

Public Document Pack



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20 February 2018

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE** will be held in the Council Chamber at these Offices on Wednesday 28 February 2018 at 6.00 pm when the following business will be transacted.

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

Yours sincerely

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

Chief Executive

Scrutiny (Community and Regeneration) Committee Membership:

L A Keen (Chairman)
G Cowan (Vice-Chairman)
P J Hawkins
T A Bond
P I Carter
N Dixon
R J Frost
M J Ovenden
G Rapley
N A G Richards

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

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

4 **MINUTES** (Pages 5 - 8)

To confirm the attached Minutes of the meeting of the Committee held on 13 September 2017, 19 September 2017, 13 December 2017 (to follow) and 17 January 2018 (attached).

5 **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak does not apply to any of the items on the agenda.

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

6 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE**

The following decisions were taken by the Cabinet at its meeting held on 5 February 2018 in respect of recommendations from the Scrutiny (Community and Regeneration) Committee:

- Communication and Engagement Update

(<http://moderngov.dover.gov.uk/ieListDocuments.aspx?CId=121&MId=2710>)

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

There are no items for consideration.

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

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

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees.

There are no items for consideration.

- (b) Call-In

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

Committee unless it decides to refer the matter to the Scrutiny (Community and Regeneration) Committee.

There are no items for consideration.

(c) Public Petitions

There are no items for consideration.

9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 9 - 12)

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

10 **SCRUTINY WORK PROGRAMME** (Pages 13 - 16)

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

11 **REGENERATION UPDATE**

To receive an update from the Head of Regeneration and Delivery.

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 Rebecca Brough, Democratic Services Manager, telephone: (01304) 872304 or email: rebecca.brough@dover.gov.uk for details.

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

Declarations of Interest**Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 17 January 2018 at 6.01 pm.

Present:

Chairman: Councillor L A Keen

Councillors: S F Bannister (as substitute for Councillor N A G Richards)
T A Bond
P I Carter
G Cowan
R J Frost
B J Glayzer (as substitute for Councillor G Rapley)
P J Hawkins
M J Ovenden

Officers: Head of Community Services
Community Development Manager
Funding and Communication Manager
Democratic Services Manager
Democratic Services Officer

93 APOLOGIES

There were apologies for absence received from Councillors G Rapley and N A G Richards.

94 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor B J Glayzer and S F Bannister were appointed as substitutes for Councillors G Rapley and N A G Richards respectively.

95 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

96 MINUTES

The Minutes of the meeting of the committee held on 13 September 2017, 19 September 2017 and 13 December 2017 were deferred to the next meeting.

97 PUBLIC SPEAKING

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

98 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

RESOLVED: That the decision of Cabinet relating to recommendations from the Scrutiny (Community and Regeneration) Committee be noted.

99 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE OR ANOTHER COMMITTEE

There were no items of business for consideration.

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

There were no items of business for consideration.

101 NOTICE OF FORTHCOMING KEY DECISIONS

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

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

102 SCRUTINY WORK PROGRAMME

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

Members requested the Democratic Services Manager to reschedule the Private Sector Landlords (PSLs) meeting to February and to include a meeting with Environmental Health officers to discuss noise nuisance to the Work Programme, which should be brought forward to the meeting in February failing a PSL reschedule.

In addition, members requested an update from officers on Manston Airport to be added to the Work Programme for a future meeting, date to be arranged.

RESOLVED: That the Work Programme be noted subject to the inclusion of the following:

- (a) Environmental Health – Noise nuisance
- (b) Update from officers on Manston airport

103 COMMUNICATION AND ENGAGEMENT UPDATE

The Committee received a Communication and Engagement Update presented by the Head of Communication and Engagement, the Funding and Communication Manager and the Community Development Manager.

