

Public Document Pack



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11 September 2020

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** on Monday 14 September 2020 at 6.00 pm, the following documents that were unavailable when the agenda was printed.

4 **MINUTES** (Pages 2 - 11)

To confirm the Minutes of the meeting of the Committee held on 8 June 2020 and 13 July 2020.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a horizontal line.

Chief Executive

Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 8 June 2020 at 6.00 pm.

Present:

Chairman: Councillor L A Keen

Councillors: S H Beer
T A Bond
P D Jull (as substitute for Councillor D G Beaney)
J Rose
M Rose
C A Vinson
R S Walkden
P Walker
C D Zosseder

Officers: Strategic Director (Operations and Commercial)
Strategic Director (Corporate Resources)
Head of Assets and Building Control
Head of Planning, Regeneration and Development
Senior Policy Planner
Strategic Project Manager (Infrastructure)
Democratic Services Manager
Democratic Services Officer

136 APOLOGIES

An apology for absence was received from Councillor D G Beaney.

137 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with Council Procedure Rule 4, Councillor P D Jull had been appointed as substitute member for Councillor D G Beaney.

138 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

139 MINUTES

The Minutes of the meetings held on 10 February 2020 and 24 February 2020 were approved as a correct record and signed by the Chairman.

140 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

There were no items for consideration.

141 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Democratic Services Manager advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

142 NOTICE OF FORTHCOMING KEY DECISIONS

The Democratic Services Manager presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

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

143 SCRUTINY WORK PROGRAMME

The Democratic Services Manager presented the Overview and Scrutiny Work Programme to the Committee for its consideration.

Members identified the following items for inclusion in the work programme:

- DDC Response to Covid-19 Crisis

RESOLVED: That the Work Programme be noted, subject to the inclusion of an additional item on the Council's response to the Covid-19 Crisis.

144 PUBLIC SPEAKING

The Democratic Services Manager advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.

145 ADOPTION OF HOUSING STOCK COMPLIANCE POLICIES

The Head of Assets and Building Control presented the report on the Adoption of Housing Stock Compliance Policies.

It was stated that East Kent Housing had found itself in the situation where a significant proportion of its housing stock did not have up to date gas safety certificates. As a consequence, Members were advised formally that they could no longer place reliance on the fact that the Council was discharging its statutory duties with respect to the health and safety compliance of its housing stock. The resultant recovery plan was predicated on creating and adopting robust health and safety compliance policies, together with devising and implementing robust methods for ensuring operations were in accordance with these policies.

The statutory nature of health and safety compliance determined most of the policies. The policies had been drafted by an external organisation with considerable experience and expertise so that the Council could place reliance on the new policies.

In response to a question concerning the state of the digital record keeping for compliance information, the Head of Assets and Building Control advised that the intention was to have a robust digital record to enable tracking and reporting on the level of compliance. It was suggested that a report could be made to the committee in the future on the progress in digital record keeping for compliance once the housing service had returned to the council's direct control.

Members discussed the need for regular reporting on compliance performance during the transitional phase of moving the service back in-house to ensure that performance continued to improve and did not slip again.

RESOLVED: That it be recommended to the Cabinet:

- (a) That the Council adopts the suite of policies, written on behalf of the four local authorities whose assets are currently managed by East Kent Housing, which relates to the various aspects of statutory health & safety compliance associated with managing housing stock.
- (b) That Cabinet delegates to the Strategic Director (Operations and Commercial) the authority to adopt minor amendments.
- (c) That a report be submitted to every Cabinet meeting for the next six months on the Key Performance Indicators relating to safety compliance and that the continuation of this be reviewed after six months.

146 REVIEW OF THE REVENUE AND CAPITAL BUDGETS IN RESPONSE TO THE COVID-19 PANDEMIC

The Strategic Director (Corporate Resources) presented the Review of the Revenue and Capital Budgets in Response to the Covid-19 Pandemic.

