Supported open discussion at open tenants' meetings, ensuring tenants had the opportunity to present concerns as well as engagement and valuable input from representatives of allotment sites with reviewing the new tenancy licence.
- ✓ Opened new swap shops for tenants at Maxton & Pretoria Allotment. Applied for funding to extend this to other sites.

COMMUNITY & SERVICES COMMITTEEReport as of 24<sup>th</sup> March 2025ALLOTMENT REPORT

| ALLOTMENT SITES | NO OF PLOTS | LET        | VACANT    | WAITLIST                             |
|-----------------|-------------|------------|-----------|--------------------------------------|
| Maxton          | 77          | 71         | 6         | 39                                   |
| Pilots Meadow   | 22          | 22         | 0         | 7                                    |
| Pretoria        | 84          | 78         | 6         | 16                                   |
| Prospect Place  | 44          | 37         | 7         | 9                                    |
| Astley Avenue   | 75          | 75         | 0         | Waiting list not held by the Council |
| <b>TOTALS</b>   | <b>302</b>  | <b>284</b> | <b>19</b> | <b>71</b>                            |

INCOME

The cost of an allotment per year currently is.

| Size          | Price   | Water  | Total cost per allotment |
|---------------|---------|--------|--------------------------|
| Up to 125 msq | £45.00  | £16.00 | £61.00                   |
| 125 - 249 msq | £70.00  | £16.00 | £86.00                   |
| 250 - 400 msq | £100.00 | £16.00 | £116.00                  |

(Keys for each site are purchased £5 per key (maximum of 2 keys per plot) and are fully refundable upon termination of license and keys handed back)

Total amount collected (Allotment Rent & Water)

£4,253 - 2025/26 income to date

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

Since the adoption of the new allotment management strategy at the recent community & services meeting, significant progress has been made in optimising allotment distribution and accessibility for Dover residents. The following actions have been implemented:

1. Multiple plot holders have been formally notified to relinquish excess plots within a 3-month timeframe, allowing for the removal of personal items. All tenants affected by this have now opted for one plot.
2. Only four tenants had to relinquish their allotments due to being non-Dover residents, as tenancy renewals after March 31, 2025, prioritise local community members.
3. The waiting list for allotments has been substantially reduced to a more manageable size, though it continues to fluctuate as we are continuing to split plots as they become available to a more manageable size and in turn allows us to offer a vacant plot to 2 people on the waiting list at a time.
4. The introduction of joint tenancy's has proved very popular with over 70% of the plots now being in joint names.

The percentage of tenants who are remaining tenants are:

|                |     |
|----------------|-----|
| Maxton         | 70% |
| Pretoria       | 69% |
| Prospect Place | 75% |
| Pilots Meadow  | 90% |

Committee is asked to note this report

*Statutory power SHAA 1908 s29*





## High Meadow Local Nature Reserve

### Report for Dover Town Council

Jan-March 2025

#### Site Management

Scrub clearance continued at High Meadow until the end of February with three main areas targeted; the paddock by Poulton roundabout; the top banks of Hospital Down; and the track leading from the Whinless Road kissing gate to the paddock.



*Before and after scrub clearing in the paddock - annually covered in cowslips.*

During March, the Dover rangers have also used the mower with flail attachment, focussing on areas of rough grass and rank vegetation and removing the tor grass thatch that has accumulated over the wet summer (see *photo right*). The volunteers have been great sports with helping to rake this all up, which will allow more flowers and herb species to push through. It also means that the grasses are more palatable and a more suitable height for the ponies to graze when they return; we are currently in talks with the National trust about this date.



*Grassland after mowing.*

Routine infrastructure checks have been carried out and all work required will be undertaken during the spring and summer.

### **Community Engagement**

As well as regular volunteer tasks, we held a Sunday task on High Meadow to undertake a litter pick. Unfortunately, no volunteers came to help but it was a great opportunity to engage with local people who were out on the site enjoying the sunshine.

The litter pick also created an opportunity for more engagement with the schools in vicinity; in particular, the Boy's Grammar, whose sixth formers have been dropping litter where they park on Noah's Ark Road. The ranger emailed the school's office regarding this issue and had a reply from the deputy head, stating that they also see this as unacceptable and will get the prefects to monitor the area. If the problem persists, they have been offered a year-wide litter picking session onsite in order to educate a little more about the reserve.

### **Looking Forward**

As spring advances, more time will be spent keeping pathways and gateways clear of vegetation and accessible to site users. More frequent litter picks are also planned to attempt to reduce the appeal of dropping rubbish to those walking; studies show that less rubbish is dropped in areas that appear more pristine.

Butterfly surveys will begin in April and a plant survey will also be scheduled for the summer to assess the progress of a particular area in Prospect Field where local "meadow-maker" seeds have been scattered (yellow rattle, *Rhinanthus minor*).

UKPN have completed their first stage of scrub clearance and have taken down some of the dangerous ash trees from under the power lines on Hospital Down. Work to create the temporary road for the rest of the works is set for May/June.



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**DOVER TOWN  
COUNCIL**  
**Cons No: UD 24/25 - 004**

# Memorandum

**To:** Councillor B Sawbridge – Chair of Civic & Special Projects Committee

**From:** Allison Burton – Town Clerk

**cc:** All Town Councillors  
Miss Karen Dry – Clerk to the Committee

**Date:** 26<sup>th</sup> March 2025

**Re:** **CANCELLATION AND CHANGE OF DATE FOR THE CIVIC & SPECIAL PROJECTS COMMITTEE MEETING ON 14<sup>TH</sup> APRIL TO 2<sup>ND</sup> APRIL 2025**

Following consultation, it was noted that the Civic & Special Projects Committee meeting scheduled for 6:00 pm on 14<sup>th</sup> April 2025 had insufficient business to justify being held separately. Given this, it was considered appropriate to cancel the meeting on the 14<sup>th</sup> and combine it with the Community & Services Committee meeting already scheduled for 2<sup>nd</sup> April 2025.

Using delegated powers under **Standing Order 22A**, and as this decision could not wait until the next Civic & Special Projects Committee meeting, I have authorised that the meeting date be changed to **2<sup>nd</sup> April 2025**, to be held as a **joint meeting of the Community & Services and Civic & Special Projects Committees**.

This decision will be formally reported to the joint meeting on **2<sup>nd</sup> April 2025**.

Officer

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

signature: