

# Public Document Pack



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4 October 2019

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** will be held in the HMS Brave Room at these Offices on Monday 14 October 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](mailto:democraticservices@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read "N. Keen", written over a horizontal line.

Chief Executive

## Overview and Scrutiny Committee Membership:

L A Keen (Chairman)  
C D Zosseder (Vice-Chairman)  
S H Beer  
T A Bond  
D P Murphy  
O C de R Richardson  
J Rose  
M Rose (Controlling Group Spokesperson)  
C A Vinson  
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 5)

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

4 **MINUTES** (Pages 6 - 14)

To confirm the attached Minutes of the meeting of the Committee held on 9 September 2019.

5 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider the following decisions of the Cabinet relations to recommendations from the Overview and Scrutiny Committee:

- Local Plan Housing Policies
- Tenant Engagement on Withdrawal From East Kent Housing Arm's-Length Management Organisation

The decisions will be published on Wednesday 9 October 2019 as part of the [Cabinet Record of Decision](#) (Minutes).

6 **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE**

There are no items for consideration.

7 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 15 - 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.

8 **SCRUTINY WORK PROGRAMME** (Pages 18 - 22)

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

9 **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 10, 11, 12, 13 and 14.

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.

10 **EAST KENT HOUSING UPDATE** (Pages 23 - 27)

To consider the attached report of the Chief Executive (East Kent Housing).

11 **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976: REQUEST FOR INCREASE IN HACKNEY CARRIAGE FARES** (Pages 28 - 52)

To consider the attached report of the Head of Regulatory Services.

12 **SHARED OWNERSHIP SALES POLICY** (Pages 53 - 63)

To consider the attached report of the Head of Finance and Housing.

13 **ST JAMES'S CHURCH, WOOLCOMBER STREET, DOVER** (Pages 64 - 81)

To consider the attached report of the Head of Assets and Building Control.

14 **REVIEW OF APPOINTMENTS TO OUTSIDE BODIES** (Pages 82 - 89)

To consider the attached report of the Head of Governance.

15 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 90)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

16 **KEARSNEY PARKS - CAFE PROVISION** (Pages 91 - 112)

To consider the attached report of the Head of Commercial Services.

**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](http://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](mailto: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 **OVERVIEW AND SCRUTINY COMMITTEE** held at the Council Offices, Whitfield on Monday, 9 September 2019 at 6.00 pm.

Present:

Chairman: Councillor L A Keen

Councillors: S H Beer  
T A Bond (Minutes 14 - 23 only)  
P M Brivio (as substitute for Councillor C D Zosseder)  
D P Murphy  
O C de R Richardson  
J Rose  
M Rose  
C A Vinson

Also Present: Councillor P D Jull  
Chief Executive (East Kent Housing)  
Director of Customer Services (East Kent Housing)  
Partnership Director (Civica)

Officers: Chief Executive  
Strategic Director (Corporate Resources)  
Head of Commercial Services  
Policy and Projects Manager  
Principal Policy Officer  
Democratic Services Manager

14 APOLOGIES

Apologies for absence were received from Councillors D P Murphy, P Walker and C D Zosseder.

15 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that in accordance with Council Procedure Rule 4, Councillor P M Brivio had been appointed as substitute member for Councillor C D Zosseder.

16 DECLARATIONS OF INTEREST

Councillor T A Bond declared an Other Significant Interest (OSI) in Minute No. 24 (East Kent Housing Update), 26 (Performance Report) and 27 (Tenant Engagement on Withdrawal From East Kent Housing Arm's-Length Management Organisation) by reason of his position as a Director of East Kent Housing to which he was appointed by the Council.

17 MINUTES

The Minutes of the meeting held on 6 August 2019 were approved as a correct record and signed by the Chairman.

18 DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

The decisions of the Cabinet relating to recommendations made by the Overview and Scrutiny Committee at its meeting held on 6 August 2019 were noted.

19 ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE

The Democratic Services Manager advised that there were no issues referred to the Committee by Council, Cabinet or another Committee.

20 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 for inclusion within the work programme:

- A review of property purchases (to be scheduled for April/May 2020)

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

- (b) That the items identified above be included within the work programme.

21 SCRUTINY WORK PROGRAMME

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

Members identified the following items for inclusion in the work programme:

- A general review of the leisure centre including information on the geographic spread of the users and public transport links to/from Whitfield (to be held February/March 2020)
- A review of the council's policy and enforcement regime in relation to unauthorised encampments (to be held before Christmas 2019)

RESOLVED: That the Work Programme be noted, subject to the inclusion of items on the leisure centre and unauthorised encampments.

22 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.

23 LOCAL PLAN HOUSING POLICIES

The Policy and Projects Manager presented the report on Local Plan Housing Policies.

Members were advised that the Council was in the early stages of producing a new Local Plan for the Dover District. The Local Plan was a Development Plan

Document that set out the vision and framework for the future development of the Dover District over the next 20 years and would, once adopted, be the starting point for the assessment and determination of all planning applications, unless material considerations indicated otherwise.

The Local Plan would also set out the Council's strategy for delivering new homes in the District over the plan period, including as a minimum, making provision for the objectively assessed needs for housing within the District. The minimum annual housing need figure, using the Government's standard method, for the Dover District was currently 629 dwellings per annum, which over a 20 year period, equated to providing a minimum of 12,580 dwellings and this requirement would be taken forward in the new Local Plan. To deliver this the Council had commenced work on a Housing and Economic Land Availability Assessment (HELAA) which would identify a future supply of land which was suitable, available and achievable for housing and economic uses over the period of the Local Plan.

The HELAA comprised a number of stages as followed:

- Stage 1: Identification of sites through a 'call for sites', review of existing land allocations in the Core Strategy and Land Allocations Local Plan, review of planning permissions (including those which were unimplemented, withdrawn or refused), review of previous sites identified in the Strategic Housing and Land Availability Assessment and a desk top review of other data sources
- Stage 2: Site assessment to determine whether a site was (a) suitable, (b) available and (c) deliverable.
- Stage 3: Windfall assessment
- Stage 4: Assessment review

The Council had completed Stage 1 of this process and was currently undertaking Stage 2(a). Once Stage 2 had been completed the assessed sites would be considered by the Local Plan Project Advisory Group.

It was expected that a report would go to Cabinet in December setting out the revised timetable for the Local Plan, with the Regulation 18 consultation period expected to take place in spring 2020.

In addition to dealing with strategic issues, such as housing need and distribution, the Local Plan was also required to set out more detailed development management policies for housing to guide the determination of planning applications. These included:

- Affordable housing development
- Self and Custom Build Housing
- Gypsies and Traveller sites
- Windfall development
- Setting out the Council's approach to delivering a wide range of housing types and sizes
- Residential extensions and annexes
- Rural exception sites



In response to the request of scrutiny concerning the Council's plans for Executive Housing, officers were aware that Ashford Borough Council had identified a need in its Local Plan for the provision of such housing. Members expressed the view that such housing could support business growth in the district and suggested that it be included as part of the self and custom build strategy for Dover District Council's Local Plan.

The Principal Policy Planner advised Members that the Council was working on a new website for the Local Plan as part of its efforts to make it accessible to a wide audience. The new website would launch in 2020 with the next stage of consultation. In response to a question as to how the stages in the process could be communicated to Members, the Democratic Services Manager advised that it could be publicised in the Members' Weekly News and it would be made clear that Members were able to attend the Policy Advisory Group meetings.

RESOLVED: That it be recommended to the Cabinet that provision for executive housing be addressed via the self and custom build housing policy.

## 24 EAST KENT HOUSING UPDATE

The Chief Executive (East Kent Housing) presented the Compliance Report to the Committee as part of the East Kent Housing (EKH) Update. The report covered both communal blocks and domestic properties.

The report showed the following levels of compliance:

### Communal Properties

- Gas – 100.00%
- Asbestos – 31.55%
- Passenger Lifts – 100.00%
- Fire Risk Assessment – 100.00%
- Fire Alarms – 95.58%
- Legionella Risk Assessment – 100.00%
- Emergency Lighting – 98.31%

### Domestic Properties

- Electrical Safety Certificates (EICR) – 58.66%
- Asbestos – 29.17%
- Gas – 100.00%
- Smoke Detectors – 88.77%

Members were advised that the figures in the compliance report only accounted for what documentation could be physically evidenced in the possession of EKH. In instances where the works had been undertaken by contractors but EKH did not hold a copy of the information, this was not accounted for in the report.

In respect of asbestos, a 'no touch' policy had been implemented for properties that did not have asbestos survey information. A new contract commenced on 1 April 2019 and a gap analysis process was being undertaken in order to complete asbestos management surveys. The data from these surveys would be held on a

portal owned by the Council rather than, as was historically the case, the information being held by the contractor.

There were a number of actions outstanding for Fire Risk Assessments, Legionella and EICRs separate from the figures for compliance. In respect of the fire risks, a contractor was not yet in place to deliver these actions. Members asked to be provided with details of the outstanding actions for all areas in order to understand the overall performance and outstanding risks. The importance of ensuring EKH were fulfilling all legal requirements was also emphasised.

In response to concerns expressed that it was unacceptable that nearly 42% (1786 properties) of EICRs were non-compliant, Members were advised that there was currently no contract to undertake rolling EICRs but that EKH was considering the use of its repairs contractor, Mears, to undertake the work. It was expected that this approach would result in the outstanding EICRs being resolved by Christmas.

- RESOLVED: (a) That East Kent Housing be requested to provide an update on the performance of all indicators in the compliance report, including the measures being taken to ensure full compliance, and a breakdown of all of the outstanding actions for each area.
- (b) That the information be provided in time for the agenda publication on 4 October 2019 so that it could be considered at the next meeting of the Overview and Scrutiny Committee on 14 October 2019.

(Councillor T A Bond declared an Other Significant Interest (OSI) by reason of his position as a Director of East Kent Housing to which he was appointed by the Council and withdrew from the meeting for the consideration of this item of business.)

## 25 VARIATION IN AGENDA ORDER

The Chairman, with the consent of the Members present, agreed to vary the running order of the agenda to take the Performance Report as the next item of business.

RESOLVED: That the agenda order be varied.

## 26 PERFORMANCE REPORT - QUARTER 1 2019-20

The Performance Report – Quarter 1, 2019-20 had 5 red performance indicators, which were as followed:

- Civica: KPI06-D (Average call waiting time in seconds)
- East Kent Housing: EKHL1 (Average time taken to re-let council dwellings)
- East Kent Housing: EKHC2 (Rent arrears as % of annual debit)
- East Kent Housing: EKHC3 (Former tenant arrears as % of annual debit)
- Corporate Resources: HOU010a (Number of households living in temporary accommodation including B&B)

Civica

In response to concerns raised by Members about the Quarter 1 performance of KPI06-D (Average call waiting time in seconds) at 349 seconds (against a target of 233 seconds and an outturn in 2018/19 of 74 seconds), the Partnership Director (Civica) advised that the way the indicator had been calculated had been changed in order to give a more accurate indication of the customer experience.

The method of calculation for the indicator in 2018/19 included (1) switchboard calls (2) automated calls and (3) service calls (i.e. speaking to a customer services team member) while the indicator for 2019/20 only included service calls. If the performance indicator for Quarter 1 was calculated using all three components, it would have resulted in an outturn of 106 seconds.

Members welcomed the more accurate reporting of the wait time for customers calling the Council but questioned whether performance of 233 seconds was an acceptable target from the perspective of residents. The Partnership Director (Civica) advised that customer services had 60 members (increasing to 63 shortly) of staff. These were funded from within the resourcing levels set by the Council. The distribution of the staff was split between revenue and corporate and work was being undertaken to ensure that those in the corporate section could deal with calls for all areas. This would increase performance in the longer term but in the short term it meant that members of staff were being taken off the telephones to undergo the necessary training.

It was expected that Quarter 2 performance would not be within the target as while July 2019 and September 2019 (to date) had been on target, the performance for August had missed the target. In response to a question from Councillor L A Keen, Members were advised that the mailboxes of individual officers were not part of the system that Civica were responsible for dealing with.

The Partnership Director (Civica) invited Members to visit customer services during one of the National Customer Service week open days in October 2019.

#### East Kent Services

Members queried why performance indicator EKS02d.1 (percentage of incidents resolved within 1 working day) had a target for 2019/20 of 60% when the outturn for 2018/19 was 72% and requested an explanation as to the rationale behind the target setting.

#### East Kent Housing

The Chief Executive (East Kent Housing) advised Members that the performance of EKHL1 (Average time taken to re-let council dwellings) in July 2019 was 6.83 days and it was expected that Quarter 2 would show improved performance.

Members were advised that delayed payments by the DWP had affected the performance of EKHC2 (Rent arrears as % of annual debit).

A query was also raised as to whether the target for EKHC2 was 2.50% or 4.55% as there seemed to be a contradiction between the indicator and director comments.

Councillor C A Vinson queried why for IMP02 (Percentage of capital procurements (projects) delivered) there was a historical and current under delivery. The Chief Executive (East Kent Housing) advised that the capital works covered a variety of works such as kitchen and bathroom replacement, which was often cyclical. There had been problems with contract procurement as it was either EKH + 1 council or

EKH + 4 councils. An example was quoted of the lack of a pitch roof works contract which was holding up the procurement of the flat roof contract.

In addition, although property components (i.e. kitchen or bathroom) had a specified lifespan it did not necessarily mean that at the end of the lifespan the condition of the property components had deteriorated to the stage where they had to be replaced. However, as EKH only had 30% of the stock condition information that it needed, it was not always able to identify works that needed to be undertaken and there were efforts underway to improve the stock condition knowledge.

In respect of IMP15 (Garage arrears as % garage rental income), Members were advised by the Director of Customer Services (East Kent Housing) that performance had improved and arrears were now within £700 of the target.

Councillor P M Brivio questioned how REP04 (Percentage of tenants satisfied with day to day repairs) was calculated given the 100% performance achieved for Quarter 1, 2019-20. The Chief Executive (East Kent Housing) advised that tenant representatives had tested it with mystery shopping. Members requested a report for the next meeting as to how EKH tested tenant satisfaction, including the methodology used and examples of any forms that tenants had to complete.

#### DDC Corporate Resources

In response to questions from Members about the performance of ENH015 (Number of Fixed Penalty Notices issued for dog fouling) and ENH016 (Number of Envirocrime prosecutions completed), the Strategic Director (Corporate Resources) advised that he would find out why performance amounted to 1 Fixed Penalty Notice and 1 prosecution respectively for Quarter 1.

The Strategic Director (Corporate Resources) emphasised to Members that that Council would not reject any valid homelessness presentations and that this was reflected in the performance of indicators HOU010a (Number of households living in Temporary Accommodation including B&B) and HOU010b (Number of households in bed & breakfast), which were Red and Amber status respectively. The Council had created extra interim accommodation and the number of households in Bed and Breakfast remained stable. However, there was some evidence that private landlords were leaving the market which reduced the amount of private rental accommodation available.

In respect of a question concerning the end of the business rate pilot, it was stated that this had been treated as a windfall and therefore did not have an on-going impact on the Council's baseline.

- RESOLVED:
- (a) That an explanation be provided for how the target of 60% was set for performance indicator EKS02d.1 (percentage of incidents resolved within 1 working day).
  - (b) That a report be submitted to the next meeting explaining how performance indicator REP04 (Percentage of tenants satisfied with day to day repairs) was calculated including details of the methodology and examples of any forms that tenants had to complete.
  - (b) That key contacts within customer services be provided to Members.

- (c) That the Democratic Services Manager be requested to put information on the open days in customer services on the Members' Weekly News.
- (d) That the Strategic Director (Corporate Resources) would provide further information on the performance of indicators ENH015 (Number of Fixed Penalty Notices issued for dog fouling) and ENH016 (Number of Envirocrime prosecutions completed) for Quarter 1, 2019-20.

(Councillor T A Bond declared an Other Significant Interest (OSI) by reason of his position as a Director of East Kent Housing to which he was appointed by the Council and withdrew from the meeting for the consideration of this item of business.)

27 TENANT ENGAGEMENT ON WITHDRAWAL FROM EAST KENT HOUSING ARM'S-LENGTH MANAGEMENT ORGANISATION

The Strategic Director (Corporate Resources) presented the report on Tenant Engagement on Withdrawal from East Kent Housing Arm's-Length Management Organisation (ALMO). An additional recommendation had been made by Cabinet from those set out in the agenda papers which approved the payment of an extra management fee to East Kent Housing for further compliance work.

Members were advised that the primary concern was the welfare of the tenants and the need to deliver services effectively. It was noted that recent events elsewhere had demonstrated that while housing services might be delivered through an external organisation (such as an ALMO) with little direct control able to be exercised by the local authority, ultimately the Council would still be held accountable for its performance. Nationally, a number of local authorities had withdrawn from ALMO arrangements.

In response to questions about the potential loss of economies of scale by not procuring for four authorities together, the Chief Executive pointed out that nothing prevented joint contracts in the future without an ALMO. The example of the joint waste contract was cited as an example of local authorities co-operating in procurement.

RESOLVED: That it be recommended to Cabinet:

- (a) That the commencement of engagement (in the form set out at paragraph 4.10 of the report) with tenants (and leaseholders as required) on withdrawal from East Kent Housing be approved.
- (b) That Cabinet delegates to the Strategic Director (Corporate Resources), in consultation with the Portfolio Holder for Housing and Health, the details and basis of the engagement and also of any subsequent formal consultation.
- (c) That Cabinet delegate to the Strategic Director (Corporate Resources) authority to approve additional management fee payments to East Kent Housing, in consultation with the Portfolio Holders for Finance & Governance and Housing & Health, providing that this remains within overall Housing Revenue

Account resources for 2019/20 and the Budget and Policy Framework.

(Councillor T A Bond declared an Other Significant Interest (OSI) by reason of his position as a Director of East Kent Housing to which he was appointed by the Council and withdrew from the meeting for the consideration of this item of business.)

The meeting ended at 8.23 pm.

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

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources))	Head of Finance & Housing	Finance & Governance
2	To approve consultation on revised Gambling Policy 2019-22	3 June and 2 September 2019	Head of Regulatory Services	Transport & Licensing
3	To consider proposed increase in Hackney Carriage fares	3 June and 7 October 2019	Head of Regulatory Services	Planning & Regulatory Services
4	Procurement of Street Cleaning Contract	Decision taken by Cabinet on 3 June 2019	Head of Commercial Services	Environment & Commercial Services
5	Aylesham Village Expansion – Acquisition of third-party land	1 July 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
6	Deed of Variation to the Aylesham Development Agreement	1 July 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
7	To approve arrangements for the implementation and delivery of infrastructure for a Bus Rapid Transit System connecting Whitfield to Dover town centre	1 July 2019	Head of Inward Investment	Transport & Licensing
8	To approve the use of Building Foundations for Growth Funding and to authorise the completion of an appropriate legal agreement	November/December 2019	Head of Inward Investment	Leader of the Council
9	Approval of purchase of properties for affordable interim housing	4 November 2019	Head of Finance & Housing	Housing & Health
10	Hackney Carriage and Private Hire Vehicles – access for wheelchair users	4 November 2019	Head of Regulatory Services	Planning & Regulatory Services
11	Approval of award of new heating services contract for Council-owned housing	5 August 2019 (Special meeting)	Head of Finance & Housing	Housing & Health
12	Approval to carry out public consultation on a revised Council Tax Support scheme	5 August 2019 (Special meeting)	Head of Finance & Housing	Finance & Governance
13	Approval for public consultation on draft Dover – Dour Street Conservation Area Character Appraisal	This item has been withdrawn for the time	Head of Planning, Regeneration & Development	Planning & Regulatory Services

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
		being		
14	Review of catering provision at Kearsney Parks	7 October 2019	Head of Commercial Services	Environment & Commercial Services
15	Approval of budget for construction of Whitfield Phase 1A road for affordable housing	4 November 2019	Head of Finance & Housing	Planning & Regulatory Services
16	Authority Monitoring Report	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
17	Award of contract for pitched roof replacement works to Council's housing stock	November/December 2019	Head of Finance & Housing	Housing & Health
18	Update on Bus Rapid Transit Project	4 November 2019	Head of Inward Investment	Transport & Licensing
19	Demolition of old Dover Leisure Centre	4 November 2019	Head of Assets & Building Control	Environment & Commercial Services
20	Climate Change Emergency	4 November 2019	Head of Assets & Building Control	Environment & Commercial Services
21	Approval to enter into a further agreement with Kent County Council in respect of the 'No Use Empty' initiative	4 November 2019	Head of Regulatory Services	Housing & Health
22	To seek approval for public consultation on a Tourism and Visitor Economy Strategy	4 November 2019	Head of Inward Investment	Community & Tourism
23	Dover District Council Local Development Scheme	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
24	Refurbishment of Tides Leisure Centre, Deal	2 December 2019	Head of Assets & Building Control	Environment & Commercial Services
25	Adoption of Victoria Road and Wellington Road Conservation Area Character Appraisals	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
26	Adoption of Upper Deal Conservation Area Character Appraisal	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
27	Agreement on levels of Fees and Charges for 2020/21	13 January 2020	Head of Finance & Housing	Finance & Governance

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](http://www.dover.gov.uk)).

# OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
August 2019	East Kent Housing Performance Indicator Update (Gas, Electricity & Fire Safety)	Single Item	East Kent Housing	£0	£0	Included by Chairman for special meeting of committee
	Consultation on Council Tax Support Scheme	Single Item	Strategic Director (Corporate Resources)	£0	£0	Included by Chairman for special meeting of committee
	Nominations to PAGs and Executive Committees	Single Item	Strategic Director (Corporate Resources)	£0	£0	Included by Chairman for special meeting of committee
	Fire Precaution Works – Award of Contract	Single Item	Strategic Director (Corporate Resources)	£0	£0	Included by Chairman for special meeting of committee
	Gas Servicing and Heating Installations – Interim Arrangements & Efficiency Contract 2019-22	Single Item	Strategic Director (Corporate Resources)	£0	£0	Included by Chairman for special meeting of committee
September 2019	Local Plan Housing Policies	Single Item	Strategic Director (Operations and Commercial)	£0	£0	Identified for inclusion by Members
	East Kent Housing Update	On-going	East Kent Housing	£0	£0	Identified for inclusion by Members

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Tenant Engagement on Withdrawal from EKH Arms-Length Management Organisation	Single Item	Strategic Director (Corporate Resources)	£0	£0	Report scheduled to come to Scrutiny
	Performance Report Q1 2019/20	Single Item	Chief Executive	£0	£0	Standing Item
October 2019	East Kent Housing Update	On-going	East Kent Housing	£0		Agreed for inclusion by the Committee at its meeting held on 9 September 2019.
	Local Government (Miscellaneous Provisions) Act 1976: Request for Increase in Hackney Carriage Fares	On-going (Went to 4 June 2019 scrutiny)	Head of Regulatory Services	£0		Agreed for inclusion by the Chairman from Cabinet agenda.
	Shared Ownership Sales Policy	Single Item	Head of Finance and Housing	£0		Agreed for inclusion by the Chairman from Cabinet agenda.
	St James's Church, Woolcomber Street, Dover	Single Item	Head of Assets and Building Control	£0		Agreed for inclusion by the Chairman from Cabinet Agenda.
	Review of Appointments to Outside Bodies	Single Item	Head of Governance	£0		Agreed for inclusion by the Chairman from Cabinet Agenda.
	Review of catering provision at Kearsney Parks	Single Item	Strategic Director (Operations and Commercial)	£0		Agreed for inclusion by the Committee at its meeting held on 6 August 2019.

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
November 2019	Dover District Waste and Recycling Rates	Single Item	Strategic Director (Operations and Commercial)	£0		Agreed for inclusion by the Committee [Date confirmed]
	Explanation of Parking Policy and Future Plans	Single Item	Strategic Director (Operations and Commercial)	£0		Agreed for inclusion by the Committee [Date confirmed]
	To approve the use of Building Foundations for Growth Funding and to authorise the completion of an appropriate legal agreement	Single Item	Head of Inward Investment	£0		Agreed for inclusion from Forward Plan by the Committee at its meeting held on 6 August 2019.  [To be confirmed – Nov/Dec in Forward Plan]
	East Kent Housing Update	On-going	East Kent Housing	£0		[Committee to determine if required]
	Approval of purchase of properties for affordable interim housing	Single Item	Strategic Director (Corporate Resources)	£0		Agreed for inclusion from Forward Plan by the Committee at its meeting held on 6 August 2019.
Nov/Dec 2019 [To be confirmed]	Local Health Services	Single Item	External			Agreed for inclusion by the Committee [Final date still subject to confirmation – Key Questions will be needed]
December 2019	Crime and Disorder Update	Scheduled Item	Strategic Director (Corporate Resources)			Constitutional Requirement
	Performance Report Q2 2019/20	Single Item	Chief Executive	£0		Standing Item

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Review of Unauthorised Encampment Policy & Enforcement	Single Item	Chief Executive			Agreed for inclusion by the Committee [Date Confirmed]
	Explanation of parking policy and future plans	Single Item	Strategic Director (Operations and Commercial)			Agreed for inclusion by the Committee [Date Confirmed]
January 2020	Agreement on levels of Fees and Charges for 2020/21	Single Item	Strategic Director (Corporate Resources)			Standing Item
February 2020	Waste and Street Cleansing Contract Update	Single Item	Strategic Director (Operations and Commercial)			Added at Portfolio Holder and officers request and agreed by Chairman
	Budget Scrutiny	Single Item	Corporate Management Team			Standing Item
March 2020	Performance Report Q3 2019/20	Single Item	Chief Executive	£0		Standing Item
	Crime and Disorder Update	Scheduled Item	Strategic Director (Corporate Resources)			Constitutional Requirement
April 2020	Review of property purchases	Single Item	Strategic Director (Corporate Resources)			

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

**Items agreed for inclusion in the work programmes of the previous scrutiny committees (for consideration)**

Agreed for Inclusion?	Subject	Action
To be confirmed	Local Health Services	To receive an update (date to be confirmed as schedule permits).
To be confirmed	Neighbourhood Plans	To come forward for scrutiny in accordance with the Notice of Forthcoming Key
To be confirmed	Review of Local Plan	To come forward for scrutiny in accordance with the Notice of Forthcoming Key
To be confirmed	Business Rate Retention Pilot	To be scheduled – Need further information
To be confirmed	Update on major capital expenditure	To be scheduled – Need further information
To be confirmed	DDC Consultation Policy (including how it compares to other local authorities and how outcomes are measured) *Please note local plan consultation is separate*	To be scheduled – Need further information

***Once agreed for inclusion, the Democratic Services Manager will look to schedule the meetings accordingly.***



# **PROPERTY SERVICES**

## **Compliance**

**Report:**

**Dover District Council**

**Date:**

2 October 2019

## 1 Introduction

This report covers a number of compliance areas relating to Dover District Council, both for individual properties and for blocks.

The process of gathering data from contractors and various systems is continuing, to ensure that we are accurately reporting.

## 2 Compliance Summary: Communal Blocks (DDC)

The table below shows a summary of the Compliance status for Communal Blocks for DDC:

DDC Compliance	Gas	Asbestos	Passenger Lifts	Fire Risk Assessment	EICR
Compliant	10	148	5	222	86
Non Compliant	0	264	0	0	209
Total	10	412	5	222	295
Total props	412	412	412	412	412
Compliant %	100.00%	35.92%	100.00%	100.00%	29.15%

**Asbestos** management surveys have previously been held on the contractors own system. We have now obtained this information from their system and are in the process of working through each survey to ensure that it covers the whole block and is therefore a compliant survey. We anticipate that this work will be completed by mid December. Proposals to achieve 100% asbestos compliance are to be presented to the Council in mid-October.

**Electrical Installation Certificates** have been held by EKH, Dover District Council and Mears. We have combined the DDC and EKH information, and we have requested all other EICR information from Mears which they were to provide by the end of September. They have advised that they completed a further 226 electrical inspections for kitchens & bathrooms, and have provided details of 5000+ EICRs across the EKH area. This information has been received on spreadsheets, and we are now waiting for the certificates which we anticipate having by mid October. This should increase the number of EICRs significantly.

All **Fire Risk Assessments** are completed as required and these are Type 3 FRAs. These identified a number of required actions for Dover, and EKH identified last year that a fire prevention works contract was needed to get these actions undertaken. The contract was evaluated by the Councils in February 2019 but unfortunately the chosen contractor then withdrew. The work was then awarded to Allied Protection Limited (APL) and they are due to sign the Dover contract this week.

There are currently 1444 outstanding actions. We are intending to use the APL contractor to attend to these actions and they should be completed within the next 18 months. As we are taking a planned



approach to the works, we will be dealing with the 11 at substantial risk first, and then the 2208 moderate, aiming for all FRAs to be at Tolerable or below. Whilst the eleven substantial risks remain, we continue to undertake daily inspections of these buildings. The maintenance contractor (Mears) will also prioritise any repairs affecting the integrity of the buildings. Detail on when the priority risk DDC properties will be done should be made available to us by APL by 11/10/19.

Below are the current risk levels for Dover’s FRAs:

Council	FRAs Req’d	FRAs done	Trivial	Tolerable	moderate	substantial	intolerable
DDC	222	222	1	1	208	11	0

**Other Heating Types**

Dover	Needs service	Serviced	Total
Oil	8	63	71
Renewable	0	2	2
Solid	0	11	11

Swale Heating are making attempts to access properties to service all appliances and we will work with Councils’ legal teams when needed.

DDC Compliance	Fire Alarm	Legionella Risk Assessments	Emergency Lighting
Compliant	135	24	118
Non Compliant	0	0	0
Total	135	24	118
Total props	412	412	412
Compliant %	100.00%	100.00%	100%

All properties have an up to date legionella risk assessment and have regular tests carried out, however there are actions which need to be undertaken. The water hygiene works were contained in the previous P&R contract, and the Council needs to make a direct award to Envirocure who were the sub-contractor.

Water Hygiene Actions	High	Medium	Low
	DDC	275	240

Costings have been received back from Envirocure and passed to DDC in order that they can enter into a contract with Envirocure, who have advised that they can complete the work by end December 2019.

### 3 Compliance Summary: Domestic Properties (DDC)

#### Dover

DDC	EICR	Gas	Smoke Detectors
Total Compliant	2534	3963	3835
Total Prop Count	4320	3964	4320
Non Compliant	1786	1	485
% Compliant	58.66%	99.97%	88.77%

**EICRs** are completed on a 10-yearly basis (statutory) although good practice is five years and the Council will be moving to this programme. There are a number of EICRs outstanding, and the Council is considering the use of Mears, its repairs contractor, to undertake these.

There are 4320 properties in Dover, and 20.44% of these have an **asbestos** management survey. All historic asbestos data has now been downloaded and requires uploading to the new portal which we expect to be complete by mid December and this may then increase the figure. Not all properties require an asbestos survey and our contractor has a 'no touch' policy if they do not have the information. However not having an asbestos survey increases the time on voids or other works, as prior to the contractors carrying out any intrusive work they will ask for a survey to be undertaken.

