

# Public Document Pack



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25 November 2016

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 5 December 2016 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read "Kate Batty-Smith", written over a white background.

Chief Executive

## Cabinet Membership:

|               |   |
|---------------|---|
| P A Watkins   | Leader of the Council   |
| M D Conolly   | Deputy Leader of the Council  |
| T J Bartlett  | Portfolio Holder for Property Management and Public Protection                          |
| P M Beresford | Portfolio Holder for Housing, Health and Wellbeing                                      |
| N J Collor    | Portfolio Holder for Access and Licensing   |
| N S Kenton    | Portfolio Holder for Environment, Waste and Planning                                    |
| K E Morris    | Portfolio Holder for Skills, Training, Tourism, Voluntary Services and Community Safety |

## AGENDA

### 1 **APOLOGIES**

To receive any apologies for absence.

### 2 **DECLARATIONS OF INTEREST** (Page 5)

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

3 **RECORD OF DECISIONS** (Pages 6-24)

The Decisions of the meetings of the Cabinet held on 7 and 21 November 2016 numbered CAB 67 to CAB 87 (inclusive) are attached.

The Decisions of the special meeting of the Cabinet held on 28 November 2016 are to follow.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 25-27)

The Notice of Forthcoming Key Decisions is included in the agenda to enable the Cabinet to identify future agenda items of public interest that should be subject to pre-scrutiny.

**ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

5 **LORRY PARKING SURVEY UPDATE**

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

6 **ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS**

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

7 **INTRODUCTION OF FIXED PENALTY NOTICES FOR FLY-TIPPING**

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

8 **PERFORMANCE REPORT - SECOND QUARTER 2016/17**

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

9 **AWARD OF CONTRACT FOR GAS SERVICING AND HEATING INSTALLATIONS**

To consider the recommendations of the Scrutiny (Policy and Performance) Committee (to follow).

10 **AYLESHAM VILLAGE EXPANSION - UPDATE AND DEED OF VARIATION**

To consider the recommendations of the Scrutiny (Community and Regeneration) Committee (to follow).

**EXECUTIVE - KEY DECISIONS**

11 **RECYCLING REWARD SCHEME** (Pages 28-31)

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

Responsibility: Portfolio Holder for Environment, Waste and Planning

12 **DRAFT WATERLOO CRESCENT, DOVER CONSERVATION AREA APPRAISAL**  
(Pages 32-48)

To consider the attached report of the Chief Executive.

Responsibility: Portfolio Holder for Environment, Waste and Planning

13 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 49)

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

## **EXECUTIVE - KEY DECISIONS**

14 **PROVISION OF ACCESS EQUIPMENT AND SERVICES FOR NEW WINDOWS AND EXTERNAL DECORATION AT CANADIAN ESTATE, DOVER** (Pages 50-52)

To consider the attached report of the Director of Property Services, East Kent Housing.

Responsibility: Portfolio Holder for Housing, Health and Wellbeing

### **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](http://www.dover.gov.uk). Minutes will be published on our website as soon as practicably possible after 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 Kate Batty-Smith, Democratic Support Officer, telephone: (01304) 872303 or email: [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@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.

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 7 November 2016 at 11.00 am

Present:

Chairman: Councillor P A Watkins

Councillors: M D Conolly  
T J Bartlett  
P M Beresford  
N J Collor  
N S Kenton  
K E Morris

Also Present: Councillor S F Bannister  
Councillor P M Brivio  
Councillor S S Chandler  
Councillor M R Eddy  
Councillor B Gardner

Officers: Chief Executive  
Director of Environment and Corporate Assets  
Director of Finance, Housing and Community  
Director of Property Services (East Kent Housing)  
Solicitor to the Council  
Head of Community Services  
Head of Corporate Services  
Head of Strategic Housing  
Compliance Manager (East Kent Housing)  
Environmental Protection Manager  
Planning Delivery Manager  
Project Manager - Kearsney Parks  
Environmental Crime Team Leader  
Climate Change and Energy Conservation Officer  
Community Development Officer  
PR and Marketing Officer  
Democratic Support Officer

**The formal decisions of the executive are detailed in the following schedule.**

### Record of Decisions: Executive Functions

| 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) |
|--|--|--|---------------------------------|---|
| CAB 67<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>15 November<br>2016 | <u>APOLOGIES</u><br><br>It was noted that there were no apologies for absence. | None.  | To note any apologies received. |   |

| 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) |
|---|--|--|---------------------------------------|---|
| CAB 68<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes | <u>DECLARATIONS OF INTEREST</u><br><br>It was noted that there were no declarations of interest. | None.  | To note any declarations of interest. |   |

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| <b>Implementation Date</b><br>15 November 2016 |  |  |  |  |
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| 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) |
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| <p>CAB 69<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes<br/>∞</p> <p><b>Implementation Date</b><br/>15 November 2016</p> | <p><u>RECORD OF DECISIONS</u></p> <p>(a) It was agreed, subject to (b) below, that the decisions of the meeting of the Cabinet held on 3 October 2016, as detailed in decision numbers CAB 56 to CAB 66, be approved as a correct record and signed by the Chairman.</p> <p>(b) It was agreed that, for clarity, Cabinet decision CAB 61 (a) (j) be amended to read as follows:</p> <p>‘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, even then, would only be taken as a measure to facilitate the acquisition of the property on behalf of a third party. Provision of the above report would be subject to the expiry of the planning application deadlines at (b) above.’</p> | <p>To not amend the Record of Decisions.</p>         | <p>Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 3 October 2016.</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) |
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| CAB 70<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>15 November 2016 | <u>NOTICE OF FORTHCOMING KEY DECISIONS</u><br><br>It was agreed that there were no forthcoming Key Decisions identified for pre-Scrutiny at this stage. | None.  | Cabinet is requested to identify any Key Decisions that it would be beneficial to refer to one of the Scrutiny Committees before the matter comes before Cabinet for formal decision. |   |

