

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872452
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

26 October 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 6 November 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 'Nicky', written over a white background.

Chief Executive

Cabinet Membership:

K E Morris	Leader of the Council
M D Conolly	Deputy Leader of the Council
J S Back	Portfolio Holder for Built Environment
T J Bartlett	Portfolio Holder for Property Management and Environmental Health
N J Collor	Portfolio Holder for Access and Licensing
M J Holloway	Portfolio Holder for Community Services
N S Kenton	Portfolio Holder for Environment, Waste and Health

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

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

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

3 **RECORDS OF DECISIONS** (Pages 6-20)

The Decisions of the meetings of the Cabinet held on 2 October 2017 numbered CAB 68 to CAB 86 (inclusive) are attached.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 21-24)

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-Cabinet 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.

a EK Services Face-to-Face Service Provision at Deal Area Office (Pages 25-26)

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

b Petition for Additional Parking at Aycliffe (Page 27)

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

c Camelot Europe Presentation (Page 28)

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

d Private Sector Housing Enforcement Policy (Page 29)

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

EXECUTIVE - KEY DECISIONS

6 **COMMUNITY HOUSING FUND** (Pages 30-44)

To consider the attached report of the Director of Finance, Housing and Community.

Responsibility: Portfolio Holder for Built Environment

7 **DEAL PIER CAPITAL PROJECT** (Pages 45-48)

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

Responsibility: Portfolio Holder for Property Management and Public Protection

8 **ESSENTIAL WORKS AT DOVER MUSEUM AND BRONZE AGE BOAT EXHIBITION HALL** (Pages 49-51)

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

Responsibility: Portfolio Holder for Property Management and Public Protection

EXECUTIVE - NON-KEY DECISIONS

9 **DOVER DISTRICT COUNCIL COMMUNITY GRANTS** (Pages 52-56)

To consider the attached report of the Director of Finance, Housing and Community.

Responsibility: Portfolio Holder for Community Services

10 **PERFORMANCE REPORT - SECOND QUARTER 2017/18** (Pages 57-76)

To consider the attached report of the Director of Governance.

Responsibility: Portfolio Holder for Corporate Resources and Performance

11 **CHANGES TO PROJECT ADVISORY GROUPS AND DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE** (Pages 77-85)

To consider the report of the Director of Governance (to follow).

Responsibility: Leader of the Council

12 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 86)

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

13 **OPTION TO SELL LAND AT REAR OF 65 FOLKESTONE ROAD, DOVER** (Pages 87-89)

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 Services 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, 2 October 2017 at 11.05 am

Present:

Chairman: Councillor M D Conolly

Councillors: P M Beresford
N J Collor
N S Kenton
K E Morris

Also Present: Councillor S F Bannister
Councillor S S Chandler
Councillor M R Eddy
Councillor B Gardner
Councillor P Walker
Consultant (East Kent Services)

Officers: Chief Executive
Director of Environment and Corporate Assets
Director of Finance, Housing and Community
Director of Governance
Director of Shared Services
Head of Strategic Housing
Private Sector Housing Manager
Democratic Services Manager

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)
<p>CAB 68 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>APOLOGIES</u></p> <p>It was noted that an apology for absence had been received from Councillor T J Bartlett.</p>	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)
<p>CAB 69 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor N S Kenton declared a Disclosable Pecuniary Interest in Decision CAB79 (Revised Private Sector Housing Enforcement Policy) by reason of his ownership of privately rented property.</p>	None.	To note any declarations of interest.	

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 70 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>RECORD OF DECISIONS</u></p> <p>It was agreed that the decisions of the meetings of the Cabinet held on 4 September 2017 and 11 September 2017 be approved.</p>	<p>None.</p>	<p>Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 4 September 2017 and 11 September 2017.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 71 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>NOTICE OF FORTHCOMING KEY DECISIONS</u></p> <p>It was agreed to note the Notice of Forthcoming Key Decisions.</p>	<p>None.</p>	<p>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 formal decision.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 72 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>PERFORMANCE REPORT - FIRST QUARTER 2017/18</u></p> <p>It was agreed that the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB55, made at its meeting held on 12 September 2017 (Minute Number 58) be acknowledged and that Cabinet decision CAB55 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 September 2017, endorsed Cabinet decision CAB 55 of 4 September 2017.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 73 2.10.17 Open</p> <p>Key Decisions Yes</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>EK SERVICES' FACE-TO-FACE SERVICE PROVISION AT DEAL AREA OFFICE</u></p> <p>It was agreed:</p> <p>(a) That the concerns of the Scrutiny (Policy and Performance) Committee made at its meeting held on 12 September 2017 (Minute Number 55) be noted.</p> <p>(b) That the Deputy Leader of the Council, Councillor M D Conolly, would attend the meeting of the Scrutiny (Policy and Performance) Committee to be held on 25 October 2017 to address the Committee's concerns.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 September 2017, made recommendations to the Cabinet in respect of decision CAB48 of 4 September 2017.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 74 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>CAR PARK RESURFACING WORKS</u></p> <p>It was agreed that the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB54, made at its meeting held on 12 September 2017 (Minute Number 60) be acknowledged and that Cabinet decision CAB54 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 September 2017, endorsed Cabinet decision CAB 54 of 4 September 2017.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 75 2.10.17 Open</p> <p>Key Decisions Yes</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>DOVER LEISURE CENTRE</u></p> <p>It was agreed that the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB63, made at its meeting held on 12 September 2017 (Minute Number 62) be acknowledged and that Cabinet decision CAB63 be reaffirmed.</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 September 2017, endorsed Cabinet decision CAB 63 of 11 September 2017.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 76 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>PETITION - FUTURE OF DOVER TOWN CENTRE</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Policy and Performance) Committee's recommendation (Minute No. 54) be amended to read as follows:</p> <p>“That the Head of Inward Investment, in consultation with partners, be asked to assess the impact of St James's (DTIZ) and consider what might be done to retain a vibrant high street retail offer in the heart of Dover's historical town.”</p>	<p>None.</p>	<p>The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 September 2017, made recommendations to the Cabinet in respect of a petition relating to the future of Dover Town Centre.</p>	

Decision Status	Record of decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 77 2.10.17 Open</p> <p>Key Decisions Yes</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>DOVER DISTRICT COUNCIL LOCAL DEVELOPMENT SCHEME</u></p> <p>It was agreed:</p> <p>(a) That the Scrutiny (Community and Regeneration) Committee's endorsement of Cabinet decision CAB50, made at its meeting held on 13 September 2017 (Minute Number 52(a)) be acknowledged and that Cabinet decision CAB50 be reaffirmed.</p> <p>(b) That the Scrutiny (Community and Regeneration) Committee's recommendation set out in Minute No. 52(b) be agreed as this would be dealt with as part of the work for the Local Plan.</p> <p>(c) That the Scrutiny (Community and Regeneration) Committee's recommendation set out in Minute No. 52(c) be referred to the</p>	<p>(a) To reject the recommendations.</p> <p>(b) To approve the recommendations without amendment.</p>	<p>The Scrutiny (Community and Regeneration) Committee, at its meeting held on 13 September 2017, endorsed Cabinet decision CAB50 of 4 September 2017 and made two additional recommendations.</p>	

	Head of Paid Service and he be requested to review the available resources.			
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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 78 2.10.17 Open Key Decisions Yes Call in to apply Yes Implementation Date 10 October 2017	<u>REVISED PRIVATE SECTOR HOUSING ENFORCEMENT POLICY</u> It was agreed that the revisions to the Private Sector Housing Enforcement Policy be approved.	None.	To amend the Private Sector Housing Enforcement Policy to take advantage of new enforcement powers with the aim of improving the quality of the privately rented housing stock and tackling rogue landlords.	Councillor N S Kenton declared a Disclosable Pecuniary Interest by reason of his ownership of privately rented property and withdrew from the meeting for the consideration of this item of business.

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 79 2.10.17 Open Key Decisions Yes Call in to apply Yes	<u>ESSENTIAL WORKS TO DEAL PIER</u> It was agreed: (a) That the Director of Environment and Corporate Assets, in conjunction with the Director of Finance, Housing and Community and the Portfolio Holder for Property Management and Public Protection, review the capital programme with a view to developing a business case for undertaking all of the required	To approve the business case for carrying out essential works only to Deal Pier.	To consider the business case to carry out essential works to Deal Pier.	

Implementation Date 10 October 2017	works at Deal Pier and not just the essential works. (b) That the revised business case be reported to a future meeting of the Cabinet.			
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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 80 2.10.17 Open (All parts except Annexes B and D) Exempt (Annexes B and D) Key Decisions No Call in to apply Yes Implementation Date 10 October 2017	<u>EK SERVICES STRATEGIC SERVICE DELIVERY OPTIONS AND POTENTIAL FOR CONTRACTING OUT OF CERTAIN FUNCTIONS</u> It was agreed: (a) That the business case for entering into a strategic partnership and contract for the delivery of the Revenues, Benefits and Customer Services functions be approved and that the East Kent Services Committee to requested to give effect to the recommendation. (b) That the East Kent Services Committee be authorised to discharge the following functions and delegations on behalf of Dover District Council: (i) To act in consultation with the chief legal officer of the Council, to authorise entry into contracts with third parties in relation to the discharge of all or any of the Revenues, Benefits and Customer Services Functions, including the granting of interests in land. (ii) To exercise the powers and functions of the Council in relation to any contract entered into by the Council pursuant to (i) above, (to include but not be limited to) making decisions on behalf of the Council in relation to:	(a) To maintain EKS operations as currently provided by increasing the management fees to the councils. (b) To undertake major staff reductions within EKS with consequential degradation in service and performance. (c) To maintain EKS operations as currently provided while attempting to generate new income streams requiring significant investment to	In response to challenges to maintaining EK Services (EKS) viability the report presented options for the future delivery of EKS functions and outlined a business case for the potential contracting out of certain functions.	

	<ul style="list-style-type: none"> (1) Contract management (2) Renegotiation of the contract (acting in consultation with the Solicitor to the Council) (3) Variation of the contract (acting in consultation with the Solicitor to the Council) (4) Assignment of the contract (acting in consultation with the Solicitor to the Council) (5) Novation of the contract (acting in consultation with the Solicitor to the Council) (6) Termination of the contract (acting in consultation with the Solicitor to the Council) (7) Renewal of the contract (acting in consultation with the Solicitor to the Council) (8) Enforcement of the contract including the making and settling of any claims arising under it (whether or not legal proceedings are actual or contemplated) <p>(c) To authorise the doing of anything in relation to the exercise of the powers and functions of the Council under Part II of the Deregulation and Contracting Out Act 1994 and the orders and regulations made under it.</p> <p>(d) Acting in consultation with the Solicitor to the Council to authorise entry into contracts with third parties in relation to any functions of the Council which are not the Revenues, Benefits and Customer Service Functions but which can usefully be entered into in connection with or in order to facilitate contracts entered into, or to be entered into with regard to the Revenues, Benefits and Customer Service Functions.</p> <p>(e) That all contracts shall be entered into in accordance with the</p>	<p>build capacity and capability.</p>		
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	<p>Council's Contract Standing Orders.</p> <p>(f) To authorise the doing of anything incidental to, conducive to or otherwise expedient in connection with (a) to (e) above.</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)
<p>CAB 81 2.10.17 Open</p> <p>Key Decisions No</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>It was agreed that, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p>	None.		

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 82 2.10.17 Exempt</p> <p>Key Decisions Yes</p> <p>Call in to apply Yes</p> <p>Implementation</p>	<p><u>PITCHED ROOFING AND ASSOCIATED WORKS CONTRACT</u></p> <p>It was agreed:</p> <p>(a) That the award of the new Pitched Roofing and Associated Works contract to M&J Group Limited be approved subject to the 30 day notice period required by Section 20 Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003.</p>	None.	East Kent Housing has overseen a procurement exercise on behalf of Dover District Council in relation to a new Pitched Roofing and Associated Works Contract.	