## Mears Satisfaction Surveys

Mears carry post-repair surveys to establish customer satisfaction with the responsive repairs service mainly via electronic surveys on an operative's personal digital assistant (PDA) device. On exception (i.e. at a customer request) surveys are completed via the post or over the telephone.

There are 2 questions, designed to check that the work is completed to a good standard, and to capture any other issues.

1. Were you happy with the standard of the repair work carried out?  
Response options: Yes/No
2. How satisfied are you with the repairs service provided by Mears?  
Response options: Very satisfied/Fairly satisfied/Dissatisfied/Very dissatisfied

The method of surveying and questions were agreed some years ago by Client Officers, EKH and residents and implemented across all areas to achieve a standard measurement.

Prior to the standardised approach postal surveys were carried but the response rate for these were very low.

In terms of scrutiny, Mears carries out its own validation checks to ensure that it is residents who complete the surveys (and not operatives). EKH residents have fully scrutinised the process and results twice (and Dover Residents were involved).

The first resident scrutiny review was conducted in January 2018; and a subsequent follow-up exercise in January 2019. The residents expressed a strong degree of confidence in the validation results, as results from their scrutiny and Mears' validation checks were comparable. They felt that the process and results in both the pilot and follow up exercise were consistent.

Mears are currently surveying approx. 38% of all repairs. The performance for both indicators is as follows:

<b>Mears (EKH Dover DC area only)</b>	<b>2018/19</b>	<b>2019/20*</b>
<b>Number of surveys</b>	<b>3503</b>	<b>1756</b>
<b>Number of repairs</b>	<b>9102</b>	<b>4657</b>
<b>Amount surveyed as a percentage of repairs</b>	<b>38.5%</b>	<b>37.7%</b>

*\*Performance as at 31 Aug 2019*

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<b>Subject:</b>	<b>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – HACKNEY CARRIAGE FARE TARIFF – REQUEST FOR INCREASE</b>
<b>Meeting and Date:</b>	<b>Cabinet – 7 October 2019</b>
<b>Report of:</b>	<b>Head of Regulatory Services</b>
<b>Portfolio Holder:</b>	<b>Councillor Nigel Collor, Portfolio Holder for Transport and Licensing</b>
<b>Decision Type:</b>	<b>Key Decision</b>
<b>Classification:</b>	Unrestricted

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<b>Purpose of the report:</b>	To consider the proposal submitted by the Dover Federation of Licensed Taxi Operators to increase hackney carriage fares
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<b>Recommendation:</b>	That Cabinet do not approve the table of fares presented by the Dover Federation of Licensed Taxi Operators
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## **1 Summary**

- 1.1 The fixing of maximum fare levels in respect of hackney carriages is a statutory function of the District Council under the provisions of Section 65, Local Government (Miscellaneous Provisions) Act 1976.
- 1.2 The formal statutory procedure for varying the fares requires the Council to publish a notice containing the proposed variation table in at least one local newspaper and specify a period of not less than 14 days from the first publication of the notice during which time objections to the variation can be made.
- 1.3 In the event of any objections being received, the Authority must consider those objections before bringing the variation into operation. The date on which the table of fares comes into operation, with or without modification, shall be not less than 2 months after the date on which it would have come into operation if no objections were received or if objections had been withdrawn.
- 1.4 The current hackney carriage table of fares came into force in January 2012, and is shown at **Appendix A**.
- 1.5 The Licensing Section received a proposal for a revised table of fares from the Dover Federation of Licensed Taxi Operators. On 3 June 2019 Cabinet approved a preliminary non-statutory consultation exercise to be undertaken in advance of invoking the formal procedures identified in paragraphs 1.1 – 1.3 above.
- 1.6 The public consultation took place between 10 June – 21 July 2019.
- 1.7 One representation was received during the consultation period, from a licensed hackney carriage proprietor within the district.

- 1.8 The representation raised concerns that the pricing proposal was not straightforward or easy to follow and could mislead the users. The full representation is shown at **Appendix E**.

## **2 Introduction and Background**

- 2.1 The current tariff has been in place since 2012 (7 years without review). The Dover Federation of Licensed Taxi Operators approached the licensing authority to review the tariff quoting increased running costs as the reason. They presented a proposed revised table of fares (shown at **Appendix B**). They also presented various pieces of background information which can be found at **Appendix C**.
- 2.2 The documents submitted included statistics on price ranking relating to April 2019. However, the latest information shown in the September 2019 issue of The Private Hire and Taxi Monthly, lists Dover District Council as having the 154<sup>th</sup> highest taxi tariff in the country. Canterbury is ranked 77<sup>th</sup> highest, Ashford 70<sup>th</sup>, Folkestone & Hythe 120<sup>th</sup> and Thanet 283<sup>rd</sup>, out of a total of 362 authority areas (**Appendix D**).
- 2.3 The supporting evidence provided is inconclusive in terms of establishing any overall increase in running costs for hackney proprietors. As such, the Licensing Team recommended that additional data be provided by the Federation to support and justify the proposals. No such additional information has been forthcoming.
- 2.4 The tariff presented would be the maximum that can be charged, allowing hackney proprietors to charge less if they wish. In essence the start rate for all journeys is reduced, however, the rate per mile has increased for all journeys. Although this tariff does not have to be used by drivers (because it is the maximum tariff), in accordance with this particular proposal ALL vehicles will have to amend their meters to reflect the initial reduced start rate. This means ALL vehicles will then have to be checked by the Licensing Enforcement Officer to ensure compliance.
- 2.5 As a result of the consultation exercise, one representation was received which raised concerns that the pricing proposal (which includes increases which would not become evident until the journey has begun) will confuse the public and cause them to think they have been overcharged. The suggestion was put forward that a simpler, more transparent method would be to simply increase the start rate on all tariffs.

## **3 Identification of Options**

Two options have been identified.

- 3.1 **Option 1** is to reject the proposed table of fares put forward by the Dover Federation of Taxi Operators and retain the existing table of fares.
- 3.2 **Option 2** is to approve the proposed table of fares put forward by the Dover Federation of Taxi Operators and to facilitate the formal procedure of adoption.

## **4 Evaluation of Options**

- 4.1 **Option 1** – Preferred option  
The current tariff has been in place for 7 years without review. No conclusive evidence has been submitted to indicate that any increase in maximum fare is required at this stage. In addition the proposed pricing strategy is not straightforward or transparent. The presentation of figures may be difficult for consumers to

understand, may mislead consumers and could inevitably result in a misunderstanding over what may be perceived as hidden costs or charges. For example, whilst the start rate in the proposed table of fares is a lower figure than the current rate, once in transit the cost per mile increases considerably.

Such confusion has the potential to cause confrontation (especially after midnight when consumers may be under the influence of alcohol or recreational substances) resulting in increased risk to drivers etc.

- 4.2 **Option 2** – There is no real evidence to support this option at this stage. Adoption of the proposed scheme could be perceived as misleading and has the potential to result in confusion and confrontation. As such this option is not recommended in relation to the current proposal.

## 5 Resource Implications

None

## 6 Corporate Implications

- 6.1 Comment from the Finance Officer: Accountancy has been consulted and has nothing further to add (SB)
- 6.2 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.
- 6.3 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>.
- 6.4 Other Officers (as appropriate):

## 7 Appendices

**Appendix A** – Current tariff

**Appendix B** – Proposed table of fares put forward by the Dover Federation of Licensed Taxi operators with summary

**Appendix C** - Presentation provided by the Dover Federation of Licensed Taxi Operators

**Appendix D** – PHTM figures for September 2019

**Appendix E** – representation received during the consultation period

## Background Papers

None

Contact Officer: Rebecca Pordage, Licensing Team Leader x2229



## Hackney Carriage Table of Fares 1.1.12 onwards

Applies to all journeys within the District Boundary and to journeys outside the District Boundary unless agreed otherwise between driver and hirer prior to the hiring.

### TARIFF 1

**For hiring commenced between 06:00 hrs and 12 Midnight each day**

- ❖ For the first 400 yards or 1 minutes and 20 seconds **£3.30**
- ❖ For each succeeding 117 yards or 23.5 seconds thereafter or a combination of both. **£0.10**

### TARIFF 2

**For hiring commenced between 12 midnight and 06:00 hrs each day, Statutory Holidays and Bank Holidays (excluding Christmas and New Year):**

- ❖ For the first 400 yards or 1 minute and 20 seconds **£4.95**
- ❖ For each succeeding 117 yards or 23.5 seconds thereafter or a combination of both. **£0.15**

### TARIFF 3

**For hiring commenced between 18:00 hrs Christmas Eve and 06:00hrs 27 December and between 18:00 hrs New Year's Eve and 06:00 hrs 2 January:**

- ❖ For the first 400 yards or 1 minutes 20 seconds **£6.60**
- ❖ For each succeeding 117 yards or 23.5 seconds thereafter or a combination of both **£0.20**

### EXTRAS

- ❖ For Hiring on Sundays **£1.00**
- ❖ For each article of luggage **£0.20**
- ❖ For each person in excess of one **£0.20**

**MPV's that carry more than 4 passengers 50% of the above tariffs (1,2,3)**

### ADVERSE WEATHER CONDITIONS

During adverse weather conditions, defined as when the Stagecoach Bus Company withdraw their services due to adverse weather, the tariffs relating to distance and waiting time are increased by 50 per cent

### SOILING CHARGE

- ❖ To cover cleaning and loss of income, where the interior of the vehicle is soiled (at the discretion of the driver) not exceeding **£50.00**

## The Federations Proposal

The proposal is for the following amendments to the Table of Fares:

- Tariff 1 (6.00 am – 12 midnight daily)  
For hiring commenced between the hours of 6.00 am and 12 midnight each day
  - Changing the start yards from **400 yards to 300 yards**
  - Changing the Drop Yards from **117 yards to 207 yards**
  - Changing the price for each 207 yards or 45 seconds from **£0.10 to £0.20**
  - Changing the Start price from **£3.30 to £3.20**
  - Thus meaning that the **first mile cost will increase from £4.50 to £4.60**
  - And that **each additional mile cost will increase from £1.50 to £1.70**
  
- Tariff 2 (12 midnight – 6.00 am daily)  
This tariff is no longer to be used for Statutory Holidays and Bank Holidays.
  - Changing the start yards from **400 yards to 300 yards**
  - Changing the Drop Yards from **117 yards to 207 yards**
  - Changing the price for each 207 yards or 45 seconds from **£0.15 to £0.30**
  - Changing the Start price from **£4.95 to £4.80**
  - Thus meaning that the **first mile cost will increase from £6.75 to £6.90**
  - And that **each additional mile cost will increase from £2.25 to £2.55**
  
- Tariff 3 (Between 6.00 pm Christmas Eve and 6.00 am 27 December and 6.00 pm New Year's Eve and 6.00 am on 2 January)
  - Changing the start yards from **400 yards to 300 yards**
  - Changing the Drop Yards from **117 yards to 207 yards**
  - Changing the price for each 207 yards or 45 seconds from **£0.20 to £0.40**
  - Changing the Start price from **£6.60 to £6.40**
  - Thus meaning that the **first mile cost will increase from £9.00 to £9.20**
  - And that **each additional mile cost will increase from £3.00 to £3.40**

**In addition, extras have been added to the tariff card as follows:**

**For hiring on Sundays, Statutory Holidays and Bank Holidays £1.00 (previously this charge was for Sundays only, bank holidays were included in tariff 2).**

All other costs to remain the same.



## COMPARISON TABLE

For ease of understanding, the table below shows the current fees and the comparison of the proposed fees.

		Current	Proposed
1 MILE	Tariff 1	£4.50	£4.60
	Tariff 2	£6.75	£6.90
	Tariff 3	£9.00	£9.20
3 MILES	Tariff 1	£7.50	£8.00
	Tariff 2	£11.25	£12.00
	Tariff 3	£15.00	£16.00
5 MILES	Tariff 1	£10.50	£11.10
	Tariff 2	£15.75	£17.10
	Tariff 3	£21.00	£22.80
10 MILES	Tariff 1	£20.40	£22.20
	Tariff 2	£31.50	£34.20
	Tariff 3	£42.00	£45.60

In addition to the current tariff, waiting time is charged at 10p, 15p and 20p respectively for every 23.5 seconds. This means that if you stop in traffic, at light signals or to use a cashpoint etc. the fare increases by;

### **Current**

T1 = 25p per minute

T2 = 37.5p per minute

T3 = 50p per minute

In addition to the proposed tariff, waiting time would be charged at 20p, 30p and 40p respectively for every 45 seconds. This means that if you stop in traffic, at light signals or to use a cashpoint etc. the fare increases by;

### **Proposed**

T1 = 26p per minute

T2 = 39p per minute

T3 = 52p per minute

# Proposed Taxi Fare increase

- 1 Research Licence Districts
- 2 Work out a fair meter price that is good for the trade and public
- 3 Compare against Local Bus Fares
- 4 To leave the change workable for next fare increase

# Taxi fare tables

- League table of all 363 Councils
- How the book works
- Prices to the right of the town are colour coded The prices are for the first two miles the colour is the year it was implemented



To find a tariff suitable for our  
use

# 2012 Dover 140

## 2008 Canterbury 137

Canterbury had their increase 4 years before us So they are due for a fare increase We both are on £6.00 for the first 2 miles

135	BOSTON	£6.00	●
136	BRACKNELL FOREST	£6.00	●
137	CANTERBURY	£6.00	●
138	CARMARTHENSHIRE	£6.00	●
139	CASTLE POINT	£6.00	●
140	DOVER	£6.00	●
141	EAST HAMPSHIRE	£6.00	●

# 2012 Folkestone 103

Folkestone's fare increase was the same time as ours  
But they are 20p over 2 miles more than us  
they also due for a fare increase

101	DERBY	£6.20	●
102	EAST CAMBRIDGESHIRE	£6.20	●
103	FOLKESTONE & HYTHE	£6.20	●
104	HORSHAM	£6.20	●
105	IPSWICH	£6.20	●
106	LINCOLN	£6.20	●
107	MENDIP	£6.20	●
108	NORTHAMPTON	£6.20	●
109	ROCHFORD	£6.20	●



# 2017 Ashford 70

This Tariff looks like the one to work towards £6.40 for the first 2 miles

66	MOLE VALLEY	£6.50	●
67	SOUTH CAMBRIDGE	£6.50	●
68	SOUTH SOMERSET	£6.50	●
69	WORTHING	£6.50	●
70	ASHFORD	£6.40	●
71	BRISTOL	£6.40	●
72	CREWE & NANTWICH	£6.40	●
73	HARLOW	£6.40	●
74	LEEDS	£6.40	●

# Conclusion

- 70 Ashford £6.40 2017
- 103 Folkestone & Hythe £6.20 2012
- 137 Canterbury £6.00 2008
- 140 Dover £6.00 2012



# Proposed fare increase

	Start Price	Unit price	start yards	drop yards	First mile	Next mile
<b>2008 Metre Price</b>	£3.00	£0.10	400	117	£4.20	£1.50
<b>2012 Meter Price</b>	£3.30	£0.10	400	117	£4.50	£1.50
<b>percentage increase</b>	<b>10%</b>				<b>6.90%</b>	
<b>Proposed Fare</b>	£3.20	£0.20	300	207	£4.60	£1.70
	<b>-3%</b>				<b>2%</b>	
<b>Decrease start price</b>	£3.30 to <b>£3.20</b>			<b>-3%</b>		
<b>First mile from</b>	<b>£4.50</b> to £4.60			<b>2%</b>		
<b>Each mile after first mile from</b>	<b>£1.50</b> to £1.70					
<b>First two Miles from</b>	<b>£6.00</b> to £6.30			<b>5.1%</b>		
<b>Prices above are to the nearest Pound or 10p</b>						