The report sought to establish the strategic financial response to Covid-19 and commission the additional work required. Members attention was drawn to the fact that the financial position of the Council was one of unprecedented uncertainty due to the number of unknown variables involved (set out in paragraph 4 of the report) such as the speed and pattern of economic recovery, the impact on business rates and council tax collection and the level of government support for local authorities.

Members discussed the support the Council was providing to the local business community, the level of business rate collection and the cost of the completion of capital projects such as Maison Dieu.

In respect of the regeneration fund Members discussed the importance of it being made available to all parts of the district equally.

RESOLVED: That it be recommended to Cabinet:

- (a) That the remodelling of the revenue and capital budgets, using the assumptions and changes set out in the report, be approved.
- (b) That Officers be instructed to resubmit the Capital Programme to Cabinet with risk assessments against existing and any new projects with the objective of generating net savings/reductions/cancellations of £4.6 million or more as soon as is practicable.
- (c) That, by July/August 2020, Officers be instructed to:
 - (i) Develop a programme of asset disposal for further consideration to generate at least £1 million of receipts;

- (ii) Review the options and implications of additional borrowing to finance the Dover District Leisure Centre;
 - (iii) Review the current earmarked reserves to determine whether any further sums could be released;
 - (iv) Re-present the revenue budget to Cabinet with an indication of statutory and non-statutory services to assist in resource prioritisation and updated projections of budget pressures for 2021/22;
 - (v) Present project appraisals, including re-commitments of partner-funded projects, for those capital projects with which Cabinet wishes to proceed.
- (d) That the entire district be included in the scope of the regeneration fund when it is brought forward.

147 DOVER DISTRICT COUNCIL HOUSING DELIVERY ACTION PLAN 2020

The Head of Planning, Regeneration and Development presented the report on DDC's Housing Delivery Action Plan 2020.

Members were advised that the Council had registered 92% performance as measured against the Government's housing delivery test and therefore it needed to apply a 5% buffer to its annual 5 years housing land supply calculation. As part of this it needed to produce an action plan that assessed the causes of under delivery, explored ways to reduce the risk of further under-delivery and identified actions to increase delivery. The Council's Housing Delivery Action Plan 2020 had been produced in line with national planning practice guidance and provided a set of initiatives to help increase the supply of new dwellings within the Dover district.

The Action Plan would not impact on the housing allocation supply as green and amber sites would still need to be demonstrated as sustainable.

In response to concerns raised by Members that delays to development caused by issues with infrastructure delivery had not been mentioned, the Head of Planning, Regeneration and Development advised that work was on-going attempting to deal with this issue.

Members also discussed the impact of the council declaring a climate emergency on the report and were advised that this would be delivered through building regulations and that a promised change to the building regulations had been delayed by the Covid-19 crisis. The issue of using brownfield sites before greenfield sites for development was discussed and it was stated that viability considerations were key to the development of brownfield sites and they often took longer to develop.

RESOLVED: That it be recommended to Cabinet that the Housing Delivery Action Plan 2020, as set out at Appendix 1 to the report, be approved.

148 USE OF FUTURE HIGH STREETS FUND REVENUE GRANT

The Strategic Delivery Manager (Infrastructure) presented the report on the Use of Future High Streets Fund Revenue Grant.

Members were advised that on 27 August 2019 the Ministry of Housing, Communities and Local Government (MHCLG) awarded the Council £150,000 to develop a business case for submission to the Future High Streets Fund. The Council engaged WSP to prepare a draft business case that was submitted to MHCLG on 16 March and feedback on the draft business had been received. The Cabinet had been requested to authorise using the remainder of the revenue funding to appoint WSP to develop the work further so that the Council could develop a detailed business case for submission before the deadline of 31 July 2020.

Members welcomed the proposals set out in the report.

RESOLVED: That it be recommended to Cabinet:

- (a) That the receipt and expenditure of a grant of £150,000 from the Ministry of Housing, Communities and Local Government be approved.
- (b) That the appointment of WSP to investigate a range of project options and develop a grant funding business case that meets the criteria required by the Future High Streets Fund be approved.
- (c) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Leader of the Council, to identify a set of projects that could deliver transformational change and submit a business case to the Ministry of Housing, Communities and Local Government.

