

Public Document Pack



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7 January 2019

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE** will be held in the HMS Brave Room at these Offices on Tuesday 15 January 2019 at 6.00 pm when the following business will be transacted.

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

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

Scrutiny (Policy and Performance) Committee Membership:

M I Cosin (Chairman)
P J Hawkins (Vice-Chairman)
T A Bond
M R Eddy
R J Frost
J M Heron
P D Jull
M J Ovenden
M Rose
D A Sargent

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 5)

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

4 **MINUTES**

To confirm the Minutes of the meeting of the Committee held on 3 July 2018, 11 September 2018, 2 October 2018, 6 November 2018, 13 November 2018 and 4 December 2018 (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 items 13 to 16.

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 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE**

There were no decisions taken by the Cabinet at its meeting held on 14 January 2019 in respect of recommendations from the Scrutiny (Policy and Performance) Committee.

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

There are no items for consideration.

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

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

Any individual Councillor may request that a matter is placed on the agenda of one of the Council's Overview and Scrutiny Committees by providing Democratic Support with notice of the matter prior to the agenda being published.

There are no items for consideration.

(b) Items the subject of 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.

There are no items for consideration.

(c) Public Petition

There are no items for consideration.

9 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 6 - 9)

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 10 - 14)

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

11 **SCRUTINY APPOINTMENTS TO EXECUTIVE COMMITTEES AND POLICY ADVISORY GROUP**

The changes to the membership of the Scrutiny (Policy and Performance) Committee at the meeting of the full Council held on 12 December 2018 requires the Committee to reconsider its appointments to the following bodies:

Local Plan Project Advisory Group (previously Councillor K Mills)

12 **HOMELESSNESS ACT UPDATE**

To receive an update on the Homelessness Act.

13 **REVIEW OF ON AND OFF-STREET PARKING CHARGES** (Pages 15 - 27)

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

14 **RESTORATION OF MAISON DIEU (TOWN HALL), DOVER** (Pages 28 - 29)

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

15 **COMMUNITY FACILITY: MAISON DIEU CAR PARK** (Pages 30 - 35)

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

16 **AWARD OF GRANT FUNDING – TRIANGLES COMMUNITY CENTRE** (Pages 36 - 40)

To consider the attached report of the Strategic Director (Corporate Resources).

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 are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Democratic Services Manager, telephone: (01304) 872304 or email: 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.

Notice of Forthcoming Key Decisions which will be made on behalf 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
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)	Finance	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	June 2019	Regeneration & Development	Built Environment
10	Hackney Carriage and Private Hire vehicles - access for wheelchair users	4 March 2019 (to be confirmed)	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
13	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal	4 March 2019	Regeneration & Development	Built Environment

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
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	February/March 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	Corporate Resources & Performance
23	Creation of a local property company	5 November 2018	Finance	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
27	Catering provision at Kearsney Abbey and Russell Gardens	4 February 2019	Operational Services	Property Management & Environmental Health
28	Award of contract for landscape and listed structure repairs	4 February 2019	Parks & Open Spaces	Property Management &

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
	at Kearsney Abbey			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	February/March 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	February/March 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	February/March 2019	Finance	Corporate Resources & Performance
39	Demolition of Dover Leisure Centre	4 March 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 to be taken by Director of Environment and Corporate Assets	Inward Investment	Leader of the Council
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	Operational Services	Access & Licensing

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
		Access and Licensing		
46	Fees and Charges – agreement on levels for 2019/20	14 January 2019	Finance	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	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	4 March 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	4 February 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

Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.

(2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website (www.dover.gov.uk).

OVERVIEW AND SCRUTINY WORK PROGRAMME 2018/19

SCRUTINY (POLICY AND PERFORMANCE) COMMITTEE

Month	Issue	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
5 June 2018	Repairs to Parks, Gardens and Churchyards	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To consider the report.
19 June 2018	Dover Leisure Centre Update and site visit (4.30pm)	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To receive an update and conduct a site visit.
3 July 2018	To consider an options appraisal and feasibility study for Tides Leisure & Indoor Tennis Centre and seek approval to progress to the detailed design phase	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To consider the report. [Identified from Forward Plan for scrutiny]
	Short Term Proposal For The Former Co-Op Building, Castle Street, Dover	Single Meeting	Directors of Environment & Corporate Assets & Finance, Housing & Community	£0	£0	To consider the report.
	To decide on requirements for a new Public Spaces Protection Order following public consultation	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To consider the report. [Identified from Forward Plan for scrutiny]
August 2018	No Scheduled Meeting					

Month	Issue	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
11 September 2018	Planning Enforcement Plan	Single Meeting	Director of Environment & Corporate Assets	£0	£0	To consider the report. [Identified from Forward Plan for scrutiny]
	Statement of Community Involvement	Single Meeting	Chief Executive	£0	£0	To consider the report.
	Performance Report Q1	Single Meeting	Chief Executive	£0	£0	To consider the report.
2 October 2018	Launch of a Local Authority Lottery	Single Meeting	Director of Finance, Housing & Community	£0	£0	To consider the report.
	Update on Universal Credit	On-going	East Kent Housing	£0	£0	To receive an update.
6 November 2018	Accommodation Charter Update	Single Meeting	Head of Museums and Tourism	£0	£0	To consider the report.
	East Kent Waste 2021	Single Meeting	Director of Environment and Corporate Assets	£0	£0	To consider the report.
	Establishment of a Property Company	Single Meeting	Director of Finance, Housing & Community	£0	£0	To consider the report.
	Performance Report Q2	Single Meeting	Chief Executive	£0	£0	To consider the report.

Month	Issue	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Dover Town Centre Update	Single Meeting	Head of Inward Investment	£0	£0	To receive an update.
13 November 2018	BREXIT report on implications for the Dover District	Special Meeting	Chief Executive / Director of Environment & Corporate Assets	£0	£0	To receive an update.
4 December 2018	Update on Universal Credit	On-going	East Kent Housing	£0	£0	To receive an update.
	Civica Key Performance Indicators	Single Meeting	Civica	£0	£0	WITHDRAWN
15 January 2019	Homelessness Act Update	Single Meeting	Strategic Director (Corporate Resources)			To receive an update.
	Review of on and off street parking charges	Single Meeting	Strategic Director (Operations and Commercial)			To consider the report.
	Restoration of Maison Dieu	Single Meeting	Strategic Director (Operations and Commercial)			To consider the report.
	Community Facility: Maison Dieu Car Park	Single Meeting	Strategic Director (Operations and Commercial)			To consider the report.
	Award of Grant Funding – Triangles Community Centre	Single Meeting	Strategic Director (Corporate Resources)			To consider the report.

