

Public Document Pack



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15 May 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** will be held in the HMS Brave Room at these Offices on Tuesday 23 May 2017 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebeccabrough@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", written over a white background.

Chief Executive

Scrutiny (Policy and Performance) Committee Membership:

Membership to be appointed at the Annual Council meeting on 17 May 2017.

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 6)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **MINUTES** (Pages 7 - 13)

To confirm the attached Minutes of the meeting of the Committee held on 18 April

2017.

5 **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 12, 13, 14 and 15.

The right of the public to speak does not apply to the following agenda items: Apologies, Appointment of Substitute Members, Declarations of Interest, Minutes, the Forward Plan, the Scrutiny Work Programme, any agenda item that is not accompanied by a written report and items that are exempt business.

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day before the meeting.

6 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** (Pages 14 - 15)

There were no decisions taken by the Cabinet at its meeting held on 8 May 2017 in respect of recommendations from the Scrutiny (Policy and Performance) Committee.

7 **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE OR ANOTHER COMMITTEE**

There are no items for consideration.

8 **ITEMS CALLED-IN FOR SCRUTINY OR PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE, ANY INDIVIDUAL NON-EXECUTIVE MEMBERS OR PUBLIC PETITION**

(a) Items placed on the agenda by a Member of the Committee or any individual Non-Executive Member

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees by providing Democratic Support with notice of the matter prior to the agenda being published.

There are no items for consideration.

(b) Items the subject of Call-In

Executive Decisions may be called-in by the Chairman or Spokesperson of the Scrutiny (Policy and Performance) Committee or any three non-executive members.

There are no items for consideration.

(c) Public Petition

(i) More Parking Spaces at Aycliffe

An e-petition on the Council's website with 42 validated signatures was received from Mr G Dodd.

The petition states as follows:

“We the undersigned petition the council to provide more parking spaces at Aycliffe. This can be done by widening of roads where there are banks etc. A Survey and public consultation will be needed.

Parking at Aycliffe is now at a premium. Where people park it makes it difficult for emergency vehicles to get pass. Therefore widening of roads would provide more parking spaces and better access for emergency services.”

In accordance with the Council’s adopted Petition Scheme, the Committee will determine the action(s) to be taken in relation to the petition, which include:

- (a) To recommend to the relevant decision maker that they take the action requested in the petition;
- (b) To hold an inquiry into the matter, including meeting with any parties the committee is of the view would be appropriate to consult;
- (c) Requesting officers undertake research into the matter and report to a future meeting;
- (d) Request the Leader, Portfolio Holder or an officer to provide a written response to the petition organiser setting out the Council’s views about the request in the petition;
- (e) Take any other action within its remit that it considers appropriate; or
- (f) Take no further action.

9 **APPOINTMENTS TO EXECUTIVE PROJECT AND POLICY ADVISORY GROUPS**

The Scrutiny (Policy and Performance) Committee is requested by Cabinet to nominate a member to sit on the following:

<u>Project / Policy Advisory Group</u> Policy Advisory Group (Local Plan)	<u>Representative</u> Representative of the Scrutiny (Policy & Performance) Committee
Investment Advisory Group	Chairman of the Scrutiny (Policy & Performance) Committee

These are both annual appointments for the municipal year 2017/18.

For information, the nominee for the Project Advisory Group (Local Plan) 2016/17 was Councillor K Mills.

10 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 16 - 18)

It is intended that Members should use the Notice of Forthcoming Key Decisions to identify topics within the remit of the Committee for future scrutiny.

11 **SCRUTINY WORK PROGRAMME** (Pages 19 - 22)

It is intended that the Committee monitor and prioritise its rolling work programme.

12 **PERFORMANCE REPORT - QUARTER 4 2016/17** (Pages 23 - 49)

To consider the attached report of the Director of Governance.

13 **ADOPTION OF WATERLOO CRESCENT, DOVER CONSERVATION AREA CHARACTER APPRAISAL** (Pages 50 - 80)

To consider the attached report of the Chief Executive.

14 **EXTENSIONS TO THE NELSON STREET, DEAL CONSERVATION AREA** (Pages 81 - 85)

To consider the attached report of the Chief Executive.

15 **APPROPRIATION OF LAND FOR PLAY AREAS** (Pages 86 - 94)

To consider the attached report of the Director of Environment and Corporate Assets.

16 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 95)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

17 **ST RADIGUND'S PLAY AREA PROJECT** (Pages 96 - 103)

To consider the attached report of the Director of Environment and Corporate Assets.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting.

Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebeccabrough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

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.

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 s/he 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.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations 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.

Minutes of the meeting of the **SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 18 April 2017 at 6.00 pm.

Present:

Chairman: Councillor K Mills

Councillors: T A Bond
B J Glayzer
J M Heron
M J Holloway
S C Manion
M Rose
D A Sargent
P Walker (as substitute for Councillor M I Cosin)

Officers: Chief Executive
Director of Finance, Housing and Community
Director of Governance
Highways and Parking Team Leader
Planning Delivery Manager
Corporate Estate Engineer
Team Leader – Democratic Support

172 APOLOGIES

Apologies for absence were received from Councillors M I Cosin and R J Frost.

173 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor P Walker had been appointed as substitute for Councillor M I Cosin.

174 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

175 MINUTES

The Minutes of the meeting held on 13 March 2017 were approved as a correct record and signed by the Chairman.

176 PUBLIC SPEAKING

The Team Leader – Democratic Support advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.

177 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

Members received the decisions of the Cabinet relating to recommendations made by the Committee.

RESOLVED: That the decisions be noted.

178 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE OR ANOTHER COMMITTEE

There were no items of business for consideration.

179 ITEMS CALLED-IN FOR SCRUTINY OR PLACED ON THE AGENDA BY A MEMBER OF THE COMMITTEE, ANY INDIVIDUAL NON-EXECUTIVE MEMBERS OR PUBLIC PETITION

(a) Future Options

The Team Leader – Democratic Support advised that the Leader of the Council would be providing an update on the future options being considered following the decision by Shepway District Council at the meeting to be held on 23 May 2017.

The Chief Executive advised that although work on the proposed merger to create a single East Kent District Council had stopped following the decision of Shepway District Council there was still a desire to collaborate amongst East Kent authorities and joint working continued through the existing shared services. A case-by-case decision would be taken on whether to share further services.

The snap parliamentary election scheduled for Thursday 8 June 2017 was expected to delay decisions on proposals for local government reorganisation that other authorities had submitted to the Secretary of State for consideration.

In response to a question, the Chief Executive advised that although the Council could not get back the money it had expended in relation to the proposed merger, it had only expended a few thousand pounds from the funds that it had allocated.

RESOLVED: That the update be noted.

180 NOTICE OF FORTHCOMING KEY DECISIONS

The Team Leader – Democratic Support presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

RESOLVED: That the Notice of Forthcoming Key Decisions be noted.

181 SCRUTINY WORK PROGRAMME

The Team Leader – Democratic Support presented the Scrutiny Work Programme to the Committee for its consideration.

Members requested that the links relating to the scaffolding issue discussed at the previous meeting be recirculated.

RESOLVED: That the Work Programme be noted.

182 REGENT CINEMA UPDATE

The Monitoring Officer informed Members that as the restrictions concerning local authority publicity (known as ‘purdah’) were in force due to the Kent County Council elections, the discussion should be confined to the Cabinet decision taken on 11 October 2016 in respect of the Regent Cinema.

The Planning Delivery Manager provided Members with an update on the Cabinet Decision as followed:

Cabinet Decision

Update

(a) That Planning Officers be instructed to immediately cease providing pre-application advice to the developers of the Regent Cinema. Cabinet noted that the developers had recently been advised by the Chief Executive that the pre-application advice process had been exhausted and that they should proceed with a planning application as soon as possible.

This had happened and no further pre-application advice had been provided since October 2016.

(b) That the developer be given 3 months to submit an outline planning application and 6 months to submit a full planning application for the Regent Cinema building and, if these deadlines are not met, the Council take enforcement action in respect of the building.

No planning application had been received during the 6 months and the Council had received no indication of an imminent application.

(e) That an immediate inspection of the Regent Cinema building be undertaken by Officers to look at whether a Section 215 notice can be issued and a report be

An inspection had been undertaken and works had been carried out to the Council's satisfaction. There was therefore no need to take action under

Cabinet Decision

provided to a future meeting of the Scrutiny (Policy and Performance) Committee outlining the action taken. Cabinet noted that Officers had visited the site the preceding week, and that the Section 215 process could potentially take up to 5 months should the developer appeal against the notice.

(g) That a local Fire Officer be requested to conduct an immediate inspection of the Regent Cinema building. Cabinet noted that the request had already been made and the outcome was awaited. All options were considered.

(h) That the Director of Environment and Corporate Assets be requested as a matter of urgency to investigate if the condition of the Regent Cinema building is adversely affecting the Timeball Tower and take appropriate action. Cabinet noted that this matter was being investigated.

(j) That a report be submitted to a future meeting of the Scrutiny (Policy and Performance) Committee on the feasibility of the Council undertaking a Compulsory Purchase Order in respect of the Regent Cinema building in the event the developer does not take the requested actions. Cabinet noted that the Compulsory Purchase procedure should be considered as a measure of last resort and that provision of a report should be subject to the expiry of the planning application deadlines at (b) above.

Update

Section 215 at present. However, if the building were to deteriorate in the future the Council could still take action under Section 215.

The fire officer had also visited and no concerns had been raised over fire safety.

Members were advised that there were no structural concerns over the Regent Cinema building.

The Director of Governance advised that a Compulsory Purchase Order (CPO) could not be discussed until after the conclusion of purdah.

The Chief Executive reminded Members that the CPO for the St James's Development in Dover had a back-to-back agreement in place with the developer and any successful CPO application would need to demonstrate a credible plan for the future of the Regent Cinema. This would need to be provided by a new potential developer as the Council did not intend to become a cinema operator.

The Council could not force the owners of the Regent Cinema to submit a planning application but were encouraging them to do so.

The potential enforcement options available to the Council if needed related to Section 215, the usage of the building, structural safety and the covenant.

The Director of Governance confirmed that if a planning application were to be received during the purdah period the Council would still deal with it as normal.

The representatives of the Reopen the Regent present at the meeting advised the Committee that:

- The south side of the building was in a dangerous state; and

- That there was some interest from cinema operators in taking on the Regent but they would need access to the building to do a feasibility study and the current owners would not engage with them.

It was agreed that officers would look into the concerns over the south side of the building.

The importance of the Committee in bringing all parties together was discussed and it was agreed that a special meeting should be held in June 2017 in Deal to consider the matter further. It was suggested that a bigger venue than Deal Town Hall be used for the meeting in order to accommodate the expected level of public interest.

RESOLVED: That the Team Leader – Democratic Support organise a special meeting of the Committee for June 2017 at a venue in Deal.

183 REVIEW OF ON AND OFF-STREET PARKING CHARGES

The Highways and Parking Team Leader presented the report on the Review of On and Off-Street Parking Charges.

RESOLVED: That it be recommended to the Cabinet:

- (a) That Cabinet Decision CAB177 be endorsed as follows:
 - (i) That the outcome of the annual review of parking charges be noted.
 - (ii) That parking charges continue to be frozen at their current levels, as set out in Appendix 1 of the report, with the following minor exceptions:
 - (1) To agree to the proposed reduction in the maximum daily charge at those locations as detailed in Appendix 1 of the report.
 - (2) To agree to the principle of the introduction of a charge of £7.50 for overnight parking by motorhomes on Dover seafront.
 - (3) To agree to replace the current linear parking charges for coaches at Castle Hill Car Park and Maison Dieu Car Park, Dover with a charge of £7.50 for up to 8 hrs.
 - (4) To increase the charge for visitor permits to £2.
 - (iii) That the Director of Environment and Corporate Assets be authorised, in consultation with the Portfolio Holder for Access and Licensing, to make the necessary arrangements to introduce the above charges as soon as is practicable, and to make the necessary changes to the Council's On-Street and Off-Street Parking Orders.
 - (iv) That the proposal that charges at Tides Leisure Centre should be withdrawn in due course to match the proposal that

parking at the new Dover Leisure Centre should be free be approved and Officers be asked to bring forward proposals to enable this to be put into effect at the appropriate time, including arrangements to limit the length of stay and/or restrict use to leisure centre customers.

- (b) That free parking at Tides Leisure Centre should be restricted to users of the leisure centre only.

184 DDC HEALTH AND SAFETY STREET LIGHTING WORKS

The Corporate Estate and Coastal Engineer presented the report on DDC Health and Safety Street Lighting Works.

Members were advised that the Council was responsible for over 2,000 lighting units (mostly footway) across the District and that many of these lighting units were now reaching the end of their design life with increasingly frequent maintenance and/or replacement works required.

The Council's most recent structural survey in 2015 had identified 175 lighting units that were at risk of structural failure. While work had been undertaken to extend the life of these units by 18 months they had now reached the point where action had to be taken.

Criteria had been developed to determine the priority for replacing a lighting unit that had been removed or truncated as followed:

- (a) Have there been a high proportion of road traffic accidents during dark hours in the vicinity of where the light is being removed?
- (b) Is the light being removed providing adequate light to a highway traffic junction?
- (c) Is the light outside the entrance of the following; Schools, Hospitals, Emergency Services, Retirement Homes, Youth and Community Centres?
- (d) Is there any registered anti-social behaviour problems associated in the area of the light to be removed?
- (e) Site specific extenuating circumstances

The Medium Term Financial Plan had budgeted £90,000 for the lighting works. The cost of removing/truncating the 175 lighting units and surveying a further 310 units was estimated at £16,000 which would leave £74,000 to fund the replacement of approximately 50 lighting units.

In respect to a question about Kent County Council (KCC) adopting Dover District Council's street lighting, Members were advised that this would only be done if the lighting met KCC's current LED standards and the cost of doing this was several million pounds.

RESOLVED: That it be recommended to the Cabinet that Option 3 be approved (as per Cabinet Decision CAB178) and that urgent health and

safety works in relation to Dover District Council-owned street lights, including the provision of replacement lighting units where appropriate (to be procured in accordance with Contract Standing Orders), be approved.

185 PERFORMANCE REPORT TARGETS 2017-18

The Director of Governance presented the report on the Performance Report Targets 2017-18.

Members were advised that although the targets had been set against a backdrop of the need to make cost savings in most cases the target had not decreased from the previous year's target. Where there had been a lowering of the target this had been highlighted in the schedule to the report.

In respect of performance indicator WAS010 (Residual household waste per household) it was stated that the target should have read 430kg and not 390kg as specified in the report. This reflected a national trend of increasing residual waste.

The Director of Governance advised that further information in relation to service performance was provided as part of the text element of the performance report.

RESOLVED: That it be recommended to the Cabinet:

- (a) That, as per Cabinet Decision CAB179, the key targets, as set out at Appendix 1 of the report, be approved, subject to the retention of existing Regeneration and Development Performance Indicators PLA004 and PLA001 (provided for information purposes only) and the Director of Governance making any minor changes, in consultation with the Portfolio Holder for Corporate Resources and Performance.
- (b) That a comparison with the outturn for the previous year be included.

The meeting ended at 7.52 pm.

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 184 8.5.17 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 May 2017</p> <p>14</p>	<p><u>REVIEW OF ON AND OFF-STREET PARKING CHARGES</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 177, made at its meeting held on 18 April 2017 (Minute No 183), be acknowledged.</p> <p>(b) That the Scrutiny (Policy and Performance) Committee's recommendation (v) be approved, subject to details on how a scheme for free parking at Tides Leisure Centre would operate being submitted to Cabinet for further consideration.</p> <p>(c) That Cabinet decision CAB 177 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 18 April 2017, endorsed Cabinet decision CAB 177 of 3 April 2017 and made an additional recommendation that parking at Tides Leisure Centre should be free for leisure centre users only.</p>	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 185 8.5.17 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 May 2017</p>	<p><u>DDC HEALTH AND SAFETY STREET-LIGHTING WORKS</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 178, made at its meeting held on 18 April 2017 (Minute No 184), be acknowledged.</p> <p>(b) That Cabinet decision CAB 178 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 18 April 2017, endorsed Cabinet decision CAB 178 of 3 April 2017.</p>	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 186 8.5.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 May 2017</p>	<p><u>PERFORMANCE TARGETS 2017/18</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 179, made at its meeting held on 18 April 2017 (Minute No 185), be acknowledged.</p> <p>(b) That the Scrutiny (Policy and Performance) Committee's recommendation (b) be acknowledged, noting that outturn comparison information is already included in Performance Reports.</p> <p>(c) That Cabinet decision CAB 179 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 18 April 2017, endorsed Cabinet decision CAB 179 of 3 April 2017 and made an additional recommendation.</p>	



Notice of Forthcoming Key Decisions

[This updated version of the Notice supersedes all other versions issued in previous months]

Publication Date: 5 May 2017

Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
1	Neighbourhood Plans	June 2013 and ongoing (see entry)
2	Dover Town Centre Regeneration: To consider progress on the Compulsory Purchase Order and any issues arising which may go beyond the scope of the resolutions incorporated in Minute CAB 87	8 September 2014/24 April 2015/7 March 2016 and ongoing
3	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 4 September 2017
4	Statutory Brownfield Register	4 December 2017
5	Review of Tenancy Strategy and Tenancy Policy	October/November 2017
6	Review of Local Plan	1 March 2017 and dates to be confirmed
7	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
8	Approval for public consultation on draft South Barracks Conservation Area Appraisal	5 June/3 July 2017 and date to be confirmed
9	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	8 May 2017 and date to be confirmed
10	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May 2017 and date to be confirmed
11	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich area offices	3 July 2017
12	Approval of revisions to the 2012 Housing Assistance Policy	5 June 2017
13	Approval of amended Dover District Council Events Policy and Land Hire Agreement	5 June/3 July 2017
14	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	5 June 2017
15	Local Plan Review – Engagement Strategy	8 May 2017

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
16	Appointment of contractor to carry out building extension and repair works at Kearsney Abbey and Russell Gardens as part of the Heritage Lottery Funded 'Parks for People' project	3 July 2017
17	Appointment of contractor to carry out landscape and watercourse restoration works at Kearsney Abbey and Russell Gardens as part of DDC's Heritage Lottery Fund 'Parks for People' project	3 July 2017
18	To approve the policy on civil penalties and rent repayment orders for private landlords	3 July 2017
19	To seek approval for wet and dryside improvements to Tides Leisure and Indoor Tennis Centre, Deal	3 July or 4 September 2017
20	Dover Waterfront Masterplan and Dover Public Realm Improvements	4 September 2017 and dates to be confirmed
21	Planning Enforcement Plan	4 September 2017 and dates to be confirmed
22	Representations on the Thanet District Council Local Plan	To be confirmed

- Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.
- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website (www.dover.gov.uk).

OVERVIEW AND SCRUTINY WORK PROGRAMME 2017/18

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
May 2017	Waterloo Crescent Conservation Area Appraisal	Single Meeting	Head of Regeneration and Development	£0		To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions
	Nelson Street Conservation Area	Single Meeting	Head of Regeneration and Delivery	£0		To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction.
	Performance Report Q4	Single Meeting	Director of Governance	£0		To consider the report.
	Appropriation of Land for Play Areas	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.
	St Radigund's Play Area Project	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.
	Petition – Aycliffe Parking	Single Meeting	Director of Environment and Corporate Assets	£0		To consider the report.

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Agenda Item No 11

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
June 2017	Regent Cinema	Special Meeting	Director of Environment and Corporate Assets / Head of Regeneration & Delivery	£tbc		To be held in Deal at a date to be determined.
July 2017	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich Area Offices	Single Meeting	Corporate Management Team	£		To consider the report.
August 2017	NO MEETING SCHEDULED					
September 2017	St James's Development Update	On-going	Head of Inward Investment	£0		A further site visit to the St James's site to view progress. Exact date to be confirmed (Summer/Autumn).
	Dover Leisure Centre	On-going	Director of Environment and Corporate Assets	£0		To consider reports at each relevant stage in the process.
	Performance Report Q1	Single Meeting	Director of Governance	£0		To consider the report.
October 2017						
November 2017	Performance Report Q2	Single Meeting	Director of Governance	£0	£0	To consider the report.

Month	Scrutiny (Policy and Performance) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
December 2017						
January 2018						
February 2018	Performance Report Q3	Single Meeting	Director of Governance	£0	£0	To consider the report.
	Scrutiny of the Council's budget	Single Meeting	Corporate Management Team	£0		To scrutinise the Council's budget for 2018/19.
March 2018						
April 2018	Performance Report Targets 2018-19	Single Meeting	Director of Governance	£0		To consider the report
May 2018	Performance Report Q4	Single Meeting	Director of Governance	£0	£0	To consider the report.

Please note dates are approximate for key decisions as they are based on the latest edition of the Forward Plan and subject to change.

Municipal Year 2017/18

As appropriate	Deal Pier	Single Meeting	Director of Governance Director of Environment and Corporate Assets	£		To receive an update
TBC	Future Options for the Council	Single Meeting	Leader of the Council	£		To receive a further update on the alternative future options for the Council following the decision by Shepway District Council not to proceed with the single East Kent district council.
As appropriate	Property Investment Strategy	Single Meeting	Director of Finance, Housing and Community	£		To receive an update
As appropriate	Dover Leisure Centre	On-going	Director of Environment and Corporate Assets	£0		To consider reports at each relevant stage in the process.
As appropriate	Lorry Parking	On-going	Various	£0		To continue to monitor the progress in resolving illegal and anti-social lorry parking in the district.
As appropriate	Dover Town Investment Zone	On-going	Various	£tbc		To maintain a watching brief, scheduling scrutiny meetings as appropriate.

