# **Public Document Pack**



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5 March 2019

### Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE** will be held in the Council Offices at these Offices on Wednesday 13 March 2019 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Jemma Duffield on (01304) 872305 or by e-mail at <a href="mailto:democraticservices@dover.gov.uk">democraticservices@dover.gov.uk</a>.

Yours sincerely

Chief Executive

### Scrutiny (Community and Regeneration) Committee Membership:

L A Keen (Chairman)

G Cowan (Vice-Chairman)

T A Bond

P M Brivio

P I Carter

N Dixon

R J Frost

P D Jull

M J Ovenden

P Walker

# **AGENDA**

# 1 **APOLOGIES**

To receive any apologies for absence.

# 2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

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

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

# 4 **MINUTES** (Pages 5 - 11)

To confirm the Minutes of the meeting of the Committee held on 4 July 2018, 5 December 2018, 16 January 2019 and 13 February 2019 (to follow).

# 5 **PUBLIC SPEAKING**

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda item 11.

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

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day before the meeting.

# 6 <u>DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM</u> THE SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

The following decisions were taken by the Cabinet at its meeting held on 4 March 2019 in respect of recommendations from the Scrutiny (Community and Regeneration) Committee:

S106 Agreements

# 7 <u>ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY</u> (POLICY AND PERFORMANCE) COMMITTEE OR ANOTHER COMMITTEE

There are no items for consideration.

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

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

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

There are no items for consideration.

# (b) Call-In

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

Regeneration) Committee.

There are no items for consideration.

# (c) Public Petitions

There are no items for consideration.

# 9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 12 - 17)

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

# 10 **SCRUTINY WORK PROGRAMME** (Pages 18 - 20)

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

# 11 <u>DOVER DISTRICT COUNCIL AUTHORITY MONITORING REPORT 2017/18</u> (Pages 21 - 100)

To consider the attached report of the Strategic Director (Operations and Commercial).

# **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 Jemma Duffield, Democratic Services Officer, telephone: (01304) 872305 or email: democraticservices@dover.gov.uk for details.

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

### **Declarations of Interest**

# Disclosable Pecuniary Interest (DPI)

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

# Other Significant Interest (OSI)

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

### Voluntary Announcement of Other Interests (VAOI)

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

### Note to the Code:

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

Minutes of the meeting of the **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 4 July 2018 at 6.00 pm.

Present:

Chairman: Councillor L A Keen

Councillors: P I Carter

N Dixon G Cowan P J Hawkins P D Jull M J Ovenden

Officers: Chief Executive - East Kent Housing

Director of Customer Services - East Kent Housing

Democratic Services Manager

# 12 APOLOGIES

Apologies for absence were received from Councillors T A Bond, R J Frost and N A G Richards.

# 13 <u>APPOINTMENT OF SUBSTITUTE MEMBERS</u>

There were no substitute members appointed.

# 14 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

### 15 MINUTES

The Minutes of the meeting held on 25 April 2018 and 16 May 2018 were approved as a correct record and signed by the Chairman.

### 16 PUBLIC SPEAKING

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

# 17 <u>DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE</u> SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

There were no items of business.

# 18 <u>ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY</u> (POLICY AND PERFORMANCE) COMMITTEE OR ANOTHER COMMITTEE

There were no items of business.

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

There were no items of business.

### 20 NOTICE OF FORTHCOMING KEY DECISIONS

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

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

# 21 SCRUTINY WORK PROGRAMME

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

Members were asked to email their key questions relating to local health services to the Democratic Services Manager.

RESOLVED: That the Work Programme be noted.

### 22 EAST KENT HOUSING

The Committee welcomed the Chief Executive (East Kent Housing), Director of Customer Services (East Kent Housing) and the Chair of the Dover District Tenant Group.

# Q1. How do tenant reps find out and represent the views of tenants?

The 'Engaged Tenant' role meant that tenants were not providing a representative role but rather sharing their experience and knowledge with East Kent Housing (EKH). The Engaged Tenants were not a point of contact for other tenants' problems and as a consequence, their contact details were not publicised. This change in role was supported by the former tenant representatives.

There were currently four Engaged Tenants for the Dover District with three more who were in the process of becoming engaged tenants or had expressed an interest in doing so. The maximum number of Engaged Tenants for the Dover District was twelve. For comparison purposes, Canterbury currently only had 5 Engaged Tenants.

There were no elections for Engaged Tenants and there were no fixed terms of office. This position would be reviewed after 12 months to see how it had operated. EKH had advertised for the position of Engaged Tenant and offered support with training and coaching for successful applicants.

The Engaged Tenants were only reimbursed for costs as payments for the role could cause issues with benefits for some potential applicants.

EKH had a dedicated councillor contact point to ensure that elected members could fulfil their representative role in respect of tenants and also encouraged

direct contact from tenants about problems. EKH had adopted a variety of engagement methods to get feedback from tenants.

Q2. How do tenants know who their reps are, and how to get into contact with them? Or are there no longer tenant representatives as such – or are they subsumed within the Local Groups? Are these up and running – have not been invited to the Aylesham one, for example?

There was one group for the Dover District with a maximum of 12 tenants on it. However, in addition to this non-members of the group could come and speak at the meetings and EKH tried a number of different methods to engage tenants.

Q3. <u>I understand there have been there is the issue of resignations from the Area Board; what is happening, and have these people been replaced?</u>

The Area Board no longer existed.

Q4. EKH state that "as part of our Customer Access Strategy we set out the range of options that are available for communications with residents this includes face to face, letter, phone, email and through our website. Where residents have expressed a preference we will use that as appropriate" What does the last bit mean? How are tenants empowered to say they want paper copies of newsletters, etc.?

The tenant magazine was published twice a year and tenants had the option of getting paper copies if they wished. EKH also communicated with tenants through a number of other methods, including social media.

Q5. Anecdotally, there seem to be problems with the new heating contractors – could we have an update please on how well this is working, and how any problems are being resolved.

The Chief Executive (East Kent Housing) advised that contractual information could not be disclosed in open session.

It was moved by Councillor G Cowan, duly seconded by Councillor M J Ovenden, and

RESOLVED:

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

At the conclusion of the discussion, it was moved by Councillor G Cowan, duly seconded by Councillor M J Ovenden, and

RESOLVED: That the press and public be readmitted to the meeting.

Q6. What are the methods used for assessing customer satisfaction with repairs and maintenance? Is the system of the contractor giving a comments form

out at the end of his/her visit, asking for it to be completed, and then receiving it back still in operation?

Tenants had the option of sending the comment form back separately and not giving it to the contractor.

Q7. How well is the new dedicated member enquiries system working?

The feedback received was that the system was working well. The advantage of using the dedicated member enquiries system was that it allowed EKH to track member enquiries and ensure that they were being dealt with properly.

- RESOLVED: (a) That it be recommended to the Cabinet that it request East Kent Housing introduce 5 year fixed terms of office for Engaged Tenants, with the Engaged Tenant having the opportunity to reapply at the end of fixed term, to reduce the risk of institutionalisation and provide opportunities for new tenants to become involved.
  - (b) That East Kent Housing be requested:
    - (i) To provide the Scrutiny (Community and Regeneration)
      Committee with details of the number of formal and informally engaged tenants and the formal and informal methods by which tenants are involved by East Kent Housing in decision-making.
    - (ii) To update a future meeting on the performance of contractors.

The meeting ended at 7.55 pm.

# **Public Document Pack**

Minutes of the meeting of the **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 16 January 2019 at 6.01 pm.

Present:

Chairman: Councillor L A Keen

Councillors: T A Bond

P I Carter N Dixon R J Frost P D Jull

K Mills (as substitute for Councillor P M Brivio)

M J Ovenden

Officers: Head of Assets and Building Control

Democratic Services Manager Democratic Services Officer

### 68 APOLOGIES

Apologies for absence were received from Councillors P M Brivio, G Cowan and P Walker.

# 69 APPOINTMENT OF SUBSTITUTE MEMBERS

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

# 70 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

# 71 MINUTES

The Minutes of the meeting held on 12 September 2018, 3 October 2018 and 7 November 2018 were approved as a correct record and signed by the Chairman.

The Minutes of the meeting held on 4 July 2018 were deferred.

### 72 PUBLIC SPEAKING

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

# 73 <u>DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE</u> SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE

The Committee's recommendation made on 5 December 2018 (Minute No 67) to Cabinet were rejected at its meeting held on 14 January 2019 since it was considered that the Council was addressing private sector landlord issues by other means (e.g. by engaging regularly with landlords). Furthermore, the Council would

want to see more data and received further information regarding government strategy before committing itself to the principle of a compulsory registration scheme.

# 74 <u>ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, SCRUTINY</u> (POLICY AND PERFORMANCE) COMMITTEE OR ANOTHER COMMITTEE

There were no items for consideration.

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

There were no items for consideration.

### 76 NOTICE OF FORTHCOMING KEY DECISIONS

The Democratic Services Manager presented the Notice of Forthcoming Key Decisions to the Committee for its consideration. Members identified the following items from the Notice of Forthcoming for inclusion within the work programme:

- Item No 38 (Purchase of affordable housing in Aylesham)
- Item No 31 (deed of Variation to the Aylesham Development Agreement)

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

# 77 SCRUTINY WORK PROGRAMME

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

Members requested the inclusion of S106 agreements within the work programme and East Kent Housing Update be removed.

RESOLVED: That the Work Programme be noted subject to the inclusion of the additional items identified in Minute no 76 and S106 agreements.

# 78 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor R J Frost, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the

business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph

3 of Part I of Schedule 12A of the Act.

# 79 WORKS TO RETAIL UNITS AT MARKET SQUARE, AYLESHAM

The Head of Assets and Building Control was in attendance to present the report to the committee which had been considered at the meeting of Cabinet on 14 January 2019 and that it was agreed that the use of the Capital Contingency fund to cover the final cost of fitting out the retail units at Market Square, Aylesham be approved (CAB 84).

A summary of the works to date was provided to Members. The retail units, which had residential units above, were constructed as part of the Aylesham Garden Village development. The units were fitted out and the shop fronts were improved with robust, discreet security shutters. The quality of the finished units had been noted by the community and other businesses had approached the council for their advice on making improvements to other shops within the Market Square. To date, two of the five retail units were trading with negotiations underway for the remainder.

The report further provided Members with the costings of the retail unit fit-out, purchase price amounts and the average rental income figures per annum.

RESOLVED: (a) That CAB 84 be endorsed.

(b) That the Head of Assets and Building Control explore where the assets will be placed in the Council's portfolio.

The meeting ended at 6.45 pm.



# Notice of Forthcoming Key Decisions

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

Publication Date: 1 March 2019

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

Key Decisions 2018/19	ltem	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Neighbourhood Plans	June 2013 and ongoing (see entry)	Regeneration & Development	Built Environment
2	Review of Tenancy Strategy and Tenancy Policy	This item has been withdrawn	Strategic Housing	Housing & Homelessness
3	Review of Local Plan	(i) 1 March 2017; (ii) 1 October 2018; and (iii) June/July 2019	Regeneration & Development	Built Environment
4	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance or Strategic Director (Corporate Resources))	Finance & Housing	Corporate Resources & Performance
5	To consider an options appraisal and feasibility study for Tides Leisure & Indoor Tennis Centre and seek approval to progress to the detailed design phase	2 July 2018	Assets & Building Control	Property Management & Environmental Health
6	Dover Waterfront Masterplan Area Action Plan	This decision will now be incorporated into the Local Plan Review	Regeneration & Development	Built Environment
7	Planning Enforcement Plan	10 September 2018	Regulatory Services	Environment, Waste & Health
8	Representations on the Thanet District Council Local Plan	This decision will be taken by the Leader of the Council	Regeneration & Development	Leader of the Council
9	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	3 June 2019 and date to be confirmed	Regeneration & Development	Built Environment  Access & Licensing
10	Hackney Carriage and Private Hire vehicles - access for wheelchair users	20 May 2019	Regulatory Services	Access & Licensing
11	Development of a social lettings agency	This item has been withdrawn	Strategic Housing	Housing & Homelessness
12	Approval of project to develop housing to be occupied on an interim basis by homeless households	14 May 2018	Strategic Housing	Housing & Homelessness