<p>Date 10 October 2017</p>	<p>(b) That the Head of Strategic Housing be authorised to undertake the functions of having regard to observations in relation to proposals to award a long-term agreement as required by Section 20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003 and confirming the award of the contract or reporting further to Cabinet, as is considered appropriate.</p>		<p>The contract will provide for the provision of new and the replacement; pitched roof coverings, loft insulation, PVCu fascias, soffits, bargeboards and rainwater goods and to carry out external works in association with this work to domestic properties and common areas of blocks of flats and sheltered schemes.</p> <p>The decision would be taken regarding the award of the contract following the voluntary standstill period and conclusion of the required leasehold consultation process.</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)
<p>CAB 83 02.10.17 Exempt</p> <p>Key Decisions Yes</p> <p>Call in to apply Yes</p> <p>Implementation Date 10 October 2017</p>	<p><u>MODULAR INTERIM HOUSING</u></p> <p>It was agreed:</p> <p>(a) That the proposed projects to construct modular homes for use as interim accommodation on sites identified in the report be approved.</p> <p>(b) That the Director of Environment and Corporate Assets, acting in consultation with the Director of Finance, Housing and Community, the Portfolio Holder for Corporate Resources and Performance and the Portfolio Holder for Housing, Health and Wellbeing, be authorised to urgently take the necessary decisions to progress the project to the construction phase including evaluation of tender prices, the value for money business case and decisions relating to the award of contracts.</p>	<p>To agree the report without amendment.</p>	<p>To approve a project to provide new modular homes to be used as interim accommodation for homeless households thereby providing more suitable housing at a lower cost than other forms of temporary housing.</p>	

The meeting ended at 12.09 pm

Public Document Pack

Record of the decisions of the special meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 16 October 2017 at 11.00 am

Present:

Chairman: Councillor M D Conolly

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

Also Present: Councillor M R Eddy
Councillor P Walker

Officers: Chief Executive
Director of Finance, Housing and Community
Director of Governance
Consultant (EK Services)
Democratic Services 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 84 16.10.17 Open Key Decisions No Call-in to apply Yes Implementation Date 24 October 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 85 16.10.17 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 24 October 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 86 16.10.17 Open Key Decisions Yes Call-in to apply Yes Implementation Date 24 October 2017	<u>EK SERVICES' STRATEGIC SERVICE DELIVERY OPTIONS AND POTENTIAL FOR CONTRACTING OUT OF CERTAIN FUNCTIONS</u> It was agreed: (a) That the Scrutiny (Policy and Performance) Committee's recommendation, made at its meeting held on 10 October 2017 (Minute No 74), be noted. (b) That Cabinet decision CAB 80 be reaffirmed.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 10 October 2017, recommended that the report to Cabinet of 2 October 2017 be noted.	

The meeting ended at 11.02 am.



Notice of Forthcoming Key Decisions

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

Publication Date: 6 October 2017

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	6 November/4 December 2017
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 4 December 2017
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

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
14	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	12 June 2017
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	4 December 2017
20	Dover Waterfront Masterplan Area Action Plan	4 December 2017/15 January 2018 and dates to be confirmed
21	Planning Enforcement Plan	6 November 2017 and dates to be confirmed
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

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
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	15 January 2018
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

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)

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

EK SERVICES FACE-TO-FACE SERVICE PROVISION AT DEAL AREA OFFICE

Responsibility: Portfolio Holder for Corporate Resources and Performance

Report of: Assistant Director, EK Services

Decision Route

Cabinet	3 July 2017	CAB 24
Scrutiny (Policy and Performance) Committee	11 July 2017	Minute No 41
Cabinet	4 September 2017	CAB 55
Scrutiny (Policy and Performance) Committee	12 September 2017	Minute No 59
Cabinet	2 October 2017	CAB 73
Scrutiny (Policy and Performance) Committee	25 October 2017	Minute No 83

Scrutiny (Policy and Performance) Committee Recommendations

The Scrutiny (Policy and Performance) Committee, at its meeting held on 25 October 2017, made the following recommendations to Cabinet:

- (a) That the Deal Area Office be kept open until more information can be supplied on the usage of the area office and the impact of its closure, including:
 - (i) The number of disadvantaged and vulnerable users.
 - (ii) The impact of Universal Credit.

- (b) That in the event that the Deal Area Office is closed:
 - (i) The Scrutiny (Policy and Performance) Committee be assured that training will be provided to Deal Town Council and Ward Members on how the public can access Council services and assistance.
 - (ii) That the criteria for defining 'vulnerable' be developed at an early stage.

(iii) That regular feedback be provided to the Scrutiny (Policy and Performance) Committee on the impact of the closure of the three area offices.

(c) That Councillor M D Conolly be thanked for attending the meeting.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

PETITION FOR ADDITIONAL PARKING AT AYCLIFFE

Responsibility: Portfolio Holder for Access and Licensing

Report of: Not applicable.

Decision Route

Scrutiny (Policy and Performance) Committee	10 October 2017	Minute No 73
Cabinet	6 November 2017	

Scrutiny (Policy and Performance) Committee Recommendations

The Scrutiny (Policy and Performance) Committee, at its meeting held on 10 October 2017, considered a petition requesting more parking bays in Aycliffe and made the following recommendations to Cabinet:

- (a) That the Cabinet be requested to identify funding for an additional 20–30 parking bays in Aycliffe, estimated to be approximately £45,000.
- (b) That the petition organiser, Mr Dodd, be invited to work with officers in identifying possible key locations where the 20–30 additional parking bays could be easily added in Aycliffe.
- (c) That the Cabinet be requested to contact Kent County Council in order to identify further funding for the creation of parking bays beyond the initial 20-30 additional parking spaces.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

CAMELOT EUROPE PRESENTATION

Responsibility: Portfolio Holder for Built Environment

Report of: Not applicable.

Decision Route

Scrutiny (Community and Regeneration) Committee	11 October 2017	Minute No 68
Cabinet	6 November 2017	

Scrutiny (Community and Regeneration) Committee Recommendations

The Scrutiny (Community and Regeneration) Committee, at its meeting held on 11 October 2017, received a presentation from Camelot Europe and made the following recommendations to Cabinet:

That the appropriate Officers meet with Camelot Europe to investigate the feasibility of working with them, and to review the criteria to ensure that they contain adequate safeguards and are suitable for Dover.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

Responsibility: Portfolio Holder for Built Environment

Report of: Director of Finance, Housing and Community

Decision Route

Scrutiny (Community and Regeneration) Committee	11 October 2017	Minute No 69
Cabinet	6 November 2017	

Scrutiny (Community and Regeneration) Committee Recommendations

The Scrutiny (Community and Regeneration) Committee, at its meeting held on 11 October 2017, endorsed Cabinet decision CAB 78 of 2 October 2017 as follows:

That Cabinet decision CAB 78 be endorsed, and that the revisions to the Private Sector Housing Enforcement Policy be approved.

Subject:	COMMUNITY HOUSING FUND
Meeting and Date:	Cabinet – 6 November 2017
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holder:	Councillor James Back, Portfolio Holder for Built Environment
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: To enable the development of community-led housing projects

Recommendation: It is recommended that Cabinet:

- i) Approves use of the Community Housing Fund special revenue project, funded from the £508,829 allocated to the Council in the 2016/2017 financial year from the government's Community Housing Fund, to support community-led housing developments.
- ii) Approves the establishment of a post on a two-year fixed term contract which will be responsible for developing the project.
- iii) Gives delegated authority to the Head of Strategic Housing, in consultation with the Portfolio Holder for Built Environment, to approve individual projects and expenditure in line with government guidance.

1. Summary

- 1.1 Towards the end of the 2016/17 financial year the Council received £508,829 funding from government to enable the delivery of 'community led' housing which will comprise affordable homes and therefore mitigate the impact of second home ownership.
- 1.2 The government has issued guidance on what the money is to be used for but this provides considerable flexibility. It is anticipated that further funding will be made available but subject to a demonstration that effective use has been made of the funding received to date.
- 1.3 There is not sufficient staff capacity within the strategic housing service to promote and develop the project and therefore it is recommended that some of the funding already received should be used to fund a new post on a 2 year fixed term contract. The post holder will report to the Head of Strategic Housing (HoSH), and it is also recommended that the HoSH should be authorised to approve expenditure from the remaining funding in consultation with the Cabinet Holder for Housing and Environment Services.

2. Introduction and Background

- 2.1 In the government's 2016 budget a £60 million fund was announced to support community-led housing developments in areas where the impact of second homes is particularly acute. The fund is to enable local community groups to deliver affordable housing units. It is to be used to provide technical support, revenue funding and enable capital investment, to make more schemes viable.
- 2.2 The funding has been allocated between local authorities proportionate to the number of second homes in the area and taking account of the affordability of housing to local people.
- 2.3 The total allocation for DDC for 2016/17 was £508,829 and was received in 2 tranches with payment of the second tranche subject to completion of an on-line questionnaire giving indicative proposals as to how the council might use the money in line with stated government objectives. The questionnaire submitted is attached at Appendix 1.
- 2.4 Government advised that further allocations from 2017/18 onwards would be dependent on how the 2016/17 allocation had been spent. However, since the initial allocation there have been no further announcements regarding the fund.
- 2.5 One of the Council's key objectives is to maximise the supply of housing in the district and to provide a range of housing options which will help local people meet their housing needs and the funding provides an opportunity to help meet this objective.

Funding Criteria

- 2.6 It is important to note that funding has been made available to the Council to help communities take forward community-led development in their areas and not to act directly as a developer or indeed project manage individual developments. The role of the Council is primarily as an enabler.
- 2.7 The purpose of the Community Housing Fund is to enable and facilitate community led housing opportunities and the criteria of community led housing are:
- That the community must be integrally involved in key decisions throughout the process;
 - Community groups play a long term role in ownership, management or stewardship of the homes;
 - Benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.
- 2.8 The first year of funding is to build capacity within local groups, such as improving technical skills, setting up support hubs to offer advice, business planning and providing staff to help review local housing needs. The mechanism for future funding to deliver specific schemes isn't entirely clear at the moment but it is likely that it will involve some assessment and possible bidding process which will be overseen by Homes and Communities Agency.
- 2.9 There is considerable flexibility around how the funding could be used locally and examples of initiatives being explored by other Councils include:

- Development of a community housing hub to provide specialist technical advice across a number of local authority areas (Eastbourne BC).
- Recruitment of a joint New Initiative Development Officer to work across Eastbourne and Lewes districts (Eastbourne & Lewes DC).
- Investment in existing and emergent community land trusts to support housing needs surveys, training, community engagement and project management to develop partnerships with local housing providers (Herefordshire Council).
- Supporting parish councils with plans or ambition to develop local housing schemes and products. Support to be linked to the neighbourhood planning process and enable training, local co-production, housing needs surveys and other activity to enable schemes to be achieved (Herefordshire Council).
- Provision of revenue and capital funding for individuals or organisations undertaking or facilitating community-led affordable housing projects (Dorset).
- Fund a full time (two year temporary) post to promote and develop the CHF and initiatives to parish councils, parishes that have started a neighbourhood plan process and other communities with an interest in community led housing (New Forest DC)
- A Community Self Help project aimed at utilising 'hard to let' larger properties by converting them into shared accommodation for single under 35 year olds (West Oxfordshire DC).
- Up front capital funding to enable the acquisition and de-risking of sites or the covering of abnormal costs (Scarborough BC).

3 Potential DDC Initiatives

- 3.1 The Council needs to promote the scheme, identify and build capacity within the community and generally enable schemes to come forward that will meet government guidelines and attract funding. Currently, the housing enabling role is undertaken by the HoSH in addition to a range of other duties. In order for the project to be progressed it is recommended that a new post is established on a 2 year fixed term contract so that potential initiatives can be explored and developed. The post would be funded from the funding already received. It is also recommended that delegated authority is given to the Head of Strategic Housing acting in consultation with the Portfolio Holder for Built Environment, to approve appropriate individual projects and schemes so that the funding can be spent in a timely manner and in accordance with government guidelines.
- 3.2 Some initial thoughts about how the money could be used are set out below and a number of these were referred to in the DCLG questionnaire submission:
- Recruitment of a specialist post: A number of local authorities have identified the need for a specialist community housing enabler role either as a dedicated or joint resource and employed either directly or by a partner agency such as a Community Council. The role would be critical to the success of the project as it would be responsible for development of specific initiatives, capacity building and giving specialist advice to help bring projects forward. It is therefore proposed that DDC recruits a dedicated staff resource to undertake the project.

- Funding some internal costs where these are directly related to additional work associated with community led housing projects.
- Provision of grants/loans to community housing groups to help fund up-front costs eg specialist, professional advice needed to bring housing projects forward such as planning appraisals, financial feasibility appraisals, housing needs surveys etc. We have already been approached by a local Community Land Trust requesting financial support with the cost of consultation meetings and publicity/information material.
- Costs associated with setting up a district, or joint district, wide umbrella CLT to act as an information and specialist support hub for other CLTs and parish councils.
- Costs associated with leasing properties from local community groups, charities etc which could be used to provide housing for homeless households.

3.3 To enable the Council to be responsive and have the ability to quickly take advantage of opportunities as they arise, it is recommended that delegated authority is given to the HoSH acting in consultation with the Cabinet Holder for Housing and Environment Services, to approve expenditure and individual projects in line with current and future government guidance.

4 Identification of Options

4.1 Option 1: Not to approve the recommendations and to propose alternatives that should be considered in relation to how the funding may be used.

4.2 Option 2: To approve the recommendations so that a plan can be developed to enable the funding to be used to deliver housing projects which are in line with government guidance.

5 Evaluation of Options

5.1 It is important that we try to make rapid progress on developing plans for the appropriate use of the funding and be able to demonstrate delivery. This will be essential if we wish to try and secure further funding. Therefore Option 1 is the recommended option.