2

Subject:	PERFORMANCE REPORT – QUARTER 4, 2016/17
Meeting and Date:	Cabinet – 8 May 2017 Scrutiny (Policy and Performance) Committee – 23 May 2017
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report:	To monitor performance against key objectives
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Recommendation:	The Council's Performance Report and Actions for the 4 th Quarter 2016/17 be noted
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1. Summary

The Council's Performance Report for the 4th Quarter 2016/17 reports on performance against key performance targets throughout the Council, East Kent Shared Services and East Kent Housing during the fourth quarter. It incorporates comments from each Director on performance within their directorate plus any key initiatives and concerns they may have.

2. Introduction and Background

- 2.1 Monitoring of performance against key targets is key to the achievement of the Council's aims and objectives. The Performance Report provides a summary of the Council's key performance figures for the twelve months to 31 March 2017.
- 2.2 The Performance Report contains information relating to the performance of the Council against key corporate indicators and considers the performance of a range of indicators against previous year's performance.
- 2.3 The Performance Report identifies areas where performance is on track throughout the fourth quarter of 2016/17, whilst recognising the need for further improvements in some areas. Each Director provides additional commentary focussing on areas of high or low performance.
- 2.4 Planning performance remains under pressure due to the on-going difficulty in recruiting planners and the emergence of market supplements for planners at neighbouring authorities.
- 2.5 Homelessness also remains under pressure with a continued high level of presentations (at local, regional and national levels), limited viability of accommodation, and a possible increase in the level of support that councils will be required to offer to the homeless.
- 2.6 The percentage of Council Tax collected during the year is fractionally higher than during the previous year, and although the percentage of Business rates collected is

slightly down on last year the actual amount collected in monetary terms is more than £300k higher.

- 2.7 A section is included to show performance within the Shared Services against key indicators. A more comprehensive set of indicators for EK Services and East Kent Housing are monitored through the monitoring structures established by the Agreements under which those services are delivered, with any areas of significant concern being capable of escalation into this quarterly monitoring report, if required.

3. **Identification of Options**

- 3.1 Not applicable.

4. **Resource Implications**

- 4.1 None.

5. **Corporate Implications**

- 5.1 Comment from the Section 151 Officer: The Director of Finance, Housing and Community has been consulted in the preparation of this report and has no additional comments to add (MD).

- 5.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

- 5.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

6. **Appendices**

Appendix 1 – Q4 Performance Report

7. **Background Papers**

None.

Contact Officer: Colin Cook, Head of Corporate Services

Dover District Council Performance Report For the Quarter Ending – 31 March 2017

Introduction

- Summary of Performance Indicators

KEY

▲	Improved performance
▶	Maintained performance
▼	Decline in performance

Status	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Direction of Travel to previous Qtr
	No.	%	No.	%	No.	%	No.	%	
Green	22	65%	23	68%	23	68%	23	68%	▶
Amber	5	15%	3	8%	3	8%	5	15%	▲
Red	7	20%	8	24%	8	24%	6	17%	▲
Total	34	100%	34	100%	34	100%	34	100%	

Shared Services Performance

EK Services

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr where applicable	Direction of Travel to previous Qtr	RAG Status
ICT											
EKS01d	Percentage of incidents resolved within agreed target response time - ICT	99%	95%	96%	97%	99%	95%	97%		▼	Green
EKS02d	Percentage of Service Desk calls resolved within one day	65%	65%	69%	70%	70%	69%	70%		▼	Green

EKS04d	Percentage availability of email service	100%	97.50%	100%	100%	100%	100%	100%		▶	Green
EKS24d.1	Percentage availability of Finance system	100%	95%	100%	100%	100%	100%	100%		▶	Green
EKS24d.2	Percentage availability of Anite/Housing System	100%	95%	100%	100%	100%	100%	100%		▶	Green
2025											
EKS026d	Average call waiting time in minutes	46 seconds	75 seconds	71 seconds	50 seconds	25 seconds	60 seconds	50 seconds		▼	Green
Council Tax											
EKS18d	The percentage of council taxes due for the financial year which were received in year by the authority.	97.92%	97.65%	29.43%	57.20%	85.09%	98.00%	98.00%		N/A	Green
		£54,966,428	N/A	£17,358,815	£33,875,342	£50,440,629	£58,106,335	£58,106,335		N/A	N/A
Business Rates											
EKS19d	Total Business Rates collectable per NNDR1	99.31%	Information only	32.23%	58.26%	85.20%	98.85%	98.85%		N/A	N/A
EKS50d	Total Business Rates Invoiced	£34,437,527	Information only	£8,934,677	£11,776,965	£30,041,471	£34,771,667	£34,771,667		N/A	N/A

Benefits											
EKS13d	Pay benefit quickly	5.57 days	9 days	6.60 days	6.15 days	7.88 days	6.10 days	6.28 days		▲	Green
EKS14d	Percentage of correct Housing Benefit & Council Tax Benefit decisions	95.88%	94.00%	96.59%	96.89%	91.99%	97.95%	96.59%		▲	Green
EKS51d	Households affected by reductions in Housing Benefit	520	Information only	519	506	493	520	520		N/A	N/A

² EK Services Director's Comments

Performance:

I am pleased to report that we have managed to deliver on all targets, some with improvement on last year and others with a slight drop against last year, but all above the annual Performance Indicator targets agreed. Where there has been a drop in standard, it is minor and is primarily due to the increasing resource pressure as we reduce cost but the fact that we have managed to reduce our costs in 16/17 and save £1m whilst still achieving end of year targets hopefully re-assures the Council that the services are being managed well.

Specific areas are:

ICT incidents resolved within agreed response time was slightly lower this year (97% compared with 99%) but the number of calls resolved within one day was up on last year (70% versus 65% last year).

Customer Services saw the average call waiting time slipping very slightly by an average of 4 secs (50 secs wait time compared with 46 secs last year).

Benefits saw a small increase in the amount of time taken to pay benefit climbing from 5.57 days last year to 6.28 days this year.

Council Tax collection is up, with collection at end of March reaching 98% (97.92% last year).

Business Rates collection achieved target but the actual percentage is slightly down on last year at 98.85% compared to 99.31% in 15/16. However, it is worth noting that the actual amount collected in monetary terms is up from last year by more than £300k.

Key Initiatives/Outcomes:

We have seen significant progress on our digital initiatives that has been a major focus this year. Our Digital team has been engaged with a large amount of customer engagement to provide us with greater information on Citizen and Business intelligence. This also involved customer led redesign of many online and manual forms, often using new initiatives such as Eye Tracking technology and using Behaviour Change techniques to adapt the wording. Indeed the behaviours change work has been recognised nationally and I am pleased to say that EKS has been shortlisted as finalists for the Municipal Journal Awards under the Behaviour Change category. Tremendous progress has also been made on the drive to get citizens online and also shifting people to online billing. The latter has seen the amount of Council Tax bills accepted by email rise from circa 8000 accounts to over 30000 accounts, partly driven in the latter stages by our initiative to offer an incentive cash prize that has paid for itself multiple times over. As Members will know, this digital work is leading us towards a delivery model that will see a reduction in face to face services that are costly and not making best use of resources.

Work is progressing on a new Target Operating Model for EKS and aligned to this is the ongoing work to assess an alternative service delivery model for parts of the service. A number of restructures have been implemented including a change to the management structure within EK Human Resources and EKS Customer Services. More work is ongoing to identify savings in order to maintain our services within the budget provided

Concerns/Risks:

The key risk that has been a theme over the past two years now is the ever increasing pressure of identifying savings in order to contain all growth (from pay rises, apprenticeship levy, employers pension contributions, inflation on contracts etc) as well as to meet savings to deliver against reduced management fees from Councils. EKS and EKHR are now only able to achieve a balanced budget with staff reductions, which accounts for 81% of the total cost of operation. I am hopeful that for 17/18 any reduction can be contained within natural churn with little redundancy and maximising Digital opportunities to maintain services at the same high performance level but going forward the only option will be a major redundancy programme with the inevitable consequence on some service levels.

EK Housing

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
EKHL1	Average time taken to re-let council dwellings	13.08 days	15 days	14.37 days	12.28 days	9.32 days	7.23 days	10.77 days		▲	Green
EKHC2	Rent arrears as % of annual debit	1.15%	1.40%	1.33%	1.33%	1.66%	1.02%	1.02%		▲	Green
EKHD1	Total current residential arrears (including court costs)	£234,031	N/A	£267,677	£267,366	£333,701	£205,511	£205,511		▲	N/A
EKHD2	Average current tenant arrears per rented unit	£53.90	N/A	£57.37	£57.30	£71.52	£50.35	£50.35		▲	N/A
EKHM1	Percentage of total responsive jobs completed on time	94.16%	95%	98.72%	98.80%	99.33%	98.63%	98.89%		▶	Green
EKHD3	Total former tenant arrears (including court costs)	£91,595	£101,000	£92,372	£78,875	£87,784	£91,664	£91,664		▼	Green
EKHD4	Amount of former tenant arrears written off	£72,851	N/A	£11,336	£50,785	£67,724	£83,494	£83,494		▼	N/A
EKHM5	Percentage of properties with a valid gas safety certification	99.9%	100%	99.90%	100%	100%	99.98%	99.98%	4,081 of 4,082 properties	▶	Amber

East Kent Housing Director's Comments:

Performance:

Average re-let times have improved each quarter, ending on an average of 10.77 days. This is within our target of 15 days and is an improvement on 2015/16 outturn of 13.08 days.

Year-end arrears performance also compares positively against 2015/16 outturn:

- Current tenant arrears are £28,520 lower than at Q4 last year

- Former tenant arrears are comparable to Q4 (£69 higher) and remain in target
- Rent arrears as a percentage of annual debit has improved significantly in the last quarter, bringing performance within target for the year

Percentage of total responsive repairs jobs completed on time (98.89%) has been consistently high all year, ending above target and improving on last year's position (94.16%)

At the end of March, one property was without a valid Landlord Gas Safety Record (LGSR) resulting in a missed target. This was completed 04 April 2017.

Key Initiatives/Outcomes:

None for Q4

Concerns/Risks

None for Q4

Finance, Housing & Community

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
ACC004	Percentage of invoices paid on time	97.74%	96%	97.95%	98.04%	97.53%	93.74 %	96.82%	2443	▼	Green
HOU010a	Number of households living in Temporary Accommodation including B&B	53	50	59	76	75	97	97		▼	Red
HOU010b	Number of households in bed and breakfast (The data provided in HOU010a and b shows the number of households on the last day of the quarter.)	35	25	43	42	35	47	47		▼	Red
PSH006	Number of DFG applicants waiting more than a year for a grant offer	0	0	0	0	0	0	0		▶	Green
PSH007	Number of DFG applications completed	84	90	14	20	20	21	75		▲	Red
HOU005	The number of households presenting as homeless	243	N/A	66	68	52	89	275		N/A	N/A
HOU011	The number of households presenting as homeless where a duty to re-house is accepted	124	N/A	36	33	37	56	162		▼	N/A
HOU012	The number of children in B&B and temporary accommodation (TA)	New 2016/17	N/A	46	66	65	85	262		N/A	N/A

Performance Summary – General Fund, HRA and Capital

Performance:

General Fund Revenue Budget

- The comments below relate to the General Fund at 28th February 2017.
- The General Fund is projecting a surplus of £80k, compared to a budgeted break-even position, as shown in the table below.
- This is a £64k reduction in the surplus forecast at the end of the previous quarter, mainly relating to the cost of the property services restructure in the period (£82k), although there are other significant compensating variances (please refer to the February 2017 Budget Monitoring Report for full details).
- Additional pressures are estimated for the year for homelessness emergency accommodation costs (£220k) and legal costs following the judicial review of the Farthingloe (Western Heights) planning decision (£62k). However, on the positive side, there is an additional administration grant from Government for the LCTS scheme (£46k), reductions in NNDR payable on corporate properties (£28k) and extra income from car parks (£76k).
- There is a favourable variance of £56k on Enterprise Zone relief grant receivable, representing the additional income relating to 2015/16 above that anticipated in Dover’s original budget for that year, which can only be recognised in 2016/17 under legislation. This has been offset by £20k of other Business Rates adjustments and the net £36k improvement has been transferred to the Business Rates & Council Tax Reserve.
- Management Fees charged by East Kent Services have reduced by £47k above the £125k target saving.
- A further favourable variance of £185k arises from recalculation of the internal recharges, which mostly relates to additional officer time spent on capital projects, including the new Dover Leisure Centre and the Sheltered Housing Upgrade project, although this also creates pressure on staff resources.
- Following the Brexit decision and reduction in the bank base rate, interest rates achievable on deposits have been reducing since June. The investment income has been reviewed and currently no reduction is required, with a small favourable variance (£9k) reported.
- A backlog of unresolved business rates appeals with VOA make the final figures for 2016/17 and future years volatile, difficult to predict and subject to change. Allowance has been made for the erosion of income by appeals in the Business Rates projections, alongside a specific provision against the backdating of successful appeals totalling £2.8m. This is expected to be offset by increases in income from new businesses. The 2017 revaluation will add to the complexity from 2017/18. A ‘Business Rates & Council Tax’ reserve has been established to help smooth out the impact of changes in income and the timing of ‘income recognition’ arising from statutory requirements.
- The variances arising in the final quarter do not indicate any specific need for management action at this stage, but a review of procedures relating to the increase in homeless B&B placements will be requested due to the significant increase in projected costs.
- In addition, Members will note that General Fund balances are projected to be maintained at about £2.6m, which is above the forecast of £2.5m for 2016/17 in the Medium Term Financial Plan 2016/17–2019/20 approved by Council on 2nd March 2016.

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General Fund Budget Summary (28th February 2017)	£000
Original budget surplus	0
Supplementary Approval	0
Budget variations	(80)
Projected budget surplus	(80)
Balances Brought Forward	(2,995)
Transfer to Earmarked Reserves	450
Projected Year End Balances	(2,625)

The main variances in the General Fund budget are shown below:

General Fund Budget Variances (28th February 2017) - cumulative	Variance £000
Homelessness - Estimated additional emergency accommodation costs	220
Net increase in recharges recovered, including additional charges of officer time to projects	(185)
Car Parking Income - Off-street: £53k extra car park fees, £19k extra residents' permits, £4k other	(76)
Property services restructure costs (redundancy, pay-in-lieu, premature retirement, etc.)	82
Western Heights - Legal costs associated with judicial review of Farthingloe planning consent	62
Enterprise Zone Relief - extra grant from 15/16 recognised in 16/17 as required, & minor BR adjs	(36)
Transfer of additional Enterprise Zone Relief grant to Business Rates & Council Tax Reserve to offset potential future pressures on business rates income	36
East Kent Services - additional management fees savings above the £125k target budgeted	(47)
Local Council Tax Support scheme – reduction in admin grant less severe than budgeted	(46)
Waste - £24k extra green waste income, & £13k KCC weed spray contribution (street cleansing)	(37)
Waste - £15k recycling contract savings due to lower inflation and £5k reduced subs	(20)
Land Charges - Net increase in search fees income, after legal fees, etc.	(31)
Head of Parks & Open Spaces - part year cost of post to deliver in-house ground maint'ce service	29
NNDR - net savings on corporate properties, incl. £21k for Car Parks (closure of Russell Street)	(28)
Staff vacancy savings higher than expected (but not enough to cover property servs restructure)	(25)
Street Lighting - Expected additional electricity costs under contract	23
Other net variances	(1)
Total Variances - favourable	(80)

Housing Revenue Account

- These figures are as at 31st December 2016, and the next update will be for the full year to 31st March 2017.
- The HRA balance as at 31st December 2016 is estimated at £1,001k, reflecting a decrease in the result from £90k surplus to £12k deficit.
- The main variances are set out in the Housing Revenue Account Budget Variances table below.

Housing Revenue Account Budget Summary:

Housing Revenue Account Budget (31st December 2016)	£000
Original budget favourable	(90)
Budget variations - adverse	102
Projected budget adverse	12
Balances Brought Forward	(1,013)
Projected Year End Balances	(1,001)

The main variances in the Housing Revenue Account budget are shown below:

Housing Revenue Account Budget Variances (31st December 2016)	Total Variance £000
Stock condition survey	70
HRA contribution towards payment card industry compliance and eFin system improvements.	17
Dwelling rents	(121)
Grounds Maintenance	20
Corporate review of insurance	7
Street lighting	5
Sheltered alarms	5
Norman Tailyour House	(18)
Door entry systems	5
Council tax charges	(30)
Recalculation of major repairs reserve	260
Capital expenditure funded by HRA	(664)
Void budget	(50)
Transfer to reserves	600
Miscellaneous variances	(4)
Total Variances - adverse	102

Medium Term Capital Programme

- Within the capital programme, all projects approved to proceed are fully financed, and there are no significant project overspends. Further details were provided in the budget monitoring report circulated to Members.

The main changes in the Medium Term Capital Programme are shown below:

Capital Budgets (28th February 2017)	Current Year £000	Total Cost of Programme £000
2016/17 position as at 31st December 2016	13,765	272,034
Phasing changes	2,076	0
Additional funding for existing projects (including £100k for additional capital set up costs on the Grounds Maintenance project; funded from DDC reserves which will be replenished from savings achieved by the new service during 17/18 and 18/19.	100	112
Allocations removed following approval of the 17/18 Medium Term Financial Plan (MTFP).	(509)	(554)
New ICT project added - server replacement funded from the approved ICT Reserve allocation.	42	42
New proposed projects for 17/18 and future years added following approval of the 17/18 MTFP.	0	10,797
Minor changes	(1)	(1)
Total Capital Programme – projected spend	15,473	282,430

- 5
- The level of homelessness and the pressures it generates continue to be issues at local regional and national level. The Council is exploring options for alternative ways to provide short term accommodation which would be better for those accepted as homeless and also reduce the financial pressure.
 - The DFG indicator shows as red due to a low level of referrals rather than a concern over performance. The approved indicators for 2017/18 included amended DFG indicators which focus on the speed of response to referrals rather than the number of referrals received.

Concerns/Risks:

- Business Rates Income is subject to on-going pressure from unresolved appeals and, from 2017/18, the impact of the 2017 revaluation by VOA. Business rates income has been reviewed and, while broadly in line with budget, remains volatile, and further adjustments may be required for the year-end figures. Regeneration in Dover is progressing, but significant improvements in income are unlikely to be seen until late in 2017/18. In recent years, improvements in income from completed developments have been exceeded by the ongoing erosion of year-on-year income by appeals, including GPs surgeries, Tesco, Cable Link to Thanet Wind Farm, etc. While some provision for the prior year impact of such appeals has been made, the ongoing erosion is a concern, and remains hard to fully evaluate. A further dispute over back-dated rates chargeable to another significant customer may impact appeals and/or bad debt provisions, which is only partially provided for at the moment.
- Early indications from the 2017 revaluation process suggested that DDC was one of the 'big gainers' with a 23.9% increase in RV, which is 3 or 4 times the next nearest district in Kent. However, this was mainly due to a significant increase for the Channel Tunnel. Previously, Channel Tunnel have won appeals against their 2005 and 2010 valuations, and they have also re-appealed recently, but the appeal has not yet been heard or settled, so it is extremely uncertain that the new RV is robust. As DDC's share has improved for 2017/18 as a result, the tariff charged by Government has been increased by £2m, which, alongside other adjustments, reduces our retained income for 2017/18 to about the same level as 2016/17.

- However, since the approval of the 2017/18 budget we have been informed by VOA that the increase in RV for Channel Tunnel (to £35m for 2017, from £15.4m under the 2010 revaluation) has been negotiated downwards to £28m. We had already allowed for a reduction in liability at double the “national rate” for Channel Tunnel within our appeals provision for 2017/18, being £1.47m reduction in annual liability for Channel Tunnel alone. The actual reduction in income will be £7m x 47.9p = £3.353m liability reduction approx. This is an additional reduction in liability of £1.88m above our estimate, and our share is £753k approx. (at 40%). This will take us into the safety net, restricting our loss to somewhere in the region of £310k - being £260k difference between district baseline and safety net threshold + £50k net growth (after levy) that was in our budget for 2017/18. This does not currently impact the 2016/17 result. There will be an adjustment to our tariff under proposed legislation in 2018/19 to deal with the ongoing impact of this reduction from 1st April 2017, and a further one-off adjustment under legislation to compensate for the impact on our 2017/18 result. These adjustments are laid out within “The 2017/18 Local Government Finance Settlement Technical Consultation Paper” issued in September 2016.
- It is highly likely that there will be an immediate deluge of BR appeals once the 2017 list ‘goes live’, which the VOA will take considerable time to resolve, and that will add to uncertainty about the levels of BR income achievable, and we will need to make substantial provisions against such appeals.
- DCLG have advised HRAs to decrease Housing rents by 1% in cash terms per annum for 4 years from 2016/17 – leading to circa 12% shortfall in rent against the HRA Business Plan by year 4 (est. £7m cumulative loss by 2019/20) and pressure to make significant HRA savings. Representations are being made to Central Government by the District Councils’ Network to rethink their proposals.

Key Initiatives/Outcomes:

The projected outturns for the General Fund, HRA and Capital Programme do not indicate the need for corrective action in 2016/17. However, homelessness presentations continue to stay at high levels. The team are working with partners to increase the level of alternatives to B&B accommodation, but a £220k potential pressure has been reflected in the February 2017 results, and a review of the internal processes for referral to B&B accommodation will be requested.

The variances identified will be taken into account in future revisions to the MTFP and, where relevant, the budget monitoring reporting during the 2017/18 year.

Following confirmation of the £3m HLF funding, the team continue to progress the Parks for People project.

The Finance team are now working on closure of the accounts, and further adjustments may be required and reported for the final figures to 31st March 2017.

Note: Please refer to the February 2017 Budget Monitoring Report for full details of the Capital, General Fund and HRA data in the tables above.