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
13	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal  1 April/20 May 20 and date to be confirmed		Regeneration & Development	Built Environment
14	Letting of the café/restaurant on Deal Pier	Decision taken by the Portfolio Holder for Property Management and Environmental Health	Assets & Building Control	Property Management & Environmental Health
15	Aylesham Village Expansion – Acquisition of third-party land	1 April/20 May 2019	Regeneration & Development	Corporate Resources & Performance
16	Statement of Community Involvement	14 May and 10 September 2018	Regeneration & Development	Built Environment
17	Dover District Council Local Development Scheme	14 May 2018	Regeneration & Development	Built Environment
18	Kent Environment Strategy	14 May 2018	Assets & Building Control	Environment, Waste & Health
19	Transfer of Freehold of Sandwich Guildhall	2 July 2018	Assets & Building Control	Property Management & Environmental Health
20	Sandwich Historical Boatyard	Decision taken by the Leader of the Council on 15 June 2018	Assets & Building Control	Leader of the Council
21	To decide on requirements for a new Public Spaces Protection Order following public consultation	2 July 2018	Regulatory Services	Environment, Waste & Health
22	To consider the cessation of cash and cheque transactions at Council Offices	This item has been withdrawn	Finance & Housing	Corporate Resources & Performance
23	Creation of a local property company	5 November 2018	Finance & Housing	Corporate Resources & Performance
24	Contaminated land strategy	2 July 2018	Regulatory Services	Property Management & Environmental Health
25	Consideration of pest control provision	Decision taken by the Director of Governance on 28 November 2018	Regulatory Services	Property Management & Environmental Health
26	Award of contract for Kearsney Abbey café building extension	Decision taken by the Portfolio Holder for Property Management and Environmental Health	Assets & Building Control	Property Management & Environmental Health

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
27	Catering provision at Kearsney Abbey and Russell Gardens	1 April 2019	Operational Services	Property Management & Environmental Health
28	Award of contract for landscape and listed structure repairs at Kearsney Abbey	4 February 2019	Parks & Open Spaces	Property Management & Environmental Health
29	To consider the delimitation of Hackney Carriage vehicles	1 October 2018	Regulatory Services	Access & Licensing
30	Award of contract for the refurbishment of Norman Tailyour House	Decision taken by Director of Finance, Housing and Community on 23 November 2018	Assets & Building Control	Property Management & Environmental Health
31	Deed of Variation to the Aylesham Development Agreement	1 April/20 May 2019	Regeneration & Development	Built Environment
32	To approve arrangements for the implementation and delivery of infrastructure for a Bus Rapid Transit System connecting Whitfield to Dover town centre	May/June 2019	Inward Investment	Access & Licensing
33	Redevelopment of William Muge and Snelgrove Houses site, Dover	1 October 2018	Assets & Building Control	Property Management & Environmental Health
34	Grant scheme for commercial property renovations in Dover, Deal and Sandwich high streets	10 September 2018	Finance	Corporate Resources & Performance
35	Approval of Kearsney Abbey café 'Changing Places' facility and contingency fund for café/landscape improvements	10 September 2018	Operational Services	Property Management & Environmental Health
36	Lease of Historic Boatyard, The Quay, Sandwich	5 November 2018	Assets & Building Control	Leader of the Council
37	Acceptance of grant and allocation of funding for restoration of Maison Dieu (Dover Town Hall)	10 September 2018	Assets & Building Control	Property Management & Environmental Health
38	Purchase of affordable housing in Aylesham	1 April/20 May 2019	Finance & Housing	Corporate Resources & Performance
39	Demolition of Dover Leisure Centre	3 June 2019	Assets & Building Control	Property Management & Environmental Health
40	Authority Monitoring Report	4 March 2019	Regeneration & Development	Built Environment
41	East Kent Waste Project 2021	5 November 2018	Director of Environment & Corporate Assets	Environment, Waste & Health
42	Grant of easement at Matthews Close, Deal	3 December 2018	Assets & Building Control	Property Management & Environmental Health
43	Redevelopment and regeneration of the site of the former Co-op store in Stembrook and surrounding area	Decision taken by Director of Environment and Corporate Assets on 12 December 2018	Inward Investment	Leader of the Council

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
44	Approval of Street-Lighting Works	3 December 2018	Assets & Building Control	Property Management & Environmental Health
45	Charges for Parking during the Christmas Period  Decision taken by the Portfolio Holder for Access and Licensing		Operational Services	Access & Licensing
46	Fees and Charges – agreement on levels for 2019/20	14 January 2019	Finance & Housing	Corporate Resources & Performance
47	Approval to carry-out further repairs (phase 2) to Deal Pier to include new lighting, and a new CCTV system as well as further general repairs and improvements	4 February 2019	Assets & Building Control	Property Management & Environmental Health
48	Recommendation to Council of the draft 2019/20 Budget and Medium-Term Financial Plan 2019/20-2022/23 and approval by Cabinet of various delegations within the Budget	(i) 4 February 2019 (ii) 4 March 2019	Finance & Housing	Corporate Resources & Performance
49	Review of Parking Charges	14 January 2019	Operational Services	Access & Licensing
50	Restoration of Maison Dieu (Dover Town Hall), Dover	14 January 2019	Assets & Building Control	Property Management & Environmental Health
51	Provision of community facility at Maison Dieu, Dover	14 January 2019	Assets & Building Control	Property Management & Environmental Health
52	Award of contract for upgrade of CCTV infrastructure	4 February 2019	Community Services	Community Services
53	Approval of Victoria Road and Wellington Road (Deal) Conservation Area Appraisal	1 April/20 May 2019 and date to be confirmed	Regeneration & Development	Built Environment
54	Approval to release corporate contingency funds for repairs to corporate assets	4 February 2019	Assets & Building Control	Property Management & Environmental Health
55	Variation of Public Spaces Protection Order relating to dogs	20 May 2019	Regulatory Services	Property Management & Environmental Health
56	Approval to enter into a partnership with Kent County Council for provision of highway services	4 February 2019	Inward Investment	Leader of the Council
57	To seek agreement for the disposal of the Council's leasehold interest in flat 35 and garage 74, The Gateway, Marine Parade, Dover	asehold interest in flat 35 and garage 74, The Gateway, Property Management		Property Management & Environmental Health
58	To approve the use of Building Foundations for Growth	May/June 2019	Inward Investment	Leader of the Council
0		4		

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
	Funding and to authorise the completion of an appropriate legal agreement			
59	Award of contract for fire precaution works to properties within the Council's housing stock	1 April 2019	Head of Finance & Housing	Housing & Homelessness
60	Award of contract for asbestos surveys, testing and removal works to properties within the Council's housing stock	1 April 2019	Head of Finance & Housing	Housing & Homelessness
61	Approval of purchase of new financial management system and budget monitoring system	1 April 2019	Head of Finance & Housing	Corporate Resources
62	Approval of project to purchase new-build properties for use as affordable housing	1 April 2019	Head of Strategic Housing	Housing & Homelessness
63	Procurement of Street Cleansing Contract	1 April 2019	Head of Commercial Services	Environment, Waste & Health
64	To approve consultation on revised Gambling Policy 2019- 22	20 May 2019	Head of Regulatory Services	Access & Licensing
65	To consider proposed increase in Hackney Carriage fares	20 May 2019	Head of Regulatory Services	Access & Licensing

- 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 (<a href="www.dover.gov.uk">www.dover.gov.uk</a>).

# **OVERVIEW AND SCRUTINY WORK PROGRAMME 2018/19**

# **SCRUTINY (COMMUNITY AND REGENERATION) COMMITTEE**

		Re	esource Implications for Scr	utiny		
Month	Issue	Members	Officers (Corporate	Scrutiny Budget Expenditure		Action
			Expenditure unless otherwise stated)	Projected	Actual	
6 June 2018	Environmental Health - Noise Nuisance	Single Meeting	Director of Governance	£0	£0	To receive answers to the key questions set by the committee.
4 July 2018	East Kent Housing	Single Meeting	East Kent Housing	£0	£0	To receive answers to the key questions set by the committee and provide an update on tenant representative arrangements.
August 2018	No Scheduled Meeting					
12 September 2018	Gypsy, Travellers and Travelling Showpeople Accommodation Assessment	Single Meeting	Chief Executive	£0	£0	To receive a presentation.
3 October 2018	Redevelopment of William Muge and Snelgrove House Sites	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To consider the report.
7 November 2018	Local Health Services	Single Meeting	External	£0	£0	To scrutinise local health service arrangements
5 December 2018	Private sector landlords	Single Meeting	Director of Finance, Housing and Community	£0	£0	To scrutinise the arrangements for private sector landlords in the district.
16 January 2019	Works to retail units at Market Square, Aylesham	Single Meeting	Strategic Director (Operations & Commercial)	£0	£0	To consider the report.

		Res	source Implications for Scr	utiny		
Month	Issue	Members	Officers (Corporate		/ Budget iditure	Action
			Expenditure unless otherwise stated)	Projected	Actual	
12 February 2010	S106 Agreement Presentation	Single Meeting	Chief Executive, EKH	£0		To receive a presentation on S106 agreements.
13 February 2019	Regeneration Update	Single Meeting	Head of Inward Investment	£0		To receive an update.
13 March 2019	To approve arrangements for the implementation of infrastructure for a Bus Rapid Transit System connecting Whitfield to Dover town centre	Single Meeting	Head of Inward Investment	£0		To consider the report. [Item chosen by Members from the Forward Plan – identified as coming forward in Mar/Apr 2019]
	Aylesham Village Expansion – Acquisition of third-party land	Single Meeting	Head of Regeneration & Development	£0		To consider the report. [Item chosen by Members from the Forward Plan – identified as coming forward in Mar/Apr 2019]
3 April 2019						

Please note items beyond the current month are subject to change depending on Forward Plan, etc.

# Municipal Year 2018/19

Agreed for Inclusion?	Subject	Resource Implications	Action
Yes	Local Plan	None	To receive updates at milestones in the process. Key dates are October 2018 and July 2019.

Yes	Manston Airport		Update on the situation in respect of Manston Airport [at appropriate milestones]
-----	-----------------	--	---

Subject: DOVER DISTRICT COUNCIL AUTHORITY MONITORING

**REPORT 2017/18** 

Meeting and Date: Cabinet - 4 March 2019

Report of: Roger Walton, Strategic Director (Operations and

Commercial)

Portfolio Holder: Councillor James Back, Portfolio Holder for Built

**Environment** 

Decision Type: Executive Key

Classification: Unrestricted

**Purpose of the report:** To seek approval for the Authority Monitoring Report 2017/18.

Recommendation: Cabinet approves the Authority Monitoring Report 2017/18

attached at Appendix 1 and it is made available on the District

Council's website.

# 1. Summary

1.1 This is the fourteenth Authority Monitoring Report (AMR) produced by Dover District Council and covers the period from 1 April 2017 to 31 March 2018.

- 1.2 The AMR serves a number of purposes, the main ones being:
  - to set out the Council's progress against its Local Development Scheme (LDS), a high-level project plan for the production of new planning documents and policies;
  - to assess the performance of the Council's current planning policies and to monitor the delivery of the Council's adopted Development Plan;
  - to capture the level of housebuilding that has been taking place in the district and review the Council's position in relation to future housing land supply;
  - to capture progress of the delivery of the Council's strategic land allocations;
  - to monitor the levels of development funding received for infrastructure provision; and
  - to set out progress in compliance with the duty to co-operate and the preparation of neighbourhood plans across the district.
- 1.3 The key findings from this year's AMR are set out below.

### 2. Introduction and Background

2.1 The National Planning Practice Guidance (PPG) states that Local Planning Authorities (LPAs) must publish information at least annually that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing. LPAs can also use the AMR to provide up-to-date information on the implementation of any neighbourhood plans that have been made, and to determine whether there is a need to undertake a partial or full review of the Local Plan. The AMR should be made publicly available.

Dover District Council 21

# 3. Key Findings

# Local Plan Progress

- 3.1 As a result of the Council's decision to commence a Local Plan Review in 2017, the Council is currently in the process of producing a new Local Plan and in turn is reviewing the evidence base that underpins the plan making. To date, a multitude of evidence base studies have been completed such as the Strategic Housing Market Assessment (SHMA) and the EDNA, Retail and Town Centre Needs Assessment, Strategic Flood Risk Assessment and Local Landscape Character Assessment. Studies that are ongoing include: North Deal Study, Sustainability Appraisal/Habitats Regulation Appraisal, as well as the Housing and Economic Land Availability Assessment.
- 3.2 The Council's LDS sets out the timetable for the preparation of these documents and progress against meeting key milestones in their production.
- 3.3 The Council continues to support parishes in the district with Neighbourhood Planning and is currently working closely with Ash Parish Council and Dover Town Council who are currently progressing their Neighbourhood Plans.

# Housing

- 3.4 During the monitoring period there were a total of 446 dwellings completed (net figure), of which 99 units were affordable homes (22%). The majority of development over the monitoring period occurred in Aylesham (191 units), followed by Dover (107 units), Deal (58 units), and 90 units being completed from the other settlements across the district.
- 3.5 An assessment of the Council's housing land supply demonstrates that at this point in time it is considered that the Council has a five year housing land supply of 5.56 years for the purpose of paragraph 11 of the revised NPPF (2018).

