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10 June 2022

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** on Monday 13 June 2022 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

4 **MINUTES** (Pages 2 - 13)

To confirm the Minutes of the meeting of the Committee held on 14 March 2022, 25 April 2022 and 16 May 2022.

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", written over a white background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief Executive

Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 14 March 2022 at 6.00 pm.

Present:

Chairman: Councillor C D Zosseder

Councillors: P M Brivio
D R Friend
P D Jull (as substitute for Councillor D A Hawkes)
S C Manion
M Rose
R S Walkden
P Walker
H M Williams

Officers: Strategic Director (Corporate Resources)
Head of Commercial Services
Housing Policy Officer
Democratic and Corporate Services Manager

117 APOLOGIES

Apologies for absence were received from Councillors T A Bond and D A Hawkes.

118 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 T A Bond.

119 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

120 MINUTES

The consideration of the Minutes was deferred.

121 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 28 February 2022 were noted.

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

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

123 NOTICE OF FORTHCOMING KEY DECISIONS

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

In the absence of any dissent, it was agreed that the Notice of Forthcoming Key Decisions be noted.

124 SCRUTINY WORK PROGRAMME

The Democratic and Corporate 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:

- Review of Memorial System (such as benches);
- Regeneration Update (on-going, regular updates several times a year);

The Democratic and Corporate Services Manager requested that Members submit key questions for the Clinical Commissioning Group to assist with identifying the necessary agencies that would need to attend to answer.

RESOLVED: That the Work Programme be noted, subject to the inclusion of regular regeneration updates and a review of memorial system.

125 PUBLIC SPEAKING

The Democratic and Corporate 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.

126 FIRST HOMES SALES AND RESALES POLICY

The Strategic Director (Corporate Resources) presented the report on the First Homes Sales and Resales Policy.

Members were advised that the policy had been developed in line with Government guidance and had been drafted by the Housing Development team to primarily focus on the administrative processes involved.

The properties concerned were part of the affordable housing element of new developments.

Members raised the following points:

- The need for clarity in respect of resale marketing, which officers advised that they would re-examine to ensure it was sufficiently clear.
- To question if the delegation to a specific officer set out in the report would limit the operation of the policy. It was advised that officers did not believe that it would limit the operation of the policy.
- That the policy related to general needs housing not specialist housing.
- The commercial basis of the transactions as opposed to a housing need requirement. It was confirmed that there was no housing need requirement.

127 REVIEW OF ON AND OFF-STREET PARKING CHARGES

The Head of Commercial Services presented the annual Review of On and Off-Street Parking Charges. The Portfolio Holder for Transport, Licensing and Regulatory Services, Councillor M Bates, was also in attendance.

Members were advised that parking charges were last increased in Dover District in June 2020, having previously been frozen for four years before then.

A full review of resident parking schemes was currently underway with consideration being given to the option of reducing the size of some permit zones. There were also additional permit zones being implemented. All new schemes would be presented to the Dover Joint Transportation Advisory Board.

In respect of the Council's rural car parks, the Head of Commercial Services was of the view that in the current economic situation there was not a sufficient case for introducing charging. In addition, if charging were to be introduced it would have to be on a cashless charge system only and a more comprehensive trial of this method of sole payment was required prior to implementation. While it was acknowledged that cashless parking would be important for the future, there was a limited debate for it at present.

The overall impact of the proposed charges was forecast to generate additional income which was needed to fund required maintenance and enforcement activity. However, Members were informed that the Council had seen a significant impact on parking demand as a result of the pandemic and if parking utilisation did not return to pre-pandemic levels this could lead to a financial pressure for the Council.

Members raised the following points:

- The impact of not charging for rural car parking and the fairness of this compared to urban areas where parking charges were enforced. Members were advised that the parish councils did not support the introduction of charging for rural parking nor did they wish to take on the management and maintenance of rural car parks.
- The need to show all car parks charging arrangements in the annual report. The Head of Commercial Services accepted this point.
- The reason behind the introduction of linear charging in Coombe Valley Road. Members were advised that this was due to displaced parking from the hospital making it difficult for residents and customers of local businesses to park.
- To question whether the council had sufficient enforcement resources available. In response, it was stated that there were 12 posts, with 4 current vacancies at advertisement.

It was moved by Councillor P D Jull, and duly seconded by Councillor R S Walkden

That it be recommended to Cabinet that the Overview and Scrutiny Committee acknowledge the reasons for the increase in parking charges in 2022/23 but for 2023/24 request a review of the end period of off-street parking to encourage better utilisation of parking spaces before 3pm.

On being put to the vote the Motion was LOST.