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| 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) |
|--|--|--|--|---|
| CAB 71<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>15 November | <u>LORRY PARKING IN THE DOVER DISTRICT</u><br><br>It was agreed that the Scrutiny (Policy and Performance) Committee's recommendations, made at its meeting held on 20 September 2016 (Minute No 62), be approved as follows:<br><br>(i) That the results of the most recent survey on lorry parking in the district be reported to a meeting of the Scrutiny (Policy and Performance) Committee in the next two months and that future surveys also consult with district members and not just parish councils.<br><br>(ii) That it be recommended to the Cabinet that, given the | None.  | At its request, the Scrutiny (Policy and Performance) Committee, at its meeting held on 20 September 2016, received an update on lorry parking issues. |   |

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| 2016 | importance of the district as the gateway to the UK and the Continent, the Minister for Transport be lobbied to introduce measures to make it easier for the Council to take enforcement action against illegal and dangerous lorry parking in the district. |  |  |  |
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| 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) |
|--|---|--|--|---|
| CAB 72<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>15 November<br>2016 | <u>ESSENTIAL REPAIRS TO DOVER TOWN HALL</u><br><br>It was agreed:<br><br>(a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 66, made at its meeting held on 11 October 2016 (Minute No 76), be acknowledged.<br><br>(b) That Cabinet decision CAB 66 be reaffirmed. | None.  | The Scrutiny (Policy and Performance) Committee, at its meeting held on 11 October 2016, endorsed Cabinet decision CAB 66 of 3 October 2016. |   |

| 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) |
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| CAB 73<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No | <u>RESTORATION OF MAISON DIEU, DOVER</u><br><br>(a) It was agreed that the submission of a Round One Application to the Heritage Lottery Fund for a Heritage Grant for Maison Dieu (Dover Town Hall) be approved. | None.  | Maison Dieu, Dover is a significant Council asset which is not currently being used to its full |   |

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| <p><b>Call-in to apply</b><br/>(a) Yes<br/>(b) No</p> <p><b>Implementation Date</b><br/>(a) 15 November 2016<br/>(b) 1 December 2016</p> <p>→</p> | <p>(b) It was agreed to recommend to Council that the Budget and Policy Framework be amended to increase the monies allocated to this project in the Capital Programme from £2 to £3 million.</p> |  | <p>potential. At its meeting held on 2 November 2015, Cabinet agreed that funds to support its restoration should be sought by way of a bid to the Heritage Lottery Fund (CAB 59).</p> <p>Cabinet is requested to confirm its support for the bid and to indicate its agreement to an increase in match funding to £3 million.</p> |  |
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| 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) |
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| <p>CAB 74<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> | <p><u>ENERGY DEAL - COLLECTIVE ENERGY SWITCHING SCHEME</u></p> <p>It was agreed:</p> <p>(a) That the continuation of Energy Deal, the Collective Energy Switching Scheme, in partnership with other Kent local authorities, be approved.</p> <p>(b) That, pending the outcome of a new Official Journal of the</p> | <p>None.</p>   | <p>Energy Deal is a collaborative arrangement between several local authorities in Kent aimed at helping residents find a more competitive energy</p> |   |

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| <p><b>Implementation Date</b><br/>15 November 2016</p> <p>21</p> | <p>European Union (OJEU) procurement process, an interim contract be entered into with iChoosr, utilising East Riding of Yorkshire Council's agreement.</p> <p>(c) That the continuation of the Council as Lead Authority be approved.</p> <p>(d) That the Director of Environment and Corporate Assets be authorised to take decisions in relation to future collective switching contracts.</p> |  | <p>tariff.</p> <p>Current contract arrangements end on 27 November 2016, and it is proposed that Energy Deal partners access East Riding of Yorkshire Council's contract with iChoosr until a new intermediary has been appointed via the Official Journal of the European Union.</p> |  |
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| <b>Decision Status</b>   | <b>Record of Decision</b>   | <b>Alternative options considered and rejected (if any)</b>  | <b>Reasons for Decision</b>   | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
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| <p>CAB 75<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b></p> | <p><u>ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS</u></p> <p>It was agreed that Option 2, Scenario A (i.e. combination of directly employed Environmental Enforcement Officers and use of external contractors, with DDC charged for each successfully issued Fixed Penalty Notice) be approved.</p> | <p>To continue with the direct employment of staff, maintaining a team of three in-house Environmental Enforcement Officers.</p> | <p>A high turnover of staff since 2013 and a recent vacancy within the Council's Environmental Enforcement Team has prompted a review of how the service should be delivered in future.</p> |  |