### **Economy**

3.6 During 2017/18, a total net figure of 9,116 sqm of employment floorspace was completed across the district, with the largest number of net completions in use class B2. Additionally, a total net figure of 11,285 sqm of retail floorspace was completed.

# Infrastructure Delivery

3.7 Over the monitoring period the Council secured £715,348 in S106 contributions from developments across the district. DDC received 84% of this figure (£605,218) to provide the necessary infrastructure to support growth; an 11% increase from the previous monitoring year (2016/17). The remainder of the funds was passed to KCC to fund transport projects, libraries, social care and education.

### 4. Identification of Options

- 4.1 To approve the AMR attached at Appendix 1.
- 4.2 Not to approve the AMR attached at Appendix 1.

# 5. Evaluation of Options

- 5.1 The Council is required by law to produce an AMR. Given this, there is no option regarding whether or not to produce an AMR, as it is a legal requirement.
- 5.2 The AMR continues to monitor progress against the LDS and the priorities identified in the Core Strategy (2010), identifying areas for key consideration as part of the Local Plan Review.

# 6. Resource Implications

Once agreed by Cabinet, a copy of the AMR 2017/18 will be made publicly available on the Council's website. There are no further resource implications.

# 7. Corporate Implications

- 7.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add (SB).
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications however in discharging their duties 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.

# 8. Appendices

Appendix 1 – Authority Monitoring Report 2017/18

### Contact Officers:

Katherine Messenger, Planning Monitoring Officer, Regeneration Delivery Section

April Newing, Senior Policy Planner, Regeneration Delivery Section





# **Dover District**

# **Authority Monitoring Report** 2017/2018

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### 2

# **Executive Summary**

# **EXECUTIVE SUMMARY**



# **TYPES OF HOMES PERMITTED 2017/18** IN DESCENDING ORDER





**PLANNING** 

# **HOMES DELIVERED 2017/18**





**APPLICATIONS APPROVED** 

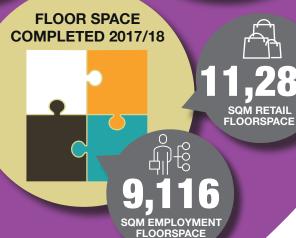
**S106 CONTRIBUTIONS** 

TO MITIGATE IMPACT OF DEVELOPMENTS

**COMPLETIONS ARE AFFORDABLE HOMES** 

**HOUSING LAND** 

**SUPPLY** 







### 4

# Introduction

# one Introduction

# 1 Introduction

# What is the Authority Monitoring Report?

- 1.1 This is the fourteenth AMR produced by DDC and covers a period from 1st April 2017 to 31st March 2018 (the monitoring period).
- **1.2** The AMR serves a number of purposes such as:
- to set out the Council's progress against its Local Development Scheme, a high-level project plan for the production of new planning documents and policies;
- to assess the performance of the Council's current planning policies and to monitor the delivery of the Council's adopted Development Plan;
- to capture the level of housebuilding that has been taking place in the District and review the Council's position in relation to future housing land supply
- to capture progress of the delivery of the Council's strategic land allocations;
- to monitor the levels of development funding received for infrastructure provision;
   and
- to set out progress on compliance with the duty to co-operate and the preparation of neighbourhood plans across the District.
- 1.3 Copies of previous AMRs are available and can be downloaded via this link.

# What are the key components of the Authority Monitoring Report?

- **1.4** The Council has a set of its own monitoring indicators in the adopted Core Strategy (see Appendix 1: Monitoring Indicators). The Government's Planning Practice Guidance (PPG) details various pieces of information which Local Planning Authorities (LPAs) should report annually.
- 1.5 The PPG states that local planning authorities must publish information at least annually that shows progress with Local Plan preparation; report any activity relating to the duty to cooperate; and show how the implementation of policies in the Local Plan is progressing. Furthermore, LPAs are encouraged to report as frequently as possible on planning matters to communities. This is important to enable communities and interested parties to be aware of progress.
- **1.6** LPAs can also use the AMR to provide up-to-date information on the implementation of any neighbourhood plans that have been made, and to determine whether there is a need to undertake a partial or full review of the Local Plan.
- 1.7 Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out what information the reports must contain, although there is other useful information that can be set out. In particular, the report can highlight the contributions made by development, including section 106 planning obligations, Community Infrastructure Levy and New Homes Bonus payments, and how these have been used.

# one Introduction

**1.8** The AMR should be made publicly available.

# Structure of the Authority Monitoring Report

**1.9** In light of the above, the structure of the AMR is as follows:

Chapter 2: Local Plan Progress - summarising the work undertaken to plan for the future of the district, as well as progress against the Local Development Scheme (LDS)

Chapter 3: Monitoring of Current Policies - reviewing the effectiveness of adopted planning policies as set out in the adopted Development Plan and detailing the progress regarding housing delivery, as well as employment floorspace and retail floorspace provision

Chapter 4: Five Year Housing Land Supply - setting out the Council's current position in relation to future housing land supply

**Chapter 5: Strategic Sites** - detailing an update on the progress of the Council's strategic sites set out in the adopted Development Plan

**Chapter 6: Infrastructure** - reviewing the Council's performance regarding the delivery of infrastructure required to support development and the Council's position relating to funding mechanisms such as the Community Infrastructure Levy (CIL) and developer contributions

Chapter 7: Duty to Co-operate - summarising progress in meeting the requirements of the Duty to Co-operate

**Chapter 8: Neighbourhood Planning** - summarising the work undertaken in preparing neighbourhood plans across the District

### 7

# **Local Plan Progress**

# 2 Local Plan Progress

- **2.1** Decisions on planning applications are taken in accordance with adopted planning policies, unless material considerations indicate otherwise. The Development Plan for the District comprises the following documents:
- Core Strategy (2010)
- <u>Land Allocations Local Plan</u> (2015)
- Worth Neighbourhood Plan (2015)
- KCC Minerals and Waste Local Plan 2013-2030 (2016)
- Saved Local Plan Policies (2002)
- Policies Map
- **2.2** The Council has also produced a number of Supplementary Planning Documents (SPDs) and guidance, which expand on policies in the Development Plan or cover specific areas of the District. Further information on these documents can be found <a href="https://example.com/here">here</a>.

# **New Dover District Local Plan**

- 2.3 In March 2017, the Council's Cabinet made the decision to proceed with a review of the current Core Strategy (2010) and Land Allocations Local Plan (2015), and produce a new NPPF compliant District Local Plan. The new District Local Plan will cover the period up to 2037 and once adopted, will replace the existing adopted Development Plan Documents set out in paragraph 2.1.
- **2.4** The new District Local Plan will comprise:
- a vision for the future of the district;
- the amount of housing, employment and retail development needed in the district:
- strategic policies;
- site allocations; and
- policies map.

# What is the process for preparing a District Local Plan?

2.5 The process of producing a Local Plan and the timetable for this work is set out in the Council's LDS (May 2018) that can be downloaded <a href="https://example.com/here/">here</a>.

# Progress against the Local Development Scheme

2.6 Table 2.1 sets out the timetable for the preparation of the documents in the current LDS (May 2018) and notes the Council's progress against meeting key milestones.

Table 2.1

Planning Document	Timetable	Progress Against Meeting Timetable
District Local Plan (including SA and HRA)	Reg 18 Consultation: July 2019 Reg 19 Consultation (publication): February 2020 Submission: August 2020 Examination: November 2020 Adoption: February 2021	Work is underway on the preparation of the District Local Plan.  The Council has commissioned a number of studies to support the preparation of the Local Plan (see below) and also undertook a 'call for sites' consultation from June to August 2017 inviting landowners and developers to put forward land for development for the Plan period (up to 2037).  The Council has also set up a Planning Advisory Group to steer the production of the Local Plan, the agenda and minutes of which are available to view online.  In July and October 2018, a variety of workshops were held with a range of stakeholders to help to inform the District's vision and objectives for the Local Plan Review, as well as to identify key priorities for the new District Local Plan to consider.
Statement of Community Involvement	Consultation: May-July 2018 Adoption: Sept 2018	The Statement of Community Involvement (SCI) was updated to reflect the changes introduced by the Neighbourhood Planning Act 2017. This was formally adopted September 2018.
Sandwich Walled Town Conservation Area Character Appraisal	Consultation: TBC/early 2019 Adoption: TBC	The progress of the appraisal has faced an unfortunate delay, but is currently being re-commissioned. The project will recommence in the autumn of 2018 with the intention to proceed to public consultation in early 2019.
Upper Deal Conservation Area Character Appraisal	Consultation: Nov/Dec 2018 Adoption: Feb/Mar 2019	The Deal Society has completed the second draft of the appraisal ready for public consultation. It is intended that the consultation will commence early in 2019.

# **Evidence Base Update**

- 2.7 The NPPF (2018) places responsibility on each LPA when preparing their Local Plans with the following statement, "The preparation and review of all policies should be underpinned by relevant and up-to-date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and take into account relevant market signals".
- **2.8** A summary of the Council's progress in preparing evidence base studies required for Plan-making are set out in table 2.2:

Table 2.2

Evidence Base Document	Completed	Ongoing
Housing	·	
Strategic Housing Market Assessment	*	
Updated Strategic Housing Market Assessment		*
Housing & Economic Land Availability Assessment	*	
Gypsies, Travellers & Travelling Showpeople Accommodation Needs Assessment	*	
Economy	<u>'</u>	
East Kent Growth Framework	*	
Economic Development Needs Assessment	*	
Retail & Town Centre Needs Assessment	*	
Transport	<u>'</u>	
Dover Transportation Study		*
Deal Transportation Study		*
Environment	<u>,                                    </u>	
Sustainability Appraisal/ Habitats Regulation Assessment		*
Dover Air Quality Study	*	
KCC Water for Sustainable Growth Study	*	
Strategic Flood Risk Assessment	*	
Landscape Character Assessment	*	

Evidence Base Document	Completed	Ongoing
Green Infrastructure Strategy		*
Open Spaces Strategy		*
Other		
Indoor Sports Facility Strategy	*	
Review of Play Areas and Pitch Provision		*

- **2.9** Further information on the above evidence base documents can be found via the Council's <u>website</u>.
- **2.10** In order to support the preparation of the new Dover District Local Plan the Council will be commissioning further evidence studies such as an updated SHMA to help inform the strategy for the district.

#### 12

# Monitoring of Current Policies

### **3 Monitoring of Current Policies**

- 3.1 This chapter provides an update on the Council's position in relation to targets set out in relevant policies from the adopted Core Strategy (2010) and Land Allocations Local Plan (2015). Additionally, this chapter reviews the use of adopted policies, including where decisions are appealed.
- **3.2** The following Red, Amber and Green (RAG) system has been used to monitor the performance of the adopted planning policies:

Red	Amber	Green
None or minimal progress	Progress has been made	The Core Strategy target
has been made toward meeting the Core Strategy target	towards meeting the Core Strategy target however further work is required	has either been met or significant progress has been made

#### **Adopted Planning Policies**

Policy CP	Policy CP1: Settlement Hierarchy	
Core Strategy Target	Settlements need to maintain their range of facilities together with public transport links in order to maintain their position in the Hierarchy	

**3.3** It is important that local and village centres maintain their range of facilities to ensure their vitality and viability and therefore keep their position in the Settlement Hierarchy. Officers will however continue to monitor this as part of the AMR process to help inform the preparation of the new Dover District Local Plan.

Policy CP2	2: Provision of Homes and Jobs Between 2006 - 2026	Performance Summary
	Provision will be made for the following:	
Core	Approximately 200,000 sqm of employment floorspace;	
Strategy	35,000 sqm of retail floorspace; and	
Target	14,000 additional homes (of which 10,100 units to be delivered by 2026).	

