



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

DATE OF ISSUE:  
12th June 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 on Monday 17th June 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. CHAIRMAN AND VICE-CHAIRMAN

To appoint a Chair and Vice-Chair of the Committee for the 2024/25 Municipal Year.

2. 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.

3. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law (pages 1-2).

*(Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information).*

4. MINUTES

To note the approved the Minutes of the meeting of the Community & Services Committee held on the 13<sup>th</sup> March 2024. as resolved in Minute No.217 at the Town Council Meeting held 20<sup>th</sup> March2024. (Copy attached, pages 3-4 ).

5. BUDGET

To consider latest out-turn against the Committee's 2024/25 budget (copy attached pages5-6).

6. ALLOTMENTS

To note the Clerk to the Committee's report regarding the allotment update (copy attached pages7-8)

To note WCCP's update report regarding progress on High Meadow (copy attached pages 9-10)

7. INFORMATION ITEMS

Chair's update report on committees' activities

8. DATE OF NEXT MEETING

The next meeting will be held on the 24<sup>th</sup> July 2024

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**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 meeting of the COMMUNITY & SERVICES COMMITTEE held on Wednesday 13<sup>th</sup> March 2024 at 6.00pm at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW.

### PRESENT

Councillor Bedi	Councillor Jones (Town Mayor)
Councillor Biggs	Councillor Kember
Councillor Bradley	Councillor Lamoon
Councillor Collor	Councillor Sawbridge
Councillor Cowan	Councillor Shread
	Councillor Verrill

#### 197. APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr's Brivio, Bird, Collins, Defriend, Wanstall & Mrs Wanstall due to personal commitments.

#### 198. DECLARATIONS OF INTEREST

Councillor Verrill declared a VIOA in agenda item 7 as he attends an allotment owned by the Council, he remained in the meeting but took no part in discussions

#### 199. MINUTES

The Committee considered the Minutes of the Joint meeting of the Community & Services and Civic & Special Projects Committee held on the 24th January 2024.

RESOLVED: That the Minutes of the joint meeting of the Community & Services and Civic & Special Projects Committee held on 24<sup>th</sup> January 2024 be approved as a correct record and signed by the Chair of the committee.

#### 200. BUDGET

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

#### 201. PROGRESS SHEETS

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

Chairperson

202. TOWN REGENERATION

The Committee considered the Chairs Report regarding Cycle workshop and training hub update

Committee noted Information on previous minutes handed out in the meeting regarding Boundary Groyne

*Councillor Lamoon proposed and Councillor Jones seconded that the amendment be made to "resolve "the resolution. The amendment was resolved & adopted*

RESOLVED: To fund 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. Costs to be funded from the Committees 2023/4 with all negotiations and agreements delegated to the Proper Officer in consultation with the Chairperson of the Community & Services Committee.

203. ALLOTMENTS

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

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

204. INFORMATION ITEMS

Committee noted that there were no information items.

205. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Community & Services Committee to be confirmed.

Meeting closed at 7pm

CHAIRPERSON  
Councillor N Collor

Chairperson

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community and Services</b>							
<b>304 Tourism</b>							
4338 Destination Dover Project	34,915	0	(34,915)		(34,915)	0.0%	34,852
Tourism :- Indirect Expenditure	<u>34,915</u>	<u>0</u>	<u>(34,915)</u>	<u>0</u>	<u>(34,915)</u>		<u>34,852</u>
<b>Net Expenditure</b>	<u>(34,915)</u>	<u>0</u>	<u>34,915</u>				
6000 plus Transfer from EMR	34,852						
<b>Movement to/(from) Gen Reserve</b>	<u>(63)</u>						
<b>305 Dover Cycle Scheme</b>							
4340 Dover Cycle Scheme expenditure	2,615	0	(2,615)		(2,615)	0.0%	
Dover Cycle Scheme :- Indirect Expenditure	<u>2,615</u>	<u>0</u>	<u>(2,615)</u>	<u>0</u>	<u>(2,615)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(2,615)</u>	<u>0</u>	<u>2,615</u>				
<b>401 Community Projects and Support</b>							
4401 Horticultural	1,312	22,500	21,188		21,188	5.8%	
4422 Town Regeneration & Developmnt	20,415	60,000	39,585	25,000	14,585	75.7%	20,400
4427 Public Conveniences	879	8,000	7,121	7,700	(579)	107.2%	
Community Projects and Support :- Indirect Expenditure	<u>22,606</u>	<u>90,500</u>	<u>67,894</u>	<u>32,700</u>	<u>35,194</u>	<u>61.1%</u>	<u>20,400</u>
<b>Net Expenditure</b>	<u>(22,606)</u>	<u>(90,500)</u>	<u>(67,894)</u>				
6000 plus Transfer from EMR	20,400						
<b>Movement to/(from) Gen Reserve</b>	<u>(2,206)</u>						
<b>402 Allotments</b>							
1080 Allotments	14,970	15,000	30			99.8%	
Allotments :- Income	<u>14,970</u>	<u>15,000</u>	<u>30</u>			<u>99.8%</u>	<u>0</u>
4430 Allotments maintenance	2,926	15,000	12,074		12,074	19.5%	
Allotments :- Indirect Expenditure	<u>2,926</u>	<u>15,000</u>	<u>12,074</u>	<u>0</u>	<u>12,074</u>	<u>19.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>12,044</u>	<u>0</u>	<u>(12,044)</u>				
<b>403 Town Open Spaces</b>							
4408 High Meadow maint/dev	(67)	30,000	30,067		30,067	(0.2%)	
4411 Western Heights Amenity Field	0	1,000	1,000		1,000	0.0%	
Town Open Spaces :- Indirect Expenditure	<u>(67)</u>	<u>31,000</u>	<u>31,067</u>	<u>0</u>	<u>31,067</u>	<u>(0.2%)</u>	<u>0</u>
<b>Net Expenditure</b>	<u>67</u>	<u>(31,000)</u>	<u>(31,067)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 12/06/2024