The meeting ended at 9.10 pm.

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Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 13 July 2020 at 6.00 pm.

Present:

Chairman: Councillor L A Keen

Councillors: S H Beer
T A Bond
P D Jull (as substitute for Councillor D G Beaney)
M Rose
C A Vinson
R S Walkden
C D Zosseder

Officers: Strategic Director (Operations and Commercial)
Head of Community and Digital Services
Head of Finance
Community Services Manager
Strategic Project Manager (Infrastructure)
Housing Development Manager
Democratic Services Manager
Democratic Services Officer

149 APOLOGIES

Apologies for absence were received from Councillors D G Beaney and J Rose.

150 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with Council Procedure Rule 4, Councillor P D Jull had been appointed as substitute member for Councillor D G Beaney.

151 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

152 MINUTES

The Minutes of the meeting held on 2 March 2020 were approved as a correct record and signed by the Chairman.

153 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The decisions of the Cabinet relating to recommendations made by the Overview and Scrutiny Committee at its meeting held on 6 July 2020 were noted.

154 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Democratic Services Manager advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

155 NOTICE OF FORTHCOMING KEY DECISIONS

The Democratic Services Manager presented the Notice of Forthcoming Key Decisions to the Committee for its consideration.

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

156 SCRUTINY WORK PROGRAMME

The Democratic Services Manager presented the Overview and Scrutiny Work Programme to the Committee for its consideration.

RESOLVED: That the Work Programme be noted.

157 PUBLIC SPEAKING

The Democratic Services Manager advised that no members of the public had registered to speak on items on the agenda to which the public speaking protocol applied.

158 ASPIRE PROJECT

The Head of Community and Digital Services and the Community Services Manager presented the report on the Aspire Project.

The report asked for the Cabinet to agree Dover District Council's participation in ASPIRE, an innovative Interreg funded FCE (France/Channel/England) programme to support people who were unemployed to reach a healthy weight and gain employment in areas where levels of unemployment and obesity were abnormally high. The Council would use partner expertise, combining employability skills and healthier lifestyle choices to support people in achieving their health and career goals.

Members welcomed the Council's participation in the ASPIRE programme.

RESOLVED: That Cabinet Decision CAB169 be endorsed and that the participation of the Council as a partner in the ASPIRE project be approved.

159 DOVER DISTRICT COUNCIL RECOVERY PROGRAMME

The Strategic Director (Operations and Commercial) presented the report on the Dover District Council Recovery Programme.

The report identified a number of workstreams being established to meet the decisions taken by Cabinet at its meeting on 1 June 2020. These were:

- Finance Recovery Group
- Business and Economic Recovery Group
- Community Recovery Group
- Organisational Recovery Group
- Future Operational Model/State of the Council Group

Each workstream had a lead Member and Officer assigned to it, with others contributing as considered necessary.

Members discussed the proposals for asset disposal and were assured that a prudent approach was being taken in respect of the future of the Council's capital resources.

The impact of the on-going Covid-19 pandemic on the community, local businesses and the local economy were discussed and Members were advised that the work coming out of the groups would address a number of these issues.

RESOLVED: That Cabinet decision CAB167 be endorsed and that the workstreams and nominated Member and Officer Leads, as set out at Appendix 1 to the report, be approved.

160 ESSENTIAL REPAIRS AT DOVER TOWN HALL

The Strategic Director (Operations and Commercial) presented the report on the Essential Repairs at Dover Town Hall.

Members were advised that Dover Town Hall was a substantial DDC-owned asset which was not currently being used to its full potential and that the condition of the building was progressively deteriorating. The Cabinet had in November 2015 agreed to allocate funds to support the development of a bid for funding support from the Heritage Lottery Fund (HLF).