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| 15 November 2016 |  |  | Cabinet is requested to consider whether the service should be delivered completely in-house or via a combination of in-house officers and external contractors. |  |
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| 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) |
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| <p>CAB 76<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>15 November 2016</p> | <p><u>INTRODUCTION OF FIXED PENALTY NOTICES FOR FLY-TIPPING</u></p> <p>It was agreed:</p> <p>(a) That the issue of Fixed Penalty Notices (FPNs) for small scale fly-tipping offences, contrary to Section 33(1)(a) of the Environmental Protection Act 1990, be approved.</p> <p>(b) That the level of the FPNs be set at £400.</p> <p>(c) That powers be delegated to the Head of Regulatory Services to authorise persons to act as ‘authorised officers’ under Section 33ZA (12) of the Environmental Protection Act 1990 for the purposes of issuing FPNs.</p> | None.  | Under the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016, local authorities were given powers to issue Fixed Penalty Notices (FPNs) for incidents of small scale fly-tipping. It is proposed to introduce an FPN of £400 for those caught fly-tipping in the district. |   |

| 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) |
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| <p>CAB 77<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>15 November<br/>2016</p> <p>→<br/>↵</p> | <p><u>DOVER DISTRICT COUNCIL COMMUNITY GRANTS</u></p> <p>It was agreed:</p> <p>(a) That the Dover District Council Community Grants awarded during the 2016/17 grants scheme, as set out at Appendix 1 of the report, be approved.</p> <p>(b) That the £480 underspend for the Dover West area be rolled over to the grant pot for use in the Dover West area in 2017/2018.</p> | <p>None.</p>   | <p>There are five Dover District Neighbourhood Forums which are used by Dover District Council and Kent County Council to award small capital grants for community projects. Cabinet is requested to approve the proposed awards to local projects set out at Appendix 1 of the report.</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) |
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| <p>CAB 78<br/>7.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> | <p><u>PERFORMANCE REPORT - SECOND QUARTER 2016/17</u></p> <p>It was agreed that the Council's Performance Report and Actions for the Second Quarter 2016/17 be noted.</p> | <p>None.</p>   | <p>Monitoring the Council's performance against key objectives is essential to the achievement of those aims and objectives. The</p> |   |

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| <b>Implementation Date</b><br>15 November 2016 |  |  | Performance Report provides a summary of the Council's performance for the six months to 30 September 2016. |  |
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| <b>Decision Status</b>  | <b>Record of Decision</b>  | <b>Alternative options considered and rejected (if any)</b> | <b>Reasons for Decision</b> | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
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| CAB 79<br>7.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br>→<br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>Immediate | <u>EXCLUSION OF THE PRESS AND PUBLIC</u><br><br>That, in accordance with the provision of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972. | None.   |                             |  |

| <b>Decision Status</b>   | <b>Record of Decision</b>   | <b>Alternative options considered and rejected (if any)</b> | <b>Reasons for Decision</b>   | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
|--|---|---|---|--|
| CAB 80<br>7.11.16<br>Exempt<br><br><b>Key Decisions</b><br>Yes | <u>AYLESHAM VILLAGE EXPANSION - UPDATE AND DEED OF VARIATION</u><br><br>It was agreed:<br><br>(a) That progress on the Aylesham Development be noted. | None.   | Phase 1A of the Aylesham Village expansion scheme has effectively been completed.<br>In order to progress |  |

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| <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>15 November 2016</p> <p>16</p> | <p>(b) That the Heads of Terms for the Deed of Variation be approved, and the Planning Delivery Manager be authorised to approve the final document, in consultation with the Leader of the Council and the Chief Executive.</p> <p>(c) That the Planning Delivery Manager be authorised to negotiate the acquisition of the Market Square retail units and third-party land within the development site (to be funded from an element of the anticipated capital receipt), in consultation with the Director of Environment and Corporate Assets and the Portfolio Holder for Corporate Resources and Performance.</p> |  | <p>further development, negotiations have taken place between the developer and the Council to agree drawdown conditions for Phase 1B. From these negotiations, it has become evident that the existing Development Agreement needs amending; this will be achieved through a Deed of Variation.</p> |  |
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| <b>Decision Status</b>  | <b>Record of Decision</b>   | <b>Alternative options considered and rejected (if any)</b> | <b>Reasons for Decision</b>   | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
|---|---|---|---|--|
| <p>CAB 81<br/>7.11.16<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> | <p><u>AWARD OF CONTRACT FOR GAS SERVICING AND HEATING INSTALLATIONS</u></p> <p>It was agreed:</p> <p>(a) That the award of a new heating contract to P&amp;R Installations Co Ltd be approved, subject to the 30-day notice period required by Section 20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003.</p> | <p>None.</p>  | <p>The current interim contract for the servicing, maintenance and installation of boilers in the Council's housing stock expires on 31 March 2017.</p> |  |



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| <b>Implementation Date</b><br>15 November 2016 | (b) That the Head of Strategic Housing be authorised to discharge functions associated with the award of a long-term agreement (including having regard to observations received prior to awarding the contract), as required by Section 20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003, and to confirm the award of the contract (or report further to Cabinet as appropriate). |  | A competitive tender exercise was undertaken, in collaboration with Canterbury City and Thanet District Councils, and six tenders were received. |  |
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The meeting ended at 12.33 pm

# Public Document Pack

Record of the decisions of the special meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 21 November 2016 at 11.00 am.