**3.4** Table 3.1 below sets out the net gains in employment floorspace, retail floorspace and housing from 2006 (Core Strategy base date) to 2018 and total completions in the monitoring year (2017/18):

Table 3.1 Total Housing Completions

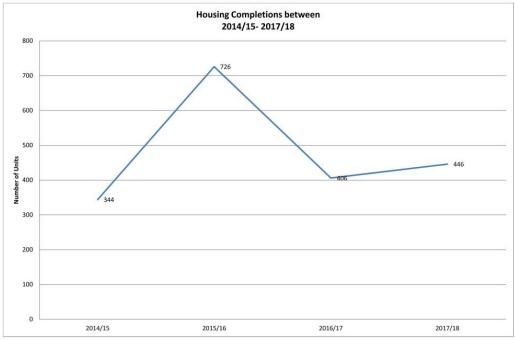
	Total Completions between 2006-2018	Total Completions 2017/18
Housing	4,012 units	446 units
<b>Employment Floorspace</b>	-71,051 sqm	9,116 sqm
Retail Floorspace	16,487 sqm	11,285 sqm

#### Housing

- Progress has been made regarding the delivery of housing across the district with a total net gain of 4,012 units between 2006/07 and 2017/18 (66% of the Core Strategy housing delivery target for the period 2006/07 and 2017/18).
- Figure 3.1 below sets out the total housing completions between the monitoring periods 2014/15 to 2017/18:

Figure 3.1 Housing Completions 2014/15 - 2017/18

**Housing Completions between** 2014/15-2017/18 800



- **3.7** Over the monitoring period 446 dwellings have been completed across the District (net). Furthermore, there are 4,189 dwellings that have planning permission, yet are not started, and 507 dwellings currently under construction, these should contribute towards maintaining the rate of housing completions in the District over the coming years.
- **3.8** Of the total completions, 286 (64%) were on Development Plan allocated housing sites, which is positive as it shows the sites in the Core Strategy and Land Allocations Local Plan are being delivered. Furthermore, 303 dwellings were completed on greenfield land and 143 dwellings were completed on brownfield land over the monitoring period, which is to be expected as paragraph 3.33 in the adopted Core Strategy (2010) sets out the expected contribution of greenfield land toward meeting overall requirements.
- **3.9** Of the dwellings granted permission over the monitoring year: 497 were houses, 198 were flats/ maisonettes and 16 were bungalows.
- **3.10** Further monitoring and analysis of housing provision across the District is explored in paragraphs 3.28 to 3.34. Additionally, the Council's latest position in relation to its five year housing land supply calculation is set out in Chapter 4: Five Year Housing Land Supply.

#### Self-build Register

- **3.11** The Self-Build and Custom Housebuilding Act 2015 requires relevant authorities, including District Councils, to keep a register of individuals and associations of individuals who are seeking to acquire serviced plots of land for self-build and custom housebuilding. The definition and operation of the register was prescribed by The Self-Build and Custom Housebuilding (Register) Regulations 2016 however superseded by the Self-Build and Custom Housebuilding Regulations 2016 from 1st October 2016. The Act 2015 requires that prescribed authorities must have regard to each register that relates to its area when carrying out its functions in relation to planning, housing, the disposal of any land of the authority and regeneration.
- 3.12 The Council's Self-Build Register went online at the start of April 2016. During the monitoring year, the Council has worked positively to raise awareness of the self-build agenda and in particular hosted a Community Housing and Self-build Conference in June 2018 to facilitate effective discussions between relevant stakeholders. In addition to this, the Council was awarded funding from the Government's Community Housing Fund to support communities to deliver new homes. As part of this, training events on matters including self-build development granted funding, as well as other relevant information is set out on the Council's website. To date, a total 148 people (143 individuals and 5 associations) have registered their interest.

- **3.13** Deal has been identified as the most preferred location for a self-build site, followed by Sandwich, Whitfield and Alkham. Additionally, 3 to 4 bedroom detached houses are the property type most commonly sought to be built. The majority of those who registered have expressed that they would like to start a self-build project in the next 1 to 2 years.
- **3.14** Given that both the Core Strategy (2010) and Land Allocations Local Plan (2015) predate the need for a self-build register the Council does not currently have a policy on the delivery of self-build plots, and therefore to date, no land has been allocated for this purpose. Owing to the fact that self-build can be another way of accelerating the rate of house building it will be important to consider the demand for self-build and custom housebuilding set out in the register as part of the preparation of the new District Local Plan.

#### **Affordable Housing**

- **3.15** The provision of affordable housing in the district is a key response to pressures of housing affordability. Affordable housing can either be provided by the Council, other affordable housing providers, or registered social landlords operating locally. New affordable housing can either be the result of the direct construction of new properties (either as part of a development or a standalone development) or through the purchase of open market properties for use as affordable housing.
- **3.16** The Council's policy on affordable housing, DM 5 of the Core Strategy (2010), requires residential development of 15 or more dwellings to provide 30% of the total homes as affordable homes and for developments of between 5 and 14 dwellings to make a contribution towards the provision of affordable housing in the District. (1)
- **3.17** Table 3.2 sets out affordable housing completions in the District since 2006. Over the monitoring period 99 affordable houses were granted permission in the District. Of these: 29 were affordable rent units; 54 were Help to Buy Shared Ownership units; and 16 were Shared Ownership units.

Table 3.2 Affordable Housing Completions 2006-2018

Year	Total Housing Completions	Total Affordable Homes
2006/07	327	64
2007/08	342	15
2008/09	269	54
2009/10	262	112

<sup>1</sup> A recent Court of Appeal judgement upheld the government decision to exempt developments of 10 houses or fewer from section 106 of the Town and Country Planning Act 1990, which enables local planning authorities to seek contributions from developers to provide affordable housing and mitigate the impact of developments.

Year	Total Housing Completions	Total Affordable Homes
2010/11	201	18
2011/12	227	67
2012/13	228	96
2013/14	228	28
2014/15	344	110
2015/16	726	185
2016/17	406	78
2017/18	446	99
Total	4,012	926

**3.18** Further information on housing trends across the Dover District can be found in the Council's State of the District Report (2017) which can be downloaded via this link.

#### **Employment Floorspace**

**3.19** Figure 3.2 provides a district wide picture of the total employment floorspace which has been completed, is under construction, has not started and has been permitted during the monitoring year (2017/18):

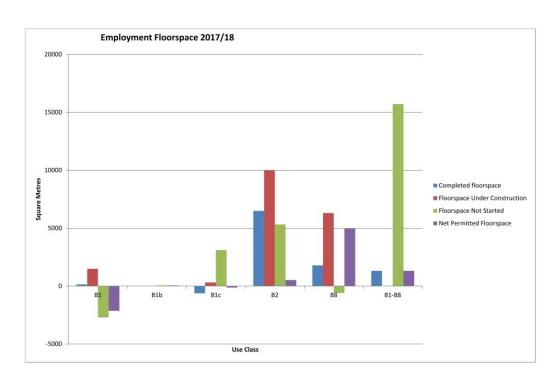


Figure 3.2 Total Employment Floorspace 2017/18

- **3.20** Floorspace within Dover is dominated by industrial uses, with the total B class employment floorspace amounting to approximately 603,000 sqm in 2012. Over the monitoring period a gross figure 10,735 sqm of employment floorspace (B1a, B2, B8 and B1-B8) was built and a gross figure of -1,619 sqm of employment floorspace (B1c and B2) was lost, either through demolitions or change of use; resulting in total net completions of 9,116 sqm.
- **3.21** The largest number of net completions was in use class B2 which is due to two applications at Discovery Park, Sandwich. Additionally, the large amount of floorspace under construction is a result of the applications at the former Tilmanstone Colliery Tip, Pike Road and the erection of a self-storage building at the White Cliffs Business Park, Whitfield. However, the above chart demonstrates that there is a large quantity of committed development in employment floorspace that has yet to be delivered (20, 894 sqm).
- **3.22** Further information on the economic trends across the District can be found in the Council's State of the District Report (2017). This document can be downloaded via this link.

#### Retail Floorspace

**3.23** Figure 3.3 provides a district wide picture of the total retail floorspace that has been completed, is under construction, has not started and has been permitted during the monitoring year (2017/18):

43

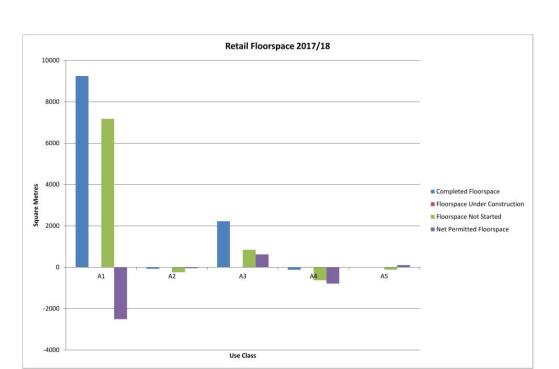


Figure 3.3 Total Retail Floorspace 2017/18

- **3.24** In relation to retail floorspace, the completion of St. James's development has contributed to the total completion figure for this monitoring year with a gain of 6,880 sqm of retail floorspace and approximately 2,000 sqm of restaurant floorspace. The completion of the Lidl foodstore at Whitfield has also boosted this figure with 2,760 sqm. Furthermore, 7,715 sqm of A1 floorspace has not started <sup>(2)</sup>.
- 3.25 The health of the District's main town centres (e.g. Dover, Deal and Sandwich) can be assessed by identifying the amount of vacant units in each area. Information on this work can be found in the Council's State of the District Report (2017) which can be downloaded via this <u>link</u>.

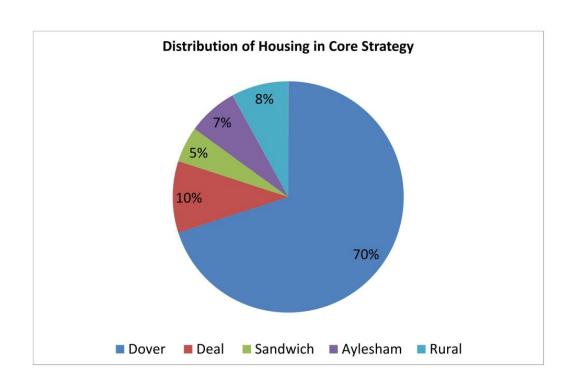
Policy CP	Policy CP3: Distribution of Housing Allocations	
Core Strategy Target	Land will be allocated to meet the housing provisions of Policy CP2 in accordance with the following distribution:  Dover: 70%  Deal: 10%	

Of the total floorspace not yet started, two substantial applications are unlikely to come forward before expiring in the next monitoring year (2018/19): proposed food store in Sandwich, 2,462 sqm (expired in 17/11/2017); and proposed foodstore at Discovery Park, Sandwich, 4,830 sqm (outline application only - expired in 29/04/2018).

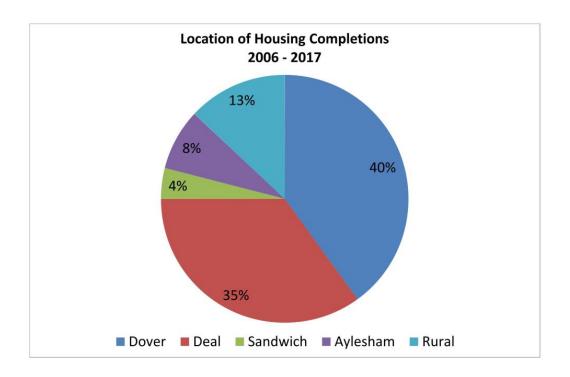
Policy CP	Policy CP3: Distribution of Housing Allocations	
	Sandwich: 5%	
	Aylesham: 7%	
	Rural: 8%	

**3.26** Figure 3.4 below shows the number of completions by settlement, illustrating the pattern of development across the district over the monitoring period:

Figure 3.4 Policy CP3 Targets







**3.27** As referenced in paragraph 3.6, during 2006/07 and 2017/18 a total of 4,012 units were delivered. The above charts demonstrate that the average distribution of such completions has been in accordance with Policy CP3, with the majority of units delivered in Dover (40%), followed by Deal (35%), the rural settlements (13%), Aylesham (8%), and Sandwich (4%). However, during the past monitoring year (2017/18) the number of completions by settlement and therefore the pattern of development across the district was as follows:

Figure 3.6 Housing Completions by Settlement 2017/18

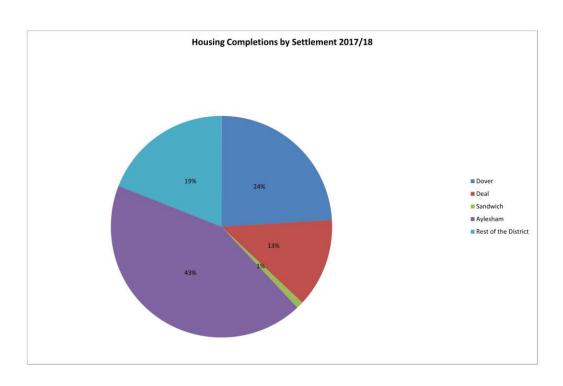


Table 3.3 Housing Completions by Settlement 2017/18

	Dover	Deal	Sandwich	Aylesham	Rural
Units	107	58	4	191	86
Percentage (%)	24	13	1	43	19

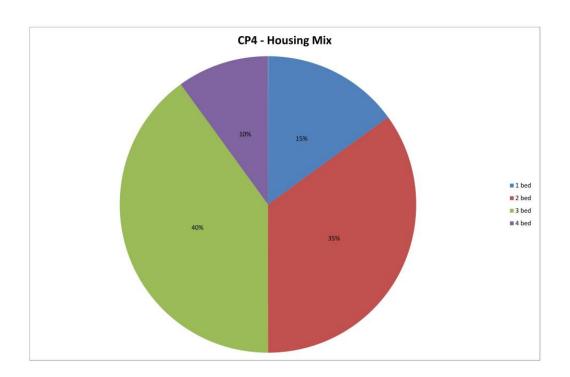
3.28 The above table and chart illustrate that most development over the monitoring year has taken place in Aylesham (191 units) as a result of an application associated with the Aylesham Village Expansion, then Dover (107 units) and the least in Sandwich (4 units); contrary to Policy CP3, this does not however affect the overall trend between 2006/07 and 2017/18.