A presentation was shown to the Committee and set out the service priorities as followed:

Community Services

- The development of strong, sustainable communities
- To support communities to help themselves
- To support young people into the workplace
- To inform and engage people about services and projects
- To secure external funding to support key projects
- To deliver a cost-effective service

Communication Strategy

- Providing effective communication, tailored to individual needs
- Promoting engagement with council business
- Promoting community cohesion
- Promoting new investment – Invest in Dover
- Promoting skills – Skills4Dover, Jobs Fair
- Promoting the district as a great place to live, work and play
- Crisis communication

Community Development

- Building capacity within our communities so that they are better equipped to support themselves
 - skills and resources to organise and run events
 - engage and co-ordinate volunteers
 - establish new community groups
 - identify and apply for funding
 - access training, etc.
- Working with Members to support communities to deliver services or events
- Take suggestions and advice from members in relation to community services e.g. Snow Wardens

Members and officers discussed various projects the teams had been involved in which included the Jobs Fair and grants presentations which members welcomed and congratulated officers on the success of the events. The Community Development team were involved in 46 community projects and were pleased to have initiated the Inspire Fund which had been established to provide funding support to help young people who were facing challenges by helping them to create

new friendships, introduce them to healthy lifestyles through sport, and open new doors into work with opportunities to learn new skills. The Inspire Fund was evidence of the success of the recently merged Community Safety and Community Development teams by providing intervention and prevention in its approach.

Funding was available to communities and groups for various projects and Members were encouraged to subscribe to Keep Me Posted to get regular updates on funding opportunities and to help share knowledge of the funding opportunities available to the groups. The Funding and Communication Manager was available if Members or the public had any project ideas that they would like to discuss and to be assessed for funding.

The Committee was informed that Dover District Council had the biggest social media following in East Kent. The Keep Me Posted platform, which provided news and alerts by email, had in excess of 50 topics to subscribe to and 60k subscribers. The success of Keep Me Posted and other social media platforms could be monitored and assessed through the growth of subscriptions and social media followers as well as gathering information on the length of time of each visit to a page and further navigation from a page which was valuable in assessing public engagement.

In addition, the social media platforms and Keep Me Posted emails kept subscribers informed of upcoming council meetings and agendas. Councillor L A Keen was encouraged by the public attendance and engagement at Parish Council meetings in Aylesham and that the PC's paper newsletter helped to communicate this information to residents regularly. Members were keen to encourage more public attendance and participation at meetings of DDC and being mindful that not all residents had access to social media it would benefit from the same method of communication to its residents. Officers highlighted the cost implications this would have and that social media communication was instant, cost effective and could reach thousands of engaged residents. As a cost effective resolution members requested that Cabinet consider the possibility of including DDC contact details and social media links within the council tax bill sent annually to all residents to encourage public engagement at meetings and events.

Councillor Keen wanted to have newsletters, leaflets and surveys available to the public in the reception area of the DDC offices to measure the public's satisfaction and effectiveness of the communication they receive. The Head of Communication and Engagement was aware that East Kent Services, who ran the reception area, already distributed surveys to visitors and would ask them to provide feedback on the quantity and comments received.

RESOLVED: That the Scrutiny (Community and Regeneration) Committee recommend to Cabinet that officers be requested to look into including information on the various ways the public can contact the council and the services it provides with the council tax bill sent to all residents annually.

The meeting ended at 7.47 pm.



Notice of Forthcoming Key Decisions

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

Publication Date: 2 February 2018

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

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
1	Neighbourhood Plans	June 2013 and ongoing (see entry)
2	Dover Town Centre Regeneration: To consider progress on the Compulsory Purchase Order and any issues arising which may go beyond the scope of the resolutions incorporated in Minute CAB 87	8 September 2014/24 April 2015/7 March 2016 and as necessary
3	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 11 September 2017 (special Cabinet meeting)
4	Statutory Brownfield Register	Decision to be taken by the Head of Regeneration and Development – December 2017
5	Review of Tenancy Strategy and Tenancy Policy	5 March 2018
6	Review of Local Plan	(i) 1 March 2017; (ii) October 2018; and (iii) July 2019
7	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
8	Approval for public consultation on draft South Barracks Conservation Area Appraisal	3 July 2017 and 5 March 2018
9	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	8 May 2017
10	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May and 4 December 2017
11	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich area offices	3 July and 4 September 2017
12	Approval of revisions to the 2012 Housing Assistance Policy	3 July 2017
13	Approval of amended Dover District Council Events Policy and Land Hire Agreement	4 September 2017
14	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	12 June 2017

