

Public Document Pack



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27 April 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 8 May 2017 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.

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 6)

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

3 **RECORD OF DECISIONS** (Pages 7-13)

The Decisions of the meeting of the Cabinet held on 3 April 2017 numbered CAB 171 to CAB 179 (inclusive) are attached.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 14-18)

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 **REVIEW OF ON AND OFF-STREET PARKING CHARGES**

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

6 **DDC HEALTH AND SAFETY STREET-LIGHTING WORKS**

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

7 **PERFORMANCE TARGETS 2017/18**

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

8 **SOUTHERN WATER**

To consider the recommendation from the Scrutiny (Community and Regeneration) Committee (to follow).

EXECUTIVE - KEY DECISIONS

9 **REVIEW OF ON AND OFF-STREET PARKING CHARGES - MAISON DIEU CAR PARK, DOVER**

At its meeting held on 3 April 2017, Cabinet agreed that parking charges should continue to be frozen at their current levels, with certain minor exceptions (Cabinet decision CAB 77). However, Appendix 1 to the report contained a minor typographical error concerning the charges in Maison Dieu Car Park, Dover.

Cabinet is requested to confirm its agreement to the car parking charges for Maison Dieu car park which should have read as follows:

Linear charging up to 5 hrs Minimum charge 40p	1hr	£1.10
	2hr	£2.20
	3hrs	£3.30
	4hrs	£4.40
	5hrs	£5.50
	5 to 8 hrs	£6.50

10 **DOVER DISTRICT COUNCIL LOCAL PLAN ENGAGEMENT STRATEGY** (Pages 19-33)

To consider the attached report of the Chief Executive.

Responsibility: Portfolio Holder for Environment, Waste and Planning

11 **ADOPTION OF WATERLOO CRESCENT, DOVER CONSERVATION AREA CHARACTER APPRAISAL** (Pages 34-63)

To consider the attached report of the Chief Executive.

Responsibility: Portfolio Holder for Environment, Waste and Planning

12 **EXTENSIONS TO NELSON STREET, DEAL CONSERVATION AREA** (Pages 64-68)

To consider the attached report of the Chief Executive.

Responsibility: Portfolio Holder for Environment, Waste and Planning

EXECUTIVE - NON-KEY DECISIONS

13 **APPROPRIATION OF LAND FOR PLAY AREAS** (Pages 69-77)

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

Responsibility: Portfolio Holders for Property Management & Public Protection and Housing, Health & Wellbeing

14 **PERFORMANCE REPORT - FOURTH QUARTER 2016/17** (Pages 78- 104)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

15 **APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2017/18** (Pages 105-109)

To consider the attached report of the Director of Governance.

Responsibility: Leader of the Council

16 **APPOINTMENT OF PROJECT ADVISORY GROUPS 2017/18** (Pages 110-119)

To consider the attached report of the Director of Governance.

Responsibility: Leader of the Council

17 **APPOINTMENT OF DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE**

The Executive is required to appoint Members to the Developer Contributions Executive Committee for the Council year 2017/18, and to appoint a Chairman and Vice-Chairman.

The current membership of the Committee comprises the Leader of the Council and the Portfolio Holders for Housing, Health and Wellbeing; Environment, Waste and Planning and Skills, Training, Tourism, Voluntary Services and Community Safety. In addition, a (non-voting) representative from the Labour Group is currently invited to attend and participate at meetings of the Developer Contributions Executive Committee.

18 **APPOINTMENT OF DOVER JOINT TRANSPORTATION BOARD VICE-CHAIRMAN**

The Executive is required to appoint a Member of the Council to serve as Vice-Chairman of the Dover Joint Transportation Board for 2017/18, in accordance with the agreement on Joint Transportation Boards made between Kent County Council and Dover District Council.

The chairmanship/vice-chairmanship alternates annually between KCC and DDC. Councillor Nigel Collor is currently Chairman of the JTB.

19 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 120)

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 - NON-KEY DECISIONS

20 **ST RADIGUND'S PLAY AREA PROJECT** (Pages 121-128)

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

Responsibility: Portfolio Holder for Property Management and Public Protection

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except

during the consideration of exempt or confidential information.

- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes 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 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, 3 April 2017 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 P M Brivio
Councillor S S Chandler
Councillor B Gardner
Councillor P Walker

Officers: Chief Executive
Director of Environment and Corporate Assets
Director of Finance, Housing and Community
Director of Governance
Corporate Services 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 171 3.4.17 Open Key Decisions No Call-in to apply Yes Implementation Date 11 April 2017	<u>APOLOGIES</u> It was noted that there were no apologies for absence.	None.	To note any apologies for absence.	

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 172 3.4.17 Open Key Decisions No Call-in to apply Yes Implementation	<u>DECLARATIONS OF INTEREST</u> It was noted that there were no declarations of interest.	None.	To note any declarations of interest.	

Date 11 April 2017				
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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 173 3.4.17 Open Key Decisions No Call-in to apply Yes Implementation Date 11 April 2017	<u>RECORDS OF DECISIONS</u> It was agreed that the decisions of the meetings of the Cabinet held on 1, 20 and 22 March 2017, as detailed in decision numbers CAB 147 to CAB 170, be approved as correct records and signed by the Chairman.	None.	Cabinet is required to approve the Records of Decisions of the Cabinet meetings held on 1, 20 and 22 March 2017.	

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 174 3.4.17 Open Key Decisions No Call-in to apply Yes Implementation	<u>NOTICE OF FORTHCOMING KEY DECISIONS</u> 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 considers would be beneficial to refer to one of the Scrutiny Committees before the matter comes before Cabinet for	

Date 11 April 2017			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 175 3.4.17 Open Key Decisions Yes Call-in to apply Yes Implementation Date 11 April 2017	<u>YOUR LEISURE FUNDING ARRANGEMENTS</u> It was agreed: (a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 163, made at its meeting held on 13 March 2017 (Minute No 171), be acknowledged. (b) That Cabinet decision CAB 163 be reaffirmed.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 13 March 2017, endorsed Cabinet decision CAB 163 of 1 March 2017.	

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 176 3.4.17 Open Key Decisions No Call-in to apply Yes Implementation	<u>SOUTHERN WATER</u> It was agreed that the Scrutiny (Community and Regeneration) Committee's recommendation, made at its meeting held on 15 March 2017 (Minute No 89), be deferred for further clarification as to the purpose and implications of the recommendation.	To not defer the recommendation.	The Scrutiny (Community and Regeneration) Committee, at its meeting held on 15 March 2017, received a briefing from Southern Water and made a recommendation to Cabinet regarding	

Date 11 April 2017			the flood risk from developments of more than 20 houses.	
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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)
<p>CAB 177 3.4.17 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 11 April 2017</p>	<p><u>REVIEW OF ON AND OFF-STREET PARKING CHARGES</u></p> <p>It was agreed:</p> <p>(a) That the outcome of the annual review of parking charges be noted.</p> <p>(b) That parking charges continue to be frozen at their current levels, as set out in Appendix 1 of the report, with the following minor exceptions:</p> <p>(i) To agree to the proposed reduction in the maximum daily charge at those locations as detailed in Appendix 1 of the report.</p> <p>(ii) To agree to the principle of the introduction of a charge of £7.50 for overnight parking by motorhomes on Dover seafront.</p> <p>(iii) To agree to replace the current linear parking charges for coaches at Castle Hill Car Park and Maison Dieu Car Park, Dover with a charge of £7.50 for up to 8 hrs.</p> <p>(iv) To increase the charge for visitor permits to £2.</p> <p>(c) That the Director of Environment and Corporate Assets be authorised, in consultation with the Portfolio Holder for Access and Licensing, to make the necessary arrangements to introduce the above charges</p>	None.	It was agreed in 2011 that the Council's on and off-street parking charges should be reviewed annually. Cabinet is asked to note the outcome of this year's review, and agree some changes to car parking charges for 2017/18.	

	<p>as soon as is practicable, and to make the necessary changes to the Council's On-Street and Off-Street Parking Orders.</p> <p>(d) That the proposal that charges at Tides Leisure Centre should be withdrawn in due course to match the proposal that parking at the new Dover Leisure Centre should be free, and to ask Officers to bring forward proposals to enable this to be put into effect at the appropriate time, including arrangements to limit the length of stay and/or restrict use to leisure centre customers, be approved.</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)
CAB 178 3.4.17 Open  Key Decisions No Call-in to apply Yes Implementation Date 11 April 2017	<p><u>DDC HEALTH AND SAFETY STREET-LIGHTING WORKS</u></p> <p>It was agreed that urgent health and safety works in relation to Dover District Council-owned street lights, including the provision of replacement lighting units where appropriate (to be procured in accordance with Contract Standing Orders), be approved.</p>	None.	A 2015 survey of the Council's street lights identified that 175 columns were at risk of structural failure and therefore needed to be removed or cut down. Columns identified as a priority will be replaced.	

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 179 3.4.17	<p><u>PERFORMANCE TARGETS 2017/18</u></p>	To not amend the report recom-	Cabinet is required to approve the	

<p>Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 11 April 2017</p>	<p>It was agreed that the key targets, as set out at Appendix 1 of the report, be approved, subject to the retention of existing Regeneration and Development Performance Indicators PLA004 and PLA001 (provided for information purposes only) and the Director of Governance making any minor changes, in consultation with the Portfolio Holder for Corporate Resources and Performance.</p>	<p>Mendations.</p>	<p>Council's key targets for 2017/18, against which service delivery performance is measured.</p>	
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The meeting ended at 11.21 am



Notice of Forthcoming Key Decisions

14

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

Publication Date: 7 April 2017

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	This entry has been withdrawn as it will be included in the review of the Local Plan (see entry no. 36)
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	This entry has been withdrawn
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 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
11	Future provision of Grounds Maintenance Services	9 May 2016
12	Extension to fitness suite at Tides Leisure Centre, Deal	Project delayed pending appointment of new operator for Tides Leisure Centre
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

Key Decisions 2016/17	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
16	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 4 September 2017
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	20 March 2017 (Developer Contributions Executive Committee)
19	Authority Monitoring Report	1 March 2017
20	Statutory Brownfield Register	4 December 2017
21	Review of Tenancy Strategy and Tenancy Policy	October/November 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
28	Agreement on levels of Fees and Charges for 2017/18	9 January 2017
29	Recommendation to Council of the draft 2017/18 Budget and Medium-Term Financial Plan 2017/18-2020/21 and approval by Cabinet of various delegations within the Budget	6 February and 1 March 2017
30	Thanet District Council Preferred Options Local Plan	20 March 2017
31	Canterbury City Council Local Plan (Proposed Main Modifications)	Decision taken by Portfolio Holder for Environment, Waste and Planning (DPH05 16 of 21 March 2017)
32	To approve the award of a contract for the preparation of a planning application and an application for Scheduled Monument Consent for a Commonwealth War Memorial at Western Heights, Dover	Decision taken by Portfolio Holder for Environment, Waste and Planning (DPH04 16 of 3 March 2017)
33	Appropriation of Assets	1 March 2017

Key Decisions 2016/17	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
34	Award of 3-year contract for cleaning services (including public toilets)	6 February 2017
35	Award of 3-year contract for cleaning services for Council's Whitfield offices	6 February 2017
36	Review of Local Plan	1 March 2017 and dates to be confirmed
37	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
38	Approval for public consultation on draft South Barracks Conservation Area Appraisal	5 June/3 July 2017 and date to be confirmed
39	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	8 May 2017 and dates to be confirmed
40	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May 2017 and date to be confirmed
41	Review of Parking Charges	3 April 2017
42	Approval to carry out health and safety works to Dover District Council street lights	3 April 2017
43	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich area offices	8 May 2017
44	Approval of revisions to the 2012 Housing Assistance Policy	8 May 2017
45	Approval of amended Dover District Council Events Policy and Land Hire Agreement	8 May 2017
46	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	8 May 2017
47	Local Plan Review – Engagement Strategy	8 May 2017
48	Appointment of contractor to carry out building extension and repair works at Kearsney Abbey and Russell Gardens as part of the Heritage Lottery Funded 'Parks for People' project	3 July 2017
49	Appointment of contractor to carry out landscape and watercourse restoration works at Kearsney Abbey and Russell Gardens as part of DDC's Heritage Lottery Fund 'Parks for People' project	3 July 2017
50	To approve the policy on civil penalties and rent repayment orders for private landlords	3 July 2017

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).

Subject:	DOVER DISTRICT COUNCIL LOCAL PLAN ENGAGEMENT STRATEGY
Meeting and Date:	8 May 2017
Report of:	Nadeem Aziz, Chief Executive
Portfolio Holder:	Councillor Nicholas Kenton, Portfolio Holder for Environment, Waste and Planning
Decision Type:	Key
Classification:	Unrestricted
Purpose of the report:	To seek approval for the Local Plan Engagement Strategy
Recommendation:	Cabinet approves the Local Plan Engagement Strategy attached at Appendix 1 and it is made available on the District Council's website.

1. Summary

- 1.1 The decision was taken by Cabinet in March 2017 to proceed with a review of the Dover District Local Plan.
- 1.2 The Local Plan Engagement Strategy sets out the Council's approach to consulting and engaging the community in the review of the Local Plan.
- 1.3 The Strategy has been prepared to expand on the Council's Statement of Community Involvement (2016) to give residents, businesses and key stakeholders more clarity on how we will consult them at each stage of the Local Plan preparation process, what issues they will be consulted on, how they can respond and how we will treat their comments.
- 1.4 The Strategy also sets out the governance structure for the key decisions that have to be made in taking forward the Local Plan, to ensure that the decision making process is as transparent as possible

2. Introduction and Background

- 2.1 The Council has a duty under the Town and Country Planning (Local Planning)(England) Regulations 2012 to consult with a number of different groups, as set out in the Regulations, at key stages of the Local Plan preparation process.
- 2.2 Furthermore, under the Localism Act 2011 the Council has a legal duty to engage constructively, actively and on an on-going basis with 'duty to co-operate bodies' to maximise the effectiveness of local plan preparation relating to strategic cross-boundary matters.
- 2.3 The Statement of Community Involvement (2016) sets out the Council's over-arching approach to engaging the community in the planning process.
- 2.4 The Local Plan Engagement Strategy has been prepared to expand on the Council's Statement of Community Involvement to give residents, businesses and key stakeholders more clarity on how we will consult them at each stage of the Local Plan preparation process, what issues they will be consulted on, how they can

respond and how we will treat their comments. This should make the process more transparent with the aim of increasing levels of participation in the Local Plan preparation process.

2.5 The Local Development Scheme, agreed by Cabinet on the 1st March 2017, sets out the different stages involved in the production of the Local Plan and the timetable for this. The Local Plan Engagement Strategy builds on this and sets out what consultation will be taken at each stage in the process.

- (a) Evidence gathering: Consultation will be undertaken with key stakeholders, infrastructure and service providers, land owners, developers and other groups as appropriate.
- (b) Call for sites: As part of the Housing and Employment Land Availability Assessment the Council will issue a call for sites in the Summer of 2017. Here, developers, land owners, agents, and the public will be invited to submit sites to the Council for assessment, to see if they are suitable for inclusion within the Local Plan.
- (c) Regulation 18 Public Consultation on the Key Issues for the Local Plan: Statutory public consultation to be undertaken in Autumn 2017, for a period of 8 weeks, on the key issues that the Local Plan will cover.
- (d) Preparation of the Local Plan: As part of the preparation of the Local Plan the Council will hold topic specific workshops with key stakeholders, infrastructure and service providers, land owners, developers, Parish and Town Councils, the Project Advisory Group and other groups as appropriate. This will take place between Autumn 2017 and Autumn 2018.
- (e) Regulation 19 Public Consultation on Draft Local Plan: Statutory public consultation on the draft Local Plan to be held in Autumn 2018 for a period of 8 weeks.
- (f) Submission to Secretary of State for Examination: Following the Regulation 19 Public Consultation, the draft Local Plan and associated documents will be submitted to the Secretary of State for examination in Winter 2018.
- (g) Examination of Local Plan by Planning Inspector: An independent Inspector appointed by the Secretary of State will consider the 'soundness' of the draft Local Plan as part of a public examination. As part of this, the Inspector will consider the representations received during the Regulation 19 consultation, and where appropriate, individuals or organisations that submitted representations will be invited, by the Inspector, to appear at the examination. This is anticipated to take place in Spring 2019.
- (h) Adoption of Local Plan: In accordance with the Council's constitution, the adoption of the Local Plan must take place at a meeting of Full Council. This is anticipated to take place in Summer 2019

2.6 When undertaking the statutory public consultations, the Council will, where possible, encourage online responses to consultation and the Council's preferred means of receiving comments is through the interactive online system 'Objective' via the Council's website. Using the Online Form has a number of advantages. It is the fastest and most accurate method and helps us to manage representations quickly and efficiently. It ensures that representations are attached to the correct section of

the consultation document. It also allows respondents to provide their own summaries to representations, which helps us avoid any risk of misrepresentation of respondent concerns.

- 2.7 The Council however recognises that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available.
- 2.8 When representations are received, they will be added onto the Council's online consultation system 'Objective'. Once all representations have been processed in this way, confirmation emails/letters will be sent to all those who have submitted representations.
- 2.9 At the end of each consultation period, all representations will be considered and analysed by officers. A response will be formulated and changes will be proposed to the draft Local Plan, where necessary. A summary of all representations, responses and proposed changes will be considered and agreed by Councillors prior to moving onto the next stage. Once changes have been approved, officers will respond to consultees who have submitted responses. Replies will include a response to the initial comment and any actions that the Council will take in response to these comments.
- 2.10 To promote transparency in the Local Plan decision making process, the Local Plan Engagement Strategy also sets out the hierarchy of decision making; at what point key decisions will need to be made; and which body will make them.

3. Identification of Options

- 3.1 Option 1: To approve the Local Plan Engagement Strategy attached at appendix 1.
- 3.2 Option 2: Not to approve the Local Plan Engagement Strategy attached at appendix 1.

4. Evaluation of Options

- 4.1 At Cabinet on the 1st March 2017 Members requested that officers produce a Local Plan Engagement Strategy.
- 4.2 The Local Plan Engagement Strategy expands on the Council's Statement of Community Involvement to give residents, businesses and key stakeholders more clarity on how we will consult them at each stage of the Local Plan preparation process and what issues they will be consulted on. This should make the process more transparent with the aim of increasing levels of participation in the Local Plan preparation process.
- 4.3 To not approve the Strategy would go against Cabinet's recommendation.

5. Resource Implications

- 5.1 Once agreed by Cabinet, a copy of the Local Plan Engagement Strategy will be placed on the Council's website.
- 5.2 There will be resource implications associated with the delivery of the Local Plan Engagement Strategy; however these will be met from the existing Local Plan 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: 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>

7. **Appendices**

Appendix 1 – Local Plan Engagement Strategy

Contact Officer: *Rebecca Burden, Senior Planning Policy Officer, Regeneration Delivery Section*

Appendix 1

Dover District Council Local Plan Engagement Strategy

Overview

The decision was taken by Cabinet in March 2017 to proceed with a review of the Dover District Local Plan.

The Local Plan will set out the planning framework for the District over the next 20 years and cover issues such as housing provision, the economy, retail and town centres, infrastructure provision and the environment. The Local Plan will also set out the policies by which planning applications will be determined, in addition to allocating land for housing, employment and retail uses.

Introduction

Planning plays an essential role in shaping the places where we all live, work and socialise. The outcomes of planning have an effect on everyone and for this reason everyone should have the opportunity to become involved in the planning process.

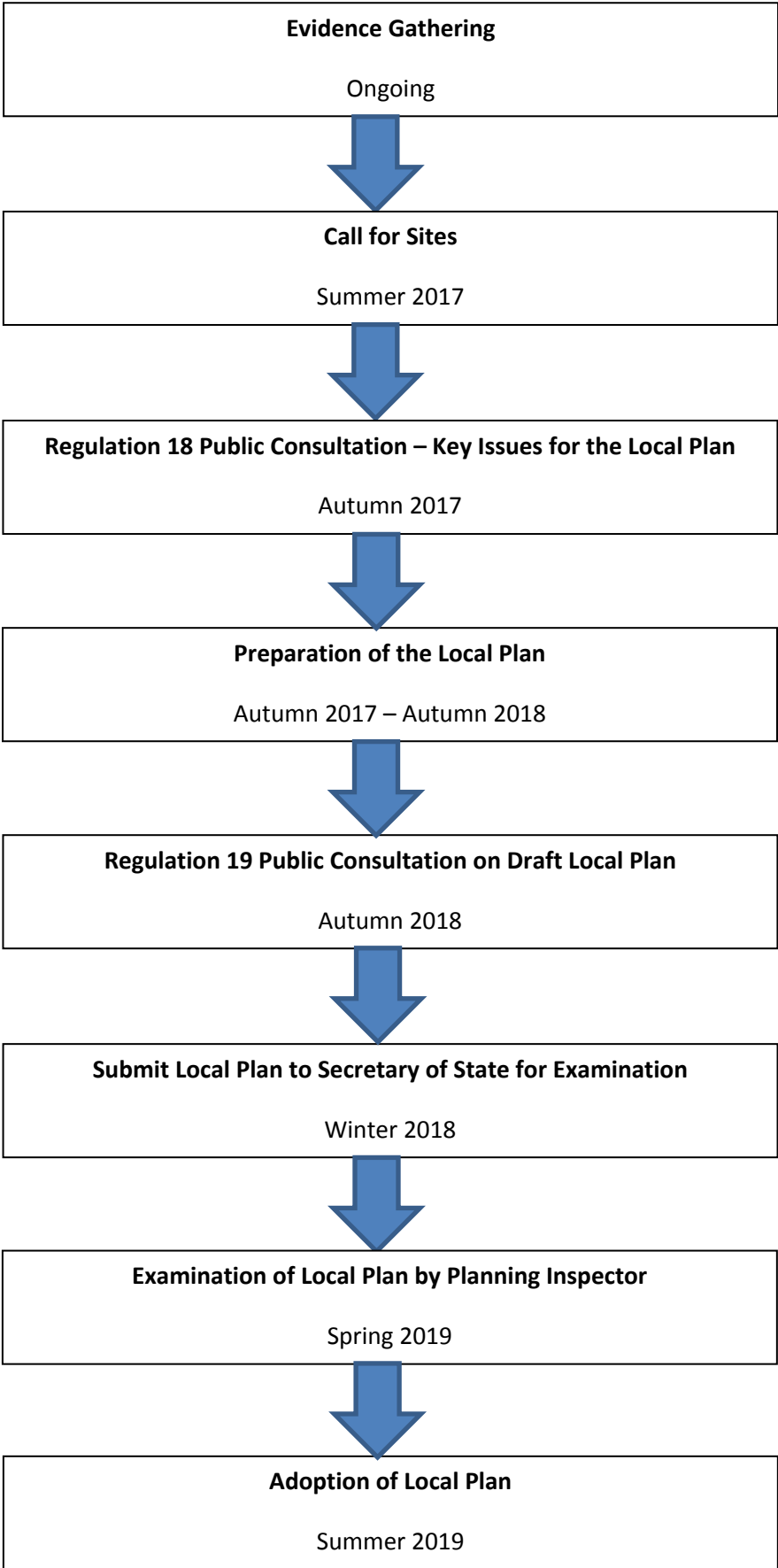
This document sets out the Council's approach to consulting and engaging the community on the Dover District Local Plan. The Local Plan goes through a number of stages of preparation and it is important to clearly set out how and when people can become involved in the process. This document also sets out the hierarchy of decision making in the Council; at what point key decisions will need to be made; and which Council committee will be responsible for making the relevant decisions, to ensure that the decision making process is as transparent as possible.