Policy CP	4: Housing Mix, Quality & Design	Performance Summary
Core Strategy Target	The original proportions of Policy CP4 (as outlined in the adopted Core Strategy 2010) that should be used to inform decisions on the housing mix of development proposals seeking planning permission and in masterplanning work have been adjusted by market information including the most recent Strategic Housing Market Assessment (2017) and are as follows:	

Policy CP4: Housing Mix, Quality & Design		Performance Summary
	1-bed homes: 4.3%	
	2-bed homes: 19.7% 3-bed homes: 43.7% 4-bed homes: 32.3%  (the above proportions are that of new-owner occupied dwellings)	

**3.29** Figures 3.7 and 3.8 below illustrate the target mix of housing under Policy CP4 and the mix of housing permitted during 2011/12 and 2017/18:

Figure 3.7 Policy CP4 Targets



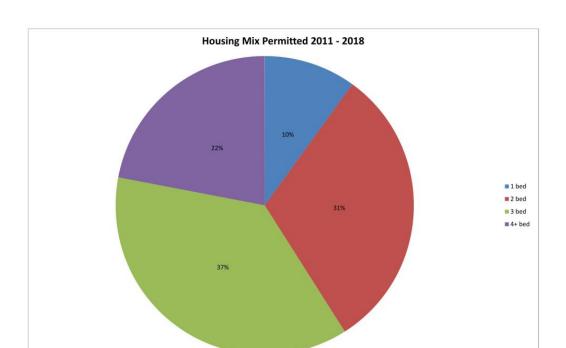


Figure 3.8 Housing Mix Permitted Between 2011/12 - 2017/18

- 3.30 The above charts demonstrate that whilst the total housing mix permitted during the period 2011/12 to 2017/18 was predominantly 3-bedroom homes in accordance with Policy CP4, there has been an increase in 4-bed homes and a decrease in 1-bed homes as a proportion of housing mix permitted.
- **3.31** Figure 3.9 and table 3.4 below illustrate the housing mix permitted during the monitoring year (2017/18):

Figure 3.9

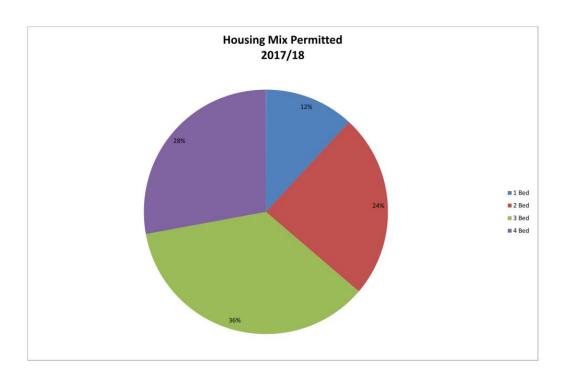


Table 3.4 Housing Mix Permitted 2017/18

	1-bed	2-bed	3-bed	4-bed
Units	84	172	253	197
Percentage (%)	12	24	36	28

**3.32** Of the dwellings granted permission over the monitoring year (2017/18), the majority were 3-bedroom dwellings (36%), followed by 4-bedroom homes (28%), then 2-bedroom homes (24%) and the least were 1-bedroom homes (12%). Whilst the majority of permissions continue to be for 3-bedroom homes, there has been an increase in the proportion of 4-bedroom dwellings permitted as well as a decline in the 2-bedroom homes.

Policy CP	7: Green Infrastructure Network	Performance Summary
Core Strategy Target	To protect and enhance the integrity of the existing network of green infrastructure through the lifetime of the Core Strategy. The Council will work with its partners to develop the Green Infrastructure Framework and implement proposed network improvements	

- 3.33 Policy CP7: Green Infrastructure Network combined with Policy DM27: Provision of Open Space continues to provide useful guidance. During the monitoring year (2017/18) various play areas have been opened by parish councils across the district including Wingham, Kingsdown and St. Radigund's. In addition, the adopted Parks and Open Spaces Strategy placed a very high priority on raising standards and capacity at the District's most popular park, Kearsney Abbey. The Heritage Lottery and Big Lottery funding awarded a £3 million grant to restore Kearsney Abbey and Russell Gardens. This was awarded in July 2016 and DDC is in the delivery stage of the phased project which runs until June 2020.
- **3.34** The Council is currently reviewing its existing guidance as part of the preparation of the evidence base required to support the new Dover District Local Plan in working to protect and enhance the green infrastructure network across the District. Further information on these studies can be found in Chapter 2: Local Plan Progress.
- **3.35** Information on environmental projects across the District can be found in the Council's State of the District Report (2017) which can be downloaded via this <u>link</u>.

Policy LA1: Provision for Gypsies, Travellers and Travelling Showpeople		Performance Summary
Core Strategy Target	Allocate site(s) to meet the additional need for an additional 17 pitches	

- **3.36** Since the adoption of the Land Allocations Local Plan 2015, 15 Gypsy and Traveller pitches have been permitted, either through the grant of planning permission or at appeal.
- **3.37** During the monitoring year, the Council commissioned Arc4 to undertake a Gypsies, Travellers and Travelling Showpeople Accommodation Needs Assessment (GTAA) to provide an up-to-date picture of current provision and activity across the District, as well as an assessment of future need during the Plan period (up to 2037). As part of the Local Plan Review, the Council will need to carefully consider the findings and recommendations set out in the report to address such requirements.

### **Effectiveness of Development Management Policies**

3.38 One way to assess the effectiveness of policies is to examine how often each policy is referred to as a 'reason for refusal'. If a policy can confidently be used to refuse a proposal – knowing that it may be challenged at appeal – it indicates that it remains useful. However, it should be noted that some policies relate to very specific uses or individual sites – these are unlikely to be used often, but that does not in itself mean that they are ineffective.

**3.39** During the monitoring year, 1,171 planning applications were determined. This figure includes: Full, Listed Building Consent, Outline, Reserved Matters and Prior Approvals. Of these, 92% (1,076 planning applications) were approved and 8% of applications (95 planning applications) were refused. This compares to last year when 145 planning applications were refused (13% of the overall number of applications).

#### Planning Application Refusals

- **3.40** The planning application refusal notices issued over the monitoring year have been examined to see which policies are used most frequently to refuse planning applications.
- **3.41** A total of 95 planning application refusal notices have been studied and the results are shown in table 3.5 showing the most frequently used policies in descending order.

Table 3.5 Use of Development Plan Policies in Planning Application Refusals

Policy Reference	Description	Percentage of times used in refusals
DM 15	Protection of the Countryside	36.8%
DM 1	Settlement Boundaries	36.8%
DM 16	Landscape Character	26.3%
DM 11	Location of Development and Managing Travel Demand	17.8%
CP 1	Settlement Hierarchy	11.5%
DM 4	Re-Use or Conversion of Rural Buildings	5.2%
DM 25	Open Space	2.1%
CP 6	Infrastructure	2.1%
CO 8	Development which adversely affects a hedgerow	2.1%
CO 5	Undeveloped or Heritage Coasts	2.1%
CP 7	Green Infrastructure Network	1.1%
DM 2	Protection of Employment Land and Buildings	1%
DM 3	Commercial Buildings in the Rural Area	1%

Policy Reference	Description	Percentage of times used in refusals
DM 5	Provision of Affordable Housing	1%
DM 7	Provision for Gypsies, Travellers and Travelling Showpeople	1%
DM 10	Self-contained Temporary Accommodation for Dependent Relatives	1%
DM 13	Parking Provision	1%
DM 24	Retention of Rural Shops and Pubs	1%
CP 4	Housing Quality, Mix, Density and Design	1%
WE 6	Moorings and Pontoons	1%
DD 21	Horse-related Development	1%

- **3.42** It can be seen that the most commonly used policies cited in refusals relate to the protection of the countryside and the supply and location of housing. The top 5 most frequently used policies has remained unchanged from the previous monitoring year indicating that these policies are still the most relevant and influential in determining planning applications.
- **3.43** In conjunction with this the NPPF is cited by officers in reasons for refusal, with 45 refusals relying solely on the NPPF, rather than adopted policy. Table 3.6 displays the most frequently cited 10 paragraphs of the NPPF (2012) in descending order. Please note that these results have been recorded prior to the publication of the revised NPPF in July 2018.

Table 3.6 Use of NPPF in Planning Application Appeals

NPPF Paragraph	Description	% of times cited in refusals
Para 17	Core Planning Principles	69.4
Para 56	Chapter 7 - Requiring Good Design	53.6
Para 61	Chapter 7 - Requiring Good Design	45.2
Para 64	Chapter 7 - Requiring Good Design	39.9

NPPF Paragraph	Description	% of times cited in refusals
Para 68	Chapter 7 - Requiring Good Design	37.8

- **3.44** Table 3.6 demonstrates that the NPPF is being frequently used in policy refusals. The most frequently used paragraph of the NPPF (para 17) relates to the 12 Core Planning Principles and contains overarching principles to be applied to all planning applications. Following this, the most used paragraphs (56, 61, 64 & 68) all relate to design. This is not too surprising as the Core Strategy (2010) does not have any design-led policies.
- **3.45** Overall, it can be considered that the Council's policies in conjunction with the NPPF are being used effectively to refuse inappropriate development in the district. It is clear that the most used policies in the Development Plan relate to the protection of the countryside and the supply and location of housing. As part of the Local Plan Review process it is recommended that consideration be given to developing some locally distinctive design policies which may well prove to be influential on the Council's success in planning appeals.
- **3.46** Table 3.7 shows the top five policies (of the adopted Development Plan) or paragraphs of the NPPF (2012) that were the most commonly cited in appeals by the Planning Inspector during the monitoring year:

Table 3.7 Use of Policies/NPPF Paragraphs Cited in Planning Application Appeals by the Inspector during 2017/18

Policy/NPPF Paragraph	Description	% of times cited in refusals
NPPF - Para 17	Core Planning Principles	38
NPPF - Para 56	Chapter 7 - Requiring Good Design	24
DM 1	Settlement Boundaries	24
DM 15	Protection of the Countryside	24
NPPF - Para 58	Chapter 7 - Requiring Good Design	20

**3.47** The above table demonstrates that the Planning Inspectorate largely relies on the NPPF in determining planning appeals. This is a similar trend to officer use of the NPPF in planning application refusals.

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# Five Year Housing Land Supply

### four Five Year Housing Land Supply

### 4 Five Year Housing Land Supply

- **4.1** The Revised National Planning Policy Framework (NPPF) states (paragraph 73) that local planning authorities (LPAs) should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies.
- **4.2** The five-year housing land supply calculation is a comparison between the anticipated supply of new homes against the number of new homes that are required to be built within the district in the next five years.
- **4.3** A formal assessment is conducted on five-year housing land supply annually, with a year start date of April 1st to March 31st. The relevant five-year period is currently April 2018 to March 2023.
- **4.4** Using the net housing figures, the assessment demonstrates that at 1st April 2018 the Council has a five-year land supply. At this point in time there is **5.56 years of supply** which equates to a surplus of 354 dwellings once an additional 5% buffer has been taken into account to ensure choice and competition in the market for land.

#### **Five Year Housing Land Supply Calculation**

**4.5** The five-year housing land supply figures across Dover District are summarised in table 4.1 below:

Table 4.1 5 year Housing Land Supply Calculation 2017/18

5 year Housing Land Supply Calculation 2017/18			
Housing Requirement	A. Housing target for 5-year period (598 dpa x 5)	2,990	
Trousing Requirement	B. Plus the buffer of 5% requirement	150	
	C. Total housing requirement	3,140 units	
	D. Non-major applications	454	
	E. Major applications with full planning permission	1,174	
Supply	F. Major applications with outline planning permission	959	
	G. Allocated sites	767	
	H. Windfall allowance	140	
	I. Total housing supply	3,494 units	

## four Five Year Housing Land Supply

5 year Housing Land Supply Calculation 2017/18			
	J. Housing supply surplus (I-C)	354	
Total	K. Total 5-year supply (Total Housing Supply (3,494) /	5.56 years	
	(Total Housing Supply (3,494) / Requirement (3,140) x 5 years)		

**4.6** Further information on the Council's methodology in determining its five-year housing land supply calculation can be found via the Council's website.