Month	Issue	Resource Implications for Scrutiny				Action
		Members	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
12 February 2019	Performance Report Q3	Single Meeting	Chief Executive	£0		To consider the report.
	Scrutiny of the Council's budget	Single Meeting	Corporate Management Team	£0		To scrutinise the Council's budget for 2019/20.
	Fees and Charges	Single Meeting	Corporate Management Team	£0		To be considered as part of the budget scrutiny process.
	Civica Key Performance Indicators	Single Meeting	Civica	£0		To consider the report
12 March 2019						
2 April 2019	Performance Report Targets 2018-19	Single Meeting	Chief Executive	£0	£0	To consider the report

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	Dover Leisure Centre	On-going	Director of Environment and Corporate Assets	£0		To consider reports at each relevant stage in the process.

Yes	Lorry Parking in the Dover District	On-going	Various	£0		To consider issues of illegal and anti-social lorry parking in the wider District. [as appropriate]
Yes	Open Championship Golf	On-going	Corporate Management Team	£0		To receive updates at appropriate milestones.
Yes	Academisation of Schools in Deal	Single Meeting	Various	£0		To consider the issue of academisation of schools in Deal. [Date tbc]

Subject:	REVIEW OF ON AND OFF-STREET PARKING CHARGES
Meeting and Date:	Cabinet – 14 January 2019
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Nigel Collor, Portfolio Holder for Access and Licensing
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To brief Cabinet on the outcome of the annual review of parking charges and to seek approval to retain the charging regime as set out in the report.

- Recommendation:**
1. Note the outcome of the annual review of parking charges.
 2. Agree to continue to freeze parking charges at their current levels as set out in Appendix 1.
 3. Delegate authority to the Transport & Parking Services Manager to set a maximum stay parking restriction at Tides Leisure.
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1. Summary

- 1.1 This report seeks Cabinet agreement for the parking charges for both on and off-street parking including permit charges for the coming year. In January 2011 it was agreed that parking charges would be reviewed annually and in line with that decision it is considered appropriate to review charges once again.
- 1.2 In making these recommendations, consideration has been given to equality issues. It is not anticipated that these proposals will adversely affect any of the groups having protected characteristics contrary to the Equalities Act 2010.

2. Introduction and Background

- 2.1 Parking charges were last increased in Dover District on 8th February 2016, after having been previously frozen for 4 years.
- 2.2 As noted above, Cabinet has previously agreed that charges should be reviewed annually.
- 2.3 The Council's Parking Strategies, produced in 2015, recognise the importance of setting tariffs at a level which encourages wider utilisation of all available parking provision across each of the towns, responds to the particular circumstances within each town and seeks to match the availability of spaces with public expectations and demand.
- 2.4 The Dover strategy notes in particular the need to take account of the potential impact on parking demand of the St. James's development, whilst the Deal strategy highlights the pressures on parking at weekends.
- 2.5 The availability and effective management of parking is an important factor in both maintaining and increasing the vitality of our town centres, with a difficult balance needing to be struck between the use of charges as a mechanism to ensure that

parking spaces are rotated rather than being full all day against the risk that the cost of parking dissuades residents and visitors alike from using town centre businesses.

- 2.6 Given the limited capacity within the town centres there is no easy solution to this conundrum. The demand for parking spaces clearly varies through the day, week and year and the Parking strategies suggest that the Council consider differential charging between say weekdays and weekends. This has been considered but given the complexity involved in setting tariff levels to seek to meet all such scenarios is thought to be unrealistic at this time,
- 2.7 Support to the local economy has also been provided in partnership with the local business community through for example, the free parking arrangements offered to support Small Business Saturday and the occasional concessionary arrangements offered to event organisers.
- 2.8 In considering the appropriate level for parking charges the Council must have regard to guidance on parking policy and charges given in the Secretary of State's Statutory Guidance to the Local Authorities on the Civil Enforcement of Parking Contraventions, expanded upon in Operational Guidance to Local Authorities: Parking Policy and Enforcement.
- 2.9 This states that charges should be proportionate, so authorities should not set them at unreasonable levels and the Guidance also indicates that when setting on- and off-street parking charges, authorities should consider lower charges off-street than on-street. This would encourage drivers to park off-street, thus minimising on-street congestion caused by vehicles searching for spaces.
- 2.10 It should be noted, in 2018/2019 the Council ceased managing the Sainsbury's car park in Deal and it is imminent that Council management of the Co-Op car park will also cease, in addition, Woolcomber Street and Town Wall Street car parks in Dover will be closing when the new leisure centre is opened in February 2019, all of which will have an impact of the parking account.
- 2.11 The retail development at St. James's is now open for business as of 3rd December 2018, have their own onsite parking regime in place. As envisaged this has had a significant impact on parking patterns within the town centre. There has also been nine months whereby St James car park had no parking restrictions in place, this in turn caused many of the local Council car park customers to migrate and has also had a significant impact on the parking account.
- 2.12 Parking arrangements for the development were set within the planning process and will be reviewed on a regular basis. It is noted that charges will continue to match other town centre car parks with a maximum 4 hour stay to meet the retail and leisure needs. Charges are currently levied from Monday to Saturday.

3. **Proposals for 2019/20**

- 3.1 In reviewing the current parking charges, both current usage levels and the charging policies in adjacent authorities have been reviewed to ensure that the Council's charges are set at a level which whilst ensuring effective demand management of the available parking spaces would not disadvantage our town centres in comparison with neighbouring towns.
- 3.2 Accordingly, it is clear that the charges set by Dover DC remain below those of neighbouring authorities (**See Appendix 2**). There is no evidence that this is adversely affecting the availability of spaces and so **no increases are proposed to the current charges**.
- 3.3 Similarly with regard to the charging period within each day, the Council has a shorter charging period than neighbouring authorities most of whom have charges which

extend into the evening period. **No changes are proposed to the current charging period.**

- 3.4 As regards the parking arrangements at Tides Leisure Centre in Deal, Cabinet agreed in April 2017 that the Tides car park would become non-chargeable, once the new Dover District Leisure Centre was opened which is now planned for February 2019. However, enforcement for the Tides site will still be required to ensure the users of the car park are the users of the Tides Centre. A maximum stay should be implemented to discourage commuters, however, this will not deter the local shoppers, there are a number of parking enforcement options available i.e. a refund system, ANPR or a ticket which displays the time of arrival rather than amount paid. Approval is sought to allow for the setting of a maximum stay to be delegated to the Transport & Parking Services Manager.

4. **Identification of Options**

- 4.1 Option 1. To freeze the parking charges for On & Off Street parking and permit charges for 2019/2020 as set out in Appendix 1, to agree to delegate the decision making process for the setting of a maximum stay at Tides in Deal. **This is the preferred option.**

- 4.2 Option 2. To retain the current management arrangements.

5. **Evaluation of Options**

- 5.1 The preferred option is Option 1, because this will ensure that there is a continued and reasonable “turn over” of available parking spaces, supports those living within resident zones and with the continued freezing of parking charges ensure that motorists continue to have low cost options also the implementation of a maximum stay at Tides will assist the users of the Tides Centre to enable them to have adequate parking provision available.

6. **Resource Implications**

- 6.1 No resource Implications

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance: Finance has been consulted and has nothing further to add.