The principles set out in this document are consistent with the Council's Statement of Community Involvement (2016). The approach and specific suggestions are also in accordance with the Town and Country Planning (Local Planning) (England) Regulations (2012).

Process and Timetable

The process of producing a Local Plan involves different stages, many of which require the Council to consult with stakeholders and residents. The timetable for the preparation of the Local Plan is set out in the Council's Local Development Scheme <https://www.dover.gov.uk/Planning/Planning-Policy-and-Regeneration/Plan-Monitoring/Local-Development-Scheme.aspx>

Sustainability Appraisal and Habitat Regulations Assessment of the Local Plan
Ongoing



The main stages are outlined below:

Evidence Gathering

The Council is in the process of preparing a number of studies to support the Local Plan, including the Sustainability Appraisal and Habitat Regulations Assessment. The Council will carry out both formal and informal engagement with a range of stakeholders as part of the evidence gathering stage, the outcomes of which will inform the development of policies in the Local Plan.

Call for Sites

As part of the Housing and Employment Land Availability Assessment the Council will issue a call for sites. Here, developers, land owners, agents, and the public will be invited to submit sites to the Council for assessment, to see if they are suitable for inclusion within the Local Plan. There will also be an ongoing dialogue with developers and landowners throughout this study.

Public Consultation – Key Issues for the Local Plan (Regulation 18)

This stage in the process provides an opportunity for local residents and other key stakeholders to engage with the Council on the key issues that the Local Plan ought to cover. Consultation will take place with a wide range of stakeholders including local residents, developers and landowners, statutory consultees, internal departments within the Council and Members. A consultation document setting out key issues for the Local Plan will be published for an eight week period of consultation. Following on from the consultation, officers will review and respond to all representations received, and these will help inform the development of a draft Local Plan.

In addition to this, further consultation under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations (2012), will also be held with key stakeholders throughout the preparation of the Local Plan (see below).

Preparation of the Local Plan

Once the Council has established the key issues for the Local Plan to consider, officers will commence work on the preparation of the Plan. The Local Plan will be prepared in consultation with key stakeholders and will incorporate key findings from the Council's evidence base.

Public Consultation on the Draft Local Plan (Regulation 19)

Prior to the submission of the Local Plan for examination, the Council must consult the public on the draft Local Plan, this will also include the development management policies and sites allocated for future housing, employment and retail development. The document will be made available for an eight week period of consultation with local residents and other key stakeholders, and comments will be passed onto the independent Inspector appointed to examine the draft Local Plan.

Submit Local Plan to Secretary of State for Examination

Following the Regulation 19 Public Consultation on the Draft Local Plan, the draft Local Plan and associated documents will be submitted to the Secretary of State. This stage triggers the independent examination of the document.

Examination of Local Plan by Planning Inspector

The Secretary of State will appoint an independent Inspector (from the Planning Inspectorate) to consider the 'soundness' of the draft Local Plan as part of a public examination. In determining whether or not the draft Local Plan is 'sound', the Inspector will consider the representations received during the Regulation 19 consultation, and where appropriate, individuals or organisations that submitted representations will be invited, by the Inspector, to appear at the examination. Following the examination, the Inspector will produce a report in order to determine whether or not the plan can be considered to be 'sound'. This report may include changes to the draft Local Plan where the Inspector feels that these are necessary to ensure that the plan is sound.

Adoption of Local Plan

The final stage in the plan making process is the formal adoption of a Plan. In accordance with the Council's constitution, the adoption of the Local Plan must take place at a meeting of Full Council. Following adoption, the Local Plan will become the main document against which decisions on planning applications will be made.

Who will be Consulted

The Town and Country Planning (Local Planning) (England) Regulations 2012 requires Local Planning Authorities to consult both general consultation bodies and specific consultation bodies in the preparation of Local Plans, in addition to residents and other persons carrying out business in the local planning authority's area.

General consultation bodies include:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- bodies which represent the interests of different religious groups in the local planning authority's area;
- bodies which represent the interests of disabled persons in the local planning authority's area; and
- bodies which represent the interests of persons carrying on business in the local planning authority's area;

Specific consultation bodies include:

- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited (company number 2904587)
- the Highways Agency
- a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- electronic communications providers
- Electricity providers
- Gas providers

- Primary Care Trust
- Sewerage undertaker
- Water undertaker
- Homes and Communities Agency

Duty to Co-operate

The duty to co-operate was introduced in the Localism Act 2011 and places a legal duty on local planning authorities to engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation relating to strategic cross-boundary matters.

Paragraph 156 of the National Planning Policy Framework identifies the following as strategic issues requiring cooperation:

- The need for and provision of homes and jobs in an area;
- The provision of retail, leisure and other commercial development;
- The provision of infrastructure for transport, telecommunications, waste management, water supply and waste water treatment, flood risk management, the provision of minerals, and energy supply;
- The provision of infrastructure for health, security, community wellbeing and culture;
- Climate change mitigation and adaptation;
- The conservation and enhancement of the natural and historic environment.

A full list of ‘duty to cooperate bodies’ is set out in Part 2 of the Local Plan Regulations 2012, and Dover District Council's main duty to cooperate bodies are listed below. However, the nature of the duty means that it would never be possible to produce an exhaustive list.

- Kent and Medway Planning Authorities
- The Civil Aviation Authority
- The Environment Agency
- The Greater London Authority
- Highways England
- Historic England
- The Homes and Communities Agency
- South East Clinical Commissioning Group
- Canterbury and Coastal Clinical Commissioning Group
- Natural England
- The Office of Rail and Road
- Transport for London

The Council is also required to ‘have regard to’ the Local Enterprise Partnership (LEP) and Local Nature Partnership (LNP) for Kent and Essex when drawing up policies and plans. Both now have an important role in strategic planning – in particular, the LEP is responsible for bidding for and prioritising infrastructure investment, and a close working relationship is therefore crucial.

In February 2016 the Council adopted a Memorandum of Understanding in respect of the duty to cooperate between the East Kent Regeneration Board members. This includes:

- Ashford
- Canterbury
- Shepway
- Thanet

- Dover; and
- Kent County Council

The memorandum does not override the statutory duties and powers of the identified parties. It is not legally binding nor is it intended to cover every detailed aspect of their relationships; rather it is a statement of principles to guide relations between the parties and provide a set of workable ground rules for early discussion and co-operation in addressing strategic and cross-boundary issues.

Engagement Strategy

There are a variety of ways in which people and groups can become involved in the preparation of the Local Plan. The minimum requirements for consultation and community engagement are set out in the Council’s Statement of Community Involvement (2016). However, it is proposed that the Council is much more proactive in engaging with the local community, in keeping with the spirit of the Localism agenda. Table 1 therefore sets out a comprehensive engagement strategy for the Local Plan designed to reach out to as many people and groups as possible.

Table 1: Local Plan Engagement Strategy

Stage in Plan Preparation	Key Issues to be Considered	Methods of Engagement
Evidence Gathering (including Call for Sites) Ongoing	The Council is updating the evidence base to support the Local Plan. The evidence base will cover a variety of topics including: <ul style="list-style-type: none"> • Housing • Employment • Retail • Green Infrastructure • Open space and sports provision • Flooding • Landscape character • Climate change and energy efficiency • Transport • Viability 	<ul style="list-style-type: none"> • Hold workshops with key stakeholders and duty to co-operate bodies to involve them in the preparation of key evidence base documents. • Present the key findings from studies to the Council’s Leadership Forum. • Hold 1:1 meetings with stakeholders and service providers to discuss future needs, aspirations and service/infrastructure capacity issues and how any infrastructure issues can be overcome. • Organise regular meetings with the Planning Advisory Group to discuss key issues for the Local Plan. • Send emails/ letters informing consultees of consultation dates and how to view and respond to documents where appropriate. • Publicise on the Council’s Facebook page and Twitter as required. • Publicise progress on the Local Plan in the DDC Newsletter at appropriate stages in the process.

Stage in Plan Preparation	Key Issues to be Considered	Methods of Engagement
		<ul style="list-style-type: none"> ● Issue a call for sites, as part of the Housing and Economic Land Availability Assessment.
<p>Regulation 18 – Key Issues Consultation</p> <p>Autumn 2017</p>	<p>At the start of the Local Plan preparation process the Council is required to notify specific groups as to the subject of the Local Plan which it intends to prepare and invite them to make representations about what a Local Plan with that subject ought to contain.</p> <p>This consultation will set out the structure of the Plan and overarching themes to be covered by the Local Plan.</p> <p>At this stage it is envisaged that the Plan will cover the following issues:</p> <ul style="list-style-type: none"> ● Housing, employment and retail provision ● Infrastructure provision ● Health ● Sustainability ● Design ● Natural and historic environment ● Development management policies ● Site allocations <p>A key part of the Regulation 18 consultation will also be to ask the local community and key stakeholders whether they agree with the issues set out in the consultation document and if there are any other key issues for the District that should be included in the Local Plan.</p>	<ul style="list-style-type: none"> ● Eight week consultation period ● Consultation documents to be made available on the Council’s website and at the Council’s main office. ● Issue a Public notice. ● Send Letters/emails informing consultees of consultation dates and how to view and respond to documents. ● Hard copies of the consultation document to be made available at libraries in the District and in the mobile library, to reach more rural communities. ● Issue press releases advertising the consultation. ● Article in the DDC Newsletter (subject to timescales). ● Publicise on the Council’s Facebook page and Twitter. ● Produce leaflets, as appropriate.
<p>Preparation of the Local Plan</p> <p>Autumn 2017 – Autumn 2018</p>	<p>In preparing the Local Plan the Council will seek to address all the issues outlined above.</p>	<ul style="list-style-type: none"> ● Hold topic based workshops around the different issues to be addressed in the Local Plan with key stakeholders. ● Hold regular meetings with the Planning Advisory Group ● Brief Leadership Forum ● Hold 1:1 meetings with stakeholders and service

Stage in Plan Preparation	Key Issues to be Considered	Methods of Engagement
		<p>providers to discuss future needs, aspirations and service/infrastructure capacity issues.</p> <ul style="list-style-type: none"> ● Hold meetings with landowners and agents ● Hold meetings with Parish and Town Councils in the District if there are any specific issues facing a particular area ● Run specific sessions with young people and hard to reach groups ● Engage with the Gypsy and Travelling community ● Issue an online newsletter twice a year updating consultees on progress with the Local Plan
<p>Regulation 19 – Consultation on the Draft Local Plan</p> <p>Autumn 2018</p>	<p>Prior to the submission of the Local Plan to the Secretary of State for examination the Council is required to publish the draft Local Plan for consultation.</p> <p>The purpose of this consultation is to establish whether respondents support or object to the plan and, if they object, what the basis for their objection is.</p> <p>The consultation will also need to establish whether local people and statutory organisations consider the Council has met the legal requirements for the preparation of the plan and whether it meets the tests of soundness which are set out in the National Planning Policy Framework.</p> <p>The key tests of soundness are that a Plan is:</p> <ul style="list-style-type: none"> ● Positively prepared ● Justified ● Effective ● Consistent with national policy 	<ul style="list-style-type: none"> ● Eight week consultation period ● Consultation documents to be made available on the Council’s website and at the Council’s main office. ● Send the consultation document to specific consultation bodies. ● Inform general consultation bodies of the public consultation. ● Issue a Public notice. ● Send Letters/emails informing consultees of consultation dates and how to view and respond to documents. ● Hard copies of the consultation document to be made available at libraries in the District and in the mobile library, to reach more rural communities. ● Issue press releases advertising the consultation. ● Publicise progress on the Local Plan in the DDC Newsletter at appropriate stages in the process. ● Publicise on the Council’s Facebook page and Twitter. ● Produce leaflets, as appropriate. ● Hold a number of public exhibitions across the District, in towns and villages. These would be advertised and staffed at specific times.