# Outcome

Prices base on first 2 miles

- 70 Ashford £6.40 2017
- 88 Dover £6.30 2019
- 103 Folkestone & Hythe £6.20 2012
- 137 Canterbury £6.00 2008

# Local public transport Bus's

4 people travelling in a taxi should be cheaper than 4  
on a bus  
(local fares)

# Lets compare prices

- Its your turn now to give me taxi prices for 4 people travelling
- I will start with Deal Drivers

# South Street to St Leonards Church



## Ticket Results

### Suggested route

bus 81 Deal, South Street → Upper Deal, St Leonard's Church - Leaving 16:52 / Arriving 16:59

### Single & return tickets



#### single

- valid for one single journey
- 4 Adult

[Full terms & conditions for this ticket](#)

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£6.80**



#### return

- valid for one outward and one return journey between the same points
- 4 Adult

[Full terms & conditions for this ticket](#)

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£10.40**

# Pencester Road to Common Lane River



## Ticket Results

### Suggested route

bus 90 Dover, Pencester Road (Stop B) → River, Common Lane - Leaving 16:34 / Arriving 16:52

### Single & return tickets



#### single

- valid for one single journey
- 4 Adult

Full terms & conditions for this ticket

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£10.80**



#### return

- valid for one outward and one return journey between the same points
- 4 Adult

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£16.40**





# South street to Walmer Cricket ground



## Ticket Results

South Street, Deal to St Richards Road, Walmer, Deal      leaving 17:00 on Sat 12 Jan      4 passengers

### Single & return tickets

	<b>single</b> <ul style="list-style-type: none"><li>• valid for one single journey</li><li>• 4 Adult</li></ul> <a href="#">Full terms &amp; conditions for this ticket</a>	Paper ticket - on bus Available to buy on the bus.	Total <b>£8.80</b>
	<b>return</b> <ul style="list-style-type: none"><li>• valid for one outward and one return journey between the same points</li><li>• 4 Adult</li></ul> <a href="#">Full terms &amp; conditions for this ticket</a>	Paper ticket - on bus Available to buy on the bus.	Total <b>£13.20</b>

# Old Park Barracks to Pencester road



## Ticket Results

### Suggested route

bus 61 Whitfield, Old Park Barracks → Dover, Pencester Road - Leaving 16:28 / Arriving 16:51

### Single & return tickets



#### single

- valid for one single journey
- 4 Adult

[Full terms & conditions for this ticket](#)

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£10.80**



#### return

- valid for one outward and one return journey between the same points
- 4 Adult

Paper ticket - on bus  
Available to buy on the bus.

Total  
**£16.40**



# The outcome

- I have given you a tariff which is middle range of local Councils
- A taxi fare that competes with local bus service
- Plus altered the yardage to make it easier for future tariff changes

- Thank you for  
Listening



# The Bryan Roland Memorial

NATIONAL HACKNEY FARES TABLE **SEPTEMBER 2019**

**TABLE COLOUR CODE**

RISE IN 2019
RISE IN 2018
RISE IN 2017
RISE IN 2016
RISE IN 2015
RISE IN 2014
RISE IN 2013
RISE IN 2012
RISE IN 2011
RISE IN 2010
RISE IN 2008
RISE IN 2007
NO SET FARE

POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE
1	LONDON (HEATHROW)	£10.60	66	SCARBOROUGH	£6.60	131	WINCHESTER	£6.20
2	LUTON AIRPORT	£9.20	67	SOUTH GLOUCESTER	£6.60	132	WYCOMBE	£6.20
3	WATFORD	£8.40	68	WAVENEY	£6.60	133	CENTRAL BEDFORDSHIRE	£6.13
4	EPSOM & EWELL	£7.80	69	NORTH DEVON	£6.55	134	CARDIFF	£6.10
5	LONDON	£7.80	70	ASHFORD	£6.50	135	CLACKMANNAN	£6.10
6	GUILDFORD	£7.60	71	GLASGOW	£6.50	136	EAST HERTS	£6.10
7	BOURNEMOUTH	£7.40	72	MAIDSTONE	£6.50	137	ELMBRIDGE	£6.10
8	BRIGHTON & HOVE	£7.40	73	SOUTH CAMBRIDGE	£6.50	138	FYLDE	£6.10
9	CHELTENHAM	£7.40	74	SOUTH SOMERSET	£6.50	139	HASTINGS	£6.10
10	MID SUSSEX	£7.40	75	WORTHING	£6.50	140	NEW FOREST	£6.10
11	CARRICK	£7.30	76	BRISTOL	£6.40	141	NORTH WARWICK	£6.10
12	READING	£7.20	77	CANTERBURY	£6.40	142	SOUTH AYRSHERE	£6.10
13	TUNBRIDGE WELLS	£7.20	78	COUNTY OF HEREFORD	£6.40	143	TAMWORTH	£6.10
14	JERSEY	£7.19	79	CREWE & NANTWICH	£6.40	144	SELBY	£6.06
15	DARTFORD	£7.10	80	EAST HAMPSHIRE	£6.40	145	CHARNWOOD	£6.05
16	MOLE VALLEY	£7.10	81	HARLOW	£6.40	146	SHETLAND ISLES	£6.05
17	PENWITH	£7.10	82	LEEDS	£6.40	147	ABERDEENSHIRE	£6.00
18	SEVENOAKS	£7.06	83	LINCOLN	£6.40	148	BASILDON	£6.00
19	EAST LOTHIAN	£7.00	84	MALVERN HILLS	£6.40	149	BOSTON	£6.00
20	HERTSMERE	£7.00	85	OXFORD	£6.40	150	BRACKNELL FOREST	£6.00
21	POOLE	£7.00	86	PURBECK	£6.40	151	BROXTOWE	£6.00
22	STROUD	£7.00	87	RUSHMOOR	£6.40	152	CARMARTHENSHIRE	£6.00
23	TONBRIDGE & MALLING	£7.00	88	SHEFFIELD	£6.40	153	CASTLE POINT	£6.00
24	WILTSHIRE	£7.00	89	SOUTH LAKELAND	£6.40	154	DOVER	£6.00
25	RESTORMEL	£6.95	90	STEVENAGE	£6.40	155	EAST AYRSHERE	£6.00
26	HARROGATE	£6.90	91	SURREY HEATH	£6.40	156	EAST LINDSEY	£6.00
27	VALE OF WHITE HORSE	£6.90	92	TENDRING	£6.40	157	GLOUCESTER	£6.00
28	WEALDON	£6.90	93	WOKING	£6.40	158	GREAT YARMOUTH	£6.00
29	WEYMOUTH & PORTLAND	£6.90	94	WOKINGHAM	£6.40	159	ISLE OF WIGHT	£6.00
30	ADUR	£6.80	95	TORBAY	£6.39	160	KETTERING	£6.00
31	BATH & NORTH EAST SOMERSET	£6.80	96	EDINBURGH	£6.35	161	KINGS LYNN & WEST NORFOLK	£6.00
32	CARADON	£6.80	97	COVENTRY	£6.30	162	LUTON	£6.00
33	CHRISTCHURCH	£6.80	98	DACORUM	£6.30	163	MILTON KEYNES	£6.00
34	COLCHESTER	£6.80	99	EAST DEVON	£6.30	164	NORTH DORSET	£6.00
35	GUERNSEY	£6.80	100	ISLE OF MAN	£6.30	165	PLYMOUTH	£6.00
36	HART (x)	£6.80	101	LEWES	£6.30	166	PRESTON	£6.00
37	NORTH CORNWALL	£6.80	102	PEMBROKESHIRE	£6.30	167	SLOUGH	£6.00
38	NOTTINGHAM	£6.80	103	SOUTH HOLLAND	£6.30	168	SOUTH HAMS	£6.00
39	SEDEGEMOOR	£6.80	104	FOREST OF DEAN	£6.27	169	STOCKPORT	£6.00
40	SWALE	£6.80	105	MIDLOTHIAN	£6.22	170	TAMESIDE	£6.00
41	WEST BERKSHIRE	£6.80	106	ARGYLL & BUTE	£6.20	171	TEST VALLEY (x)	£6.00
42	YORK	£6.80	107	BIRMINGHAM	£6.20	172	THREE RIVERS	£6.00
43	KERRIER	£6.75	108	BRAINTREE	£6.20	173	THURROCK	£6.00
44	NUNEATON & BEDWORTH	£6.75	109	CHICHESTER	£6.20	174	VALE OF GLAMORGAN	£6.00
45	CHELMSFORD	£6.70	110	DAVENTRY	£6.20	175	WARWICK	£6.00
46	CHESTER	£6.70	111	DERBY	£6.20	176	WEST DORSET	£6.00
47	EASTLEIGH	£6.70	112	EAST CAMBRIDGESHIRE	£6.20	177	WEST LINDSEY	£6.00
48	GRAVESHAM	£6.70	113	HORSHAM	£6.20	178	WIRRAL	£6.00
49	ROTHER	£6.70	114	IPSWICH	£6.20	179	DARLINGTON	£5.95
50	SWINDON	£6.70	115	MENDIP	£6.20	180	SCOTTISH BORDERS	£5.95
51	HARBOROUGH	£6.68	116	NORTHAMPTON	£6.20	181	BABERGH	£5.90
52	TORRIDGE	£6.62	117	PORTSMOUTH UA	£6.20	182	BASSETLAW	£5.90
53	ARUN	£6.60	118	ROCHFORD	£6.20	183	BROXBOURNE	£5.90
54	BASINGSTOKE & DEANE	£6.60	119	RUNNYMEDE	£6.20	184	DUDLEY	£5.90
55	BRENTWOOD	£6.60	120	FOLKESTONE & HYTHE	£6.20	185	DURHAM COUNTY COUNCIL	£5.90
56	CRAWLEY	£6.60	121	SOLIHULL	£6.20	186	MANCHESTER	£5.90
57	CAMBRIDGE CITY	£6.60	122	SOUTHAMPTON	£6.20	187	NORTHUMBERLAND	£5.90
58	EAST DORSET	£6.60	123	SOUTHEND ON SEA	£6.20	188	TANDBRIDGE	£5.90
59	EXETER	£6.60	124	SPELTHORNE	£6.20	189	WALSALL	£5.90
60	FIFE	£6.60	125	ST ALBANS	£6.20	190	CALDERDALE	£5.85
61	HIGH PEAK	£6.60	126	STRATFORD ON AVON	£6.20	191	TEWKSBURY	£5.85
62	MEDWAY	£6.60	127	TAUNTON DEANE	£6.20	192	BLACKPOOL	£5.80
63	MORAY	£6.60	128	TEIGNBRIDGE	£6.20	193	BRIDGEND	£5.80
64	NORTH HERTS	£6.60	129	WAVERLEY	£6.20	194	BROMSGROVE	£5.80
65	NORWICH	£6.60	130	WEST OXFORD	£6.20	195	CARLISLE	£5.80

POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE	POSITION	TARIFF ONE COUNCIL	TWO MILE FARE
196	EAST KILBRIDE	£5.80	261	HAMBLETON	£5.50	326	KIRKLEES	£5.00
197	FAREHAM	£5.80	262	HUNTINGDONSHIRE	£5.50	327	NORTH EAST DERBYSHIRE	£5.00
198	HAVANT	£5.80	263	OLDHAM	£5.50	328	NORTH LANARKSHIRE	£5.00
199	HIGHLAND	£5.80	264	SHROPSHIRE	£5.50	329	PETERBOROUGH	£5.00
200	LEICESTER	£5.80	265	STAFFORD	£5.50	330	ROSSENDALE	£5.00
201	NEWCASTLE-UPON-TYNE	£5.80	266	TORFAEN	£5.50	331	SOUTH NORTHANTS	£5.00
202	NORTH LINCOLNSHIRE	£5.80	267	CEREDIGION	£5.46	332	STOKE-ON-TRENT UA	£4.95
203	NORTH NORFOLK	£5.80	268	NEATH PORT TALBOT	£5.46	333	CORBY	£4.90
204	NORTH TYNESIDE	£5.80	269	SALFORD	£5.46	334	FLINTSHIRE	£4.90
205	ORKNEY	£5.80	270	ALLERDALE	£5.45	335	TELFORD & WREKIN	£4.90
206	REIGATE & BANSTEAD	£5.80	271	BARROW IN FURNESS	£5.40	336	WELLINGBOROUGH	£4.90
207	RUGBY	£5.80	272	CAERPHILLY	£5.40	337	WESTERN ISLES	£4.85
208	RUTHERGLEN	£5.80	273	CHILTERN	£5.40	338	ASHFIELD	£4.80
209	SOUTH RIBBLE	£5.80	274	DUNBARTON & VALE OF LEVEN	£5.40	339	DERBYSHIREDALES	£4.80
210	TRAFFORD	£5.80	275	KINGSTON-UPON-HULL	£5.40	340	HAMILTON	£4.80
211	UTTLESFORD	£5.80	276	MACCLESFIELD	£5.40	341	HARTLEPOOL	£4.80
212	WEST SOMERSET	£5.80	277	MID SUFFOLK	£5.40	342	MANSFIELD	£4.80
213	WEST SUFFOLK	£5.80	278	NEWARK & SHERWOOD	£5.40	343	ROCHDALE	£4.80
214	WINDSOR & MAIDENHEAD	£5.80	279	NORTHERN IRELAND	£5.40	344	BLACKBURN	£4.70
215	WORCESTER	£5.80	280	PERTH & KINROSS	£5.40	345	HYNDBURN	£4.70
216	WYRE	£5.80	281	POWYS	£5.40	346	WEST LANCAHIRE	£4.70
217	YNS MON	£5.80	282	ROTHERHAM	£5.40	347	BOLSOVER	£4.60
218	CHESTERFIELD	£5.75	283	THANET	£5.40	348	WAKEFIELD	£4.60
219	DONCASTER	£5.75	284	WYCHAVON	£5.40	349	BURNLEY	£4.50
220	ANGUS	£5.70	285	COTSWOLD	£5.35	350	KNOWSLEY	£4.50
221	CANNOCK CHASE	£5.70	286	EAST DUNBARTONSHIRE	£5.34	351	MERTHYR TYDFIL	£4.50
222	EASTBOURNE	£5.70	287	BARNSELY	£5.30	352	REDCAR & CLEVELAND	£4.50
223	MID DEVON	£5.70	288	BLABY	£5.30	353	STOCKTON ON TEES	£4.50
224	MONMOUTHSHIRE	£5.70	289	BRADFORD	£5.30	354	OADBY & WIGSTON	£4.40
225	NORTH SOMERSET	£5.70	290	CHAVEN (x)	£5.30	355	PENDELE	£4.40
226	RENFREWSHIRE	£5.70	291	EAST RENFREW	£5.30	356	AYLESBURY VALE	£4.30
227	RYEDALE (x)	£5.70	292	FENLAND (x)	£5.30	357	MIDDLESBROUGH	£4.30
228	STIRLING	£5.70	293	LICHFIELD	£5.30	358	NEWCASTLE-UNDER-LYME	£4.20
229	SWANSEA	£5.70	294	MELTON	£5.30	359	MALDON	£
230	WELWYN HATFIELD	£5.70	295	NORTH AYRSHERE	£5.30	360	RUTLAND	£
231	DUNDEE CITY	£5.66	296	REDDITCH	£5.30	361	SOUTH DERBYSHIRE	£
232	ABERDEEN CITY	£5.60	297	RIBBLE VALLEY	£5.30	362	SOUTH OXFORDSHIRE	£
233	BRECKLAND	£5.60	298	SOUTH KESTEVEN	£5.30			
234	DENBIGHSHIRE	£5.60	299	VALE ROYAL	£5.30			
235	GOSPORT	£5.60	300	WIGAN	£5.30			
236	HINCKLEY & BOSWORTH	£5.60	301	WYRE FOREST	£5.30			
237	LANCASTER	£5.60	302	BEDFORD	£5.26			
238	LIVERPOOL	£5.60	303	BURY	£5.24			
239	NEWPORT	£5.60	304	AMBER VALLEY	£5.20			
240	NORTH EAST LINCOLNSHIRE	£5.60	305	BLAENAU GWENT	£5.20			
241	NORTH KESTEVEN	£5.60	306	BOLTON	£5.20			
242	NORTH WEST LEICESTER	£5.60	307	CLYDEBANK	£5.20			
243	RICHMONDSHIRE	£5.60	308	CONWY	£5.20			
244	RUSHCLIFFE	£5.60	309	EAST RIDING	£5.20			
245	SANDWELL	£5.60	310	ELLESMERE PORT	£5.20			
246	SOUTH BUCKINGHAM	£5.60	311	HALTON	£5.20			
247	SUFFOLK COASTAL	£5.60	312	INVERCLYDE	£5.20			
248	SUNDERLAND	£5.60	313	RHONDDA CYNON TAF	£5.20			
249	WEST LOTHIAN	£5.60	314	SOUTH LANARKSHIRE (Clydesdale)	£5.20			
250	WOLVERHAMPTON	£5.60	315	SOUTH TYNESIDE	£5.20			
251	WREXHAM	£5.60	316	STAFFS MOORLANDS	£5.20			
252	CHERWELL	£5.56	317	WARRINGTON	£5.20			
253	DUMFRIES & GALLOWAY	£5.50	318	CHORLEY	£5.10			
254	EAST STAFFORDSHIRE	£5.50	319	CONGLETON	£5.10			
255	EDEN	£5.50	320	GATESHEAD	£5.10			
256	EPPING FOREST	£5.50	321	SEFTON	£5.10			
257	EREWASH	£5.50	322	SOUTH STAFFORDSHIRE	£5.10			
258	FALKIRK	£5.50	323	ST HELENS	£5.10			
259	GEDLING	£5.50	324	COPELAND	£5.00			
260	GWYNEDD	£5.50	325	EAST NORTHANTS	£5.00			