- 7.2 Comment from the Solicitor to the Council: The Head of Governance has been consulted during the preparation of this report and has no further comment 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 reminded 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: Schedule of Proposed Charges

Appendix 2: Parking Charges: Comparison with neighbouring authorities

Background Papers

None.

Contact Officer: Roger Walton, Strategic Director (Operations and Commercial)

Appendix 1: Schedule of Current Charges

CAR PARK CHARGES (OFF-STREET) – DOVER		
CAR PARK	CURRENT CHARGES	
	TIME	CHARGE
Albany Place, Dover Linear charging up to 5 hrs Minimum charge 30p Charges apply Mon - Sat	1hr	60p
	2hr	£1.20
	3hrs	£1.80
	4hrs	£2.40
	5hrs	£3.00
	5 to 8 hrs	£3.60
Bench Street, Dover Linear charging Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10
	2hrs	£2.20
	3hrs	£3.30
	4hrs	£4.40
Camden Crescent, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sun	1hr	£1.10
	2hr	£2.20
	3hrs	£3.30
	4hrs	£4.40
	5hrs	£5.50
	5 to 8 hrs	£6.50
Castle Hill Coach Park Charges apply Mon - Sat	Up to 8 hrs	£7.50
Ladywell Car Park, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10
	2hr	£2.20
	3hrs	£3.30
	4hrs	£4.40
	5hrs	£5.50
	5 to 8 hrs	£6.50
Maison Dieu Car Park, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10
	2hr	£2.20
	3hrs	£3.30
	4hrs	£4.40
	5hrs	£5.50
	5 to 8 hrs	£6.50
Maison Dieu Car Park, Coach Bays Charges apply Mon – Sat	Up to 8 hrs	£7.50
Pencester Road Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr	£1.10
	2hrs	£2.20
	3hrs	£3.30
Priory Road Car Park, Dover Linear charging up to 5 hours Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10
	2hr	£2.20
	3hrs	£3.30
	4hrs	£4.40
	5hrs	£5.50
	5 to 8 hrs	£6.50

CAR PARK CHARGES (OFF-STREET) – DOVER		
CAR PARK	CURRENT CHARGES	
Samphire Hoe (Eurotunnel) Charges apply Mon - Sat	Up to 30mins Up to 2hrs	50p £1.00
Stembrook Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
Townwall Street Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
Woolcomber Street Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
PARKING CHARGES (ON-STREET) – DOVER		
Castle Street, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60
Seafront - Cars Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Seafront – Motorhomes Charges apply Mon – Sun NB see below *	Overnight Charge (17.00 to 09.00)	£7.50
Seafront – Coaches Charges apply Mon – Sun	Up to 8 hrs	£7.50
Pencester Road, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60

*NB – Charges have yet to be introduced as proposal is subject to consultation to be referred to Dover Joint Transportation Board (JTB).

PARKING CHARGES (OFF-STREET) – SANDWICH		
CAR PARK	CURRENT CHARGES	
Gazen Salts Car Park, Sandwich Linear charging up to 5 hours Minimum charge 30p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	70p £1.40 £2.10 £2.80 £3.50 £4.00
Guildhall Car Park, Sandwich Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£1.00 £2.00 £3.00 £4.00 £5.00 £6.00
The Quay Car Park, Sandwich Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£1.00 £2.00 £3.00 £4.00 £5.00 £6.00
PARKING CHARGES (ON-STREET) – SANDWICH		
Market Street, Sandwich Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.10 £2.20 £1.10 £2.20
New Street, Sandwich Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.10 £2.20 £1.10 £2.20

PARKING CHARGES (OFF-STREET) – DEAL		
CAR PARK	CURRENT CHARGES	
Beach Street Car Park, Deal Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50

PARKING CHARGES (OFF-STREET) – DEAL		
CAR PARK	CURRENT CHARGES	
Deal Castle Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs 3hrs	£1.10 £2.20 £3.30
Middle Street Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
Park Street Car Park, Deal Former Co-Op car park, minimum time one hour Charges apply Mon – Sat	1hr 2hrs	£1.10 £2.20
South Street Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.10 £2.20
Stanhope Road Car Park, Deal Linear Charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs	£1.10 £2.20 £3.30
St. Ethelburga’s Car Park, Deal Former Co-Op car park, Minimum time one hour Charges apply Mon – Sat	1hr 2hrs	£1.10 £2.20
St. George’s Car Park, Deal Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Tides Leisure Centre, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat To become non charging car park as of Feb 2019	Currently: 1hr 2hr 3hrs 4hrs Note - February 2019 a Max stay is TBC	Currently: £1.10 £2.20 £3.30 £4.40 Note - As of February 2019 this car park will become free
Town Hall Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	Up to 1hr Up to 2hrs	£1.10 £2.20

PARKING CHARGES (OFF-STREET) – DEAL		
CAR PARK	CURRENT CHARGES	
Union Road Car Park, Deal Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	80p £1.60 £2.40 £3.20 £4.00 £4.80

PARKING CHARGES (ON-STREET) – DEAL		
CAR PARK	CURRENT CHARGES	
Beach Street (between Broad Street & South Street) Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60
Beach Street (Royal Hotel to Dolphin Street) Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
King Street, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60
Prince of Wales Terrace, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60
Victoria Road, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60

PARKING CHARGES WALMER CASTLE, DEAL CASTLE & ST MARGARETS BAY		
CAR PARK	CURRENT CHARGES	
Walmer Castle Charges apply Mon to Sun	All Day Charge	£2
Deal Castle Charges apply Mon to Sun	All Day Charge	£1.10
St Margaret's Bay Charges apply Mon to Sun	Per Hour Charge	£0.70 car £1.40 car & trailer

PERMIT CHARGES	
	CURRENT CHARGES
RESIDENTS	
Deal Zones 2/H/L/N/ /P	
Deal Zone 2 (North Town Centre)	£90
Deal Zone H (Central area)	£60
Deal Zone L (Gilford, Blenheim Rd etc)	£60
Deal Zone P (Bridgeside etc)	£60
* Deal Zone N (Beechwood Ave, London Road)	£60
Dover Zones A/B/C/D/E/F/G/K & M	£60
*Dover Zone M (Priory Hill, Priory Grove)	£60
*Dover Zone G (Victoria Pk, Laureston Pl, Castle Rd & Castle St)	£60
Dover Zones On/Off Street B/E & F	£90
Sandwich Zone J	£90
Sandwich 2 nd Residents	£85 – 6 months £155 – 12 months
BUSINESS	
Dover or Deal (Mon – Sun)	£75 – 6 months £145 – 12 months

PERMIT CHARGES	
	CURRENT CHARGES
Seafront, Dover	£140 – 6 months £265 – 12 months
Gazen Salts, Sandwich	£60
Off-Street, Dover, Deal & Sandwich	£215 – 6 months £410 – 12 months
Sandwich Business	£85 – 6 months £155 – 12 months
Snargate Street Business	£85 – 6 months £155 – 12 months
Samphire Hoe	£30
St. Margaret's Bay (May - Sept)	£40 – 6 months
Leisure Centre Permits	£125
Visitor Permits	Daily visitor permits can be purchased in blocks of 10 and cost £2 each
Doctors	£35
Community Services	£30

PERMIT CHARGES (WAIVERS)	
	CURRENT CHARGES
Waivers (On-Street) Pay & Display Bays (On/Off Street) Short Stay Long Stay Bay Suspensions	£9 per day £22 per week £55 per month £6 per bay/day £17 per bay/week £5 per bay/day 120 per suspension £55 additional week/part week, plus loss of P&D income at commercial rate of £5 per day.