6 Resource Implications

6.1 The Community Housing Fund is additional funding over and above the council's own existing capital and revenue resources. As there is uncertainty as to the full amount of funding which will be made in future years and the Council's ability to successfully bid for such funding, it is recommended that a prudent approach is taken to the use of the fund. This would ensure that the Council does not commit or spend any money above the amount which is already held by the Council or for which formal notification has been received of a confirmed funding allocation.

6.2 The funding is included as a special revenue project in the MTFP. Any future funding from government would be added to the project accordingly.

6.3 The proposed new post would be subject to the usual job evaluation process but it is estimated that the cost of the post would be in the region of £40-50k per annum with the cost being met from the £508k funding that has already been received.

7 Corporate Implications

7.1 Comment from the Section 151 Officer: Finance have been consulted and have no further comments to add. (HL)

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 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7.4 Other Officers (as appropriate): None.

8 Appendices

Appendix 1 – Government Guidance

Appendix 2 – DDC questionnaire response

9 Background Papers

None.

Contact Officer: Paul Whitfield, Head of Strategic Housing

Community-led housing: What is it and what can it offer your local authority?

Guidance from the community-led housing sector

This guidance has been prepared by the community-led housing sector for officers and elected members. It:

- ▣ explains what community-led housing is;
- ▣ highlights the benefits how community-led housing can deliver on your strategic aspirations;
- ▣ highlights the availability of substantial government funding aimed at promoting the sector; and
- ▣ explains where further advice can be obtained on how to make the best use of this funding, secure the second tranche of funding, and realise the benefits of community-led housing in your area.

Community-led housing is about local people playing a leading and lasting role in solving local housing

problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve

through mainstream housing.

Benefits for local authorities

Community-led housing can bring significant benefits to local authorities. These include:

- ▣ mobilising public support for new homes and regeneration initiatives;
- ▣ reducing reliance on public services, for example addressing social care through building communities with mutual support for the elderly and vulnerable, and involving homeless people in the renovation of homes;
- ▣ providing a range of genuinely affordable housing in perpetuity, including rented homes that are not susceptible to the Right to Buy, and homes for those priced out of ownership;
- ▣ diversifying the local housebuilding market, and unlocking small sites and landowners that are not attractive or available to established housebuilders;
- ▣ supporting the implementation of duties such providing permissioned plots for individuals and groups on the Self and Custom Build Registers; and
- ▣ promoting community cohesion and resilience that can help tackle issues like antisocial behaviour.

Community-led housing approaches can also bring benefits to participants, including:

- ☒ skills, training and jobs, which can be targeted e.g. at care leavers and unemployed young people;
- ☒ a rewarding collective experience, improving their sense of community and connection;
- ☒ high quality and imaginatively designed homes and neighbourhoods;
- ☒ giving community organisations control over assets and revenue; and
- ☒ mutual support within communities, especially for older people and vulnerable young people.

Bringing resources into your area through community-led housing

The newly announced Community Housing Fund provides £60 million per year of revenue and capital

funding for the sector. This will be a game-changing fund with significant opportunities for local authorities.

Community-led builders can access mainstream funding, such as the £3 billion Home Building Fund and

money from the HCA's and GLA's affordable housing programmes.

Community-led groups have also brought in significant revenue and capital resources not accessible to

other housing providers, including commercial lending, social finance, charitable funds, crowdfunding,

community bond issues and labour. These cover seed-corn funding for new providers, and pre-development

and development finance for schemes, as well as funds for associated aims such as skills training and community development. They can build up new resources and resilience in your communities.

1

Criteria for genuine community-led schemes

An alliance of community-led housing organisations has endorsed the following definition to ensure that

schemes are truly community-led:

- ☒ a requirement that the community must be integrally involved throughout the process in key decisions (what, where, for who). They don't necessarily have to initiate and manage the development process, or build the homes themselves, though some may do;
- ☒ a presumption in favour of community groups that are taking a long term formal role in ownership,

management or stewardship of the homes; and

☒ a requirement that the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.

Approaches to community-led housing

Community-led housing has a significant history accompanied by a range of distinctive terminology and

practices. Over time a number of established approaches have developed which all have specific characteristics, yet overlap to the extent that the distinctions between them are becoming increasingly

academic.

Communities can and do choose to combine approaches to meet their needs and aspirations, drawing on

the principles of each approach as a component to achieve one of their aims.

The main aims that different approaches provide for are:

☒ **Stronger neighbourhoods, shared spaces, mutual support:** Cohousing principles can be used to achieve this. Households each have a self-contained home but residents come together to manage their community and share some facilities. Cohousing is increasingly becoming an attractive option for older people to create resilient mutual support, in both new developments and retrofit to sheltered housing, which can reduce their reliance on public services including social care.

☒ **Permanent affordability and local control of assets:** Community Land Trust principles offer a mechanism to provide genuinely affordable housing in perpetuity, both for rent and ownership. Rented homes are protected from the Voluntary Right to Buy, and low cost ownership homes can be designed to remain affordable even if the gap between local incomes and house prices widens.

☒ **Building neighbourhoods:** Group self-build and collective custom build are great ways of supporting groups of households to work together to build or directly commission their own homes. The emphasis is always on supporting one another through the process which not only creates strong communities, but also develops skills and delivers high quality housing.

☒ **Greater local accountability and control over housing management:** Co-operative and tenant

management principles empower residents to democratically control and manage their homes, often leading to improved efficiencies and financial savings as well as increased skills and confidence within the community. Many housing cooperatives own their properties collectively which also offers opportunities to invest in wider socially beneficial activities.

☒ **Tackling empty properties:** Self-help housing offers people the chance to bring empty properties back into use, sometimes for their own use. It can be particularly effective in providing work experience and training to people from vulnerable backgrounds in a safe and supportive environment, and help to revitalise homes, streets and neighbourhoods. It can form part of a strategy to tackle homelessness.

Routes to delivery

For the most part, the routes to delivery for community-led housing schemes are the same as in any other

industry-standard housing scheme. The difference is that the community takes central role. Communities

may work in partnership with a local housing association or developer, or can work on standalone projects.

They can provide affordable housing through a section 106 agreement and/or a Rural Exception Site.

2

There are three main ways in which community-led groups become involved in the process:

☒ **Group-led:** New community-led groups form in response to local housing need, or to deliver their own homes. They sometimes emerge from existing networks such as Neighbourhood Forums and parish councils. They access technical expertise to support the development and realisation of their ideas.

☒ **Extension of community based activity:** Existing community-based organisations with local roots decide to provide housing in addition to their current activities, accessing technical expertise to help them understand this new area of work.

☒ **Developer-led partnership:** A Local Authority, landowner, housing association or local developer wants to provide housing that incorporates a community-led element. They access technical expertise to recruit 'founder members' from within the community and support them to take over

ownership and/or management of the homes. In this scenario it is essential that all of the community-led criteria (see below) are met to ensure genuine community benefit and involvement.

Support available for local authorities

The community-led housing sector can provide a range of technical support services for all approaches and

all routes to delivery. These are best provided by local or sub-regional organisations with a strong understanding of the local housing market, and relationships and partnerships with local authorities, housing associations and developers. The Community Housing Fund can be used to create or grow this kind

of enabling infrastructure in your area.

As a first step, the sector can provide you with advice and enabling services to help you make the best use

of the Community Housing Fund and be in a strong position to secure the second tranche of funding. The

package of specialist advice includes:

- ☐ an introductory session to understand community-led housing, how it might meet your authority's priorities, and how it can dovetail with other duties such as the Right to Build and Neighbourhood Planning;

- ☐ mapping existing community-led housing activities in your area and in neighbouring authorities, including groups, technical advisers and enabling organisations, and options for growing the sector locally and in partnership with neighbouring authorities;

- ☐ advice on internal policies, procedures and structures to best enable community-led housing and avoid unnecessary and expensive delays, such as asset disposals/leases, the planning system, local sales and lettings policies, and the use of self and custom build registers;

- ☐ nurturing a local enabling and support vehicle so that your use of the funding creates a legacy of delivery capacity within your authority and in the local community; and

- ☐ signposting further specialist support for each of these areas.

You will be signposted to appropriate online resources (existing or emerging) as part of the support on offer.

What happens next?

If you would like to arrange for an introductory session with a community-led housing adviser please send a

brief email to communityledhousing@bshf.org and we will put you in contact with an appropriate specialist.

Further information about community-led housing support services, wider support organisations, and

signposting to sample case studies can be found at:

<https://www.bshf.org/our-programmes/community-led-housing>

3

ON-LINE RESPONSE TO DCLG QUESTIONNAIRE**1. What is the name of your Local Authority?**

Dover District Council

2. Intended use of the grant: Revenue support to groups

(This could include any plans that your local authority has for providing grants to CLH groups for technical advice and seed-corn funding to establish themselves; further technical advice and professional fees to develop their plans; funding for existing organisations to provide advice and support to CLH groups in your local authority area)

The Council has worked for many years in partnership with Action with Communities in Rural Kent (ACRK) to deliver affordable homes in the rural part of the district. Together with other LHAs in Kent we jointly fund a Rural Housing Enabler employed by ACRK. We anticipate that the promotion and development of CHF projects will have an impact on this limited resource and we are in discussion with other LHAs who have received funding and ACRK about the need to increase capacity and additional funding that may be required for additional local housing needs surveys.

We are also interested in the possible development of a loans/grants scheme similar to that developed by South Hams District Council. The scheme provides loans to registered CLTs, constituted community groups and town and parish councils to assist with pre development costs eg professional fees such as architects/surveyors and general costs associated with progressing a scheme. The ability to provide loans is attractive as it will enable funds to be recycled and ensure the longer term sustainability of the scheme.

We would like to explore potential interest in self build and custom build and how we raise awareness of these potential options. One way of doing this would be to run a local event (possibly jointly with neighbouring councils) and use some specialist advisers. We can consider whether or not the Council owns any areas of land that would be suitable for such a scheme.

The Council is looking to acquire a development appraisal tool to assist with the appraisal of its own housing development projects and would be willing to make the tool available to community groups and provide support in the use of the tool. The tool under consideration is one which was originally designed to be used by CLTs.

3. Intended use of the grant: Capital

(What plans do you have to make grants or loans available to community groups to deliver affordable units? Capital can be used to make mixed tenure schemes viable, and to increase the number of schemes within the delivery pipelines. If known, please indicate the number of additional homes that you expect the grants/loans will enable over the next 3-5 years)

We are currently involved in active discussions with a parish council and CLT in relation to the provision of new affordable homes in two villages. Surveys have been carried out which support the need for such homes. We are now assessing potentially suitable sites. However, the financial viability

of the schemes may be an obstacle and we would like to use the CHF to help address this issue and deliver the type homes needed. We anticipate the 2 schemes would deliver around 15 new homes.

The Council is also in the process of securing an option on an area of land in another village through a planning agreement. This is a village where the parish council has, in the past, unsuccessfully tried to facilitate a rural exception site development due to lack of suitable sites. We would therefore like to work in partnership with the parish council to bring forward an affordable housing scheme on the option site. In partnership with the parish council we would like explore ways in which they can secure a long term financial stake in the development. The scheme is likely to deliver around 10 – 15 new affordable homes.

We are also in early stage negotiations with a developer who is looking to develop a large brownfield site in the district which has been stalled for a number of years. It has been difficult to attract interest from RPs in the affordable housing quota and the Council is exploring the possibility of directly acquiring the affordable housing so as to help unlock the site. The developer has also indicated that he wants to try and provide around 20 homes for ex-service men and women and we have had preliminary discussions about the possibility of some of these being delivered on a self-build basis. We are aware of a similar scheme that has been undertaken in Bristol.

We would be interested in exploring a potential, low or no interest, loan scheme for self-builders which would help fund the construction phase and then be repaid when a conventional mortgage is raised.

4. Joint plans across your local area

(What discussions, if any, has your local authority had with neighbouring authorities to pool part of the funds? This could include supporting an existing – or establishing a new – local enabling service, or providing a shared resource to support delivery (such as a revolving land purchase fund))

LHAs in Kent have a strong record of sharing good practice and partnership working. The partnership vehicle is Kent Housing Group and there are various sub-groups and task & finish groups which meet on a regular basis. The Strategy & Enabling Sub Group recently completed a refresh of the Rural Housing Protocol for Kent and at its most recent meeting it discussed the CHF and the potential for joint working. As well as funding additional capacity within ACRK the group intends to explore the possible development of an umbrella CLT similar to that which has been developed for Cornwall.

We are currently involved in discussions with ACRK regarding the potential creation of a community-led housing hub which would act as a community housing focal point within Kent for activities such as promotion, training, capacity building and networking. ACRK is a member of the Community led Housing Alliance and would be able to draw upon expertise within the Alliance. Relationships have already been established with the CLT Network, British Social Housing Foundation and Co-housing network.