The provision of £400,000 identified in the current Medium-Term Financial Plan was to be used to carry out additional essential repairs required to ensure that the condition and fabric of the structure was stabilized which would mitigate the risk of the existing condition of the building being further compromised before the proposed HLF grant funded Capital Works commenced in October 2021.

Members welcomed the proposals to maintain an important heritage asset.

RESOLVED: That Cabinet Decision CAB166 be endorsed as follows:

- (a) That the essential repairs required to Dover Town Hall be proceeded with by using the £400,000 allocated in the Medium-Term Financial Plan.
- (b) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Environment and Commercial Services, to take the necessary actions including, but not limited to, the awarding of contracts, to deliver the works set out in the report.

161 KENT AND MEDWAY MEDICAL SCHOOL STUDENT SUPPORT

The Head of Finance and Housing presented the report on the Kent and Medway Medical School Student Support. The report proposed that the Council support a student at the Kent and Medway Medical School for 5 years from 2021-26.

Members welcomed the proposal, noting the urgent need for more trained medical professionals in the district due to shortfalls in provision. The question of whether the student to be supported should be from the district and how they could be

encouraged to stay locally after training was discussed. The Head of Finance and Housing advised that the support would be promoted locally to encourage local applicants.

It was proposed by Councillor T A Bond, duly seconded by Councillor C A Vinson, that

“The medical school support should only be awarded to a resident of the Dover District.”

On being put to the vote, there was an equality of votes and the Chairman used her casting vote against the motion and it was LOST.

Members discussed the feasibility of a second student receiving support from the Council was raised and Members were advised that it would be dependent on the future budget position.

In response to a question from Councillor M Rose it was stated that a payback clause to ensure the Council’s financial support was not wasted if the course was not completed would be looked into further.

It was moved that

RESOLVED: That Cabinet Decision CAB168 be endorsed as follows:

- (a) That a student be supported at the Kent and Medway Medical School for five years.
- (b) That the sum of £5,000 per annum be included in the draft budget for 2021/2022 and the Medium-Term Financial Plan.

162 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor L A Keen, duly seconded by Councillor T A Bond and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 3 and 5 of Part I of Schedule 12A of the Act.

163 WHITFIELD URBAN EXPANSION PHASE 1A - AFFORDABLE HOUSING DELIVERY

The Housing Development Manager presented the report on the Whitfield Urban Expansion Phase 1A – Affordable Housing Delivery.

RESOLVED: That Cabinet Decision CAB173 be endorsed and that the Strategic Director (Corporate Resources), in consultation with the Portfolio Holder for Housing and Health, be authorised to take all necessary actions to progress the project including: accepting the transfer of the land, as detailed in the agreed Section 106 planning agreement; agreeing the budget and contract sum; awarding the

construction contract; approving variations to the project sum if required; and, if circumstances warrant, to cancel the project.

164 AWARD OF CONTRACT FOR RECYCLING, WASTE AND STREET CLEANING

The Head of Commercial Services presented the report on the Award of Contract for Recycling, Waste and Street Cleaning.

RESOLVED: That Cabinet Decision CAB171 be endorsed and that, subject to Folkestone & Hythe District Council agreeing likewise, the formal tender submitted by Veolia Environmental Services for joint cleansing and the recycling and waste collection across the districts of Dover and Folkestone & Hythe be accepted.

165 DOVER FASTRACK PROJECT UPDATE

The Strategic Project Manager (Infrastructure) presented the report on the Dover Fastrack Project Update.

RESOLVED: That Cabinet Decision CAB172 be endorsed and that the project update be noted, and the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Transport and Licensing, be authorised as follows:

- (a) To finalise details of an option agreement for the 'Triangle Land';
- (b) To request that Homes England considers expanding the project scope to include delivery of a link to adopted highways, noting that not all of the necessary funding is in place at this time;
- (c) To renegotiate, agree and accept any necessary revision to the grant-funding agreement;
- (d) To request an extension of time from Homes England due to COVID-19-related delays;
- (e) To allocate £120,000 from the Capital Programme to support the additional design development work required as a result of expanding the project scope.

The meeting ended at 8.26 pm.