Stage in Plan Preparation	Key Issues to be Considered	Methods of Engagement
<p>Submission to Secretary of State</p> <p>Winter 2018</p>	<p>The submission of the Local Plan to the Secretary of State triggers the examination in public of the Local Plan.</p>	<ul style="list-style-type: none"> • Council to appoint an independent programme officer that will be responsible for assisting the Inspector with the smooth running of the Examination. This will involve keeping people informed about the forthcoming examination. • Submit Local Plan and associated documents including Sustainability Appraisal and the Statement of Consultation to the Secretary of State. • All documents to be made available on the Council's website and at the Council's main offices. • Copies of documents to be sent to specific consultation bodies. • Inform general consultation bodies and anyone requesting notification of submission that documents are available for inspection. • Issue a Public Notice.
<p>Examination</p> <p>Spring 2019</p>	<p>The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound.</p> <p>The key tests of soundness are that a Plan is:</p> <ul style="list-style-type: none"> • Positively prepared • Justified • Effective • Consistent with national policy 	<p>Working with the programme officer, at least 6 weeks before the examination starts the Council will:</p> <ul style="list-style-type: none"> • Issue a Public Notice. • Publish details on the Council's website. • Notify people who made a representation of the time and place of examination and the name of the person appointed to hold the examination. • Publish all examination details including agendas, and statements on the Council's website.
<p>Adoption</p> <p>Summer 2019</p>	<p>Following Examination it will be for the Council to decide whether it wishes to adopt the Local Plan for decision making purposes.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Make adopted documents, adoption statement and the sustainability appraisal available for inspection and available on the Council's website. • Issue a Public Notice. • Inform all consultees of adoption. • Send the adoption statement to anyone who requested to be

Stage in Plan Preparation	Key Issues to be Considered	Methods of Engagement
		notified of adoption. <ul style="list-style-type: none"> • Send the adoption statement and document to the secretary of state.

How to comment, consideration of comments and feedback

Each stage of consultation on the Local Plan requires the submission of written or electronic comments known as representations to the Local Planning Authority.

The Council will make the consultation document available for comment online along with providing hard copies at specific deposit points across the District (this will include Council Offices; and libraries where appropriate). Supporting documents will also be available online where necessary.

Where possible the Council will actively encourage online responses to consultation. The Council's preferred means of receiving comments is through the interactive online system 'Objective' via the Council's website http://dover-consult.limehouse.co.uk/portal/?q:sortMode=title_asc&q:advanced=false&q:folderId=19736&pageSize=20. Using the Online Form has a number of advantages. It is the fastest and most accurate method and helps us to manage representations quickly and efficiently. It ensures that representations are attached to the correct section of the consultation document. It also allows respondents to provide their own summaries to representations, which helps us avoid any risk of misrepresentation of respondent concerns.

The Council however recognises that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available. Guidance notes will also be provided to aid completion of responses.

The use of planning jargon within consultation documents will be minimised. However, there are elements of consultations that are guided by regulations and the requirements of the examination in public. For example, response forms need to include questions related to the tests of soundness for planning documents, and if a person objects to an element of the Plan, they need to relate this to one of the tests of soundness. In order to assist people in negotiating these regulatory requirements, guidance on the tests of soundness will be provided.

Once representations are received, they will be added onto the Council's online consultation system 'Objective'. Once all representations have been processed in this way, confirmation emails/letters will be sent to all those who have submitted representations.

At the end of each consultation period, all representations will be considered and analysed by officers. A response will be formulated and changes will be proposed to the document, where necessary. A summary of all representations, responses and proposed changes will be considered and agreed by Councillors prior to moving onto the next stage.

Decision Making Framework for the Local Plan

Decisions will be made on the Local Plan by either Cabinet or Full Council, which are the Council's formal decision making bodies. These decisions can be reviewed by the Council's Scrutiny Committee who can make recommendations to Cabinet.

Officer groups, the Planning Advisory Group and Leadership Forum will feed into the Local Plan process; however these bodies cannot make formal decisions on the Local Plan.

Key decisions will need to be taken by the Council at the following stages of the Local Plan process:

- Evidence Gathering: Officers will update the Planning and Advisory Group and the Council's Leadership Forum on the preparation of the evidence base to support the Local Plan.
- Regulation 18 Public Consultation – Key Issues for the Local Plan: Approval was given by Cabinet in March 2017 to proceed with the Regulation 18 key issues consultation.
- Preparation of the Local Plan: Officers will involve the Council's Leadership Forum and the Planning and Advisory Group in the preparation of the Local Plan.
- Regulation 19 Public Consultation on the Draft Local Plan: Officers will seek approval from the Council's Cabinet prior to going out to consultation on the draft Local Plan.
- Submit Local Plan to Secretary of State for Examination: Officers will seek approval from the Council's Cabinet and Full Council prior to submitting the Local Plan to the Secretary of State for Examination.
- Examination of Local Plan by Planning Inspector: The Secretary of State will appoint an independent Government Inspector (from the Planning Inspectorate) to consider the 'soundness' of the draft Local Plan as part of a public examination.
- Adoption of Local Plan: In accordance with the Council's constitution, the Local Plan will be presented to a meeting of Full Council for formal adoption.

Subject:	ADOPTION OF THE WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL
Meeting and Date:	Cabinet – 8 May 2017
Report of:	Nadeem Aziz – Chief Executive
Portfolio Holder:	Councillor Nick Kenton, Portfolio Holder for Environment, Waste and Planning
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To adopt the Waterloo Crescent Conservation Area Appraisal as a Local Development Document.

Recommendation: Cabinet agrees to:

1. the proposed responses to the representations received and the resulting modifications to the Waterloo Crescent Conservation Area Character Appraisal as set out in Appendix 1;
2. adopt the Waterloo Crescent Conservation Area Character Appraisal as a Local Development Document as set out in Appendix 2; and
3. authorise the Head of Regeneration and Development, in conjunction with the Portfolio Holder, to make any necessary editorial changes to the Waterloo Crescent Conservation Area Appraisal to assist with clarity, consistency, explanation and presentation.

1. Summary

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

1.2 There are three key recommendations in the Appraisal:

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

2. Introduction and Background

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

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

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

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

Development of a strategy for enhancement of the public realm

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

Publication of a design guide for the replacement of windows

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

Enhancement of the setting of the war memorial

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

Proposed extensions to the existing Waterloo Crescent Conservation Area boundary

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

3. Esplanade and beach in front of Waterloo Mansions

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

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

3. Identification of Options

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

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

4. Evaluation of Options

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

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

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

5. Resource Implications

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

6. Corporate Implications

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

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

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

6.4 Other Officers (as appropriate): none

7. Appendices

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

Appendix 2 – Waterloo Crescent Conservation Area Appraisal January 2017.

Background Papers

Cabinet Report of 9 January 2017.

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX 2

DRAFT WATERLOO CRESCENT CONSERVATION AREA CHARACTER APPRAISAL

May 2017

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1. Introduction

1.1. Background

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

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

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

This appraisal looks at the following issues:

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

1.2. Planning Policy Context

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

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

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

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

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

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

1.3. Community Involvement

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

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

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

1.4. Summary of Significance

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

2. The Character Appraisal

2.1. Overview

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

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

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

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

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

2.2. The Built Heritage

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

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

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

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

a) Waterloo Mansions, Waterloo Crescent

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

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

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

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

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

b) Cambridge Terrace, Cambridge Road

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

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

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

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

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

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

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

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

d) 60th Rifles Memorial

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

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

e) The public realm

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

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

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

f) The setting of the conservation area

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

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

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

3. Management Plan

3.1. Vulnerabilities and Negative Features

a) Loss of historic detailing

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

b) Street furniture and the public realm

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

c) Setting of the conservation area

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

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

d) Conservation of key views

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

3.2. Recommendations

a) ~~Extensions of boundary~~

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

b) Enhancement of the public realm

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

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

c) Design guidance on replacement windows

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

d) Enhancement of the setting of the war memorial

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

4. Appendices

4.1. Historic Development

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

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

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

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

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

4.2. References

Bavington Jones, J (1907) Dover: A Perambulation of the Town, Port, and Fortress.

Parfitt, K (2009) Dover Cable Car Project Historic Environment Implications Report, Canterbury Archaeol. Trust (unpublished report)

4.3. Glossary

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

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

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

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

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

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

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

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

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

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

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

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

1. Summary

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

2. Introduction and Background

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

Proposed extensions to the existing Nelson Street, Deal Conservation Area

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

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

5. Evaluation of Options

5.1 The Appraisal was produced in response to the recommendations in the Dover District Heritage Strategy and the accompanying Action Plan, with reassessment of the existing boundary a key task of the Appraisal process.

5.2 The extension of the Conservation Area designation will ensure that the proposed areas are afforded a level of protection from development that potentially could otherwise be damaging to the special character of the area. As the Appraisal has identified the three areas as meeting the criteria for being of architectural or historic character and appearance, their inclusion within the Conservation Area boundary is warranted.

5.3 If the boundary extensions are not approved and adopted, then the benefits outlined above would not be realised and the special character of the Conservation Area could be at risk through inappropriate development. The first option is, therefore, recommended.