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community and Services :- Income	14,970	15,000	30			99.8%	
Expenditure	62,995	136,500	73,505	32,700	40,805	70.1%	
<b>Net Income over Expenditure</b>	<u>(48,025)</u>	<u>(121,500)</u>	<u>(73,475)</u>				
plus Transfer from EMR	55,252						
<b>Movement to/(from) Gen Reserve</b>	<u>7,227</u>						
Grand Totals:- Income	14,970	15,000	30			99.8%	
Expenditure	62,995	136,500	73,505	32,700	40,805	70.1%	
<b>Net Income over Expenditure</b>	<u>(48,025)</u>	<u>(121,500)</u>	<u>(73,475)</u>				
plus Transfer from EMR	55,252						
<b>Movement to/(from) Gen Reserve</b>	<u>7,227</u>						



COMMUNITY & SERVICES COMMITTEE

Report as of 11th June 2024

ALLOTMENT REPORT

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	68	0	68	0	55
Pilots Meadow	22	0	22	0	10
Pretoria	76	0	76	0	20
Prospect Place	43	0	43	0	20
Astley Avenue	75		75	0	
<b>TOTALS</b>	<b>284</b>	<b>0</b>	<b>284</b>	<b>0</b>	<b>105</b>

we currently have 6 allotment tenants who live outside the Dover Wards

INCOME

The cost of an allotment per year currently is.

Size	Price	Water	Total cost per allotment
Up to 125 msq	£40.00	£14.50	£54.50
125 - 249 msq	£65.00	£14.50	£79.50
250 - 400 msq	£93.00	£14.50	£107.50

(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)

£14,716.00 - 2024/25 income

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

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

No major issues have arisen & all sites are at present running smoothly with a waiting list for each of them. To combat the waiting list regular inspections are being carried out to make sure all allotments are in use. Anyone found not tending their plot has been written to giving them formal notice to use the allotment or risk the council taking it back.

All Allotment licenses for 2024/25 have now been sent out. There has been a fluctuation with the waiting list recently but this isn't unusual this time of year when new tenancy year starts.

A date for asset inspection for the allotments is due to be set shortly.

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.*

## Update on Community & Services Committee Initiatives

- Grant Award to Ceramic Art Dover

The Community & Services Committee awarded a grant of £1,000 to Ceramic Art Dover to support the costs of its "Clay Date" event, held in July 2023. The funding enabled them to hold events attracting over 800 people.

It was a popular and free community event which invited and encouraged the local community and general public to experience and enjoy clay. A range of activities were provided including demonstrations of Raku firing. All activities were led by experienced ceramicists who live in and around Dover and East Kent.

- Edgar Road Development

The Council left Poulton Close in August "23" and has successfully moved to new premises at Edgar Road. The Wildlife friendly site will provide a volunteer hub, for the White Cliffs Countryside Partnership (WCCP). Alongside a new polycrub was installed this year, marking the Council's first year of growing its own plants. This initiative has resulted in significant savings as these plants have been used in planters and baskets throughout the Town this Summer. There will be an opening event for volunteers at WCCP later on in the Summer

- Seafront Facilities Refurbishment

Following the very successful seafront survey & committee resolutions to improve facilities, the seafront toilets were upgraded & are now open all year round & free providing showers & changing facilities for sea lovers. The attached café has been remodelled and has become a popular venue with many weekly events & a community saunas.

- Funding for Canterbury Cycle Project at Betteshanger

The Committee funded the outfitting of a Betteshanger base for the Canterbury Cycle Project for £9,999. This project will deliver training, qualifications, and practical experience to Dover-based school and college students who are at risk of exclusion. The service level agreement for the building is in place & workshops are being equipped

- Making Allotments Self sustainable

Through forward thinking and efforts of this committee, Maxton allotments is now self-sustainable relying solely on water harvested from the borehole and no longer using mains water.