**TABLE COLOUR CODE**

RISE IN 2019
RISE IN 2018
RISE IN 2017
RISE IN 2016
RISE IN 2015
RISE IN 2014
RISE IN 2013
RISE IN 2012
RISE IN 2011
RISE IN 2010
RISE IN 2008
RISE IN 2007
NO SET FARE

Councils 359-362 do not impose a tariff for their hackney carriages and instead the individual vehicle charges an agreed fare prior to the journey.

**NATIONAL AVERAGE TWO MILE HACKNEY FARE TARIFF ONE IS NOW £5.92**

**PLEASE NOTE**  
The eagle-eyed amongst you might have noticed that there is no symbol for a fare rise in 2009, this isn't a typo it's just that no councils had a last fare rise in this year.  
Where an (x) appears by a listing, it refers to the fact that a fare update has been passed by the council, but the price of our two-mile fare has not increased.

# The Bryan Roland Memorial

NATIONAL HACKNEY FARES TABLE **SEPTEMBER 2019**



[REDACTED]

---

**From:** DDC Licuser  
**Sent:** 05 September 2019 12:06  
**To:** [REDACTED]  
**Subject:** FW: Fare increase [REDACTED]  
**Attachments:** image001.jpg; image002.jpg

**From:** [REDACTED]  
**Sent:** 24 July 2019 19:42  
**To:** DDC Licuser  
**Subject:** Re: Fare increase Becky pordage

I am not against a pay increase but I am against this proposal for these reasons our current rate is £3.30 startrate on tariff1 the meter has always gone up in 10ps by yardage for the hackney .fare and half after midnight £4.95 startrate 15p by yardage to change the startrate on tariff1 to £3.20 and lengthen yardage but double it to 20p and 30p after midnight will not go well with passengers especially if stuck in traffic and stationary and the meter is still ticking and after after midnight when they have had a drink we will get so much more grief in a already demanding job at times it will be very difficult to give a quote for places out of town in the district so it would be much more straightforward to put a increase on the startrate and not confuse the public into thinking we are overcharging regards [REDACTED]

---

<b>Subject:</b>	<b>SHARED OWNERSHIP SALES POLICY</b>
<b>Meeting and Date:</b>	<b>Cabinet – 7 October 2019</b>
<b>Report of:</b>	<b>Helen Lamb, Head of Finance and Housing</b>
<b>Portfolio Holder:</b>	<b>Councillor Sue Chandler, Portfolio Holder for Housing and Health</b>
<b>Decision Type:</b>	<b>Non-Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

---

**Purpose of the report:** To provide detail in relation to the proposed Shared Ownership Sales Policy and seek approval to implement the policy.

---

**Recommendation:** That Cabinet approves the proposed Shared Ownership Sales Policy.

That Cabinet authorises the Head of Finance and Housing, in consultation with the Portfolio Holder for Housing and Health, to undertake any necessary minor amendments to the policy prior to the formal review date.

---

## 1. Summary

1.1 Whilst Shared Ownership has been an affordable housing tenure offered to residents in the District by Registered Providers for several decades, the Council has had no direct involvement in the acquisition and sale of Shared Ownership properties prior to 2019.

However, in June 2019 the Council acquired 3 shared ownership properties via a Section 106 agreement, which have been made available for sale.

A further 29 shared ownership properties are currently on site, being developed by the Council, with handovers during 2020.

There is no DDC policy in place to direct the Shared Ownership sales process.

A policy has been developed in line with Homes England and Planning guidance, and this report seeks the approval of this policy.

## 2. Introduction and Background

2.1 Shared Ownership is a form of Affordable Housing, as defined by the Government via Homes England and Planning Policy Guidance.

2.2 Shared Ownership properties are marketed, and applicants are approved, by a national network of Homebuy Agents, usually Registered Providers, who are appointed and paid for by Central Government, and who act on behalf of any organisation which is selling shared ownership properties. It is a requirement to use Homebuy Agents when a property is funded by Homes England.

2.3 The Homes England Capital Funding Guide explains Shared Ownership thus:

*In Shared Ownership products the dwellings are part-rent/part buy (i.e. the property title and equity are split between the leaseholder (the shared ownership purchaser) and the landlord (the shared ownership provider) and are provided using the Homes England standard model shared ownership lease. The term 'shared ownership' has a legal meaning and is used in this context. Purchasers of Shared Ownership leases are allowed to buy an initial share of not less than 25% and not more than 75% based on a percentage of the full market value of the property.*

*The shared owner raises the funds to purchase their share in the normal manner. For example through some savings, possibly some family assistance, but primarily by taking out a mortgage from a bank or building society.*

*The provider then grants a leasehold interest to the shared owner. The shared owner occupies the entire dwelling, and pays a rent to the provider for the share of the property still owned by the provider.*

*The rent level is set by the provider. The annual rent at initial sale must be no more than 3% of the value of the property in the ownership of the provider.*

*The leaseholder is liable for all maintenance costs on the property even if they only have purchased the minimum 25% equity share.*

*Over time, the leaseholder can purchase further shares in the property. In most cases they can if they wish, purchase up to 100% of the equity in the property, thus becoming the outright owner. This is a process known as 'staircasing' and is a fundamental clause of the grant funded shared ownership lease which guarantees the right of the shared owner to acquire 100% of the equity share. The only exceptions to this are specific types of shared ownership in which the lease is subject to staircasing restrictions.*

*As the leaseholder purchases greater shares in the property, their rent falls according to the proportion of unsold equity. Where the shared owner has become the outright owner of a house, the provider transfers the freehold of the property (where applicable) to the new owner. Where the leaseholder becomes the outright owner of a flat, the provider retains the freehold of the block of flats.*

- 2.4 The Council have not previously provided homes via Shared Ownership, and have therefore not previously required a Shared Ownership Sales Policy.
- 2.5 The acquisition of 3 shared ownership properties by the Council in June 2019, and the development of 29 shared ownership properties by the Council to be completed in 2020, mean that it is now an appropriate time to develop, approve and implement a policy in relation to the sales of these properties. This is essential to ensure legal, funding and regulatory requirements are met. It is also advisable to ensure a consistent approach for the sale of DDC shared ownership properties regardless of whether this is being carried out in-house or by an external agent.
- 2.6 A policy has been developed in line with Homes England and Planning guidance, and an equality impact assessment has been carried out.

### 3. **Identification of Options**

- 3.1 Option A: Not to approve the Policy
- 3.2 Option B: To approve the Policy.

#### **4. Evaluation of Options**

- 4.1 Option A is a risk to the Council as Estate Agents may not be familiar with the requirements of Homes England, and DDC Planners and may sell homes in a non-compliant manner. This could impact upon any funding the Council has received or could breach Planning Conditions. Therefore, option A is not recommended.
- 4.2 Option B gives the Council control over the sales process, and ensures compliance with funding and planning requirements. Therefore, option B is recommended.

#### **5. Resource Implications**

- 5.1 There is no resource implication relating to the approval of the policy. However, where the policy is implemented, there will be a staff resource and a budget implication.
- 5.2 The Shared Ownership sales and marketing process has a cost associated with it, whether this is managed in-house or externally. The cost of this will be included in the Financial Appraisal and agreed budget for the project. There should be no direct cost implication to the Council from undertaking the sales of the Shared Ownership properties.

#### **6. Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Accountancy have reviewed the report and have no further comment to make. (AHC)
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make. (HR)
- 6.3 Comment from the Equalities Officer: In preparation for the report it is noted that an Equality Impact Assessment has been carried out which has resulted in no significant issues arising from this assessment. However, in discharging their responsibilities, Members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.
- 6.4 Other Officers (as appropriate):

#### **7. Appendices**

Appendix 1 – DDC Shared Ownership Policy

#### **8. Background Papers**

Contact Officer: Rachel Collins 2254

## Appendix 1

### DOVER DISTRICT COUNCIL SHARED OWNERSHIP SALES POLICY 2019-2022

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8	Reservation charges	5
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#### 1. Introduction

- 1.1. Dover District Council, (“DDC”) wants to provide residents in the district with a range of opportunities to access housing to meet their needs.
- 1.2. For residents who would like to own their own home, but are unable to afford to purchase a property outright on the open market, there are a range of options and products available to them, and these are delivered by developers, Registered Providers alongside DDC.
- 1.3. This policy is primarily concerned with the HM Government Help to buy- shared Ownership scheme, but can also be applied to other low cost home ownership schemes as defined by the National Planning Policy Framework.
- 1.4. This policy sets out how DDC will manage the sales process for shared ownership schemes delivered by the Council.
- 1.5. Housing schemes developed by DDC are the subject of rigorous financial appraisal, which takes into account funding available, tenure mix and affordability. Whenever appropriate a shared ownership option will be offered through these developments.
- 1.6. Access to DDC Shared Ownership products will only be available to those buying properties on DDC development sites, it will not be offered as an option for existing tenants wishing to exercise the Right To Buy at their present DDC accommodation.



## **2. Policy aims**

2.1. This policy is intended to:

- Ensure that DDC Shared Ownership products are offered for sale and sold in conformity with Homes England requirements.
- Set eligibility criteria for applicants
- Detail how applications may be made
- Encourage sustainable home ownership
- Offer shared ownership products that are compatible with mortgage lender requirements
- Meet the conditions set through any grant, funding or Section 106 agreements.
- Operate a fair and transparent selling process

2.2. This policy should be read in conjunction with the requirements of the Homes England Capital Funding Guide. Where there is any doubt, for schemes constructed with an element of Homes England funding, the Capital Funding Guide will take precedence over this policy.

## **3. Applicant eligibility and assessment**

3.1. Anyone wishing to buy a DDC Shared Ownership home must:

- Have registered with the South East Help to Buy agent (website [www.helptobuysee.org.uk](http://www.helptobuysee.org.uk)) and been assessed as eligible to purchase a Shared Ownership property
- Have an annual household income of less than £80,000.
- Must be unable to purchase a home suitable for their needs without assistance.
- Not be a current home owner (or be named on the deeds of another property).
- Must not have any outstanding credit issues (i.e. unsatisfied defaults or county court judgments).

3.2. DDC will also require the following criteria to be met:

- Current or former DDC tenants should have a clear rent account, and have no substantial breaches of tenancy conditions.
- Applicants must have sufficient funds to meet the initial costs of buying a home, and can provide evidence of funds or mortgage availability for the purchase of the property – estimated £3,000.
- Be able to demonstrate they can afford to purchase a share equal or greater than 25% of the property value but they are unable to afford a 100% purchase less than the maximum where applicable.
- Demonstrate the ability to afford the regular payments and costs involved in buying a home.

- 3.3. Where circumstances require it, there may be additional scheme specific criteria such as a local connection with the Dover District Council area (as defined in DDC Affordable Housing Policy).
- 3.4. Those who already own their own home will only be permitted to purchase a shared ownership home in exceptional circumstances. Examples of exceptional circumstances include but are not limited to:
- Home owners who need to move because their own home has been condemned or is to be demolished.
  - Those needing to move due to age or disability and who cannot afford or find accommodation on the local open market that reasonably meets their needs
  - Those going through relationship breakdown who are transferring their interest in their home to their former partner and will have insufficient capital remaining to purchase a home on the open market.
- 3.5. Owner occupier applicants accepted onto the scheme must meet the affordability criteria and demonstrate that they can sustain their mortgage and shared ownership rental payments. They will also be required to evidence that at the time of buying through the shared ownership scheme they have sold or are in the process of selling their existing property. Evidence required to establish this may take the form of a solicitor's property completion statement, confirmation from the mortgage lender and Land Registry that the applicant is no longer on the mortgage or land registry respectively, or conveyancing letter in case of property transfers. Evidence will need to be provided before exchange of contracts for the new purchase.
- 3.6. In addition to the eligibility criteria set out above applicants for specialist older person shared ownership products should:
- Be aged 55 or over
  - Submit applications via the Help-to-Buy Agent who will in addition to the usual affordability assessment take into account any equity released from a current home sale and savings.
  - Have insufficient equity to be able to purchase on the open market. DDC may exercise discretion in this matter if applicants are able to demonstrate that through the open market they cannot secure accommodation that reasonably meets their mobility, care and or support needs and inclusion in the shared ownership scheme would meet these.
- 3.7. All applicants must be assessed for eligibility by the Help to Buy Agent, including joint applicants. A sole qualifying applicant wishing to purchase jointly may only proceed on the condition that they are to be a joint legal owner of the property. A deed of trust providing rights of occupation is unacceptable as an alternative to becoming a joint legal owner.
- 3.8. If a tenant of a housing association or local authority is applying and their partner does not want to join the application, the application can proceed for the sole name of the qualifying buyer, but the partner may still need to give vacant possession of their current property, without an obligation for the landlord to re-house the partner.

3.9. DDC will conduct further checks and will seek the authorization of a senior manager where the applicant is a member of staff or is related to a member of staff or councillor.

#### **4. Affordability**

4.1. Prospective buyers will be encouraged to purchase the maximum affordable and sustainable share of the property. Affordability will be assessed through the Homes England Sustainability Calculator with housing costs being a minimum of 35% of net income and a maximum of 45% of net income. Shared owners with DDC schemes will be responsible for 100% of the service charge regardless of their level of ownership.