Governance

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
GOV003	The number of second stage complaints referred to the Council's Complaints Officer	34	N/A	8	2	9	10	29		N/A	N/A
GOV004	The number of FOI requests received	1085	N/A	301	292	295	347	1235		N/A	N/A
LIC006	The percentage of unopposed licensing and permit applications processed within 5 working days	94.25%	85%	96%	97%	98%	99%	97.50%	299	▲	Green
LIC005	The percentage of licensed premises inspections completed by target date	72%	80%	55%	75%	79%	89%	74.50%	18	▲	Amber
ENH012	Number of Fixed Penalty Notices issued for litter	84	N/A	22	22	23	17	84		N/A	N/A
ENH015	Number of Fixed Penalty Notices issued for dog fouling	11	N/A	1	0	0	2	3		N/A	N/A
ENH016	Number of Envirocrime prosecutions completed	23	N/A	5	3	6	10	24		N/A	N/A
ENH013	Percentage of stray dog enquiries responded to within target time.	99.5%	95%	100%	100%	99%	99%	100%	71	▶	Green
ENH005	Percentage of complaints regarding nuisance responded to within 5 working days	98.38%	95%	97 %	99 %	99.6%	99%	98.65%	178	▶	Green
GOV001	Number of working days/shifts lost due to sickness absence per FTE	7.09 days	N/A	1.80 days	1.53 days	2.29 days	3.41 days	9.03 days		▼	compare to Q4 2015/16
GOV002	Number of working days/shifts lost due to long term sickness absence over 10 days per FTE	2.61 days	N/A	1.13 days	0.79 days	1.34 days	2.47 days	5.73 days		▼	compare to Q4 2015/16

Governance

Governance Director's comments

Performance:

The Regulatory Services Team has performed very well in 2016/17. Year end performance was strong in processing nearly 300 licensing and permit applications during the last quarter. Licensed premises inspections recovered extremely well after the Licensing Team experienced a significant level of staff sickness during the first quarter, with 18 inspections completed during the final quarter. All 71 stray dog enquiries were dealt within target time and nuisance complaints bettered its target. The quarterly focus for this report is Regulatory Services.

Fixed penalty notices issued for littering and Envirocrime prosecutions remain consistent in 2016/17 when compared with 2015/16 outturn. The partnership with Kingdom will allow further targeting of the issue of dog fouling.

The number of FOI requests continues to increase year on year, representing a constant resource pressure. Our publication scheme remains under constant review to ensure that we publish all that we can to reduce the number of applications, but the specific nature of many requests makes this a constant challenge.

Overall sickness levels slightly exceeded the target. However short term sickness remains low and the slight increase against the target was due to a few long term sickness cases which are being actively managed by individual managers with support from EKHR.

Key Initiatives/Outcomes:

Dover District Council (Appellant) v CPRE Kent (Respondent).

The Supreme Court Hearing Panel has granted reasonable expedition of the Farthingloe Case and it has provisionally listed the appeal for a one day hearing on Wednesday 1 November 2017.

2017 Kent County Council Elections and General Election

The Head of Democratic Services has been working with the Kent County Council on preparations for the 4 May 2017 Elections and the team will then move straight into preparations for the General Election on 8 June 2017.

Concerns/Risks:

Nothing to report for Q4

DDC Headcount Analysis

Division	FTE @ 1 April 2016	(Leavers)/ Joiners/ Transfers	FTE @ 31 March 2017
Chief Executive	31.25	-.056	30.69
Governance	43.40	-2.36	41.04
Finance, Housing and Community	38.30	3.63	41.93
Environment and Corporate Assets	73.80	-6.04	67.76
HR & Audit	26.50	1.80	28.30
Total Staff FTE	213.25	-3.53	209.72

Environment & Corporate Assets

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
CSU001	Percentage of ASB cases resolved within 30 days	93.28	95%	100%	97.14%	96.15%	100%	98.32%	24	▲	Green
PKG003	Number of PCNS issued	11997	N/A	3716	4190	3946	4180	16032		N/A	N/A
MUS002	The number of visits to the museum in person per 1,000 population	123.64	150	29.65	52.48	39.47	44.12	165.72		▲	Green
WAS003	Number of collections missed per 100,000 collections of household waste.	13.84	15	9.19	16.15	11.83	6 (Est)	10.79		▲	Green
WAS010	Residual household waste per household	379.78 kg (Est)	390KG	422kg	420kg	417kg	400kg (Est)	415kg		▲	Red
WAS011	Household waste sent for reuse, recycling or composting	41.52% (Est)	45%	40.22%	42.20%	46.00%	44.41% (Est)	42.81%		▼	Amber
WAS012	Environmental cleanliness: Percentage of streets containing litter	6%	5%	Measured at 4 month intervals			N/A		N/A	N/A	N/A
				4.17%	1.67%	4%					
WAS013	Environmental cleanliness: Percentage of street containing detritus	9%	10%	Measured at 4 month intervals			N/A		N/A	N/A	N/A
				11.19%	3.45%	6%					

Environment & Corporate Assets Director's comments

Performance:

Performance against targets during the final quarter of 2016/17 remains mixed across service areas, although most measured targets are being achieved and good progress being maintained on a range of corporate projects as outlined below.

Environment & Corporate Assets

Key Initiatives/Outcomes:

Assets, Corporate Property & Building Control

A key focus of the team in Q4 has been the new Dover Leisure Centre, where the team continue to shape design choices tailoring the building, as well as requirements of the incoming operator, to the needs of DDC. The project is progressing rapidly towards RIBA stage 4. The design team have begun to tender the larger work packages, relating key elements of the design. In tandem a lot of survey work has been undertaken in relation to the conditions of the Tides Leisure in preparation for essential refurbishment work that will secure the future of the building for the next 20-30 years.

Two key housing projects, 91-95 Folkestone Road and Norman Tailour House, are moving forward rapidly. Folkestone Road tender documentation is virtually complete with the expectation that the contract will be tendered in early May. Detail design drawings and the specification of works in Norman Tailour House should be completed by the end of May, allowing this project to be tendered by the end of June. In the mean-time the asbestos survey has been completed and the decision will be made very shortly about whether it is expedient and cost effective to undertake stripping out in advance of the main contract.

Work has started on the refurbishment of the railings at St Margaret's Bay. The construction process includes removing the rails and this has revealed further areas of corrosion that was not possible to detect by prior inspection. Measures, including recycling, are being used to control costs.

Contracts, coming in to effect in April 2017 have been awarded for the WC cleaning/opening and for the inspection of all DDC play areas and skate parks.

The changes to the team, resulting from the restructure in December 2016, have largely taken place. Five members of the team, with a combined service in excess of 100years have taken voluntary redundancy. The new slimmer team have been settling in to their amended roles and preparing for the implementation of the Uniform data base, due to go live in April.

Waste Services

Work has been undertaken in partnership with KCC Highways during the Great British Spring Clean to clean litter and detritus under traffic management along the A258, A256, Alkham Valley Road, Lydden Hill, Canterbury Road, Bosney Banks, London Road Temple Ewell, B2011 and Preston Hill. Works will continue in partnership with Highways during the new financial year. DDC supported 7 community litter picks during March under the Great British Spring Clean banner, providing litter pickers, bags and gloves as well as collecting the litter picked by volunteers.

During February and March 2017, work has been undertaken with Highways England on the A20, this has included litter picking during verge cutting. Whilst successful in part, the verge cutting operation does move faster than the litter picking. Discussions are being had with Highways England to see what changes can be put in place for future cuts to make the litter picking more productive.

Future dates for litter picking the A20 and A2 will soon be available.

Environment & Corporate Assets

Parks & Open Spaces

The Grounds Maintenance service is now back in house and work is now being delivered by the in house teams across the district. Over the coming weeks the service will begin to bed in and performance will be managed closely during this period. Key areas such as finance, HR, procurement, H&S and fleet are all going well with no major problems.

A review of the future shape of the Parks & Open Spaces department is also underway and how WCCP, UOTD, in house GM and the Kearsney HLF project will become a flexible and resilient team with the ability to adapt to the pressures of modern local government. The service will be fine-tuned over the coming months to suit the service needs and desired outcomes.

Parking

The Parking services team continues to be directly managed by the Director. Traffic orders to prohibit parking by lorries have been introduced in two areas of Dover and their success is being monitored as it is likely that this will be extended to cover further areas especially in the St. Radigunds area. The new IT system has been introduced within the admin team, which will allow arrangements for the sale and renewal of permits to be streamlined. Cabinet gave agreement in March to continuing to freeze parking charges along with some minor adjustments. Work is progressing on finalising arrangements for the management of the new car parks at St. James's, Dover and also at the English Heritage car parks at Deal and Walmer.

Museum & Tourism

The free museum entry continues to attract more visits than previously. Work by volunteers to clean the framed prints and drawings collections following the dry rot outbreak in the Maison Dieu Store is drawing to a close. Work is about to begin on a similar process for the three dimensional objects. The cruise season has begun and discussions with Port of Dover and Visit Kent will result in the staffing of the Welcome desk in the terminal by DDC trained staff. The new Destination Dover Partnership has begun and a dedicated member of staff funded by the partnership is in place

Concerns/Risks:

As noted in the narrative above, the various teams are involved in a wide range of projects and initiatives, many of which support key corporate objectives. Whilst progress is being monitored across all areas, there is always a risk that unforeseen events impact on delivery dates as staff time is diverted to deal with the latest crisis.

Examples of areas of particular focus over the next few months include ensuring that the leisure centre project continues to progress in line with programme and budget and managing performance of the new in-sourced grounds maintenance staff including dealing with the HAVs related issues that have come to light since the service went live.

Regeneration & Development -

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr	Direction of Travel to previous Qtr	RAG Status
PLA002	Percentage of major planning applications determined in 13 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	66%	60%	41%	36%	33%	66%	51%	52	▲	Red
PLA003	Percentage of minor planning applications determined in 8 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	69.43%	65%	61%	72%	55%	65%	63.25%	303	▲	Amber
PLA004	Percentage of other planning applications determined in 8 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	77.50%	80%	72%	83%	75%	78%	77%	175	▲	Amber
PLA001	The percentage of appeals against planning decisions which were successful for the applicant	13.50%	20%	42%	50%	38%	20%	37.50%	10	▲	Red
PLA007 (new)	Number of new houses completed	51,531 <i>Base Figure</i>	N/A	153	128	130	96	507		N/A	N/A
PLA008 (new)	Growth in Business Rates base (number of registered businesses)	3,970 <i>Base Figure</i>	N/A	-43	19	7	6	-11		N/A	N/A

Regeneration & Development Director's comments:

Performance:

The Government sets performance targets for Local Planning Authorities and will consider designation for those where performance falls below. The continuing shortage in planning resources has resulted in delays to decisions and those delays have not always been supported by agreed extensions of time. Consequently, our current performance dips below the target for Major applications and is just over target for Non-Major applications. The 2 - year assessment period runs until the end of October 2017 and the Department has until this time to ensure performance meets the required, albeit recently increased, target.

Also, some discrepancies in the way extensions of time have been recorded in the past has contributed to the reduction in performance. We are currently in discussion with DCLG to correct these

The PI for appeals is to be reviewed next year to reflect the percentage of appeals against the number of applications decided. There is no real concern with this target.

Key Initiatives/Outcomes:

4 new staff have been offered posts – 2 x Trainees and 2 Principal Planners. This will have a significant impact on the current workload and reduce the need for contract staff



An action plan to review performance management, decision-making and other related matters has been developed in discussion with the Department's senior management team.

Concerns/Risks:

The Government designates the Local Planning Authority enabling applicants to submit their applications directly to the Planning Inspectorate.

Digital

PI	Description	Outturn 2015/16	DDC Target 2016/17	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr	Direction of Travel to previous Qtr	RAG Status
WEB001 (was EKS05d)	Percentage availability of the corporate website (DDC responsibility)	99.50%	99.50%	99.9%	100%	99.98%	99.99%	99.99%		▶	Green
WEB002 (new)	Number of Keep me Posted subscribers	N/A	N/A	45,593	54,473	57,086	58,519	58,519		N/A	N/A
WEB003 (new)	Facebook subscribers	N/A	N/A	4528	4624	4731	4944	4944		N/A	N/A
PLA005	Percentage of electronic planning applications received	74.50%	75%	77.46%	71.50%	75.07%	76.62%	76.62%	385	▲	Green
ACC011 (new)	Percentage of on-line payments to cash and cheque	N/A	N/A	86%	91%	87%	84%	87%	49,134	N/A	N/A

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Quarterly Focus

Environmental Health (Public and Environmental Protection) 2016-2017

The Environmental Health remit is extremely broad and includes:

- Food Safety
- Health and Safety
- Port Health
- Infectious Disease Control
- Air Quality
- Contaminated Land
- Polluting Industrial Processes
- Filthy and Verminous premises, articles, people
- Noise Control
- Nuisance (smoke, dust, noise, odour, light, animals)
- Drinking Water (Private Water Supplies)
- Bathing Water
- Drainage
- Public Health Act Burials
- Pest Control
- Accumulations

The table below indicates the level of activity undertaken by the team in the period 01/04/16 – 31/03/17:

Activity Area	2015-16	2016-17
Complaints - Environmental Protection	984	1003
Complaints - Public Protection	162	176
Accident Investigations	36	36
Infectious disease investigations (including Port)	165	159
Food Premise Registration	195	188
Food Sampling (including Port)	90	80
Food Hygiene Inspections / visits	862	842
Health and Safety Inspections / Interventions (including Events)	184	148
Port Health Inspections (Ship sanitation & Food hygiene)	49	41
Imported Food paperwork (and Examination visits)	684 (30)	540 (5)
Organic Import Checks	248	223
Environmental Permitting Inspections (Polluting Industrial Processes)	9	24
Pest Control	30	33
Public Health Act Burial cases	17 (9 undertaken)	21 (13 undertaken)
Freedom of Information requests	40	56
Consultations (Planning, Licensing, Safety Advisory Group, Temporary Events) Consultations	719	773

Enforcement Action

<u>Activity</u>	<u>Number</u>
Food Hygiene Improvement Notices	1
Formal Closure (Food Hygiene)	2
Voluntary Closure (Food Hygiene)	16
Voluntary Surrender (Food)	1
Health & Safety Prohibition Notices	1
Port Health Notices	8
Noise Abatement Notices	6
Community Protection Notices	2
Drainage Notices	1

In addition to the above, other activities that the teams have been engaged in include:

Digital Review

One of the corporate key initiatives is to increase the use of digital technology for front line services so as to improve service provision for our customers and enable smarter working for staff. In line with this, the regulatory services department is progressing well with a full digital review of its service area. The review has been divided into 10 key projects as outlined in the departmental Business Plan. These include implementing self-service online application forms and customer booking system for appointments, introducing the use of handheld systems for field officers, utilising a text / e-mail alert system for customers and increasing our use of digital correspondence for communication.

Better Business for All

Better Business for All is a local partnership between businesses and regulatory services to promote growth. The partnership is designed to improve the way regulation is delivered to ease the burden on the local business community. As members of the Kent Steering Group DDC Regulatory Services officers have been working hard to promote good practice amongst regulators (including organising Kent Wide Regulator training sessions) and producing a 'Business Start-up Pack'. The Business Start up pack is aimed primarily at SME's and is a business guide to regulation. It outlines what businesses need to know when starting up or expanding a business in Kent and Medway. Links have been put on the DDC website business page to the Start-up Pack and the Kent and Medway Better Business for All website www.bbfa.biz.

Food Safety Seminar

The Public Protection Team ran a food safety seminar in September 2016, inviting all 0, 1 and 2 rated businesses in the district to attend. Topics covered during the seminar included: - What the role of the Food Safety Enforcement Officer is; General Hygiene Practices; Allergens; Pest Control and Food Safety Management Systems. The event was attended by 21 operators representing 14 of the 29 food businesses invited.

Business Newsletters

Two newsletters (issued June and October 2016) were sent to all food businesses, providing information on topics such as allergens, pests and gas and electrical safety within food premises. The information available to businesses and consumers on our website has expanded and continues to be reviewed.

Food Hygiene Rating Scheme

The National Food Hygiene Rating scheme was introduced in to Dover District in April 2012. The table below shows the improvements made since its introduction.

NFHRS Score	April 2012	April 2013	April 2014	April 2015	April 2016	April 2017
0	4 (0.6%)	2 (0.2%)	3 (0.3%)	2 (0.2%)	1 (0.2%)	3 (0.3%)
1	47 (7%)	27 (3%)	40 (4%)	31 (3.1%)	20 (2%)	13 (1.3%)
2	42 (6%)	39 (4%)	20 (2%)	12 (1.2%)	10 (1.0%)	12 (1.2%)
3	171 (26%)	180 (20%)	132 (13%)	122 (12%)	99 (9%)	83 (8%)
4	189 (29%)	248 (28%)	265 (27%)	277 (28%)	251 (24%)	215 (21%)
5	202 (31%)	390 (44%)	522 (53%)	562(56%)	668 (64%)	710 (69%)
Total % with rating of 3 or above	86%	92%	93%	96%	97%	97%
Total	655	886	982	1006	1049	1036

Tattoo Hygiene Rating Scheme

In 2016-17 Dover District Council rated its first two premises under the new Kent wide Tattoo Hygiene Rating Scheme. The voluntary scheme runs throughout Kent and awards skin piercers who are providing the highest of standards with a certificate and rating. It is hoped the scheme will help to raise standards across the skin piercing sector and give consumers greater confidence when choosing where to have their tattoo/treatments.

Food Poisoning Outbreak

The team worked with Public Health England to investigate a Salmonella outbreak affecting a significant number of people. The source of the outbreak was identified as a Public House in Deal. As a result of the investigation the Food Business Operator agreed to voluntarily cease food preparation until the health risk condition was removed. .

Port Health Dover Harbour Development

The EH team are engaging and liaising with representatives from Volker-Stevin, the lead contractor for the next phase of the Western Docks Development Scheme to ensure that local residents and businesses are not unreasonably disturbed by activities on site.

In addition the Public Protection team are liaising directly with the Food Standards Agency and Dover Harbour Board to establish what additional food import controls and official designated status may be required at the port as a direct result of leaving the EU. The impact remains unclear at this stage but has the potential to be substantial. It is likely that the enforcing authority (Dover DC) will be required to provide the resources (people) and to manage and enforce any statutory food safety controls whilst the port operator will be expected to provide appropriate facilities to examine and store controlled foodstuffs.

Mosquitoes

The Environmental Protection team works with Public Health England (PHE) to complete mosquito surveying at the Black Sluice in Sandwich. This is part of a nationwide survey by PHE to develop and update our understanding of the status, distribution and abundance of potential disease carrying mosquitoes. The team collects samples once a week between 1st March and 16th October for PHE to analyse in order to establish the type and number of different mosquito species. The species collected in Sandwich are mainly those which breed in saltmarsh and a common cause of human nuisance biting. More detail on the survey is available at <https://www.gov.uk/government/publications/mosquito-surveillance/mosquito-nationwide-surveillance>. Treatment is undertaken by the Council when necessary to control the mosquito population.

Bathing Water

The Bathing Water Regulations 2013 give local authorities responsibility for providing public information at bathing waters in their area during the bathing season. Dover District Council use data collected by DEFRA to publish information regarding bathing water at St Margaret's Bay, Deal Castle and Sandwich Bay between 15th May and 30th September. The Environmental Protection Team updates the information posters once a week during the summer period. The information covers general water quality of the site and any sources of pollution. If necessary the team put up advisory notices during serious pollution incidents to warn the public that water quality may be affected. During August 2016 this was necessary at Sandwich Bay while the Environment Agency investigated an incident.

The EP team, in conjunction with officers from DDCs Property Services Department, are also liaising with Southern Water on their 'Bathing Water Enhancement Programme'. This involves looking in detail at a range of sources and pathways of pollution at bathing waters around the county, including the waters around Deal Castle. Southern Waters long-term aim is to work with local authorities, the Environment Agency, landowners and farmers to help bring all bathing waters in our region up to "excellent" by 2040. During 2016 all Bathing waters within Dover district were classified as 'Excellent'.

Air Pollution

Dover DC continues to be an active partner of the Kent & Medway Air Quality Partnership. Partnership working groups are currently involved in updating a Guidance Document for Developers and managing the contract for the county-wide monitoring site network.

The team are also working with Forward Planning to produce an Air Quality report identifying current air pollution levels across the district that will feed into the Adopted Core Strategy and Land Allocations Local Plan. The outcomes of this will be used to update current Air Quality Management Area (AQMA) boundaries (if necessary) and in the Dover Air Quality Action Plan Review.

Contaminated Land

Comments on planning consultations relating to potential contaminated land are currently being provided by an external contractor. However, following a period of officer training it is intended to pull this function back in house in 2017. This development may be assisted by the introduction of the new National Quality Mark Scheme (NQM) which was introduced in January 2017 by the industry led Land Forum and is approved by DCLG and DEFRA. The scheme, though voluntary, means that land contamination reports submitted by developers can bear an individual National Quality Mark once approved by a registered and suitably qualified practitioner. The NQM will indicate that work has been properly carried out following correct guidance. It is believed that there is potential for the scheme to effectively reduce costs for the authority while ensuring contamination risks are properly addressed.

Events 2016/2017

During the year 2016/2017 the team were consulted on 121 events within the Dover District. Officers visited 7 of the large scale events in order to check for food safety and health and safety compliance.

Through the Safety Advisory Group a number of agencies became concerned about a proposed endurance race to be held in Dover District in January 2017. There were concerns about risk to life if the event went ahead, exacerbated by the severe weather conditions preceding the event. The Public Protection team were instrumental in persuading the event organiser to voluntarily cancel the event. A cancellation notice was issued health and safety concerns remained. Officers worked with all relevant agencies to lessen the risk by removing of some of the course direction signage, providing safety signage at critical points and undergoing surveillance on the day of the event. A subsequent wash up meeting has been held with all the relevant professional organisations and a warning letter sent to the event organiser; their home authority and the company's insurers.