We have also held meetings with the Kent Association of Local Councils (KALC) to discuss how we may be able to utilise their network of contacts to generate interest amongst town and parish councils in forming community led housing organisations.

5. Advice obtained

(In drawing up these plans, which CLH specialists or other stakeholders (e.g. housing partnerships, housing associations, other community associations) have your local authority engaged?)

We have a strong track record of partnership working with both ACRK and English Rural HA in respect of the development of affordable housing schemes in the rural parts of the district.

ACRK attended the recent HSEG meeting referred to at 4. above and Stephen Hill a member of the National CLT Network Board was also present to give advice about the CHF.

We are also engaged in discussions with the Kent Association of Local Council, neighbouring LAs and Kent Housing Group about the possible development of a partnership approach and are in the process of setting up a meeting with Locality, the national membership network of 600 community-led organisations, to see how they may be able to assist us in developing our approach to community led housing.

6. Existing local activity

(Which CLH groups already exist in your local authority's area; which other community organisations might want to develop housing; and which other planned developments are you aware of that could become community-led?)

The main community representative bodies that we work with on housing projects are parish councils and over the years we have enabled the provision of several successful new housing schemes. ACRK has also given advice to a parish council which is now actively involved in forming a CLT.

Other groups involved in housing projects include Aylesham Community Welfare Trust and the St Margaret's Bay Trust. The Aylesham trust was recently involved in a partnership project with Orbit Homes to provide affordable housing on land owned by the Tust. As part of the development agreement 2 houses were built for the Trust and provide it with a revenue income stream.

Some of the planned developments that could become community led are referred to in 3 above. In addition to these the Council has recently granted planning permission for a residential development which includes a number of self-build plots and early stage discussions around the possibility of some plots being included in a community led housing project have been positive.

7. Intended use of the Fund – developing your plans for the fund

(What plans does your local authority have to use the grant to procure further advice or additional officer capacity?)

We recognise that there is limited capacity within the Council to stimulate interest within our community in the scheme. We no longer have a dedicated housing enabling officer but there is knowledge, skills and expertise that is available in other council services, such as community development, and we can also tap into the expertise available in partner organisations such as ACRK, KALC and housing associations. As mentioned above we are in discussion with ACRK and other Kent councils about increasing capacity within ACRK ever, but we also think it would be beneficial to employ a dedicated member of staff on a temporary contract to drive the project and build capacity and sustainability in local groups. This could be a dedicated post within the Council or possibly one

that is shared with neighbouring councils. We have strong track record of sharing services across East Kent including an ALMO jointly owned with 3 other councils. All of these partner councils have also received CHF funding. There has already been an initial discussion regarding this.

8. Other plans

(What other plans – not covered above – does your local authority have to deploy the grant funds in accordance with the aims of the programme? Plans could include use of your or others' financial or staff resources, or through your policies and asset management plans)

The information provided above pretty much sets out our thinking at this stage about how we would be able to use the funding to enable the delivery of community led housing projects.

The Council is currently considering a number of affordable housing opportunities it can deliver directly and we will explore ways in which we can engage with community groups and facilitate their involvement.

We have also undertaken a review of HRA land holdings and as referred to above some of these may provide self-build/custom build opportunities.

As mentioned above we are keen to look at the potential to recruit to a dedicated community housing officer post which would take a lead on promotion, relationship building, skills and capacity building. Our community development team already has many of the skill sets required and we see the post as one which can act as focal point for community housing groups and provide a key link between housing services and community development services.

Subject:	DEAL PIER CAPITAL PROJECT
Meeting and Date:	Cabinet – 6 November 2017
Report of:	Roger Walton, Director of Environment and Corporate Assets
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report:	To consider the business case to carry out essential works to Deal Pier.
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Recommendation:	To approve the business case to carry out essential works to Deal Pier.
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1. Summary

- 1.1 At its meeting held on 2 October 2017, Cabinet considered a business case to carry out essential works to Deal pier. This work which was estimated to cost £317,500, included resurfacing the pier stem, a corrosion survey of the pier structure including some urgent concrete repairs, necessary alterations to the restaurant's water supply and for a small quantity of the timber seating on the pier to be replaced.
- 1.2 It was agreed at Cabinet that a revised business case be submitted to a future Cabinet to include "*undertaking all of the required works at Deal Pier and not just the essential works*".
- 1.3 This report therefore includes a business case for the pier essential works, revised to include replacing all of the timber seating (rather than just a small quantity) and for more concrete repairs to be carried out. The report also identifies the projects within the Capital plan which will be cancelled to provide the additional funds required to facilitate these works.
- 1.4 The total value of work identified in this report is £587,500.

2. Background

- 2.01 Deal has had a pier since the late 1800s which has remained a focal point for the townspeople and holiday makers alike. The most recent and 3rd Deal pier was opened on 19th November 1957 by H.R.H Prince Philip Duke of Edinburgh. At a cost of £250,000, it remains the last pleasure pier ever constructed within the UK.
- 2.02 This unique pier is a significant landmark and public amenity visited by many thousands of tourists and locals, providing them with a very pleasant walk with spectacular panoramic views of the coastline and channel. The pier is internationally recognised as an angling venue and has been the scene of many international, national and local fishing competitions, and is used extensively by the local angling community. The pier head lower deck originally had a berthing facility intended for pleasure steamers, however, this facility was removed many years ago.

- 2.03 The pier structure is of reinforced concrete and has a stem of 1000 feet (305m) long leading to a two deck pier head at the seaward end. In 2004, many of the pier legs and structural supports underwent an extensive refurbishment to repair corroded reinforcing steel and spalled concrete. In 2008, following a design competition organised by the Royal Institute of British Architects, the 1950s café on the pier head upper deck was replaced with an award winning design new café.
- 2.04 The pier stem and upper deck has continuous timber seating on both sides throughout its entirety providing more than one third of a mile of seating. The seating is fixed to a “box” section concrete duct containing the pier services such as gas, water, power and waste which serve the café at the pier head. The concrete pier stem deck is covered with asphalt which acts as a “wearing” surface for the pier footfall/vehicles and also provides the concrete decking with protection against the elements.
- 2.05 In 2006, when it was first planned to renew the cafe on the pier it was also intended to renew the asphalt pedestrian surface to the pier stem and also to carry out other miscellaneous work to the pier as required at the time. However, at its meeting in December 2007, Cabinet agreed to delay the resurfacing and other miscellaneous works until a future date as the tenders for the new café had exceeded the project budget allocated within the MTFP. These works are now long overdue and cannot wait, so as to ensure that the pier remains safe for users and to prevent further deterioration.

Pier Stem Resurfacing

- 2.06 Since the decision to delay renewing the pier stem asphalt surface, the asphalt has had many patch repairs in order to provide a level and safe surface for the pier pedestrians. However, the asphalt is well beyond its life and has lost most of its elasticity. Cracks and patch repairs within the asphalt are now extensive; the only remaining option now is to completely renew it.
- 2.07 Officers are considering modern alternatives to using asphalt which will look similar, provide the pier structure with the protection it requires, and will provide a lasting finish. It is unlikely that these materials will cost less, but they may have other advantages over asphalt, such as speed of application and ease of future maintenance. Whatever surface replacement is used, it is intended that the pier will remain open throughout the works.

It is anticipated that the pier resurfacing will cost £210,000.

Pier Seating

- 2.08 Much of the timber seating has been removed due to its very poor condition and safety concerns. Pier pedestrians can still sit down in these locations on the box section concrete duct, however this is not ideal. The few seats that remain amount to approximately one third of the original quantity and are useable but in a very poor condition. They make the pier look very scruffy and are the source of many complaints and comments from pier users.
- 2.09 It is proposed that the seating is replaced with a design based very much upon the original slated timber scheme, however, the seating is unlikely to be exactly the same. It is proposed to use the same timber (Iroko) as used on the pier restaurant so as to provide the pier with some continuity and visual connection with the restaurant. The Council will also be providing a sponsorship plaque scheme which will enable

participants to purchase an inscribed remembrance plaque, to be fixed to the new seating.

- 2.10 To replace all of the seating in one go to the full length of the pier as per the original 1950s concept will cost £210,000.

Concrete Repairs

- 2.11 The marine environment has an aggressive detrimental effect on the steel reinforcement encased within the pier concrete structural members. Such corrosion is common within a marine structure and a widespread problem internationally. Steel corrosion has caused many structural members to crack and these must be repaired to stop further deterioration. The structural members that are currently cracking are not those repaired during the 2004 structural repairs contract.
- 2.12 Repairing reinforced concrete is a much specialised area and it will be necessary to employ a specialist contractor to undertake intrusive surveys, sampling and testing to determine the full extent of the steel corrosion. Upon completion of this survey it is intended to make a start repairing the structural members which are accessible (well above the waterline) as some of these are in a very poor state. This is necessary to ensure that the corrosion is halted as soon as possible.
- 2.13 The extent of the corrosion within the steel reinforced concrete and the total cost of the remedial work will not be known until the survey and sampling has been completed. It is therefore proposed that £150,000 be allocated to cover the cost of the survey/ sampling work and for the initial concrete repairs.

Pier Café Services

- 2.14 Following a recent fire safety review of the pier carried out by Kent Fire and Rescue Service, it will be necessary to make some alterations to the restaurant's water main. This water main also serves as a fire hydrant to be used by the firefighting service in the event of a fire on the pier. It is estimated that this work will cost £17,500.

Stake Holder Engagement

- 2.15 Officers will be consulting with lessees on the pier and the Deal & Walmer Angling Association regarding the impending work.

Future Planned Work

- 2.16 These essential works if approved by Cabinet, will address the most urgent and highest priority replacements and repairs for the pier. However, it will be necessary to make provisions in the Medium Term Financial Plan (MTFP) for further works, such as replacing the original 1950's reinforced concrete pier lighting columns and lighting units, replacing the CCTV system which is now at the end of its life, replacing the decking and corroded hand railing to the lower deck.
- 2.17 When the full extent of the corrosion within the pier structure is known, it will be necessary to make financial provisions to carry out further remedial work. There are some cracks and spalled concrete within some of the pier legs and lower deck beams and as such, repairing these will be a major undertaking and expensive.

3. Identification of Options

- 3.1 Option 1. Is to do nothing. This is not recommended as the pier is a significant asset and delaying the work or not carrying out these repairs could lead to further deterioration, or even structural failure (in the case of concrete repairs). A delay carrying out these repairs would considerably escalate costs of any remedial works which will inevitably have to be carried out anyway.
- 3.2 Option 2. Undertaking corrosion surveys within the pier's structure will provide the information necessary to enable officers to determine the severity of the corrosion and likely cost of remedial work. This information is required so that officers can decide upon the urgency of the remedial work and also set aside the required funding in the MTFP. Repairing some of the most urgent concrete beams now in beams which can easily accessed would halt the damage currently being caused to those particular beams. The existing asphalt pier pedestrian surface is at the end of its life and renewing it will safeguard the pier stem decking from damage due to ingress of water. It will also ensure the piers continued safe operation and should safeguard the Council from insurance claims due to trips and falls. The new seating and pier stem surface will considerably improve the appearance of the pier. The introduction of commemorative plaques on the new seating will provide a much valued lasting reminder of departed relatives.

4. **Resource Implications**

It is intended to fund the cost of the works from the £255k provision for Deal Pier works, and the £500,000 for a new museum store which will now be cancelled. This will give a total budget for the works of £755,000; both of which are included in the current Medium Term Financial Plan.

5. **Corporate Implications**

- 5.1 Comment from the Section 151 Officer. Accountancy has been consulted and has no further comment to add. (DL)
- 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 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. **Appendices**

None.

7. **Background Papers**

Cabinet report of 2 October 2017.

Contact Officer: Frank Thompson, Asset Manager
Frank.thompson@dover.gov.uk
Ext 42237

Subject:	ESSENTIAL WORKS TO BE CARRIED OUT AT DOVER MUSEUM AND THE BRONZE AGE BOAT EXHIBITION HALL
Meeting and Date:	Cabinet – 6 November 2017
Report of:	Roger Walton, Director of Environment and Corporate Assets
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health
Decision Type:	Key Decision
Classification:	Unrestricted
Purpose of the report:	To consider the business case to undertake essential works at the Bronze Age Boat exhibition hall and Dover Museum.
Recommendation:	To approve the undertaking of essential works at the Bronze Age Boat exhibition hall and Dover Museum.

1. Summary

1.1 The existing museum ventilation plant that provides heating and cooling has reached the end of its economic life and is by modern standards extremely inefficient hence expensive to operate. This is affecting the regulation of the climate for the preservation of the Bronze Age boat.

2. Introduction and Background

2.1 The former White Cliffs Experience was built in 1991 and much of the current ventilation plant which delivers fresh air and heating is around 26 years old. As a result, and despite efforts to maintain the equipment, most of it is at the end of its life. At present the top floor History gallery only has one out of three supply air fans and heating coils operational and no extract provision as the motor plant for this is inaccessible.