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# Strategic Sites

### **5 Strategic Sites**

5.1 The Council is in the process of delivering a number of strategic sites across the district that are allocated in the Core Strategy (2010) and Land Allocations Local Plan (2015). This chapter provides an update on the progress being made to deliver these sites.

#### **Dover Waterfont**

Policy CP8: Do	over Waterfront	Performance Summary
Core Strategy Target	Policy CP8 of the Core Strategy (2010) allocates the Dover Waterfront site for a mixed use scheme including retail (A1 uses up to 20,000 square metres floorspace), restaurants, cafés and drinking establishments (A3 and A4 uses up to 7,000 square metres), assembly and leisure (D2 uses up to 15,000 square metres), residential (C3 use of at least 300 homes), offices (B1) and hotel (C1) uses.	

- 5.2 In view of the importance and complexity and to enable communities to help shape the proposals for the Dover Waterfront, there is a need for development to be proceeded by the preparation of a masterplan (criterion i of Policy CP8). Alongside the masterplan it has been identified that there is a need for a public realm, environmental and highway improvement strategy for Dover Waterfront to the Town Hall (via the Market Square) and Dover Priory Railway Station to the York Street junction with Townwall Street.
- 5.3 Officers from DDC have been working in partnership with Dover Harbour Board, a landowner, a range of stakeholders and local organisations on proposals for the Dover Waterfront area. The work, which will now be incorporated into the Local Plan, will create a mixed use development that will complement and build on the momentum generated by the opening of the St James's development. It will improve connections with the town centre and create a continuous commercial area stretching from the St James's development to the seafront. The site's location offers a unique opportunity to create a mixed waterfront development but it also brings with it the challenge associated with bringing forward a regeneration scheme next to a busy trunk road in a manner that complements the town centre.

#### **Dover Mid Town**

Policy CP	9: Dover Mid Town	Reference Summary
Core Strategy Target	Policy CP9 of the Core Strategy (2010) allocates the Dover Mid Town area for mixed use development of C2 uses (residential institutions), C3 uses (residential of at least 100 homes), A1 shop uses, A3	

Policy CPS	9: Dover Mid Town	Refirmance Summary
	restaurant and café uses and A4 drinking establishment uses (of up to 15,000 square metres), D1 (non-residential institutions), the redevelopment of South Kent College (around 5,000 square metres), and parking to serve the development and the town centre.	

5.4 The development of Dover Mid Town area is considerably behind the milestones set in the delivery programme in the Core Strategy (2010) which estimated that plans and construction phases of this area would now be complete. However, there are a number of challenges in the development of the Mid Town site due to complex land ownership and physical constraints on site as part of this area falls within flood zone 3. Due to time and resource constraints the Council is not currently pursuing a masterplan for this site however this will be kept under review.

#### **Connaught Barracks**

Policy CP10: 0	Performance Summary	
Core Strategy Target	Policy CP10 of the Core Strategy (2010) allocates the former Connaught Barracks complex for residential development (C3 use), with 500 dwellings planned for the site.	

- **5.5** Homes England has transferred the ownership of two parts of the former Connaught Barracks site (Fort Burgoyne and the former training area) to the Land Trust.
- **5.6** Progress is being made to bring forward the rest of the site:
- Outline planning permission has been granted for the Officers' Mess site (64 units) and a Reserved Matters application has now been submitted but not yet determined:
- The buildings on the site have now all been demolished to facilitate the release of the land for residential development;
- Homes England are undertaking further work on utilities; and
- Homes England will be holding a public exhibition in January 2019 on the masterplan proposals for up to 300 new homes.
- 5.7 The development of Connaught Barracks is considerably behind the timescales set out in the delivery plan in the Core Strategy (2010), mainly due to its complex nature and infrastructure issues set in a sensitive setting. Owing to the fact that this is the Council's second largest strategic allocation pressure has been put on Homes England to bring forward this site in a comprehensive and timely manner.

#### Whitfield Urban Expansion

Policy CP11: V	Performance Summary	
Core Strategy Target	Policy CP11 of the Core Strategy (2010) allocates the site to the west, north and east of Whitfield for an urban expansion comprising of at least 5,750 homes supported by transport, primary education, primary health and social care, utility services and green infrastructure together with retail, financial and professional offices, eating and drinking establishments (Use Classes A1 to A5).	

- **5.8** The Whitfield Urban Expansion (WUE) SPD was adopted by the District Council in April 2011. Outline planning permission for 1,250 homes has now been granted under Phase 1 of the WUE and the planning conditions have now been discharged.
- **5.9** A sub phase of 90 dwellings is now well underway, with 42 units being completed and 31 homes under construction this monitoring year. A planning application by Abbey Homes for the erection of 133 dwellings including 44 affordable housing units off the south side of Singledge Lane was granted planning permission at appeal during the monitoring period.
- **5.10** Whilst the construction of a new roundabout on the A256 and progress on site is now being made to deliver an initial sub phase of Phase I is extremely positive news, it must be acknowledged that the overall timetable for the delivery of the WUE is behind schedule.

#### White Cliffs Business Park

Policy LA2: White Cliffs Business Park		Performance Summary	
Core S Targe	Strategy t	This site is allocated for employment development. Planning permission for Phases II and III will be permitted provided that relevant criteria is adhered to.	

- **5.11** The White Cliffs Business Park is a key employment allocation and in turn one of the key sources of employment in the District. Progress has been made regarding attracting new businesses and future development to the business park and in recent years planning permission has been granted for the following developments:
- a 2,601 sqm Lidl foodstore located in Phase 2 which opened in December 2017 (DOV/17/00192) creating approximately 40 new jobs;
- new Dover Leisure Centre comprising 5,700 sqm of leisure floorspace (DOV/17/00305) located in Phase 2 which is currently under construction and scheduled to be completed in early 2019;

- up to 1,176 sqm of new trade units (B2/B8 use classes) were completed in March 2018 (DOV/17/00500); and
- a 5,040 sqm Lok 'n' Store unit (B8 use class) which opened in December 2018 (DOV/17/00823).
- **5.12** Therefore, to date a total 16,309 sqm of floorspace of varying use classes (A1, B2, B8, D1 and D2) has been permitted and delivered on Phase II of the employment allocation.
- **5.13** Further information on key regeneration projects across the District can be found in the Council's State of the District Report (2017) which can be downloaded via this <u>link</u>.

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## Infrastructure

### six Infrastructure

#### 6 Infrastructure

**6.1** Policy CP6: Infrastructure in the adopted Core Strategy (2010) sets out what infrastructure is to be provided in the district over the Plan period. Appendix 3 indicates what infrastructure has been delivered to date, which projects are in the process of being delivered, and which have not yet been delivered.

Policy CP6: In	Performance Summary	
Core Strategy Target	Development that generates a demand for infrastructure will only be permitted if the necessary infrastructure to support it is either already in place, or there is a reliable mechanism to ensure that it will be provided at the time it is needed. In determining infrastructure requirements applicants and infrastructure providers should first consider if existing infrastructure can be used more efficiently, or whether demand can be reduced through promoting behavioural change, before proposing increased capacity through extending or providing new infrastructure	

### **Community Infrastructure Levy**

- **6.2** The Community Infrastructure Levy (CIL) was introduced to allow local authorities to raise funds from developers undertaking new building projects in their area. CIL is in effect a levy used by local authorities to fund the provision of local or sub-regional infrastructure.
- **6.3** Since the introduction of CIL, the legislative basis underpinning the levy has been amended by the Government on a number of occasions. The Government is currently consulting on the proposed reforms to the CIL to reduce complexity and increasing market responsiveness and transparency. Outcomes from this process are awaited and will be considered as part of the Local Plan Review.
- **6.4** As it stands, the Council does not operate a CIL, but funding sources for infrastructure delivery will be investigated as the preparation of the new District Local Plan advances and the Council will continue to work closely with partners to address existing deficiencies and secure appropriate levels of funding.

### **Monitoring S106 Agreements**

6.5 The Council has established a system which monitors the progress of developments to ensure that S106 contributions are collected when they reach the relevant triggers. The Council records and manages income received from S106 agreements to ensure that these financial contributions are spent in a timely and effective manner.

### six Infrastructure

- 6.6 Over the monitoring period the Council secured £715,348 in S106 contributions from developments across the district. Of this figure, Dover District Council received £605,218 to assist in the delivery of: affordable housing, community space, the Thanet Coast SPA Mitigation Strategy, a Community Development Officer for Aylesham Garden Village. The remainder of the contributions passed to Kent County Council for the delivery of libraries, adult social services, health services and public rights of way provision.
- **6.7** Contributions secured through S106 agreements in this monitoring period are £29,170 less than last year. S106 contributions are collected at a certain stage of development for example prior to commencement or at an occupation trigger point which is identified in the S106 agreement. This means that the amount collected in S106 contributions will vary from year to year depending on when large developments reach triggers for payments. Taking that into account, the amount collected is fairly consistent with that collected last year.
- **6.8** Table 6.1 illustrates which sites have contributed towards infrastructure delivery over the monitoring year from developments in the district.

Table 6.1

Date	Development	Category	Amount (£)
04/04/2017	DOV/15/00749 Bisley Nursery Site, Worth	Habitats Regulation Mitigation	1,351
13/06/2017	DOV/12/00700 10 Dover Road, Sandwich	Affordable Housing	34,269
26/06/2017	DOV/12/00460 Hammill Brickworks, Woodnesborough	Affordable Housing	122,362
03/07/2017	DOV/10/01012 Church Lane, Sholden	Bus Service Contribution	81,212
24/07/2017	DOV/15/00120 Hope Inn, St Margarets	Affordable Housing	58,875

## six Infrastructure

Date	Development	Category	Amount (£)
19/12/2017	DOV/14/00842 Land at Salvatori, Grove Road, Preston	Village Hall Contribution	267,843
18/07/2017 & 01/08/2017	DOV/07/01081 & DOV/08/01095  Aylesham Village Expansion	SPA Contribution	9,832
18/07/2017 & 01/08/2017	DOV/07/01081 & DOV/08/01095  Aylesham Village Expansion	Community Development Officer	18,554
Various dates	DOV/13/01008 St John's Ambulance, Mill Hill, Deal	Affordable Housing	1,173
Various dates	DOV/00455 59 The Marina, Deal	Affordable Housing	9,746
		Total	605,218

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# **Duty to Co-operate**

### 7 Duty to Co-operate

- **7.1** The duty to co-operate was introduced in the Localism Act 2011 and places a legal duty on LPAs to engage constructively, actively and on an on-going basis to maximise the effectiveness of local plan preparation relating to strategic cross-boundary matters.
- **7.2** Paragraph 20 of the NPPF (2018) identifies the following as strategic issues requiring cooperation:
- housing (including affordable housing), employment, retail, leisure and other commercial development;
- infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
- community facilities (such as health, education and cultural infrastructure); and
- conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaption.

#### 7.3 Memorandum of Understanding

7.4 In February 2016, the Council adopted a Memorandum of Understanding (MOU) in respect of the duty to cooperate between the East Kent Regeneration Board members. This document can be downloaded via this link.

#### Statements of Common Ground

- **7.5** Paragraph 27 of the revised National Planning Policy Framework (2018) sets out the requirement for the preparation of Statements of Common Ground (SOCG) as part of the plan-making process. A SOCG is a written statement comprising factual information regarding cross-boundary impacts of a Development Plan's proposals and any necessary mitigation. As part of the preparation of the new District Local Plan, the Council will be required to prepare SOCGs with relevant stakeholders (e.g. neighbouring local planning authorities) to demonstrate the undertaking of effective and on-going co-operation.
- **7.6** As part of its Core Strategy Review, Folkestone and Hythe District Council is currently progressing a SOCG with its neighbouring East Kent Authorities (including DDC) setting out the cross-boundary strategic impacts of its ambitious proposals for growth, including a new garden settlement at Otterpool Park.

### The Duty to Co-operate in Practice

7.7 The Council has continued to co-operate with other LPAs in Kent and key stakeholders in planning for the District's future. This has involved a number of bimonthly meetings over the monitoring period which are shown in the table 7.1.

Table 7.1

Date	Meeting	Attendees	Relevant Local Plan Documents	Key Outcomes
26/04/17	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.
28/06/17	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.
04/07/17	Meeting with Capel Parish Council	Capel Parish Council & DDC	Local Plan Review	To discuss the Parish Local Plan questionnaire and how this information can be used to inform representations to the District's Local Plan
13/07/17	Thanet Local Plan Meeting	TDC and DDC	Thanet DC Local Plan	To discuss representations on cross boundary issues on the Thanet DC Local Plan.
06/09/17	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.
01/11/17	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.