6. Resource Implications

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

7. Corporate Implications

7.1 Comment from the Section 151 Officer: “Finance has been consulted and has nothing further to add (SB)”.

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

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

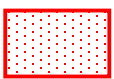
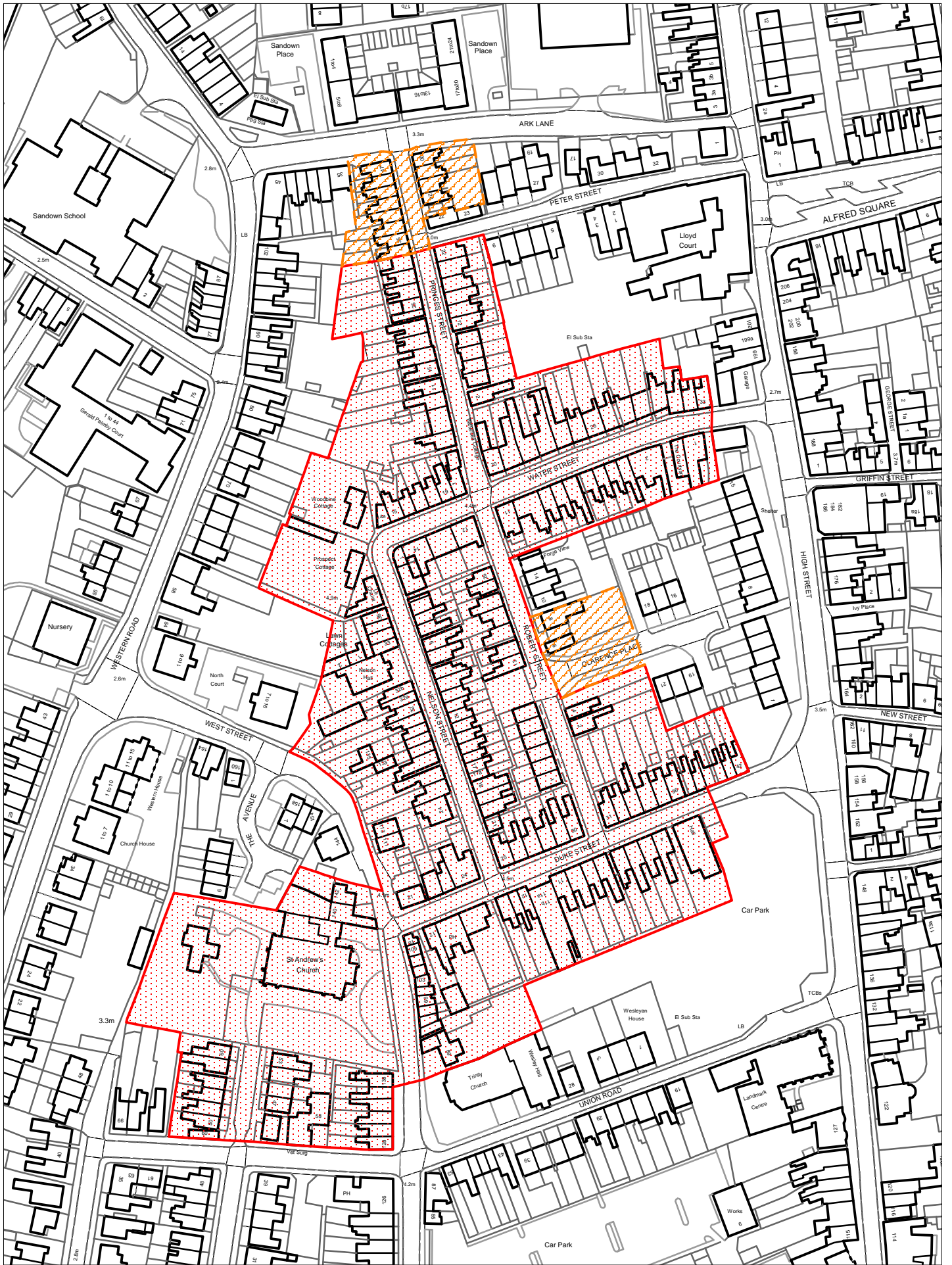
8. Appendices

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

Background Papers

Cabinet Report 9th January 2017.

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



Existing Conservation Area Boundary



Proposed extension to Conservation Area



Not to Scale



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

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

Recommendation:

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

1. Summary

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

2. Introduction and Background

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

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

charge. Following engagement with stakeholders including the Kent Police Secure By Design team in helping to determine the preferred location it is not anticipated the site will encounter the difficulties of the old area.

- 2.3 Play provision in connection with housing provided under the Housing Act 1985 in the Mill Hill ward had been made in four locations (Elizabeth Carter Avenue, Leivers Road, Marlborough Road and Wilson Avenue). However, three of the existing sites were decommissioned when the play equipment reached the end of its life. The sites do not meet current national play area guidance when considering suitable locations for play and cannot be reopened for this use. The remaining play areas in the ward are located in Wilson Avenue (provided by the Council under Housing Act powers) and Cowdray Square (held under non Housing Act powers). However, the play equipment in Cowdray Square is reaching the end of its life and a new project is proposed to renew the equipment and replace the lost provision in the ward.
- 2.4 Although both areas of land are currently held under non-Housing Act powers it is proposed that the play areas will be provided in connection with housing accommodation and appropriate the land to be held for the purposes of Part II of the Housing Act 1985. As the Council own both assets it is only the statutory purpose for which these assets are held that would change.
- 2.5 The areas of land would be appropriated under Section 122(1) of the Local Government Act 1972, which provides that a council "...may appropriate for any purpose for which the council are authorised ... to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation...".
- 2.6 The land at Cowdray Square forms part of an open space and a notice of intention to appropriate the land will need to be placed for two weeks in a local newspaper in order to comply with section 122(2A) of the Local Government Act 1972. Any objections to the proposed appropriation will need to be considered before a decision can be made as to whether to proceed with the appropriation. It is recommended that the Director of Environment and Corporate Assets be authorised to consider any objections and to make the appropriation/or not as he considers appropriate.
- 2.7 As required by section 12 of The Housing Act 1985 Secretary of State consent has been requested and granted to provide and maintain the two play areas in connection with housing accommodation. Copies of the consent are shown in appendices 3 and 4.
- 2.8 It is therefore recommended that Cabinet appropriate the two areas of land shown on appendices 1 and 2 to be held for the purposes of Part II of the Housing Act 1985.

3. **Identification of Options**

- 3.1 Option 1: To do nothing.
- 3.2 Option 2: To support the proposals and appropriate the two areas of land to be held for the purposes of Part II of the Housing Act 1985.

4. **Evaluation of Options**

- 4.1 Option 1: This is not a recommended option as the play areas cannot be provided in connection with housing accommodation if the land is not appropriated to be held for housing purposes and this would have budgetary implications.
- 4.2 Option 2: This is the recommended option as it will allow the play areas to be held for the purposes of Part II of the Housing Act 1985 and be funded accordingly.

5. **Resource Implications**

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

6. **Corporate Implications**

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

7. **Appendices**

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

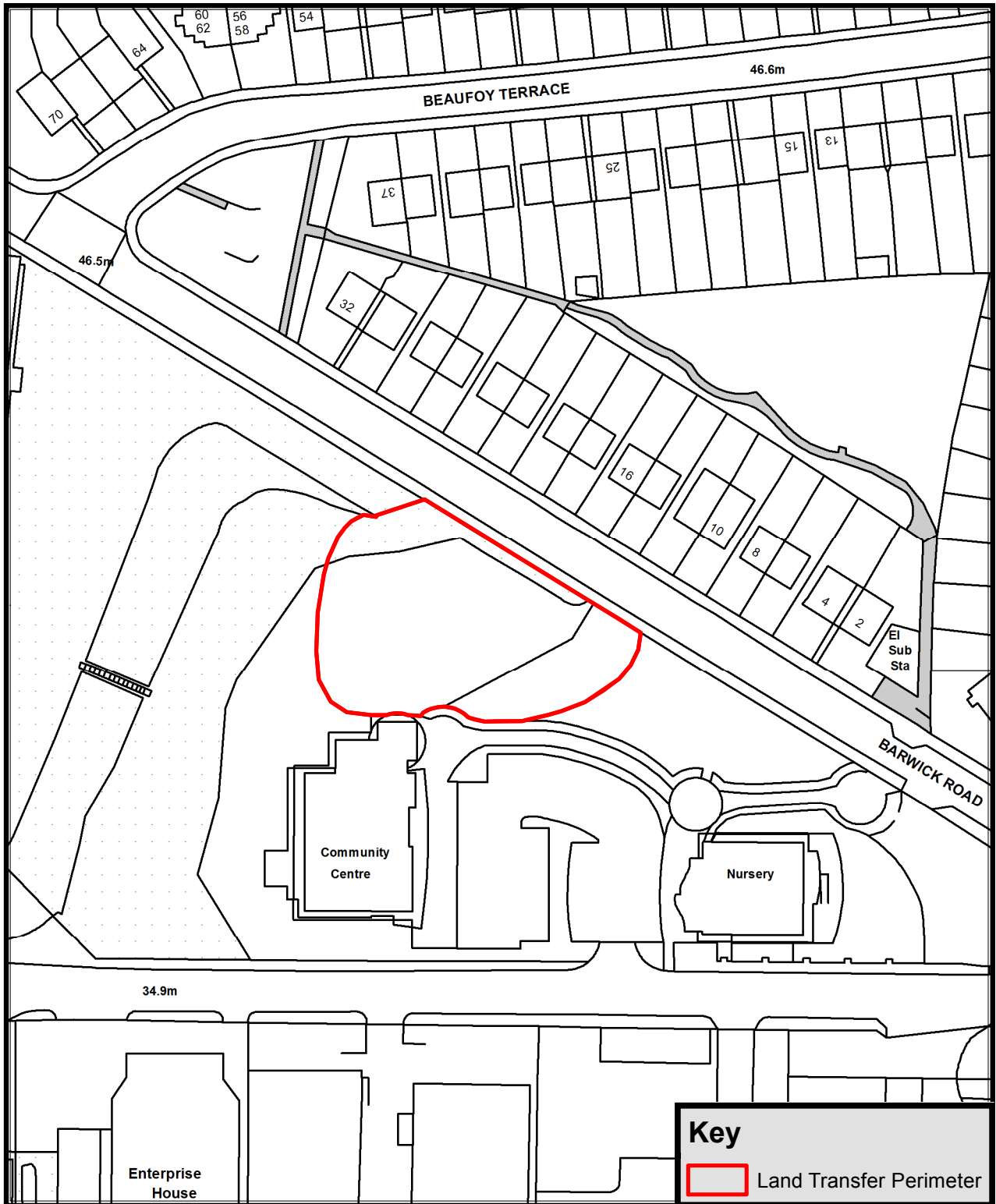
Appendix 2 – Plan of Cowdray Square, Deal proposed play area

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

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

8. **Background Papers**

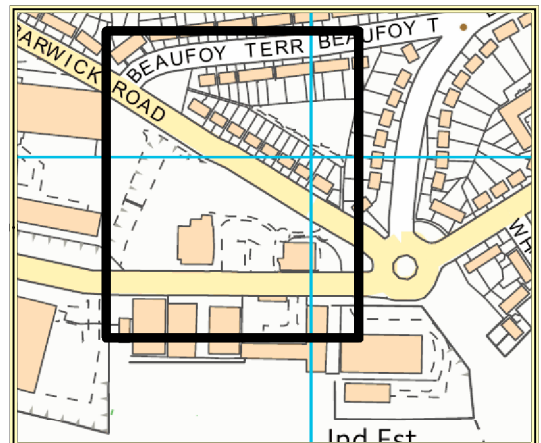
Contact Officer: Rebecca Champion, Valuation Officer



