



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

DATE OF ISSUE:  
19<sup>th</sup> July 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 24<sup>th</sup> July 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 note the approved Minutes of the Community & Services Committee held on the 17<sup>th</sup> June 2024 as resolved in Minute No.64 at the Town Council Meeting held 10<sup>th</sup> July 2024. (Copy attached) (Pages3-4)

4. BUDGET

To consider latest out-turn against the Committee's 2024/25 budget (copy attached). (Pages5-6)

5. TOWN REGENERATION

To consider Chairs Report regarding regeneration of Seafront Facilities on Granville Gardens (copy attached) (pages 7-8)

6. ALLOTMENTS

To note the Clerk to the Committee's report regarding the allotment update (copy attached) (pages 9-10)

To note WCCP's update report regarding progress on High Meadow (copy attached) (pages 11-12)

To consider a date for the Open Allotment Tenants Meeting

7. INFORMATION ITEMS

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

8. DATE OF NEXT MEETING

The next meeting 30<sup>th</sup> October 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.**

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## 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 Monday 17<sup>th</sup> June 2024 at 6.00pm in the Town Council Offices, Maison Dieu House, Biggin Street, Dover.

### PRESENT

Councillor Bedi	Councillor Jones
Councillor Biggs (Town Mayor)	Councillor Kember
Councillor Bird	Councillor Lamoon
Councillor Brivio	Councillor Sawbridge
Councillor Calder	Councillor Shread
Councillor Collins	Councillor Verrill
Councillor Collor	Councillor Mrs Wanstall
Councillor Cowan	Councillor Wanstall

*Councillor Biggs took the chair until the end of Agenda item 1.*

### 31. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The Committee considered the appointment of a Chair and Vice-Chair for the 2024/25 Municipal Year.

Councillor Brivio proposed and Councillor Bird seconded a motion that Councillor Jones be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Lamoon proposed and Councillor Collins seconded the motion that Councillor Collor be appointed Chair of the Committee for the 2024/25 Municipal Year.

Councillor Verrill proposed and Councillor Cowan seconded a motion that Councillor Bird be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

Councillor Wanstall proposed and Councillor Sawbridge seconded the motion that Councillor Shread be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Jones be appointed Chair and Councillor Bird be appointed Vice-Chair of the Committee for the 2024/25 Municipal Year.

*Councillor Jones then took the chair.*

### 32. APOLOGIES FOR ABSENCE

Chair

Apologies for absence were received from Councillor Bradley due to ill health

33. DECLARATIONS OF INTEREST

Councillor Verrill made a VAOI declaration of interest as required by law as he and his son work an allotment with Dover Town Council.

34. MINUTES

The Committee noted the approved the Minutes of the meeting of the Community & Services Committee held on the 13th March 2024. as resolved in Minute No.217 at the Town Council Meeting held 20th March 2024. The minutes were then signed by the Chair.

35. BUDGET

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

36. 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.

37. INFORMATION ITEMS

The Committee noted Chairs report on committees' activities over the past 12 months.

38. DATE OF NEXT MEETING

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

Meeting closed 6.15pm

CHAIR  
Councillor S Jones

Chair

## Detailed Income &amp; Expenditure by Budget Heading 19/07/2024

Month No: 4

Committee Report

	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	33,859	0	(33,859)		(33,859)	0.0%	34,852
Tourism :- Indirect Expenditure	<u>33,859</u>	<u>0</u>	<u>(33,859)</u>	<u>0</u>	<u>(33,859)</u>		<u>34,852</u>
Net Expenditure	<u>(33,859)</u>	<u>0</u>	<u>33,859</u>				
6000 plus Transfer from EMR	34,852						
Movement to/(from) Gen Reserve	<u>993</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>
Net Expenditure	<u>(2,615)</u>	<u>0</u>	<u>2,615</u>				
<b>401 Community Projects and Support</b>							
4401 Horticultural	3,275	22,500	19,225		19,225	14.6%	
4422 Town Regeneration & Developmnt	20,464	60,000	39,536	25,000	14,536	75.8%	20,400
4427 Public Conveniences	1,228	8,000	6,772	6,350	422	94.7%	
Community Projects and Support :- Indirect Expenditure	<u>24,966</u>	<u>90,500</u>	<u>65,534</u>	<u>31,350</u>	<u>34,184</u>	<u>62.2%</u>	<u>20,400</u>
Net Expenditure	<u>(24,966)</u>	<u>(90,500)</u>	<u>(65,534)</u>				
6000 plus Transfer from EMR	20,400						
Movement to/(from) Gen Reserve	<u>(4,566)</u>						
<b>402 Allotments</b>							
1080 Allotments	15,023	15,000	(23)			100.2%	
Allotments :- Income	<u>15,023</u>	<u>15,000</u>	<u>(23)</u>			<u>100.2%</u>	<u>0</u>
4430 Allotments maintenance	3,825	15,000	11,175		11,175	25.5%	
Allotments :- Indirect Expenditure	<u>3,825</u>	<u>15,000</u>	<u>11,175</u>	<u>0</u>	<u>11,175</u>	<u>25.5%</u>	<u>0</u>
Net Income over Expenditure	<u>11,198</u>	<u>0</u>	<u>(11,198)</u>				
<b>403 Town Open Spaces</b>							
4408 High Meadow maint/dev	(44)	30,000	30,044		30,044	(0.1%)	
4411 Western Heights Amenity Field	0	1,000	1,000		1,000	0.0%	
Town Open Spaces :- Indirect Expenditure	<u>(44)</u>	<u>31,000</u>	<u>31,044</u>	<u>0</u>	<u>31,044</u>	<u>(0.1%)</u>	<u>0</u>
Net Expenditure	<u>44</u>	<u>(31,000)</u>	<u>(31,044)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 19/07/2024

Month No: 4

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community and Services :- Income	15,023	15,000	(23)			100.2%	
Expenditure	65,221	136,500	71,279	31,350	39,929	70.7%	
<b>Net Income over Expenditure</b>	<u>(50,198)</u>	<u>(121,500)</u>	<u>(71,302)</u>				
plus Transfer from EMR	55,252						
<b>Movement to/(from) Gen Reserve</b>	<u>5,054</u>						
<b>Grand Totals:- Income</b>	15,023	15,000	(23)			100.2%	
Expenditure	65,221	136,500	71,279	31,350	39,929	70.7%	
<b>Net Income over Expenditure</b>	<u>(50,198)</u>	<u>(121,500)</u>	<u>(71,302)</u>				
plus Transfer from EMR	55,252						
<b>Movement to/(from) Gen Reserve</b>	<u>5,054</u>						





## DOVER TOWN COUNCIL

**Report to:** Community & Services Committee  
Meeting date: 24<sup>th</sup> June 2024

**From:** Cllr Sue Jones, Chairperson of the C&S Committee

**Date written:** 16<sup>th</sup> June 2024

**Subject:** Seafront Facilities

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### 1. INTRODUCTION

In 2019 Dover Town Council installed a sand arena/volley ball court & outdoor gym on Granville Gardens, under agreement with full planning permission from Dover District Council. Both facilities are free to use and attract a large number of families and visitors.

### 2. INFORMATION

In 2024 officers consulted with families using the sand arena and followed this with a week-long face to face consultation and different venues in the town. A great deal of useful information about users & residents perception came through these events. Open & green spaces was the 2<sup>nd</sup> highest priority for the participants, only beaten by "Community". People said they valued the sand pit & area and wanted the seafront facilities enhanced by picnic benches, seating for parents using the sand pit and addition of shade & water dispensers.

A formal lease for the area is under negotiation with DDC to include some of these additions. Research continues into secure, safe & durable picnic benches & seating with incorporated awnings/shade, estimated costs for the groundworks, installation & equipment's are £9,500 for seating inside & outside of the arena & fixtures and fittings

According to Affinity Water's fresh water map, the nearest water pipe is opposite the gardens and runs under the promenade. We are in correspondence with DHB, requesting the installation of a water bottle filling station within the area. As of the date of this meeting, we are still awaiting a reply.

3. DECISION

The Committee is asked to provide seating inside the sand arena and shaded picnic benches at Granville Gardens at a cost of up to £9,500. The cost will be met from the Town Regeneration budget 2024/25 held within the Community & Services Committee. Delegated to the Proper Officer in consultation with the Chair of this Committee.

Statutory Powers/Standing Orders: LGA 1972 s145

COMMUNITY & SERVICES COMMITTEEReport as of 16<sup>th</sup> July 2024ALLOTMENT REPORT

ALLOTMENT SITES	NO OF PLOTS	VOID	LET	VACANT	WAITLIST
Maxton	68	0	68	0	58
Pilots Meadow	22	0	22	0	10
Pretoria	76	0	76	0	22
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>110</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 inspections and risk assessments were carried out in June, 35 tenants were written to regarding non cultivation of allotments. 5 Terminations were sent due to non-cultivation.

The General Assistant has been kept busy keeping pathways and entrances clear due to the warm wet weather it's a constant job.

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

There was a minor issue with the borehole, one of the batteries failed on the pump and the borehole was not filling to capacity, this has now been sorted. No other 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.

Committee is asked to note this report

*Statutory power SHAA 1908 s29*



## High Meadow Local Nature Reserve

### Report for Dover Town Council

June 2024

#### Site Management

The ranger and volunteers have been busy keeping pathways open and cutting the patches of Canadian Goldenrod as frequently as possible. So far, the Goldenrod is being kept from getting any real growth and the plan is on track to stop it from flowering. The Exmoor ponies have been moved into the large St Radigund's compartment and have been grazing well. They were visited by the National Trust vet, who is very happy with their health considering their age.



Infrastructure works have begun, and a handrail (*Left.*) has been installed at the entrance from Harbour View Rd- with members of the public already expressing their happiness with it. A stile is next on the list, to prevent any breakages to the fence line in a popular cut-through spot.

The meadow area that was seeded last autumn has had a Pyramidal orchid (*Right.*) appear there (as well as other flowers not seen the previous year) and this will remain a key focus area for management in the autumn and winter.



#### Community Engagement

As part of the Dour to Downs project, we will be hosting some school sessions at High Meadow. So far there is one class booked in for a trip in September to do a bug hunt- we hope to utilise the Town Council's volunteer hub for this due to the toilet and parking facilities.

The Dover Triangles Nursery continue to looker the ponies once a week and have created clay Exmoor ponies as part of their forest school curriculum (*Right.*). All feedback from the teachers is positive and the children seem to really enjoy their time on the site- even in the rain!



### **Looking Forward**

Works will continue to keep access and paths cleared as well as cutting Goldenrod in the Hospital Field compartment.

WCCP's Big Summer Festival will be happening in August, with a children's "Eye-spy" wildlife walk that will include the Phase 2 compartment of High Meadow- Advertising to begin in the next week.