2.2 The ventilation system was designed and built as a full fresh air system but is, by modern standards, of a poor design and energy intensive. Modern systems are designed to reduce energy consumption and have controls that govern the environment more closely. The inefficiency of the current system is causing an unpleasant environment in the museum galleries due to the inadequate circulation of fresh air in the summer and inadequate heating in the winter. The current system is also expensive to operate.

2.3 The Bronze Age Boat is housed in an enclosed glass case at the Dover Museum and must be preserved in a controlled environment (i.e. 19 °C ± 2°C and 52% relative humidity ± 3 %). This climate control system was designed in collaboration with the Mary Rose Trust.

2.4 The glass case and associated air handling units were installed around 1999; at this time the existing exhibition hall roof-top Air Handling Unit was modified and a chiller was installed on the supply side with filtration. The boat case Air Handling Unit is located internally drawing air from the exhibition hall and is in perfect condition.

- 2.5 The exhibition hall roof-top Air Handling Unit filter and chiller modules are not ideally situated being directly on the supply air entry adjacent to the DX units which reject heat in to the coiling coils that they supply creating additional load. The filters are constantly saturated being directly exposed to the elements and the air handling unit being 26 years old is suffering from server corrosion.
- 2.6 The environment inside the boat case relies upon the air in the exhibition hall being at the correct temperature (21°C) to prevent excessive fluctuations and load on the temperature and humidity of the air around the boat. We have recently ascertained that the extract duct for the exhibition hall is directly underneath the supply air duct. This prevents the cooled or warmed air to the exhibition hall circulating correctly to work in harmony with the boat case and is also extremely inefficient as this is once again a full fresh air system where the conditioned supply air is extracted immediately.
- 2.7 A consultant has completed a survey at the museum and produced a report. This in essence recommends removing the existing roof top plant and replacing the air handling units with new heat recovery units. These will provide heating and cooling as required to the museum Bronze Age Boat and top floor galleries. New extract ducting will be installed across the roof to ensure separation and adequate distribution of supply air.
- 2.8 It is proposed to install high level extract fans to the raised roof skylights to vent additional heat at peak times; these sky lights are to be insulated to prevent excessive solar gain.
- 2.9 Recommendations include the installation of new steam humidifiers to supply the boat case that will incorporate automatic change over and fault indication and be easier to maintain, along with a modern more efficient plug fan to supply air to the case.
- 2.10 As previously approved by Cabinet (CAB42 8.9.14) The Building Management System (BMS) that controls all of the plant is to be upgraded to a modern modular open protocol system. Compatible parts for this are readily accessible from a number of manufacturers, ensuring longevity and ease of future maintenance.
- 2.11 A draft specification has been prepared by the consultants, which when finalised will go to competitive tender through the Kent portal in line with contract standing orders.

3. Identification of Options

- 3.1 Option 1. Is to do nothing
- 3.2 Option 2. Is to use the provisions included in the current Medium Term Financial Plan in addition to the existing budget to cover essential works at the Bronze Age Boat exhibition hall and Dover Museum.

4. Evaluation of Options

- 4.1 Option 1 - this is not recommended as much of the existing plant is inoperable making the museum environment unstable in respect of ventilation and temperature swings. This is not only undesirable for visitors; it also places a strain on the Bronze Age Boat display case due to fluctuations in the temperature and humidity of the boat. The remaining plant is not maintainable and will fail soon; the system in its current state is woefully inadequate and extremely inefficient.

4.2 Option 2 would enable a modern efficient maintainable heating /cooling and ventilation system to be put in place, thus creating a pleasant and stable environment for the Bronze Age Boat and visitors to the museum.

5. **Resource Implications**

5.1 The value of the proposed renovation amounts to £242,990. It is proposed to finance these works by using the £110,000 provision for replacement environmental plant / controls for the Bronze Age boat, and the £80,000 provision for general works at the museum; both provisions are included in current the Medium Term Financial Plan. The remaining cost will be covered from the existing budget which is in place for essential works at Dover Museum and the Bronze Age boat.

6. **Corporate Implications**

6.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comment to add. (KW)

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. (HR)

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> (KM)

6.4 Other Officers (as appropriate): Climate Change and Energy Conservation Officer - Replacement of outdated, energy inefficient heating/cooling equipment at Dover Museum and the Bronze Age Boat will reduce future energy costs, cut carbon emissions, and support international (Kyoto Agreement, European Energy Performance of Buildings Directive), national (Climate and Energy Acts) climate change ambition, and local commitments (DDC Corporate Plan Priority Two focus - Minimising the Council's impact on the environment) (AM).

7. **Appendices**

None.

8. **Background Papers**

Cabinet decision CAB 42 of 8 September 2014

GPJ Consulting Engineers Report No 1 revision A.

GPJ Consulting Engineers draft tender documentation

Contact Officer: Shaun Williams, Asset Management Surveyor (Mechanical & Electrical)

Subject:	DOVER DISTRICT COUNCIL COMMUNITY GRANTS
Meeting and Date:	Cabinet – 6 November 2017
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holder:	Councillor M J Holloway, Portfolio Holder for Community Services
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To approve the DDC Community Grants for 2017/18.

- Recommendation:**
- (1) To confirm the DDC Community Grants awarded during the 2017/18 grants scheme, as set out in Appendix 1.
 - (2) To agree that the £1,000 refunded grant from 2016/17, and the £1,000 from the “Guild Players”, is rolled over to the DDC Community Grants pot for Deal & Walmer in 2018/2019.
 - (3) To agree that in the 2018/19 there is flexibility in the use of underspent grant. To permit the use of underspent grant from one forum area, to fund projects in oversubscribed forum areas in the District within the same grant year.
-

1 Summary

- 1.1 The Dover District Community Grants Scheme is a fund administered by Dover District Council, which allocates small grants to local community organisations.
- 1.2 In 2017/18 DDC allocated a £500 contribution per DDC Council Member to the fund, totalling £22,500.
- 1.3 The 2017/18 funding pot is further supplemented in the following wards:
 - Dover West - £480.00 rolled over from 2016/17
 - Deal & Walmer - £1000 rolled over from 2016/17
- 1.4 On 1st March 2017, Cabinet agreed the DDC nominated representatives to the Neighbourhood Forums, and the DDC Community Grants Appraisal Panel.
- 1.5 The 2017-18 DDC Community Grants round closed to applications on 18th August. The Cabinet is now asked to approve the recommendations made by the DDC Community Grants Appraisal Panel, which met on the 10th October 2017 to consider the applications and allocate the grants.

2 Introduction and Background

- 2.1 The Dover District Neighbourhood Forums were established to engage with residents. These Forums have equal representation from DDC, KCC and the Town and Parish Councils. They follow the Kent County electoral boundaries: *Deal and Walmer; Dover North; Dover Town; Dover West and Sandwich Area.*

- 2.2 The Dover District Community Grants scheme has developed from an initial scheme to distribute Member grants via the Neighbourhood Forums (“You Decide”) to distribute as small grants to local projects.
- 2.3 DDC and KCC each allocate funds, and since the 2015/16 grant round have administered their funds independently.
- 2.4 The DDC Community Grants Scheme is administered via the Community Development Team, supporting the appraisal panel of Cabinet approved representatives.

3 Grants awarded 2017/18

3.1 A summary of the 2017/18 DDC Grants Scheme is provided in Tables 1 and 2 (below).

3.2 Table 1: Summary of grant scheme overall.

Applications received	52
Eligible applications	39
Ineligible applications	13
Total grant requested by eligible applications	£34,691.07
Total Grant awarded	£23,980
Applications funded	29
Applications not funded	10
Applicants receiving full grant	16
Applicants receiving partial grant	3

3.3 Table 2: Summary of DDC Community Grants by Neighbourhood Forum Area.

Forum Area	Total value of grants sought	Total value of grants awarded
Deal & Walmer	£6,070.43	£6,850.00
Dover North	£11,223.48	£3,375.00
Dover Town	£6,879.00	£6,300.00
Dover West	£5,641.16	£3,855.00
Sandwich & Area	£4,877.00	£3,600.00
DDC Total	£34,691.07	£23,980.00

- 3.4 Appendix 1 contains the full list of projects that are seeking Cabinet approval for DDC Community Grants in 2017-18.
- 3.5 Members are advised that since the applications were evaluated by the Panel, one of the successful applicants “The Guild Players” have withdrawn their application. It is proposed that the £1,000 recommended in respect of this project is rolled over into the 2018/19 funding pot.
- 3.6 The grants were oversubscribed in all areas except Deal and Walmer.
- 3.7 A project submitted in the Dover North ward had a clear demonstrable benefit to communities across the whole District. The Appraisal Panel took the decision to award the underspend from the Deal and Walmer area to this project.
- 3.8 A grant awarded to a project in Deal and Walmer in 2016/17 for £1000 is to be refunded by the grant applicant because they no longer are delivering their project. This £1,000 is to be included in the 2018/19 funding pot for Deal and Walmer.
- 3.9 It is a requirement of the funding that funds are spent by the end of the financial year. Appraisal Panel members expressed a view that organisations would benefit from additional time to deliver their projects, and recommended that the grants process be delivered earlier in the year.

4 Recommendations

- 4.1 To confirm the DDC Community Grants awarded during the 2017/18 grants scheme, as set out in Appendix 1.
- 4.2 To agree that the £1,000 refunded grant from 2016/17, and the £1,000 from the “Guild Players” is rolled over to the DDC Community Grants pot for Deal & Walmer in 2018/2019.
- 4.3 To agree that in the 2018/19 there is flexibility in the use of underspent grant. To permit the use of underspent grant from one forum area, to fund projects in oversubscribed forum areas in the District within the same grant year.

5 Resource Implications

- 5.1 The administration of the DDC Community Grants will continue to be delivered within capacity of existing services. There are no additional resource implications.

6 Corporate Implications

- 6.1 Comment from the Section 151 Officer and the Accountancy Section: ‘The S151 Officer and Accountancy Team have been consulted and have no further comments to add (SG)’.
- 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 Equality Officer: ‘This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector duties as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>’

Appendices

Appendix 1: Projects that were awarded funding through the DDC Community grants Scheme in 2017/18

Contact Officer: Rachel Collins, Community Development Manager

Appendix 1: DDC Community Grants 2017-18. As approved by the Appraisal Panel on 10/10/17

Area	Organisation Name	Grant Received	
Deal & Walmer	Dover District Volunteer Centre	£	950.43
	Royal Marine Heritage Trails	£	1,000.00
	The Guild Players	£	1,000.00
	Deal 2nd Scouts	£	1,000.00
	The Astor Community Arts Trust	£	970.00
	Deal & Walmer Handelian Choral Society	£	150.00
	Deal Town Football Club	£	1,000.00
Dover North	Guston Village Hall Trust	£	1,000.00
	Skill Horizons Shout	£	994.50
	Bechange	£	950.00
	Pegasus Playscheme	£	1,000.00
	Friends of Kingsdown Play Park	£	210.07
Dover Town	Dover Outreach Centre	£	1,000.00
	Dover SmART Project	£	1,000.00
	Cross-Links Dover	£	748.00
	St Radigunds Residents Association 2	£	1,000.00
	Dover Roadrunners AC Adults & Junior section	£	1,000.00
	The Beacon Church	£	552.00
	Dover Youth Theatre	£	1,000.00
Dover West	AVCP	£	1,000.00
	Shepherdswell Cricket Club	£	760.26
	Whitfield Juniors Football Club	£	893.90
	Crabble Corn Mill Trust	£	1,000.00
	PTFA Lydden Primary School	£	200.84
Sandwich Area	9th Deal Ash Scouts	£	1,000.00
	Walmer Cricket	£	327.00
	The Parochial Church	£	550.00
	Sandwich Community Christmas Lights	£	1,000.00
	Age Concern Sandwich Centre for the Retired	£	723.00
Total		£	23,980.00

Subject:	PERFORMANCE REPORT – QUARTER 2, 2017/18
Meeting and Date:	Cabinet – 6 November 2017 Scrutiny (Policy and Performance) Committee – 14 November 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 2nd Quarter 2017/18 be noted

1. Summary

The Council’s Performance Report for the 2nd Quarter 2017/18 reports on performance against key performance targets throughout the Council, East Kent Shared Services and East Kent Housing during the second 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 6 months to 30 September 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 second quarter of 2017/18, 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 Homelessness remains under pressure with a continued high level of presentations and limited viability of accommodation. The number of households currently staying in temporary accommodation is 109 which is gradually increasing each quarter.
- 2.5 Call waiting times have continued to increase and measures are being taken to increase resources in Customer Services.
- 2.6 There has been a decline in the number of performance targets achieving and efforts are being made to bring these back on track where possible. However in some cases additional pressures are caused by external influences and investigations are being conducted to agree on the actions that need to be taken to enable the Council to

manage the situation and this is particularly evident with the increase in homelessness.