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
15	Local Plan Review – Engagement Strategy	8 May 2017
16	Appointment of contractor to carry out building extension and repair works at Kearsney Abbey and Russell Gardens as part of the Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
17	Appointment of contractor to carry out landscape and watercourse restoration works at Kearsney Abbey and Russell Gardens as part of DDC’s Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
18	To approve the policy on civil penalties and rent repayment orders for private landlords	2 October 2017
19	To seek approval for wet and dryside improvements to Tides Leisure and Indoor Tennis Centre, Deal	5 March/16 April 2018
20	Dover Waterfront Masterplan Area Action Plan	To be confirmed
21	Planning Enforcement Plan	16 April 2018
22	Representations on the Thanet District Council Local Plan	5 March 2018
23	Fit-out of Aylesham retail units and related funding	3 July 2017
24	Project approval for development of land at Foxborough Close, Woodnesborough to provide affordable housing	3 July 2017
25	Approval of project to deliver new modular homes to provide temporary housing for homeless households	2 October 2017
26	To consider a revised East Kent Growth Framework	4 September 2017
27	The Open Golf Championship 2020	4 September 2017
28	Local Development Scheme	4 September 2017
29	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	5 March 2018 and date to be confirmed
30	Approval of contracts for works to Middle Street Car Park, Union Road Car Park and general maintenance work to remaining car parks.	4 September 2017
31	Approval to carry out works to area adjacent to River Dour and garages to the rear of Dolphin House, Dover	4 December 2017
32	Approval to carry out capital project works to Deal Pier	2 October and 6 November 2017
33	Award of replacement pitched roofing contract 2017-2020	2 October 2017
34	Future and funding of Inspire Fund	To be confirmed

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
35	Development of community-led housing initiatives	6 November 2017
36	Approval to upgrade heating and ventilation plant and controls at Dover Museum	6 November 2017
37	To approve final contract terms for the delivery of Revenues, Benefits and Customer Services functions by a private sector provider, and give authority for partner councils to enter into the contract and associated documentation.	East Kent Services Committee – 24 January 2018
38	Hackney Carriage and Private Hire vehicles - access for wheelchair users	5 March 2018
39	Fees and Charges – agreement on levels for 2018/19	15 January 2018
40	Authority Monitoring Report	4 December 2017
41	Recommendations to Cabinet (and Council) of the draft 2018/19 Budget and Medium-Term Financial Plan 2018/19-2021/22, and approval of various delegations within the Budget	5 February and 5 March 2018
42	Review of Parking Charges	15 January 2018
43	Surrender of Dover Leisure Centre Lease	15 January 2018
44	Approval of the use of Building Foundations for Growth funding and authorisation of an appropriate legal agreement	15 January 2018
45	Development of a social lettings agency	5 March 2018
46	To award contract for resurfacing work to Deal Pier stem	5 March 2018
47	Approval of project to develop housing to be occupied on an interim basis by homeless households	5 March 2018
48	To appoint consultants to design and produce tender documentation for new housing development at former sheltered housing sites at Snelgrove House and William Muge House, Dover	5 March 2018
49	Permission to go out to formal consultation on a Public Spaces Protection Order	5 March 2018
50	To seek approval to formalise the current service delivery approach to littering and dog-fouling enforcement	5 March 2018
51	Award of contract to construct two dwellings at Foxborough Close, Woodnesborough	Decision to be taken by the Portfolio Holder for Built Environment – March/April 2018
52	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal	16 April 2018 and date to be confirmed