4.2. The affordability assessment will take into account available deposit, mortgage repayments and shared ownership rent payments (if applicable). DDC will not provide mortgage advice to applicants, although it may signpost applicants to mortgage advisors with experience of shared ownership products.

4.3. DDC understand that sometimes people may have a capital sum to put towards their purchase but still need to have access to shared ownership schemes. Applicants in these cases will be subject to the general affordability and sustainability assessments. DDC will require information and evidence on the source of cash payments and may conduct additional checks in accordance with our Anti-Fraud, Corruption and Money Laundering Policy.

4.4. DDC accepts that older people may need to use funds for service charges, living costs, and care. DDC will use its discretion on a case by case basis to determine what is reasonable, but the expectation is that the majority of any applicant's capital will be used to purchase a share. For the purposes of this Policy, capital will include proceeds from property sale, savings, shares, stocks and bonds etc.

#### **5. Allocation and prioritization**

5.1. Applications must be made via the Homebuy SE website. The Homebuy Agent will complete the initial application verification.

5.2. Applications can be made prior to the reservation of a property.

5.3. Unless there is a scheme specific restriction on allocation and priority, all applicants will be offered units on a first come, first served basis, in order of reservation application approval date.

5.4. Approval will not be given for applicants to purchase a property which is not suitable for their needs. For example: where the household size would result in a statutory overcrowding situation, or where more than one spare bedroom is required.

#### **6. Marketing**

- 6.1. DDC will use a variety of approaches to advertise properties to ensure that local residents are aware of schemes in the District and how to apply for them. This will include advertising new shared ownership homes in advance of their completion. The extent of marketing will be determined by the level of expected demand, however, DDC will always seek to make information available on the forthcoming sales.
- 6.2. All properties will be marketed via the Homebuy SE agent.
- 6.3. As a minimum, DDC will use its existing communications channels for its customers to advertise properties i.e.:
  - DDC website
  - Site signage
  - Via the South East Help to Buy Agent Website ([www.helptobuyse.org.uk](http://www.helptobuyse.org.uk))This is to ensure that prospective purchasers are provided with clear and accurate information on the properties being sold and are not misled.

## **7. Valuations and sale prices**

- 7.1. Valuations of shared ownership properties – either at initial sale or on staircasing or resales – must be assessed by an independent Royal Institute of Chartered Surveyors qualified valuer. All valuations will also be passed to the DDC Estate Valuation Manager
- 7.2. The valuer must be instructed to assume that:
  - The sale is for the freehold interest, or where the provider's interest is leasehold, a 99 year lease or such lesser term of years as the provider holds.
  - The sale is an open market sale.
  - A shared ownership lease has not been granted.
  - The sale is to be with vacant possession.
- 7.3. Valuations only remain valid for 3 months, and need to be renewed if the sale of a property has not completed within that time period.
- 7.4. All sales must be recorded on the CORE sales log.

## **8. Reservation charge**

- 8.1. Applicants reserving properties will be given 6 weeks notice to exchange contracts on the purchase, excepting matters outside their control. Reservations will be held until the 6 week exchange target date or until the applicants withdraws their interest in writing if sooner. It will be at DDC's discretion whether they hold a reservation beyond the target exchange date and this will be determined by the cause of the delay and whether it is related to issues beyond the buyer's control.
- 8.2. All applicants must complete a reservation form setting out the details of the property to be reserved, detailed information about the buyer, vendor, solicitors acting for the purchaser and the initial share of the property to be purchased. Payment of a

reservation charge of £250 will be required and will be refunded at purchase completion.

- 8.3. If the failure to proceed is the choice of the buyer or failure of the buyer to progress (for instance not providing solicitors with instruction or information) the reservation charge will not be refunded.

## **9. Leases**

- 9.1. The term of the lease will generally be 99 years, although there is scope to grant longer leases should this be required.
- 9.2. Charges will be set and administered in accordance with current legislation, including the production of annual accounts.
- 9.3. Where action is required to enforce leaseholders' or other property owners' covenants, DDC will seek to recover any and all costs of having to take such action. This may include charging an administration fee for the work required by DDC.
- 9.4. DDC will take action against the shared owner where it is considered necessary in the interests of the safety of the occupants of other units of accommodation in the block or others. In assessing whether to take action and what action to take, DDC will base their best assessment of the facts and the advice of relevant authorities and/or appropriate professionals and consultants.

## **10. Rent setting**

- 10.1. Rents will be set at 2.75% per annum of the value of the unsold equity. Rents are payable in advance on a monthly basis.
- 10.2. Shared ownership rents will be increased annually at RPI + 0.5%
- 10.3. Any ground rent charges will be in keeping with the acceptable levels for the type and location of the property and/or comply with any law, rules or regulations in force.

## **11. Service charges**

- 11.1. Service charges for services provided by the Landlord (DDC) such as lighting and cleaning in communal areas will be recharged to the shared owner in accordance with the terms of the lease.

## **12. Rent arrears and non-payment of service charges**

- 12.1. It is a condition of a shared owner's lease to pay the shared ownership rent and maintain mortgage payments. Failure to pay the shared ownership rent, service

charges or mortgage payments and other breaches of the lease agreement could result in the loss of their home.

12.2. If an account goes into arrears, DDC will take appropriate action to recover those arrears including personal contact by phone, letter or email, or by contacting the home owner's lender. DDC will only seek possession proceedings as a last resort, when all alternative debt management actions have been exhausted.

12.3. DDC will provide the shared owner's mortgage lender 28 days' notice of any intentions to commence possession proceedings. This will include details of the level of arrears.

### **13. Repairs**

13.1. The leaseholder has the full repairing responsibilities of an owner occupier once the defect period has expired.

### **14. Buildings Insurance**

14.1. DDC will provide block buildings insurance cover for all of its leasehold blocks of flats and shared ownership houses, unless there are contractual terms in place which require otherwise.

### **15. Staircasing**

15.1. All sales allow the shared owner to buy further shares (known as 'staircasing') up to a stage where they buy the property outright, with the following exceptions:

- Older Persons Shared Ownership
- Schemes funded in rural exception sites where the provider has chosen to restrict staircasing
- Schemes in Designated Protected Areas where the provider has opted to restrict staircasing.

15.2. Staircasing provisions are included within the lease. and DDC will sell the purchaser additional shares at the open market value determined by an independent RICS valuation and based on Capital Funding Guide guidance and affordability.

### **16. Resales**

16.1. DDC will assist in the sale of shared ownership properties where the percentage owned by the shared owner is less than 100% by attempting to find a buyer for the percentage share owned, within the nomination period (where one is provided) as set out in the lease.

16.2. Where there is no nomination period, the property will be marketed with the agreement of the shared owner.

16.3. Shared ownership leaseholders may be required to pay a fee to cover DDC marketing and administrative costs.

## **17. Equality and Diversity**

17.1. DDC believe that all applicants deserve to have the same opportunity to access our shared ownership schemes. Through our marketing and selection process we aim to ensure that customers with particular needs are able to communicate with us and will be treated by our staff in a manner that takes their needs into account.

## **18. Monitoring and Review**

18.1. This policy will be reviewed every three years, or in response to relevant changes in legislation, organisational structure, development of good practice, or to address operational issues.

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<b>Subject:</b>	<b>ST JAMES CHURCH, WOOLCOMBER STREET DOVER</b>
<b>Meeting and Date:</b>	<b>CABINET – 7 OCTOBER 2019</b>
<b>Report of:</b>	Martin Leggatt, Head of Assets & Building Control
<b>Portfolio Holder:</b>	Councillor Trevor Bartlett Portfolio Holder for Environment & Commercial Services
<b>Decision Type:</b>	Non-Key
<b>Classification:</b>	UNRESTRICTED

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**Purpose of the report:** *To alert cabinet to the present condition of St James Church Dover, to advise on work needed to stabilise, protect and conserve the structure to allow the former leisure centre to be demolished and to seek approval to proceed with this work.*

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**Recommendation:** *To approve a project that undertakes essential works to safeguard the structure in the short to medium term and allows the former leisure centre to be demolished.*

*To delegate to Strategic Director (Operations & Commercial Services) in consultation with Portfolio Holder for Environment and Commercial Services to take all necessary actions to deliver the project, including awarding of relevant contracts*

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## 1. Summary

- 1.1 The goal of this project is to undertake repairs and work to arrest the deterioration of the fabric of St James church, Dover. The project will safeguard the heritage value of the remains and protect the public from the potential of falling objects. This allows time for a sustainable solution to emerge that will conserve and enhance this important heritage site for the long term. Such a solution will also seek to enhance both the setting of the ruins and the treatment of the site boundaries. Both the present and the long-term proposals will contribute to the positive visitor experience within the town.

## 2. Historic Background

- 2.1 St. James' Church dates from the 12<sup>th</sup> century. In the 14<sup>th</sup> century an extension was added on the south side of the nave, and this was used as the courthouse for the Chancery, Admiralty and Lodemanage Courts of the Cinque Ports. In 1862 a new church of St. James was opened on Maison Dieu Road, and this church began to be used by French Protestants. A restoration of the church took place in 1868 which replaced the pointed-arched window over the west door with a rose window and two smaller windows that survive today. Shelling in 1942, 1943 and 1944 did much damage and at the end of the war the church was a ruin. In 1948 it was decided that the church should not be restored, but preserved as a "Tidy Ruin" in memory of the shelling of Dover. In May 1950 a further collapse of the tower took place and the walls were reduced and capped. The church and churchyard were bought by the Dover Borough Council in 1970 and has been used as a public open space since then.



### **3. Heritage Significance:**

- 3.1 St James Church is covered by two separate heritage designations: the standing remains of the building were listed at grade II in 1949, and the ground on which the remains sit were designated a scheduled monument in 1950. These early designations recognise the historic and architectural value of St James at a national level as a heritage asset. The approved Dover District Heritage Strategy 2013 identifies the ecclesiastical heritage of the district to be of outstanding significance, providing valuable evidence of the introduction and evolution of Christianity in the district. St James Church is particularly notable for its preservation as a ruin and is an eloquent reminder of the impact of WWII on the town of Dover.
- 3.2 The setting of the church has been somewhat degraded in the past but it retains a strong visual relationship with neighbouring historic buildings, including grade II White Horse Inn and Castle Hill House. The attractive aesthetic of the ruin of St James Church contributes both to its value as a heritage asset, and the character of the Dover Castle Conservation Area within which it is located. The church occupies a prominent position, particularly in relation to the new St James development.
- 3.3 Due to the condition of the upstanding fabric St James Church was included in the Heritage at Risk Register for the first time at the end of 2018. The Register is compiled by Historic England, central government's heritage advisors, with the aim of identifying those high status heritage assets (scheduled monuments, grade I and II\* listed buildings, etc.) that are most at risk of loss. Historic England provides advice, guidance and resources to owners including local authorities to assist in finding solutions. Ultimately it is the owner's responsibility to ensure the continued conservation of heritage assets, and in the case of local authorities there is an implied moral obligation to demonstrate appropriate care of historic structures within their care

### **4. Summary of current state of structure:**

- 4.1 The standing fabric is a complex structure resulting from the substantial previous campaigns of repair that accompany the traumatic history of the Church. The surviving structure is generally self-supporting, even where elements are detached from one another. The majority of the structure is considered to be in a fair, if heavily weathered, condition but now requires a programme of targeted conservation followed by regular routine maintenance. The full report of September 2018, undertaken by Purcell's, contains much fuller information.
- 4.2 The structure is locally extremely poor and in places unstable. Local areas are in need of immediate intervention to repair, prop or support the fabric. Of particular concern are: the quoins and returns of the former North Tower; the Tower interior, and adjacent window mullion; the high level ashlar masonry of the West Front; and the quoins and returns of the West Front.
- 4.3 Proper repair will require substantial renewal of stone because, during the various campaigns of adaptation and repair that have gone before, parts of the fabric have become structurally disjointed. This, combined with natural material erosion, establishes parameters that do not readily lend themselves to the generally accepted monument repair methods, such as inserting wall ties, grouting and mortar consolidation. In order to achieve a long-lasting repair, it is likely to be necessary to replace a high proportion of masonry in key locations. The quoins to the North Tower and the North and South returns of the West elevation are in particular need of structural repair.

## **5. Impact of demolition of redundant leisure centre**

- 5.1 St James Church sits adjacent to the former Dover Leisure Centre site. The former leisure centre now sits redundant and needs to be demolished and cleared to allow the site to be redeveloped.
- 5.2 The demolition of the former Dover Leisure Centre site will involve demolishing the main structure down to slab level as well as the removal of below ground structures including; foundations (strip and pad), pile caps, below ground floor structures (plant room) as well as both the learner and main swimming pools. It is proposed to leave the deep end of the main pool in situ and retain all piles on site (with their locations recorded).
- 5.3 Breaking out the below ground structures within 35 metres of the church and the general movement of large demolition machinery has potential to cause levels of vibration that could affect the stability of St James Church and it is the recommendation of Purcell that the structure is supported (as per Priority A works) before any demolition works commence.
- 5.4 Prior to the commencement of any demolition work Purcell will review the demolition contractors proposed method statement and advise any changes deemed necessary. Vibration monitoring will be in place for the duration of the demolition contract.

## **6. Proposed Works**

- 6.1 This report concerns itself solely with works that stabilise the historic fabric and details the proposed medium-term stabilisation works. A later phase of repair and refurbishment to provide a sustainable long-term solution will be the subject of a further cabinet report. This report differs from proposals that were considered in April 2019 in that the intention to erect suitable perimeter railings have been omitted. The reason for this is that the design proposals for the former Dover leisure Centre site are yet to emerge and these will to a large extent determine the boundary treatment, which best serves the ruins of St James church.
- 6.2 The recommendations of the Purcell report of September 2018 are presented in terms of time lines for executing the particular works, split in to four categories: (a) immediate works; (b) works necessary within 12 months; (c) works that may become necessary within 24 months and (d) desirable works beyond 24 months. The focus of this report focusses on categories (a), (b) and (c) which will help stabilise the structure.
- 6.3 Purcell's have identified works which are immediately necessary (Priority A) as being: Install temporary works (scaffold girdle) to the North Tower. The scaffold should be designed giving consideration to the other repairs identified, and should allow for further inspections and works to be undertaken with minimal alterations; Partner central mullion to the Tower window with a new timber prop; Patch repair cementitious cap where failed; Treat vegetative growth to retard further growth; Remove any loose fabric found at this time; Remove build-up of guano at the base of the North Tower and undertake environmental clean.
- 6.4 Purcell's identified that the following works (Priority B) were necessary within 12 months of the date of the report (which has now passed): Clean out & re-point cracks to abutment of West elevation with North and South returns. Monitor for further cracking as a sign of continuing structural movement; Re-point all loose and open joints generally, including deep pointing to voids; Remove all remaining vegetation at high level; Re-bed all loose capping and high-level ashlar masonry to the North

Tower and West elevation; Replace existing cementitious capping with new lime flaunching. All work will be subject to obtaining scheduled monument consent and any necessary Planning consents.

- 6.5 Purcell's identified that the following works (Priority C) were likely to be required within 24 months; to avoid substantial ongoing undermining of the west elevation, a conservation and structural repair package should be prepared, to include replacement of those stones which are missing or have structurally failed, and allowing for full repointing of all masonry joints. Assuming no repairs are undertaken with the girdle arrangement, proper consolidation of the North Tower quoins should be planned for this period also. This will involve the dismantling and reconstruction of the quoins.
- 6.5 In January 2019 D R Nolan were commissioned to prepare a cost plan (see Appendix 1) and this provided indicative construction costs for priority (a) work as £60k, priority (b) work as £84.5k and priority (c) work £68.5k. Total cost of priority (a), (b) & (c) works is estimated at £213k.
- 6.6 Within the £213k works there are potential cost savings to be made; within the priority (a) works a saving of around £20k could be made if the all works are carried out within a year of each other (saving on scaffold checks and maintenance costs which have been projected over a 5 year period). By working with Purcell it is proposed that a defined budget of £190k would be worked toward to carry out essential repair work only and to put money where it is best served to protect the structure.