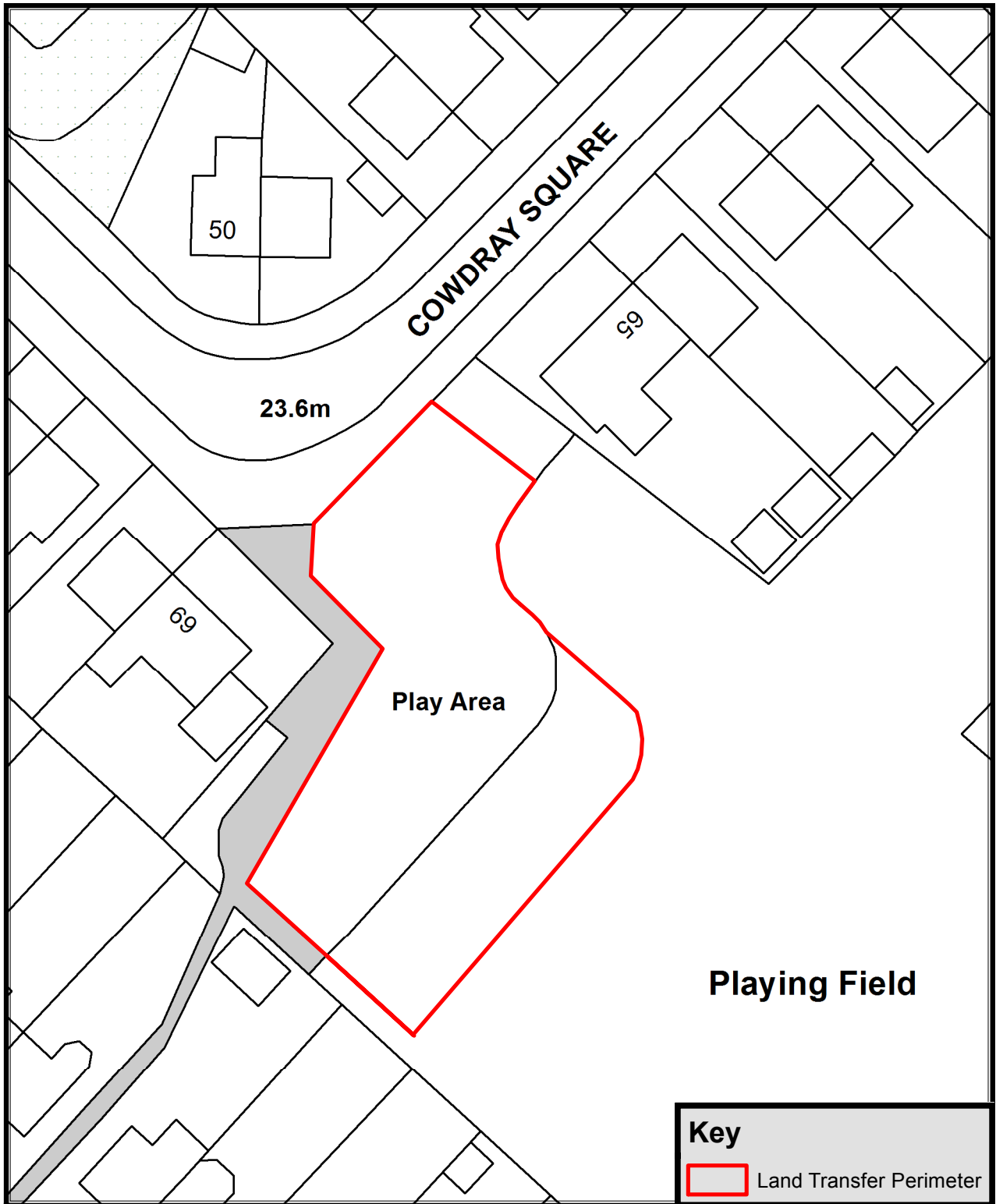
Scale 1:1000

Address: Land at Triangles Community Centre
Dover

Postcode: CT17 0HL



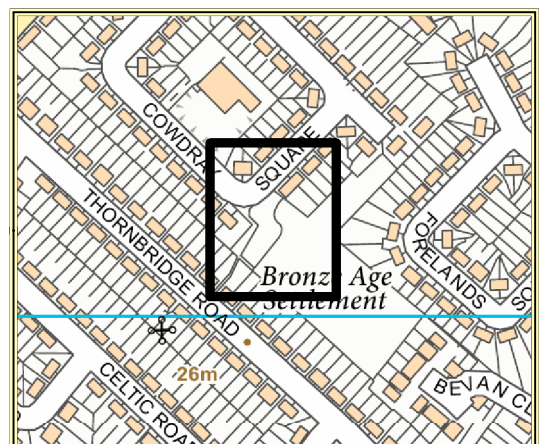
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Scale 1:500

Address: Land at Cowdray Square Play Area
Deal

Postcode: CT14 9ES



Scale 1:5,000



Department for
Communities and
Local Government

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

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

30 March 2017

Dear Mrs Champion

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

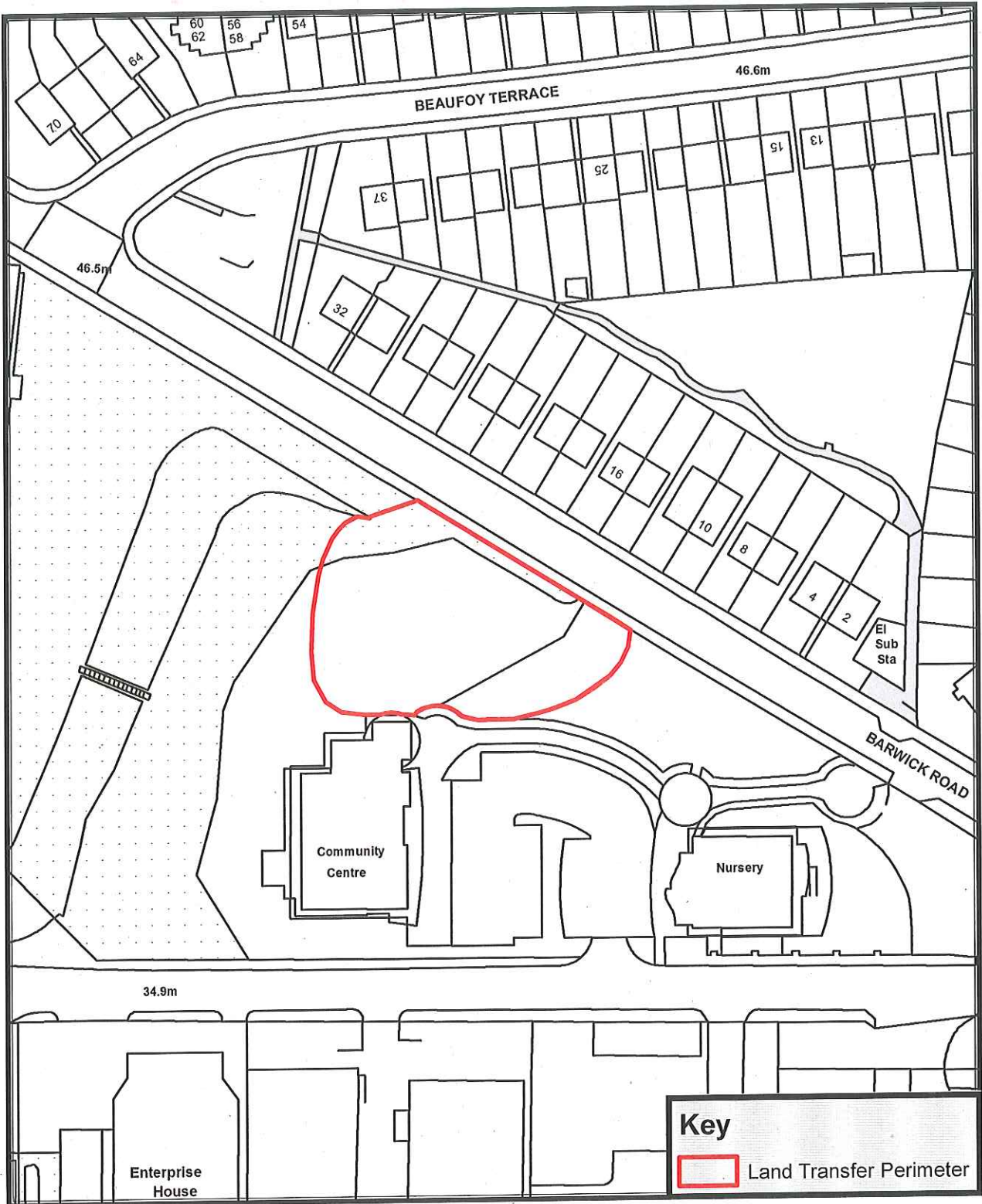
1. Thank you for your email of 6th March 2017 (and attachments).
2. In exercise of his powers under section 12 of the Housing Act 1985, and after consulting with the Homes and Communities Agency, the Secretary of State for Communities and Local Government hereby consents to Dover City Council to appropriate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

Yours sincerely

Rebecca Shrubsole

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

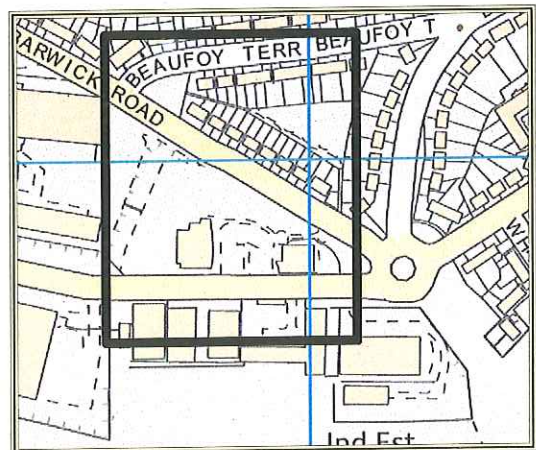
Tel 0303 444 3728
Email: Henry.Boye@communities.gsi.gov.uk



Scale 1:1000

Address: Land at Triangles Community Centre
Dover

Postcode: CT17 0HL



Scale 1:5,000



Department for
Communities and
Local Government

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

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

30 March 2017

Dear Mrs Champion

HOUSING ACT 1985 - SECTION 12

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

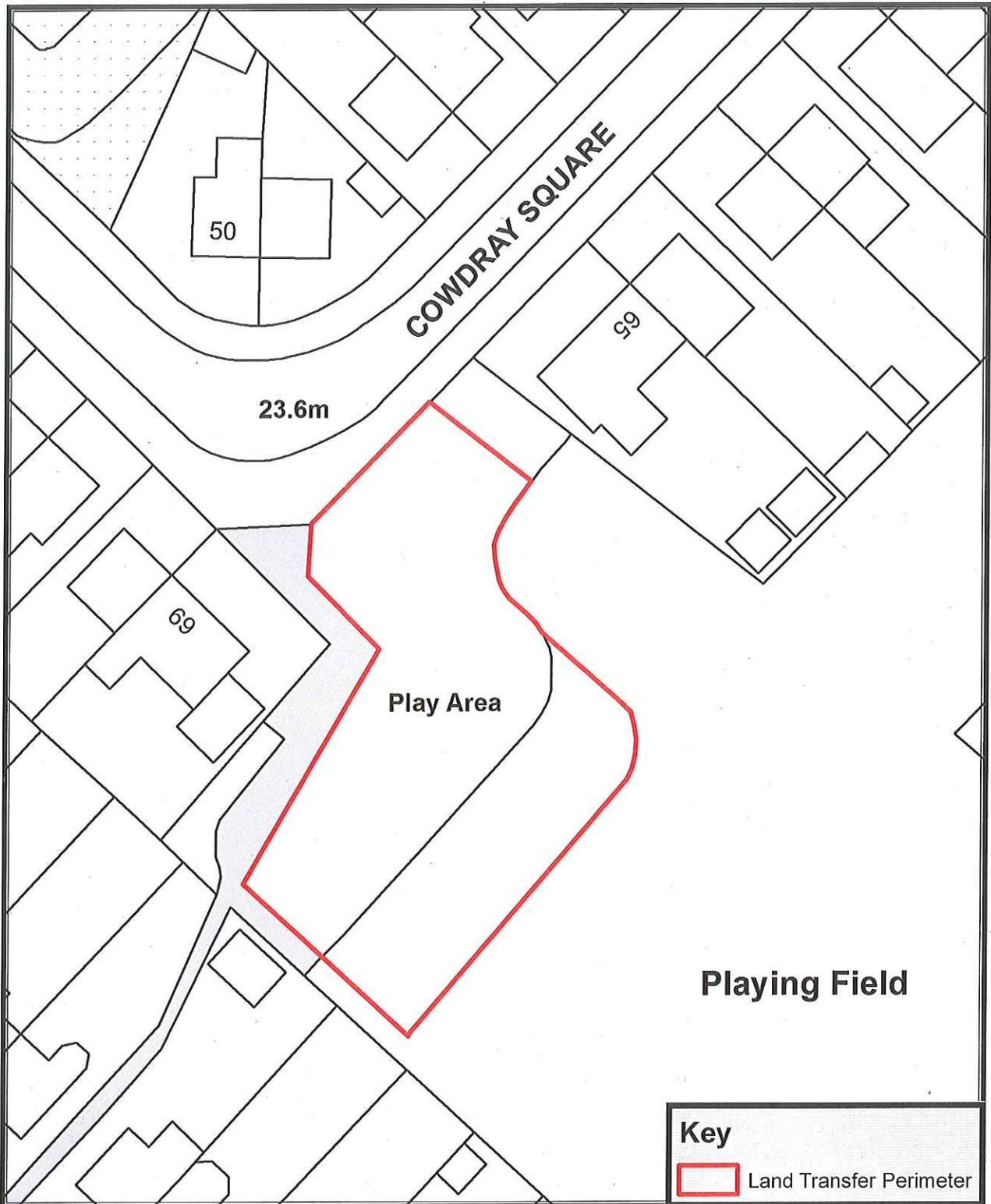
1. Thank you for your email of 6th March 2017 (and attachments).
2. In exercise of his powers under section 12 of the Housing Act 1985, and after consulting with the Homes and Communities Agency, the Secretary of State for Communities and Local Government hereby consents to Dover City Council to appropriate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