Subject:	ADOPTION OF THE WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL
Meeting and Date:	Cabinet – 8 May 2017
Report of:	Nadeem Aziz – Chief Executive
Portfolio Holder:	Councillor Nick Kenton, Portfolio Holder for Environment, Waste and Planning
Decision Type:	Key Decision
Classification:	Unrestricted
Purpose of the report:	To adopt the Waterloo Crescent Conservation Area Appraisal as a Local Development Document.
Recommendation:	<p>Cabinet agrees to:</p> <ol style="list-style-type: none"> 1. the proposed responses to the representations received and the resulting modifications to the Waterloo Crescent Conservation Area Character Appraisal as set out in Appendix 1; 2. adopt the Waterloo Crescent Conservation Area Character Appraisal as a Local Development Document as set out in Appendix 2; and 3. authorise the Head of Regeneration and Development, in conjunction with the Portfolio Holder, to make any necessary editorial changes to the Waterloo Crescent Conservation Area Appraisal to assist with clarity, consistency, explanation and presentation.

1. Summary

1.1 Cabinet approved the Draft Waterloo Crescent Conservation Area Appraisal for public consultation in January 2017. Consultation has now been undertaken and, following the analysis of representations, modifications are now proposed.

1.2 There are three key recommendations in the Appraisal:

- 1) The development of a strategy for the enhancement of the public realm;
- 2) Publication of a design guide for the replacement of windows; and
- 3) Enhancement of the setting of the grade II listed war memorial.

2. Introduction and Background

2.1 The draft Waterloo Crescent Conservation Area Appraisal was approved for public consultation by Cabinet on the 9th January 2017. It was prepared by officers in the Regeneration Section following recommendations in the Dover District Heritage Strategy.

2.2 The Waterloo Crescent Conservation Area was originally designated in 1970. Local councils are required under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review their conservation areas from time to time to ensure that the

original designation was correct, and to formulate and publish proposals for further enhancement and preservation of their conservation areas. The draft Appraisal has been produced in compliance with this requirement.

- 2.3 The consultation period ran for six weeks from 26th January to 9th March 2017 and the District Council received 95 responses from 27 individuals or organisations. There were no objections to the Conservation Area Appraisal and the findings were generally supported.
- 2.4 Further to comments received during the consultation additional text, indicated in **bold** in the Appraisal, has been inserted to make the document more robust, to include additional information that was highlighted during the consultation and to assist with the interpretation of the Appraisal.
- 2.5 A full list of representations received, together with the proposed District Council responses and amendments are set out in Appendix 1.

Development of a strategy for enhancement of the public realm

- 2.6 The Appraisal recommended the development of a strategy for the enhancement of the public realm. It was noted that the treatment of the public realm has not been cohesive and has resulted in unnecessary ‘clutter’ within the Conservation Area. An audit of the existing street furniture and surface materials will help inform proposals for change to further enhance the character and appearance of the Conservation Area.

Publication of a design guide for the replacement of windows

- 2.7 The Appraisal recommends the introduction of a design guide for the replacement of windows. This Conservation Area is unique in Dover District as all of buildings within the Conservation Area are listed and in use as flats, offices or other business use, and replacement of windows already requires both Listed Building Consent and planning permission. The aim of the guidance would be to assist those applicants in making successful applications by providing advice on what would be considered appropriate.
- 2.8 A design guide would be subject to a separate consultation exercise to enable it to be approved as Supplementary Planning Guidance.

Enhancement of the setting of the war memorial

- 2.9 The grade II listed war memorial acts as a focal point within the Conservation Area and the recommendation is to support works that would enhance its status, for example, the reinstatement of boundary railings. Such works may require planning permission.

Proposed extensions to the existing Waterloo Crescent Conservation Area boundary

- 2.10 The draft Appraisal suggested three extensions to the existing Conservation Area boundary, as follows:
1. Granville Gardens
 2. The garden to the seaward side of the Gateway flats

3. Esplanade and beach in front of Waterloo Mansions

- 2.11 While there was general support for amendments to the Conservation Area boundary several responses to the consultation stated a desirability to include Wellington Dock and the De Bradelei Wharf shopping centre in the Conservation Area. Other responses considered that the recommendation to include Granville Gardens should be omitted.
- 2.12 As mentioned in paragraph 2.7, Waterloo Crescent Conservation Area is unique in Dover District as all buildings and structures within the boundary are listed and the current boundary is drawn tightly around them. The Appraisal recognises that it is the quality of these buildings, their homogeneity in design, materials and scale, in addition to their setting and their direct relationship to the coast which has a significant and defining influence on the character and appearance of the Conservation Area.
- 2.13 Several respondents to the consultation identified Wellington Dock (grade II listed) and De Bradelei Wharf (unlisted) as meriting inclusion in the Conservation Area boundary due to the site's significance as Dover's historic shipbuilding area and for its contribution to the D-Day landings (as the location for the mooring of dummy landing craft). Views of the Conservation Area across the site from Snargate Street and the Western Heights were also noted as being significant to the setting of the Conservation Area. De Bradelei Wharf has been identified in the Appraisal as contributing to the setting of the Conservation Area, but the character of Wellington Docks and De Bradelei Wharf is industrial in nature and the buildings are functional in detail in contrast to the homogenous architectural and historic character and appearance of the buildings within the Conservation Area. In addition, the statutory status of Wellington Dock as a listed building confers a higher level of protection than Conservation Area designation. For these reasons it is considered that Wellington Dock and De Bradelei Wharf should not be included in a revised boundary.
- 2.14 Granville Gardens is identified within the Appraisal as having value in the contribution it pays to the setting of the Conservation Area, providing views into and enhancing the experience of the Conservation Area, in particular as a contrast to the built form. Granville Gardens was a planned public open space historically, and structures next to and on the space had a recreational function, including a bandstand, baths and refreshment rooms. None of the structures remain, having been damaged during the war and/or swept away in post-war clearance, and historic maps show that the area of land has changed significantly in size and form such that the area today does not reflect the historic planform of the gardens. Consequently, whilst contributing to the setting of the Conservation Area Granville Gardens does not in itself have any architectural value and insufficient historic character to warrant inclusion in the boundary.
- 2.15 The Appraisal identifies that buildings are central to the special character of the Conservation Area. The national guidance by Historic England on designating, appraising and managing Conservation Areas states that when considering boundary changes it may be beneficial to take existing local policies into account. Granville Gardens, Marine Parade and the Esplanade are protected open space and subject to policy DM25 in respect of any proposed development. In addition, in the case of both the open spaces and De Bradelei Wharf, Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the local planning authority to consider the impact of development on the setting of listed buildings. The setting of the Conservation Area is therefore considered to be adequately protected by legislation and local policies, and the areas recommended for inclusion in the boundary

identified in the draft Appraisal are omitted from the recommendations in the final approved document.

3. Identification of Options

3.1 Option 1: That the amendments to the Waterloo Crescent Conservation Area Appraisal are agreed and it is adopted as a material consideration for planning purposes: or

3.2 Option 2: That the amendments to the Waterloo Crescent Conservation Area Appraisal are not agreed and it is not adopted as a material consideration for planning purposes.

4. Evaluation of Options

4.1 The Appraisal would be used to identify opportunities for environmental improvements, inform new development and to act as an evidence base for the evaluation of new proposals. It would also be used by Planning Inspectors in appeal situations and, as it has been through a public consultation greater weight can also be attributed to it.

4.2 The Appraisal has been produced in response to the recommendations in the Dover District Heritage Strategy and the accompanying Action Plan. It, therefore, implements part of the Heritage Strategy.

4.3 If the Appraisal was not adopted, then the benefits outlined above would not be realised and the special character of the Conservation Area could be at risk through inappropriate development. The first option is, therefore, recommended.

5. Resource Implications

5.1 The Appraisal would be made available on the District Council's website. Further internal resources would be required to undertake public consultation relating to the proposed changes to the Conservation Area boundary.

6. Corporate Implications

6.1 Comment from the Section 151 Officer: "Finance has been consulted and has nothing further to add" (SB)

6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

6.3 Comment from the Equalities Officer: "This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>".

6.4 Other Officers (as appropriate): none

7. Appendices

Appendix 1 – Analysis of Representations and Suggested District Council Response.

Appendix 2 – Waterloo Crescent Conservation Area Appraisal January 2017.

Background Papers

Cabinet Report of 9 January 2017.

Contact Officer: Alison Cummings, Principal Heritage Officer, extension 2464

APPENDIX 1: Analysis of Representations and Suggested District Council Response.

Full Name	Your comment - Do you have any comments about the draft Conservation Area Character Appraisal?	Do you agree with the proposed extension?	Your comment - Please provide a comment on your choice	Council response
Ms Upton	A timely and important document.			Noted and comment welcomed
Ms Upton		Yes	I think it makes sense to extend the Waterloo Crescent conservation area to include the seafront, beach and gardens nearby but I would like to propose extending it even further to include the whole seafront and the Gateway flats, which are an example of attractive and appropriately designed 1950's architecture. The seafront should be seen as a unified whole. If we are to attract visitors to Dover town, and to have an attractive environment for people who live here, conservation of the seafront is important. We should do our best to prevent it being nibbled away at even more by the expansion of the harbour.	Recommendation removed, see Cabinet report.
Mr Morris	An interesting document that highlights past failings of the DDC, in particular section 3.1 of the Master Plan. The recommendations in section 3.2 do not seem to reflect much of the report. Additionally they lack focus which will allow unnecessary costs to be incurred.			Noted.
Mr Morris	Specifically :- 3.2a - this conflicts with section 3.1c, which damns modern development and highlights views of/from Western Heights and the Castle, by not including the area of the Wellington Docks behind the Waterloo Mansions. In particular in the appraisal the importance of De Bradley Wharf is mentioned and, more importantly, the protection in all aspects of the visual impact. This must of course protect the Wellington Docks from building tall buildings that have an overall detrimental effect to the views defined in this appraisal. It would be more important to include the Wellington Docks than the lawns in front of the Gateway flats in any expansion of the conservation area.			Recommendation removed, see Cabinet report.
Mr Morris	3.2b - gobbledegook which does not include initiatives proposed by other authorities, such as Dover Town Council in their Ambition plan, or other minor groups such as Dover Society.			The Appraisal relates only to the Waterloo Crescent CA and not to Dover Town in it's entirety.
55 Mr Morris	3.2c - the current DDC Shop Front Design Guidance for Conservation Areas has been robustly ignored in Dover town centre over the last few years by DDC planning department. It would seem inappropriate and a waste of scarce funding/resources to draft the document proposed. An important example is the Odd Fellows building at the end of Pencester Road, which is in the town centre conservation area and a prominent position. Several years ago this had bright pink signage for a KCollege Hair Salon. The street level is currently being used as an advertising hoarding by Hadlow College. Neither had planning permission and no intervention has taken place by DDC planning dept. So again I say the proposed document is pointless.			Good design guidance is an opportunity to inform property owners of works which would be considered appropriate, and thus provide a level of confidence that an application will be successful if the criteria is followed. The resources necessary in the development of the guidance will repay dividends by reducing officer time in determining applications and providing advice to property owners, and improve the quality and nature of relevant applications.
Mr Morris	3.2d - I would support a small cost effective review being undertaken. But only if advice is first sought from Historic England, War Memorials Trust and the Public Monuments & Sculptures Association. Any spend must be conditional on their support.			If works are to be carried out to improve the setting of the listed war memorial the relevant statutory consultees would be consulted on an planning application.
Mr Morris		Yes	I support an extension of the conservation area but an extension that also includes areas of the Weligton docks to the rear of Waterloo Mansions, especially De Bradley Wharf. An essential extension if the much proclaimed views are to be protected from the detrimental effect of modern development highlighted by this appraisal. Currently the proposed extension holds little value as the areas are covered by the planning regulations and an extension offers no additional benefit.	Recommendation removed, see Cabinet report.
Mr Kevin Bown Asset Manager Area 4 (Kent) Highways Agency	Highways England will be concerned with proposals that have the potential to impact on the safe and efficient operation of the SRN, in this case with particular reference to the A20 as it passes through Dover Having examined the above documentation, taken account of any other material considerations, and on the basis that neither the proposed extended Conservation Area nor plans to enhance the area will impinge on any Highways England assets or affect the current or likely future safety, operation and/or maintenance of the SRN, we do not offer any comments on the document.			Noted.

Councillor Nigel Collor Portfolio Holder for Transport Dover District Council	Granville gardens, although being listed in the Local Development Framework as a possible development area, are the only piece of land available along the sea front. If we are to be serious about generating tourism in the town we may need something to attract people to the sea front apart from what is available now - I will not prejudge what this may be but to my mind we need the flexibility to use the land sensibly for developing the area without the restrictions associated with a Conservation Area or, indeed, leave it as a grass open space. Personally I think that to include the Granville Gardens within the Conservation Area is not a good idea and have said so.			Recommendation removed, see Cabinet report.
Councillor David Hannent Ward Councillor Dover District Council	I agree with the comments put forward by Cllr Collor - "Granville gardens, although being listed in the Local Development Framework as a possible development area, are the only piece of land available along the sea front. If we are to be serious about generating tourism in the town we may need something to attract people to the sea front apart from what is available now - I will not prejudge what this may be but to my mind we need the flexibility to use the land sensibly for developing the area without the restrictions associated with a Conservation Area or, indeed, leave it as a grass open space. Personally I think that to include the Granville Gardens within the Conservation Area is not a good idea and have said so."			Recommendation removed, see Cabinet report.
Councillor Nicholas Dixon Ward Councillor Dover District Council	I agree with the comments put forward by Cllr Collor - "Granville gardens, although being listed in the Local Development Framework as a possible development area, are the only piece of land available along the sea front. If we are to be serious about generating tourism in the town we may need something to attract people to the sea front apart from what is available now - I will not prejudge what this may be but to my mind we need the flexibility to use the land sensibly for developing the area without the restrictions associated with a Conservation Area or, indeed, leave it as a grass open space. Personally I think that to include the Granville Gardens within the Conservation Area is not a good idea and have said so."			Recommendation removed, see Cabinet report.
The Dover Society Mr Leach	The Dover Society welcomes this character appraisal and strongly welcomes its findings and recommendations.			Noted and comment welcomed
The Dover Society Mr Leach		Yes	We welcome the recommended extension of the area's boundaries to include the Granville Gardens, the gardens of The Gateway and the beach area in front of Waterloo Crescent. This would give some protection to these open spaces and also help preserve the setting of the existing conservation area.	Recommendation removed, see Cabinet report.
The Dover Society Mr Leach			In addition, The Society urges the inclusion of De Bradley Wharf and its buildings to the conservation area. This site was formerly Dover's shipbuilding area and incidentally where the dummy landing craft (moored in the harbour before D-Day to fool the enemy regarding the location of the allied landings) were constructed. The present Victorian buildings, set between the Wellington Dock and Waterloo Crescent, contribute significantly to the setting of the conservation area and views of it from Snargate Street and the Western Heights. In support of this we refer you to page 15 of the report which states, "The open spaces of Marine Parade Gardens, Granville Gardens, the Esplanade and the beach, and the single storey, functional form of De Bradley Wharf (although all currently outside the boundary of the conservation area) enhance the stature of the buildings and consequently make a positive contribution to the setting of the conservation area."	Recommendation removed, see Cabinet report.
Rev Dr Hinton		Yes	I support the Dover Society's plea for the enlargement of the proposed area, in particular as regards Granville Gardens.	Recommendation removed, see Cabinet report.
Ms B Hall	I welcome the report and its contents and support the recommendations.			Noted and comment welcomed

Ms B Hall		Yes	I support the recommendations; in particular, the proposal to enlarge the existing conservation area to include Granville Gardens and the Gardens in front of the Seafront Flats. To complete the picture, I believe it is also important to include Cullins Yard and De Bradelei Wharf buildings in the conservation area as this will: <ul style="list-style-type: none"> • enhance the overall area and safeguard this special site • help boost the quality of our Town and seafront for the benefit of residents and to achieve the commercial benefits from increased tourism by using our unique history and world class assets. 	Recommendation removed, see Cabinet report.
The White Cliffs Dover Hotel and Guest House Group Ms A Reidy	Having read all the points of view, we would like to support the Dover Society's letter regarding WATERLOO CRESCENT CONSERVATION AREA.			Noted
The White Cliffs Dover Hotel and Guest House Group Ms A Reidy		Yes	Strongly support, the inclusion of Cullins Yard and De Bradelei Wharf buildings to complete the Conservation area. It is paramount we extend the Conservation Area. Arriving in Dover as a child in 1945, I sadly remember the loss of so many of our treasured areas, and now very reassuring we have a DCC Officer who is moving Dover forward and proposing to correct errors of the past.	Recommendation removed, see Cabinet report.
Mr & Mrs Cope			I have read the appraisal together with the response of the Dover Society. I strongly support their views with regard to the expansion of proposed area set out in the appraisal. I feel that it is of great importance that Granville Gardens in particular is included as this open green area reinforces the quality of the conservation area and the views of the surrounding cliffs, hills, Castle and Western Heights. Any developments on the Gardens could be very detrimental to the quality of the area. and the Gardens should be safeguarded by inclusion in the Conservation Area. I also strongly support the inclusion of Cullins Yard and De Bradelei Wharf buildings area which help maintain the setting of the old Wellington Dock	Recommendation removed, see Cabinet report.
Mr & Mrs Cope		Yes	I also support the addition of Cullins Yard and De Bradelei Wharf	Recommendation removed, see Cabinet report.
Mr Sherratt			Firstly, I must congratulate the Principle Heritage Officer in producing an excellent and detailed report in respect of this highly important area of Dover. I am a volunteer guide for both Visit Kent and the National Trust and whilst there are often negative comments about the sadness of the street scene in Dover Town when shown the seafront visitors are highly complementary and congratulations must be given to both Dover Harbour Board and Dover District Council in ensuring the maintenance that gives a positive contribution to this important area for both Tourist Visitors and the people of Dover.	Comment welcomed and noted

Mr Sherratt		Yes	I fully support the proposed area of extension, Marine Parade Gardens, Granville Gardens and the beach area of the Esplanade. I am disappointed that the report also highlights the importance of the De Bradelei Wharf area but this is not included in any extension of the Conservation Area. The report indicates the significance of De Bradelei Wharf buildings as stated on page 15 “enhance the stature of the buildings and consequently make a positive contribution to the setting of the conservation area.” The buildings are in sound condition due to good maintenance by Dover Harbour Board and are the last indication of the shipbuilding heritage of Dover, Additionally in June 1944 they played a significant part in the success of the D-Day landings by providing dummy landing craft to convince the enemy that an imminent landing in the Northern France area was to take place. I therefore believe this area must also be included in the Waterloo Crescent Conservation Area.	Recommendation removed, see Cabinet report.
Mr Sherratt			I am delighted to see the importance placed on the seafront gardens. There is already some DDC “Cabinet Member” Councillors challenging this, particularly in respect of the Granville Gardens as “required for future tourism development”. With such statements being made detail of any proposed developments should be in the public domain to establish design criteria etc. Or is it a speculative ambition without any substantive base. Dover is already waiting delivery of many “Developments” that have been announced but not even started. If it was agreed to not include Granville Gardens, it will greatly affect the objective contained in the report. To summarise I fully support the proposed areas of extension and would also seek to include the important area within the De Bradelei Wharf/Cullen’s Yard area.	Recommendation removed, see Cabinet report.
Mr Simmons	I commend this Appraisal and the proposed boundary extensions detailed at Appendix 2 thereof. Additionally I fully support the views expressed by the Dover Society on this matter. I set out below some further points I deem worthy of additional consideration:			Comment welcomed and noted.
Mr Simmons	<ul style="list-style-type: none"> the creation of spaces between and alongside buildings within the area (be they historically deliberate or accidental in nature) provide an attractive and pleasing sense of openness that contrasts markedly to its surroundings, acting much as a magnet for exploration by visitors and residents alike; 			Text added section 2.2e: <i>open spaces within and around the Conservation Area contribute to its character by emphasising the scale of the buildings and providing an attractive place to be for visitors and residents.</i>
Mr Simmons	<ul style="list-style-type: none"> the sweeping curvature of Waterloo Crescent and the Waterloo Mansions is continued at base level along the full length of Marine Parade Gardens terminating at ‘The Crescent’ section of the Gateway flats (indeed this was the sweep line of the original buildings before the flats were built). The Gateway flats in turn mirror that lineage some 30m landward along their entire length. In doing so it provides continuity to the area by drawing the eye towards the listed buildings and structures within as well as enhancing the adjacent open public spaces. A unique viewpoint not to be found elsewhere in the town; 			Noted.
Mr Simmons	<ul style="list-style-type: none"> the somewhat dysfunctional and difficult dissection of the town from the seafront can be argued, in a sense, a ‘positive’ factor as it serves to highlight the division of conservation area from the A20 and town itself, creating a sense of ‘haven’ and a special heritage area aside from the day to day congestion of the busy A20 and surrounding area; 			Noted.
Mr Simmons	<ul style="list-style-type: none"> as in the views expressed by the Dover Society I would urge the inclusion of De Bradelei Wharf. Not only is this area of great historic importance with much now preserved below ground, it also continues the sense of openness and tranquillity adjacent to the boundaries of the proposed extension. It will also provide linkage to and from the Dover Harbour Board Western Docks Revival (DWDR) development area when completed in 2019/2020; 			Recommendation removed, see Cabinet report.