Present:

Chairman: Councillor P A Watkins

Councillors: M D Conolly  
T J Bartlett  
P M Beresford  
N J Collor  
N S Kenton  
K E Morris

Also Present: Councillor S F Bannister  
Councillor P M Brivio  
Councillor S S Chandler  
Councillor S J Jones  
Councillor P Walker

Officers: Chief Executive  
Director of Finance, Housing and Community  
Director of Environment and Corporate Assets  
Director of Governance  
Head of Corporate Services  
Head of Finance  
Senior Accountant (Revenue and Treasury)  
Policy and Performance Officer, EKS  
Democratic Support Officer

**The formal decisions of the executive are detailed in the following schedule.**

## Record of Decisions: Executive Functions

| 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) |
|---|--|--|---------------------------------|---|
| CAB 82<br>21.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>29 November<br>2016 | <u>APOLOGIES</u><br><br>It was noted that there were no apologies for absence. | None.  | To note any apologies received. |   |

| 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) |
|--|--|--|---------------------------------------|---|
| CAB 83<br>21.11.16<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes | <u>DECLARATIONS OF INTEREST</u><br><br>It was noted that there were no declarations of interest. | None.  | To note any declarations of interest. |   |

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| <b>Implementation Date</b><br>29 November 2016 |  |  |  |  |
|--|--|--|--|--|

| 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) |
|--|---|--|---|---|
| CAB 84<br>21.11.16<br>Open<br><br><b>Key Decisions</b><br>Yes<br><br><b>Call-in to apply</b><br>No<br>0<br><b>Implementation Date</b><br>1 December 2016 | <p><u>COUNCIL TAX REDUCTION SCHEME</u></p> <p>It was agreed to recommend to Council:</p> <p>(a) That the current minimum contribution towards their Council Tax made by recipients of Council Tax Support is increased from 6.0% to 10.0%.</p> <p>(b) That the maximum savings that a Council Tax payer liable to pay Council Tax can have and still claim Council Tax Support is reduced from £16,000 to £6,000.</p> <p>(c) That a minimum income is used within the calculation for self-employed Council Tax payers after twelve months of self-employment.</p> <p>(d) That the maximum level of Council Tax support is restricted to the equivalent of a Band D property charge.</p> <p>(e) That only the first two children in a family will be included in the calculation for children born after April 2017. (Some exceptions will apply).</p> <p>(f) That the Family Premium is not included in the calculation of Council Tax Support for all new working-age Council Tax payers.</p> <p>(g) That the period for which a late claim can be backdated is</p> | None.  | <p>The Council Tax Reduction Scheme (CTRS) is a means –tested Council Tax discount scheme which replaced the national Council Tax Benefit scheme in April 2013. Each billing authority (in this case DDC) is required to set its own CTRS on an annual basis.</p> <p>Reductions in the amount of Revenue Support Grant received from central Government since 2013 have led to a significant shortfall in CTRS funding. Modifications are</p> |   |

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| 21 | <p>reduced to one month.</p> <p>(h) That the period for which a Council Tax payer can be absent from Great Britain and still claim Council Tax Support is reduced to 4 weeks (with some exclusions for certain occupations).</p> <p>(i) That the element of the work-related component of Employment and Support Allowance is not included in the Council Tax Support Calculation.</p> <p>(j) That Dover District Council works towards making determinations pursuant to Section 17A (7) of the Local Government Finance Act 1992 of classes of cases in which the amount of Council Tax which a person is liable to pay will be reduced in accordance with Section 13A (1)(c) of the Local Government Finance Act 1992 from April 2017, in order to provide a safety net for Council Tax payers experiencing extreme difficulty paying their Council Tax.</p> <p>(k) That Members note the Equalities Impact Assessment as detailed at Annex 4 of the report.</p> <p>(l) That the Director of Finance, Housing and Community be authorised to approve the final details of the scheme for recommending to Council.</p> |  | therefore required to the current scheme to address this shortfall and achieve a more affordable CTRS scheme. |  |
|----|--|--|---|--|

| 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) |
|--|---|--|---|---|
| CAB 85<br>21.11.16<br>Open<br><br><b>Key Decisions</b><br>No | <u>REVISED TREASURY MANAGEMENT STRATEGY 2016/17</u><br><br>It was agreed to recommend to Council that the revised Treasury Management Strategy 2016/17 be approved. | None.  | Annually, the Council produces a Treasury Management Strategy as part of its budget-setting |   |

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| <p><b>Call-in to apply</b><br/>No</p> <p><b>Implementation Date</b><br/>1 December 2016</p> |  |  | <p>process. The Strategy includes the approved limits for the Council's borrowing activities. In order to support the Council's plans to invest in property, the Strategy has been amended to increase the capital financing requirement estimates, the operational boundary and borrowing limits.</p> |  |
|---|--|--|--|--|