## 7. Identification of Options

- 7.1 **Option 1:** Carry out work identified in the Purcell report as priority works (a), (b) and (c) whilst working within a budget of £190k. Allowing the priority (a) work to take place will mean the former leisure centre can be demolished and redeveloped. Furthermore, carrying out priority (b) and (c) works will secure the short to medium term future of St James Church allowing time for a longer term solution to be found to conserve and enhance this important heritage asset.
- 7.2 **Option 2:** Carry out work identified in the Purcell report as immediate works, priority (a) Total cost £66k. Allowing this work to take place will mean the former leisure centre can be demolished and that the temporary structure (scaffold) can be purchased, maintained and monitored for a period of 5 years. There is no allowance within this sum for removal of the scaffold.
- 7.3 **Option 3:** Carry out work identified in the Purcell report as priority works (a) immediate works; (b) works necessary within 12 months. (total cost £145) Allowing this work more remedial work can take place and the former leisure centre can be demolished and that the temporary structure (scaffold) can be purchased, maintained and monitored for a period of 5 years. There is no allowance within this sum for removal of the scaffold. The (b) works carried will help to slow down the deterioration of the building.
- 7.4 **Option 4:** Carry out no works and let the structure erode. This has the potential for sections of the building to collapse. The remains of St James Church abut public highways on the West and North elevations. Dover District Councils structural engineer is currently carrying out two weekly inspections of the structure to monitor any movement. If no works are carried out it is believed that in the near future the Church would have to be fenced off to prevent access on the grounds of public safety, this may result in the need to close both the public highways.

## **8. Evaluation of Options**

- 8.1 **Option 1** - this is the recommended option as it removes the immediate risk of falling masonry, protects the structure to allow the former leisure centre to be demolished (to allow the redevelopment of the site) and allows priority works (b) and (c) to take place within 6-9 months (of the protection being installed). These works will arrest further deterioration of this heritage asset, allowing time for a longer term solution to be found to conserve and enhance the church.
- 8.2 **Option 2** – this is not recommended as whilst it will allow for temporary protection of the structure (which in turn will allow the former leisure centre to be demolished) and for the immediate risks of falling masonry to be dealt with, it will not provide a long term solution for this heritage asset. Unless a longer term solution is found it means that scaffold will be in place for a number of years which will be detrimental to both the visual amenity of the area and the heritage asset itself.
- 8.3 **Option 3** – this is not recommended as whilst it will allow for temporary protection of the structure (which in turn will allow the former leisure centre to be demolished) and for the immediate risks of falling masonry to be dealt with, it will not provide a long term solution for this heritage asset. Unless a longer term solution is found it means that scaffold will be in place for a number of years which will be detrimental to both the visual amenity of the area and the heritage asset itself.
- 8.4 **Option 4** – this is not recommended. Although overall the structure of the church has been classified as being in fair condition, specific localised repairs have been identified as needing immediate work (these measures are now overdue). Further delaying such work is very likely to lead to acceleration in the rate of deterioration and much more significant cost in future years, it will also delay the demolition of the former leisure centre. Further, the structure abuts public highways on the West and North elevations and delaying work to stabilise the structure increase the risk of future falling masonry. This is deemed to be an unacceptable risk and could result in the closure of public highways.

## **9. Resource Implications**

- 9.1 A total of £190k is required to carry out these works in full. A sum of £70k is included in the current MTFP for the purposes of investigating the nature of issues at St James Church, identifying measures to address these issues and implementing those measures. The release of the £70k would allow the temporary stability works to take place in order to allow the former leisure centre to be demolished. It is also proposed to use the £60k public realm works allocation to part fund the project. The additional requirement of £60k to increase the available budget to £190k is being put forward as a new funding bid for 20/21, however, this is subject to Cabinet/Council approval of the 2020/21 budget.

## **10. Corporate Implications**

- 10.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comment. (DL)
- 10.2 Comment from the Solicitor to the Council: “The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make”. (HR)
- 10.3 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>.

10.4 Other Officers (as appropriate):

**11. Appendices**

Appendix 1 – D R Nolan (Quantity Surveyor) report.

**12. Background Papers**

Purcell (Conservation Architect) report September 2018

Contact Officer: David Parish, Architectural Project Officer

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**D.R. NOLANS & CO**

CHARTERED QUANTITY SURVEYORS

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**Cost Plan**

for

**Dover, St. James**

for

**Dover District Council**

January 2019

D. R. Nolans & Co.,  
Chartered Quantity Surveyors,  
Unit 2 Abbeygate Court,  
Stockett Lane,  
Maidstone,  
Kent, ME15 0PP

**Dover, St James****Cost Plan**

	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>		<u>Total</u>	
				Priority A	Priority B	Priority C
<b>Temporary &amp; General Works</b>						
Provision and installation of scaffold girdle to both sides of North Tower including bracing through window openings including protecting around openings - Scaffold to be purchased as not sure when latter phases of work will take place. <b>NB this is erection only, dismantle will be an additional charge.</b>	108	m2	50	5,400.00		
Add for 60 months of scaffold checks and minor maintenance say	60	No.	300	18,000.00		
Hoarding to base of last including all framing and decorations etc.	36	m2	75	2,700.00		
Provide and install timber propping to support high level window	1	No	1500	1,500.00		
Provisional allowance for removal of guano build up within opening to North Tower	1	No	300	300.00		
Undertake environmental clean to last area following removal of material	1	No	750	750.00		
Temporary screen installed behind gate to stop animal access to area	1	No	150	150.00		
Treat vegetation to all areas with plant/weed killer and remove vegetation to head of wall	1	No	200	200.00		
EO last for removing all vegetation to head of wall	1	No	550	550.00		
<b>External Face of North Elevation: Proposed works (1/2)</b>						
Consolidate loose stones as required and apply lime flaunching capping to wall head about 650 mm wide including building in isolated flints to gaps and ledges as required	10	m2	125	1,207.50		
Carefully take down where loose and rebuild high level masonry including bedding and pointing all as required leaving with secure fixing to existing	2	m2	350	700.00		

Carefully break out existing cementitious capping to head of wall	10	m2	30	289.80
Consolidate top of wall including taking down sections and rebuilding as required and generally infilling areas with isolated flints	18	m	100	1,795.00
Provide and install new green capping layer to head of wall comprising 2 layers commercial turf secured with hazel pegs and top layer of local turf including rolling round at edges	18	m	75	1,346.25
Re-point all loose and open joints, including deep pointing to voids.				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	2	m2	100	150.00
<u>Rake out and re-point all loose and open joints generally to flint/stone walling</u>				
In areas up to 0.5m2	2	No	75	150.00
In areas up to 1m2	1	No	75	75.00
In areas exceeding 1m2	12	m2	100	1,182.00

**Replace missing / failed quoins and ashlar masonry**

Carefully cut away existing stone section and piece in new section of stone to match existing for average depth of 250 mm including all bedding and pointing and making good surrounding area generally (all items scaled from drawings, stones should be measured on site for firm prices.)

Stone size about 175 x 200 mm	1	No	175	175.00
Ditto but size about 250 x 425 mm	1	No	350	350.00
Ditto but size about 250 x 175 mm	1	No	190	190.00
Ditto but size about 275 x 300 mm	1	No	300	300.00
Ditto but to arched head of window size about 600 x 275 mm	1	No	450	450.00
Ditto but to arched head window jamb size about 200 x 400 mm	1	No	375	375.00



**External Face of North Elevation: Condition Survey (2/2)**

Consolidate loose stones as required and apply lime flaunching capping to wall head about 650 mm wide including building in isolated flints to gaps and ledges as required	9	m2	125	1,181.25
Carefully take down where loose and rebuild high level masonry including bedding and pointing all as required leaving with secure fixing to existing	0	m2	350	0.00
Carefully break out existing cementitious capping to head of wall	9	m2	30	283.50
Consolidate top of wall including taking down sections and rebuilding as required and generally infilling areas with isolated flints	14	m	100	1,350.00
Provide and install new green capping layer to head of wall comprising 2 layers commercial turf secured with hazel pegs and top layer of local turf including rolling round at edges	14	m	75	1,012.50
Take down isolated section of stone walling where becoming unstable including propping areas as required and rebuild area including existing stones including all bedding and pointing and building into existing as required	5	m2	350	1,827.00
Extra over last for providing new sections of stone as required	3	m2	200	522.00
Re-point all loose and open joints, including deep pointing to voids.				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	0	m2	100	0.00
<u>Rake out and re-point all loose and open joints generally to flint/stone walling</u>				
In areas up to 0.5m2	2	No	75	150.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	23	m2	100	2,312.00

**Replace missing / failed quoins and ashlar masonry**

Carefully cut away existing stone section and piece in new section of stone to match existing for average depth of 250 mm including all bedding and pointing and making good surrounding area generally (all items scaled from drawings, stones should be measured on site for firm prices.)

Ditto but size about 200 x 200 mm	7	No	200		1,400.00
Ditto but size about 300 x 200 mm	3	No	275		825.00
Ditto but size about 275 x 150 mm	1	No	225		225.00
Ditto but size about 400 x 150 mm	3	No	275		825.00
Ditto but size about 550 x 150 mm	2	No	300		600.00
Ditto but size about 650 x 300 mm	1	No	385		385.00
Ditto but size about 625 x 200 mm	2	No	375		750.00
Ditto but size about 450 x 200 mm	7	No	300		2,100.00
Ditto but size about 800 x 300 mm	1	No	400		400.00
Ditto but size about 250 x 200 mm	1	No	225		225.00
Ditto but size about 1000 x 250 mm	1	No	600		600.00
Ditto but to arched head of window size about 400 x 200 mm	1	No	350		350.00
Clean out and repoint cracks to abutment of west elevation say	1	No	500	500.00	

**Internal Face of North Elevation: Condition Survey (1/2)**

Consolidate loose stones as required and apply lime flaunching capping to wall head about 650 mm wide including building in isolated flints to gaps and ledges as required	0	m2	75	0.00	
Carefully take down where loose and rebuild high level masonry including bedding and pointing all as required leaving with secure fixing to existing	0	m2	350	0.00	
Carefully break out existing cementitious capping to head of wall	0	m2	30		0.00
Consolidate top of wall including taking down sections and rebuilding as required and generally infilling areas with isolated flints	0	m	100		0.00
Provide and install new green capping layer to head of wall comprising 2 layers commercial turf secured with hazel pegs and top layer of local turf including rolling round at edges	0	m	75		0.00

Take down isolated section of stone walling where becoming unstable including propping areas as required and rebuild area including existing stones including all bedding and pointing and building into existing as required	8	m2	350	2,695.00
Extra over last for providing new sections of stone as required	4	m2	200	770.00

Re-point all loose and open joints, including deep pointing to voids.				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	0	m2	100	0.00

<u>Rake out and re-point all loose and open joints generally to flint/stone walling</u>				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	31	m2	100	3,119.50

**Replace missing / failed quoins and ashlar masonry**

Carefully cut away existing stone section and piece in new section of stone to match existing for average depth of 250 mm including all bedding and pointing and making good surrounding area generally (all items scaled from drawings, stones should be measured on site for firm prices.)

Ditto but size about 300 x 200 mm	1	No	225	225.00
Ditto but size about 500 x 175 mm	1	No	325	325.00
Ditto but size about 800 x 200 mm	1	No	375	375.00
Ditto but size about 400 x 200 mm	3	No	300	900.00
Ditto but size about 250 x 200 mm	1	No	225	225.00

**Internal Face of North Elevation: Condition Survey (2/2)**

Consolidate loose stones as required and apply lime flaunching capping to wall head about 650 mm wide including building in isolated flints to gaps and ledges as required	0	m2	75	0.00
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Carefully take down where loose and rebuild high level masonry including bedding and pointing all as required leaving with secure fixing to existing	0	m2	350	0.00
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Carefully break out existing cementitious capping to head of wall	0	m2	30	0.00
Consolidate top of wall including taking down sections and rebuilding as required and generally infilling areas with isolated flints	0	m	100	0.00
Provide and install new green capping layer to head of wall comprising 2 layers commercial turf secured with hazel pegs and top layer of local turf including rolling round at edges	0	m	75	0.00
Take down isolated section of stone walling where becoming unstable including propping areas as required and rebuild area including existing stones including all bedding and pointing and building into existing as required	1	m2	350	514.50
Extra over last for providing new sections of stone as required	0	m2	200	88.20
Re-point all loose and open joints, including deep pointing to voids.				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	0	m2	100	0.00
<u>Rake out and re-point all loose and open joints generally to flint/stone walling</u>				
In areas up to 0.5m2		No	75	0.00
In areas up to 1m2	1	No	75	75.00
In areas exceeding 1m2	21	m2	100	2,100.00
<b><u>Replace missing / failed quoins and ashlar masonry</u></b>				
<u>Carefully cut away existing stone section and piece in new section of stone to match existing for average depth of 250 mm including all bedding and pointing and making good surrounding area generally (all items scaled from drawings, stones should be measured on site for firm prices.)</u>				
Stone size about 175 x 50 mm	1	No	150	150.00
Ditto but size about 200 x 30 mm	2	No	150	300.00
Ditto but size about 225 x 175 mm	1	No	200	200.00
Ditto but size about 275 x 325 mm	1	No	310	310.00
Ditto but size about 275 x 200 mm	5	No	225	1,125.00
Ditto but size about 700 x 100 mm	1	No	300	300.00
Ditto but size about 600 x 200 mm	1	No	350	350.00
Ditto but size about 800 x 300 mm	1	No	400	400.00
Ditto but size about 650 x 150 mm	1	No	300	300.00

Ditto but size about 450 x 275 mm	1	No	350	350.00
Ditto but size about 125 x 250 mm	1	No	200	200.00
Ditto but size about 250 x 200 mm	1	No	225	225.00
Ditto but size about 150 x 200 mm	1	No	200	200.00
Ditto but to arched head of window transom section with splayed sides size about 450 x 350 mm	1	No	400	400.00
Ditto but to arched head window jamb size about 150 x 300 mm	1	No	200	200.00
Provide mortar repair to cills to reweather external face overall size about 900 x 900 mm	2	No	50	100.00

### External Face of West Elevation: Condition Survey

Consolidate top of wall including taking down sections and rebuilding as required and generally infilling areas with isolated flints	8	m	100	820.00
Provide and install new green capping layer to head of wall comprising 2 layers commercial turf secured with hazel pegs and top layer of local turf including rolling round at edges	8	m	75	615.00
Take down isolated section of stone walling where becoming unstable including propping areas as required and rebuild area including existing stones including all bedding and pointing and building into existing as required	7	m2	350	2,607.50
Extra over last for providing new sections of stone as required	4	m2	200	745.00
<u>Rake out and re-point all loose and open joints generally to flint/stone walling</u>				
In areas up to 0.5m2	0	No	75	0.00
In areas up to 1m2	0	No	75	0.00
In areas exceeding 1m2	22	m2	100	2,245.70
Clean out and repoint cracks to abutment of west/East elevation say	2	No	500	1,000.00
Undertake structural repairs to West elevation say	1	No	2500	2,500.00
Provisional allowance for consolidating West Portal	1	No	2500	2,500.00



Total for Phases B & C 153,114.78

Add to last for inflation at 35% {BCIS Indices}  
(works likely to be undertaken in 3rd QTR 2024) 53,590.17

£ 206,704.95

**Dover, St James****Estimate for High Priority Works**

	£	£
Temporary and General Works	29,600	
External Face of North Elevation (1/2)	1,900	
External Face of North Elevation (2/2)	1,200	
Internal Face of North Elevation (1/2) {Priority B & C works only}	0	
Internal Face of North Elevation (2/2) {Priority B & C works only}	<u>0</u>	
		32,700
Access		6,750
Preliminaries and Protection		<u>5,900</u>
		45,350
Add for Overheads and Profit		<u>6,800</u>
		52,150
Add for Contingencies		<u>7,823</u>
<b>Total Cost of High Priority Works</b>	<b>£</b>	<b><u><u>59,973</u></u></b>

*Further funds required to undertake remaining works as detailed in main estimate. This includes allowance for inflation to 2024.*

206,705



**Dover, St James**

**Cost Plan**

**Notes and Explanations**

The estimated costs for the building works are based on the drawings prepared by Purcell and following a visit to the site

The allowance for the scaffolding costs to the North Tower are estimates for the purchase, erection and maintenance. No allowance has been included in these costs for the dismantling of this. We would advise obtaining competitive quotations from multiple providers before proceeding with this work.