In the absence of any further recommendation, and in the absence of any dissent, it was agreed to note the report.

The meeting ended at 6.57 pm.

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Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 25 April 2022 at 6.00 pm.

Present:

Chairman: Councillor C D Zosseder

Councillors: T A Bond
D A Hawkes
S C Manion (Mins 128 - 137 only)
K Mills (as substitute for Councillor P M Brivio)
M Rose
R S Walkden
H M Williams

Officers: Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Head of Assets and Building Control
Head of Finance and Investment
Head of Investment, Growth and Tourism
Head of Leadership Support
Principal Climate Change and Sustainability Officer
Democratic and Corporate Services Manager

128 APOLOGIES

Apologies for absence were received from Councillors P M Brivio, D R Friend and P Walker.

129 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with Council Procedure Rule 4, Councillor K Mills had been appointed as substitute member for Councillor P M Brivio.

130 DECLARATIONS OF INTEREST

Councillor T A Bond declared an Other Significant Interest (OSI) in Minute No. 141 (Redevelopment of Stembrook Car Park and Former Co-op Building, Dover) by reason of his employment and advised of his intention to withdraw from the meeting for the consideration of that item of business.

Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) in Minute No. 138 (Performance Report - Third Quarter 2021/22) in respect of business rates and advised of his to withdraw from the meeting for the consideration of that item of business.

131 MINUTES

The Minutes of the meetings held on 24 January 2022 and 21 February 2022 were approved as a correct record for signing by the Chairman.

132 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 4 April 2022 were noted.

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

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

134 NOTICE OF FORTHCOMING KEY DECISIONS

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

In the absence of any dissent it was agreed that the Notice of Forthcoming Key Decisions be noted.

135 SCRUTINY WORK PROGRAMME

The Democratic and Corporate 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:

- That an update on the Regent in Deal be included within the work programme.
- That Members consider items for a potential scrutiny of Kent County Council services.

The Democratic and Corporate Services Manager advised that the Committee was expected to receive the answers to its questions on blood services at Deal Hospital following a meeting of the Clinical Commissioning Group (CCG) on 26 May 2022. In respect of the Committee's other questions the CCG was seeking to identify the relevant organisations that would need to attend to answer the questions that the Committee had submitted.

RESOLVED: That the Work Programme be noted, subject to the inclusion of an update on the Regent, Deal and a potential scrutiny of Kent County Council services.

136 PUBLIC SPEAKING

The Democratic and Corporate 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.

137 CLIMATE CHANGE UPDATE

The Head of Assets and Building Control presented the Climate Change Update.

Members were advised that there are two strands to the Council's net zero ambition – a target of 2030 for the Council's own estate and functions to become net zero and a target of 2050 for the district with the Council's support to become carbon neutral.

In respect of the Council's 2030 target, the Department of Energy and Climate Change, in conjunction with the Department for Environment, Food, and Rural Affairs, produced guidance on how to measure and report greenhouse gas emissions. The format was based on the Green House Gas (GHG) Protocol which was an internationally recognised standard for the corporate accounting and report of GHG emissions. The Council recorded emissions are based on stationary assets (both owned by the Council and managed by others on the Council's behalf) and transport emissions (relating to Council functions and statutory duties). The Council's GHG emissions did not include social housing or water usage.

Unlike many local authorities, the Council's data was unbroken since 2008/9 despite the statutory requirement to record such data being removed and this provided a baseline to report against. The new performance report would include emissions data for the first time as part of the monitoring process.

It was stated that the Council could not achieve net zero purely on reducing emissions and would need to off-set/in-set emissions.

Members considered the following points:

- To welcome the inclusion of climate change figures in the performance report.
- To raise concerns over the impact of Operation Brock on the district's road network emissions. These emissions were reported through a different measure than the Council's emissions by the Department for Business, Energy and Industrial Strategy.
- To ask that officers explore the potential for reporting on road network emissions through the Climate Change Project Advisory Group.
- The energy efficiency measures required for new buildings. It was noted that solar energy was not always the best way of achieving this as it was dependent on a number of environmental factors (location, direction of roof, etc.) and better insulation was often more effective.
- To question if the Council was on course to achieve its 2030 target. Members were advised that there was confidence that the glidepath (it was not a straight line) to net zero by 2030 was attainable.
- The difficulties involved with a Grade 1 listed building (the Maison Dieu) achieving net zero. This was where the in-set/off-set of emissions was important.

In the absence of any dissent, the report was noted.

138 PERFORMANCE REPORT - THIRD QUARTER 2021/22

The Head of Leadership Support presented the Performance Report – Quarter 3, 2021/22.