Mr Simmons	<ul style="list-style-type: none"> the view from the seaward side of the proposed extended conservation area and the positive impression given to those arriving by water should not be underestimated or ignored. It is a prospective visitors "call to..." before ever having set foot on terra firma; 			Text added section 2.1: <i>Panoramic views are gained from the sea as vessels approach Dover and from the harbour piers, with the curve of Waterloo Crescent creating a particularly attractive composition that is reproduced in numerous historic postcards and photographs.</i>
Mr Simmons	<ul style="list-style-type: none"> with the completion of DWDR scheme, including new marina, pier and lock cut into Wellington Dock, and the harsher industrial landscape attached to the newly designed cargo terminal complex - much of which will destroy or irretrievably alter a significant part of Dover's marine past and, by extension, its heritage - the proposed changes to the conservation area merely stress a more urgent need to "sustain and enhance the historic environment and its heritage" that is the heart and soul of a vibrant area, its waterfront, open spaces and fine listed buildings that so many continue to enjoy. 			Noted.
Mr Simmons	Conservation does not preclude development within its boundaries – it simply means that additional and more stringent considerations be given to process. No one would wish to see an area, within conservation limits or otherwise, stagnate and decay for any lack of attention or initiative.			Noted.
Mr Simmons		Yes	Particularly welcome are the proposed inclusion of Marine Parade Gardens, Granville Gardens and the beach area fronting Waterloo Crescent in the stated boundary extension. The character of this unique and historic area of Dover fully justifies, indeed requires, conservation status in order that both current and future generations may continue to enjoy "an area the character and appearance of which it is desirable to preserve or enhance".	Recommendation removed, see Cabinet report.
Cpt Weston	Having read the excellent report on the above area I strongly support the findings of the report. I also support entirely the Dover Society response to the conservation report.			Noted.
Cpt Weston		Yes	I note his proposal to enlarged the area to include Granville Gardens and the Gardens in front of the Seafront Flats. This is something I strongly welcome and strongly support, and I propose the inclusion of Cullins Yard and De Bradelei Wharf buildings to complete the Conservation area. The area of Granville Gardens and the gardens in front of the Sea front flats is special to the attraction of our lovely seafront and I would hate in the future for this to be desecrated by building upon it and thereby lose a valuable amenity which Dovorians and visitors enjoy.	Recommendation removed, see Cabinet report.
Mr Pople	I fully support the Dover Society's submission for the proposed listing of Waterloo Crescent with other buildings.			Noted.
Mr Harby	I would like to support the views expressed by Mr Derek Leach as expressed in his letter to you on behalf of the Dover society.			Noted.
Mr & Mrs Bolton	As members of the Dover Society we strongly support the views of the Society which have been expressed to you concerning this.			Noted.
Port of Dover Mr Kempster	Dover Harbour Board has run the Port since 1606 and, therefore, it is not surprising that a number of historical and heritage buildings exist within its estate. These include (but are not restricted to) Waterloo Mansions, Waterloo Crescent (incorporating Protea House and Dover Marina Hotel) and Cambridge Terrace, which all fall within the remit of this appraisal.			Noted.
Port of Dover Mr Kempster	Due to their age and the strict planning and maintenance requirements already placed upon them, the Port anticipates the cost of routinely maintaining these buildings (as well as Harbour House and Lord Warden House) over the next nine years will reach nearly £11million. This sum does not include the maintenance of other heritage assets within the docks like the Old Marine Station / Cruise Terminal 1 (a winner at the National Railway Heritage Awards 2016 following the Port's 'sympathetic conservation' of the facility). Equally, it does not take into account isolated renovation costs like the forthcoming roof replacement at Waterloo Mansions.			Noted.
Port of Dover Mr Kempster	The Port recognises that some buildings (Protea House and Cambridge Terrace) are, while empty, in need of further attention, and it is currently working with developers and Dover District Council to explore options to convert them into apartments, specifically designed to maximise their distinct look and heritage.			Noted.

Port of Dover Mr Kempster	The beach, including the Esplanade, also falls within the Port's estate. The Port has, in the last decade, invested £4.5million in capital works and improvements including state-of-the-art walkways, gardens and signage, as well as the maintenance and/or modernisation of shelters, the slipway and foreshore.			Noted.
Port of Dover Mr Kempster	The seafront, fully open for the public's enjoyment and recreation, is managed, cleaned and policed totally at the Port's expense with no financial burden levied against taxpayers or visitors.			Noted.
Port of Dover Mr Kempster	Although it does not fall within the scope of this appraisal, the Port is aware that some respondents have proposed rolling the conservation area out even further than suggested by this document to include De Bradelei Wharf – another Port asset. The environs of De Bradelei incorporate Cullins Yard, the De Bradelei Outlet, and the DWDR contractor offices – all of which are fully operational businesses which function, and have developed, within the character of the environment without the need for excessive regulation.			Noted.
Port of Dover Mr Kempster	The Port wholeheartedly agrees that heritage assets need to be treasured and managed, but this has to be done in an appropriate and proportionate way. The Port contends that this balance is already achieved under current planning and development protocols.			No additional controls are being recommended by the Appraisal, only works to enhance or improve the character and enjoyment of the CA.
Port of Dover Mr Kempster	At a time when Dover is witnessing long-awaited regeneration, increasing processes which constrain potential developers is a retrograde step. The possibility of additional costs, a more protracted planning process, and the burden of further regulatory hurdles will drive investors away, not encourage them.			No additional controls are being recommended by the Appraisal, only works to enhance or improve the character and enjoyment of the CA.
Port of Dover Mr Kempster	The Port itself, as outlined above, has considerable and non-negotiable financial commitments to the nation. If it is compelled to finance, develop and manage its assets and estate in line with even more rigorous and restrictive directives, the Port would have no option but to find the extra funding needed to achieve this from elsewhere in its budget. This could conceivably lead to a diversion of finances away from the delivery of existing or future projects on the ground.			No additional controls are being recommended by the Appraisal, only works to enhance or improve the character and enjoyment of the CA.
Port of Dover Mr Kempster		No	The Port opposes any expansion of the conservation area and any increase in the already strict regulation currently placed upon this part of its estate. In fact, the Port would go further to suggest that some existing historic building requirements are excessive and do not take account of modern technology – notably the double glazing of listed buildings.	Recommendation removed, see Cabinet report.
Port of Dover Mr Kempster			At present there is a presumption against the use of Slimlite and other modern double glazing on the grounds it will affect the reflection in the glass. Only secondary glazing should therefore be considered. However, the Port believes the general policy should be: • Where historic casements original to the building remain unaltered, work to re-glaze in Slimlite or similar should not be undertaken. • Where the casements have previously been renewed so that neither original glass nor casement/sash joinery remain, then renewal of the glazing in Slimlite should be acceptable, assuming the original frames can remain unaltered in this process. • If the entire window (sashes and frames) have already been renewed, there should be little opposition to Slimlite or similar.	Such works are subject to the formal process of Listed Building Consent. Uniformity of detail is a key characteristic of the buildings in the conservation area. Appropriate detailing would be demonstrated within the recommended design guide which would be subject to a separate public consultation exercise, however traditional detailing is an important aspect of the authenticity of a listed building and works such as weather-stripping, renewal/refurbishment of shutters, and other related issues such as insulation, should all be part of the equation in determining the best solution for the listed building.
Port of Dover Mr Kempster			Ultimately, the Port wants to ensure the aesthetics and character of the buildings remain while providing the highest possible standards of thermal protection for those who live and work in them, and ensuring long term sustainability measures are met.	Noted
Mrs Cope	I would like to add my support to the view of the Dover Society about the conservation of the seafront area.			Noted.

Mrs Cope			I wish to see the area extended to include Granville Gardens, and the buildings on the Wellington Dock which include De Bradelei Wharf and Cullins Yard.	Recommendation removed, see Cabinet report.
Mrs Stavrietsky		Yes	Fully support the recommendation, as proposed by the Dover Society, that the Waterloo Crescent Conservation Area should be extended to include not only Granville gardens and the gardens in front of the Seafront Flats, but also De Bradelei Wharf and Cullins Yard. These areas are in urgent need of protection from future ill-conceived and unsympathetic development not in keeping with Dover's historic seafront.	Recommendation removed, see Cabinet report.
Mrs Stavrietsky			The need for this added level of protection is only too self-evident to those who know the history of the last two years of Dover's once majestic seafront. Isn't progress meant to make the populace better off in both mind and body, I don't think what has been done to Dover seafront in the last fifty years can come under this description, from the architectural eyesore that is the Premiere Inn, to the loss of the Prince of Wales pier and the future heritage disaster that is the forthcoming filling in of the Granville the Tidal Docks.	Recommendation removed, see Cabinet report.
Mrs Stavrietsky			At no time in Dover's long and illustrious history has there been the need for added conservation protection for a town of world renowned, a true treasure that does not seem to be able to protect itself from itself.	Noted.
Dover Town Council Mrs Dry	Dover Town Council applauds the character appraisal and approves its recommendations.			Noted and comment welcomed
Dover Town Council Mrs Dry		Yes	Dover Town Council approves the recommendations, in particular "recommended extension of the area's boundaries to include the Granville Gardens".	Recommendation removed, see Cabinet report.
Natural England Mrs Giacomelli	Whilst we welcome this opportunity to give our views, the document does not appear to impact the areas of our statutory remit to any significant extent. We therefore do not wish to comment.			Noted.

Historic England Ms Liz Pollard	We are pleased that the draft appraisal seeks to identify the special nature of Waterloo Crescent Conservation Area, particularly as it will inform the Dover Waterfront Master Plan.			Noted
	1.4 Summary of Significance We feel that the summary should stress that the five remaining terraces are the western element of what was once a series of 19th century elegant terraces and villas that stretched from the now demolished Marine Parade at the east, along the sea front to The Esplanade at the west. Here the area derives illustrative value from its direct relationship with the coast. This interrelationship is an important element of the area's historic interest as a means of illustrating Dover's history as a seaside resort because it is the reason that the terraces were built and its distinct character is drawn from this use.			Text added section 1.4: <i>The five terraces are what remain of a series of elegant properties which were built to take advantage of the coastal location, providing in some cases unrivalled views of the sea.</i>
	2.1 Overview Although now dissected from the centre of Dover town by virtue of the A20, the area once was the terminus and end focus of Bench Street after the creation of New Bridge and by means of the local topography. This historic connection is reinforced by the pedestrian underpass and to some extent a visual link between the architectural treatment and height of the buildings on Bench Street and Waterloo Crescent. We therefore suggest that the heavy traffic of the A20 is an unfortunate visual and noisy interruption between the Bench Street and Waterloo Crescent, rather than a visual barrier.			Text amended section 2.1: <i>While the underpass follows the original street pattern and provides a degree of connection between the town and Waterloo Crescent Conservation Area, the A20 forms both a physical, noisy and visual barrier between the Waterloo Crescent Conservation Area and the town centre</i>
	There is a distinct change in character from the ad hoc evolution of Dover's medieval old town in contrast to the Conservation Area, where the terrace's uniformity and area's framework has a sense of being an intentional set piece well-considered in both form and placement.			Noted.
	The creation of the beachside development is illustrative of the 19th century fashion where those of high social standing visited the coast for both pleasure and for the perceived health benefits. Waterloo Crescent's seaward frontage enables visitors to appreciate the sea views as well as clearly being a show of high status accommodation. Consequently, the terraces' polite architectural style, form and placement along with the area's wide promenades and formal gardens creates an easily identifiable character, that of a 19th century south coast resort similar to that of Brighton or Folkestone.			Text added section 2.1: <i>The development of the area is illustrative of the Nineteenth Century fashion where those of high social standing visited the coast for both pleasure and for the perceived health benefits. Waterloo Crescent's seaward frontage enables visitors to appreciate the sea views as well as clearly being a show of high status accommodation. Consequently, the terraces' polite architectural style, form and placement along with the area's wide promenades and formal gardens creates an easily identifiable character, that of a Nineteenth Century south coast resort similar to that of Brighton or Folkestone.</i>
	2.2 Built Heritage The polite Regency architecture promotes a strong sense of continuity derived from the uniformity in height, scale and mass. This is reinforced by each terraces' rendered white-washed finish and regularity of window and door placement. The result of which is a pleasing consistency that reinforces the identity of the resort and forms a key component of the area's character. This regular treatment is also extended to the quiet rear of Waterloo Crescent, although there is distinct hierarchy in the use of materials to this elevation.			Noted.
	E Public Realm The area's framework arrangement is designed to facilitate ease of movement for recreational walking with the sea as the main focus. With pleasant, ample, wide pavements, a long seafront promenade and formal gardens the street plan was clearly designed to promote and cater for promenading.			Text added section 2.2e: <i>The historic street plan was designed to facilitate ease of movement for recreational walking with the sea as the main focus, with pleasant, wide pavements, a long seafront promenade and formal gardens.</i>
		Yes	We support the proposed extension to the conservation area to include Granville Gardens and the open gardens at Marine Parade. However, we suggest that you expand paragraph 3.2a to explain why this additional area has the special character or appearance to justify its inclusion. Granville Gardens were once the physical and social centre located between the east and west terraces/villas and its formal garden composition housed a bandstand and bathing houses.	Recommendation removed, see Cabinet report.
			As the wide promenades are part of the set piece of the resort we recommend that the area's extension should also include the road and beach side promenade at Marine Parade. We recommend that this should start at the beginning of Marine Parade including the beach shelter.	Recommendation removed, see Cabinet report.

Mr Simmons	In addition to my earlier comment I wish to express full support to the views expressed by Historic England (Ms Liz Pollard). In particular the expansion of paragraph 3.2a. of the Recommendations.			Noted.
Castle Forum Ms Smith	Castle Forum thoroughly support the stance of the Dover Society, including the addition of Culins Yard and De Bradlei. It is a fascinating area and everything possible should be done to keep it that way. We are not against change, but it is important that we keep the lovely areas in Dover protected, particularly as so much of our history was lost in the war.			Noted.
Kent County Council Mr Found	General comments We welcome the preparation of the conservation Area Appraisal. The Dover District Heritage Strategy specifically identified the limited amount of information in the form of Conservation Area Appraisals available within the district and addressing this deficit was identified as a recommendation of the strategy. The production of this appraisal is timely given the current proposals for development within the vicinity of the Conservation Area and more generally for change and regeneration in Dover.			Noted.
Kent County Council Mr Found	We would suggest that the appraisal would benefit from an opening summary and map providing a brief overview and introduction to the Conservation Area. We would also suggest that the document would benefit from additional graphic imagery in terms of plans and maps to illustrate some of the issues raised. These could include plans showing the relationship between the Conservation Area and the wider town and illustrating some of the important views into and out of the Conservation Area for example. Other plans identifying and labelling the various Listed terraces would help orientate.			Noted.
Kent County Council Mr Found	We feel that the appraisal would also benefit from additional historic mapping in the form of a more detailed map regression to show how the area has developed as well as to illustrate more recent changes as a result of wartime damage and post-war redevelopment – notably the loss of buildings and terraces to the east of Camden Terrace and the insertion of the A20.			Comments noted
Kent County Council Mr Found	1.4 Summary of Significance – page 4 We agree that the Conservation Area is a significant and valued area within Dover Town. We feel that the significance of the area could be better articulated through reference to the suite of heritage values described in the Historic England publication Conservation Principles, Policies and Guidance. We would suggest that the Conservation Area, and in particular the grand terraces, are of high aesthetic (designed) value. Their form, proportions, decoration and detailing are particularly pleasing to the eye. The integrity of the buildings as a group and their position on the seafront add to their aesthetic value. The aesthetic value of the area is reflected on the large number of historic photographs, postcards and artworks depicting this part of Dover seafront. The area has historic (illustrative) value, by illustrating the past wealth, grandeur and importance of this part of Dover and its rise and importance in the nineteenth century for travellers. Camden Crescent became the location of choice for Dover’s wealthy elite, whilst the area also has historic (associative) value with connections to renowned nineteenth century authors such as Charles Dickens and Wilkie Collins. The Listed Rifles Monument has commemorative value, but we would also suggest that the whole area has a symbolic value as a surviving part of Dover’s once grand seafront that survived the devastation that affected so much of the town in the Second World War. The site also has the potential to contain rich evidential value in terms of buried archaeological remains, for example the world famous Dover Bronze Age Boat was found just to the north of Cambridge Terrace where the modern-day underpass links the seafront area with the town centre.			Text added to section 1.4: <i>The area has aesthetic and historic value as a part of Dover that was much represented in historic paintings, photographs and postcards. The historic value of the Conservation Area is enhanced by the relationship to Charles Dickens. Dickens stayed in 10 Camden Crescent for three months during the summer of 1842 whilst working on Bleak House. A plaque has been erected on the building to commemorate the association.</i>
Kent County Council Mr Found	2.1 Overview – page 5 This section notes some of the key views to the Conservation Area. It notes that Panoramic views of the Conservation Area are available from Jubilee Way as it passes through Broadlees Bottom – is this the case? Jubilee Way is in a steep cutting at Broadlees Bottom and we would suggest that the view would be better describes as being from the Jubilee Way viaduct.			Amendment to text.

Kent County Council Mr Found	We would also suggest that panoramic views of the Conservation Area are also available from the harbour piers (especially from Admiralty Pier and the Prince of Wales Pier). The curve of Waterloo Crescent makes this view particularly attractive and this is perhaps reflected in the high number of historic photographs taken from the piers towards the crescent. We acknowledge that access to these piers is currently restricted, but nevertheless would suggest that these views are important. Following completion of the DWDR scheme new viewpoints will be available from the proposed Marina Pier and Marina Curve.			Text added to section 1.4: <i>Panoramic views are gained from the sea as vessels approach Dover and from the harbour piers, with the curve of Waterloo Crescent creating a particularly attractive composition that is reproduced in numerous historic postcards and photographs.</i>
Kent County Council Mr Found	Panoramic views are also available from the sea approaches as vessels enter Dover Harbour. We also feel that there are additional views out from the Conservation Area that contribute to its character – for example views from the western end of the Conservation Area over Wellington Dock and towards the Western Heights and views from the eastern end towards the Castle. The waterfront properties along Marine Crescent were located so as to take advantage of their coastal setting and views of the English Channel and Straight of Dover. We would therefore suggest that the view from Waterloo Mansions across the Esplanade and towards the harbour are important.			Text added to section 1.4: <i>providing panoramic views of the sea and the harbour.</i>
Kent County Council Mr Found	Page 7 It might be helpful to move the map on page 7 to the beginning of the document to help readers orientate themselves. It might also be helpful if the individual elements described in Section 2.2 of the appraisal could be labelled. The stippling applied within the Conservation Area boundary means that the street names and house numbers are illegible within the boundary.			Noted.
Kent County Council Mr Found	2.2 a Waterloo Mansions, Waterloo Crescent - Page 8 The middle range is five storeys high with basements, the pair of outer blocks being of four/five story height (again with basements), which along with the different treatment of the middle section of the centre block helps emphasise horizontal rhythm of the crescent.			Text added section 2.2a: <i>The outer blocks of Waterloo Mansions are of four and five storey in height, with basements, and help to emphasise the strong horizontal rhythm of the Crescent.</i>
Kent County Council Mr Found	Page 9 Would the description of the ranges read better as “The hierarchy is continued with Corinthian columns from first to second floor to the end and centre houses to of [or in] the middle range supporting an entablature and plain pilasters at third floor level”? I would note that the outer houses of the main range feature a double mansard roof above the entablature.			Text omitted/added: 'of' replaced with 'in'
Kent County Council Mr Found	The rear elevation is of yellow brick contraction above ground the stuccoed ground floor level to the centre of each block. The end houses, which bookend each section of the terrace have stuccoed finish up to mansard level.			Noted.
Kent County Council Mr Found	Page 10 The appraisal rightly identifies the inappropriate replacement fenestration as detracting from the homogeneity of the mansions. We would suggest that some more recent peripheral additions, such as security cameras, burglar alarms, security lights, etc have not always been positioned sensitively. Whilst we acknowledge the need for these items, greater care could have been taken in the choice and location of such fittings – the light fitting above the entrance door pictured on page 10 being illustrative.			Text added section 2.2a: <i>Additions such as security cameras, lights and burglar alarms have not always been located sympathetically.</i>
Kent County Council Mr Found	2.2 b Cambridge Terrace, Cambridge Road Cambridge Terrace is described as extending from New Bridge eastwards towards Wellesley Road and that the buildings once extended further along Wellesley Road across the car park entrance. I do not think this description is correct? It is Camden Crescent that extends eastwards towards Wellesley Road. Cambridge Terrace is located on a corner site on the north-western side of the junction of Cambridge Road and New Bridge. The terrace has been truncated at its Cambridge Road end, having previously extended across what is now the entrance to De Bradelei Wharf car park.			Text omitted, section 2b amended for clarity. Text added to 2c: <i>1840 and extending from New Bridge eastwards towards Wellesley Road.</i>
Kent County Council Mr Found	The doors are described as having fanlights – would these be better described as overlights?			Text amended.
Kent County Council Mr Found	There is uniformity in the Listed Buildings that help make the Conservation Area an attractive place. This uniformity relates not just to the date and architectural treatment/detailing of the buildings, but also as a result of their spatial arrangement, scale and massing. With the exception of New Bridge House all of the buildings are terraced and of uniform 4/5 storey height. This uniformity is a key characteristic of the Conservation Area.			Noted.