Pre-Paid Ticket Min stay 2 days. (Camden Crescent car park only)	£3.75 per day Charged at daily rate but without time limit.
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*NB – Permit zones N, M, G have yet to be

Appendix 2: Parking Charges: Comparison with neighbouring authorities (2017/18)

Off-Street			
Dover	Shepway	Canterbury	Thanet
Charges apply Mon to Sat from 9am to 5pm.	Charges apply Mon to Sun from 8am to 6pm unless indicated.	Charges generally apply Mon to Sun 7am to 9pm.	Charges generally apply Mon to Sun 7am to 10pm, with overnight charge.
Stembrook, Dover - linear Min 40p 1 hr £1.10 2 hrs £2.20	Upper Payers Park, Folkestone 30 mins: 50p 1 hr: £1.00 2 hrs: £2.00 3 hrs: £3.00	Castle Street M/S, Canterbury 1 hr: £1.20/hr linear	Market Street, Margate 1 hr: £1.10 2 hrs: £2.20 3 hours £3.30 4 Hours £4.40
Middle Street, Deal - linear Min 40p 1 hr £1.10 2 hrs £2.20 3 hrs £3.30 4 hrs £4.40	Mount Street, Hythe 30 mins: 80p 1 hr: £1.20 2 hrs: £2.30	Whitefriars Multi-storey Charge apply 8.00 to 6.00, Max Stay 5 hrs. 1 hr: £1.80/ hr linear 5 hrs: £9.00 (Min Fee on Sat; £3.60)	Chandos Square, Broadstairs 1 hr: £4.00 2 hrs: £6.00 4 hrs: £10.00 Up to 15 hrs: £12.00
Sandwich Quay linear Min 40p 1 hr £1.00 2 hrs £2.00 3 hrs £3.00 4 hrs £4.00 5 hrs £5.00 All day £7.10	Church Road, New Romney 1 hr: £0.60 2 hrs: £2.30 3 hrs: £3.40	Harbour Car Park, Whitstable (8.30 am to 8.00 pm) 1 hr: £1.50/ hr Max Stay 2 hrs	Leopold Street, M/S, Ramsgate 1 hr: £1.10 2 hrs: £2.20 4 hrs: £4,40 Up to 15 hrs: £5.50
Albany Place, Dover – linear Min 30p 1 hr 60p 2 hrs £1.20 3 hrs £1.80 4 hrs £2.40 5 hrs £3.00 Over 5 hrs & up to 9hrs £3.60	Lower Sandgate Road, West 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Holman's Meadow, Canterbury 1 hr: £1.70 linear	Mill Lane, Multi-storey, Margate 1 hr: £1.10 2 hrs: £2.20 4 hrs: £4,40 Up to 15 hrs: £5.50
Union Road, Deal linear Min 40p 1 hr 80p 2 hrs £1.60 3 hrs £2.40 4 hrs £3.20 5 hrs £4.00 Over 5 & up to 9 hrs £6.60	Castle Road, Sandgate 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Cow Lane, Wincheap Up to 5 hrs: £0.80 5 to 24 hrs: £2.20	Joss Bay, Broadstairs (Summer) Up to 4 hrs: £10.00 Up to 15 hrs: £12.00
Gazen Salts, Sandwich linear Min 30p – 30 mins 1 hr 70p 2 hrs £1.40 3 hrs £2.10 4 hrs £2.80 5 hrs £3.50 Over 5 hrs up to 9 hrs £5.50	Coast Drive, Littlestone 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Oyster Car Park, Whitstable (10.00 am to 8.00 pm) 30 mins: £0.60 1 hr: £1.10 3 hrs: £3 5 hrs: £3.50 24 hrs: £4.60	Cannon Road, Ramsgate 1 hr: £0.80 2 hrs: £1.60 4 hrs: £3.20 Up to 15 hours £4.00

On-Street			
Dover Charges apply 9.00am to 5.00pm	Shepway Charges apply 8.00 am to 6.00 pm	Canterbury Charges apply 8.30am to 6.00pm	Thanet Charges apply 9.00am to 6.00pm
Castle Street, Dover linear Min 40p 1 hr £1.30 2 hrs £2.60	Folkestone Town Centre CPZ A1 & A2 Min: 30 mins, Max: 3 hrs Linear Charge £1.20/hr	Canterbury On-street Min: £0.40 1 hr: £1.30 2 hrs: £2.60	Short stay charges (Cecil Square & Albert Terrace, Margate) £1.30 per half hour up to 2 hours Short Stay (Linear Charges) Various sites, Birchington, Margate, Ramsgate. 10 Minutes 20p and then thereafter a linear charge of 3p per minute round to the nearest 5p is applied up to a maximum charge of £4.00 for 2 hours stay.
Prince of Wales Terrace, Deal linear Min 40p 1 hr £1.30 2 hrs £2.60	Folkestone Seafront Min: 1 hr, Max: 5 hrs Linear Charge £1.20/hr	Central Parade, Herne Bay (8.30 am to 8.00 pm) Max stay 2 hrs. Min: £0.20 Linear Charge £0.60/hr	Long Stay (Lawn Road, Broadstairs) 10 Minutes 20p and then thereafter a linear charge of 3p per minute round to the nearest 5p is applied up to a maximum charge of £8.00 for 4 hours stay. (Victoria Parade, Broadstairs, Harbour Parade, Ramsgate) £2.30/hr , Max Stay 9 hrs.
Market Street, Sandwich linear Min 40p 1 hr £1.10 2 hrs £2.20			

Coach Parking			
Dover Maison Dieu, Seafront, Dover & Castle hill Up to 8 hrs, £7.50	Shepway Littlestone, Coast Drive Up to 5 Hrs: £7.60	Canterbury Canterbury Coach Park: Up to 12 hrs: £15.00	Thanet Minnis Bay, Birchington Up to 4 hrs: £10.00 24 hours £20.00
Permits/Season Tickets			
Dover Season Tickets (most car parks) 6 months £215 12 months £410	Shepway Season Tickets (All car parks) 3 months: £165 6 months: £329 12 months: £657	Canterbury Season Tickets for Car Parks range from £300 to £700. Resident Permit Prices range from £60 to £140	Thanet Season Tickets (All car parks) 1 week: £40 1 month: £75 6 months: £375 12 months: £625
Visitor Permits Daily visitor permits can be purchased in blocks of 10 and cost £2 each	Visitor permits Each set of 5 permits costs £5.20.	Visitor vouchers Canterbury £4/day Herne Bay £1.80/day	Visitor Permit Single day ticket £3.50, book of 20 is £50.