Date	Meeting	Attendees	Relevant Local Plan Documents	Key Outcomes
03/11/17	Meeting with Capel Parish Council	Capel Parish Council & DDC	Local Plan Review	To discuss the Parish Local Plan questionnaire and how this information can be used to inform representations to the District's Local Plan.
08/01/18	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.
08/01/18	Meeting with Ash Parish Council	Ash Parish Council & DDC	Ash Neighbourhood Plan	Meeting with Ash PC to discuss the Ash Neighbourhood Plan
07/03/18	East Kent DTC Meeting	ABC, CCC, DDC, FHDC & TDC	Core Strategy, Land Allocations Local Plan & Local Plan Review	Regular duty to co-operate meeting with neighbouring local planning authorities to discuss a range of cross boundary issues.

### **Community Consultation**

- **7.8** The NPPF (2018) emphasises the need to involve all sections of the community in plan-making. The Council also has a legal duty to consult residents and businesses when appropriate and legislation prescribes who must be consulted at different stages of document preparation.
- 7.9 The Dover District Statement of Community Involvement (SCI) is the means by which the Council aims to facilitate this. The Council's SCI identifies who the Council will consult and how they will be consulted as part of the plan making process to ensure plans are as easy to access and understand as possible. This document was updated in September 2018 to reflect the additional requirements introduced by the Neighbourhood Planning Act 2017 (the amended version has been adopted by the Council although this is outside of the monitoring period).
- **7.10** The Council has held the following consultations on key planning documents during the monitoring period:

Table 7.2

Consultation	Date	Responses Received
SA Scoping Report	1 <sup>st</sup> Mar – 5 <sup>th</sup> Apr 2018	8
Housing & Economic Land Availability Assessment - Call for Sites	12 <sup>th</sup> Jun –11 <sup>th</sup> Aug 2017	221
Deal South Barracks Conservation Area Character Appraisal	15 <sup>th</sup> Aug – 25 <sup>th</sup> Sept 2017	26

**7.11** Further information on partnership working can be found in the Council's State of the District Report (2017) which can be downloaded via this <u>link</u>.

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# Neighbourhood Planning

#### eight Neighbourhood Planning

#### 8 Neighbourhood Planning

- 8.1 The Localism Act 2011 enables local communities to produce Neighbourhood Plans to support development in their area. Upon adoption by the Council, such plans will hold the same weight as other Development Plan documents for the district. The Local Authority has a duty to support groups with the preparation of their Neighbourhood Plans and officers will continue to support parishes with the Neighbourhood Planning process.
- **8.2** The first stage in producing a Neighbourhood Plan is to designate a Neighbourhood Area. As it stands, there are currently 6 parish/town councils in the district with Neighbourhood Area designations who are at different stages of the planning process as set out in table 8.1:

Table 8.1

Neighbourhood Area	Progress			
Ash	Neighbourhood Area designated - the Parish Council is currently in the process of preparing a Neighbourhood Plan for the area. The Council has been assisting the local community in creating the evidence base to help inform the Neighbourhood Plan, as they work toward consultation stage (Regulation 14).			
Dover Town Council	Neighbourhood Area designated – the Town Council is currently in the very early stages of neighbourhood plan preparation.			
Sandwich	Neighbourhood Area designated - the preparation of a neighbourhood plan has not yet commenced and therefore this settlement will be considered as part of the Local Plan Review.			
Shepherdswell	The Parish Council has taken the decision not to proceed with preparing a Neighbourhood Plan.			
St Margarets-at-Cliffe	Neighbourhood Area designated - the preparation of a neighbourhood plan has not yet commenced and therefore this settlement will be considered as part of the Local Plan Review.			
Worth	Worth Neighbourhood Plan was adopted in January 2015 and forms part of the adopted Development Plan. To date, there has been no indication of the intention to review the policies in this plan and therefore this settlement will be considered as part of the Local Plan Review.			

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## Conclusion

#### nine Conclusion

#### 9 Conclusion

- **9.1** The Dover District Core Strategy was adopted in 2010, and covers the period from 2006 to 2026, therefore the Council is now over halfway through the adopted Plan period.
- **9.2** With regard to the outcomes of this monitoring period (2017/18) detailed in previous chapters, table 9.1 sets out the key objectives of the Core Strategy and identifies whether each objective has been met. It should be noted that green represents those objectives that have been achieved whilst amber indicates those that have been partly achieved and red identifies those that have not been achieved.

Table 9.1 Key Objectives of the Core Strategy (2010)

Indicator	Key Objective	
	Deliver 10,100 homes by 2026 (equating to 505 dwellings per annum)	
Housing	Maintain a supply of suitable housing sites	
	Deliver the urban expansion at Whitfield - 5,750 new homes	
	Provide a better mix of housing to attract families to the District	
	Deliver 6,500 jobs by 2026	
Employment	Deliver 54,000 sqm retail floorspace in the District, with the majority being within Dover Town	
	Improve the skill level of the resident population	
Social	Support a population increase of around 15,500 and an increase in working age population of 4,300 people	
	Have no areas falling within the most deprived 20% in England	
Environmental	Make better use of the District's historical assets	
Liviloiiiieilai	Maintain and enhance the District's green infrastructure	

**9.3** The above table demonstrates that whilst progress has been made in some areas against the objectives of the Core Strategy such as those regarding the environment and skills attainment, the Council has not achieved as much in relation to demographic and housing mix objectives. Additionally, the Council has neither met objectives concerning levels of deprivation and jobs and retail floorspace provision nor has it maintained a supply of suitable homes across the district.

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	Measurement	Base Figure	Latest Data	2016 Target	2026 Target	Comments
1 - Population To and labour supply growth	Total Population	104,800 (2007)	115,800 <sup>(1)</sup>		111,500	Core Strategy 2026 target already exceeded in 2016
<u>                                     </u>	Working age population (16-64)	73,800 (2001)	68,800 <sup>(2)</sup>		72,100	
Transformation spoof Dover town	Retention of shopping spend	Comparison 45%	Comparison 38%(5)		25%	The percentage of convenience shopping retention rates in the district have gone down by 2.7%. The since the Retail Study Update in 2012.  Similarly the percentage of Comparison shopping

Table 1.1 Core Strategy Monitoring Indicators

Objective	Measurement	Base Figure	Latest Data	2016 Target	2026 Target	Comments
						retention has gone by 6.5%
3 - Improved housing range	Local Authority housing stock	4,646 (HSSA 2008)	4,375 <sup>(7)</sup>			
and choice (6)	Total housing stock	48,340 (HSSA 2008)	53,210 <sup>(8)</sup>		59,500	
	Registered Social Landlord Stock	2,101 (HSSA 2008)	2,584 (9)		5,350	
	Rank in Kent by new Residential build rates	12th (2006)	7th(10)		7th	No new data available
4 - Progress with Middle/North Deal investigation	Completion of Investigation and Preparation of Area Action Plan		Work is currently underway to prepare a Deal Transportation Study as part of the Council's work on the Local Plan review.	Land Allocations Docuadopted and implemen started. Work undertaken with landowner.	Land Allocations Document adopted and implementation started. Work undertaken with landowner.	An Area Action Plan is no longer required. Development to come forward via the normal planning process.
5 - Economic performance	Total employment in the district	47,700 (2006)	39,000 <sup>(11)</sup>		54,200	(12)
	Increase in economic activity rate	%22	81.7%(13)	82%		

Objective	Measurement	Base Figure	Latest Data	2016 Target	2026 Target	Comments
	Increase the business stock	35 businesses per 1,000 population	29.10 businesses per 1,000 population <sup>(14)</sup>	50 businesses per 1,000 pop		
6 -Social disadvantage	Have no areas within 20% of most deprived in England	6 areas in 20% most deprived (2007) - National Rank of 153 out of 354 Councils	11 lower layer super output areas (out of 67 LSOAs in the District) in the most deprived 20% nationally (15)	6 areas in 20% most deprived	0 areas in 20% most deprived	
	District's national ranking	142 (out of 326 at 2007)	126 (out of 326)			
	District's ranking in Kent	5 (out of 12 at 2007)	5 (out of 12)			
7 - Improve residents' skills levels towards the County average	Percentage of working age residents with no qualifications	15.1% (2006)	6.7% in 2017 28% over the regional average (16)		25% over the regional average	
	Percentage of working age residents with NVQ level 4 or higher	15.4% (2006)	34.4 % in 2017 16.9% less than the regional average (17)		25% less than regional average	
8 - Improve ease of travel and encourage walking, cycling and use of public transport	HS1 train service in operation	No HS1 service at 2006	Service in operation from Dover Priory Railway Station (Dec 2009). HS1 extended to Deal, Sandwich and Martin Mill.			

Objective	Measurement	Base Figure	Latest Data	2016 Target	2026 Target	Comments
	Western Docks T2 in operation	Preparatory Stage	Dover Harbour Board has begun to implement its consent under a Harbour Revision Order for new facilities at the Western Docks through its Western Docks Revival project.		Operational	
	Increase sustainable commuting	Rail - 2%, Bus - 4%, Cycle - 3%, Foot - 12% (2001 Census)	Rail - 2.3%, Bus - 2.3%, Cycle - 1.3%, Foot - 7.7%(18)		2% increase in all modes	
9 - Improve green infrastructure network	Improve condition Expand network	See Figure 2.4 of the Core Strategy	The Green Infrastructure Strategy and Action Plan is currently being updated.		Implement proposals as shown on Figure 3.7 of the Core Strategy	
10 - Make better use of historic assets	Number of visitors to Dover Castle	280,000	379,740 <sup>(19)</sup>			
11 - More efficient use of natural	Average domestic water consumption	160 litres per person per day	150 litres per day <sup>(20)</sup>		120 litres per person per day	
	Average domestic electricity consumption	4,164 kWh per person	3,844 kWh per person <sup>(21)</sup>			

Objective	Measurement	Base Figure	Latest Data	2016 Target	2026 Target	Comments	
	Average domestic gas consumption	16,615 kWh per person	12,234 kWh per person (22)				
12 - Infrastructure provision	Provision of infrastructure identified in table 3.3 of the Core Strategy	Progress report given in Chapter 10.	n in Chapter 10.		All identified infrastructure delivered		
Key:							
Green = On track	*						
Amber = Work ongoing	ngoing						
Red = Area of co	Red = Area of concern to be closely monitored	ored					

ONS 2016 based Sub national population projections May 2018 ONS 2016 based Sub national population projections May 2018 - 2 6 4 6 6 7 8 6 7 7

Retail Study, 2017

Retail Study, 2017

These indicators will be updated once the HFRA figures are published HFR, DCLG

HFR DCLG 2016

HFR DCLG 2016

Housing Flow Reconciliation Form 2016/17

The total job figure is taken from the BRES survey. This is a sample survey done at national level which produces job estimates. The quality of the estimates deteriorates as the geographies NOMIS 16

NOMIS Labour Market statistics Jul 17-Jun 18 get smaller 5. 4. 7. 6. 7. 8. 6.

NOMIS Labour Market Statistics 2018

Nomis Labour Market Statistics Jan 17-Dec 17 Nomis Labour Market Statistics Jan 17-Dec 17 English IMD 2015.