OVERVIEW AND SCRUTINY WORK PROGRAMME 2017/18

SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
May 2017	Local Plan Engagement Strategy	Single Meeting	Chief Executive	£0	£0	To consider the report.
June 2017	Registered Providers of Social Housing	Single Meeting	Director of Finance, Housing & Community	£0	£0	To scrutinise Registered Providers of Social Housing.
July 2017	Approval of revisions to the 2012 Housing Assistance Policy	Single Meeting	Director of Finance, Housing & Community	£0	£0	To consider the report.
	Development of New Affordable Housing - Woodnesborough	Single Meeting	Director of Finance, Housing and Community	£0	£0	To consider the report.
	Aylesham Village Expansion – Retail Units, Third Party Land and Post Development Improvements	Single Meeting	Chief Executive	£0	£0	To consider the report.
	Development of New Affordable Housing on Land at New Dover Road, Capel-le-Ferne	Single Meeting	Director of Finance, Housing and Community	£0	£0	To consider the report.
August 2017	Temporary Transfer of Services from Kent and Canterbury Hospital	Single Meeting	East Kent Hospitals University Foundation Trust	£0	£0	Meeting did not go ahead due to non-attendance of EKHUFT.

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
September 2017	Local Development Scheme	Single Meeting	Chief Executive	£0	£0	To consider the report.
	Regeneration Update – Dover Waterfront and Town Centre Regeneration	On-going	Head of Inward Investment	£0	£0	To receive an update on regeneration in the Dover District. To scrutinise the regeneration proposals for the area around the ‘Banksy’ building and connectivity to the waterfront, bench street, Dover museum and the crypt.
	Temporary Transfer of Services from Kent and Canterbury Hospital	Single Meeting 19 September 2017	East Kent Hospitals University Foundation Trust	£0	£0	To receive an update from EKHUFT.
October 2017	Revised Private Sector Housing Enforcement Policy	Single Meeting	Director of Finance, Housing & Community	£0	£0	To consider the report.
	Explore utilising long term commercial empty properties in Dover	Single Meeting	Camelot Europe	£0	£0	To receive a presentation from Camelot Europe in respect of the potential alternative uses of vacant property [Added
Nov 2017	East Kent Housing – Proposed new formal resident involvement structure	Single Meeting	East Kent Housing	£0	£0	To consider the report.
	Update on East Kent Housing	Single Meeting	East Kent Housing	£0	£0	To receive an update on changes to East Kent Housing.
December 2017	Bus Routes	Single Meeting	Stagecoach Kent County Council	£0	£0	To scrutinise issues around bus routes.

Month	Scrutiny (Community and Regeneration) Committee	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
January 2018	Communication and Engagement	Single Meeting	Head of Community Services	£0	£0	To scrutinise the council's communication and engagement with local residents.
February 2018	Regeneration Update	Single Meeting	Head of Inward Investment	£0		To receive an update from the Head of Inward Investment. [Date to be confirmed]
March 2018	Private sector landlords	Single Meeting	Director of Finance, Housing and Community	£0		To scrutinise the arrangements for private sector landlords in the district. [Date to be confirmed]
	Review of Tenancy Strategy and Tenancy Policy	Single Meeting	Director of Finance, Housing and Community	£0		To consider the report. [Selected from the Forward Plan]
	Crime and Disorder Update	Single Meeting – Twice Yearly Update	Head of Community Services	£0		To receive an update. [Date to be confirmed]

The following items have been identified for inclusion within the Work Programme (date to be confirmed):

Agreed for Inclusion?	Subject	Resource Implications	Action
Yes	Local Plan	None	To receive updates at milestones in the process. Key dates are October 2018 and July 2019.
Yes	Environmental Health – Noise Nuisance	TBC	Scope to be confirmed

Version: Thursday, 15 February 2018

Yes	Manston Airport	TBC	Update on the situation in respect of Manston Airport
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