Subject:	RESTORATION OF MAISON DIEU (TOWN HALL), DOVER
Meeting and Date:	Cabinet – 14 January 2019
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report:	To seek agreement to delegate authority to officers to make the consultant appointments required to progress the project.
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Recommendation:	(1) To note the progress made to date with the development phase of the project, and to agree to delegate authority to appoint the Lead Consultant, Architectural and Contract Administration to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Property Management and Environmental Health.
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1. Summary

- 1.1 Cabinet was advised in September that the Council's application to the Heritage Lottery Fund (HLF) for a development grant towards the costs of the project which seeks to restore the building had been awarded a first-round pass, and resolved to accept the development grant and to approve the match funding contribution for the development phase, leading to the second round application, which needs to be submitted by 2 July 2020.
- 1.2 This report updates Cabinet on the action taken to date to progress with the development phase of the project, and asks Cabinet to agree to delegate authority to appoint the Lead Consultant, Architectural and Contract Administration to the Strategic Director (Operations & Commercial), in consultation with the Portfolio Holder for Property Management and Environmental Health.

2. Introduction and Background

- 2.1 As Cabinet is aware, the Council has brought forward proposals for the refurbishment of Maison Dieu, Dover and allocated funds within the Medium Term Financial Plan to support the project. Following the confirmation from HLF in July 2018 of the Council's successful application to the HLF for a grant to support the project, officers have been working on the appointments of the various consultants required to support the project ahead of the second round application, which needs to be submitted in early 2020.
- 2.2 Following a competitive tender process, appointments have been made to the separate roles of Project Co-ordinator & Business Planner & Activity Planner and tenders are being sought for the roles of Interpretation Consultant and Lead Consultant, Architectural and Contract Administration.

2.3 Ingham Pinnock who supported the Council in preparing the bid documentation have been appointed to the roles of Project Co-ordinator & Business Planner & Activity Planner, which has the benefit of providing some continuity building on the work undertaking to date.

2.4 With regards to the appointment of the Lead Consultant, Architectural and Contract Administration, interviews are scheduled to be held later this week. The anticipated value of the contract for this element of work exceeds the delegation to officers within the Constitution and so Cabinet is asked to note the action being taken and to formally delegate authority to make the appointment to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Property Management and Environmental Health.

3 Identification and Evaluation of Options

3.1 There are two Options available to Cabinet:

Option 1: To agree to delegate authority to appoint the Lead Consultant, Architectural and Contract Administration to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Property Management and Environmental Health. (This is the preferred option).

Option 2: To decline to agree to the delegation being sought.

3.2 Option 1 is the preferred option as this will allow the development phase of the project to be progressed in a timely manner.

4 Resource Implications

4.1 There are no direct resource implications of the decision being sought.

5 Corporate Implications

5.1 Comment from the Section 151 Officer: 'Accountancy have been consulted and have no further comment.' (DL)

5.2 Comment from the Solicitor to the Council: "The Solicitor to the Council has been consulted in the preparation of the report and has no further comment to make". (HR)

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

6 Appendices

None.

7 Background Papers

7.1 None.

Contact Officer: Roger Walton Ext: 42420

Subject:	COMMUNITY FACILITY: MAISON DIEU CAR PARK
Meeting and Date:	Cabinet – 14 January 2019
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Environmental Health
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: Dover Town Council has been working with the Dover Community Association on proposals to provide a community facility including new public conveniences within Maison Dieu car park. This report seeks agreement to the Council making the necessary land available and to providing a financial contribution of £90,000 to support the project.

- Recommendation:**
- (1) To note and support the proposals being developed by Dover Town Council, in partnership with the Dover Community Association, to provide a community facility including new public conveniences within Maison Dieu car park.
 - (2) To agree to the principle of the Council leasing the land required to support the development to Dover Town Council, and to delegate authority to conclude the details of the agreement to the Strategic Director (Operations & Commercial), in consultation with the Portfolio Holder for Property Management and Environmental Health.
 - (3) In so far as the proposed leasing of the land involves the disposal of land forming part of an open space, to give public notice of the intention to grant the lease to Dover Town Council, pursuant to the requirements of section 123(2A) of the Local Government Act 1972.
 - (4) To agree to provide a financial contribution of £90,000 to Dover Town Council to support the project pursuant to section 136 of the Local Government Act 1972.
-

1. Summary

- 1.1 Dover Town Council (DTC) has been developing proposals in partnership with the Dover Community Association (DCA) to provide a community facility including new public conveniences on land owned by Dover District Council within Maison Dieu car park. This report seeks agreement to the Council making the necessary land available and to providing a financial contribution of £90,000 to Dover Town Council to support the project.

2. Introduction and Background

- 2.1 This project has its origins in the decision by Cabinet taken in November 2013 to transfer ownership of Biggin Hall, as a community asset transfer to the Dover Community Association. Following the completion of the transfer in March 2016 Biggin Hall has since been extensively refurbished by the DCA to their credit and is now providing a valuable community facility.
- 2.2 The Biggin Hall premises included within their demise the Maison Dieu public conveniences, which continued to be operated by the DCA supported by DTC until they were closed due to the high cost of operation and issues of vandalism and misuse some 12 months ago.
- 2.3 Since that time DTC have been working with DDC and the DCA to bring forward plans for alternative public conveniences in that area of Dover.
- 2.4 A site adjacent to the CAB building in Maison Dieu car park was identified as potentially suitable, proposals were developed and a planning application submitted by the DCA seeking permission to erect a detached single storey community building incorporating public toilets and a multi-purpose hall. The proposals also involve the widening of the existing footpath by reducing the area of the existing planting bed.
- 2.5 The proposed building would be accessed via ramps and steps. The proposed hall/room would be approximately 44m² and would incorporate a small inbuilt office kitchenette. The new toilets have been designed to offer a unisex foyer and individual WC cubicles. The 'foyer' is linked to the additional space by a sliding glass door providing visibility and security. Details of the site and the proposed building are included at Appendix A & B.
- 2.6 Planning consent for the proposed development was granted on 4th May 2018, and DTC and DCA are now seeking to take forward the proposed development. The operational details have yet to be finalised but are likely to involve the new facility being let to a tenant who is eligible for charitable status.
- 2.7 The Council is being asked by DTC to make the land available and to consider making a financial contribution towards the costs of the development, which are likely to be c£250k, due to the requirement for flood protection works as part of the construction.
- 2.8 As regards making land available to enable the development to proceed, the proposed site is currently part of the Maison Dieu Riverside Gardens and providing public conveniences at this location would add a welcome community facility within this area.
- 2.9 DTC have indicated that their preference would be for a freehold transfer of the land required to support the development. However such a transfer would clearly leave a situation where the Council's land holdings within the town centre become fragmented and for this reason alone it is recommended that a long lease, for say 99 years, would be a more suitable arrangement.
- 2.10 As the proposed site falls within the Maison Dieu Riverside Gardens the proposed lease of the land to Dover Town Council constitutes a disposal to which section 123(2A) Local Government Act 1972 applies. This provides that the Council may not proceed to dispose of the land unless public notice of the proposed disposal is given and advertised. Any objections must be considered. Recommendation 3 seeks authority to give the public notice. Any objections received will be placed before Cabinet for consideration.