N  
N

| <b>Decision Status</b>  | <b>Record of Decision</b>   | <b>Alternative options considered and rejected (if any)</b> | <b>Reasons for Decision</b> | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
|---|---|---|-----------------------------|--|
| <p>CAB 86<br/>21.11.16<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>Immediate</p> | <p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provision of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p> | <p>None.</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 87<br/>21.11.16<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>(a) Yes<br/>(b) No</p> <p><b>Implementation Date</b><br/>(a) 29 November 2016<br/>(b) 1 December 2016</p> | <p><u>PROPERTY INVESTMENT STRATEGY</u></p> <p>(a) It was agreed, subject to Council approval of (b) (i) to (iii) below:</p> <p>(i) That two Project Advisory Groups be established as follows:</p> <ul style="list-style-type: none"> <li>• Commercial Investment Project Advisory Group</li> <li>• Residential Investment Project Advisory Group</li> </ul> <p>(ii) That the creation of one or more residential and commercial property companies be approved</p> <p>(iii) That the Leader of the Council be requested to delegate the approval of the detailed form of the companies to the Portfolio Holder for Corporate Resources and Performance, supported by advice from the Residential Investment Project Advisory Group and the Commercial Investment Project Advisory Group respectively.</p> <p>(iv) That the Leader of the Council be requested to delegate the approval of property investments to the Portfolio Holder for Corporate Resources and Performance, advised by the Project Advisory Groups.</p> <p>(b) It was agreed to recommend to Council:</p> <p>(i) That a supplementary capital budget of £200 million, for the acquisition of commercial and residential assets for the economic regeneration and well-being of the district and for investment purposes, be approved.</p> <p>(ii) That a supplementary revenue budget of £200 million from the</p> | <p>None.</p>   | <p>With the reduction and intended eventual withdrawal of Revenue Support Grant from central Government, it is becoming increasingly difficult for the Council to deliver regeneration projects and remain financially stable.</p> <p>Alternative methods of income generation need to be found, and it is therefore proposed that the Council undertakes property investment activities in order to generate additional returns and income streams.</p> |   |

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|  | <p>Regeneration Reserve, for the use of appropriate external professional support to establish a framework and assist with acquiring properties, be approved.</p> <p>(iii) That the implementation of the Investment Property Strategy, and the investment strategy criteria set out at Appendix 1 of the report, be adopted.</p> |  |  |  |
|--|---|--|--|--|

The meeting ended at 11.22 am





# Notice of Forthcoming Key Decisions

25

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

Publication Date: 4 November 2016

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

| Key Decisions 2016/17 | Item  | Date of meeting at which decision will be taken by Cabinet (unless specified otherwise) |
|-----------------------|---|---|
| 1                     | Preparation of the Dover District Council Draft Community Infrastructure Levy Charging Schedule   | 3 December 2012 and dates to be confirmed   |
| 2                     | Neighbourhood Plans   | June 2013 and ongoing (see entry)   |
| 3                     | Gypsy, Traveller and Travelling Showpeople Development Plan   | Date to be confirmed  |
| 4                     | 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                                 |
| 5                     | Approval of the award of a contract for the electrical re-wiring of Council-owned properties  | Date to be confirmed  |
| 6                     | Revised Hackney Carriage and Private Hire Licensing Policy  | 1 February 2016 and 4 July 2016   |
| 7                     | To consider: a) the result of consultation on the extension of the Kingsdown Conservation Area boundary and b) the introduction of an Article 4 Direction                                   | a) 29 February 2016<br>b) 5 September 2016  |
| 8                     | To seek approval for the implementation of the Indoor Sports Facility Strategy and support the work being undertaken to replace Dover Leisure Centre.                                       | 7 March and 4 July 2016   |
| 9                     | Approval of Housing Adaptations Policy  | 9 May 2016  |
| 10                    | To seek Cabinet approval for public consultation on draft Nelson Street, Deal Conservation Area Appraisal   | 5 September 2016 and 9 January 2017 (to be confirmed)                                   |
| 11                    | Future provision of Grounds Maintenance Services  | 9 May 2016  |
| 12                    | Extension to fitness suite at Tides Leisure Centre, Deal  | December 2016-January 2017  |
| 13                    | Parking Strategy Review   | 9 May and 5 September 2016  |
| 14                    | Approval of Fuel Poverty Strategy for Kent  | 5 September 2016  |
| 15                    | Review of Aylesham Village Expansion Development Agreement  | 7 November 2016   |
| 16                    | Approval to develop detailed plans for replacement of Dover Leisure Centre  | 25 July/20 September and 15 December 2016 (special Cabinet meetings) and ongoing        |
| 17                    | Project approval for the refurbishment of Norman Tailyour House   | 5 September 2016  |
| 18                    | To agree the Council's requirements for the submission of financial viability assessments   | Date to be confirmed (Developer Contributions Executive Committee)                      |

| Key Decisions 2016/17 | Item  | Date of meeting at which decision will be taken by Cabinet (unless specified otherwise) |
|-----------------------|---|---|
| 19                    | Authority Monitoring Report   | 5 December 2016   |
| 20                    | Statutory Brownfield Register   | 5 December 2016   |
| 21                    | Review of Tenancy Strategy and Tenancy Policy   | December 2016-February 2017   |
| 22                    | Approval of draft Waterloo Crescent, Dover Conservation Area Appraisal for public consultation  | 5 December 2016 and date to be confirmed  |
| 23                    | To seek approval for the introduction of fixed penalty notices and the level to be set for fly-tipping offences under Section 33 of the Environmental Protection Act 1990 | 7 November 2016   |
| 24                    | Approval for the continuation of 'Energy Deal', the Collective Energy Switching Scheme  | 7 November 2016   |
| 25                    | To implement a recycling reward scheme  | 5 December 2016   |
| 26                    | Council Tax Reduction Scheme  | 21 November 2016  |
| 27                    | To approve the cost and contractual arrangements with regard to access to Canadian Estate properties for installation of replacement uPVC windows and redecoration        | 5 December 2016   |

- 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](http://www.dover.gov.uk)).