Kent County Council Mr Found	For completeness the Listed telephone Kiosk could be briefly described, it being the only listed structure in the Conservation Area not mentioned in its own right.			Text added section 2.2c: <i>The telephone kiosk, listed individually at grade II, is a type K6 designed in 1935 by Sir Giles Gilbert Scott.</i>
Kent County Council Mr Found	2.2 e. The public realm We agree with your comments on the current condition of the public realm, and in particular the feeling of clutter generated by the numerous bollards, railings and signage in mismatched styles.			Noted.
Kent County Council Mr Found	Attention is paid to street furniture, but little mention is made of street surfaces – for example are there any areas of historic pavement, historic curbing surviving or is the hard landscaping of the area all a result of more recent public realm works?			Noted.
Kent County Council Mr Found	3.1 c. Setting of the conservation area A car park is described as being adjacent to 3 New Bridge House – would this be better described as at the east end of Camden Crescent? I would also suggest that the numerous on-street parking bays are a detractor.			Text amended to: <i>Camden Crescent</i>
Kent County Council Mr Found	3.2 Recommendations We agree than an audit and rationalisation of exiting street furniture would be a positive step. Replacing of retained furniture with a coordinated scheme would be beneficial. We would suggest that rationalisation of the street layout and a more pedestrian-led public realm would also be favourable. Options to reduce the amount of road-markings would be helpful. A solution that opens access to the war memorial, so that it is no longer stranded at the centre of a roundabout should be a longer term aim.			Noted.
Kent County Council Mr Found	Measures to replace newer style windows with ones based on original designs, along with measures to resist further harm through inappropriate replacements are welcome.			Noted.
Kent County Council Mr Found	Appendix 1 Historical Development The appraisal notes that the area had poor access from the town (which prevented development) and that the first bridge was built across the dour in 1800 – I do not think this is correct? I think the 1800 date relates to the construction of the New Bridge (which as its name suggests means that there were older bridge(s)). For example the 1737 map shows Buggins Bridge here.			Text amended in consultation with KCC Heritage.
Kent County Council Mr Found	If I can help by providing a summary of the archaeological background to this part of Dover for inclusion within Appendix 1 then please do let me know.			Noted.
Kent County Council Mr Found		Yes	We support the proposed extensions to the Conservation Area. If the proposed extensions are accepted then the Conservation Area appraisal should be updated to describe the newly incorporated areas.	Recommendation removed, see Cabinet report.
Maison Dieu Guest House Diane French	I would like to have noted my support of the stance noted here by the Dover Society. I feel it is vital that the character of our town be preserved and protected and that only 'in keeping' and enhancing developments be permitted		I would also support the inclusion of the Wharf area including Cullins Yard.	Recommendation removed, see Cabinet report.

APPENDIX 2

DRAFT WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL

May 2017

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1. Introduction

1.1. Background

The Waterloo Crescent Conservation Area lies between the A20 and the outer harbour of the Dover Western Docks. It consists of five terraces of mid to late Nineteenth Century buildings, all of which are grade II listed, and a grade II listed war memorial. The conservation area was designated on the 6th November 1970. This appraisal was carried out during August 2016.

The Dover seafront has seen significant physical change, both natural and manmade. The Waterloo Crescent Conservation Area is located on land created by the formation of a shingle spit at the mouth of the River Dour. This land was utilised as the town's ropewalk and as a source of stone cobbles, which were used to pave the streets of Dover. The later incarnation of the land during the Nineteenth Century as the 'visitor quarter' of Dover saw the construction of sweeping terraces of town houses and hotels, with public gardens and recreational buildings designed to cater for the many visitors to the "Gateway to Europe". In the Twentieth Century Dover seafront saw extensive damage by shelling and bombing during the Second World War, with later losses caused by building clearance and the final significant change courtesy of the construction of the A20.

An appraisal is intended to provide an understanding of the special interest of a conservation area and to set out options and recommendations to help ensure that any changes are informed by an understanding of the local character and distinctiveness of the conservation area. When this appraisal is adopted by Dover District Council (DDC) it will become a material consideration in the determination of applications for planning permission within and adjacent to the conservation area.

This appraisal looks at the following issues:

- The origins and evolution of the conservation area.
- The current boundary of the area and any review that should be made.
- The positive and negative factors that contribute to or detract from the current condition of the conservation area.
- Any recommendations that will protect and enhance the conservation area. Any changes proposed must sustain and enhance the historic environment and its heritage.

1.2. Planning Policy Context

The Planning (Listed Building and Conservation Areas) Act 1990 sets out the statutory definition of a Conservation Area, which is “an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance” (s.69(1)). Dover District currently has 57 designated Conservation Areas.

There is a requirement under the legislation to review Conservation Areas “from time to time” to ensure that the boundary captures all the area that is of special interest and to assist in developing plans for the management of change within the conservation area. This is further endorsed by the National Planning Policy Framework (2012) which urges the need to ensure that an area justifies the designation because of its special architectural or historic character or appearance.

The Dover District Heritage Strategy (2013) presents the districts Heritage Assets as Themes; Theme 13 dealing with conservation areas. The districts conservation areas are considered to be heritage assets of **outstanding significance**, and in addition to being attractive places to live and work, contribute to the economic wealth of the district by being a magnet for visitors.

A methodology was developed for the Heritage Strategy enabling a rapid desk-based assessment of the general condition of the districts conservation areas and applied to 19 of the conservation areas. The results of this overview, using a traffic-light system to classify their condition, indicate that of the 57 conservation areas in the district 12 of these conservation areas were identified as ‘performing well’ and achieved a green light, six achieved an amber light, requiring some enhancement, and one area required considerable enhancement or potential “de-designation” as a conservation area, due to the substantial loss of its character of special interest. Waterloo Crescent is one of the 19 conservation areas on which the rapid assessment was carried out, and the results have informed this more detailed appraisal.

Theme 13 describes methods and techniques by which an area’s condition may be measured, assessed and managed; Article 4(2) Direction is one such method. An Article 4(2) Direction removes permitted development rights from residential properties to ensure that certain changes, such as the replacement of windows, is managed to ensure that the change is appropriate to the special character of the conservation area.

The Heritage Strategy also suggested the formulation of a system for the assessment of a conservation areas condition such as that developed and adopted by the Oxford City Council, endorsed by Historic England and used by the Oxford Preservation Trust. That system has been used to inform this character appraisal, in addition to best practice guidance contained within the Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (Feb 2016).

1.3. Community Involvement

The draft Waterloo Crescent Conservation Area Appraisal has been prepared by the Regeneration Delivery Section of Dover District Council following a site visit on 10th August 2016.

The Council has commenced the preparation of a Masterplan Supplementary Planning Document for the Dover Waterfront area allocated under Policy CP8 in the core strategy, which includes this conservation area. A sound understanding of the character and historic interest of the conservation area is needed as part of the evidence base for the Masterplan and this has therefore led to its prioritisation for the preparation of a conservation area appraisal.

The appraisal will follow a process of public consultation and views will be sought from bodies including Dover Harbour Board, Dover Town Council and the Dover Society. All responses received will be taken into consideration prior to drafting the formal document for approval by Cabinet.

1.4. Summary of Significance

- The historical development of the area during the Nineteenth Century as the 'visitor quarter' of Dover has had the most significant impact in terms of evidential value above ground. **The five terraces are what remain of a series of elegant properties which were built to take advantage of the coastal location, providing in some cases unrivalled views of the sea.**
- **The area has aesthetic and historic value as a part of Dover that was much represented in historic paintings, photographs and postcards.**
- **The historic value of the Conservation Area is enhanced by the relationship to Charles Dickens. Dickens stayed at 10 Camden Crescent during the summer of 1852 whilst working on Bleak House. A plaque has been erected on the building to commemorate the association.**
- There is potential for further archaeological evidence of the early use of the land. **The world famous Bronze Age boat was found just to the north of Cambridge Terrace where the modern-day underpass links the seafront to the town.**
- The conservation area has a high degree of homogeneity due to the form and style of the buildings. Designed in the same architectural style and of similar proportions the buildings **have a high aesthetic value** lending cohesion to the conservation area as a whole unit. The muted colour palette contributes to the uniformity. Decorative stucco and other architectural detailing individualises the buildings.
- The conservation area is composed of two parts; a core centred on the war memorial and a range of buildings dominantly addressing the seafront. This gives the area two distinct characters: one of enclosure with constrained views into and out of the conservation area which can best be appreciated at an intimate level, and a second character area with an aspect that is more open with a wider landscape context, **providing panoramic views of the sea and the harbour.**

2. The Character Appraisal

2.1. Overview

The Waterloo Crescent Conservation Area is situated to the southwest of Dover town centre, nestled between the A20 and the outer harbour of the Dover Western Docks, and encircled by Dover Castle and the Western Heights. Built upon what is effectively reclaimed land, composed of silt, shingle and sand deposited by the River Dour and longshore drift, the topography of the conservation area is completely flat.

While the underpass follows the original street pattern and provides a degree of connection between the town and Waterloo Crescent Conservation Area, the A20 forms both a physical, noisy and visual barrier between the Waterloo Crescent Conservation Area and the town centre, creating a disconnect between the town and the seafront. This has the impact of isolating the conservation area and views both into and out of the area are important to help set it in context within the town. Panoramic views of the conservation area can be gained from Dover Castle, the Western Heights and Jubilee Way Viaduct as it passes through Broadlees Bottom. More immediate and intimate views are gained when accessing from the east via Marine Parade with the wide open space of Marine Parade Gardens and the smaller but distinct Granville Gardens in the foreground, and from the south via The Esplanade, although a view into the core of the conservation area from the latter is restricted by Waterloo Mansions. A fleeting view into the core of the conservation area is garnered from the A20. Panoramic views are gained from the sea as vessels approach Dover and from the harbour piers, with the curve of Waterloo Crescent creating a particularly attractive composition that is reproduced in numerous historic postcards and photographs.

A restricted but directed view is afforded the pedestrian accessing the conservation area from the North via Bench Street and through the underpass, which construction saw the discovery of the Bronze Age Boat now housed at Dover Museum. This route crosses the course of the River Dour and along New Bridge towards the seafront. The sense of constriction caused by the underpass is somewhat released on exiting onto New Bridge and once beyond the extensive run of guardrails is replaced by a feeling of intimacy.

The open spaces of the gardens to the front of the Gateway, Granville Gardens, the Esplanade and the beach (although all currently outside the boundary of the conservation area) enhance this characteristic and consequently make a positive contribution to the setting of the conservation area.

The development of the area is illustrative of the Nineteenth Century fashion where those of high social standing visited the coast for both pleasure and for the perceived health benefits. Waterloo Crescent's seaward frontage enables visitors to appreciate the sea views as well as clearly being a show of high status accommodation. Consequently, the terraces' polite architectural style, form and placement along with the area's wide promenades and formal gardens creates an easily identifiable character, that of a Nineteenth Century south coast resort similar to that of Brighton or Folkestone.

2.2. The Built Heritage

Waterloo Crescent Conservation Area is remarkable for having all historic buildings and structures within its boundary being included on the National Heritage List for England (the list). The eight entries, all of which are listed at grade II, are:

- Waterloo Mansions, Waterloo Crescent (which is split into three individual entries on the list)
- 1-9 Cambridge Terrace, including railings
- 1-4 Camden Crescent
- New Bridge House, New Bridge Street
- K6 telephone box, New Bridge Street
- 60th Rifles War Memorial.

The buildings range in construction date from 1834 to 1865 and all relate to the period of development of the area to recreational and residential use. Whilst they share an architectural style and choice of materials leading to a high degree of homogeneity to the conservation area each building has features which individualises it from its neighbours. The buildings and war memorial are a tangible reminder of the Nineteenth Century development of the seafront, and their value as a group is recognised in the designation as a conservation area.

A brief description of the key features of the conservation area follows, highlighting significance and condition.

a) Waterloo Mansions, Waterloo Crescent

Waterloo Mansions were built between 1834-8 in the Regency style by Philip Hardwick. These buildings were the first to be constructed in the new 'visitor quarter' and at five storeys high, with basements, Waterloo Mansions sweep along the Dover seafront and provides unrivalled views of the Western Docks. From New Bridge the gap between two of the ranges provides a framed view through to the seafront.

The buildings are white painted stucco to the seafront elevation with the ground floor level being finished to resemble stonework (rusticated), which continues to the rear elevation. The buildings demonstrate the typical hierarchy of the architectural style of buildings of this period with, to the front elevation, large round-headed sash windows to the ground floor and French doors leading onto an iron balcony identifying the principle rooms, and graduating to modest sized windows to the third floor informal rooms up to small windows serving the attics in the slated mansard roof. The hierarchy is continued with Corinthian columns from first to second floor to the end and centre houses to in the middle range supporting an entablature and plain pilasters at third floor level. The curved fronts of the end houses of each section form bookends to the ranges. **The outer blocks of Waterloo Mansions are of four and five storey in height, with basements, and help to emphasise the strong horizontal rhythm of the Crescent.**

The rear is simpler in architectural detailing but retains the hierarchy of fenestration. Above the stuccoed ground floor elevation the buildings are constructed of yellow

brick. Protruding bays form the principle entrances to the individual properties, with doors surrounded by a plain pilaster, margin lights and the building name and number in stained glass over the door. The buildings have a strong horizontal emphasis created by the balcony to the seaward elevation and a pleasing rhythm to both front and rear.

The buildings of Waterloo Mansions are generally in good condition, with all original doors to the rear intact and little damage to the stuccoed features. Unfortunately many windows have been altered by the loss of their glazing bars and there have been inappropriate replacement with UPVc windows. The rear of the buildings have been the focus for location of services such as mechanical extract vents, soil pipes and escape staircases which have led to a cluttered appearance, and a large lift shaft punctuates the roof of the western terrace forming an unattractive and imposing feature. **Additions such as security cameras, lights and burglar alarms have not always been located sympathetically.** A key aspect of the importance of these buildings is that unlike Cambridge Terrace and 1-4 Camden Crescent, Waterloo Mansions have not suffered from war damage or demolition.

b) Cambridge Terrace, Cambridge Road

~~Cambridge Terrace was first laid out in the 1840's and extends from New Bridge eastwards towards Wellesley Road. The buildings constitute the remains of a terrace that extended further along Wellesley Road across what is now the entrance to a car park.~~

With white render to the front elevation with yellow brickwork to the rear, **Cambridge Terrace has** a stronger vertical emphasis than Waterloo Mansions. Details are less ornate, excluding the exuberant iron balcony to the front elevation, with flat pilasters, quoin detail and a plain panelled plaster frieze below third floor level. The hierarchy of each floor level is retained with windows following the typical pattern, and the entrance doors with their **fanlights overlights** are surrounded by a robust Tuscan porch. The alternate porches and bay windows beneath the swirling pattern of the iron balcony create a rhythmic and attractive frontage. The iron railings, which are included in the list description, are original and intact.

Although overall in general good condition, at the time of the survey the building was largely empty and boarded up. The rear, which is accessible via a secluded footpath, has suffered from some vandalism with window glass being broken and is generally in a rundown condition.

c) New Bridge House Complex: New Bridge House and 1-4 Camden Crescent.

New Bridge House was built as a bank in 1865 on land that was formally the gardens to no.1 Camden Crescent at what was by then a busy intersection. The building was originally single storey with a parapet but is now one and a half storeys high with a mansard roof. Adorned with Classical ornamentation, although smaller in stature than its neighbours it is nonetheless a dominant building in the streetscene. The iron railings have been removed, possibly as part of the war effort (as with the railings to

the 60th Rifles Memorial), with just a single section remaining between the K6 telephone box and Camden Crescent.

1-4 Camden Crescent is the remains of a much larger terrace built in 1840 **and extending from New Bridge eastwards towards Wellesley Road**. The building is constructed of yellow brick with the ground floor stuccoed, replicating the rear of Waterloo Mansions opposite, and architectural details such as parapet and string course in render. An iron balcony to the first floor and original iron railings to the boundary remain and the building has retained most of its original windows. Despite the significant loss of a large portion of the building, Camden Crescent is a well maintained and attractive building.

The telephone kiosk, listed individually at grade II, is a type K6 designed in 1935 by Sir Giles Gilbert Scott.

d) 60th Rifles Memorial

The memorial commemorates the fallen of the First Battalion of the Royal Rifles during the Indian campaigns of 1857, 1858 and 1859. It is constructed of granite in a classical style and is notable for being one of only four known free standing monuments in England relating to the Indian Mutiny. Apart from a minor chip to the top of the granite obelisk (caused by a seaplane raid in 1916) and the complete loss of the iron boundary railings (presumably for the war effort in 1941) the memorial is intact. It was listed at grade II in 2014.

The memorial occupies a prominent position, and is a significant focal point within the heart of the conservation area. Despite surrounding buildings being three or three and a half storeys high the memorial is not overwhelmed or dominated, although due to its location it acts as a roundabout which can impede access to and appreciation of the memorial.

e) The public realm

The open spaces within and around the Conservation Area contribute to its character by emphasising the scale of the buildings and providing an attractive place to be for visitors and residents. The historic street plan was designed to facilitate ease of movement for recreational walking with the sea as the main focus, with pleasant, wide pavements, a long seafront promenade and formal gardens.

The public realm is extremely cluttered with a variety of bollards and lamp post of differing styles and materials, signage and guardrails which leads to a confusing and unattractive public space. Some are in a poor condition whilst others appear to be obsolete or unnecessary. Certain areas, for example the open space between the buildings on New Bridge and two of the Waterloo Mansion terraces, have been well designed and help to create both a pleasing environment and a visual link between two pedestrianised parts of the conservation area. However, this success is marred by the lack of a coherent scheme for the conservation area.

The underpass has had a significant physical and visual impact on the character of the New Bridge part of the conservation area. It extends beyond the line of the buildings into the heart of this area, and the requisite guardrails add extensive visual and physical clutter, particularly standing out due to being painted a different colour to the prevailing colour found on the historic iron railings and balconies.

f) The setting of the conservation area

The loss of buildings from war damage and demolition and changes to road layout has led to the conservation area feeling isolated and physically dislocated from the town centre.

But it is not completely isolated visually from the town. No.11 Bench Street, a building which originally turned the corner onto Snargate Street, is of similar stature to the historic buildings in the conservation area and forms a visual link across the A20 with Cambridge Terrace. On entering New Bridge from Bench Street there is a sense of intimacy after the rather oppressive underpass, and the street opens out around the war memorial to provide views to the seafront, Dover Castle and the Western Heights. The Gateway is a significantly large building adjacent to the conservation area and imposes but does not dominate views out of the conservation area towards Dover Castle or on long distance views into the conservation area from the Castle or Western Heights. It has been set back behind a generous green space to the seafront elevation, Marine Parade Gardens, which prevents the building from being oppressive or interrupting views from Marine Parade across the conservation area and towards Western Heights.

Due to their layout, height and architectural form the historic buildings in the conservation area are imposing and visually dominating, even when viewed from some distance. Despite this, the buildings are not overwhelming or foreboding when within or adjacent to the conservation area and this is due in part to the wide roads and generous spaces both between and around the buildings within the conservation area and adjacent to the existing boundary. The open spaces of Marine Parade Gardens, Granville Gardens, the Esplanade and the beach, and the single storey, functional form of De Bradlei Wharf (although all currently outside the boundary of the conservation area) enhance the stature of the buildings and consequently make a positive contribution to the setting of the conservation area.

3. Management Plan

3.1. Vulnerabilities and Negative Features

a) Loss of historic detailing

Although all of the buildings are listed over time certain architectural details have been lost either through decay or inappropriate replacement. Loss of original windows, including replacement with UPVc, has led to an erosion of the uniformity of the architectural design of the buildings. Some decorative stucco detailing is missing and there is potential for more loss through lack of maintenance of rainwater goods.

b) Street furniture and the public realm

While some of the works have been successful in creating an attractive public realm, others have led to clutter that distracts from the homogeneity of the area. The existing extensive signage and traffic calming features would benefit from a cohesive strategy to reduce clutter, improve the setting of the listed buildings and structures and to generate a friendlier atmosphere.

c) Setting of the conservation area

There are various features that have had a detrimental effect on the setting of the conservation area; the two car parks, one adjacent to **Camden Crescent** ~~3 New Bridge House~~ and one to the west of Waterloo Crescent, and modern development adjacent to the conservation area. The Gateway imposes on views out of the conservation area towards Dover Castle and looms dominantly in long distance views into the conservation area from both the Castle and Western Heights. However the open spaces adjacent to the conservation area enhance the stature of the buildings.

Any development that is proposed for sites within or adjacent to the conservation area would need to ensure that a key characteristic of the conservation area, the dominant and imposing nature of the historic buildings, is maintained or enhanced particularly when viewed from long distance vantage points.

d) Conservation of key views

The pivotal location within the conservation area is the war memorial. From this vantage point views are afforded of key features; Dover Castle, Dover Western Heights and the seafront. Any development proposals for sites within or adjacent to the conservation area should ensure that these views are protected or enhanced.

3.2. Recommendations

a) ~~Extensions of boundary~~

~~In order to further protect the character of the conservation area it is recommended that the boundary is extended to include Granville Garden, the garden to seaward side of the Gateway flats, the Esplanade and beach in front of Waterloo Mansions.~~

b) Enhancement of the public realm

A strategy for the replacement of existing bollards and lampposts to reduce the number of items and variety of styles, in addition to creating a more pedestrian led public realm, would improve the appearance of the conservation area. A comprehensive audit should be carried out to determine what from a highways perspective is required, what is necessary and what is obsolete and can be removed. The potential to enhance the pedestrian

experience of the conservation area could be explored by the introduction of a greater pedestrian-led space.

c) Design guidance on replacement windows

Although all buildings are listed and Listed Building Consent is required to replace windows, a design guide to assist owners in making successful applications would be beneficial (planning permission is required where buildings are not single dwellings, as is likely to be the case with all buildings in the Waterloo Crescent Conservation Area). The guide would help to ensure that the detailing of replacement windows would improve the appearance of individual listed buildings and enhances the homogeneity of the conservation area.

d) Enhancement of the setting of the war memorial

The setting of the listed memorial would benefit from enhancement to emphasise it as a focal point within the conservation area, and to highlight its historic and communal importance. Works could include the reinstatement of railings.

4. Appendices

4.1. Historic Development

The Waterloo Crescent Conservation Area is on land which was created by accident during the first half of the Sixteenth Century. The formation of a new harbour **at Archcliffe** to the west of Dover caused an unbalance in natural coastal processes and created a spit of sand and shingle which blocked the route up the River Dour to the ancient Roman harbour. Called the 'New Spit', by 1566 this shingle bar extended as far as the foot of the cliffs on which Dover Castle sits, and now mark the present day shoreline. **During the reign of Elizabeth I the shingle spit was consolidated and** a tidal lagoon called the Great Pent developed between the original foreshore and the spit. Fed by the River Dour, the lagoon was developed to become Wellington and Granville Docks.