- 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. (HL)

- 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 not 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 – Q2 Performance Report

7. **Background Papers**

None.

Contact Officer: Colin Cook, Head of Corporate Services

Dover District Council Performance Report For the Quarter Ending – 30 September 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	31	89%	28	80%					▼
Amber	1	3%	2	6%					▼
Red	3	8%	5	14%					▼
Total	35	100%	35	100%					

Shared Services Performance

EK Services

PI	Description	Outturn 2016/17	DDC Target 2017/18	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	97%	95%	97%	97%			97%		▶	Green
EKS02d.1	Percentage of incidents resolved within 1 working day	70%	50%	70%	78%			75%		▲	Green

EKS02d.2 (new)	Percentage of incidents resolved within 3 working days	N/A	80%	83%	88%			86%		▲	Green
EKS04d	Percentage availability of email service	100%	97.50%	99.83%	100%			99.92%		▲	Green
EKS24d.1	Percentage availability of Finance system	100%	95%	100%	100%			100%		▶	Green
EKS24d.2	Percentage availability of Anite/Housing System	100%	95%	100%	100%			100%		▶	Green
EKS24d.3 (new)	Percentage availability of Citrix	N/A	97.50%	99.91%	100%			99.96%		▲	Green

Customer Services

EKS026d	Average call waiting time in minutes	50 seconds	50 seconds	1 minute 17 seconds	1 minute 55 seconds			1 minute 45 seconds		▼	Red
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Council Tax

EKS18d	The percentage of council taxes due for the financial year which were received in year by the authority.	98.00%	97.85%	29.34%	56.84%			56.84%		N/A	Green
		£ 58,106,335	N/A	£ 18,358,849	£ 35,715,802			£ 35,715,802		N/A	N/A

Business Rates

EKS19d	Total Business Rates collectable per NNDR1	98.85%	Information only	28.50%	55.50%			55.50%		N/A	N/A
EKS50d	Total Business Rates Invoiced	£ 34,771,667	Information only	£ 10,907,131	£ 21,192,969			£ 21,192,969		N/A	N/A

Benefits											
EKS13d	Pay benefit quickly	6.28 days	8.70 days	7.54 days	8.13 days			7.54 days		▼	Green
EKS14d	Percentage of correct Housing Benefit & Council Tax Benefit decisions	96.59%	96.00%	98.05%	98.52%			98.52%		▲	Green
EKS51d	Households affected by reductions in Housing Benefit	520	Information only	510	457			457		N/A	N/A

EK Services Director's Comments

Performance

Performance in ICT and Revenues & Benefits remains high, in particular the accuracy levels in Housing and Council Tax Benefit are very good and above the level attained last year. This is particularly pleasing as there have been resource pressures within the Payments team that have resulted in payments taking slightly longer than normal, albeit still above target, so maintaining a grip on accuracy levels is a good achievement..

The key challenge remains in Customer Services where Call Waiting times have not been 'clawed back' in this quarter as expected. The principle issue is staffing pressure, due to the number of vacant posts that have had to be deleted or held vacant in order to achieve the savings required to meet the budget set by Councils. This is alongside some specific issues that have added to the pressure. Overall this has resulted in an average call wait time for Q2 of 1min 55 secs which whilst is still a good performance when benchmarked against other Local Authorities, is below target. This is not due to poor individual or team performance but purely a resourcing issue. The situation this quarter has been exasperated by the summer period having less staff available due to leave but we have also had an increase in sickness absence, all of which added to the resource strain. The volume of calls from members of the public seeking advice on the new CTS scheme has also been above the norm, we expected this to reduce over the summer but the level of contact remained high over the summer as customers continued to seek advice on the new scheme. We expect this to settle down.

The issue is being addressed as best we can; firstly I have agreed to recruit two additional members of staff to plug some of the vacant posts that are held open and remain within budget. Secondly we are recruiting some more apprentices to assist; thirdly we are hoping to move two members of staff from the outlying area offices into the contact centre that will provide additional and much needed extra resource. Finally, the introduction of the new digital benefits system and risk based verification should help reduce the number of Benefits cases that we deal with on the phones. However, resources are tight and will get more so, which is why the decision on alternative options was so important.

Key Initiatives/Outcomes:

The decision to pursue contract negotiation to potentially contract out some of our services is excellent news; it will provide the platform to maintain a viable service for the District and our other partner councils as well as providing opportunity for jobs growth and new income for councils. If we do agree final contract terms and enter into the partnership arrangement it offers us the best opportunity to sustain high quality services for the Council.

The new Digital Revenues & Benefits solution is currently being deployed with an estimated go live at end of November. This will provide a much easier, faster and accurate method for customers to make claims, update on change in circumstances and submit information using smart phones, tablets, computers etc. It is a fantastic solution that is an end to end process from customer front end right through to back office system integration, which effectively means people can action claims etc 24 / 7 in a much easier way. It will also use Risk Based Verification which means many customers will no longer have to submit the same level of documentation and in some cases none at all. The introduction of this system should help reduce telephone contact and face to face queries.

Concerns/Risks:

The ongoing financial pressure and budget reduction applied this year has now resulted in us having to reduce staff in order to maintain a balanced budget position. This has and continues to put strain on resources and service levels are being hit, particularly in Customer Services.

The situation in regard to Performance Targets is exasperated because we agreed to amend our annual targets (tighter) and thus for example: Call Wait times target this year is 50 secs (last year it was 1min 30secs) so we are creating additional pressure by imposing what now appears to be an unsustainable target. Going forward these targets need addressing.

The whole sustainability of EKS provided services going forward into next year and beyond, is now in doubt, unless either additional funding is put in and no further savings achieved from EKS or we are able to innovate and do things differently. The recent decision by councils to potentially enter into a partnership contract will help this situation as well as provide a real opportunity to assist councils by creating a new revenue stream.

EK Housing

PI	Description	Outturn 2016/17	DDC Target 2017/18	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	10.77 days	15 days	10.43 days	10.65 days			10.53 days		▶	Green
EKHC2	Rent arrears as % of annual debit	1.02%	1.40%	1.36%	2.28%			2.28%		▼	Red
EKHC3	Former tenant arrears as % of annual debit	N/A	0.50%	0.48%	0.62%			0.62%		N/A	Amber
EKHD1	Total current residential arrears (including court costs)	£205,511	N/A	£285,069	£452,090			£452,090		▼	N/A
EKHD2	Average current tenant arrears per rented unit	£50.35	N/A	£65.65	£94.21			£94.21		▼	N/A
EKHD3	Total former tenant arrears (including court costs)	£91,664	N/A	£101,515	£122,313			£122,313		▼	N/A
EKHD4	Amount of former tenant arrears written off	£83,494	N/A	£5,287	£5,287			£5,287		▶	N/A
EKHM1	Percentage of total responsive jobs completed on time	98.89%	95%	99.64%	99.89%			99.76%		▲	Green
EKHM5	Percentage of properties with a valid gas safety certification	99.98%	100%	99.71%	100%			100%	4113 of 4113	▲	Green

East Kent Housing Director's Comments:

Performance:

At the end of quarter two, three targeted indicators of five have met target. Particular areas of good or improved performance can be seen in responsive repairs and gas servicing repairs, although rent arrears have increased.

- Average re-let time remains consistent at under 11 days (target 15). This means we are ‘turning around’ properties in good time (thus minimising rental loss,) whilst allowing for essential repair and maintenance work to be completed.
- Current residential arrears and former tenant arrears are both higher than the previous quarter and higher than at the same point last year. Although This dip is consistent with yearly trends, which show that arrears generally increase in the quarter immediately following year-end and are usually highest during quarters two and three, the impact of Universal Credit is having a negative effect on our figures (see key initiatives/outcomes below).
- Performance for day-to-day repairs remains consistently high, and we have seen improved performance from our new Gas contractor P&R, having monitored performance closely over the past quarter.

Key Initiatives/Outcomes:

Although rent arrears are high, in most cases we are making the expected progress towards the year-end target. However, the exact impact of the introduction of Universal Credit will continue to be an issue. We will therefore continue to monitor both the impact on arrears and the increasing levels of resource needed to deal with these cases.

Concerns/Risks:

In line with most social housing landlords, we are experiencing an increasing impact of Universal Credit. This benefit is paid monthly and generally paid at least six weeks in arrears following the initial claim. This means that for all cases where a claim is made, arrears will build up during this time. As this is a new benefit these issues will continue to have an increasing effect

Finance, Housing & Community

PI	Description	Outturn 2016/17	DDC Target 2017/18	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	96.82%	96.50%	97.97%	98%			97.99%		▶	Green
CSU001	Percentage of ASB cases resolved within 30 days	98.32%	95.50%	100%	100%			100%	33	▶	Green
HOU010a	Number of households living in Temporary Accommodation including B&B	97	50	104	109			109		▼	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.)	47	25	42	44			44		▼	Red
PSH007	Number of DFG applications completed (data for information only)	75	N/A	20	8			28		N/A	N/A
PSH008 (new)	Percentage of completed DFG applications approved within 10 working days from receipt of application	N/A	90%	86%	89%			87.50%		N/A	Amber
HOU005	The number of households presenting as homeless	275	N/A	78	75			153		▲	N/A
HOU011	The number of households presenting as homeless where a duty to re-house is accepted	162	N/A	38	57			95		▼	N/A
HOU012	The number of children in B&B and temporary accommodation (TA)	262	N/A	104	134			134		▼	N/A

Performance Summary – General Fund, HRA and Capital

Performance:

General Fund Revenue Budget

- The comments below relate to the General Fund at 30th September 2017.
- The General Fund is projecting a deficit of £746k, compared to a budgeted deficit of £61k, as shown in the table below.
- This is a £685k adverse variance, mainly relating to the cost of increased temporary accommodation for the homeless (£775k) due to the lack of suitable short-term accommodation and the increasing number of homeless presentations.
- Two main actions are being taken to address this. Firstly, the housing allocations team has been strengthened provide additional resource to work to avoid homelessness where possible and to ensure that the best housing options are pursued.
- Work is underway to use the Housing Initiatives Reserve and the 1:4:1 monies (retained right-to-buy receipts) to increase the stock of properties within the HRA, particularly of properties that could be used to provide interim accommodation to homeless people. This is mainly through the purchase of properties on the market, and also through projects to develop modular homes to provide interim solutions. To date five properties have been purchased, and Cabinet gave approval for the progression of the Modular Housing project on 2nd October 2017. These projects continue to be progressed as a matter of priority.
- Work is also underway to reduce the cost of short term accommodation placements following the reduction in support from government for this expenditure. If successful, these actions will reduce the council's use of expensive temporary accommodation for the homeless.
- In order to offset these pressures work is ongoing to increase income streams for the Council through the Property Investment Strategy and the revised Treasury Management Strategy as detailed below.
- Council have approved a new Treasury Management Strategy (TMS) which enables us to use a wider range of investment instruments and generate greater income from the Council's investments.
- The Council has invested £6m in the CCLA (Churches, Charities & Local Authorities) property fund, in accordance with the TMS. The fund is anticipated to generate returns of circa 4% - 5% p.a. and is viewed as a longer term investment (5 – 10 years). Without this investment, the Council would be forecasting a shortfall of income on its current investment portfolio.
- The Council is also looking at other investment options, such as Diversified Income Funds (pooled funds), in order to improve returns, while diversifying away from bank deposits to mitigate the bail-in risks. A presentation of options was made to the Investment Advisory Group on 4th October 2017, including a presentation by Arlingclose, our new Treasury Advisors, on the specific instruments they have advised will meet our investment criteria.
- Following the meeting of the Investment Advisory Group it has been decided that the Council will make investments into such pooled investment funds, and deposits will be made during the next quarter. Investing in these funds will generate additional income for the Council.
- Following the approval of the Property Investment Strategy in November, work has been undertaken to identify and progress suitable commercial and residential investments to meet a £500k income target. The full year income from 2018/19 from projects completed so far is forecast to be £567k, £67k in excess of the budgeted target. Please see the 'Property Investment Strategy' section below for further details.
- Please refer to the September 2017 Budget Monitoring Report for full details of variances, issues and actions.
- In addition, Members will note that General Fund balances are projected to be maintained at about £1.8m, which is below the forecast of £2.5m for 2017/18 in the Medium Term Financial Plan 2017/18–2020/21 approved by Council on 1st March 2017.