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|--------------------------|--|
| <b>Subject:</b>          | <b>RECYCLING REWARD SCHEME</b>   |
| <b>Meeting and Date:</b> | Cabinet – 5 December 2016  |
| <b>Report of:</b>        | Roger Walton, Director of Environment and Corporate Assets                       |
| <b>Portfolio Holder:</b> | Councillor Nicholas Kenton, Portfolio Holder for Environment, Waste and Planning |
| <b>Decision Type:</b>    | Executive Key  |
| <b>Classification:</b>   | Unrestricted   |

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**Purpose of the report:** To agree the procurement of a recycling reward scheme.

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**Recommendation:**

- (1) To implement a recycling reward scheme, to be funded from the funding awarded to the Council by the Department for Communities and Local Government.
- (2) That the Director of Environment and Corporate Assets be authorised to procure a provider to administer and host the scheme.

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## 1. Summary

- 1.1 The Department for Communities and Local Government (DCLG) have been keen to support recycling initiatives and bids from English Authorities for funding to support recycling reward schemes which give incentives for residents to recycle their waste.
- 1.2 The Council submitted an application jointly with Shepway District Council for this funding and was successful in being awarded £720,486 (jointly with Shepway District Council) to implement a recycling reward scheme across the Dover and Shepway districts.
- 1.3 Following notification of the award officers have been working on refining the proposals and this report now seeks agreement to the proposed scheme funded through the DCLG award.

## 2. Introduction and Background

- 2.1 DCLG invited application from any local authority that operated a weekly collection of residual waste or food waste was eligible to apply for funding from the DCLG Recycling Reward Scheme in November 2014.
- 2.2 An application was made jointly with Shepway District Council based on a series of proposals, with a budget cost of £720,468 and notification of a successful application was received in April 2015. The funds have since been transferred to Dover DC as lead on the project.
- 2.3 Details of the funding awards were publicised by DCLG; with attention being specifically drawn in the press release to the Dover/Shepway proposals as this project was the third highest award of the £11m funds made available.
- 2.4 Officers have been working since being advised of the successful bid on refining and developing the proposed scheme, which involves the following components:
  - Establishment of a community award scheme across the district to include houses and flatted accommodation
  - Maximise the opportunity to work with local businesses to develop a sustainable reward scheme.

- Develop a digital platform that can be used to educate and communicate with residents

### **3 Benefits of Launching the Scheme**

3.1 The overarching purpose of the recycling reward scheme is to increase the quality and quantity of the recycling being collected. It will also support the following objectives:

- Increase the recycling participation rates of households
- Increase tonnages of recyclables
- Increase the quantity of recycling collected in flats and in areas of low performance

3.2 Dover's recycling reward scheme will:

- Reward residents that recycle
- Not be overly bureaucratic and take significant administration
- Be a scheme that can be easily publicised
- Enable low performing areas to be targeted
- Be provided by a third party
- Provide education and communication through a digital platform

3.3 Research from Defra informs us that by rewarding residents who recycle their waste, it is anticipated that reward and recognition will bring about behaviour change and increase Dover and Shepway's recycling rate.

3.4 The national recycling target for England is 50% by 2020 and our current recycling rate is 44%, so clearly the district has a challenging target to reach, the introduction of the recycling reward scheme will help us achieve that.

### **4 Proposed Recycling Scheme**

4.1 Every resident in the district will have the opportunity to 'opt into' the recycling reward scheme.

4.2 Residents will be rewarded with points for taking green actions, they can log onto the digital platform and take part in green actions, for example that they can report that they have recycled their waste today, or participate in a short quiz on the Council's recycling scheme or engaged with a current promotion.

4.3 The green actions can be tailored to the Councils objectives and support issues such as contamination with plastics, or reducing how much food is thrown away.

4.4 Local businesses will be encouraged to take part in the reward scheme by offering exclusive discounts, such as buy a coffee and get a free slice of cake. No payment will be made to the businesses but increased footfall would be encouraged by the offer and small independent businesses would be targeted.

4.5 The resident will accumulate points that can be used to donate to charities, local projects or schools, the charity, project or school with the highest donated points at the end of a period of time, i.e. a month or three months will receive a cash donation. The cash donation will be financed through the DCLG funding.

4.6 The proposal would be to develop an agreed list of charities, local projects and schools that can be selected by residents to donate their points to.

- 4.7 The set up and administration of the scheme would be carried out by a third party, and digitally hosted by them. The project would be overseen by a project group that is made up of stakeholders across both Local Authorities.
- 4.8 There are currently two providers of the recycling reward schemes, Greenredeem and Local Green Points. Having met with both providers it would be possible to use the funding to finance the scheme from winter 2016/17 to the spring of 2021
- 4.9 The current recycling and waste contract with Veolia is due to end in January 2021. Work will be undertaken over the coming years to scope out the new contract. A review of the recycling reward scheme can be undertaken at the same time to consider whether the scheme should be continued, provided in a different way or brought to an end under a new contract.

## **5 Identification of Options**

- 5.1 Agree to use the £720,486 to procure a recycling reward scheme.
- 5.2 Do not agree to use the £720,486 to procure a recycling reward scheme.