- 2.11 With regards to providing financial support, the Council has over recent years worked with both Dover Town Council and Sandwich Town Council on the development of facilities at Dover Seafront and Sandwich Quay. Following discussions with DTC it is proposed that the Council offers a financial contribution of £90k towards the cost of the development, with this sum to be included within the Council's Capital Programme for 2019/20. Section 136 Local Government Act 1972 allows one or more local authorities to make arrangements for defraying expenditure incurred by one of them in exercising any functions exercisable by both or all of them. As this is an entirely local authority financed initiative, it would seem appropriate to make the financial contribution pursuant to section 136 rather than rely on more general grant-making powers.

3 Identification and Evaluation of Options

- 3.1 There are two Options available to Cabinet:

Option 1: To note and support the proposals being developed by Dover Town Council in partnership with the Dover Community Association to provide a community facility including new public conveniences within Maison Dieu car park and agree to the Council making the necessary land available and to providing a financial contribution of £90k to support the project.

Option 2: To decline to offer support and take no further action.

- 3.2 Option 1 is the preferred option as supporting the project will enable additional community facilities to be provided in this part of the town centre for the benefit of both residents and visitors alike.

4 Resource Implications

- 4.1 The proposals see the Council offering a financial support of £90k which it is proposed if agreed will be included within the Council's Capital Programme for 2019/20.

5 Corporate Implications

- 5.1 Comment from the Section 151 Officer: "Finance has been consulted and has nothing further to add (VB)."
- 5.2 Comment from the Solicitor to the Council: "The Solicitor to the Council has been consulted in the preparation of the report and has no further comment to make". (HR)
- 5.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equality implications, however in discharging their duties members are reminded to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>' (KM)

6 Appendices

Appendix A; Proposed Building: Block Plan

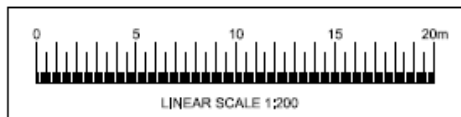
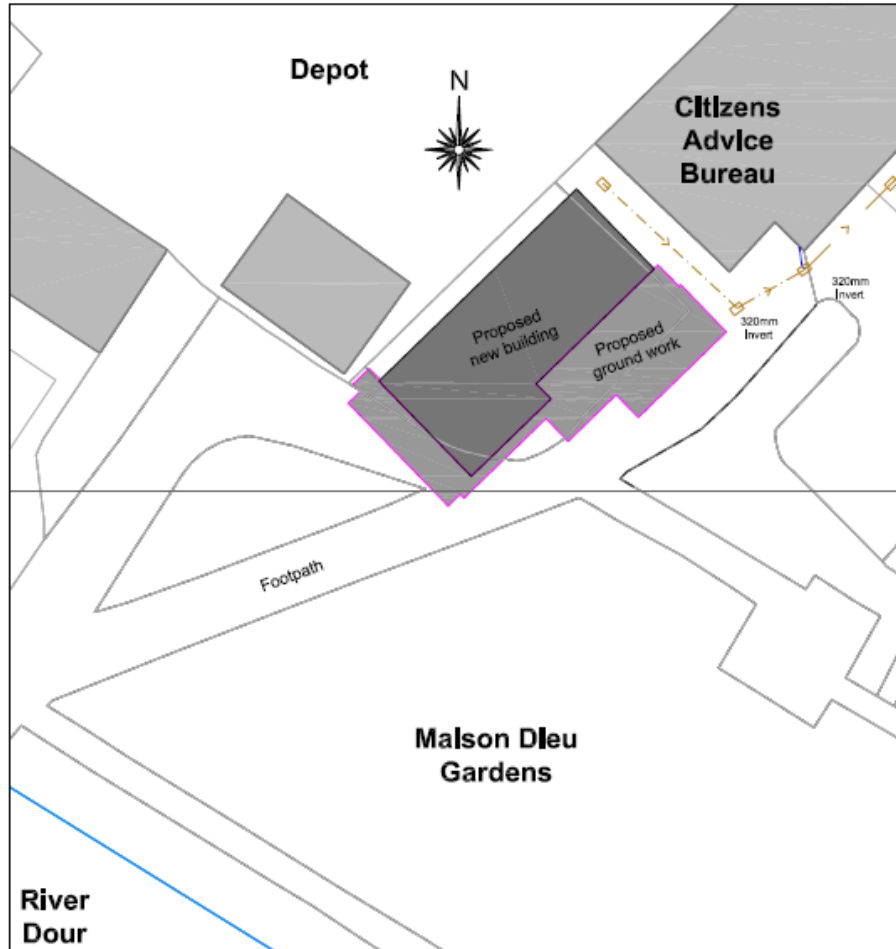
Appendix B: Proposed Building Layout

7 Background Papers

7.1 None.

Contact Officer: Roger Walton Ext: 42420

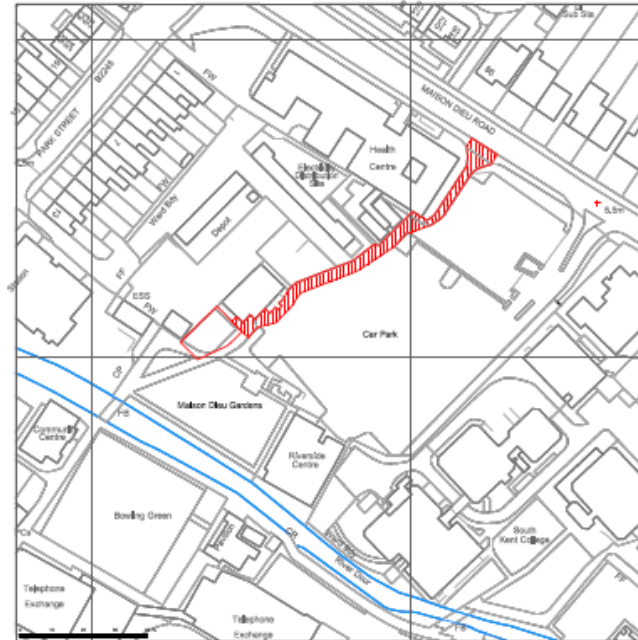
Appendix A: Proposed Building: Block Plan



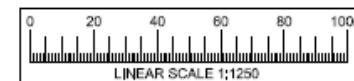
Notes:

Do not Scale.