Yours sincerely

Rebecca Shrubsole

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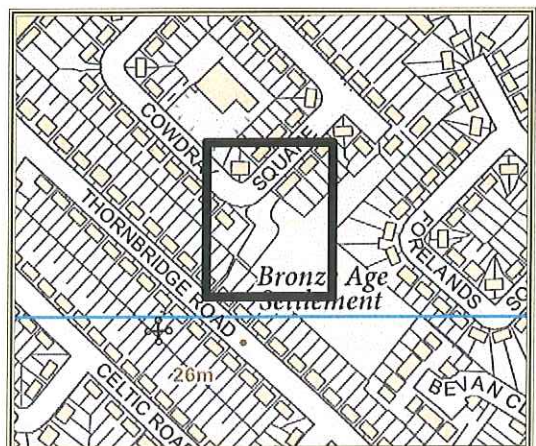
Tel 0303 444 3728
Email: Henry.Boye@communities.gsi.gov.uk



Scale 1:500

Address: Land at Cowdray Square Play Area
Deal

Postcode: CT14 9ES



Scale 1:5,000

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

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

1. Summary

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

2. Introduction and Background

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

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

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

3. **Identification of Options**

- 3.1 Not applicable.

4. **Resource Implications**

- 4.1 None.

5. **Corporate Implications**

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

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

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

6. **Appendices**

Appendix 1 – Q4 Performance Report

7. **Background Papers**

None.

Contact Officer: Colin Cook, Head of Corporate Services

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

Introduction

- Summary of Performance Indicators

KEY

▲	Improved performance
▶	Maintained performance
▼	Decline in performance

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

Shared Services Performance

EK Services

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

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

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

⁸
EK Services Director's Comments

Performance:

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

Specific areas are:

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

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

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

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

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

Key Initiatives/Outcomes:

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

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

Concerns/Risks:

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

EK Housing

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

East Kent Housing Director's Comments:

Performance:

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

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

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

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

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

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

Key Initiatives/Outcomes:

None for Q4

Concerns/Risks

None for Q4

Finance, Housing & Community

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

Performance Summary – General Fund, HRA and Capital

Performance:

General Fund Revenue Budget

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

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

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

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

Housing Revenue Account

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

Housing Revenue Account Budget Summary:

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

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

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

Medium Term Capital Programme

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

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

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

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

Concerns/Risks:

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

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

Key Initiatives/Outcomes:

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

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

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

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

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

Governance

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

Governance

Governance Director's comments

Performance:

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

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

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

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

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Key Initiatives/Outcomes:

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

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

2017 Kent County Council Elections and General Election

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

Concerns/Risks:

Nothing to report for Q4

DDC Headcount Analysis

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

Environment & Corporate Assets

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

Environment & Corporate Assets Director's comments

Performance:

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

Environment & Corporate Assets

Key Initiatives/Outcomes:

Assets, Corporate Property & Building Control

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

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

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

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

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

Waste Services

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

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

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

Environment & Corporate Assets

Parks & Open Spaces

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

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

Parking

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

Museum & Tourism

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

Concerns/Risks:

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

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

Regeneration & Development -

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

Regeneration & Development Director's comments:

Performance:

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

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

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

Key Initiatives/Outcomes:

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

8
An action plan to review performance management, decision-making and other related matters has been developed in discussion with the Department's senior management team.

Concerns/Risks:

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

Digital

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

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Quarterly Focus

Environmental Health (Public and Environmental Protection) 2016-2017

The Environmental Health remit is extremely broad and includes:

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

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

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

Enforcement Action

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

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

Digital Review

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

Better Business for All

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

Food Safety Seminar

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

Business Newsletters

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

Food Hygiene Rating Scheme

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

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

Tattoo Hygiene Rating Scheme

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

Food Poisoning Outbreak

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

Port Health Dover Harbour Development

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

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

Mosquitoes

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

Bathing Water

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

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

Air Pollution

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

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

Contaminated Land

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

Events 2016/2017

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

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

Subject:	APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2017/18
Meeting and Date:	Cabinet – 8 May 2017
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Paul Watkins, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: For Cabinet to determine the appointments to outside bodies for 2017/18.

- Recommendation:**
1. That Cabinet determines the appointments to outside bodies detailed at Appendix A (subject to 2. below).
 2. That Cabinet determines whether to continue to appoint representatives to those bodies detailed at paragraph 2.2 which do not provide insurance cover for Members against public and personal liability.
 3. That Cabinet requests the Leader of the Council to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is not available (and where the constitution of the body allows this).
 4. That Cabinet approves the appointment of the Chief Executive to the Kent Forum.
-

1. Summary

- 1.1 The Cabinet is responsible for appointing Members at the start of each Council year to serve on outside bodies. The appointments to be made by Cabinet for 2017/18 are shown at Appendix A.
- 1.2 Cabinet's attention is drawn to the fact that three of the outside bodies to which appointments are due to be made do not currently have insurance cover in place to indemnify our Members against public and personal liability.
- 1.3 There is one nomination to be made to the Mary Hougham Almshouses charity. Councillor A Friend is the current appointee to the charity which has advised that he may be re-appointed if Cabinet so wishes. If not, the person appointed should ideally have an interest in, and feel that they can bring expertise to, the work of the charity. (The other trustees appointed by the Council are currently Councillor B Gardner and Mr Albert Taylorson.)
- 1.4 There is also one nomination to be made to the Municipal Charities of Dover. The current appointee is (former Councillor) Mick Smith, and the charity will not be in a position to indicate whether it wishes him to be re-appointed until July. The nominated person must reside within the 'area of benefit' covered by the charity - this being the old borough of Dover plus the parishes of Alkham, Capel-le-Ferne, Hougham Without, Langdon, River, Shepherdswell with Coldred, Temple Ewell and

Whitfield. (The other trustees appointed by the Council are currently Councillor P Beresford, Mrs S Nicholas, Mr A Shirley and Mr R Walkden.)

2. Introduction and Background

2.1 Members who serve on outside bodies solely to represent the Council's views, or for observational purposes, are covered by the Council's insurance policies. However, Zurich Municipal, the Council's insurance provider for personal and public liability, has confirmed that it will not insure Members who are expected to make decisions on behalf of the body to which they have been appointed. There are three bodies that require Members to make decisions on their behalf but which do not currently have the appropriate insurance cover in place, as detailed in the table at 2.2.

2.2 It is unlikely that these bodies would be willing and/or able to arrange insurance cover for our Members. That said, most, if not all, of the decisions being taken by Members will be relatively innocuous, and the risk is therefore likely to be low. Nevertheless, it is possible that a member of the public could initiate legal proceedings against an outside body in relation to a decision in which one of our Members (or representative) has been involved. Members serving on these bodies have been (or will be) warned of the implications and advised not to participate in a decision if they have concerns.

Outside Body	Member Appointed 2016/17	Strategic or Community Classification
Industrial Communities Alliance	Councillor S Manion	Strategic
Sandwich & Pegwell Bay Management Committee	Councillor M Holloway	Community
Southern & South East England Tourist Board	Councillor K Morris	Strategic

3. Identification of Options

3.1 Option One – To appoint representatives to all the bodies outlined in Appendix A of the report (including those without appropriate insurance cover).

3.2 Option Two – To appoint representatives to only some of the bodies outlined in Appendix A of the report (possibly to include withdrawing representation from all or some of those bodies without appropriate insurance cover).

4. Evaluation of Options

4.1 The benefits of having Members on those bodies without insurance outweigh any risks, which are considered to be low. Furthermore, appointments to external organisations classified as strategic help to promote linkages between the Council and other organisations for the purpose of furthering the Council's objectives. The community appointments made by Cabinet are considered to be part of the community role of Members, but also support various targets within the Corporate Plan relating to issues such as health, leisure and communities. For these reasons, Option One is the recommended option.

5. **Resource Implications**

- 5.1 Members appointed will be entitled to claim the appropriate levels of travel and subsistence allowance in relation to performing these duties. This expenditure will be funded from existing Member budgets. Members serving as charity trustees are not permitted to claim expenses from the Council since there is a legal principle that charity trustees should not benefit from their participation in the affairs of the charity. Members in this position are expected to claim expenses from the charity concerned.

6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add (VB).
- 6.2 Comment from the Solicitor to the Council: 'The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.'
- 6.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications, however, in discharging their responsibilities, Members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 (<http://www.legislation.gov.uk/ukpga/2010/15>)'.
- 6.4 Other Officers (as appropriate): None.

7. **Appendices**

Appendix A – Schedule of Member Appointments for 2017/18

8. **Background Papers**

Democratic Services' Outside Bodies Appointments Files

Contact Officer: Kate Batty-Smith (ext. 2303)

Appendix A

Outside Bodies

Schedule of Member Appointments for 2017/18

Organisation Name	Expiry Date	Number to Appoint	Term	Current Appointee(s) (2016/17)	New Appointee(s) 2017/18
Action With Rural Communities In Kent	May 2018	2	1 Year	M Ovenden F Scales	
Age Concern Deal (Liaison Committee)	May 2018	1	1 Year	P Heath	
Aylesham & District Workshop Trust	May 2018	1	1 Year	L Keen	G Cowan nominated
Canterbury and Coastal Health and Wellbeing Board	May 2018	1	1 Year	S Chandler	
Deal Fairtrade Steering Group	May 2018	1	1 Year	P Hawkins	P Hawkins nominated
Dover Bronze Age Boat Trust	May 2018	1	1 Year	A Richardson	
Dover, Deal & District Citizens Advice Bureau	May 2018	2	1 Year	P Beresford R Frost	
Dover District Volunteering Centre	May 2018	1	1 Year	K Morris	
Dover Fairtrade Steering Group	May 2018	1	1 Year	D Hannent	
East Kent Housing Board	May 2018	1	1 Year	S Chandler	
East Kent Housing Dover Area Tenants' Board	May 2018	2	1 Year	P Beresford M Rose	
East Kent Spatial Development Co.	May 2018	1	1 Year	P Watkins	
Industrial Communities Alliance	May 2018	1	1 Year	S Manion	
JAC Kent Downs AONB Partnership	May 2018	1	1 Year	N Kenton	

Outside Bodies

Schedule of Member Appointments for 2017/18

Organisation Name	Expiry Date	Number to Appoint	Term	Current Appointee(s) (2016/17)	New Appointee(s) 2017/18
Kent County Playing Fields Association	May 2018	1	1 Year	P Beresford	
Kent Forum	May 2018	1 + Officer	1 Year	P Watkins	
Local Enterprise Partnership Board & Executive	May 2018	1	1 Year	P Watkins	
Local Government Association – General Assembly	May 2018	1	1 Year	P Watkins	
Mary Hougham Almshouses	May 2021	1	4 Years	A Friend	
Municipal Charities of Dover	May 2021	1	4 Years	Mr J M Smith	
Police & Crime Panel for Kent	May 2018	1	1 Year	K Morris	
River Dour Partnership	May 2018	1	1 Year	N Collor	
River Stour (Kent) Internal Drainage Board	May 2018	2	1 Year	M Conolly M Ovenden	
Sandwich & Pegwell Bay National Nature Reserve Management Committee	May 2018	1	1 Year	M Ovenden	
South East England Councils (SEEC)	May 2018	1	1 Year	P Watkins (sub: M Conolly)	
South Kent Coast Health & Wellbeing Board	May 2018	2	1 Year	P Watkins P Beresford	
Southern And South East England Tourist Board	May 2018	1	1 Year	K Morris	
Stagecoach Bus Users' Group	May 2018	1	1 Year	Mrs S Nicholas	