## **6 Evaluation of Options**

- 6.1 Using the £720,468 to procure a recycling reward scheme is the preferred option.
- 6.2 Whilst the funding is not ring fenced DCLG have provided the fund in good faith and are now monitoring the delivery of the project outcomes with the intention of sharing emerging good practice. Not using the funding for which it was intended could be detrimental to our reputation, any future funding application or relationship with DCLG.

## **7 Resource Implications**

- 7.1 None.

## **8 Corporate Implications**

- 8.1 Comments from the Section 151 Officer: Finance have been consulted and have no further comment to add (VB).
- 8.2 Comments 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.
- 8.3 Comments 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>.
- 8.4 Other Officers (as appropriate):

## **9 Appendices**

None.

## **10 Background Papers**

None.

Contact Officers:

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01304 872242

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|--------------------------|---|
| <b>Subject:</b>          | <b>DRAFT WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL</b>                    |
| <b>Meeting and Date:</b> | <b>Cabinet – 5 December 2016</b>  |
| <b>Report of:</b>        | <b>Nadeem Aziz, Chief Executive</b>   |
| <b>Portfolio Holder:</b> | <b>Councillor Nick Kenton, Portfolio Holder for the Environment, Waste and Planning</b> |
| <b>Decision Type:</b>    | <b>Executive Key Decision</b>   |
| <b>Classification:</b>   | <b>Unrestricted</b>   |

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**Purpose of the report:** To seek Cabinet approval for a 6 week public consultation on the draft Waterloo Crescent Conservation Area Character Appraisal

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- Recommendation:** That Cabinet:
1. Agree that the draft Waterloo Crescent Conservation Area Character Appraisal, given in Appendix 1, be published for public consultation for a period of 6 weeks.
  2. The Head of Regeneration and Development in consultation with the Portfolio Holder, be authorised to make any necessary editorial changes to the appraisal prior to consultation in order to assist with clarity, consistency, explanation and presentation.
- 

**1. Summary**

1.1 The Dover District Heritage Strategy acknowledges that most of the District's conservation areas do not have an approved character appraisal, and it recommends that a programme is put into place to address the deficit. Officers have prepared a draft conservation area character appraisal for the Waterloo Crescent Conservation Area and Cabinet's agreement is now sought to carry out a formal public consultation on the draft document for a period of 6 weeks.

**2. Introduction and Background**

2.1 There is a requirement under the Planning (Listed Buildings and Conservation Areas) Act 1990, for local planning authorities to review their conservation areas, 'from time to time' and to formulate and publish proposals for their preservation and enhancement. A fundamental part of this process is to produce a character appraisal, for each conservation area.

2.2 The Dover District Heritage Strategy highlighted the lack of conservation area character appraisals for the District's conservation areas, and recommended that a programme was set in place to review all of the Districts conservation areas in line with the duty imposed by the legislation.

2.3 The Council is currently making arrangements to start 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.

- 2.4 A conservation area appraisal should consider what features make a positive or negative contribution to the significance of the conservation area, thereby identifying opportunities for beneficial change, or the need for further planning control. This information will be helpful to those considering investment in an area, and can be used to guide and inform new development. Character appraisals also have a wider application as educational and informative documents for the local community.
- 2.5 Officers have produced a draft appraisal for the Waterloo Crescent Conservation Area, and this is appended to this report. For the benefit of this report the appraisal is provided as a word document, but for the public consultation this will be undertaken using the Council's 'Objective software' and will include relevant maps and photographs.
- 2.6 The appraisal looks at:
  - The origins and growth of the area;
  - Reviews the existing boundary of the conservation area;
  - Highlights both positive and negative aspects of its character, and
  - Makes recommendations for its future enhancement.
- 2.7 If the draft appraisal is agreed by Cabinet, public consultation would be undertaken for a period of 6 weeks. The results of the consultation process would then be reported back to Cabinet together with any proposed revisions in order that a final version can be adopted.

### 3. **Identification of Options**

- 3.1 That the draft Waterloo Crescent Conservation Area Character Appraisal is agreed for public consultation.
- 3.2 That the draft Waterloo Crescent Conservation Area Character Appraisal is not agreed.

### 4. **Evaluation of Options**

- 4.1 The Waterloo Crescent Conservation Area Character Appraisal has been prepared by officers and 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 form an essential part of the suite of documents informing the Dover Waterfront Masterplan. It would also be used by Planning Inspectors in appeal situations. If the document is not subject to public consultation then little weight can be attributed to it in the planning process.
- 4.2 In view of the above it is recommended that the draft appraisal is agreed for public consultation.

### 5. **Resource Implications**

The resource implications are limited to consultation and printing costs, which would be approximately £50, and this would be covered by the existing LDF budget.

**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: 'The 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>'

**7. Appendices**

Appendix 1 – Draft Waterloo Crescent Conservation Area Character Appraisal

Appendix 2 – Map of the conservation area boundary as current

**8. Background Papers**

The Dover Heritage Strategy 2013

Contact Officer: Alison Cummings, Principal Heritage Officer

## **APPENDIX 1**

### **DRAFT WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL**

**November 2016**

## Contents

1. Introduction
  - 1.1. Background
  - 1.2. Planning Policy Context
  - 1.3. Community Involvement
  - 1.4. Summary of Significance
  
2. The Character Appraisal
  - 2.1. Overview
  - 2.2. The Built Heritage
    - a) Waterloo Mansions
    - b) Cambridge Terrace
    - c) New Bridge Complex: New Bridge House and 1-4 Camden Terrace
    - d) 60<sup>th</sup> Rifles Memorial
    - e) Public realm
  
3. Management Plan
  - 3.1. Vulnerabilities and Negative Features
  - 3.2. Recommendations
    - a) Extensions of boundary
    - b) Enhancement of the public realm
    - c) Design guidance on replacement windows
    - d) Enhancement of the setting of the war memorial
  
4. Appendices
  - 4.1. Historical development

## **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 21st July 1977. 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 10<sup>th</sup> 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. There is potential for further archaeological evidence of the early use of the land.
- 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 lend 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.