Mapping Data Supplied under licence from Streetwise Maps Ltd
Downloaded 15/11/16



Site Location Plan
Scale 1:1250



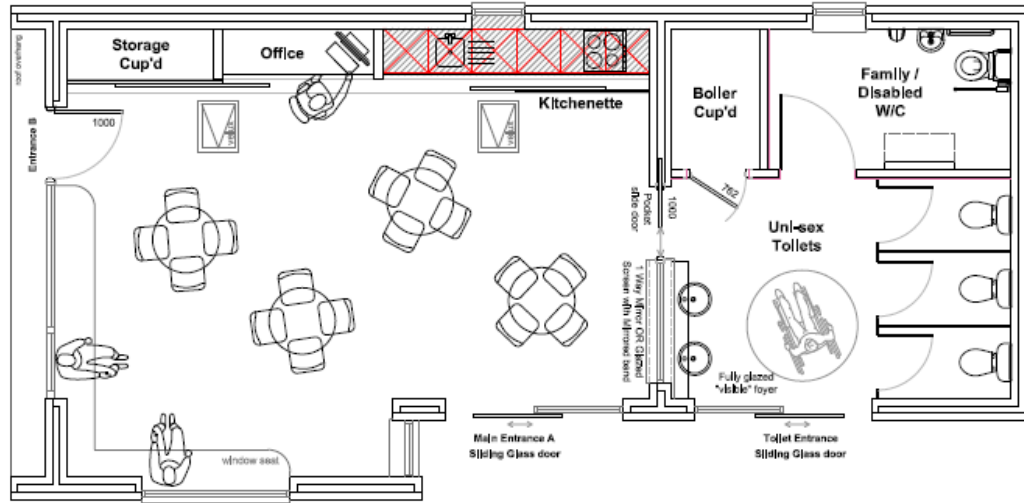
- D 18/10/17 Site location amended following comment from Dover Planning.
- C 18/10/17 Site location amended following comment from Dover Planning.
- B 03/10/17 Building position adjusted.
- A 05/08/17 Design alterations.

Revisions:

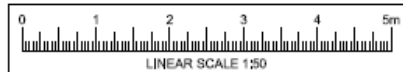
Drawing Status	Approval / Planning	Dover Town Council
S.C.Green Ltd. Consulting Structural Engineers Honeywood House Honeywood Rd, Whitfield Dover Kent CT16 3EH tel: 01304 827883 email: info@gcgreen.co.uk	Project Title	Proposed Public Building, Including Public Toilets
	Drawing Title	Proposed Block Plan & Existing Site Location Plan
	Scale: 1:200 & 1:1250	Drawing Number: 4515/A3/04D
	Date: August 2017	

Appendix B: Proposed Building Layout

Notes: Do not Scale.



Proposed Ground Floor Plan
Scale 1:50



A - 05/08/17 Design alterations.	
Revision	
Drawing Status	Approval / Planning
S.C.Green Ltd. <i>Consulting Structural Engineers</i>	
Honeywood House Honeywood Rd, Whitfield Dover Kent CT16 3EH tel: 01304 527883 email: info@sccgreen.co.uk	
Client	Dover Town Council
Project No	Proposed Public Building, including Public Toilets
Drawing No	Proposed Ground Floor Plan
Scale: 1:50	Drawing Number: 4515/A3/01A
Date: August 2017	

Subject:	AWARD OF GRANT FUNDING – TRIANGLES COMMUNITY CENTRE
Meeting and Date:	Cabinet – 14 January 2019
Report of:	Mike Davis, Strategic Director (Corporate Resources)
Portfolio Holder:	Councillor Michael Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report: To seek agreement to provide a grant to St Radigund's Community Centre Company to help fund repairs to the community centre.

Recommendation: To approve payment of a grant in the sum of £150,000 to St Radigund's Community Centre Company subject to:

- i) Conditions being attached to the grant requiring it to be used to pay for repairs to the community centre building to be agreed with the Council and to be delegated to the Director of Environment and Corporate Assets, in consultation with the Portfolio Holder for Corporate Resources and Performance;
- ii) The proposed development of interim housing on the Triangles land being granted planning consent; and
- iii) The lease on the land shown hatched on the plan attached at Appendix 1 being surrendered to the Council for £1.00.

1. Summary

- 1.1 Cabinet is asked to approve the provision of a grant in the sum of £150,000 to St Radigund's Community Centre Company ('the Charity') subject to conditions. The St Radigund's Community Centre Company is a registered charity with the Charity Commission.
- 1.2 Cabinet has approved a project for the building of new interim housing on land adjacent to the Triangles Community Centre (Triangles Land) in St Radigund's, Dover. The land is currently leased by the Council to the Charity. It is anticipated that occupants of the new homes would use the community centre facilities and services. However, a number of essential repairs are currently required to the community centre building which the Charity occupies on a full repairing lease. If these are not carried out there is a risk that the centre may cease to operate and responsibility for the centre would revert to the Council. This report therefore recommends that the Council provides a grant of £150,000 to the Charity on condition that the money is used to undertake these repairs. This will help to ensure that the centre can continue to be available for use by both new and existing residents in the area. In return the Charity has been asked to agree to surrender all the land, as shown outlined and hatched on the plan attached at Appendix 1, back to the Council so as to enable the proposed interim housing development to proceed.

- 1.3 The grant is dependent upon, and will be paid at the point there is, an appropriate level of certainty that the proposed development will proceed, i.e. upon planning consent being granted and agreement by the Charity to the transfer of the land. It is recommended that the decision on when to pay the grant, any phasing, and conditions should be delegated to the Director of Environment and Corporate Assets, in consultation with the Portfolio Holder for Corporate Resources and Performance.

2. **Introduction and Background**

- 2.1 Cabinet has already approved projects for the development of interim housing on council-owned land at Kimberley Close, Dover; Stockdale Gardens, Deal and land adjacent to Triangles Community Centre, Barwick Road, Dover. Cabinet has also authorised the Director of Environment and Corporate Assets, acting in consultation with the Director of Finance, Housing and Community and the Portfolio Holder for Built Environment, to take the necessary decisions to progress the projects to the construction phase including, where necessary, the acquisition of land that will be required.
- 2.2 The Triangles Land is currently leased to the Charity on a 125 year lease with 111 years remaining. The Cabinet report seeking approval of the Triangles project advised Members that while there are no rights reserved in the lease for the Council to either lease or take back land from the Charity, initial discussions had indicated that they would be willing to work with the Council to try and deliver a viable housing scheme.
- 2.3 Over the intervening period there have been a number of meetings with the Trustees to try and agree the principles of a mutually acceptable agreement that would enable the development to be progressed while addressing concerns about the condition of the community centre building. It is recognised that the proposed new development of 35 interim housing units on the Triangles Land will have an impact on the centre and that new residents will benefit from the facilities and services it provides. Consequently, helping to ensure that the centre can continue to operate as a viable community facility will be of benefit to the new development as well as the existing local community.
- 2.4 The property has not been adequately maintained and the financial resources available to the Charity to undertake the accumulated backlog of repairs are limited and, as the owner of the freehold of the building, the Council would be faced with the prospect of finding a new lessee in the event that the current lease was terminated for any reason. Consequently, the Council has a vested interest in making sure that the building is maintained in a satisfactory condition.
- 2.5 Trustees have indicated that the payment of a grant would be a satisfactory arrangement and that a sum of £150,000 would be acceptable. The grant offer, albeit conditional, would enable the Charity to submit bids for other external grant funding on a match-funding basis, thereby potentially enabling a much greater level of investment in the repair and improvement of the centre.
- 2.6 While discussions with the Charity have been taking place work has continued in relation to progressing the development project.
- 2.7 Currently, it is anticipated that a planning application for the new development will be submitted around July/August 2019. The Charity has indicated that the timing of the grant payment related to this anticipated planning timescale would be acceptable as they will be able to use the period of time to prepare bids for additional external grant funding.