Subject:	APPOINTMENT OF PROJECT ADVISORY GROUPS 2017/18
Meeting and Date:	Cabinet – 8 May 2017
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Paul Watkins, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: For Cabinet to appoint six Project Advisory Groups and determine the membership of these as follows: (1) Local Plan; (2) Dover Town Centre & Waterfront; (3) Dover Leisure Centre; (4) Commercial Investment; (5) Residential Investment; and (6) Investment Advisory

- Recommendation:**
1. That Cabinet appoints a Local Plan Project Advisory Group for the Council year 2017/18 on the basis outlined at Appendix A of the report,
 2. That Cabinet appoints a Project Advisory Group for Dover Town Centre and the Waterfront for the Council year 2017/18 on the basis outlined at Appendix B of the report.
 3. That Cabinet appoints a Dover Leisure Centre Project Advisory Group for the Council year 2017/18 on the basis outlined at Appendix C of the report.
 4. That Cabinet appoints a Commercial Investment Project Advisory Group for the Council year 2017/18 on the basis outlined at Appendix D of the report.
 5. That Cabinet appoints a Residential Investment Project Advisory Group for the Council year 2017/18 on the basis outlined at Appendix E of the report.
 6. That Cabinet appoints an Investment Advisory Group for the Council year 2017/18 on the basis outlined at Appendix F of the report.

1. Summary

- 1.1 The Cabinet has annually appointed an Advisory Group to assist the Portfolio Holder for Environment, Waste and Planning, and therefore the Cabinet, on a range of Local Plan related matters. In recognition that the Project Advisory Group (PAG) on the Local Plan should be more inclusive, it is recommended that the membership of the Group is reviewed, and a range of organisations be invited to attend meetings on an ad hoc basis so that subjects can be discussed in a more rounded forum.
- 1.2 In 2010 Cabinet agreed that a PAG should be established to advise Cabinet on proposals for the Dover town centre site at St James's (CAB 65). It was agreed in 2015 that this Group should be expanded to cover regeneration plans for Dover town centre in general and the waterfront.

- 1.3 On 11 January 2016 Cabinet agreed that a PAG should be established to advise the Portfolio Holder for Property Management and Public Protection in relation to proposals for a new leisure centre in Dover (CAB 88).
- 1.4 The establishment of Commercial and Residential Investment Project Advisory Groups was agreed by Cabinet at its meeting held on 21 November 2016 (CAB 87) in order to implement the Council's Property Investment Strategy, adopted on 30 November 2016.
- 1.5 In 2009 Cabinet agreed the establishment of an Investment Advisory Group (CAB 119). Although the PAG has not met since July 2010, it is considered prudent to re-appoint it for the Council year 2017/18.

2. **Introduction and Background**

- 2.1 The Council's Constitution (Part 3 – Responsibility for Functions) outlines the following rules concerning the appointment of Project Advisory Groups:

Unless otherwise agreed by Cabinet, an Advisory Group shall:

- (a) comprise of 5 members including the appropriate Portfolio Holder who shall chair the Group;
- (b) as far as possible, the Group will be appointed in accordance with the rules on political balance;
- (c) particular regard shall be had to include a relevant ward Member on the Group.

Local Plan

- 2.2 The last meeting of the Local Plan Project Advisory Group was held on 27 February 2012, prior to consultation on the Land Allocations Local Plan. The Group was established to represent a wide range of interests and organisations. It is not a decision-making body but was initially established to advise Cabinet, via the Portfolio Holder, on the preparation of the Core Strategy and Land Allocations Local Plan.
- 2.3 The Council is commencing a Review of the Local Plan and this seems an opportune time to review the existing membership of the PAG to ensure that it is as inclusive as possible, particularly as some of the representatives on the original PAG were often unable to make key meetings. It is also particularly important at this stage in the process to review the membership of the PAG as Cabinet agreed on 1 March 2017 that Officers would not seek approval from Cabinet on a draft (Preferred Options) Local Plan or authority to consult on the draft Local Plan. Instead it was agreed at that meeting that there would be informal engagement as part of the preparation of the Local Plan, and that the membership of the Local Plan PAG would be reviewed. Appendix A sets out the proposed changes to the membership of the Local Plan PAG.
- 2.4 It is recommended that the core membership of the PAG is changed to make it more inclusive. It is also recommended that other stakeholders/interested parties are invited as required by the Chairman of the PAG to attend specific meetings to discuss issues such as the Council's proposed approach towards housing, employment and leisure. This would ensure that there is a much more rounded

discussion on key issues, and would have the added advantage of trying to build consensus through the development of the Local Plan Review process.

Dover Town Centre and Waterfront

- 2.5 This PAG was originally tasked with considering proposals relating to the St James's town centre site in order to advise Cabinet whether they were of a suitable standard and style, and appropriate for the location, taking into account issues such as scale, form, physical constraints and financial viability. The PAG comprises a range of Members from all parties.
- 2.6 As a consequence of the significant progress that has been made on the St James's scheme, the PAG has recently turned its focus to adjacent needs within the town centre/waterfront. The PAG last met on 30 November 2016, and consultants appointed by the Council, Dover Harbour Board and a landowner to prepare a Masterplan for the Dover Waterfront area and Public Realm Improvements updated the PAG on their emerging findings. It is intended that the PAG will be reconvened at key stages of the commission.

Dover Leisure Centre

- 2.7 The Dover Leisure Centre PAG was established in January 2016. This PAG currently meets approximately once a month. Its role is to provide cross-party and public feedback to Officers and Cabinet on proposals for the new leisure centre.

Commercial and Residential Investment

- 2.8 These PAGs were established in November 2016 to advise the Portfolio Holder on opportunities for investment in commercial and residential properties and the strategy for the future management of such properties. Both PAGs met for the first time in February 2017.

Investment Advisory

- 2.9 This PAG was established in 2009 in the aftermath of the collapse of the Icelandic banks. As the situation settled down, the frequency of meetings declined. Moreover, in September 2010, the PAG's role in treasury management monitoring and reporting was assumed by the Governance Committee. In the light of these developments, it was decided that the PAG would be retained, but would meet only as necessary. It is considered prudent to re-appoint to the PAG so that it can meet quickly in 2017/18 should the need arise.

3 Identification of Options

- 3.1 Option One – To appoint all six Project Advisory Groups.
- 3.2 Option Two – To not appoint any or only one or two of these Project Advisory Groups.

4 Evaluation of Options

- 4.1 It is recommended that Cabinet appoints all six Project Advisory Groups for the following reasons:
- The Local Plan Project Advisory Group was set up with the specific purpose of advising the Portfolio Holder for Environment, Waste and Planning on matters

relating to the Local Plan. Taking proposals direct to Cabinet would not have the benefit of having rounded discussions with a wide range of interests and organisations as part of the development and preparation of the Local Plan prior to formal consultation being undertaken.

- It is considered important to engage cross-party support for the PAGs dealing with the Dover town centre/waterfront developments, the new leisure centre and commercial and residential property investments. Taking proposals direct to Cabinet would be time-consuming and lack the cross-party element of the PAGs.
- Although Cabinet could choose not to appoint the Investment Advisory PAG for 2017/18, it is considered prudent to do so in case the need arises for it to meet quickly.

5. Resource Implications

5.1 None.

6. Corporate Implications

6.1 Comment from the Section 151 Officer: 'Finance has been consulted and has nothing further to add (VB).'

6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted during the preparation of this report and has nothing further to add.

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

7. Appendices

Appendix A – Proposed Composition of the Local Plan Project Advisory Group

Appendix B – Proposed Composition of the Dover Town Centre and Waterfront Project Advisory Group

Appendix C - Proposed Composition of the Dover Leisure Centre Project Advisory Group

Appendix D – Proposed Composition of the Commercial Investment Project Advisory Group

Appendix E – Proposed Composition of the Residential Investment Project Advisory Group

Appendix F – Proposed Composition of the Investment Advisory Group

8. Background Papers

None.

Contact Officer: Kate Batty-Smith (ext. 2303)

Appendix A

APPOINTMENT OF LOCAL PLAN PROJECT ADVISORY GROUP MAY 2017 APPOINTMENTS

Portfolio Holder for Environment, Waste and Planning (Chairman)

Chairman of the Planning Committee

A representative from the Scrutiny (Policy and Performance) Committee – to be advised

A representative from the town and parish councils – **Keith Gowland (Kent Association of Local Councils)** and a nominated substitute

Three representatives from the voluntary sector (representing Dover, Deal and Sandwich) –

- The Dover Society - **Mr Pat Sherratt**
- The Deal Society - **Mr Robin Green**
- Sandwich Town Team – **Mr Richard Ralph**

Two representatives from the Business Forum – **Mr Gareth Doodes** and **Mr Matthew** or **Mr Stuart Jaenicke (Viking Recruitment)**

Officer representation – Chief Executive/Head of Regeneration and Development

Group Nominations (1 Member each)

Conservative Group: **Currently Councillor D P Murphy**

Labour Group: **Councillor B Gardner**

**APPOINTMENT OF DOVER TOWN CENTRE AND WATERFRONT
PROJECT ADVISORY GROUP**

MAY 2017 APPOINTMENTS

Portfolio Holder for Property Management and Public Protection (Chairman)

Group Nominations (3 Members each)

Conservative Group: **Currently Councillors P M Beresford, N J Collor and P A Watkins**

Labour Group: **Councillors P M Brivio, M R Eddy and P Walker**

Appendix C

APPOINTMENT OF DOVER LEISURE CENTRE PROJECT ADVISORY GROUP

MAY 2017 APPOINTMENTS

Portfolio Holder for Property Management and Public Protection (Chairman)

Portfolio Holder for Access and Licensing

Portfolio Holder for Corporate Resources and Performance

Portfolio Holder for Housing, Health and Wellbeing

Shadow Cabinet Member for Property Management and Public Protection or another Member nominated by the Labour Group – **Councillor P Walker**

Member of the public – **Mr Peter Ward**

Appendix D

APPOINTMENT OF COMMERCIAL INVESTMENT PROJECT ADVISORY GROUP

MAY 2017 APPOINTMENTS

Portfolio Holder for Corporate Resources and Performance (Chairman)

Leader of the Council

Portfolio Holder for Property Management and Public Protection

Leader of the Opposition Group

Deputy Leader of the Opposition Group

Appendix E

APPOINTMENT OF RESIDENTIAL INVESTMENT PROJECT ADVISORY GROUP MAY 2017 APPOINTMENTS

Portfolio Holder for Corporate Resources and Performance (Chairman)

Leader of the Council

Portfolio Holder for Housing, Health and Wellbeing

Leader of the Opposition Group

Shadow Portfolio Holder for Housing, Health and Wellbeing

**APPOINTMENT OF INVESTMENT ADVISORY GROUP
MAY 2017 APPOINTMENTS**

Portfolio Holder for Corporate Resources and Performance (Chairman)

Chairman of the Governance Committee

Chairman of the Scrutiny (Policy and Performance) Committee

Group Nominations (1 non-executive Member each)

Conservative Group: **Currently Councillor P I Carter**

Labour Group: **Councillor M R Eddy**

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 8 MAY 2017

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>
St Radigund's Play Area Project	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

Agenda Item No 20

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of the Local Government Act 1972.

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