## **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.

The A20 forms both a physical 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 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.

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.

## **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
- 60<sup>th</sup> 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 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 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. 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.

White render to the front elevation with yellow brickwork to the rear, the buildings have 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 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 60<sup>th</sup> 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. 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.

**d) 60<sup>th</sup> 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 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 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**

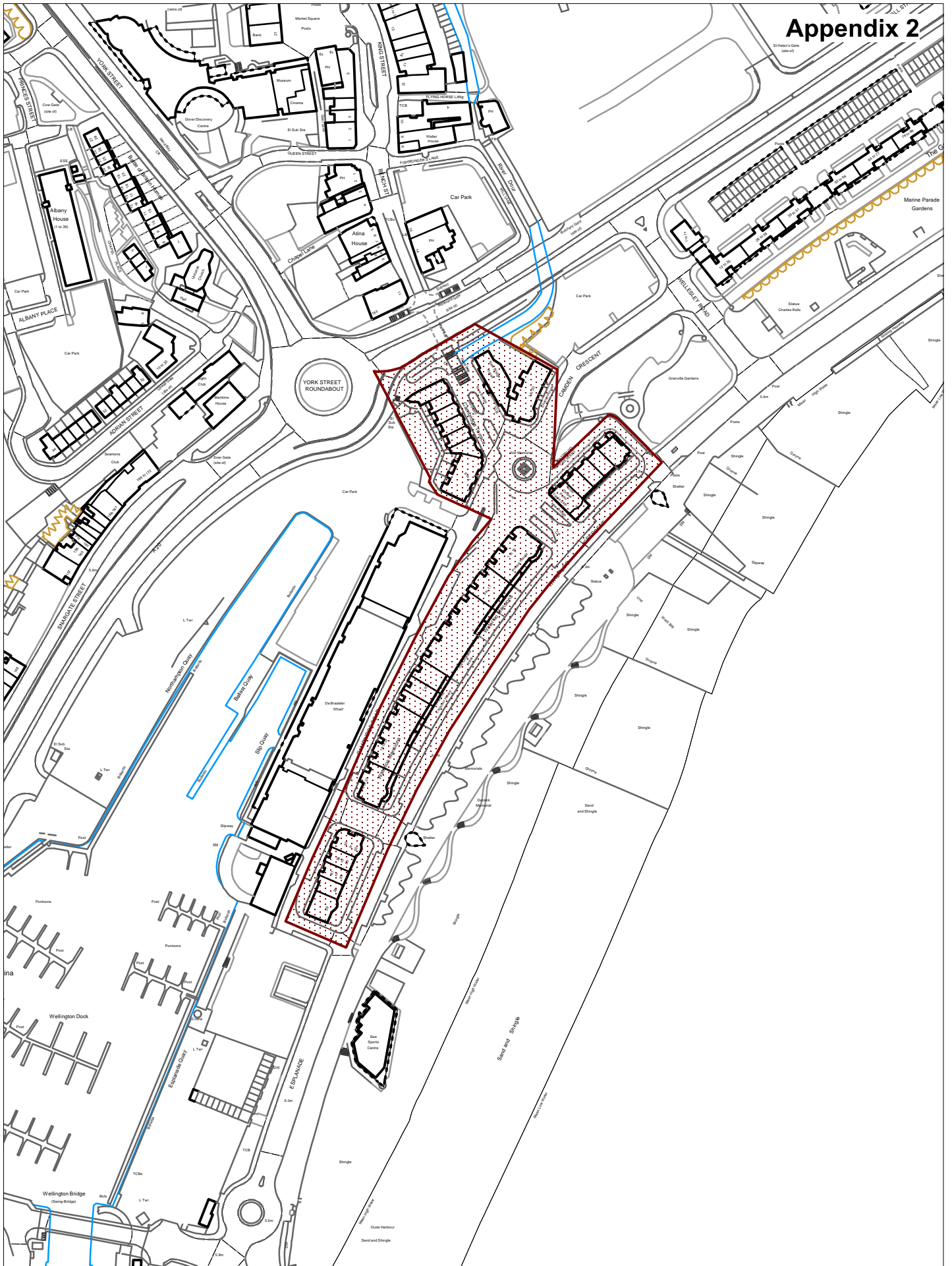
### **4.1. Historic Development**

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 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. 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.

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.





**Waterloo Crescent Conservation Area**





DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

CABINET – 5 DECEMBER 2016

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

| <u>Item Report</u>   | <u>Paragraph Exempt</u> | <u>Reason</u>   |
|--|-------------------------|---|
| Provision of Access Equipment and Services for New Windows and External Decoration at Canadian Estate, Dover | 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 14**

Document is Restricted