There were 27 Green indicators, 6 Amber indicators and 5 Red indicators for Quarter 3, 2021/22. The 5 Red indicators were:

- KPI04 (Percentage of Business Rates collected)
- ASS02 (Percentage of properties that have current EICR (Electrical Installation Condition Report))

- ACC04 (Percentage of invoices paid on time)
- MUS002 (The number of visits to the museum in person per 1,000 population)
- WAS003 (Number of collections missed per 100,000 collections of household waste)

Members discussed the following points:

- The agreed response time for calls (EKS001). Members were advised that this was set by the SLA with Civica.
- That in respect of HOM007, officers had recognised the concerns and had commissioned a survey to identify the condition of the garages owned by the Council.
- That in respect of HOM018 and 019, the Council had inherited long void issues from East Kent Housing and was working to clear the long-term voids. It was expected that the situation would improve over the next six months.
- That the definition of major works for HOM022 was a new kitchen, bathroom, heating system or roofing.

(Councillor S C Manion declared a Disclosable Pecuniary Interest (DPI) in Minute No. 138 (Performance Report - Third Quarter 2021/22) in respect of business rates and withdrew from the meeting for the consideration of this item of business.)

139 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M Rose, 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 of Part I of Schedule 12A of the Act.

140 FUTURE HIGH STREETS FUND

The Major Projects and Programme Manager presented the report on the Future High Streets Fund.

RESOLVED: That it be recommended to the Cabinet that meetings of the Dover Town Regeneration Advisory Board be scheduled in respect of regeneration projects such as the Future High Streets Fund and the Redevelopment of Stembrook Car Park and Former Co-op Building, Dover.

141 REDEVELOPMENT OF STEM BROOK CAR PARK AND FORMER CO-OP BUILDING, DOVER

The Head of Investment, Growth and Tourism presented the report on the Redevelopment of Stembrook Car Park and Former Co-Op Building, Dover.

In the absence of any dissent it was agreed to note the report.

(Councillor T A Bond declared an Other Significant Interest (OSI) in Minute No. 141 (Redevelopment of Stembrook Car Park and Former Co-op Building, Dover) by reason of his employment and withdrew from the meeting for the consideration of this item of business.)

The meeting ended at 7.58 pm.

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Minutes of the meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 16 May 2022 at 6.00 pm.

Present:

Chairman: Councillor C D Zosseder

Councillors: T A Bond
P M Brivio
D R Friend
D A Hawkes
M Rose
R S Walkden
P Walker
H M Williams

Officers: Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Democratic and Corporate Services Manager

142 APOLOGIES

An apology for absence was received from Councillor S C Manion.

143 APPOINTMENT OF SUBSTITUTE MEMBERS

The Democratic and Corporate Services Manager advised that no notice had been received for the appointment of substitute members.

144 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

145 MINUTES

The consideration of the Minutes was deferred.

146 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 9 May 2022 were noted.

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

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

148 NOTICE OF FORTHCOMING KEY DECISIONS

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

In the absence of any dissent, it was agreed to note Notice of Forthcoming Key Decisions.

149 SCRUTINY WORK PROGRAMME

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

In the absence of any dissent, it was agreed that the Work Programme be noted.

150 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor H M Williams, duly seconded by Councillor D R Friend 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 of Part I of Schedule 12A of the Act.

151 RESTORATION OF MAISON DIEU, DOVER

The Strategic Director (Operations and Commercial) presented the report on the Restoration of Maison Dieu, Dover.

The Chairman read out the amended recommendations from Cabinet made at its meeting on 9 May 2022.

RESOLVED: (a) That it be recommended to Cabinet:

- (i) That the outcome of the tender process be noted.
- (ii) That Coniston Ltd be awarded preferred contractor status for the construction works.
- (iii) That the Cabinet be asked to note the Overview and Scrutiny Committee's concerns over the ability to close the funding gap of £3.934 million to £2.25 million.
- (iv) That the Cabinet be asked, prior to the allocation of the £2.25 million in the capital programme to the Restoration of the Maison Dieu, to provide more detail of the impact that this will have on the remainder of the capital programme as the Committee did not wish to see any other projects delayed as a consequence.

(b) That it be recommended to Council:

- (i) That the Council be asked to note the Overview and Scrutiny Committee's concerns over the ability to close the funding gap of £3.934 million to £2.25 million and note its request to the Cabinet that, prior to the allocation of the £2.25 million to the Restoration of the Maison Dieu, it more detail of the impact that this will have on the remainder of the capital programme as the Committee did not wish to see any other projects delayed as a consequence.

The meeting ended at 7.52 pm.