General Fund Budget Summary (30th June 2017)	£000
Original budget deficit	61
Budget variations - adverse	685
Projected budget deficit	746
Balances Brought Forward	(2,533)
Projected Year End Balances	(1,787)

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

General Fund Budget Variances (30th June 2017) – cumulative	Variance £000
Homelessness - Estimated additional emergency accommodation costs	775
Investment income - Improved income due to property fund investments and change in the GF/HRA split	(117)
Other net variances - adverse	27
Total Variances – adverse	685

Property Investment Strategy

- The first acquisition under this initiative was undertaken in September with the purchase of the freehold of the Whitfield B&Q retail warehouse at White Cliffs Business Park, Dover. The purchase is forecast to generate a net income stream for the Council of £268k per annum, representing a 1.6% net return on the investment.
- The approved General Fund budget included a target Property Investment Strategy income of £500k. Progress to date is:
 - Appropriation of garages, shops and land from the HRA to the General Fund, forecast to deliver circa £299k net income;
 - Purchase of B&Q, as detailed above, will deliver £141k net income for the remainder of the year;
 - Income achieved current year £440k, leaving £60k of income to be achieved. Work is on-going to identify further opportunities to deliver this;
 - Full year income from 2018/19 from completed projects £567k, £67k in excess of budgeted target.

Housing Revenue Account

- The HRA balance as at 30th September 2017 is estimated at £1,108, reflecting an increase in the expected surplus for the year from £38k to £60k

Housing Revenue Account Budget Summary (30th September 2017)	£000
Original budget favourable	(38)
Budget variations - favourable	(22)
Projected budget favourable	(60)
Balances Brought Forward	(1,047)
Projected Year End Balances	(1,107)

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

Housing Revenue Account Budget Variances (30th September 2017)	Total Variance £000
Removal of rental income on Garages and shops due to transfer of stock to General Fund	495
Grants for supporting people from KCC confirmed, uncertainty of income at budget setting	(170)
Removal of income from leaseholder due to major works not taking place	102
Removal of part of budget for external decorations	(164)
Removal of change of use of Major Repairs Reserve	(3,000)
Direct revenue financing	2,152
Increased transfer to HIR	600
Other net variances	(75)
Total Variances - favourable	(60)

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 (30th September 2017)	Current Year £000	Total Cost of Programme £000
2017/18 Position as at 30th June 2017	83,146	263,359
Phasing changes	(6,290)	
Additional funding added for existing projects including £50k approved for Aylesham development, plus a further £62.7k use of the abnormal costs contingency to fund a claim from Barratts	124	138
New projects added including £17,252k for the purchase of a commercial investment property; £2,150k for HRA interim housing property purchases, social housing development, and new affordable housing development; £300k to create an Empty Homes Loans provision; £130k for the fit out of Aylesham retail units.	18,402	19,862
Allocations from provisions including £17,252k from the Property Investment Strategy provision; £2,150k from the HRA provision; £300k from the Private Sector Housing and Renovation Loans provision. (See above line for project details).	(19,402)	(19,702)
Total Capital Programme – projected spend	75,980	263,657

Concerns/Risks:

- Investment income remains under pressure from low interest rates and uncertainty following the Brexit vote. The Council has changed its Treasury Advisors from 1st April 2017 to Arlingclose. With their assistance, a review of our current investment strategy has been carried out and an update to the Treasury Management Strategy (TMS) was approved by Council at its meeting on 19th July 2017 to enable us to use a wider range of investment instruments. Following a presentation to the Investment Advisory Group on 4th October, the Council will begin to make investments in Diversified Income Funds (pooled funds) during the next quarter to offset the impact of reducing interest rates on bank deposits, money market funds and loans to other local authorities. This should enable us to increase returns further for current and future years
- The corporate “vacancy target” is currently subject to increasing requests from management to utilise vacancy savings to: provide cover for vacant posts, to allow for additional posts or contract extensions, or to compensate for income streams that have dried up or proved unreliable for previously funded posts. While the Council has slightly exceeded its “vacancy/DES” savings for the current year (£224k combined target, exceeded by £13k), this needs to be maintained, and there may be a lower contribution to the corporate target in future if manager requests are not challenged, which will add to overall budget pressures.
- The property Investment Strategy has already achieved £440k of the £500k target income for 2017/18. This leaves £60k of income to be achieved and work is on-going to identify further opportunities to deliver this.
- Business Rates (BR) income remains volatile and complex to calculate, and is subject to changes arising from: the 2017 revaluation; the level of successful appeals; the profiling of Enterprise Zone relief given; the levels of claims for Small Business Rates Relief and other reliefs; and fluctuations in estimates of ‘business rates growth’ due to the scale or timing of regeneration projects.
- BR income is subject to on-going pressure from unresolved appeals and, from 2017/18, the impact of the 2017 revaluation by VOA. There are £25m approx. in Rateable Value of appeals outstanding at 30th September 2017 against 2010 valuations, of which the top 10 appeals account for 84% of this value (£21m). There will also be further appeals against the 2017 valuation list.
- Separately a ‘Business Rates & Council Tax’ reserve has been established to help smooth out the impact of changes in BR income and the timing of its recognition under statute.
- The Budget Monitoring Report for September, includes a pressure for BR of £113k, mainly being the increased levy on ‘growth’ above the (reduced) tariff and other minor adjustments (£138k), less additional Enterprise Zone Relief compensation relating to the prior year (-£25k). Please see the main Budget Monitoring report for further details of current issues and their mitigation.
- The longer term impact of all BR changes will be included in the next draft of the Medium Term Financial Plan.

Key Initiatives/Outcomes:

Work is underway to tackle the increase in costs associated with homelessness, short term accommodation placements and the shortage of housing stock (see General Fund section above). The Employment Management Group will continue to review and challenge manager requests for additional staffing, while taking account of corporate service priorities as part of the approval process, to maintain the net savings delivered from vacancies.

Otherwise, the projected outturns for the General Fund, HRA and Capital Programme do not indicate the need for corrective action in 2016/17.

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.

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

Governance

PI	Description	Outturn 2016/17	DDC Target 2017/18	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
GOV001	Number of working days/shifts lost due to sickness absence per FTE	9.03 days	N/A	1.40 days	1.81 days			3.21 days		▼	<i>compare to Q2 2016/17</i>
GOV002	Number of working days/shifts lost due to long term sickness absence over 10 days per FTE	5.73 days	N/A	0.74 days	1.14 days			1.88 days		▼	<i>compare to Q2 2016/17</i>
GOV003	The number of second stage complaints referred to the Council's Complaints Officer	29	N/A	9	12			21		N/A	N/A
GOV004	The number of FOI requests received	1235	N/A	270	201			471		N/A	N/A
LIC005	The percentage of licensed premises inspections completed by target date	74.50%	80%	100%	0%			50%	11	▼	Red
LIC006	The percentage of unopposed licensing and permit applications processed within 5 working days	97.50%	90%	97%	96%			97%	270	▶	Green
ENH005	Percentage of complaints regarding nuisance responded to within 5 working days	98.65%	95%	99%	98.3%			99%	308	▶	Green
ENH012	Number of Fixed Penalty Notices issued for litter	84	N/A	488	581			1069		N/A	N/A
ENH013	Percentage of stray dog enquiries responded to within target time.	100%	95%	99%	100%			99.5%	96	▶	Green
ENH015	Number of Fixed Penalty Notices issued for dog fouling	3	N/A	2	1			3		N/A	N/A
ENH016	Number of Envirocrime prosecutions completed	24	N/A	6	15			21		N/A	N/A

Governance

Governance Director's comments

Performance:

Strong performance has continued throughout quarter 2. Sickness levels remain below target and lower than Q2 in 2016/17. However, as previously reported the first two quarters historically perform better than the latter quarters which fall in the winter months.

Three of the Regulatory Services targets have been exceeded in quarter 2. There continues to be a sharp rise in the number of littering fixed penalty notices issued this quarter (581) as the 12 month trial period progresses with a combined environmental crime service utilising both private contractors and DDC staff.

Due to the Licensing Enforcement Officer vacancy, the fourth Regulatory Services indicator (LIC005) has performed below target. This is because no routine inspections have been undertaken during this quarter. However, officers have been responding to complaints and service requests relating to licensed premises / people

Key Initiatives/Outcomes:

Nothing to add for Q2

Concerns/Risks:

Nothing to add for Q2

DDC Headcount Analysis

Division	FTE @ 1 April 2017	(Leavers)/ Joiners/ Transfers	FTE @ 30 September 2017
Chief Executive	30.69	+0.47	31.16
Governance	41.04	0	41.04
Finance, Housing and Community	41.93	+1	42.93
Environment and Corporate Assets	67.76	+0.46	68.22
HR & Audit	28.30	-1.80	26.50
Total Staff FTE	209.72	+0.13	209.85

Environment & Corporate Assets

PI	Description	Outturn 2016/17	DDC Target 2017/18	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr (where applicable)	Direction of Travel to previous Qtr	RAG Status
PKG003	Number of PCNS issued	16032	N/A	4,359	4,028			8,387		N/A	N/A
MUS002	The number of visits to the museum in person per 1,000 population	165.72	155	60.59	69.75			130.34		▲	Green
WAS003	Number of collections missed per 100,000 collections of household waste.	10.67	15	5	5			5		▶	Green
WAS010	Residual household waste per household	401.13 kg	430kg	320kg	329 (July only)			324.5kg		▼	Green
WAS011	Household waste sent for reuse, recycling or composting	43.72%	45%	50%	51% (July only)			50.5%		▲	Green
WAS012	Environmental cleanliness: Percentage of streets containing litter	3.28%	5%	Measured at 4 month intervals			5%		N/A	N/A	
				5%							
WAS013	Environmental cleanliness: Percentage of street containing detritus	6.71%	10%	Measured at 4 month intervals			24%		N/A	N/A	
				24%							

Environment & Corporate Assets Director's comments

Performance:

Performance against targets during this quarter remains strong across service areas, with most measured targets being achieved.

Assets, Corporate Property & Building Control

Good progress is being maintained on a range of corporate projects as outlined below, whilst it should be acknowledged that there are significant programme pressures being placed on the Assets, & Corporate Property team in terms of many of the projects, which they are leading. This may limit capacity to undertake any additional adhoc work which may arise.

Environment & Corporate Assets

In particular, the team are busily engaged on a range of key corporate projects. Construction of the new Dover District Leisure Centre commenced on site in September and a review of Tides Leisure Centre is underway. A range of housing projects are being developed including works at Snelgrove, William Muge in Dover, Norman Tailyour House in Deal, Foxborough Close in Woodnesborough and Folkestone Road, Dover. Plans are also being forward in conjunction with housing colleagues to provide modular housing schemes at three sites within the District. Renovation plans are being planned for Deal Pier for delivery early next year.

Waste Services

Work has commenced with East Kent partners and Kent CC on reviewing plans for the services at the expiry of the current contract in 2021. This work will be progressed over the next 12-18 months and will be reported to Cabinet as plans are developed.

Parks & Open Spaces

The new in-house team is performing effectively and staff are now working on development plans to deliver service improvements over the next year or so as planned.

Parking

The Parking services team continues to be directly managed by the Director. The new Off Street Order came into effect at the beginning of October implementing the changes agreed by cabinet earlier in the year. JTB have agreed to consult on proposals to extend the lorry parking prohibition orders to cover Coombe Valley Road, Folkestone Road and Barwick Road. The roll out of the new IT system is continuing, and this will simplify the arrangements for the renewal of permits and end the requirement to display a paper permit. Work is progressing on in partnership with English Heritage for the introduction of charging at their car parks at Deal and Walmer Castle.

Museum & Tourism

This quarter saw a number of staffing changes. Our Visitor Services Supervisor retired and a new caretaker, was recruited. The museum has been re-equipped with a new fire alarm system. Visitor figures continue to improve, and the planning for next year's visitor guide is well in hand. The temporary storage of the bulk of the museum collection in the former gaol cells in Dover Town Hall continues to be a problem

April 2018 is the centenary of the Zeebrugge raid and plans are being finalised with partners to celebrate the anniversary. This will include events on April 23rd, being led by Dover TC and a dedicated exhibition at Dover Museum later in the year.

Key Initiatives/Outcomes:

Nothing to add for Q2

Concerns/Risks:

Nothing to add for Q2

Regeneration & Development -

PI	Description	Outturn 2016/17	DDC Target 2017/18	Q1	Q2	Q3	Q4	Current Cumulative figure	Absolute Number of Cases this Qtr	Direction of Travel to previous Qtr	RAG Status
PLA001	Percentage of major planning applications determined in 13 weeks (exc. section 106 agreements) or within an agreed extension of time or Planning Performance Agreement	51%	65%	100%	84.62%			92.00%	13	▼	Green
PLA002	Percentage of non-major planning applications determined in 8 weeks (excluding Section 106 agreements)	New	75%	89.80%	88.48%			89.20%	210	▶	Green
PLA003	The percentage of decisions for major applications overturned at appeal (+)	New	10% (^)	0%	0%			0%	1 appeal	N/A	Green
PLA004	The percentage of decisions for non-major applications overturned at appeal (+)	New	10% (^)	3.22%	2.3%			3.08%	10 appeals	N/A	Green
PLA007	Number of new houses completed	52038 Base April 2017	N/A	124	116			240 (total 52,278)		▲	N/A
PLA008	Growth in Business Rates base (number of registered businesses)	3972 Base April 2016	N/A	-9	16			7 (total 3,979)		▲	N/A

Notes:

(*) Non-Major planning applications are defined as

i) Minor developments

ii) Change of Use and

iii) Householder Developments

iv) The Council facilitates and encourages new homes to be built in the district. The Land Allocations Local Plan, alongside the Core Strategy, sets out how we will achieve our plans to deliver 10,100 new homes in the district by 2026, and 14,000 longer term.