2.8 The Council has provided a letter of intent regarding the proposal to provide a grant as outlined above and is currently waiting for a similar letter from the Charity regarding the surrender of the land.

3. Identification of Options

3.1 Option 1: Not to agree the payment of a grant of £150,000.

3.2 Option 2: Agree to the payment of a grant of £150,000, payable once planning consent has been obtained in return for the surrender of the land. The grant to be paid subject to conditions as to how it should be used, as agreed by the Director of Environment and Corporate Assets, in consultation with the Portfolio Holder for Corporate Resources and Performance.

4. Evaluation of Options

4.1 Option 1: It is expected that this would result in the Triangles Land being retained by the Charity. Consideration of potentially suitable sites for the type of development proposed has already been carried out and it is considered that the three sites identified represent the most suitable sites in terms of location. We are ready to start site survey work and the contractor procurement stage of the project. While the procurement will allow flexibility for one or more schemes to drop out, it would be difficult to add new sites into the process. The inability to progress the Triangles site would result in a significant reduction in the overall number of units we are aiming to deliver and is likely to increase the unit cost of the remaining units. This option would also require the Council to consider other measures that would be required to deal with the repairs required to the centre building. Consequently, this option is not recommended.

4.2 Option 2: The proposed payment of the grant would be conditional on successful planning consent being obtained for the Triangles Land, on the surrender of land required to enable the development of new interim housing and the grant money being used to carry out repairs to the community centre. It will protect the Council's interests in relation to the building and help to ensure that it can continue to provide services to both the new development and existing local community. This is the recommended option.

5. Resource Implications

5.1 The grant would be paid from the General Fund but once the land is in the Council's control it can be appropriated by the Housing Revenue Account (HRA) within a corresponding payment from the HRA to the General Fund.

5.2 A budget provision has already been made within the Medium-Term Financial Plan for the interim housing project to fund the interim housing development.

6. Corporate Implications

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

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

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

6.4 Other Officers (as appropriate): None received.

7. **Appendices**

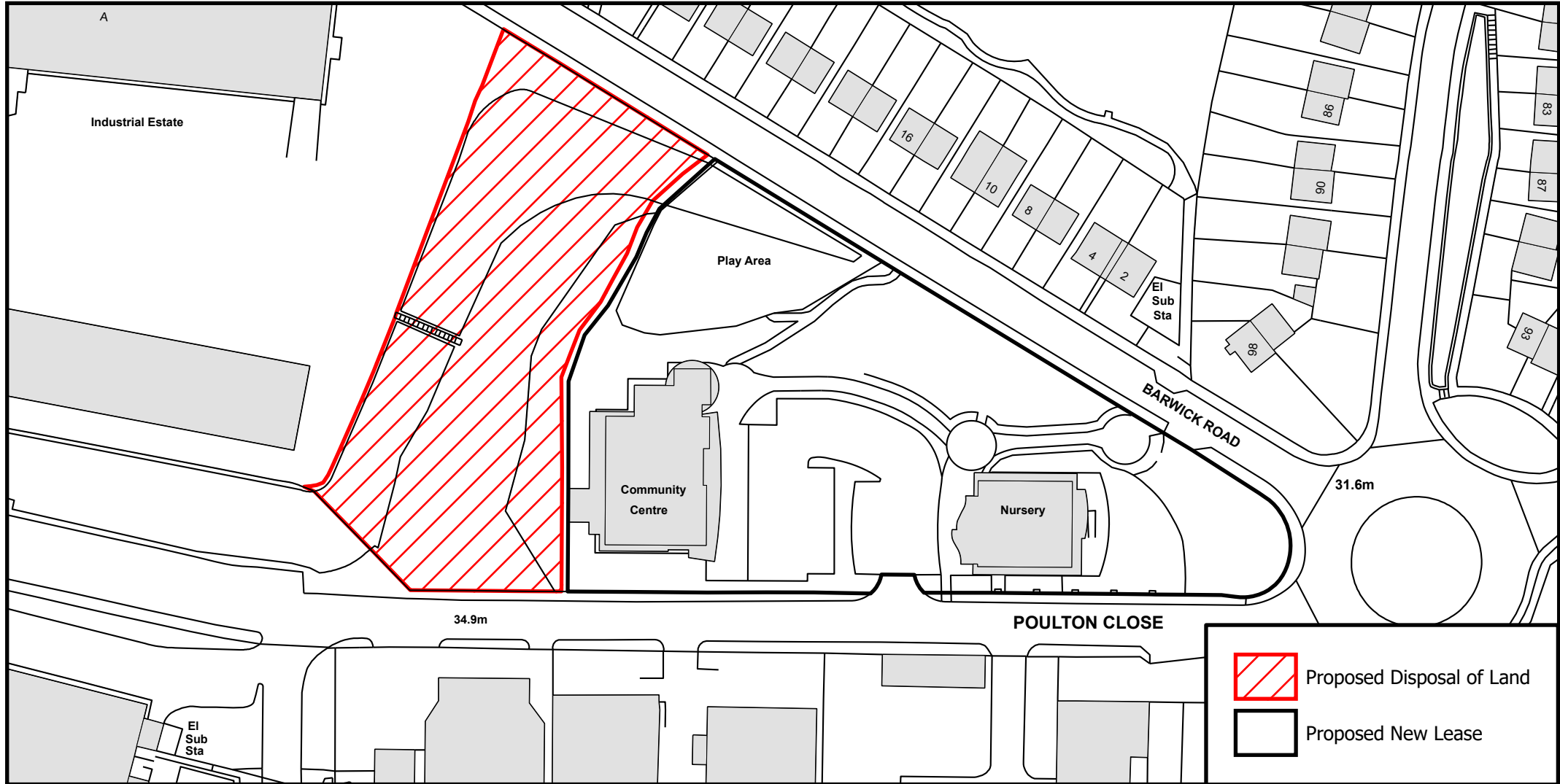
Appendix 1 – Plan showing land to be surrendered for the development

8. **Background Papers**

None.

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