Association of Leading Visitor Attractions, 2016

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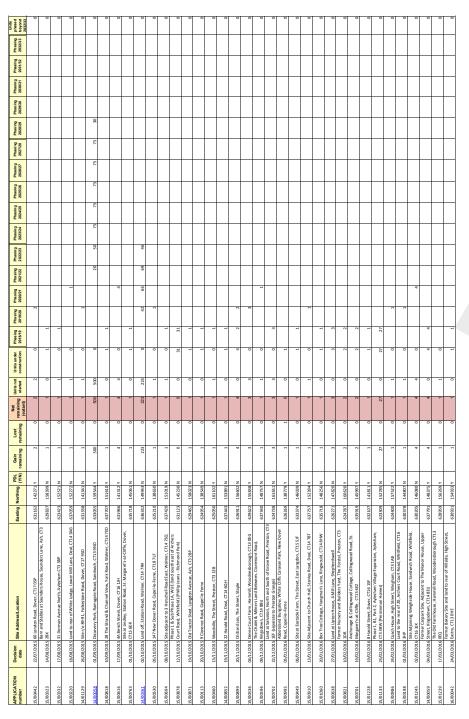
Phasing 2032/33

Appendix 2 Housing Information Audit 2017/18

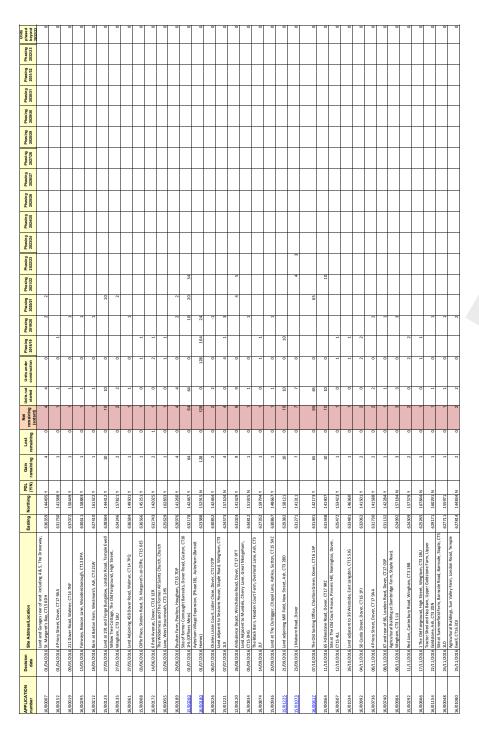
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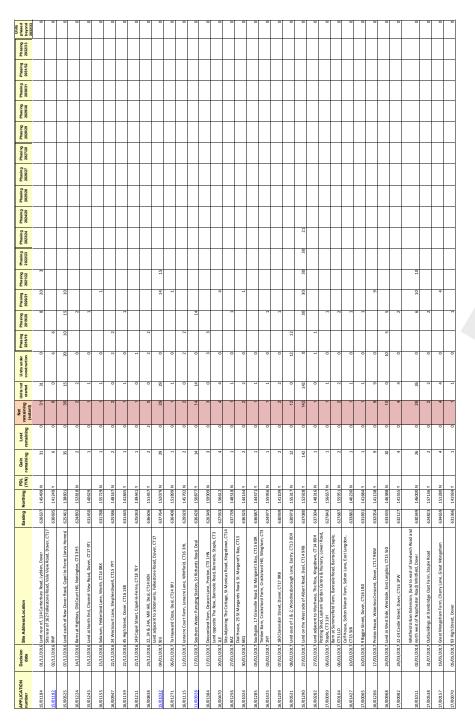
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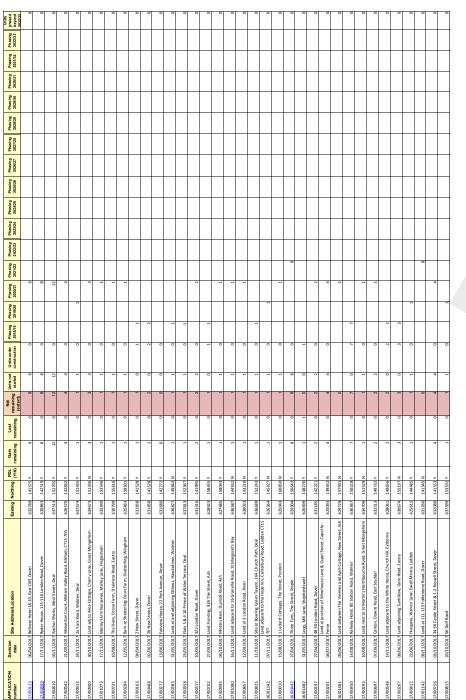
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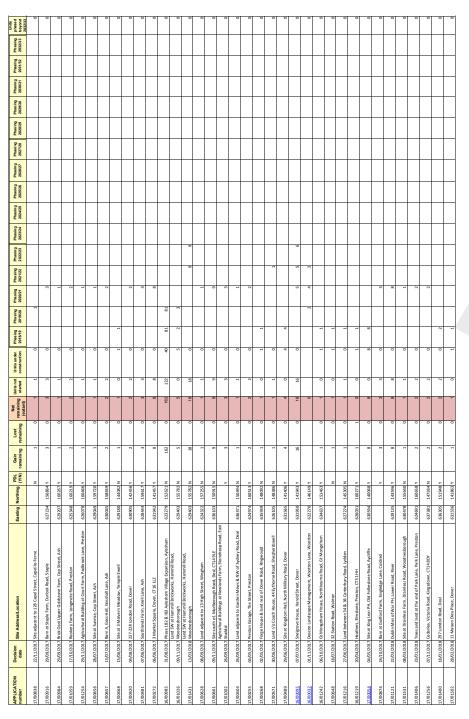
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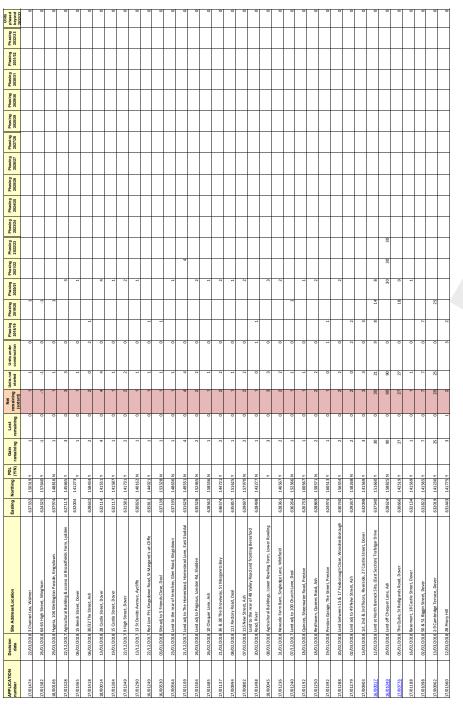
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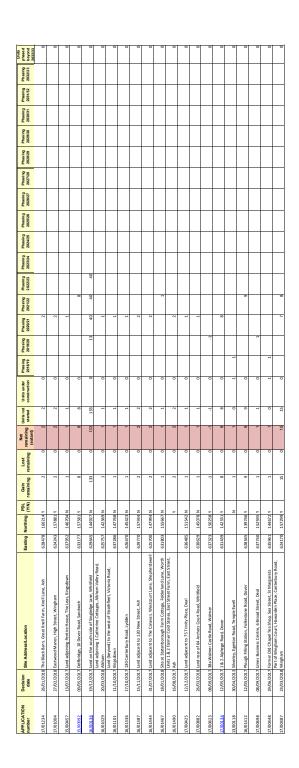
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#### **Appendix 3 Infrastructure Delivery Table**

Table 3.1

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
Transport	Terminal 2 - Dover Western Docks Ferry Terminal (Port of Dover Masterplan)	2006-2011  2011-2016  2016-2021  2021-2026	A Harbour Revision Order was granted for Terminal 2 in November 2011 and work on the construction of the signalisation of junctions has been completed.
Transport (cont)	Package of sustainable transport measures for Dover (identified in Dover Transport Strategy)	2006-2011 2011-2016 2016-2021 2021-2026	Dover District Council, working in partnership with KCC Highways and Highways England have commissioned WSP/Parsons Brinckerhoff to update the 2007 Dover Transportation Study. Part of this commission involves reviewing and updating the Dover Transportation Strategy and using the updated Model to test a number of interventions that have been suggested by a range of partners.
	Dover town centre to Whitfield express bus link (Dover Transport Strategy)	2006-2011 2011-2016 2016-2021	Agreement has now been reached with the owners of WCBP for the

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
		2021-2026	ability to call on a BRT route through the WCBP. A Marginal Growth bid has been submitted to the HCA for the BRT bridge across the A2 and a link through the WCBP
Transport (cont)	Identification of access arrangements into Whitfield from A2 and A256	2006-2011  2011-2016  2016-2021  2021-2026	Outline planning permission has been granted for Phase 1 (1,400 dwellings) and a reserved matters application has been granted for 90 units. Construction of a roundabout on the A256 is complete.
Affordable Housing	Provision of forms of non-market housing - the Regional Spatial Strategy seeks 30% of total housing completions to be affordable. This equates to at least 3,030 affordable homes by 2026 and 4,200 in relation to the Strategy's total provision of 14,000 homes. (see also the Strategic Housing Market Assessment)	2006-2011 2011-2016 2016-2021 2021-2026	During the monitoring period of 2017/18, 99 affordable housing units were completed. These units were completed throughout the District.
Education	New secondary school facilities in Dover and Deal	2006-2011 2011-2016 2016-2021	Permission for a new teaching block and sports hall at Goodwin Academy (formerly known as Castle

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
		2021-2026	Community College) in Deal was granted in January 2016 and construction is currently underway on the new building.
	Primary School provision	2006-2011 2011-2016 2016-2021 2021-2026	Phases 1 and 1a at Whitfield include 2 2FE primary schools.
Health	Replacement facility for Buckland Hospital, Dover (PCT/Hospital Trust programme)	2006-2011 2011-2016 2016-2021 2021-2026	The new Community Hospital in Coombe Valley opened in June 2016.
	Two/ three new general practitioner based facilities in Dover (PCT advice 2008).	2006-2011 2011-2016 2016-2021 2021-2026	There has been a resolution to grant planning permission for a new Health Care facility in the Village Centre as part of the Whitfield urban expansion.
Social Infrastructure	Replacement indoor sport and recreation facility, Dover	2006-2011  2011-2016  2016-2021  2021-2026	Indoor Sports Facility Strategy was adopted in July 2016. Construction is currently underway at Whitfield for a new District Leisure Centre.

Infrastructure	Infrastructure Required	Broad Timing	Comment
Туре			
	Indoor sports facility at Aylesham (District Sport	2006-2011	Phase 1 of the
	and Recreation Strategy	2011-2016	Aylesham Welfare Leisure Centre
	2008)	2016-2021	opened in October 2011. Phase II,
		<u>2021-2026</u>	the indoor sports facility, will be funded via development contributions once a significant of number of dwellings are occupied in the
			Aylesham expansion area.
	Two artificial turf pitches (floodlight, full size)	2006-2011	Replacement of worn out facility at
	(District Sport & Recreation Strategy	2011-2016	Dover which is still required. New
	2008)	2016-2021	facility at
		2021-2026	Sandwich, provided 2008/09.
	Adult social services - Local Hubs, day activities for older people including	2006-2011 2011-2016	
	dementia care, Telecare services, Adult Changing	2016-2021	
	Places and drop in service for people with learning disabilities, short term breaks/Training for life flats	2021-2026	
Green Infrastructure	Wetland nature reserve - Worth Minnis (Regional	2006-2011	Planning permission
	Spatial Strategy Policy EKA7)	2011-2016	(DOV/09/00780) was granted on
		2016-2021	10/2014 for
		2021-2026	change of use from agriculture to nature reserve for 94.7Ha at Willow

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
			Farm, Worth; Planning permisson granted (DOV/09/00780) for change of use from agriculture to nature reserve for 113.4 Ha at Minnis Farm, Worth.  Work is currently ongoing on these projects.
	Improve condition of AONB, especially chalk grassland (Kent Wildlife Habitat Survey 2003 and Kent Downs AONB Management Plan)	2006-2011 2011-2016 2016-2021 2021-2026	Up on the Downs has created, restored and improved 175ha of chalk grassland habitat for the benefit of wildlife and people within and adjacent to the AONB, including the creation of two new nature reserves.  Kearnsey Parks HLF project is underway, which includes plans to restore about 0.5ha of chalk grassland.
	Improve condition of Kingsdown to Walmer Local Wildlife Site (Kent Area Agreement 2008)	2006-2011 2011-2016 2016-2021 2021-2026	Management plan developed, but lacks local support. Local progress being undertaken in

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
			discharge of a unilateral undertaking linked to planning permission DOV/12/00770.
	Develop Green Infrastructure Framework	2006-2011 2011-2016 2016-2021 2021-2026	The Green Infrastructure Strategy is being updated as part of the Local Plan Review.
Utility Services	Water supply (Water Cycle Study 2008)	2006-2011 2011-2016 2016-2021 2021-2026	Work is ongoing with Affinity Water to determine how Whitfield Urban Extension (WUE) will be supplied with water.
	Waste water system (Water Cycle Study 2008)	2006-2011 2011-2016 2016-2021 2021-2026	The issue of waste water services for the WUE is subject to public enquiry.
	Gas mains	2006-2011 2011-2016 2016-2021 2021-2026	The planning applications for Phase 1 and 1a at Whitfield include gas main reinforcement works to ensure supplies to 2,600 dwellings
	Electricity supply (EDF Energy Assessment 2008)	2006-2011 2011-2016	The planning applications for Phase 1 and 1a at Whitfield include

Infrastructure Type	Infrastructure Required	Broad Timing	Comment
		2016-2021 2021-2026	works to an existing substation which would support some 3,000 dwellings
Flood Defences	New flood defence system required from Sandwich to Pegwell Bay	2006-2011	Sandwich flood defences were completed during the summer of 2015. In March and April 2016 the Kingsdown sea defence scheme was implemented.
		2011-2016	
		2016-2021	
		2021-2026	