Poor accessibility from the town prevented the development and exploitation of the land throughout the Seventeenth and Eighteenth Centuries. The town map dating to 1737 indicates the shingle spit was utilised as a rope walk and during the late Eighteenth Century two gun batteries were erected (Lord North's and Amherst's Batteries) as part of the extensive coastal defence system which includes the first development of the Dover Western Heights.

Historic maps from the Seventeenth and Eighteenth Centuries show a bridge (variously labelled Buggins, Brungars or Bengers Bridge) over the River Dour in the approximate location of New Bridge. ~~The first bridge was built over the River Dour in 1800 and~~ In the early Nineteenth Century the brick built New Bridge was erected over the River Dour, which gave direct access from the town via Bench Street. Development of the area was now possible but it was not until 1835 when Cambridge Road was laid out to connect with the New Bridge that major building works started with the construction of Waterloo Mansions and Crescent as the beginnings of the new 'visitor quarter' of Dover.

During the Nineteenth Century Camden Crescent became the location of choice for the wealthy elite. Charles Dickens stayed at 10 Camden Crescent in the summer of 1852 whilst working on Bleak House.

Prior to the formation of the shingle bar the area would have been located at the mouth of the Dour estuary, which has probably acted as an important haven or harbour from the later prehistoric period onwards. Important and deeply buried sedimentary sequences are known to underlie the conservation area that relate to a very early course of the River Dour. Extensive peat and other waterlogged deposits containing rich environmental remains are known. It is from these deposits that the internationally famous Dover Bronze Age boat was recovered in 1992 a short distance to the north of the conservation area.

4.2. References

Bavington Jones, J (1907) Dover: A Perambulation of the Town, Port, and Fortress.
Parfitt, K (2009) Dover Cable Car Project Historic Environment Implications Report, Canterbury Archaeol. Trust (unpublished report)

4.3. Glossary

Conservation Area is an area designated so that the planning authority can control changes within it. They can be defined as “Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Details can be found in the conservation pages of the DDC website.

Dover District Council (DDC) is the planning authority with responsibility for this conservation area. Their website is www.dover.gov.uk.

English Heritage in this appraisal refers to the body officially known as the “Historic Buildings and Monuments Commission for England”, which is the public body that looks after England's historic environment. It is now known as **Historic England** and their website is www.historicengland.org.uk.

Heritage Strategy is a DDC strategy which aims to enable them to achieve their objectives for the protection and enhancement of the historic environment. The strategy documents can be found in the conservation pages of the DDC website.

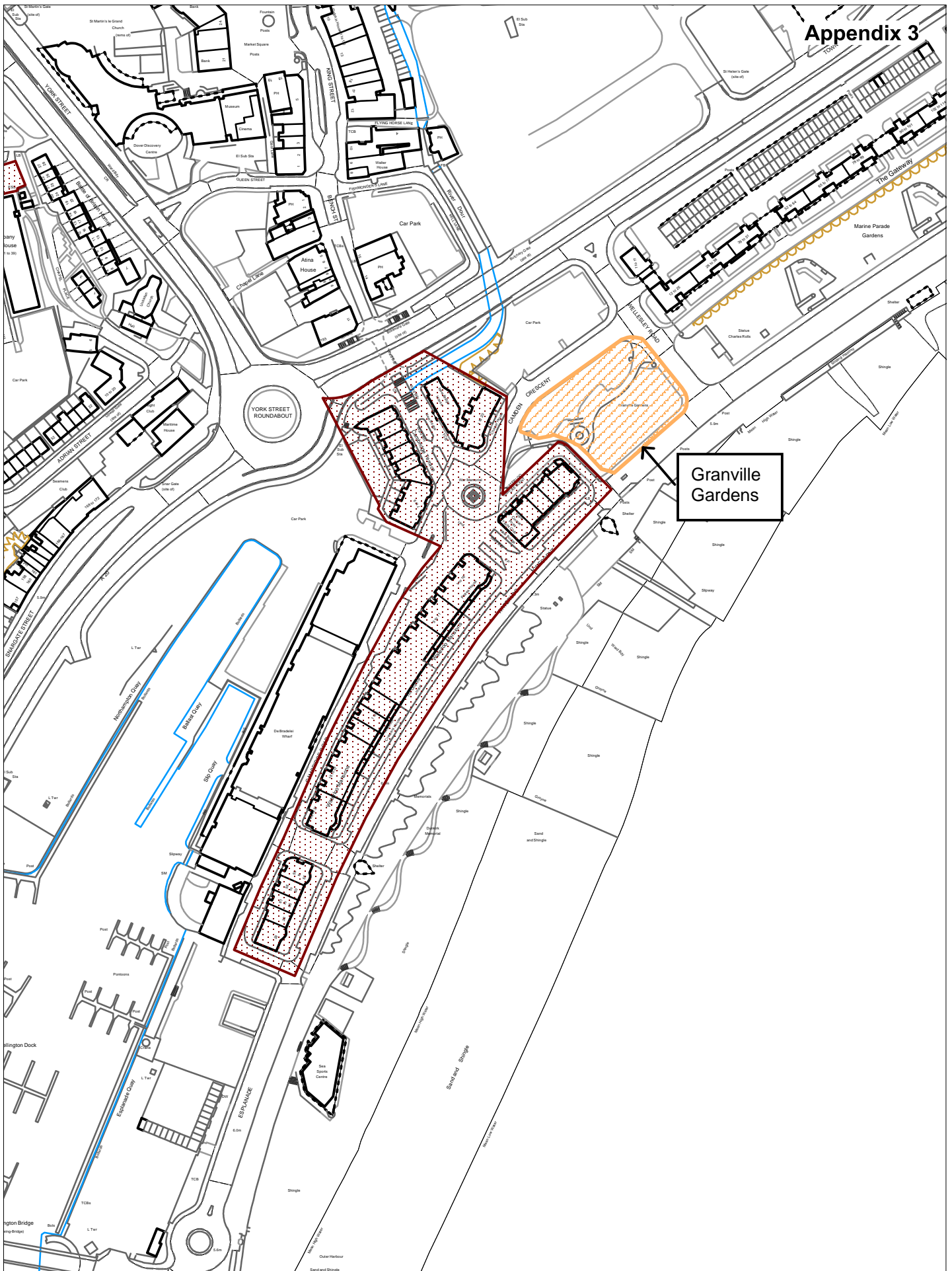
Kent County Council (KCC) is the authority with responsibility for, amongst other things, the highways in this conservation area. That responsibility includes road and pavement surfaces, signage and street lighting. Their website is www.kent.gov.uk.

Listed Building is one designated as listed in the National Heritage List for England (NHLE). It marks and celebrates a building's special architectural and historic interest, and also brings it under the consideration of the planning system so that some thought will be taken about its future. There are three categories of listed building: Grade I, Grade II* and Grade II. Details are on the Historic England website.

National Planning Policy Framework is a key part of Government reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth. Details can be found at the government's planning portal www.planningportal.gov.uk.

Non-designated Building refers to one which is not listed.

uPVC in this appraisal refers to windows and doors, generally of aluminium construction, coated with plastic (usually white).



Waterloo Crescent Conservation Area



Subject:	EXTENSIONS TO THE NELSON STREET, DEAL CONSERVATION AREA
Meeting and Date:	Cabinet – 8 May 2017
Report of:	Nadeem Aziz – Chief Executive
Portfolio Holder:	Councillor Nick Kenton, Portfolio Holder for Environment, Waste and Planning
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To inform Cabinet of the results of the public consultation exercise on the proposed extensions to the Nelson Street, Deal Conservation Area boundary and to adopt the amended boundary as a material consideration for planning purposes.

Recommendation: Cabinet agrees to the three proposed extensions of the Nelson Street, Deal Conservation Area boundary as set out in Appendix 1.

1. Summary

- 1.1 Cabinet approved the Nelson Street, Deal Conservation Area Appraisal in January 2017. The appraisal recommended three extensions to the existing Conservation Area boundary. Cabinet gave approval for public consultation to take place on three changes to the boundary of the Conservation Area. Consultation on these changes to the boundary of the Conservation Area has now been undertaken.
- 1.2 If the recommendation is agreed, the District Council will have to follow a separate formal procedure to publicise the new boundary of the Conservation Area.

2. Introduction and Background

- 2.1 The Nelson Street, Deal Conservation Area Appraisal was approved at Cabinet on the 9th January 2017 as a Local Development Document. It had been prepared by The Deal Society, in conjunction with the District Council.
- 2.2 The Appraisal identified three areas as being suitable for inclusion within the Conservation Area boundary;
- Faber Villa, Robert Street.
 - The small grassed space on Clarence Place adjacent to Faber Villa.
 - The northern end of Princes Street up to the junction with Ark Lane.
- 2.3 Consultation was carried out with the owners/occupiers of the properties affected advising on the implications of being included in the Conservation Area and providing a map showing the new boundary and details on how to respond to the consultation. The consultation ran from 7th February to 23rd March 2017. Two responses were received.

Proposed extensions to the existing Nelson Street, Deal Conservation Area

3. Nelson Street, Deal Conservation Area was originally designated in 1977 and extended in 1994. Local councils are required under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review their Conservation Areas from time to time to ensure that the original designation was correct, and to identify whether other parts of the area should be included in the designation.
- 3.1 The Appraisal recommended three extensions to the existing Conservation Area boundary;
 - The first is Faber Villa, Robert Street. It is unclear why the original boundary was drawn to exclude Faber Villa, but it is considered that it has significant architectural and historic merit such that it makes a positive contribution to the character and appearance of the Conservation Area and should therefore be included within the boundary.
 - The second extension includes the small grassed space on Clarence Place adjacent to Faber Villa as this strip of land enhances the character and appearance of the Conservation Area.
 - The third boundary change is to include the northern end of Princes Street up to the junction with Ark Lane. The age and style of the buildings are similar to the rest of Princes Street which is within the Conservation Area and there is no logical reason for the omission from the boundary.
- 3.2 Thirteen residential properties would be affected by the proposed extensions: Faber Villa and nos 33-47 and 24-30 Princes Street. Inclusion in the conservation area boundary would be registered as a land charge on the properties.
- 3.3 Two representations were received, both welcoming the proposed extension of the boundary.
- 3.4 Owners of residential properties within the Conservation Area boundary would be required to apply for planning permission for demolition of a building with a volume of more than 115 cubic metres, or to demolish a gate, wall fence or railing over 1 metre high adjacent to a highway, or over 2 metres elsewhere. New development would also be required to preserve or enhance the special character of the Conservation Area.
- 3.5 The Appraisal also recommended the introduction of an Article 4 Direction, which would remove permitted development rights from residential properties. Works identified in the Article 4 Direction would require planning permission before they could be undertaken. Public consultation on the Article 4 Direction will be carried out for the existing Conservation Area and subject to the approval of the recommendation in this Cabinet report, the three extensions. The results of this separate consultation process would be reported back to Cabinet.
4. **Identification of Options**
- 4.1 Option 1: That the boundary extensions to the Nelson Street, Deal Conservation Area are agreed and adopted as a material consideration for planning purposes: or

- 4.2 Option 2: That the boundary extensions to the Nelson Street, Deal Conservation Area Appraisal are not agreed and adopted as a material consideration for planning purposes.

5. Evaluation of Options

- 5.1 The Appraisal was produced in response to the recommendations in the Dover District Heritage Strategy and the accompanying Action Plan, with reassessment of the existing boundary a key task of the Appraisal process.
- 5.2 The extension of the Conservation Area designation will ensure that the proposed areas are afforded a level of protection from development that potentially could otherwise be damaging to the special character of the area. As the Appraisal has identified the three areas as meeting the criteria for being of architectural or historic character and appearance, their inclusion within the Conservation Area boundary is warranted.
- 5.3 If the boundary extensions are not approved and adopted, then the benefits outlined above would not be realised and the special character of the Conservation Area could be at risk through inappropriate development. The first option is, therefore, recommended.

6. Resource Implications

- 6.1 The change to the Conservation Area boundary will be published by a notice in the London Gazette, which incurs no fee, and one local newspaper. The Secretary of State and Historic England additionally need to be informed. The resource implications would be approximately £50-120 for the local newspaper notice (dependent on size of notice). All residential properties affected by the extension will be contacted directly by letter. Further resources would be required to undertake future work relating to the introduction of an Article 4 Direction. These would, however, be set out in a future Cabinet report.

7. Corporate Implications

- 7.1 Comment from the Section 151 Officer: “Finance has been consulted and has nothing further to add (SB)”.
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: “This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section of 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>”.

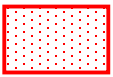
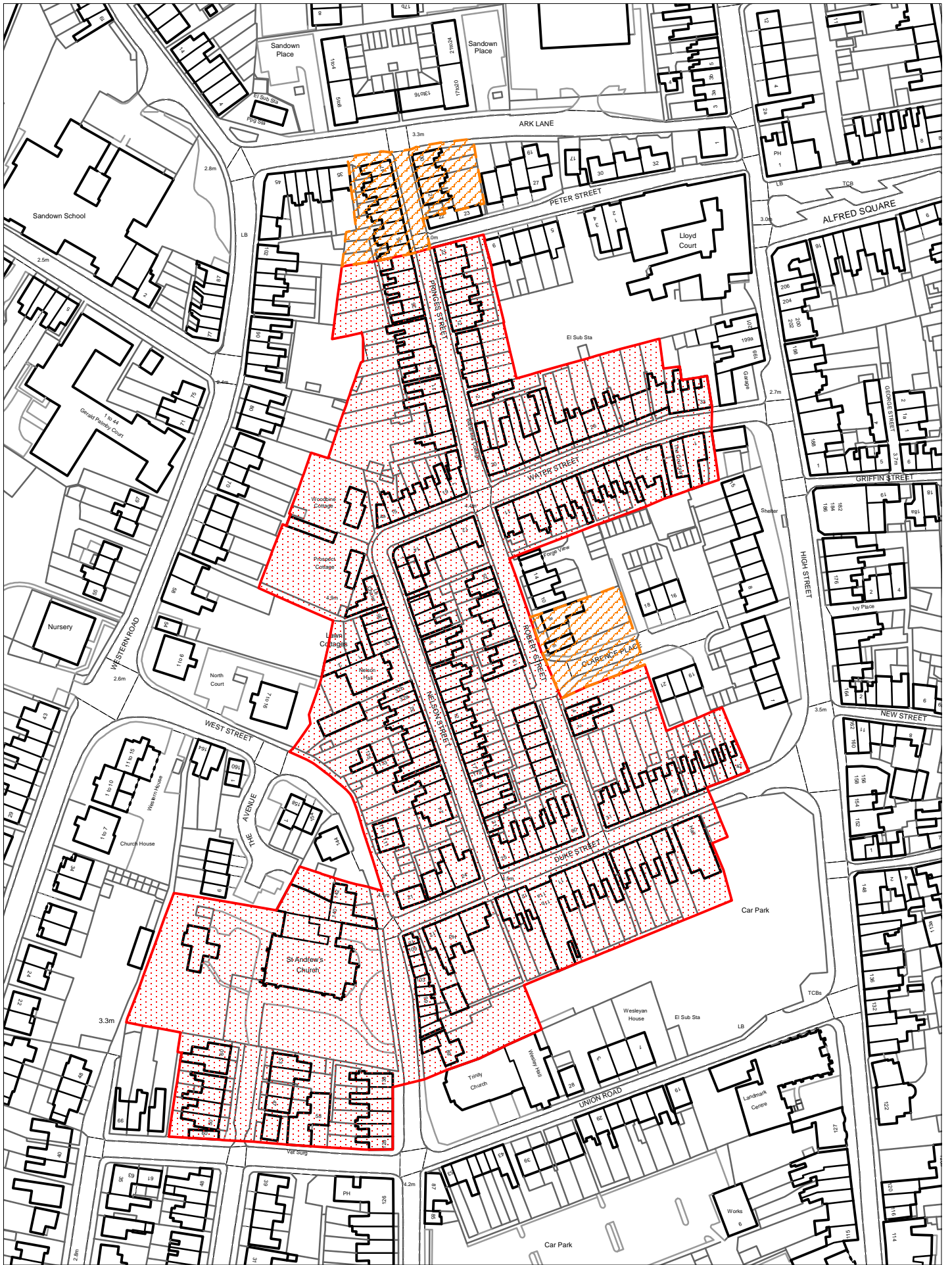
8. Appendices

Appendix 1 – Proposed boundary extensions to the Nelson Street, Deal Conservation Area

Background Papers

Cabinet Report 9th January 2017.

Contact Officer: Alison Cummings, Principal Heritage Officer, extension 2464



Existing Conservation Area Boundary



Proposed extension to Conservation Area



Not to Scale



Subject:	APPROPRIATION OF LAND FOR PLAY AREAS
Meeting and Date:	Cabinet – 8 May 2017
Report of:	Roger Walton, Director of Environment and Corporate Assets
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Public Protection Councillor Pauline Beresford, Portfolio Holder for Housing, Health and Wellbeing
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report: This report seeks to request Cabinet to appropriate land at Barwick Road, Dover to be held for the purpose of Part II of the Housing Act 1985. It also seeks Cabinet approval to give public notice of the Council’s intention to appropriate land at Cowdray Square, Deal to be held for the purpose of Part II of the Housing Act 1985

Recommendation:

- (1) To appropriate land at Barwick Road, Dover (as shown on the map at Appendix 1 to this report) to be held for the purpose of Part II of the Housing Act 1985.
- (2) To authorise the Director of Environment and Corporate Assets to give statutory notice of the Council’s intention to appropriate land at Cowdray Square, Deal (as shown on the map at Appendix 2 to this report) to be held for the purposes of Part II of the Housing Act 1985, to consider any objections received in response to that notice and to make the appropriation/or not as he considers appropriate.

1. Summary

This report seeks the appropriation of land at Barwick Road, Dover and Cowdray Square, Deal to be held for the purpose of Part II of the Housing Act 1985.

2. Introduction and Background

2.1 The Review of Play Area Provision 2012-2026 approved by Cabinet in March 2012 identified the St Radigunds ward as an area deficient in play provision. The ward also has a high level of deprivation of health and disability and is in the top 5% most deprived areas in the country. Play provision in connection with housing provided under the Housing Act 1985 had been made in the St. Radigunds Ward, Dover at Barwick Road until 2008 when the equipment was removed due to safety, privacy and topography concerns.

2.2 Following consultation with the local community and working closely with The Triangles Community Centre a project is proposed to provide a non-strategic play area equipped with both play and fitness equipment to address the needs of the people in the ward. The proposed new location is situated within the grounds of the Triangles Community Centre, opposite the decommissioned area in Barwick Road and is unused waste ground next to the community centre building. The Triangles Community Centre hold a 125 year lease, expiring in 2128, but the Centre has agreed to release the land without

- charge. Following engagement with stakeholders including the Kent Police Secure By Design team in helping to determine the preferred location it is not anticipated the site will encounter the difficulties of the old area.
- 2.3 Play provision in connection with housing provided under the Housing Act 1985 in the Mill Hill ward had been made in four locations (Elizabeth Carter Avenue, Leivers Road, Marlborough Road and Wilson Avenue). However, three of the existing sites were decommissioned when the play equipment reached the end of its life. The sites do not meet current national play area guidance when considering suitable locations for play and cannot be reopened for this use. The remaining play areas in the ward are located in Wilson Avenue (provided by the Council under Housing Act powers) and Cowdray Square (held under non Housing Act powers). However, the play equipment in Cowdray Square is reaching the end of its life and a new project is proposed to renew the equipment and replace the lost provision in the ward.
 - 2.4 Although both areas of land are currently held under non-Housing Act powers it is proposed that the play areas will be provided in connection with housing accommodation and appropriate the land to be held for the purposes of Part II of the Housing Act 1985. As the Council own both assets it is only the statutory purpose for which these assets are held that would change.
 - 2.5 The areas of land would be appropriated under Section 122(1) of the Local Government Act 1972, which provides that a council "...may appropriate for any purpose for which the council are authorised ... to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation...".
 - 2.6 The land at Cowdray Square forms part of an open space and a notice of intention to appropriate the land will need to be placed for two weeks in a local newspaper in order to comply with section 122(2A) of the Local Government Act 1972. Any objections to the proposed appropriation will need to be considered before a decision can be made as to whether to proceed with the appropriation. It is recommended that the Director of Environment and Corporate Assets be authorised to consider any objections and to make the appropriation/or not as he considers appropriate.
 - 2.7 As required by section 12 of The Housing Act 1985 Secretary of State consent has been requested and granted to provide and maintain the two play areas in connection with housing accommodation. Copies of the consent are shown in appendices 3 and 4.
 - 2.8 It is therefore recommended that Cabinet appropriate the two areas of land shown on appendices 1 and 2 to be held for the purposes of Part II of the Housing Act 1985.
3. **Identification of Options**
 - 3.1 Option 1: To do nothing.
 - 3.2 Option 2: To support the proposals and appropriate the two areas of land to be held for the purposes of Part II of the Housing Act 1985.
 4. **Evaluation of Options**
 - 4.1 Option 1: This is not a recommended option as the play areas cannot be provided in connection with housing accommodation if the land is not appropriated to be held for housing purposes and this would have budgetary implications.
 - 4.2 Option 2: This is the recommended option as it will allow the play areas to be held for the purposes of Part II of the Housing Act 1985 and be funded accordingly.
 5. **Resource Implications**

The appropriation of non-housing assets to housing purposes requires Capital Financing Requirement (CFR) adjustments. The Council's Estate Valuation Manager has valued the land at £3,600 for Barwick Road and £2,300 for Cowdray Square.

6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comment. DL
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>
- 6.4 Other Officers (as appropriate): None received.