An allowance for inflation has been estimated for the priority B & C works until 3rd QTR 2024 within these costs. This has been based on information provided by the BCIS. This shows forecast information up until, but no further than, 3rd QTR 2023. This indicates an increase in tender prices from 3rd QTR 2019 of 29%. Years 2022 and 2023 show an increase per annum of 6%. As such this has been added to the 29% forecast increase to 3rd QTR 2023 to provide a forecast until the client requested time of 2024. No further inflationary allowances have been included.

No allowance has been included in these costs for Professional fees and these should be included in any overall budget costs for the project.

No allowance has been made in these costs for any local authority/planning fees or the like.

These costs do not include for VAT.

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**Subject:** REVIEW OF OUTSIDE BODY APPOINTMENTS

**Meeting and Date:** Cabinet – 7 October 2019

**Report of:** Louise May, Head of Governance

**Portfolio Holder:** Councillor Keith Morris, Leader of the Council

**Decision Type:** Non-Key

**Classification:** Unrestricted

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**Purpose of the report:** At its meeting held on 3 June 2019, Cabinet requested that a review be undertaken of the Council's appointments to outside bodies following a reduction in Member numbers from 45 to 32.

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**Recommendation:** To review the outside bodies detailed at Appendix 1 and, taking into account the comments made by the bodies, determine which, if any, appointments should be withdrawn or, where applicable, the number of appointees reduced.

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## 1. Summary

1.1 Following a reduction in Member numbers from 45 to 32 in May 2019, Cabinet requested that a review be carried out of the appointments made by Cabinet to 28 outside bodies. The purpose of the review was to establish whether the Council's appointees were still required and, in the case of those organisations with more than one representative, whether a reduction in the number of appointees could be considered. Following discussions with the Leader of the Council, it was agreed that the review would not include bodies of a nationally or regionally strategic nature (as listed at paragraph 2.7).

## 2. Introduction and Background

2.1 A reduction in the number of elected Members (from 45 down to 32) came into effect at the local elections on 2 May 2019 as a result of a Local Government Boundary Commission review which re-drew ward boundaries across the district. This reduction in Member numbers has led to difficulties in filling the 35+ appointments made annually (in most cases) by Cabinet to a range of outside bodies, around half of which fulfil a community role. Cabinet therefore requested a review of these appointments at its meeting held on 3 June 2019 in order to clarify the role of our appointees and to establish whether they are appointments that are still of relevance and beneficial to both parties (Cabinet decision CAB 12 (b)).

2.2 Some of the appointments fulfilling a community role, particularly those made to local charities, are historic and the rationale or purpose behind them is now rather obscure. With this in mind, the outside bodies were contacted and asked to clarify the role of our Members (or other persons), what benefits they brought to the organisation and the implications (if any) of our appointees being reduced or withdrawn altogether. The organisations' comments have been summarised at Appendix 1 to this report, and a recommendation made for each body.

2.3 It should be noted that members of the public, rather than Members, are appointed to some bodies (i.e. Dover Bronze Age Boat Trust, Mary Hougham Almshouses, Municipal Charities of Dover and the Sandwich Port and Haven Commission).

- 2.4 It is recommended that, with effect from May 2020, the nomination of Dr Andrew Richardson to the Dover Bronze Age Boat Trust be withdrawn, and the number of appointees to Mary Hougham Almshouses be reduced from three to one. Whilst Dr Richardson’s longstanding service to the Bronze Age Boat Trust is fully recognised, he is the sole appointee and no longer an elected Member. Rather than using the Council’s nomination to appoint an elected Member in future (who would not have the experience and professional expertise of Dr Richardson), the recommendation is to stop making a nomination to the Trust once Dr Richardson’s appointment expires next May. This is on the basis that Dr Richardson can continue as a trustee/director by being co-opted by the other trustees (or by the Trust making other arrangements, such as amending its constitution). In the case of Mary Hougham Almshouses, it is understood that Adrian Friend, a longstanding trustee, can be co-opted on to the charity so that he can continue to serve as a trustee after May 2020.
- 2.5 It is also recommended that the number of appointments to the Dover, Deal and District Citizens’ Advice Bureau (CAB) be reduced from two to one as it is considered that one Member appointee is sufficient to provide the link and input that the CAB seeks.
- 2.6 If it is agreed that changes should be made, Cabinet has the option of replacing some Member appointees with Officers. Generally, this will only be appropriate where the Council is a member of the body itself and the appointee is on the body to represent the Council as part of his/her employment. It should be borne in mind that, depending on the terms and conditions upon which individuals are employed, it may be necessary to seek a variation to their contracts of employment. The terms and conditions upon which Officers are employed are not an executive function and, as such, are not matters for the Cabinet. Any Officer appointments would therefore be subject to the Chief Executive (as Head of Paid Service) being able to secure any necessary variations to Officers’ contracts of employment.
- 2.7 For clarity, the following outside bodies have not been included in this review due to their strategic nature or, in the case of the Sandwich Port and Haven Commission, because legislation requires the Council to appoint persons to them. The table below indicates whether the Council is an official partner/member of the organisation and, where applicable, whether it gives funding to the body.

Action with Communities in Rural Kent <i>(DDC is a member of ACRK and gives funding of £3,500 p.a.)</i>	Kent Downs AONB Joint Advisory Committee <i>(DDC is a member of the JAC)</i>
Deal & Sandwich Coastal Community Team <i>(DDC is the ‘accountable’ body for administering government grant funding)</i>	Local Government Association – General Assembly <i>(Strategic)</i>
Dover Coastal Community Team <i>(DDC is the ‘accountable’ body for administering government</i>	PATROL (formerly National Parking Adjudication Service) <i>(DDC is a member authority)</i>

<i>grant funding)</i>	
East Kent Spatial Development Co <i>(DDC is a member of the company)</i>	Police and Crime Panel for Kent <i>(Strategic)</i>
Industrial Communities Alliance <i>(Strategic)</i>	River Stour (Kent) Internal Drainage Board <i>(DDC is a Board Member)</i>
Kent Forum <i>(Strategic)</i>	Sandwich Port & Haven Commission <i>(Legislation – The Sandwich Port &amp; Haven Commissioners (Constitution) Revision Order 1976)</i>
Local Enterprise Partnership Board & Executive <i>(Strategic)</i>	Sandwich & Pegwell Bay National Nature Reserve Steering Group <i>(DDC is a ‘declaring authority’)</i>
South East England Councils <i>(Strategic)</i>	Tourism South East <i>(Strategic)</i>

### 3. Identification of Options

- 3.1 Option 1 - To approve the removal of DDC’s Member (or other persons) appointees (or a reduction, where appropriate) from the outside bodies identified in Appendix 1, as recommended.
- 3.2 Option 2 – Cabinet to determine changes, as it sees fit, to the number of Members (or other persons) appointed to the outside bodies detailed in Appendix 1.
- 3.3 Option 3 – To maintain the status quo.

### 4. Evaluation of Options

- 4.1 Option 1 would alleviate the difficulties encountered by Cabinet in appointing Members (and other persons) to outside bodies fulfilling a community role. This option is recommended.
- 4.2 Option 2 would potentially achieve the same outcome as Option 1, depending on how many withdrawals or reductions Cabinet decides to make.
- 4.3 Option 3 would not alleviate the problem in finding Members to serve on outside bodies and is not therefore recommended.

## 5. **Resource Implications**

- 5.1 Member appointees are entitled to claim the appropriate levels of travel and subsistence allowance for performing outside body duties. However, many do not do so and the savings that would be achieved through a reduction in Member appointments would be negligible. That said, there may be offsetting costs due to appointed Officers claiming travel expenses. Members (and other persons) serving as charity trustees are not permitted to claim expenses from the Council so a reduction in charity appointments would not realise any savings for the Council.

## 6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer: Accountancy has been consulted and has no further comments to make.
- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any 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>.
- 6.4 Other Officers (as appropriate): None.

## 7. **Appendices**

Appendix 1 – Outside Bodies’ Responses and Recommendations

## 8. **Background Papers**

Democratic Services’ Outside Bodies files

Contact Officer: Kate Batty-Smith, Democratic Services Officer – 01304 872303

Name of Body	Number of Members Appointed and Time Commitment	Comments Made by Body	Recommendation
Age Concern Deal (Liaison Committee)	One ( <i>Cllr D Murphy</i> )  2 meetings p.a.	Understand pressures on Members and happy for appointee to be removed.	To not re-appoint Member representative in May 2020
Aylesham & District Workshop Trust	One ( <i>Cllr P Walker</i> )  9 meetings p.a.	The Trust has played a pivotal role in regenerating and developing the business infrastructure of Aylesham, providing employment for over 200 local people. Its business model and mentoring service is nationally recognised. The Trust helps a wide range of local businesses and community groups, providing grants and practical support.	Continue to appoint Member
Deal Fairtrade Steering Group	One ( <i>Cllr T Bartlett</i> )	Having a DDC Member offers a wider perspective across the District which helps our Town group (which can have a view that can be slightly parochial) to see how our activities fit in. Whilst Fairtrade award FT status town by town, we work closely with the Dover FT network to strengthen and enhance our activities and we value the input of your Member in this.	Continue to appoint Member
Dover Bronze Age Boat Trust	One ( <i>Dr Andrew Richardson</i> )  3-6 meetings of 2 hours on ad hoc basis p.a.	There has been a DDC appointee on the Trust since its formation in 1994. As an archaeologist, Dr Andrew Richardson brings 'added value' and his skills and contributions would be sorely missed.	To not re-appoint in May 2020 (on the basis that Dr Richardson can be co-opted or appointed by other means post May)
Dover, Deal & District Citizens' Advice Bureau (Received funding of £105,000 + £3,500 as service charge contribution in 2019/20)	Two ( <i>Cllrs MJ Holloway and C Vinson</i> )  3 hours per month and any voluntary input desired	Having DDC appointees on the Board is essential and losing the Members would impact heavily on the CAB's service. It ensures clarity from both sides, highlights issues before they become unmanageable and provides an invaluable link between DDC as funders and the CAB. The CAB works in a challenging field and having	Reduce to one Member with effect from May 2020

		direct input from councillors is essential to ensure a good and holistic client journey. Questions can be quickly answered, misinformation quickly amended. The CAB could accept a reduction to one representative but the future of the service it offers to the community depends on trust and support from all of the Council.	
Dover District Volunteer Centre (now known as Kent Coast Volunteering)	One ( <i>Cllr MJ Holloway</i> )  5 meetings of 1½ hrs p.a. + AGM	Merged with two other centres on 1 October 2018 and became Kent Coast Volunteering (KCV). KCV enjoys an excellent relationship with the Council's Community Engagement team who keep KCV up to date with funding and other opportunities in the district, as well as promoting KCV's services (undoubtedly the main benefit for KCV in having DDC representation). As long as KCV is able to maintain its excellent relationship with DDC, direct representation is not essential and completely understand if DDC's other priorities lead the Member representative to be withdrawn.	To not re-appoint Member representative in May 2020
Dover Fairtrade Steering Group	One ( <i>Cllr D Hannent</i> )  Meetings every two months approx	The decision to appoint Members to both Fairtrade Steering Groups was to show support for Fairtrade. Cllr Hannent is currently chairman of the Group and plays an active part.	Continue to appoint Member
Kent County Playing Fields Association	One ( <i>Cllr T Bond</i> )  2 meetings p.a.	Local Members are able to advise of need for KCPFA's services amongst sporting and voluntary organisations in their district. Charity provides support at a grass-roots level to clubs, play-grounds and individuals across Kent, providing grant finance and occasional loans with nearly a 100% success rate. DDC's participation is important to the KCPFA as it gives the charity a local presence.	Continue to appoint Member

<p>Mary Hougham Almshouses</p>	<p>Three (<i>Councillors J Rose, P Jull &amp; Mr Adrian Friend</i>)</p> <p>3-4 meetings of 2½ hours p.a. plus ad hoc meetings</p>	<p>The charity is expanding and taking on more units of accommodation. Council-appointed trustees are an invaluable resource because of their knowledge of the planning process, Section 106 rules, funding, etc. The charity would be disadvantaged at the present time if this skills base were lost. Have struggled to recruit co-opted trustees. If there's to be a reduction in DDC's nominated trustees, would welcome ample notice in order to change the charity's administrative rules.</p>	<p>Reduce to one Member with effect from May 2020 (on the basis that the other trustees can be co-opted post May)</p>
<p>Municipal Charities of Dover</p>	<p>Five (<i>Mrs Pauline Beresford, Mrs Sue Nicholas, Mrs Ann Napier, Cllr R Walkden &amp; Mrs Anne Jenner</i>)</p> <p>4 trustee and 4 committee meetings p.a.</p>	<p>Nominees must be resident within the area of benefit (the old borough of Dover and surrounding parishes) so this adds additional difficulty in identifying suitable trustees. A significant reduction in number might, from the charity's experience, affect ability of trustees to hold quorate meetings (11 trustees in total). A reduction also means it is likely that the charity would need to approach the Charity Commission to seek to alter its constitution regarding the appointment of trustees. Would like to make a case for retaining Council nominees in recognition of the important contribution made by the charity to the provision of accommodation in the district.</p>	<p>Continue to make nominations (with the expectation that, in future, the charity will endeavour to put names forward for non-Member nominations)</p>
<p>River Dour Partnership</p>	<p>One (<i>Cllr N Collor</i>)</p> <p>2 meetings of up to 2 hours p.a.</p>	<p>The Partnership values direct access to a Member. White Cliffs Countryside Partnership staff are involved but a political voice brings a further, more strategic dimension. The Dour is one of Dover's prime assets with enormous potential waiting to be unlocked. Councillor Collor has the knowledge to provide sound advice on the best ways to further the Partnership's</p>	<p>Continue to appoint Member</p>



		work in realising this potential in a way that best coordinates with the District's thinking.	
St Edmund of Abingdon Memorial Trust	One ( <i>Cllr N Collor</i> )  1 meeting p.a. and voluntary attendance at occasional chapel services	Whilst the trust recognises need for a review, would welcome continued participation from DDC Member. The value of the appointment depends on the Member and their level of interest in preserving Dover's second oldest historic building.	Continue to appoint Member

DOVER DISTRICT COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE – 14 OCTOBER 2019

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting for the remainder of the business on the grounds that the item(s) to be considered involve the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Kearsney Park – Café Provision	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

Document is Restricted

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

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