Advertisements, listed buildings and demolition in conservation areas are NOT included. This is to align DDC's statistics with the Government's criteria for performance management

(+) Appeals statistics do not include Enforcement or Listed Buildings Appeals, but these are reported Quarterly to Planning Committee

(^) The Government has now indicated that the target for designation will be 10%, therefore it has been necessary to reflect this. The originally agreed target of 15% is over the designation threshold.

Regeneration & Development Director's comments:**Performance:**

The 2 year period for identifying Local Planning Authorities who may be subject to designation concluded at the end of this quarter. Although the final formal figures will not be made available until later this year our initial assessment is

Major Applications 62% this is above the designation target of 60%

Non-Major Applications 80% this is above the designation target of 70%

The Government are bringing forward a new target in relation to appeals that reflects the criteria identified in PLA003 and PLA004. The target for designation is where 10% or more decisions are overturned at appeal. DDC is well within that target. A more detailed report on Planning Appeals will be presented to October's Planning Committee

Key initiatives/Outcomes:

New staff to the Planning Team have settled in well and this has helped to improve performance and reduce reliance on external contractors.

The Head of Regeneration and Development is drawing up a Departmental Action Plan in response to the Planning Advisory Service (PAS) review. This should help inform the project scope for the introduction of the Uniform System that begins in January 2018.

The Planning Team now surveys applicants to obtain feedback on their perception of the service. This is still in its infancy, but feedback has shown general satisfaction levels of over 3.5 out of 5 over a number of areas including quality of advice, contacting case officer, time to process etc. More detailed analysis will be reported when the feedback has become established.

The Planning Delivery Manager will be meeting with DCLG and PAS in November to discuss improvement and best practice

Concerns/Risks:

Insufficient resources or prioritisation of new system implementation may impact on the service being able to make best use of the tools available. An example being the procedural reviews that are required to support effective workflow design

A number of planning policies e.g. validation, require updating and review in advance of new system implementation

Policy and planning input to support Dover Town Centre regeneration may require additional resources or divert existing resources

The Government may increase the performance target levels next year

Digital

PI	Description	Outturn 2016/17	DDC Target 2017/18	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)	99.99%	99.50%	99.96%	99.90%			99.90%		▶	Green
WEB002	Number of Keep me Posted subscribers	58,519	N/A	60,007	60,252			60,252		N/A	N/A
WEB003	Facebook subscribers	4944	N/A	5,317	5,449			5,449		N/A	N/A
PLA005	Percentage of electronic planning applications received	76.62%	75%	79.35%	82.46%			80.91%	406	▲	Green
ACC011	Percentage of on-line payments to cash and cheque	87%	N/A	87%	88%			88%	56,297	N/A	N/A

Subject:	CHANGES TO PROJECT ADVISORY GROUPS AND DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE
Meeting and Date:	Cabinet – 6 November 2017
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Keith Morris, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To make changes to the membership of the Project Advisory Groups and the Developer Contributions Executive Committee following changes made by the new Leader of the Council to the Cabinet and Portfolios. In addition, to establish a Homelessness Project Advisory Group and agree its Terms of Reference.

The following existing Project Advisory Groups are affected: (1) Local Plan; (2) Dover Town Centre & Waterfront; (3) Commercial Investment; and (4) Residential Investment.

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- | | |
|------------------------|--|
| Recommendation: | <ol style="list-style-type: none"> 1. That Cabinet agrees the changes to the existing Project Advisory Groups set out at Appendix A. 2. That Cabinet agrees that a Homelessness Project Advisory Group be established on the basis set out at Appendix B. 3. That Cabinet considers the draft Terms of Reference for the Homelessness Project Advisory Group set out at Appendix C. 4. That Cabinet agrees the changes to the Developer Contributions Executive Committee set out at Appendix D. 5. That it be reaffirmed that a representative of the Labour Group be invited to attend meetings of the Developer Contributions Executive Committee as an observer only. |
|------------------------|--|
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1. Summary

1.1 Following his election as Leader of the Council at the Council meeting held on 18 October 2017, Councillor Keith Morris has made changes to the composition of Cabinet and its portfolios. These changes need to be reflected in the membership of the Project Advisory Groups (PAGs) and the Developer Contributions Executive Committee. It is also proposed that a new Project Advisory Group should be established to consider, and make recommendations on, matters relating to homelessness.

1.2 It is proposed that Councillor Keith Morris (as Leader of the Council) will replace former Council Leader Paul Watkins on those PAGs of which he was a member. No changes are proposed to the non-Elected Member positions on any of the PAGs.

- 1.3 As a result of the changes to Cabinet portfolios, the Labour Group has also made some changes to its Shadow Cabinet membership. It is now also proposed that the Labour Group should have an additional seat on the Local Plan PAG.

2. Introduction and Background

Local Plan Project Advisory Group

- 2.1 Councillor James Back (Portfolio Holder for Built Environment) now has the Planning Portfolio and it is proposed to add him to the existing membership. To maintain the political balance, it is proposed that there should be an additional seat for the Labour Group. Councillor Peter Walker has been nominated.

Dover Town Centre and Waterfront Project Advisory Group

- 2.2 It is proposed that Councillor James Back should replace Councillor Pauline Beresford. Councillor Pam Brivio (Labour Group) will remain a member.

Commercial and Residential Investment Project Advisory Groups

- 2.3 It is proposed that Councillor James Back should replace Councillor Pauline Beresford on the Residential Investment PAG. In addition, that Councillor Peter Walker should replace Councillor Brivio on the Commercial Investment PAG and Councillor Bill Gardner should replace Councillor Brivio on the Residential Investment PAG.

Dover Leisure Centre and Investment Project Advisory Groups

- 2.4 For clarification, Councillor Pauline Beresford will remain on the Dover Leisure Centre PAG and the membership therefore remains unchanged. The Investment Advisory Group is not affected by the changes.

Homelessness Project Advisory Group

- 2.5 The Leader of the Council has indicated that he wishes to establish a new PAG to consider issues relating to homelessness.
- 2.6 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.'*

- 2.7 Cabinet may vary these rules by appointing more than 5 members. It may also use its discretion when considering the rules on political balance. A proposed composition for the new PAG is set out at Appendix B. Draft Terms of Reference are set out at Appendix C.

Developer Contributions Executive Committee

2.8 It is proposed that Councillor James Back will replace Councillor Nick Kenton. Councillor M J Holloway, who is the new Portfolio Holder with responsibility for Community Services, will replace Councillor Morris. Councillor Pauline Beresford will remain on the Committee.

2.9 In preparing this report, it has been noted that, when appointing the membership of this executive committee on 9 May 2016 (CAB 166), Cabinet decided:

'(b) That a (non-voting) representative from the Labour Group be invited to attend and participate at meetings of the Developer Contributions Executive Committee.'

This was replicated at the meeting of the Cabinet held on 8 May 2017 (CAB 196).

2.10 The Solicitor to the Council has advised that the Local Government Act 2000 makes no provision for the participation of non-executive members in the business of executive committees. Further, that although it is permissible to invite a representative of the Labour Group to attend meetings of the executive committee, this should not be on the basis that he can participate in the meeting. It is therefore recommended that this matter should be clarified by Cabinet, recording that the invitation is as an observer only. The fact that the representative of the Labour Group is invited as an observer would not preclude the executive committee from inviting the Labour representative to address the committee on specific points. However, this is not the same as participation.

3. Identification of Options

3.1 Option One – To agree all the new appointments and the establishment of a Homelessness Project Advisory Group.

3.2 Option Two – To not agree any or only some of the appointments. To not agree the establishment of a Homelessness Project Advisory Group.

4. Evaluation of Options

4.1 It is recommended that Cabinet agrees the appointments, and the establishment of a Homelessness Project Advisory Group.

5. Resource Implications

5.1 None.

6. Corporate Implications

6.1 Comment from the Section 151 Officer: Finance has been consulted and has no further comments to make.

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 A – Revised Compositions of the Local Plan, Dover Town Centre & Waterfront, Commercial Investment and Residential Investment Project Advisory Groups (Changes to existing membership highlighted in bold)

Appendix B – Proposed Composition of the Homelessness Project Advisory Group

Appendix C – Draft Terms of Reference for the Homelessness Project Advisory Group

Appendix D - Revised Composition of the Developer Contributions Executive Committee (Changes to existing membership highlighted in bold)

8. Background Papers

None.

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

LOCAL PLAN PROJECT ADVISORY GROUP

Portfolio Holder for Built Environment – **Councillor J S Back** (Chairman)

Chairman of the Planning Committee – Councillor F J W Scales

A representative from the Scrutiny (Policy and Performance) Committee – Councillor K Mills

Conservative Group: Councillors **N S Kenton** and D P Murphy

Labour Group: Councillors B Gardner and **Peter Walker**

DOVER TOWN CENTRE & WATERFRONT PROJECT ADVISORY GROUP

Portfolio Holder for Property Management and Public Protection – Councillor T J Bartlett (Chairman)

Leader of the Council - **Councillor K E Morris**

Portfolio Holder for Built Environment – **Councillor J S Back**

Portfolio Holder for Access and Licensing – Councillor N J Collor

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

COMMERCIAL INVESTMENT PROJECT ADVISORY GROUP

Portfolio Holder for Corporate Resources and Performance – Councillor M D Conolly (Chairman)

Leader of the Council - **Councillor K E Morris**

Portfolio Holder for Property Management and Public Protection - Councillor T J Bartlett

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

RESIDENTIAL INVESTMENT PROJECT ADVISORY GROUP

Portfolio Holder for Corporate Resources and Performance – Councillor M D Conolly (Chairman)

Leader of the Council - **Councillor K E Morris**

Portfolio Holder for Built Environment – **Councillor J S Back**

Labour Group: Councillors M R Eddy and **B Gardner**

**HOMELESSNESS
PROJECT ADVISORY GROUP**

Portfolio Holder for Built Environment – Councillor J S Back (Chairman)

Leader of the Council – Councillor K E Morris

Portfolio Holder for Corporate Resources and Performance – Councillor M D Conolly

Labour Group: Two Members - Councillors B Gardner and P M Brivio have been nominated

HOMELESSNESS PROJECT ADVISORY GROUP
DRAFT TERMS OF REFERENCE

Membership:

- Portfolio Holder for Built Environment (Chairman)
- Leader of the Council
- Portfolio Holder for Corporate Resources and Performance
- Two Representatives from the Labour Group

Terms of Reference:

- To monitor the following trends relating to homelessness:
 - The number of households presenting as homeless
 - The size of household presenting
 - The reason for the homelessness application
 - The number of cases where homelessness was prevented and how it was prevented
 - The number of applications accepted
 - The number of households placed in different types of temporary accommodation
 - The length of stay in the different types of temporary accommodation
 - The number of rough sleepers in the district
- To consider performance data relating to the above benchmarked against other comparable local housing authorities (LHAs).
- To consider examples of good practice adopted by other LHAs and make recommendations regarding their implementation by the Council.
- To monitor the budget position relating to the use of various forms of temporary accommodation.
- To make recommendations regarding projects which will help reduce the levels of homelessness/rough sleeping in the district and deliver alternative forms of temporary and interim accommodation, e.g. modular housing, property acquisitions, leasing of properties, purchase and leasing of land.
- To monitor progress on the projects currently being progressed with the aim of reducing the cost of providing temporary accommodation.
- To monitor the Housing Revenue Account and Housing Initiatives Reserve and make recommendations as to how these can be used to fund financially viable alternative forms of temporary and interim accommodation.
- To make recommendations regarding projects aimed at securing accommodation as an alternative to providing temporary accommodation, e.g. social lettings agency.

- To consider and make recommendations in relation to any amendments to the Council's Allocations Policy which are considered appropriate to help reduce homelessness and the number of households in temporary accommodation.

OTHER MATTERS

Powers

The Group is not a decision-making body. It will consider matters falling within its Terms of Reference and make recommendations to Cabinet on the same.

Frequency of Meetings

The Group shall meet as required by the Portfolio Holder for Built Environment.

DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE

Leader of the Council – **Councillor K E Morris** (Chairman)

Portfolio Holder for Built Environment – **Councillor J S Back**

Portfolio Holder for Community Services – **Councillor M J Holloway**

Councillor P M Beresford

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 6 NOVEMBER 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>
Option to Sell Land at Rear of 65 Folkestone Road, Dover	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

Agenda Item No 13

Document is Restricted

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

Document is Restricted