7. **Appendices**

Appendix 1 – Plan of Barwick Road, Dover proposed play area

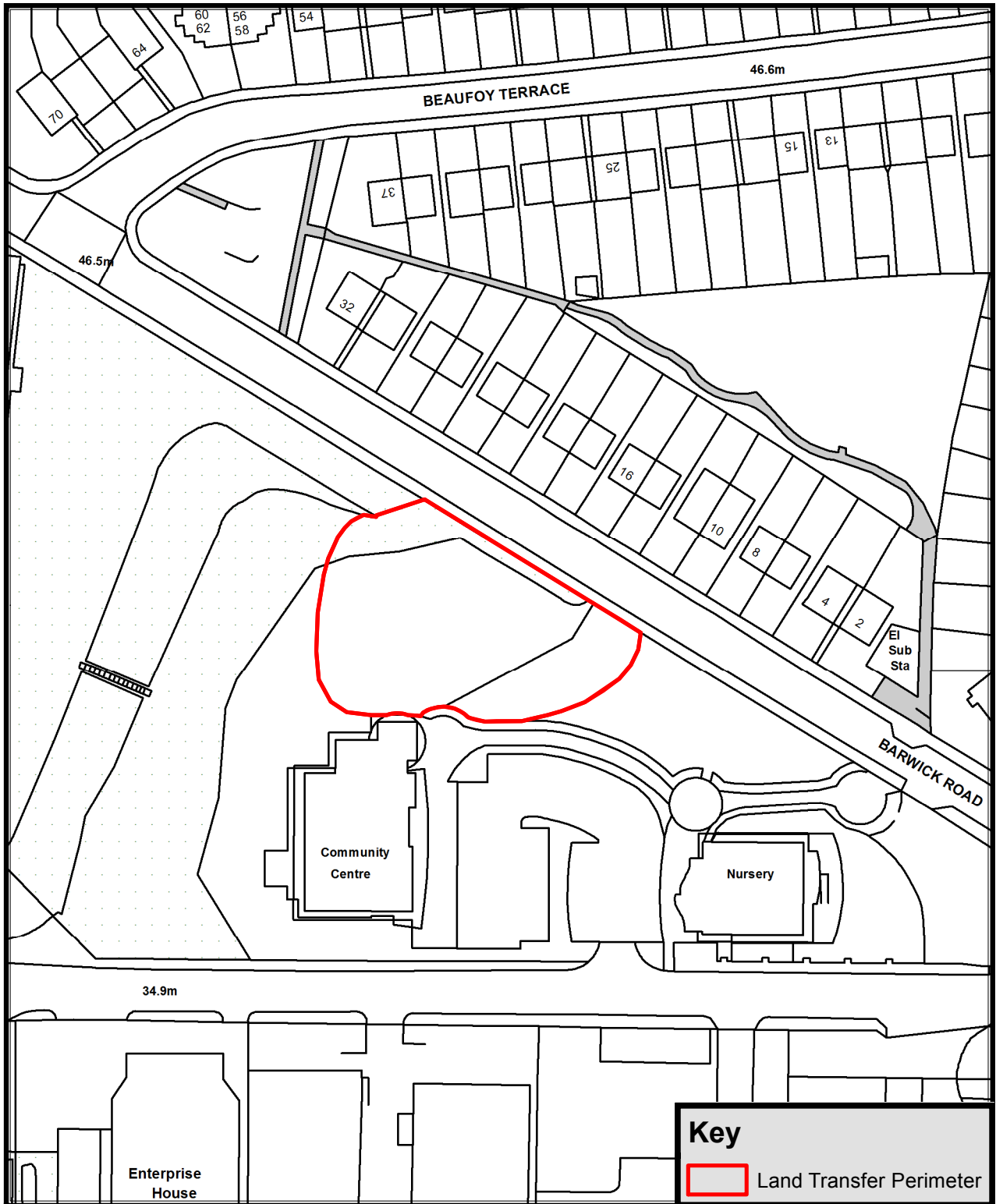
Appendix 2 – Plan of Cowdray Square, Deal proposed play area

Appendix 3 – Secretary of State consent to provide and maintain Barwick Road play area under section 12 of the Housing Act 1985

Appendix 4 – Secretary of State consent to provide and maintain Cowdray Square play area under section 12 of the Housing Act 1985

8. **Background Papers**

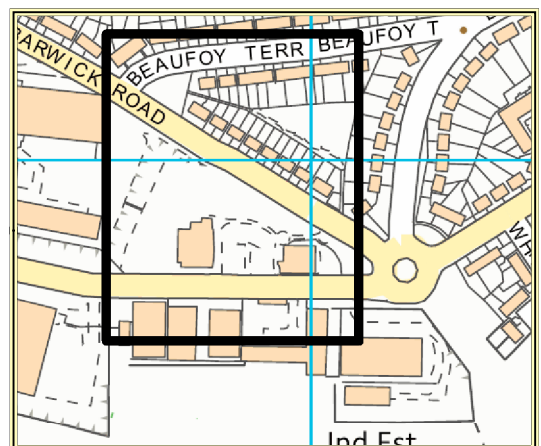
Contact Officer: Rebecca Champion, Valuation Officer



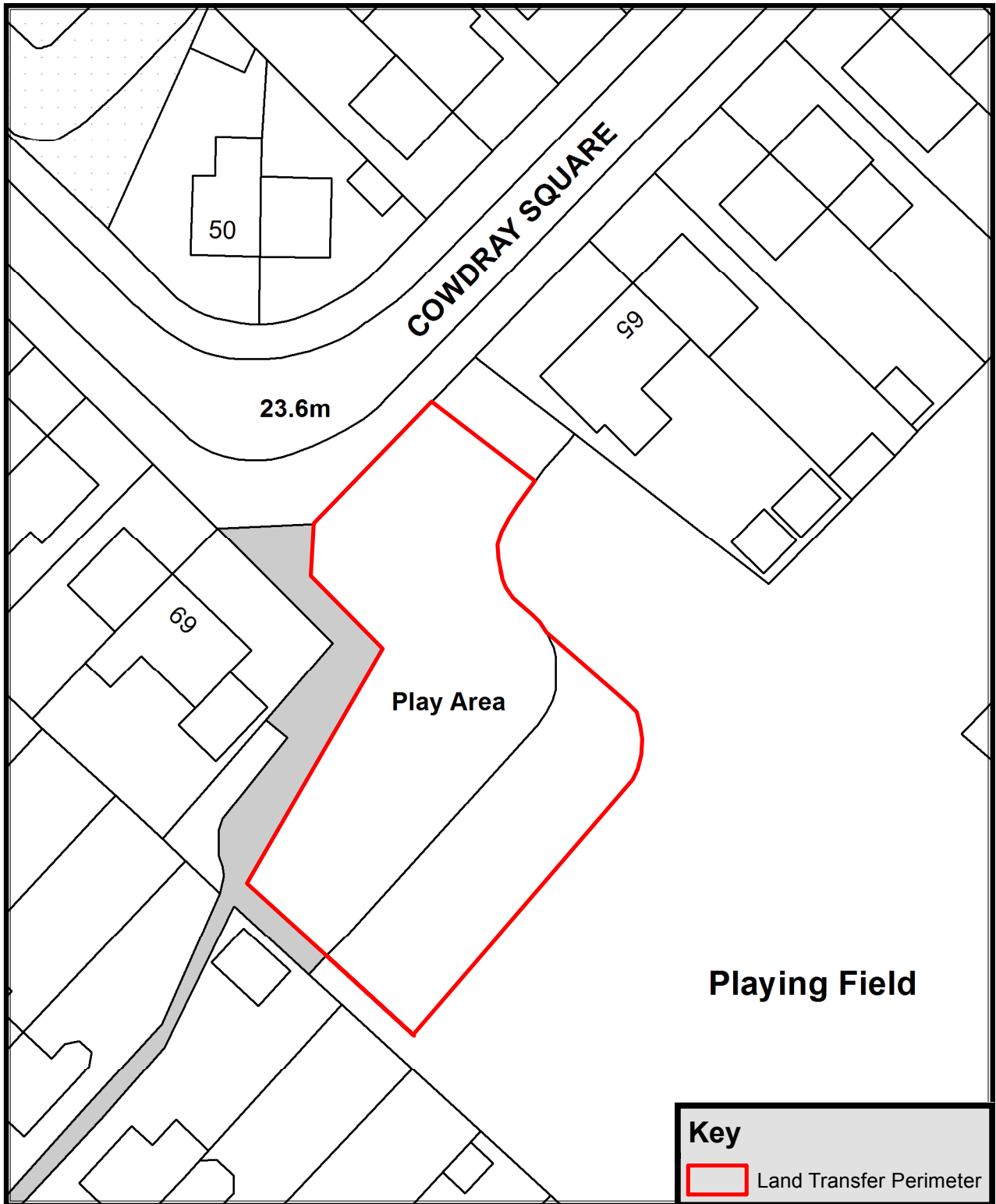
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Address: Land at Triangles Community Centre
Dover

Postcode: CT17 0HL



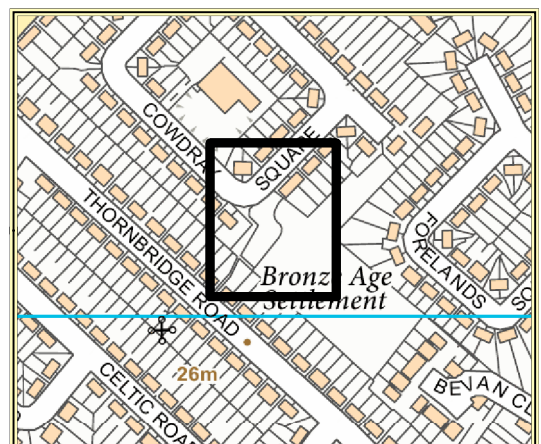
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Scale 1:500

Address: Land at Cowdray Square Play Area
Deal

Postcode: CT14 9ES



Scale 1:5,000



Department for
Communities and
Local Government

Rebecca Champion
Valuation Officer
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Our ref: HAPF/004/4/0010 Part 1
Your ref: RRE/RJC/DO180

30 March 2017

Dear Mrs Champion

HOUSING ACT 1985 - SECTION 12
Land off Barwick Road, Dover, CT17 0LL

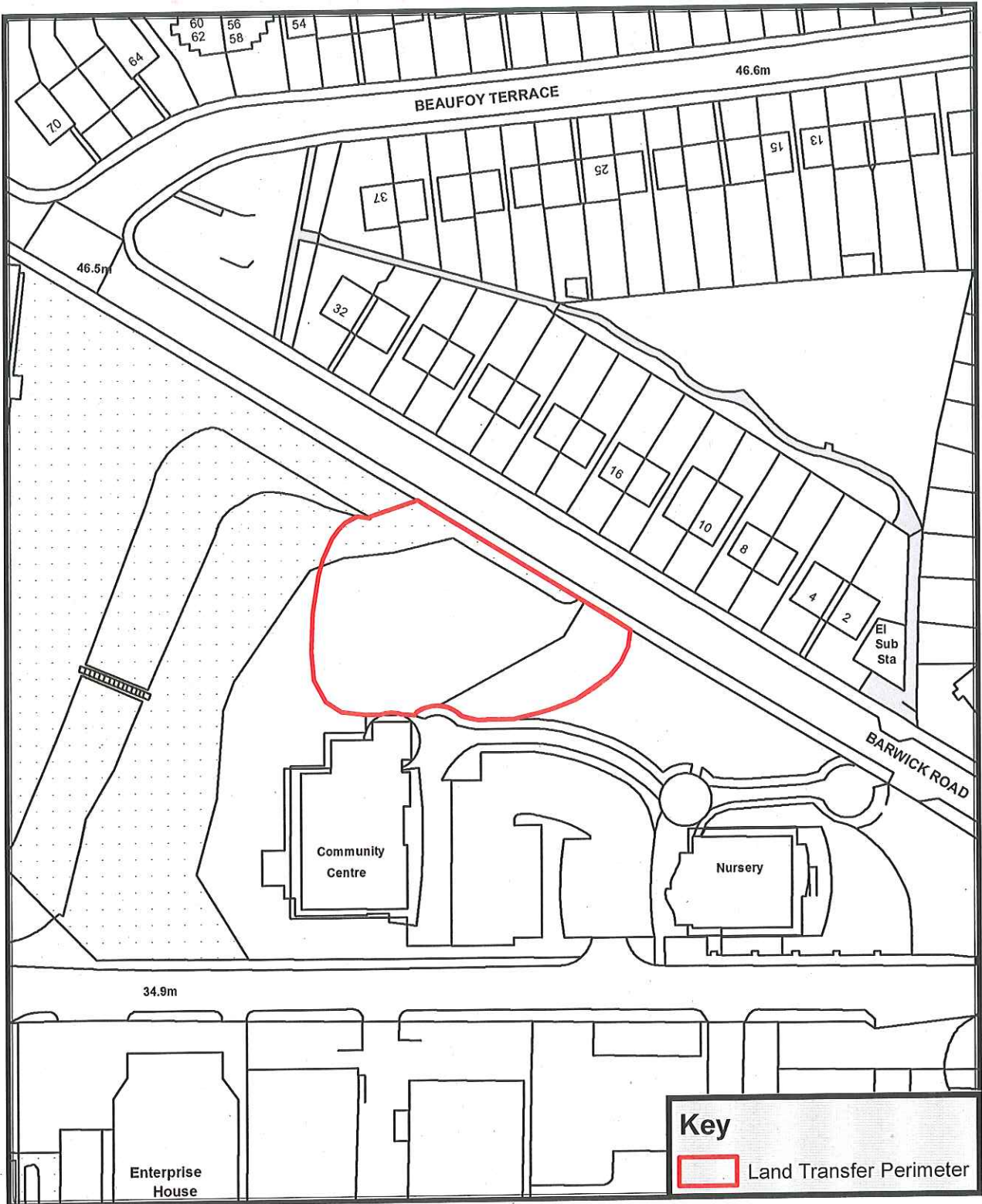
1. Thank you for your email of 6th March 2017 (and attachments).
2. In exercise of his powers under section 12 of the Housing Act 1985, and after consulting with the Homes and Communities Agency, the Secretary of State for Communities and Local Government hereby consents to Dover City Council to appropriate land off Barwick Road, Dover, CT17 0LL (as outlined in red on the attached site plan) from the General Fund to the Housing Revenue Account for community purpose as a play area.
3. The consent is numbered HSG S12-16-17/02. Please quote this reference, along with the reference above, in any future correspondence relating to this consent.
4. If you have any further queries regarding this matter please contact Henry Boye on 0303 444 3739.

Yours sincerely

Rebecca Shrubsole

Affordable Housing Management & Standards
Department for Communities and Local
Government
3rd Floor, North West Quarter
Fry Building
2 Marsham Street
London, SW1P 4DF

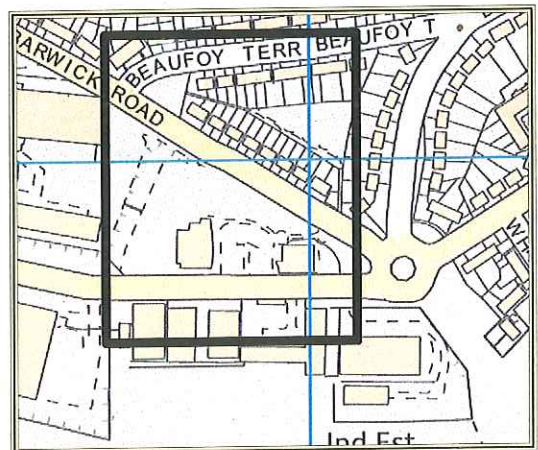
Tel 0303 444 3728
Email: Henry.Boye@communities.gsi.gov.uk



Scale 1:1000

Address: Land at Triangles Community Centre
Dover

Postcode: CT17 0HL



Scale 1:5,000



Department for
Communities and
Local Government

Rebecca Champion
Valuation Officer
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Our ref: HAPF/004/4/0010 Part 1
Your ref: RRE/RJC/DO180

30 March 2017

Dear Mrs Champion

HOUSING ACT 1985 - SECTION 12

Land known as the play area off Cowdray Square, Deal, CT14 9ES

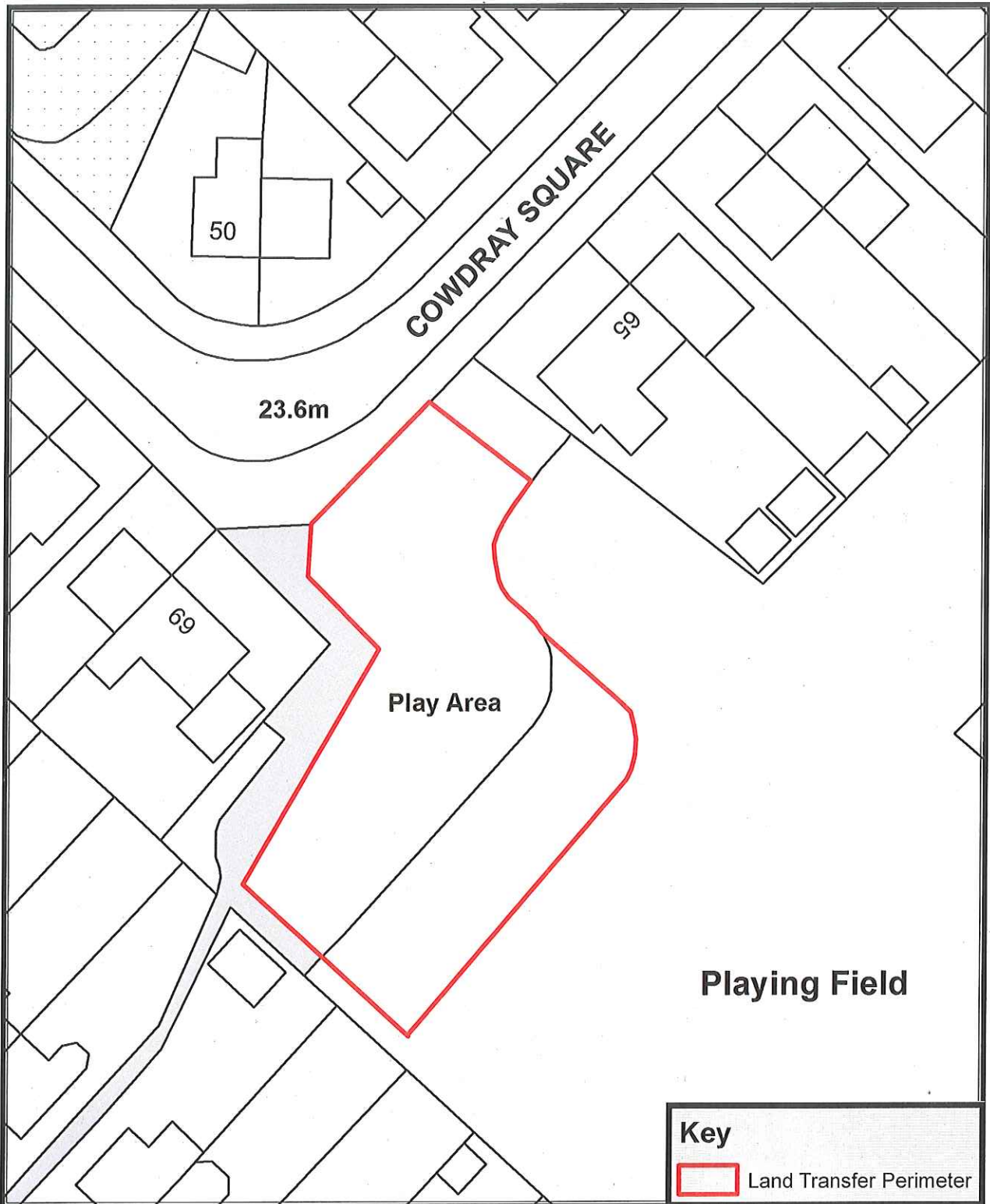
1. Thank you for your email of 6th March 2017 (and attachments).
2. In exercise of his powers under section 12 of the Housing Act 1985, and after consulting with the Homes and Communities Agency, the Secretary of State for Communities and Local Government hereby consents to Dover City Council to appropriate land known as the play area off Cowdray Square, Deal, CT14 9ES (as outlined in red on the attached site plan) from the General Fund to the Housing Revenue Account for community purpose as play area.
3. The consent is numbered HSG S12-16-17/01. Please quote this reference, along with the reference above, in any future correspondence relating to this consent.
4. If you have any further queries regarding this matter please contact Henry Boye on 0303 444 3739.

Yours sincerely

Rebecca Shrubsole

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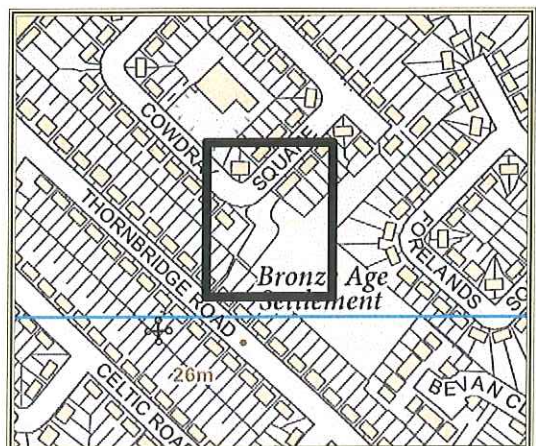
Tel 0303 444 3728
Email: Henry.Boye@communities.gsi.gov.uk



Scale 1:500

Address: Land at Cowdray Square Play Area
Deal

Postcode: CT14 9ES



Scale 1:5,000

DOVER DISTRICT COUNCIL

Scrutiny (Policy and Performance) Committee – 23 MAY 2017

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting for the remainder of the business on the grounds that the item(s) to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A of the 1972 Act set out below:

<u>Report Title</u>	<u>Paragraphs Exempt</u>	<u>Reason Exempt</u>
St Radigund's Play Area Project	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item No 17

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted