

Public Document Pack



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23 December 2020

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held as a Remote Meeting - Teams Live Event on Monday 11 January 2021 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer on (01304) 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

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

Chief Executive

Cabinet Membership:

T J Bartlett	Leader of the Council
N J Collor	Portfolio Holder for Transport, Licensing and Community
M J Holloway	Deputy Leader of the Council and Portfolio Holder for Inward Investment and Tourism
N S Kenton	Portfolio Holder for Planning and Regulatory Services
D P Murphy	Portfolio Holder for Housing and Health
O C de R Richardson	Portfolio Holder for Environment and Corporate Property
C A Vinson	Portfolio Holder for Finance, Governance and Digital

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

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

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

3 **RECORD OF DECISIONS** (Pages 6-15)

The decisions of the meeting of the Cabinet held on 7 December 2020 numbered CAB 50 to CAB 63 (inclusive) are attached.

4 **ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

a **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976: HACKNEY CARRIAGE FARE TARIFF - REQUEST FOR INCREASE** (Page 16)

To consider the attached recommendations of the Overview and Scrutiny Committee.

b **DOVER DISTRICT COUNCIL LOCAL DEVELOPMENT SCHEME** (Page 17)

To consider the attached recommendations of the Overview and Scrutiny Committee.

c **LOCAL PLAN - REGULATION 18 CONSULTATION** (Page 18)

To consider the attached recommendations of the Overview and Scrutiny Committee.

d **CABLE CAR FEASIBILITY** (Page 19)

To consider the attached recommendations of the Overview and Scrutiny Committee.

EXECUTIVE - KEY DECISIONS

5 **DRAFT HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2024** (Pages 20-39)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Housing and Health

6 **FEES AND CHARGES 2021/22** (Pages 40-105)

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

Responsibility: Portfolio Holder for Finance, Governance and Digital

7 **ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY** (Pages 106-113)

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

Responsibility: Portfolio Holder for Planning and Regulatory Services

8 **CLIMATE CHANGE STRATEGY** (Pages 114-117)

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

The appendix to the report is to follow.

Responsibility: Leader of the Council

9 **KENT AND MEDWAY ENERGY AND LOW EMISSIONS STRATEGY** (Pages 118-155)

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

Responsibility: Leader of the Council

EXECUTIVE - NON-KEY DECISIONS

10 **USE OF SOCIAL MEDIA FOR THE INVESTIGATION OF CRIMINAL OFFENCES** (Pages 156-167)

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

Responsibility: Portfolio Holder for Planning and Regulatory Services

11 **HOUSING STOCK COMPLIANCE** (Pages 168-175)

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

Responsibility: Portfolio Holder for Housing and Health

12 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 176)

The recommendation is attached.

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

EXECUTIVE - KEY DECISIONS

13 **SALE OF LAND ADJOINING 107 SANDWICH ROAD, WHITFIELD** (Pages 177-180)

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

Access to Meetings and Information

- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed the basis of the public's legal right to attend meetings. This means the public now has the right to hear Councillors attending the remote committee meeting that would normally be open to the public to attend in person. It is the intention of Dover District Council to also offer the opportunity for members of the public to view, as well as hear, remote meetings where possible. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Services Officer, democraticservices@dover.gov.uk, telephone: (01304) 872303 or email: democraticservices@dover.gov.uk for details.

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

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Record of the decisions of the meeting of the **CABINET** held remotely on Monday, 7 December 2020 at 11.00 am

Present:

Chairman: Councillor T J Bartlett

Councillors: N J Collor
M J Holloway
N S Kenton
D P Murphy
O C de R Richardson

Officers: Chief Executive
Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Head of Governance
Head of Housing
Head of Inward Investment and Tourism
Head of Planning, Regeneration and Development
Head of Regulatory Services
Assets Manager
Planning Policy and Projects Manager
Strategic Project Manager (Infrastructure)
Licensing Team Leader
Senior Policy Planner
Democratic Services Manager
Democratic Services Officer

The formal decisions of the executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 50 7.12.20 Open Key Decisions No Call-in to apply Yes Implementation Date 15 December 2020	<u>APOLOGIES</u> An apology for absence was received from Councillor C A Vinson.	None.	To note any apologies for absence.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 51 7.12.20 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

15 December 2020				
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 52 7.12.20 Open Key Decisions No Call in to apply Yes Implementation Date 15 December 2020	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting of the Cabinet held on 9 November 2020, as detailed in decision numbers CAB 36 to CAB 49, be approved as a correct record and signed by the Chairman.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 9 November 2020.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 53 7.12.20 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>PRIVATE SECTOR HOUSING ENFORCEMENT POLICY</u> It was agreed: (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 42, made at its meeting held on 16 November 2020 (Minute No 40), be acknowledged. (b) That Cabinet decision CAB 42 be reaffirmed.	None.	At its meeting held on 16 November 2020, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 42 of 9 November 2020 and made no additional recommendations.	

15 December 2020				
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 54 7.12.20 Open Key Decisions No Call-in to apply Yes Implementation Date 15 December 2020	<u>INFRASTRUCTURE FUNDING STATEMENT 2019/20</u> It was agreed: (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 43, made at its meeting held on 16 November 2020 (Minute No 41), be acknowledged. (b) That Cabinet decision CAB 43 be reaffirmed.	None.	At its meeting held on 16 November 2020, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 43 of 9 November 2020 and made no additional recommendations.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 55 7.12.20 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>PROVISION OF NEW MUSEUM STORE</u> It was agreed: (a) That the Overview and Scrutiny Committee's endorsement of Cabinet decision CAB 48, made at its meeting held on 16 November 2020 (Minute No 44), be acknowledged. (b) That Cabinet decision CAB 48 be reaffirmed.	None.	At its meeting held on 16 November 2020, the Overview and Scrutiny Committee endorsed Cabinet decision CAB 48 of 9 November 2020 and made no additional recommendations.	

15 December 2020				
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 56 7.12.20 Open Key Decisions Yes Call-in to apply Yes Implementation Date 15 December 2020	<u>DOVER DISTRICT COUNCIL LOCAL DEVELOPMENT SCHEME</u> It was agreed that the revised Local Development Scheme, as set out at Appendix 1 to the report, be approved and brought into immediate effect.	None.	The Planning and Compulsory Purchase Act 2004 places a statutory duty upon the Council to maintain a Local Development Scheme that sets out the timetable for the production of new or revised Development Plan documents that will form the Council's Local Plan. This must be made publicly available on the Council's website to enable local communities to keep track of progress.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 57 7.12.20	<u>LOCAL PLAN - REGULATION 18 CONSULTATION</u>	None.	Under Section 19 of the Planning and	

<p>Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 15 December 2020</p>	<p>It was agreed:</p> <p>(a) That the Local Plan Regulation 18 document, as set out at Appendix 1 to the report, be approved for consultation for a period of eight weeks.</p> <p>(b) That the Regulation 18 Consultation Engagement Strategy, as set out at Appendix 2 to the report, be approved.</p> <p>(c) That the Head of Planning, Regeneration and Development, in consultation with the Portfolio Holder for Planning and Regulatory Services, be authorised to make minor changes to the consultation document, and to take all necessary steps to develop and carry out the Regulation 18 consultation.</p>		<p>Compulsory Purchase Act 2004, the Council has a statutory duty to prepare a Local Plan that sets out the vision, framework and policies for guiding new development in the district over the next 20 years.</p> <p>Cabinet is requested to approve the consultation document which will be subject to 8 weeks' consultation, in accordance with the requirements of Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.</p>	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 58 7.12.20	<u>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976:</u> <u>HACKNEY CARRIAGE FARE TARIFF - REQUEST FOR INCREASE</u>	None.	The setting of maximum fare	

<p>Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 15 December 2020</p>	<p>It was agreed:</p> <p>(a) That the table of fares presented by the Cinque Ports Hackney Carriage Federation and set out at Appendix B to the report be approved.</p> <p>(b) That the Head of Regulatory Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Community, to consider any objections received during the formal statutory consultation period and to take all necessary steps to bring the table of fares into operation.</p>		<p>levels in respect of Hackney Carriage vehicles is a statutory function of the District Council.</p> <p>In response to an approach from the Cinque Ports Hackney Carriage Federation to review the tariffs, the Council gave the requisite notice of the proposed changes in accordance with the relevant legislation and no representations were received.</p>	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 59 7.12.20 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p>	<p><u>REFURBISHMENT AND EXTERNAL REDECORATION OF TIMEBALL TOWER, DEAL</u></p> <p>It was agreed:</p> <p>(a) That the works required to the Timeball Tower, using the £80,000 allocation in the Medium-Term Financial Plan, be approved.</p> <p>(b) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for</p>	<p>None.</p>	<p>Cabinet is requested to approve works to the Timeball Tower which is an historic listed building owned by the Council.</p>	

Implementation Date 15 December 2020	Environment and Corporate Property, to take all necessary actions, including but not limited to the awarding of contracts, to deliver the works that are the subject of this report.			
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 60 7.12.20 Open Key Decisions No Call-in to apply Yes Implementation Date 15 December 2020	<u>HOUSING STOCK COMPLIANCE</u> It was agreed: (a) That the contents of the report, which relates to statutory health and safety compliance matters associated with managing the housing stock, as well as the actions being taken to verify the accuracy of compliance data, be noted. (b) That the adoption of a single set of compliance performance data which will be reported to each body that has oversight of compliance be approved. (c) That the relevant performance data are the latest data set reported to the Regulator for Social Housing.	None.	To update the Cabinet on the current position in relation to the compliance status of the Council's housing stock. Responsibility for managing the Council's housing stock transferred from East Kent Housing to Dover District Council on 1 October 2020.	
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 61 7.12.20 Open	<u>EXCLUSION OF THE PRESS AND PUBLIC</u> It was agreed that, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England)	None.		

Key Decisions No Call-in to apply Yes Implementation Date Immediate	Regulations 2000, the press and public be excluded during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.			
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 62 7.12.20 Exempt Key Decisions Yes Call-in to apply Yes Implementation Date 15 December 2020	<u>ROUGH SLEEPING CAPITAL BID FUNDING</u> It was agreed: <ul style="list-style-type: none"> (a) That authority be delegated to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Housing and Health, to accept the grant and, as appropriate, to enter into agreements with Homes England and Folkestone & Hythe District Council and take any necessary decisions to progress the project. (b) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Housing and Health, to approve the purchase of six units of accommodation to be used specifically for rough sleepers, with funding from the successful capital bid, and to take all necessary steps to progress the project. (c) That a contribution of £200,000 as Dover District Council's funding towards the project be approved. (d) That the Strategic Director (Corporate Resources) be authorised, in consultation with the Portfolio Holder for Housing and Health, to 	Not to change the report recommendations.	A joint bid with Folkestone & Hythe District Council for capital and revenue funding to provide rough sleeping services has recently been approved by the Ministry for Housing, Communities and Local Government. This will allow the Councils to purchase units of accommodation to house rough sleepers.	

	commission support services for rough sleepers housed under this initiative.			
Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 63 7.12.20 Exempt Key Decisions Yes Call-in to apply Yes Implementation Date 15 December 2020	<u>CABLE CAR FEASIBILITY</u> It was agreed: (a) That the report be noted. (b) That the allocation of £35,000 towards the project be approved. (c) That the next stage of establishing clear project governance across all delivery partners, completing strategic definition for the project and developing a project brief, procurement strategy and operator strategy be proceeded with. (d) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Inward Investment and Tourism, to procure and engage the consultants. (e) That the Council enters into the proposed memorandum of understanding with English Heritage, on terms to be approved by the Strategic Director (Operations and Commercial), in consultation with the Solicitor to the Council.	None.	To brief Cabinet on the outcome of a feasibility appraisal regarding the construction and operation of a cable car between Dover town centre and Dover Castle, and to seek decisions that will progress the project which would provide a new attraction and create a direct link between a popular existing visitor attraction and the town centre.	

The meeting ended at 12.07 pm.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976: HACKNEY CARRIAGE FARE TARIFF - REQUEST FOR INCREASE

Responsibility: Portfolio Holder for Transport, Licensing and Community

Report of: Head of Planning and Regulatory Services

Decision Route

Cabinet	7 December 2020	CAB 58
Overview and Scrutiny Committee	14 December 2020	Minute No 59
Cabinet	11 January 2021	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 14 December 2020, endorsed Cabinet decision CAB 58 as follows:

- (a) That the table of fares presented by the Cinque Ports Hackney Carriage Federation and set out at Appendix B to the report be approved.
- (b) That the Head of Regulatory Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Community, to consider any objections received during the formal statutory consultation period and to take all necessary steps to bring the table of fares into operation.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

DOVER DISTRICT COUNCIL LOCAL DEVELOPMENT SCHEME

Responsibility: Portfolio Holder for Planning and Regulatory Services

Report of: Head of Planning, Regeneration and Development

Decision Route

Cabinet	7 December 2020	CAB 56
Overview and Scrutiny Committee	14 December 2020	Minute No 60
Cabinet	11 January 2021	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 14 December 2020, endorsed Cabinet decision CAB 56 as follows:

That it be recommended to Cabinet that CAB 56 be endorsed and that the revised Local Development Scheme, as set out at Appendix 1 to the report, be approved and brought into immediate effect.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

LOCAL PLAN – REGULATION 18 CONSULTATION

Responsibility: Portfolio Holder for Planning and Regulatory Services

Report of: Head of Planning, Regeneration and Development

Decision Route

Cabinet	7 December 2020	CAB 57
Overview and Scrutiny Committee	14 December 2020	Minute No 61
Cabinet	11 January 2021	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 14 December 2020, endorsed Cabinet decision CAB 57 as follows:

- (a) That the Local Plan Regulation 18 document, as set out at Appendix 1 to the report, be approved for consultation for a period of eight weeks.
- (b) That the Regulation 18 Consultation Engagement Strategy, as set out at Appendix 2 to the report, be approved.
- (c) That the Head of Planning, Regeneration and Development, in consultation with the Portfolio Holder for Planning and Regulatory Services, be authorised to make minor changes to the consultation document, and to take all necessary steps to develop and carry out the Regulation 18 consultation.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

CABLE CAR FEASIBILITY

Responsibility: Portfolio Holder for Inward Investment and Tourism

Report of: Strategic Director (Operations and Commercial)

Decision Route

Cabinet	7 December 2020	CAB 63
Overview and Scrutiny Committee	14 December 2020	Minute No 63
Cabinet	11 January 2021	

Overview and Scrutiny Committee Recommendations

The Overview and Scrutiny Committee, at its meeting held on 14 December 2020, endorsed Cabinet decision CAB 63 as follows:

- (a) That the report be noted.
- (b) That the allocation of £35,000 towards the project be approved.
- (c) That the next stage of establishing clear project governance across all delivery partners, completing strategic definition for the project and developing a project brief, procurement strategy and operator strategy be proceeded with.
- (d) That the Strategic Director (Operations and Commercial) be authorised, in consultation with the Portfolio Holder for Inward Investment and Tourism, to procure and engage the consultants.
- (e) That the Council enters into the proposed memorandum of understanding with English Heritage, on terms to be approved by the Strategic Director (Operations and Commercial), in consultation with the Solicitor to the Council.

Subject:	DRAFT HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2024
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Louise Taylor, Head of Housing
Portfolio Holder:	Councillor Derek Murphy, Portfolio Holder for Housing and Health
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report:	To seek Cabinet approval to consult on a new draft Homelessness and Rough Sleeping Strategy, as attached at Appendix 1.
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Recommendation:	To approve the draft Homelessness and Rough Sleeping Strategy attached at Appendix 1 for consultation.
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1. Summary

There is a statutory requirement for the Council to publish an up to date homelessness and rough sleeping strategy and this report seeks Cabinet approval to undertake a consultation exercise in respect of the draft strategy attached at Appendix 1. The document builds on past successes and existing partnerships across the Dover District, sets priorities that reflect our commitment to continue developing existing initiatives and an action plan for their achievement.

2. Introduction and Background

2.1 Under Sections 1 to 3 Homelessness Act 2002 local housing authorities have a duty to publish a homelessness strategy and to take the strategy into account in the discharge of its functions. The duty requires a review of the housing strategy at least every five years.

2.2 The previous strategy was developed as a joint East Kent strategy in partnership with Shepway, Canterbury and Thanet councils and covered the period 2014 to 2019. While the Council has been relatively successful in its approach to homelessness prevention over recent years we are very aware that external pressures may result in increased demand in this service area. As well as the wider social costs related to homelessness there are also direct costs for the Council. It is therefore important that the Council continues to work with local and strategic partners in developing its approach to homelessness prevention especially given the budget pressures the Council is currently managing and the need to minimise expenditure on temporary accommodation and ensure that existing prevention services are financially sustainable.

2.3 The emphasis of the draft strategy is very much on homelessness prevention and the scope of the strategy and its key objectives were developed following early stage consultation with key stakeholders.

2.4 The strategy sets out overarching strategic objectives and priorities and incorporates an action plan which aims to deliver outcomes linked to the priorities.

3 Consultation

- 3.1 In view of the consultation already undertaken at the initial strategy scoping stage, it is proposed that the wider consultation on the document should be undertaken over a period of eight weeks so as to enable the final version of the strategy to be reported back to cabinet in March 2021.
- 3.2 All the feedback will be compiled and included as part of the report recommending approval of a final strategy document. A consultation plan showing how we intend to consult locally is attached at Appendix 2 to this report.
- 3.3 A draft Equality Impact Assessment (EIA) has been completed and is attached at Appendix 3. The assessment has not currently identified any negative impacts for the protected characteristic groups.
- 3.4 The draft EIA will be reviewed and amended as necessary following the consultation period.

4. Identification of Options

- 4.1 Option 1: Approve the draft strategy for consultation.
- 4.2 Option 2: Not approve the draft strategy for consultation

5 Evaluation of Options

- 5.1 Option 1 is the recommended option as it will enable the Council to work towards the adoption of a new strategy and fulfil its statutory duty.

6 Resource Implications

- 6.1 There are no direct budgetary implications arising from this report apart from potential printing and postage costs which will be kept to a minimum and can be met from existing budgets.
- 6.2 Care has also been taken to ensure that the actions set out in the draft action plan will not create any budgetary pressures. The emphasis on homelessness prevention is intended to contain and hopefully reduce costs related to emergency housing provision.

7. Climate Change and Environmental Implications

There should be no environmental or climate change implications as a consequence of this decision being taken.

Corporate Implications

- 6.1 Comment from the Director of Finance (linked to the MTFP) Accountancy have been consulted and have no further comment to make. (BW)
- 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: An Equality Impact Assessment has been carried out to identify and mitigate any negative impact upon the protected characteristic groups and will be revisited post consultation. The Equality Officer has

been consulted during the development of the report and has no further comments to make, other than to remind Members that in discharging their responsibilities they 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/section/149>

6.4 Other Officers (as appropriate): None received

7 **Appendices**

Appendix 1 – Draft Homelessness and Rough Sleeping Strategy 2020-2024


Appendix 2 – Consultation Plan

Appendix 3 – Draft Equality Impact Assessment

8 **Background Papers**

None.

Contact Officer: Louise Taylor, Head of Housing & Elly Toyne, Housing Options Manager



Dover District Council
**Homelessness and
Rough sleeping
Strategy 2020-2024**

Our Vision

Dover District Council is committed to giving access to affordable housing to those in our district who need it. The Covid 19 pandemic has reinforced how important the link is between access to good quality affordable housing and health.

Dover District Council will continue to strive to:

- End rough sleeping
- Prevent all forms of homelessness
- Improve temporary accommodation and end the use of bed and breakfast
- Provide better housing outcomes for local people

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Opening statement from Dover Portfolio Holder for Housing and Health

3. Introduction

4. National Context

Homelessness Reduction Act 2017
Affordability
Rough Sleeping

5. Dover District Council Homelessness Review

Local Affordability
The availability of social housing in the Dover district
Statutory Homelessness
The use of Temporary Accommodation
Rough Sleeping in the Dover area
Tenancy Strategy
DDC Housing Allocation Scheme
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Foreword



I am pleased to introduce this strategy to the people and partners of Dover district.

Ending rough sleeping in the Dover district and helping prevent homelessness is a priority for Dover District Council, and this strategy sets out how we will go about doing this. It is also important that rough sleeping, the worst form of homelessness, has been given such prominence within the document.

We will work with our partners, stakeholders, voluntary agencies and local people to find innovative ways to improve our response to the problem of homelessness. Our Action Plan lays out our priorities in tackling this issue. The immediate impact of the Covid 19 pandemic was to add additional pressure to provide and meet the costs of temporary accommodation for those sleeping rough in the district. In the longer term there is the possibility of more families losing their homes in the aftermath of the pandemic and that the stress and strain of it may result in greater numbers of relationship breakdowns leading to homelessness. We will need to learn from others and use best practice to respond to these challenges and will continue to work to defeat homelessness and rough sleeping in our area.

Homelessness strategies enable councils to review how they have responded to the issue over the previous five years, and then develop an enhanced response for the next five-year period. Of course, this has to be taken into the context of issues within the wider housing market and general economic conditions at the time.

It is important that we have a plan to deal with this difficult issue, and that we work together to resolve it. I am glad that the strategy in particular notes the essential contribution of local housing and homelessness agencies and confirms that we will only defeat this problem by working in partnership.

I am happy to endorse the Homelessness and Rough Sleeping Strategy for 2020 to 2024 and I hope that you will support Dover District Council in its efforts to provide local people with the homes that they need.

Councillor Derek Murphy

Introduction

The Homelessness Act 2002 gave all local authorities a responsibility to produce a 5 year strategy on homelessness for their areas, and renew the strategy at the end of each period. For the last 10 years Dover District Council has produced their Homelessness Strategy in partnership with the other East Kent Councils of Canterbury City Council, Shepway District Council and Thanet District Council. This time it has been decided a more detailed focus is required to address local needs and demands. This strategy examines the progress made against actions set out in our previous action plan and the many successes achieved.

In autumn 2019 we consulted with the many partners who help us deliver homeless services in the Dover district. This strategy sets out the priorities that we and our partners and service users believe are important to meet our overarching ambitions.

The Dover Homelessness and Rough Sleeping Strategy is a robust response to the housing issues facing homeless people in the district.

Its aim is to better understand the causes of homelessness, to encourage partnership working, and ensure that effective measures are put in place to prevent and reduce the incidence of homelessness in the future.

National context

The last five years have been challenging for those working with homeless people.

There have been important legislative and administrative changes which have had to be implemented across the sector. A new benefit regime has been introduced which directly affects people on low incomes, many of whom are at risk of homelessness. National initiatives have placed an emphasis on preventing homelessness and reducing rough sleeping.

We face a number of significant challenges as we move towards the end of 2020, the full effect of which is difficult to predict. The impact of the Covid 19 pandemic is yet to be fully realised and the temporary suspension of evictions and possession actions could result in a significant increase in the numbers of families losing their livelihoods and homes. The decision to leave the European Union may also impact upon homelessness.

There have however been a number of welcome developments during this period. House building, including affordable housing, has begun to pick up, whilst assistance has been provided to allow families to purchase their own homes. House prices in turn have recently stabilised, making accommodation more affordable. Curbs on the buy-to-let market have put pressure on rents in the private sector, again improving affordability.

Homelessness Reduction Act 2017

English local authorities faced a major legislative change in how statutory homelessness is managed, through the introduction of The Homelessness Reduction Act 2017. The Act took effect on 3rd April 2018, and places new duties on councils to work with homeless families to prevent or relieve homelessness before a main homeless duty is accepted. Many local authorities have already been actively helping homeless households in this way, but there is now a statutory footing to ensure all councils comply.

Homelessness Reduction Act 2017 Main changes to legislation

- Work to prevent homelessness of all eligible applicants likely to be homeless in 56 days
- Work to relieve homelessness of all eligible applicants who become homeless
- Take reasonable steps to secure accommodation for those who approach for assistance
- New 'Duty to Refer' for public bodies working with homeless people, to council homelessness service.

- The numbers of 'statutory homeless' households stood at 56,600 in 2017/18. This compares with 53,930 households accepted in 2013/14.
- From 2013/14, when there were 58,933 families in temporary housing, to 2017/18, the numbers have increased by 37%. By March 2019 the number of families in temporary housing stood at 85,040.

On 31st March 2020, the total number of households in temporary accommodation was 93,000, up 9.4% from 85,040 a year earlier on 31st March 2019. This increase is driven by single households, up 28.5% to 29,390 on 31st March 2020, while households with children were more stable, up 2.3% to 63,610. These figures may reflect people housed in emergency accommodation under the COVID-19 'Everyone in' scheme.

- A total of 68,470 households were owed either a prevention or relief duty during October to December 2019. Between these dates 64,520 homeless families had their duty ended. The main reason for the duty ending was by securing a tenancy lasting at least 6 months in the private rented sector, assisting nearly 11,000 families. The 2017 Act gives councils the power to discharge their duty in this way; prior to the Act they had to secure private accommodation for at least 12 months. This proved difficult due to the standard assured shorthold tenancy offered in the private sector usually lasting for an initial 6 months.

Households in Temporary Accommodation - England

	No of Households
2013/14	58,933
2014/15	64,710
2015/16	71,670
2016/17	77,220
2017/18	80,720
2018/19	85,040
2019/20	93,000

Affordability

Affordability is often cited as one of the main underlying reasons for homelessness. Many homeless people are on low incomes relative to the UK average, or rely on state benefits.

Since 2012 there have been restrictions in the Local Housing Allowance (LHA) rates. These rates determine the maximum amount of Housing Benefit that is payable in a particular locality for each property size. Restrictions in the LHA rates were seen by the UK Government as a tool to reduce the rise in private rents, and therefore the increase in the total Housing Benefit bill.

- For the 4 years up to April 2020, LHA rates had been frozen, making access to the private rented sector difficult for those reliant on help with their rent.
- Rents have continued to rise in the private sector, with the UK outside London seeing increases of between 1.1% and 2.3% annually since 2014.
- The demand continues to be strong for private rented accommodation whilst supply is no longer increasing.
- The total number of private rented properties in England has been falling since 2016, possibly explained by tax restrictions placed on the buy-to-let market making new investment less attractive.

Not only have the changes to the benefits system made private rented accommodation less affordable for many low-income families, there has also been an increase in the number of families becoming homeless from this tenure. Termination of an assured shorthold tenancy is now the reason given for homelessness by 25% of all homeless presentations to local authorities.

The introduction of Universal Credit has had some negative effects to low-income families, but the phased roll-out has not seen the impact that some feared. Modifications to the policy have safeguarded the most vulnerable, but, as with changes to any benefit, confusion with a new policy can lead to payments being delayed or stopped. It is the policy of benefit sanctions, which can be up to 3 times more than Job Seekers Allowance, that some of the worst effects are felt. As the Universal Credit payment now includes the housing benefit element, any restrictions on benefits will impact on the ability of households to pay their housing costs, leading to an increased risk of homelessness.

Rough Sleeping

The number of people rough sleeping in England has risen dramatically in the last decade.

- Since 2010, rough sleeping figures rose by 141% to a total of 4,266 by the end of 2019.

Number of Rough Sleepers - England

Year	Rough Sleepers
2010	1,768
2011	2,181
2012	2,309
2013	2,414
2014	2,744
2015	3,569
2016	4,134
2017	4,751
2018	4,677
2019	4,266

The Government announced a new Rough Sleeping Strategy in 2018. Its original aim was to halve rough sleeping by 2022, and to end it by 2027. This objective has now been brought forward two years to 2025.

Councils have received significant funding through the Rough Sleeping Initiative and Rapid Rehousing Pathway to help them meet the target in their areas. Local authorities have also been encouraged to add Rough Sleeping to the title of their Homelessness Strategies, to underline the importance of this area.

In response to the Covid 19 pandemic the Government announced the 'Everyone In' initiative in March 2020, instructing local authorities to bring rough sleepers off the streets and give them access to emergency accommodation. This has presented those who work with rough sleepers the unique opportunity to work with them while they are safely housed to provide support to try to break the cycle of homelessness and rough sleeping. To date 18 rough sleepers have been accommodated by Dover District Council through the initiative and 9 of those have moved onto long-term supported housing and private housing.

With the help of Government funding, the council are continuing to accommodate rough sleepers during the winter of 2020 with the assistance of the Dover Outreach Centre. We will also be purchasing 6 self-contained units for multiple-disadvantaged rough sleepers to access longer term supported housing, which will be available from March 2021.

Review

Dover District Council's Homelessness Review was carried out late in 2019.

To help inform this strategy we:

- Engaged and consulted with organisations delivering homelessness related services in the Dover district
- Collected data and evidence from them and our own records about services that work well and any challenges we face
- Reviewed data relating to statutory homelessness
- Reviewed our use of temporary accommodation
- Reviewed rough sleeping and sofa surfing in the district
- Reviewed the accommodation and support provided by DDC and partner organisations

The information collected from our review has been used to inform the information provided in the next sections.



TO LET

Local affordability

Average Dover house price in 2019
£276,091

The average purchase price for a property in the Dover area in 2019 was £276,091, slightly higher than the neighbouring districts of Thanet and Folkestone & Hythe. Dover house prices are however significantly lower than the average for Kent, at £342,070, and the South East, at £383,324.

Dover area house prices have increased by 38% between 2010 and 2019.

Property prices within Dover district vary considerably, with Sandwich and the north being the most expensive areas, then Deal, and Dover town and the south being the areas where prices are more affordable.

Average earnings have not kept pace with property prices over the last 10 years. The weekly earnings of Dover residents in 2019 were just above the Kent average, at £594.60 per week. Overall, earnings increased across Kent by only 12.7% between 2010 and 2019.

Average rent in Dover in 2019
£673 per month

Private rental prices follow a similar pattern within Dover district. The average price of a private rented property in 2018/19 was £673 a month. This compares with £869 for Kent and £980 for the South East.

Dover's Local Housing Allowance rate for a 2-bed home was £498.64 in 2019, significantly below the £658 rent for this property size. This rose to £573.43 in April 2020 when LHA rates were increased.

The availability of social housing in the Dover district

Total number of social homes let in Dover district

Year	Council Lets	HA Lets
2014/15	237	155
2015/16	280	189
2016/17	264	199
2017/18	217	115
2018/19	221	120
2019/20	170	133

The availability of social housing is a key determinant in projecting homelessness trends, as for many low-income families this is the only housing option available to them. There have been less social homes let to Dover households since 2015. The number of homes let in 2014/15 was 392, but this fell to 303 or a reduction of 23% by 2019/20.

Social housing lets can fluctuate due to various factors, such as:

- the number of new housing association (HA) properties being built
- New build schemes can lead to council tenants transferring to the new homes in greater numbers, therefore boosting the number of council vacancies
- Social housing stock is eroded by Right to Buy sales whilst the number of new builds struggles to bridge the gap.

Every English local authority maintains a waiting list, called a Housing Needs Register, of households wishing to register for housing in their local area. Legal requirements to allow anyone to apply for housing were changed by the Localism Act 2011, which gave councils considerable discretion as to who they would allow onto their registers.

In the Dover area, the council's housing register had 1,559 live applications as of December 2019. This figure has been reducing steadily since 2014, when the number of applications stood at 2,624.

Statutory Homelessness

Prior to the introduction of the Homelessness Reduction Act in April 2018, local councils were required to assess homeless households in relation to 5 key tests, that is:

Homelessness Tests

- Are they eligible?
- Are they homeless?
- Are they in priority need?
- Are they unintentionally homeless?
- Do they have a local connection?

Councils would only have a 'main housing duty' to secure accommodation for those households who passed these hurdles.

In the year 2013/14 the council accepted 56 homeless households, but by 2017/18 the figure was 173 households. This represents an increase in accepted homeless households of 209% within 4 years.

Homeless Acceptances in Dover 173 households

There was no direct trend in the number of homeless households accepted across the county. Some authorities, such as Gravesham Borough Council, saw their figures reduce by 50% between 2014 and 2018. However, councils such as Folkestone & Hythe District Council (219% increase), Swale Borough Council (118% increase) and Tonbridge & Malling Borough C (235% increase) also saw dramatic rises in their council homeless acceptance figures during the same 4-year period.

Dover had the highest level of accepted homeless households in Kent in 2017/18, if compared on a local population basis. Dover accepted 3.4 applications per 1,000 households, just above Dartford and Maidstone councils, but significantly higher than Folkestone and Hythe (2.66) and Canterbury (1.05).

The number of homeless households within Dover District Council who have seen their homelessness prevented has risen from 130 cases in 2014/15, to 345 cases in 2019/20. Actions taken by officers to relieve homelessness amounted to 397 cases in 2019/20, where the figures five years before were negligible.

The use of temporary Accommodation

In April 2019 there were 170 families in temporary housing, compared to just 46 households in April 2014.

Total Cost of Temporary Accommodation

	Net Cost
2014/15	£208,677
2015/16	£235,034
2016/17	£460,672
2017/18	£965,371
2018/19	£543,406
2019/20	£747,935

The rise in families in temporary accommodation is also reflected in the total cost to the council, as can be seen in the table above. The large reduction in costs in 2018/19 is partly due to housing benefit being brought forward from the previous year.

In Dover, the average length of stay over the last year was between 3 to 4 months for each homeless family.

Rough Sleeping in the Dover area

Dover District Council and Folkestone & Hythe District Council jointly received £414,000 in 2019 from the Ministry of Housing, Communities and Local Government to tackle rough sleeping in their areas. In early 2020 an extra £469,000 was awarded, securing services for a further 12 months.

This funding has allowed the councils to employ local homeless agencies including Porchlight, Serveco and Sanctuary Supported Living to help people sleeping rough and assist them into accommodation. Other local charities including the Dover Outreach Centre and Emmaus have also made a significant contribution in reducing the overall number of people on the streets.

A further £33,500 funding was awarded late in 2019 to help rough sleepers into emergency accommodation throughout the winter months. This money has allowed the councils to take 35 rough sleepers off the streets of Dover and Folkestone who were unable to gain access to the Winter Shelters.

Rough Sleeping in Dover

	Number
2015	9
2016	9
2017	13
2018	20
2019	9

Tenancy strategy

It is a requirement of the Localism Act 2011 that all local authorities have a tenancy strategy in place setting out the expectations of social housing providers operating in the district.

DDC housing allocation scheme

Part 6 of the Housing Act 1996 required the Council to have a published allocation scheme setting out how the authority will allocate social housing. Our scheme uses a banding system to assess priority among applicants on the housing register. The allocations policy ensures that priority is given to those with a reasonable preference and that households who are homeless within the meaning of part 7 of the Housing Act 1996 are given reasonable preference along with others on the register.



Achievements from Action Plan 2014-2019

In the previous Homelessness Strategy, Dover District Council set out six priorities that they had identified to tackle homelessness within the district. They were:

- Preventing and responding to homelessness before a crisis point is reached
- Preventing and responding to rough sleeping
- Providing high quality housing options advice before a crisis point is reached and appropriate advice, accommodation and support if crisis occurs
- Providing good quality housing that local people can afford and making best use of the housing stock
- Promoting partnership working and sharing best practice
- Delivering excellent homelessness services.

From these six priorities the council identified 23 objectives to achieve the aims of the strategy.



In the intervening five years there has been many successful outcomes resulting from the key actions listed within the strategy. The most important and relevant outcomes are listed below.

1. Improving housing options

Introduction of Rent Guarantee Scheme, Local Housing Allowance Top-up Scheme and use of Discretionary Housing Payments to assist homeless families into the private rented sector.

A revised Rent Deposit Bond Scheme introduced in 2015 to make the system more sustainable.

2. Reduction in Youth Homelessness

Dover District Council continues to work within the Kent Young Persons Protocol.

10 units of accommodation-based support within the district, helping keep youth homelessness at low levels.

3. Mitigate the impact of Welfare Reform

Monthly meetings between Dover Housing Options, East Kent Services (Civica), Department of Work and Pensions and East Kent Housing.

Financial support for team of Benefit and Money Advisors within landlord services.

Triage team within Dover Housing Options to advise on Housing Benefits.

Quarterly meetings between East Kent Councils and Civica.



4. Early identification of Potential Homelessness

Pre-Eviction Protocol set up by East Kent Housing, including the use of the Duty to Refer system.

Representation and links to the Dover Anti-Social Behaviour Action Group and the Community Safety Unit.

5. Minimise the use of Bed and Breakfast Accommodation

Dover DC has engaged with a number of Privately Managed temporary accommodation providers and now has access to approximately 60 mainly self-contained units for homeless families.

The council no longer place homeless families with children in bed and breakfast accommodation for more than six weeks, adhering to the national legal standard.

6. Tackling Rough Sleeping

Working with Folkestone & Hythe District Council and utilising government funding to implement the Rough Sleeping Initiative and the Rapid Rehousing Pathway.

Improved the Severe Weather Emergency Protocol (SWEP) by reducing the number of days of cold weather from three days to one, taking account of severe adverse weather conditions, and using the 'feels like' approach to cold temperatures.

7. Providing high-quality Housing Options Advice

Provision of on-line housing advice tools using the Kent Homechoice and Entitled To websites.

Attend Kent Housing Options Group and South East Homelessness Forum.

Housing Options Information Guide produced and given to potentially homeless families.

8. Develop Partnership Working Arrangements

Fortnightly case review meetings held with several local agencies to discuss rough sleepers.

Agencies regularly attend housing options meetings and shadow the team.

Have produced joint bids for government funding with other Kent councils including Private Rented Sector Access Scheme, Prison Navigator Scheme, Rough Sleeping Initiative and Rapid Rehousing Pathway.

9. Implement Housing Options Review actions

Restructure of Dover Housing Options team and additional funding from the government via Homelessness Reduction Act 2018 New Burdens monies. Three new posts created within the team adding resilience to the service.

Strategy 2020-24

Dover District Council is required by the Homelessness Act 2002 to review and publish their Homelessness and Rough Sleeping Strategy every five years.

The strategy should have an action plan which aims to improve the services to homeless persons within the district.

The council already has defined statutory duties to the homeless which are stated in the Housing Act 1996, Part VII as amended by the 2002 Act and the Homelessness Reduction Act 2017.

Dover District Council has involved local partners in the formation of the draft strategy by holding a series of Focus Group meetings to stimulate debate, recognise what works and what could improve, and seek to set meaningful objectives. Members have also been involved at Scrutiny level.

The action plan has been produced to reflect the views of our partners. They have said that we work better if we work together. This also reduces the risk of duplication in services.

We have recognised that we need to reduce the barriers for local people to access housing in the private sector, and to provide more options for people to help them gain housing for their families.

The Focus Groups also identified a need to provide better temporary accommodation for those who the council has a duty to rehouse, and to end the use of unsatisfactory bed and breakfast.

Partners welcomed the increase in resources for rough sleepers but stressed the need for the funding to be maintained. We have also sought in this action plan to ensure that the homeless services available to local people are widely known and easily accessible.

We have sought to identify gaps in current provision, or where services could be improved and enhanced. In conjunction with partners, the council has grouped the objectives of the action plan into five strategic themes. These themes are;

1. Tackling Homelessness Together

Partnership working has been identified as the best way to deliver services to homeless people. Working in silos without taking account of the work of other agencies will not produce the best outcomes.

It is by working together that the aims within the action plan will be met.

2. Enhanced Accommodation Options

The increase in use of temporary accommodation strongly suggests that councils have been unable to move families onto more permanent arrangements such as a council or housing association tenancy. Local authorities have also been faced with rising costs in temporary provision, as they seek more properties in the private sector to house homeless families.

Reflecting the national picture, the number of homeless households provided with temporary accommodation within Dover has also increased dramatically in recent years.

3. Using Resources Effectively

The Council has received substantial grants from central government in the last few years due to the increased focus on preventing and reducing homelessness and rough sleeping.

We can always benefit from more funding so it is important that we use what we have in the most effective ways. By doing so we will improve housing outcomes and help more homeless people.

4. Improving Options for Homeless Households

Dover District Council, like many Kent councils, has seen a large increase in the number of families they have accepted as homeless and owe the main housing duty.

Since the introduction of the Homelessness Reduction Act in April 2018, the emphasis has been on preventing and relieving homelessness, irrespective of whether the homeless person is in priority need. These changes have resulted in more homeless households being assisted by the council.

It is likely that housing homeless families in the private rented sector will continue to increase, as more local authorities make use of the new legislative provisions. In the same way the number of families accepted for the main rehousing duty has fallen by 40% since the 2017 Act was introduced, suggesting less homeless households will be housed in a social rented property in the future.

Families' housing choices are greatly affected by their income levels. With limited access to purchasing their own home, lower income households are disproportionately accommodated in the rented sector, either a private or a social tenancy.

5. End Rough Sleeping

A person sleeping in the streets is one of the most visual and distressing forms of homelessness. Dover has not escaped the national increase in rough sleeping, but there are signs that the trend may be improving.

Reasons for the steep rise in rough sleeping are difficult to pinpoint, but many have suggested cuts to local government services has led to less support being made available to vulnerable adults. Other reasons put forward include the introduction of the single room rate for housing benefit for under-35 year olds, and other welfare benefit reductions and sanctions.



Action Plan 2020-24

1. Tackling Homelessness Together

- 1.1 Reinststate regular Homelessness Hub meetings which involve local homelessness agencies.
- 1.2 Action Plan priorities from the Homelessness and Rough Sleeping Strategy to be monitored by the Homelessness Hub.
- 1.3 Improve websites of council and agencies to ensure they clearly explain local homelessness services.
- 1.4 Support the development of a Hospital Discharge Protocol with Folkestone & Hythe DC and The Peabody Trust.
- 1.5 Support the new Prison Navigator service provided by Canterbury City Council, assisting staff and attending Board meetings.
- 1.6 Work to provide a consistent response to requests for help from homeless people by developing toolkits with partner agencies.
- 1.7 Participate in forums such as the Kent Homeless Officers Group and Kent Homechoice to continue to develop best practice, such as the Young Persons Protocol, and keep up-to-date with homelessness initiatives.
- 1.8 Actively promote services to homeless people in easily accessible areas eg GP surgeries, supermarkets etc.

2. Enhanced Accommodation Options

- 2.1 Do not use bed and breakfast accommodation for families with children, and 16-17 year olds, for more than six weeks.
- 2.2 Reduce the use of bed and breakfast accommodation for all households.
- 2.3 Improve the quality of temporary housing through the provision of council-owned units.
- 2.4 Reduce the use of all forms of temporary accommodation by developing effective prevention measures and move-on options.

3. Using Resources Effectively

- 3.1 Regularly review the roles and responsibilities of Dover District Council's Housing Options Team to ensure that staff resources are being used successfully to prevent homelessness, in light of best practice across the sector.
- 3.2 Maintain and manage viable Rent Deposit, Rent in Advance and Discretionary Housing Payment funds to continue to help homeless households secure accommodation in the private rented sector.
- 3.3 Reduce the cost to Dover District Council for temporary accommodation by exploring more cost-effective alternatives. Also ensure that housing benefit claims are processed quickly, where appropriate.
- 3.4 Continue to support and fund homelessness services provided by partner agencies throughout Dover district, and facilitate and assist any grant opportunities that arise.

- 3.5 Fully utilise existing Government grants including the Flexible Homelessness Support Grant, New Burdens Funding and the Homelessness Prevention Grant, which currently contributes to staff resources, temporary accommodation costs and prevention options.
- 3.6 Produce bids for government funding for any new or ad-hoc homelessness initiatives such as the Cold Weather Fund, Housing First or the Private Sector Access Fund.

4. Improving Options for Homeless Households

- 4.1 Increase the availability of private rented accommodation to homeless families by exploring rent guarantor schemes, engaging with local landlords and breaking down barriers to rent.
- 4.2 Review the effectiveness of Personalised Housing Plans as required by the Homelessness Reduction Act, and update where necessary to ensure the product is understood by service users, and boosts the prevention and relief of homelessness.
- 4.3 Update and regularly review web services to local homeless people across the sector, to ensure there is clear and easily accessible information that can help prevent homelessness at the earliest possible stage.
- 4.4 Investigate and evaluate innovative ways to increase the provision of housing to homeless families, such as empty homes, home shares, rooms to let and resettlement and relocation schemes.
- 4.5 Work with partners to facilitate shared ownership.

5. End Rough Sleeping

- 5.1 Develop a plan with Folkestone & Hythe District Council to provide a Somewhere Safe to Stay Hub for entrenched rough sleepers.
- 5.2 Promote the establishment of a Housing First scheme for rough sleepers in partnership with Folkestone & Hythe District Council.
- 5.3 Continue to support multi-agency rough sleeper case review meetings on a monthly basis.
- 5.4 Work with partners and the Ministry of Housing, Communities and Local Government (MHCLG) to meet the government's target of ending rough sleeping by 2025.
- 5.5 Conduct research to understand the underlying causes of rough sleeping to help inform the 2025 target.
- 5.6 Ensure Dover District Council attracts the maximum amount of grant from the MHCLG through the Rough Sleeping Initiative by developing productive relationships with officials and producing high quality bid documentation.

Monitoring and Governance

Formal consultation of the strategy will include the publication of the draft strategy on the council's website, and the promotion of this in social media. Stakeholders, service users and local people will all be encouraged to have their say on the direction of homelessness services within the district, prior to development of the final strategy document before approval being sought by the Council itself.

Monitoring, evaluation and review of the Action Plan will be a function of the Homelessness Hub; a Dover-wide group organised by the council, and includes partners, stakeholders and local agencies within its membership.

The Action Plan will be a standing item at Homelessness Hub meetings. Progress on individual actions will be discussed on a quarterly basis. Where necessary, actions will be updated or amended.

The progress of the Homelessness and Rough Sleeping Strategy Action Plan will be regularly reported to Members of the Council, and the wider community.

Plan for Consulting on the Draft Dover Homelessness and Rough Sleeping Strategy 2020-24

Name of Document	Draft Dover Homelessness and Rough Sleeping Strategy 2020-24
Topic	The draft Dover Homelessness and Rough Sleeping Strategy 2020-24 is intended to meet the legal requirements of Sections 1 to 3 Homelessness Act 2002 and sets out the strategic objectives and priorities of Dover District Council in relation to homelessness prevention.
Period	2020 – 2024 The consultation period is 8 weeks. Initial consultation with key stakeholders was carried out at the strategy scoping stage and therefore a reduced consultation period is considered appropriate.
Promotion and Publicity	<ul style="list-style-type: none"> Alerts on the homepage of Dover District Council and council partner websites, and Housing web page Notification to all relevant statutory and non-statutory agencies by email or letter Notification to providers of social housing operating within the district
List of Consultees	<ul style="list-style-type: none"> External agencies eg Shelter, CAB, charitable housing service providers Strategic housing partnerships e.g. Kent Housing Group Local partnerships with a housing interest e.g. DASP Registered providers of social housing operating in the district. Housing applicants/potential future tenants Elected members of Dover District Council Neighbouring local authorities Kent County Council
Methodology	<ul style="list-style-type: none"> Communicate with consultees via email providing a web link to on-line version of the document. Hard copies to be made available on request Consultees will be given details of how to submit comments electronically. Consultees can also make representations by letter or on a representation form, which is available at the main Council offices, Area Offices and on-line. Consultees who do not have an email address will be contacted by letter. Reinstate regular Homelessness Hub meetings involving local homelessness agencies which will be able to comment on the strategy and take on responsibility for helping monitor delivery
Data analysis	<ul style="list-style-type: none"> A compilation of feedback received together with officer responses will be reported back with the final version of the strategy for officer approval.
Feedback	<ul style="list-style-type: none"> Responses will sent to everyone who submits a comment, explaining the process by which their comments will be considered and the relevant timescale

	<ul style="list-style-type: none"> • A further report will be presented to Cabinet detailing issues raised through the consultation. The Council will consider all comments received to determine whether changes should be made before the documents are finalised. • The final report with summary of comments and Council response will be sent electronically to everyone who has submitted a comment.
Costs	<p>Costs will be kept to a minimum:</p> <ul style="list-style-type: none"> • consultation work will be undertaken in-house • communication via electronic means as far as possible • postage & printing (estimated £50)

Draft Equality Impact Assessment

1. The Public Sector Equality Duty placed a duty on all public bodies to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2. The duty has the following three aims:
 - To remove or minimise disadvantages suffered by people due to their protected characteristics.
 - To take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
 - To encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

3. The protected Characteristics are:
 - Age
 - Disability
 - Gender
 - Gender reassignment
 - Pregnancy and maternity
 - Race
 - Religion, belief or lack of belief
 - Sexual orientation
 - Marriage and Civil partnership. (For this characteristic the duty only applies to the first aim to eliminate discrimination)

4. The Equality Impact Assess for this report is detailed below.

Lead Officer	Louise Taylor, Head of Housing
Decision Maker	Dover District Council Leader
Name and Type of decision	Adoption of the Homelessness and Rough Sleeping Strategy 2020-2024
Date of decision	Tbc
Aims of the decision	The Homelessness Act 2002 gave all local authorities a responsibility to produce a 5 year strategy on homelessness for their areas, and renew the strategy at the end of each period.

<ul style="list-style-type: none"> • Objectives • Intended outcomes • Key actions • Who and how many will be affected? 	<p>The aim of the Homelessness and Rough Sleeping Strategy is to improve outcomes for those facing a housing crisis. We are also required to follow legal procedures to ensure we accurately support and assess applications for assistance.</p> <p>The findings from the Homelessness Review have been used to update and draft the Homelessness Prevention Strategy 2020-2024 and agree on the priorities for the Council in relation to homelessness and homelessness prevention, for the next 5 years. The priorities agreed are as follows:</p> <ol style="list-style-type: none"> 1. Tackling Homelessness Together 2. Enhanced Accommodation Options 3. Using Resources Effectively 4. Improving Options for Homeless Households 5. End Rough Sleeping <p>The draft strategy sets out how the council, working with partners, aims to achieve these priorities and monitor progress.</p> <p>The strategy supports equality of access and assistance to all eligible person/households to Housing Options and other related community and statutory services.</p>
<p>Information and Research</p> <ul style="list-style-type: none"> • Summarise research and information that you used to prepare your proposals / preferred options • What data did you use to research your proposals • List anything you found that will affect people with protected characteristics. 	<p>The previous Homelessness Strategy was reviewed as part of the process of drafting this strategy.</p> <p>To help inform this strategy we:</p> <ul style="list-style-type: none"> • Engaged and consulted with organisations delivering homelessness related services in the Dover district • Collected data and evidence from them and our own records about services that work well and any challenges we face • Reviewed data relating to statutory homelessness • Reviewed our use of temporary accommodation • Reviewed rough sleeping and sofa surfing in the district • Reviewed the accommodation and support provided by DDC and partner Organisations <p>The information gathered did not identify any difference for people with protected characteristics.</p>
<p>Consultation</p> <ul style="list-style-type: none"> • Has there been any specific consultation done? • What were the consultation results? • Did the consultation 	<p>See above.</p> <p>The report to Cabinet is for agreement to go out to formal consultation.</p> <p>Once agreed, there will be an eight week consultation period with internal and external partners, as well as partner and homelessness support agencies.</p>

<p>analysis show any difference for people with protected characteristics?</p> <ul style="list-style-type: none"> • What conclusions did you draw from the consultation? 	<p>This draft will be reviewed and amended as necessary following the consultation period.</p>
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Assessing if the decision is likely to be relevant to the three aims of the Equality Duty.

Aim	Relevance Yes / No
Eliminate discrimination, harassment, victimization	Yes
Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not.	Yes
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.	Yes

If you have decided that this decision is relevant to the three aims of the Equality Duty, use the section below to show how it is relevant and what the impact will be.

Protected Characteristic	Relevance High/Medium/Low	Impact of the decision Positive / Negative
Age	Low	Neutral The Strategy does not discriminate or disadvantage anyone due to their age. A household/person will receive the same level of service regardless of their age.
Disability	Low	Neutral The Strategy does not discriminate or disadvantage anyone with a disability, either visible or invisible, they will receive the same level of service.
Gender reassignment	Low	Neutral The Strategy does not discriminate or disadvantage anyone having had gender reassignment, they will receive the same level of service.
Gender	Low	Neutral The Strategy does not discriminate or disadvantage anyone due to their gender, a household/person will receive the same level of service regardless of their gender.
Marriage and Civil Partnership	Low	Neutral The strategy and the service does not discriminate or disadvantage anyone due to their relationship/marital status.

Pregnancy and Maternity	Low	Neutral The strategy and the service does not discriminate or disadvantage if someone is pregnant or has a child or children.
Race	Low	Neutral The Strategy does not discriminate or disadvantage on the grounds of race, a household/person will receive the same level of service regardless of their race.
Religion, Belief or Lack of Belief	Low	Neutral The Strategy does not discriminate or disadvantage anyone due to their religion, belief or lack of belief, they will receive the same level of service.
Sexual Orientation	Low	Neutral The Strategy does not discriminate or disadvantage anyone due to their sexual orientation, they will receive the same level of service.

If you have found negative impact, outline the measures you intend to take to mitigate it.	No negative impact identified.
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Subject:	FEES AND CHARGES 2021/22
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Mike Davis, Strategic Director (Corporate Resources)
Portfolio Holder:	Councillor Chris Vinson, Portfolio Holder for Finance, Governance and Digital
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: This report has been prepared in order to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2021/22. These F&Cs have been included in the preparatory work on the draft budget for 2021/22 and require approval.

- Recommendation:**
1. Cabinet approve the Fees and Charges (F&Cs) for 2021/22 as set out in Appendices 2.1 to 2.14, and 5.1 and 5.3.¹
 2. Members agree that any F&Cs will be adjusted by Strategic Directors, in consultation with the Portfolio Holders, to comply with any subsequently received government guidelines (when they are received) and any other minor changes without being the subject of a further report unless they are materially different from current charges, or have a material impact on the level of income.
 3. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
 4. Members note the fees and charges approved separately by Licensing and Regulatory Committees set out in Appendices 3 and 4.

1. Summary

The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement the Strategic Directors have been asked to review the F&Cs within their areas of responsibility (see checklist of issues to consider – Appendix 1) and to produce recommended levels for 2021/22. The fees and charges are tabulated in the further Appendices for consideration and/or approval by Members.

2. Introduction and Background

- 2.1 The level of Member approval required is dependent upon the types of F&Cs raised. In order to obtain appropriate approval the following reports have been prepared:

¹ Appendices 5.1 & 5.2 have been reviewed & noted by the Planning Committee.

- Licensing Committee
Report to the meeting on 21 October 2020 of all F&Cs to be set by the Licensing Committee.
 - Regulatory Committee
Report to the meeting on 17 November 2020 of all F&Cs to be set by the Regulatory Committee.
 - Planning Committee
Report (for information) to the meeting on 19 November 2020 of all F&Cs relevant to the Planning Committee.
 - Cabinet
Report to the meeting on 11 January 2021 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.
- 2.2 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.
- 2.3 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 2 to 5.
- 2.4 The main points to note are set out below.

Detail and Narrative

These give a brief summary of the type of service being provided.

Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2020/21 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2021/22 Proposed Charge Inc VAT

This is the recommended charge for 2021/22 and the estimated income will, subject to Members' approval, be included in the 2021/22 budget.

2021/22 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

Comments

This provides Members with a brief explanation for the change. In some instances guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to confirm a fee level, Member's approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

3. New Fees and Charges

3.1 While most of the fees and charges remain consistent to prior years, the following new charges have been introduced in light of the Covid-19 pandemic impact on the growing demand for virtual services as well as maximising current income streams.

3.2 A School Online package per class has been introduced to digitise the Dover Museum School services for in-person leader workshops and talks (see Appendix 2; item 107)

3.3 For Waste Services; the bulk domestic waste collection fees have been revised with a new charging structure. Bulk domestic waste collection now charges for 3 items rather 5 items to be removed. Any bulk waste collection more than three items are now chargeable as part of the additional items bulk domestic waste collections fee (see Appendix 2; items 193 -197).

4. Other Fees and Charges

The following F&Cs are not included in this report.

4.1 Housing Rents and Service Charges

Housing rents are approved by the Strategic Director (Corporate Resources) under delegated authority. They are largely prescribed by government and the Council has no real scope to determine rent levels.

Service charges (for both tenants and long term lease holders) are determined through statutorily prescribed consultation processes and the recovery of all allowable costs. As a result the Council has no real scope to determine service charges.

4.2 Car Parking

Car parking fees are the subject of specific reports from the Strategic Director (Operations and Commercial)

5. Identification of Options

5.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

5.2 Members may propose and approve alternative figures with reasons recorded for their decisions.

5.3 Those fees already approved by Licensing and Regulatory Committees are for information only.

6. Evaluation of Options

6.1 The recommended fees and charges take into account the need to maximise income at a time of challenging budget positions, while taking into account comparable charges at neighbouring authorities and what the market can bear.

6.2 Members should also take into account the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices

7. **Resource Implications**

See Appendices.

8. **Climate Change and Environmental Implications**

7.1 Fees and Charges do not have any direct climate change and environmental implications.

9. **Corporate Implications**

9.1 Comment from the Strategic Director (Corporate Resources), linked to the MTFP: Finance have been involved in the production of this report and have nothing further to add. (JS)

9.2 Comment from the Solicitor to the Council: The Head of Governance had been consulted during the preparation of this report and has no further comment to make.

9.3 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/section/149>

10. **Appendices**

Appendix 1 – F&C checklist

Appendices 2.1 – 2.9 – F&C for which Cabinet approval is sought

Appendix 3 – F&C to be approved by Licensing Committee

Appendices 4.1 -4.2 – F&C to be approved by Regulatory Committee

Appendices 5.1 – 5.3 – Planning application fees

Contact Officer: Helen Lamb, Head of Finance and Investment, ext.42063

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes? Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed? Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation. Ensure that you consider the potential climate change and environmental issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements? Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why? Have we considered all services for which we can / should charge a fee? Are there any fees that we charge, that have not been included in the schedule? Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

				2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Building Control - R. Walton - M. Leggatt - Cllr Kenton												
1	General	Building Regulations general enquires	N	£71.30	reflects current Building Control (BRFE) charge out rates	Y	£150	£73.40		3%	3% based on anticipated average CPI increase.	
2	General	Solicitors enquiries & other specialist advice	N	£35.65	reflects current Building Control (BRFE) charge out rates	N		£36.70		3%	3% based on anticipated average CPI.	
3	General	Fees for Building Regulations Fee Earning Work as defined by Building (Local Authority Charges) Regulations 2010. Copy of charges scheme available in Building Control - fees sheets available on internet	N		Detailed schedule of building regulation fees published on the internet	Y except for reversions and regularisations	£320,000		£290,000	0%		
4	General	Administration/professional charges for dealing with dangerous structures	N	£71.30	reflects current Building Control (BRFE) charge out rates	N	£285	£73.40	£295	3%		

				2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Garages - R. Walton - M. Leggatt - Cllr Richardson												
5	Garages	Standard garages to Council tenants per week where the garage location is very closely connected to the house location.	N	£12.30		N	£196,020	£12.65		£201,510	2.8%	Inflationary increase
6	Garages	Standard garages to Non-Council tenants per week	N	£12.30		Y	£244,770	£15.00		£268,760	22.0%	Increase in line with market rate
7	Garages	Garage Plots (per annum)	N	£147.00		Y	£20,755	£161.50		£20,755	9.9%	Inflationary increase
8	Garages let at full market rent	The Gateway, Dover	N	£21.30		Y	£2,140	£21.90		£2,140	2.8%	2.8% based on anticipated average CPI increase.
9	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	£18.80		Y	£9,480	£19.30		£9,480	2.7%	2.7% based on anticipated average CPI increase.

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22			
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Deal Pier - R. Walton - M. Leggatt - Cllr Richardson													
10	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, adult	N	£6.30	Income expected to increase after refurbishment and closure of Deal Pier during 2019/20	Y	£32,000	£6.40		£32,000	2%	Simplification of charging structure.	
11	Deal Pier Fishing	Day Ticket (Summer) 08:00 to 21:00 hrs April-November, concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£3.20		Y		£3.20			0%		
12	Deal Pier Fishing	(08:00 to 16:00 hrs April-November, 08:00 to 18:00 hrs December-March) - hand lines	N			Y			Fee to be removed due to simplification of charging structure				0%
13	Deal Pier Fishing	Day ticket (Winter) 08:00 to 16:00 hrs December to March adult	N	£4.90		Y		£5.00			2%		
14	Deal Pier Fishing	Day Ticket (Winter) 08:00 to 16:00 hrs December-March concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£2.50		Y		£2.50			0%		
15	Deal Pier Fishing	Night Time (summer designated evenings) (21:00 to 08:00 hrs) - adult	N	£9.00		Y		£9.20			2%		
16	Deal Pier Fishing	Night Time (summer designated evenings) (21:00 to 08:00 hrs) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£5.20		Y		£5.20			0%		
17	Deal Pier Fishing	Combined 'Day and Night' Ticket - adult	N	£11.50		Y			Fee to be removed due to simplification of charging structure				-100%
18	Deal Pier Fishing	Combined 'Day and Night' Ticket - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£7.30		Y			Fee to be removed due to simplification of charging structure				-100%
Foreshore - R. Walton - M. Leggatt - Cllr Richardson													
19	Beach Plot Charges	Walmer Plot	N	£342.00		Y	£7,980	£359.00			5%		
20	Beach Plot Charges	Deal/Walmer commercial plot	N	£161.00		Y	£2,980	£165.00			2%		
21	Beach Huts	The Endeavour Centre - Daily	N	£36.00		Y	£600	£37.00		£620	3%	3% based on anticipated average CPI increase.	
22	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£10.80		Y		£11.10		£4,000	3%	3% based on anticipated average CPI increase.	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
23	Filming on DDC land	Fee - per day	N	£825.00	The hire of DDC assets for filming, whilst welcome as it showcases the district, results in disruption and the temporary denial of assets to residents. The charges reflect a financial benefit to the district which mitigates against the detrimental effects to residents of the filming as well as the covering administration costs and realizing the income potential of the assets	Y	£4,500	£910.00			10%	The hire of DDC assets for filming, whilst welcome as it showcases the district, results in disruption and the temporary denial of assets to residents. The charges reflect a financial benefit to the district which mitigates against the detrimental effects to residents of the filming as well as the covering administration costs and realizing the income potential of the assets
24	Filming on DDC land	Fee - per hour	N	£143.00		Y		£158.00			10%	
25	Statutory Street Naming and Numbering	Registering a New Property Address	N	£146.00		Y	£30,900	£150.00			3%	3% based on anticipated average CPI increase.
26	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£302.00		Y		£310.00			3%	3% based on anticipated average CPI increase.
27	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£480.00		Y		£495.00			3%	3% based on anticipated average CPI increase.
28	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£480.00	For developments in excess of 20 units fee will be £465 plus £10.80 fee for each unit in excess of 20 units . No maximum fee	Y		£495.00	For developments in excess of 20 units fee will be £495 plus £11.10 fee for each unit in excess of 20 units . No maximum fee		3%	3% based on anticipated average CPI increase.
29	Statutory Street Naming and Numbering	Changing Street Name	N	£630		Y		£650			3%	3% based on anticipated average CPI increase.
30	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering per hour	N	£61.00		Y		£73.40			20%	Brings charging in to line with costed Building Control administration.

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Environmental Health - M.Davis - D. Croucher - Cllr Kenton												
31	Port Health/Food safety	Unsound Food Examination: Not exceeding 1 metric tonne	N	£121	Plus disposal charge	N	£121	£127	Plus disposal charge	£127	5%	Increase in line with inflation - 2.5% last year, 2.5 % this year
32	Port Health/Food safety	Unsound Food Examination: Exceeding 1 metric tonne	N	£227	Plus disposal charge	N	£227	£238	Plus disposal charge	£238	5%	Increase in line with inflation - 2.5% last year, 2.5 % this year
33	Port Health	Ship Sanitation Certificate	Y		Fees allocated by APHA and this is not issued until after budget setting, therefore it is estimated that fees will range from approx £100 and £670 depending on tonnage and passenger capacity	N	£11,000		Fees allocated by APHA and this is not issued until after budget setting, therefore it is estimated that fees will range from approx £100 and £670 depending on tonnage and passenger capacity	£7,500	0%	Fee to be notified via APHA in February 2021. Reduction in anticipated income due to cruise ships being non operational (Covid)
34	Port Health	Ship Sanitation: Referral Inspection	106	£106	Referral Inspection	N	£106	£106	Referral Inspection	£106	0%	
35	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	N			N						
36	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	N	£53	Documentary Check	N	£53	£56	Documentary Check	£56	6%	Increase in line with inflation for previous and this year
37	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	N	£121	Sampling Check plus Courier, plus Analyst Fees	N	£121	£127	Sampling Check plus Courier, plus Analyst Fees	£127	5%	Increase in line with inflation - 2.5% last year, 2.5 % this year
38	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	N	£53	Documentary Check	N			Documentary Check		-100%	
39	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	N			N	£4,500					To be replaced by Border Control Post Legislation. To be added once notification received from DEFRA
40	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	N	£121	Sampling Check plus Courier, plus Analyst Fees	N			Sampling Check plus Courier, plus Analyst Fees		-100%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
NB New Fees and Charges will be required for Products of Animal Origin and other unknown products resulting from changes associated with the end of EU transition. These charges will need to be added once known.												
41	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£45	Endorsement of Cert up to 5 certs	N	£600	Endorsement of Cert up to 5 certs	£5,000	-100%	Estimated increase in income following end of EU Transition.	
42	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£60	6-10 certs	N		£63		6-10 certs		4%
43	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£76	11-20 certs	N		£80		11-20 certs		6%
44	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£83	21+certs	N		£87		21+certs		5%
45	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£20	Bilateral Agreements Cert for up to 5 certs	N		£21		Bilateral Agreements Cert for up to 5 certs		5%
46	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£35	6-10 certs	N		£37		6-10 certs		6%
47	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£45	11-20 certs	N		£47		11-20 certs		4%
48	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	N	£55	21+ certs	N		£58		21+ certs		5%
49	Port Health	Organic Products (import from Third Countries Regulations 2003)	Y	£45	Set Nationally	N	£12,000	£45	Set Nationally	£12,000	0%	Income estimated only as potential to change following end of EU transition

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
50	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008 - Formal Verification/Movement Control Notice	N	£61.00	Formal Verification/Movement Control Notice		£61	£64.00	Formal Verification/Movement Control Notice	£64	5%	Increase in line with inflation for previous and this year
51	Port Health	Imported food control - Article 27 (1) and 54 (5) of Regulation 882/2004 - Non-compliance Fee	N	£121.00	Non-compliance Fee		£121	£128	Non-compliance Fee	£128	6%	Increase in line with inflation for previous and this year
52	Port Health	Imported food control -Article 27 (1) and 54 (5) of Regulation 882/2004 - Late notification Fee	N	£45	Late notification Fee		£900	£50	Late notification Fee	£1,500	10%	In line with other Port Health Authorities fees
53	Port Health	Article 27 (1) and 54 (5) of Regulation 882/2004 - Supervising Destruction/Re-export Fee	N	£106	Supervising Destruction/Re-export Fee		£212	£111	Supervising Destruction/Re-export Fee	£111	5%	Increase in line with inflation for previous and this year
54	Port Health	Water Samples on board Vessels	N	£120.96 first sample, £30.24 per additional sample.	A set fee will be charged for first sample and all additional samples taken will be charged at the hourly rate.		£0	£127 first sample. Each further bacteriological sample £25.92, Legionella £54.21, Chemical in accordance with lab fees	A set fee will be charged for first sample and all additional samples taken will be charged as outlined.	£0	0%	In line with other Port Health Authorities fees
55	Food Safety	NFHRs Re-visit	N	£121	Set Fee for requested NFHRs re-visit		£242	£170	Set Fee for requested NFHRs re-visit	£2,500	41%	In line with other LA's and following increase in demand

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Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
56	Port Health	Export Certificates	N	£65 minimum for first 2 hours and then additional £30 per hour or part thereof.			£0	£68 minimum for first 2 hours and then additional £32 per hour or part thereof.		£0	0%	Increase in line with inflation for previous and this year
57	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	£25		N	£2,050	£30		£600	20%	Comparisons made with neighbouring LAs. Charges increased to reflect this.
58	Dog Control	Out of hours Dog Collection	N	£50	N	£60			£1,500	20%		
59	Dog Control	Kennelling/admin/transportation fee per calendar day (up to a maximum of seven days)	N	£15.00	N	£20.00			33%			
60	Dog control	Microchipping fee	N					£10.00		£100		
61	Private Water Supplies	Risk Assessment	Y	£500			£0	£500			0%	
62	Private Water Supplies	Sampling	Y	£100			£0	£100			0%	
63	Private Water Supplies	Investigation	Y	£100			£0	£100			0%	
64	Private Water Supplies	Granting an Authorisation	Y	£100			£0	£100			0%	
65	Private Water Supplies	Analysing a Sample under Reg 10	Y	£25			£0	£25			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Maximum Charges inc VAT (where applicable)	units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
66	Private Water Supplies	Analysing a sample (Check Monitoring)	Y	£100			£0	£100			0%	
67	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500			£0	£500			0%	
68	Contaminated Land Enquiry	Up to 250m distance	N	£32		N	£160	£65		£325	0%	Based on officers hourly rate at minimum charge of 1 hour.
69	Contaminated Land Enquiry	Up to 500m distance	N		N							
70	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y			N	£10,000			£10,000	0%	
71	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y			N		0%				
72	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y			N		0%				
73	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y			N		0%				
74	Public Health funerals	Officers admin fees in arranging funeral.	N	Maximum of £300	Hourly rate x officer time. Maximum fee £300.		£1,200	Maximum of £500	Hourly rate x officer time. Maximum fee £300.	£2,000	0%	Officers time often exceeds the previous maximum charge of £300. Increase to absorb this.

				2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2021/22	2021/22		2021/22	2021/22		2021/22	2021/22	2021/22	
Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels and other information	
Environmental Health - M.Davis - D Croucher - Cllr Kenton																			
75	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice	N		£100		£2500 in the case of an individual, unlimited in the case of a body				0	£100		0%	£2500 in the case of an individual, unlimited in the case of a body	0%			
76	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping	N		£400	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	Unlimited fine & or 5 years imprisonment.				0	£400		0%	Unlimited fine & or 5 years imprisonment.	0%			
77	S34 Environmental Protection Act 90	Failure to produce waste documents	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy.			Unlimited on indictment, £5000 on summary			Standard default levels as laid down in legislation.	0%	£300		0%	Unlimited on indictment, £5000 on summary	0%			
78	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste	N		£300		£5,000				0%	£300		0%	£5,000	0%			
79	s47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)	N		£100		£1,000				0%	£100		0%	£1,000	0%			
80	s46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)	N		£60	Paid within 28 days	Recoverable as a civil debt				0%	£60	Paid within 28 days	0%	Recoverable as a civil debt	0%			
81	S7 Health Act 2006	Smoking in a smoke free premises or vehicle	N	£30	Paid within 15 days	£50	Paid within 29 days	£200		£30		0%	£50		£200	0%			
82	S7 Health Act 2006	Smoking in a vehicle with a person under the age of 18 present.	N	£30	Paid within 15 days	£50	Paid within 29 days	£200		£30	Paid within 15 days	0%	£50	Paid within 29 days	£200	0%			
83	S6 Health Act 2006	Failure to display no smoking signs in smoke free premises or vehicles	N	£150	Paid within 15 days	£200	Paid within 29 days	£1,000		£150		0%	£200		£1,000	0%			

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	
Detail	Narrative	Vatable Y/N?	Proposed Amount of penalty if paid within 15 days	units / comments	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Units / comments	Penalty Amount % change	Proposed Full amount of penalty - 14 days	Units / comments	Full Amount of Penalty % change	Maximum penalty on conviction	Maximum Penalty on conviction % change	Total Expected Income	Justification for charge levels and other information			
84	S4 Noise Act 1996	Noise from dwellings exceeding the permitted level (defined in the Act)	N		£100		£1,000	£7,625				£100	Standard default levels as laid down in legislation.	0%	£1,000	0%	£6,000	Drop in predicted income to reflect loss of external contractors due to pandemic. Also departure of one staff member.			
85	S4A Noise Act 1996	Noise from licensed premises exceeding the permitted level (defined in the Act)	N		£500		£5,000							£500					0%	£5,000	0%
86	S6 Clean Neighbourhoods & Env Act 2005	Nuisance Parking (exposing vehicles for sale on a road or repairing vehicles on a road)	N		£100		£2,500							£100					0%	£2,500	0%
87	S.88(1) Environmental Protection Act 1990	Litter	N		£75		£2,500		£75.00	Level stays at £75 if paid within 14 days. Increases to £100 after.			£100	Level stays at £75 if paid within 14 days. Increases to £100 after.	33%	£2,500			0%		
88	Sch. 3A para 7. EPA '90	Unauthorised distribution of literature on designated land	N		£75		£2,500						£75		0%	£2,500			0%		
89	S.43 Anti-Social Behaviour Act 2003	Graffiti and fly posting	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy	£75	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	£2,500						£75		0%	£2,500			0%		
90	The Littering from vehicles outside London (Keepers: civil penalties) Regs 2018. S 87 & 88 EPA '90	Littering from a vehicle	N		£75		FPN amount doubles to £150 after 28 day payment period & becomes recoverable as a civil debt with any additional recovery fees.						£75		0%	FPN amount doubles to £150 after 28 day payment period & becomes recoverable as a civil debt with any additional recovery fees.			#VALUE!		
91	S34 Environmental Protection Act 90	Failure to Fulfill Householders Duty of Care	N		£200		Unlimited on indictment, £5000 on summary						£200		0%	Unlimited on indictment, £5000 on summary			0%		
92	S.2A Refuse Disposal (Amenity) Act 1978	Abandoning a vehicle	N		£200		£2,500						£200		0%	£2,500			0%		
93	S.73 CNEA '05	Failure to nominate key holder (within an alarm notification area) or to notify the LA in writing of nominated key holder's details	N		£75		£1,000						£75		0%	£1,000			0%		
94	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	N	Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.																	
95	The Public Space Protection Order (Dover District Council) 2018	Failure to comply with Public Space Protection Order	N	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£75	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£1,000		£75	Level stays at £75 if paid within 14 days. Increases to £100 after.		£100	Level stays at £75 if paid within 14 days. Increases to £100 after.		£1,000	0%					

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22			
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Dover Museum - R Walton - J Iveson - Cllr Holloway													
96	General	Adults	N	£0.00	Free	Y	£0	£0.00			0%		
97	General	Children	N	£0.00		Y		£0.00	0%				
98	General	OAP	N	£0.00		Y		£0.00	0%				
99	General	Family Day	N	£0.00		Y		£0.00	0%				
100	General	Family Ticket (2 adults, 2 children)	N	£0.00		Y		£0.00	0%				
101	General	Schools	N	£0.00	Per pupil	N	£24,000				0%	Some pupil interaction will need to move to a digital format and the popularity of this is as yet untried. Estimate of income reduced to allow for this and lost bookings due to COVID closures	
102	General	Schools Service: 2 hour workshop Per pupil	N	£7.50		N		£8.00	7%				
103	General	Talks and artefact handling Per pupil	N	£6.00		N		£6.50	8%				
104	General	Roman/Victorian/Tudor Festivals Per pupil	N	£11.50		N		£12.50	9%				
105	General	School Online Package	N		per class	N		£150.00				New Digital Offer for schools price reflects workshop leaders' time and small amount for administrative cover.	
106	General	Curator talks (at Dover Museum) per group	N	£250.00	per group	Y	£500	£275.00		£250	10%	Estimate of income reduced to allow for lost bookings due to COVID restrictions	
107	General	Curator talks (other venues)	N	£100.00		Y		£110.00			10%		
108	General	Photo repro stills - TV, film Video per image (UK/EC rights)	N	£56.25	per image (UK/EC rights)	Y	£1,200	£59.00		£1,200	5%		
109	General	Photo repro stills - TV, film Video per image (Worldwide Rights)	N	£96.00	per image (Worldwide Rights)	Y		£101.00					5%
110	General	Photo repro stills - books/periodicals - commercial per image	N	£39.75	per image	Y		£42.00					6%
111	General	Photo repro stills - books/periodicals academic and local history per image	N	£16.00	per image	Y		£17.00					6%
112	General	Film and video broadcast - network continuing use, one country per second	N	£16.00	per second	Y		£17.00					6%
113	General	Film and video broadcast - network continuing use, EC region per second	N	£20.00	per second	Y	£21.00			5%			
114	General	Film and video broadcast - network continuing use, world per second	N	£24.25	per second	Y	£26.00			7%			
115	General	Film and video broadcast - commercials etc. (world) per second	N	£50.75	per second	Y	£51.00			5%			

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
116	General	Cost of Preparing and sending images Print per order	N	£11.05	per order	Y	£200	£12.00		£200	9%	Fees raised to reflect rise in general costs and associated staff and volunteer time. Costs per item rounded.
117	General	Cost of Preparing and sending Film and video per order	N	£27.90	per order	Y		£28.00			5%	
118	General	Cost of preparing and sending stills per order	N	£27.90	per order	Y		£30.00			8%	
119	General	Cost of preparing and sending digital images per order	N	£6.85	per order	Y		£8.00			17%	
120	General	Cost of preparing and sending digital images on CD per order	N	£13.65	per order	Y		£15.00			10%	
121	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£4.75		Y	£200	£5.00		£200	5%	
122	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£7.90		Y		£9.00			14%	
123	General	Digital Commercial High Res email (Rights)	N	£9.95		Y		£11.00			11%	
124	General	Digital Commercial Rescan email (Rights)	N	£12.70		Y		£14.00			10%	
125	General	Digital Commercial Internet single use email (Rights)	N	£126.90		Y		£135.00			6%	
126	General	Digital Commercial Exhibition (Rights)	N	£32.00		Y		£34.00			6%	
127	General	Digital Commercial Publication (Rights)	N	£39.15		Y		£42.00			7%	
128	General	Digital Commercial Newspaper National (Rights)	N	£55.70		Y		£59.00			6%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Leisure Facilities - R. Walton - R.Wragg - Cllr Richardson												
129	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£71.50		Y		£73.50		3%	Inflationary and rounding increase	
130	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£71.50		Y		£73.50		3%		
131	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£35.75		Y		£37.00		3%		
132	Sports - Parks and Recreation Grounds	Visitors green fees per game 21 ends (per game per person) per game (per set – 4 woods and 1 Jack)	N	£3.55		Y		£3.70		4%		
133	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£56.00		Y		£58.00		4%		
134	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£22.95		Y		£25.00		9%		
135	Sports - Parks and Recreation Grounds	Netball	N	£27.55		Y		£29.00		5%		
136	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£5.20		Y		£5.50		6%		
137	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£1.80		Y		£2.00		11%		
138	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£1.80		Y		£2.00		11%		
139	Parks	Small Commercial/standard Event - Operating Day	N	£180.00		N		£200.00		11%		
140	Parks	Small Commercial Event - Non-Operating Day	N	£42.00		N		£50.00		19%		
141	Parks	Small Commercial Event - Deposit	N	£1,060.00		N		£1,100.00		4%		
142	Parks	Large Commercial Event - Operating Day	N	£586.50		N		£600.00		2%		
143	Parks	Large Commercial Event - Non-Operating Day	N	£94.00		N		£100.00		6%		
144	Parks	Large Commercial Event - Deposit	N	£1,060.00		N	£11,000	£1,100.00	£11,770	4%		
145	Parks	Mobile Exhibition - Per Day	N	£84.00		N		£90.00		7%		

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
146	Parks	Mobile Exhibition - Deposit	N	£215.00		N		£225.00			5%	
147	Parks	Community Event or Event run by a registered charity - per day	N	£48.00		N		£50.00			4%	
148	Parks	Community Event or Event run by a registered charity - per deposit	N	£215.00		N		£225.00			5%	
149	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£26.00				£28.00			8%	
150	Parks	Commemorative Trees	N	£425.00		Y		£450.00			6%	
151	Parks	Memorial Benches administration fee	N	£208.00		Y	(Included in £167,045 below)	£215.00		£175,400	3%	
152	Parks	Commemorative Plaques	N	£215.00		Y		£230.00			7%	
Cemetery - R. Walton - R.Wragg - Cllr Richardson												
153	General	Maintenance	N	£57.00		N		£60.00			5%	
154	General	Maintenance and Planting	N	£117.50		N		£120.00			2%	
155	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£720.00		N		£750.00			4%	
156	General	Purchase of Grave Space - Child under 12 years	N	£0.00		N		£0.00			0%	
157	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£204.00		N		£210.00			3%	
158	General	Use of Chapel	N	£165.00		N		£170.00			3%	
159	General	Garden of Remembrance - right to erect a tablet	N	£97.00		N		£100.00			3%	
160	General	Interment of Ashes (excluding caskets or urns)	N	£204.00		N		£210.00			3%	
161	General	ERB transfer fee	N	£70.00		N		£75.00			7%	
162	General	Admin fee for Burials with Ashes	N	£50.00		N		£55.00			10%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
163	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£61.00		N	£167,045	£62.00		£175,400	2%	Inflationary and rounding increase
164	General	Right to erect a memorial not exceeding 1.06 metres in height, 0.76 metres in width and 0.45 metres in depth	N	£188.00		N		£200.00			6%	
165	General	Vase not exceeding 0.30 metres in height or tablet not exceeding 0.25 metres (including a tablet for a stillborn child) with only the name or initials, date of death and age of person inscribed	N	£86.00		N		£90.00			5%	
166	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£77.50		N		£80.00			3%	
167	General	Replacement of a headstone with a new headstone	N	£43.00		N		£45.00			5%	
168	General	Right to place kerb - depending upon location within cemetery		£410.00				£425.00			4%	
169	General	Interment of cremated remains in any grave	N	£204.00		N		£210.00			3%	
170	General	Interment of a stillborn child or child under 6 months	N	£61.00	Proposed no charge for childrens burial fees in line with government proposals	N		£62.00			2%	
171	General	Interment of a child exceeding 6 months but under 12 years	N	£265.00	Proposed no charge for childrens burial fees in line with government proposals	N		£270.00			2%	
172	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£887.00	Proposed no charge for childrens burial fees in line with government proposals	N		£900.00			1%	
173	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£683.00	Proposed no charge for childrens burial fees in line with government proposals	N		£700.00			2%	
174	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£1,025.00	Proposed no charge for childrens burial fees in line with government proposals	N		£1,100.00			7%	
175	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£862.00	Proposed no charge for childrens burial fees in line with government proposals	N		£875.00			2%	
176	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,255.00	Proposed no charge for childrens burial fees in line with government proposals	N		£1,300.00			4%	
177	General	One Off Contribution For Maintenance For Coffin Burials	N	£235.00		N	£245.00		4%			
178	General	One Off Contribution For Maintenance For Cremated Remains	N	£91.00		N	£95.00		4%			

			2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
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The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are residents of the District.											

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Recycling & Waste Collections - R. Walton - R. Wragg - Cllr Kenton												
179	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£36.76	100	N	£3,676	£40.00	10	£400	9%	Align with other bin prices and contract recharge for the provision
180	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£49.75	250	N	£12,437	£50.00	300	£15,000	1%	Align with other bin prices and contract recharge for the provision
181	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£49.01	310	N	£15,192	£50.00	300	£15,000	2%	
182	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£77.27	10	N	£773	£79.00	10	£790	2%	
183	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£259.49	10	N	£2,595	£264.00	10	£2,640	2%	
184	Domestic Recycling & Refuse Collection	Supply & Delivery of 1100 litre bin	N	£289.29	10	N	£2,893	£295.00	10	£2,950	2%	
185	Domestic Recycling & Refuse Collection	Supply & Delivery of 55l Black Box or Blue Box	N	£8.78	730	N	£6,406	£15.00	750	£11,250	71%	New contract price for this provision is £12 per box, need to cover costs hence the increase
186	Domestic Recycling & Refuse Collection	Supply & Delivery of 23l Kerbside Caddy for food collections	N	£8.78	250	N	£2,194	£15.00	250	£3,750	71%	New contract price for this provision is £12 per bin, need to cover hence the increase
187	Domestic Recycling & Refuse Collection	Supply & Delivery of 7l Kitchen Caddy for food collections	N	£5.05	250	N	£1,262	£12.00	250	£3,000	138%	New contract price for this provision is £10 per bin, need to cover hence the increase
188	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£79.79	250	N	£19,949	£100.00	250	£25,000	25%	Total contract price is £94, increased to reflect.
189	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription for up to 6 sacks	N	£47.38	6500	N	£307,970	£49.00	9160	£448,840	3%	Reflects current number of subscribers, increase in income will be offset with the increase in contract cost as new contract is based on 6000 subscribers
190	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of 60l Reusable Garden Waste Sack	N	£4.12	3000	Y	£12,360	£5.00	2000	£10,000	21%	New cost includes delivery of bag as this was only provided in the offices before
191	Domestic Refuse	Bulk Domestic Waste - Collection (charge for 5 items)	Y	£31.47	2000	N	£62,933			£0	-100%	Fee to be removed
192	Domestic Refuse	Bulk Domestic Waste, Abortive Visit	Y	£31.47	2	N	£63			£0	-100%	Fee to be removed

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
193	Domestic Refuse	Bulk Domestic Waste, Additional Items	Y	£5.25	5	N	£26			£0	-100%	Fee to be removed
194	Domestic Refuse	Bulk Domestic Waste Collection (3 items)	N					£45.00	1000	£45,000		New fees replacing the charging structure for items 193 -195 Bulk Domestic Waste.
195	Domestic Refuse	Bulk Domestic Waste Collection (additional items)	N					£6.00	500	£3,000		New fees replacing the charging structure for items 193 -195 Bulk Domestic Waste.
196	Street Cleansing	Supply and install a standard litter bin - 110ltr	N					£300.00	10	£3,000		New fees
197	Street Cleansing	Supply and install a dog bin - 50ltr	N					£310.00	10	£3,100		New fees
198	Street Cleansing	Supply and install a dog bin - 25ltr	N					£150.00	10	£1,500		New fees
199	Street Cleansing	Supply and install a recycling bin	N					£1,200.00	5	£6,000		New fees
200	Street Cleansing	Annual subscription to empty a litter bin (main high streets excluded)	N					£150.00	10	£1,500		New fees
201	Street Cleansing	Annual subscription to empty a dog bin (main high street excluded)	N					£150.00	10	£1,500		New fees
202	Street Cleansing	Annual subscription to empty a recycling bin (main high street excluded)	N					£150.00	5	£750		New fees
203	Street Cleansing	Annual subscription to empty a litter bin - High Street Area	N					£350.00	2	£700		New fees

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Legal - M. Davis - L. May - Cllr Vinson												
204	General	Engrossments (Right to Buy – freehold/Leasehold Transactions)	N	£120		Y	£4,200	£120		£4,200	0%	
205	General	All charges for legal professional work being met by third parties (excluding s.106 work)	N	£220	per hour	N	£18,000	£220		£10,000	0%	Income total reduced to exclude s.106 work which is now included in the line below and subject to a minimum charge
206	General	Legal professional work in relation to Section 106 Agreements	N			N		£220	per hour but subject to a minimum charge of £800 for a new agreement and £600 for a variation	£20,000	0%	New additional charge added to increase income
207	General	Administration charge for professional work undertake in respect of post-Right-to-Buy matters	N			N		£120		£1,800	0%	New administration charge added to maximise income

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Miscellaneous - N. Aziz - M. Farrow - Cllr Vinson												
208	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	£0.00	Freedom of Information free up to 18 hour limit	N	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
209	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	£0.00	Freedom of Information free up to 18 hour limit	N	£0.00	£0.00	Freedom of Information free up to 18 hour limit	£0.00	0%	
210	Access to Information and Data Protection Acts	Inspection of personal data	Y	£0.00	Change in legislation from May 2018 - no longer able to make a charge for this information.	N	£0.00	£0.00	Change in legislation from May 2018 - no longer able to make a charge for this information.	£0.00	0%	
211	Access to Information and Data Protection Acts	Environmental Information Request	Y	£32.00	Hourly charge of employee	N	£0.00	£32.00	Hourly charge of employee	£0.00	0%	

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Electoral Services - N. Aziz -T Gibbs- Cllr Vinson												
212	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	Various	Price dependent upon electorate & format requested	N	£500	Various	Price dependent upon electorate & format requested	£500	0	No change anticipated

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2021/22 Effective from 01/04/2021	2021/22 Effective from 01/04/2021	2021/22		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Local Land Charges - R.Walton - L Jarrett - Cllr Kenton												
213	General	Requisition for Search (LLC1)	N	£33.50		N		£33.50			0%	
214	General	Optional Printed Enquiry (in Part 2 of Con 290)	N	£14.40		Y		£14.40			0%	
215	General	Any Additional Enquiry submitted	N	£0.00		N		£0.00			0%	
216	General	Search in respect of any extra parcel of land (LLC1)	N	£3.00		N		£3.00			0%	
217	General	Search in respect of any extra parcel of land (CON29)	N	£12.00		Y		£12.00			0%	
218	General	Existing Conveyancing Form (CON29)	N	£112.50		Y		£112.50			0%	
219	General	Proposed New Conveyancing Form (CON29)	N	£0.00		N		£0.00			0%	
220	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£13.20		Y		£13.20			0%	
221	General	CON29 Q1.1(j,k,l)	N	£9.60		Y		£9.60			0%	
222	General	CON29 Q1.2	N	£8.40		Y		£8.40			0%	
223	General	CON29 Q2.1(a,b,c,d)	N	£9.90		Y		£9.90			0%	
224	General	CON29 Q2.2, 2.3, 2.4, 2.5 (Refer to KCC)	N	£14.70		Y		£14.70			0%	
225	General	CON29 Q3.1	N	£3.00		Y	£180,000 in total for Local Land Charges (LLC1 & CON29)	£3.00		£100,000 in total for Local Land Charges (LLC1 & CON29) to be reviewed quarterly	0%	
226	General	CON29 Q3.2	N	£2.40		Y		£2.40			0%	
227	General	CON29 Q3.3(a,b,c)	N	£3.00		Y		£3.00			0%	
228	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£6.00		Y		£6.00			0%	
229	General	CON29 Q3.5 (a,b)	N	£3.00		Y		£3.00			0%	
230	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£6.60		Y		£6.60			0%	

Fees and Charges 2021/22

				2020/21	2020/21	2020/21	2020/21	2021/22 Effective from 01/04/2021	2021/22 Effective from 01/04/2021	2021/22		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Units / comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units / comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
231	General	CON29 Q3.7	N	£2.40		Y		£2.40			0%	
232	General	CON29 Q3.8	N	£4.80		Y		£4.80			0%	
233	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£4.20		Y		£4.20			0%	
234	General	CON29 Q3.10 (a,b,c,d,e,f,g,h)	N	£3.90		Y		£3.90			0%	
235	General	CON29 Q3.11(a,b)	N	£4.20		Y		£4.20			0%	
236	General	CON29 Q3.12	N	£3.00		Y		£3.00			0%	
237	General	CON29 Q3.13(a,b,c)	N	£4.80		Y		£4.80			0%	
238	General	CON29 Q3.14	N	£3.60		Y		£3.60			0%	
239	General	CON29 Q3.15 (a,b)	N	£1.80		Y		£1.80			0%	
240	General	CON29 Administration Fee plus Question fees	N	£0.00		N		£0.00			0%	
241	General	Personal Search Land Charges Register	Y	£0.00		N		£0.00			0%	

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Housing - M. Davis - L. Taylor - Cllr Murphy												
242	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£20.00	£20.00 for the first night then £13.00 for any subsequent nights	N	£1,250	£20.50 for first night and then 13.50 for subsequent nights	63	£1,250	2.50%	Increase due to inflation and bench marking with other local authorities. Please note that DDC leasehold charges are still significantly lower than other neighbouring districts and subject to review.
243	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£11.50	£11.50 per hour		£310	£12.00 per hour		£150	4.3%	Common rooms have been closed during the Covid pandemic to residents and potential residents wishing to rent.
244	Keys	Assa Keys for Communal Buildings	N	£25.50	60	Y	£0	£26.00	60	£900	2%	There is a potential drop in income as offices have been closed and tenants have had difficulty organising replacement keys through EKH
245	Leaseholders	Solicitors enquiries from potential leaseholders	N	£117.60	30	Y	£0	£120.00	25	£3,000	2%	Income might be impacted by reduced sales during pandemic
246	Notice of Transfer	Change of Leaseholder details	N	£82.00	30	N	£0	£85.00	30	£2,550	3.7%	Increase due to inflation and bench marking with other local authorities. Please note that DDC leasehold charges are still significantly lower than other neighbouring districts and subject to review.
247	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension	N	£656	1	N	£0	£675	1	£675	2.9%	Increase due to inflation and bench marking with other local authorities. Please note that DDC leasehold charges are still significantly lower than other neighbouring districts and subject to review.
248	Leaseholders	Management Fee	N	£185	460	£85,100	£0	£200	460	£92,000	8.1%	Increase due to inflation and bench marking with other local authorities. Please note that DDC leasehold charges are still significantly lower than other neighbouring districts and subject to review.
249	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties	N	£55	5	N	£0	£60	5	£300	9.1%	Increase due to inflation and bench marking with other local authorities. Please note that DDC leasehold charges are still significantly lower than other neighbouring districts and subject to review.

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units/Comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units/Comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Miscellaneous - M. Davis - H. Lamb - Cllr Vinson												
250	Finance	Court Summons for Council Tax and Business Rates	N	£60	N	£278,000	£60		£278,000	0%		
251	Finance	Liability Order for Council Tax and Business Rates	N	£50	N		£50			0%		

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information	
Private Sector Housing - M. Davis - D. Croucher - Cllr Kenton												
252	HMO Licensing	Fee for Initial application for HMO licence for up to 8 habitable rooms.	N	£750	£750 for up to 8 habitable rooms . £100 reduction for accredited landlords	N	£3,000	£980	Fee for up to 8 habitable rooms.£100 reduction for accredited landlords	£3,000	31%	Increase in fee reflects charges in adjoining councils
253	HMO Licensing	Additional fee for initial HMO licence for any additional habitable rooms above 8.	N	£50	Fee for each habitable rooms above 8.	N	£400	£51	Fee for each habitable rooms above 8.	£400	2%	Inflation increase
254	HMO Licensing Renewal	Application fee for HMO licence renewal for up to 8 habitable rooms.	N	£540	£540 for up to 8 habitable rooms. £100 reduction for accredited landlords.	N	£3,000	£750	Fee for up to 8 habitable rooms . £100 reduction for accredited landlords	£4,000	39%	Increase in fee reflects charges in adjoining councils
255	HMO Licensing Renewal	HMO licence renewal fee for any additional habitable rooms above 8.	N	£32	Fee for each habitable rooms above 8.	N	£390	£40	Fee for each habitable rooms above 8.	£400	25%	Increase in fee reflects charges in adjoining councils
256	Housing Act Notices	Improvement Notice and Prohibition Order	N	£420	£420 charge for simple notice. Plus legal and specialist report costs. Charge cancelled if notice complied with in time allowed in notice. Specialist report costs are not cancelled.	N	£420	£430	Charge for simple notice; Plus legal and specialist report costs.	£840	2%	Inflation increase
257	Housing Act Notices	Improvement Notice and Prohibition Order	N	£550	£550 charge for standard notice; . Plus legal and specialist report costs. Charge cancelled if notice complied with in time allowed in notice. Specialist report costs are not cancelled.	N	£550	£550	Charge for standard notice; Plus legal and specialist report costs.	£550	0%	No increase in fee reflects charges in adjoining councils
258	Housing Act Notices	Improvement and Prohibition Notice	N	£670	£660 charge for complex notice; Plus legal and specialist report costs. Charge cancelled if notice complied with in time allowed in notice. Specialist report costs are not cancelled.	N	£670	£670	Charge for complex notice; Plus legal and specialist report costs.	£1,300	0%	No increase in fee reflects charges in adjoining councils
259	Housing Act Notices	Suspended Improvement Notice and Prohibition Order	N	£420	Same charge for notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	N	£0	£430	Same charge for Improvement notices above. Charge can be cancelled at PSHM discretion. £50 for annual review	£430	2.4%	Inflation increase
260	Housing Act Notices	Emergency Remedial Action	N	£680	£680 for each notice. Plus legal and specialist report costs and costs for remedail work.	N	£680	£694	For each notice. Plus legal and specialist report costs.	£694	2.1%	Inflation increase
261	Housing Act Notices	Demolition Order	N	£680	£680 for each notice. Plus legal and specialist report costs.	N	£0	£694	For each notice. Plus legal and specialist report costs.	£0	2.1%	Inflation increase
262	Mobile Homes Act 2013 licence	Initial Licence fee	N	£50	For each pitch	N	£0	£51	For each pitch	£0	2%	Inflation increase
263	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	For each pitch	N	£0	£10	For each pitch	£0	0%	
264	Mobile Homes Act 2013 licence	Transfer of licence	N	£300	For each licence	N	£0	£306	For each licence	£0	2%	Inflation increase
265	Mobile Homes Act 2013 licence	Expansion fee	N	£200	For each expansion plus £10 for each additional unit	N	£0	£204	For each expansion plus £10 for each additional unit	£0	2%	Inflation increase
266	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£30	Depositing rules	N	£0	£30	Fee for depositing rules	£0	0%	Inflation increase

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT (where applicable)	Units	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Units	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
267	Mobile Homes Act 2013 licence	Charge for notices	N	£270	One notice plus cost for specialist reports	N	£0	£275	For each notice. Plus legal and specialist report costs.	£0	1.9%	Inflation increase
268	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Penalty notice for each breach of requirement of letting agent or managing agent to belong to a redress scheme	Max yes	£1,500	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence	N	£0	£1,500	£1500 for first offence; £3000 for second offence; £5000 for third and subsequent offence	£0	0%	Penalty fixed by legislation
269	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£125	For one property inspection	Y	£125	£140	For one property inspection	£140	12.0%	Increase in fee reflects charges in adjoining councils

Fees and Charges 2020/21

			2020/21	2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - M. Davis - D. Croucher - Cllr Collor												
1	Personal Licences	Grant or Renewal	Y	£37		N	£3,700	£37		£1,221	0%	Reduced anticipated income based on current year actual and forecasted activity due to potential Covid restrictions
2	Personal Licences	Change of Name or Address	Y	£10.50		N	£105.00	£10.50		£105.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50		N	£105.00	£10.50		£105.00	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50		N	£21.00	£10.50		£0.00	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50		N	£52.50	£10.50		£0.00	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50		N	£0	£10.50		£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23		N	£1,495	£23		£1,495	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23		N	£621	£23		£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23		N	£0	£23		£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21		N	£0	£21		£0	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315		N	£0	£315		£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89	Statutory Fee set by Government	N	£534	£89	Statutory Fee set by Government	£267	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100		N	£500	£100		£200	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190		N	£2,850	£190		£950	0%	
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315		N	£315	£315		£0	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450		N	£0	£450		£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635		N	£0	£635		£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70		N	£4,900	£70		£3,500	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180		N	£53,460	£180		£45,000	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295		N	£11,800	£295		£10,325	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320		N	£2,240	£320		£1,600	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350		N	£8,750	£350		£7,000	0%	
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000		N	£0	£1,000		£0	0%	
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000		N	£0	£2,000		£0	0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000		N	£0	£4,000		£0	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000		N	£0	£8,000		£0	0%	

Fees and Charges 2020/21

			2020/21	2020/21	2020/21		2020/21	2021/22	2021/22	2021/22				
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Units	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income		
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000		N	£0	£16,000	Statutory Fee set by Government	£0	0%			
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000		N	£0	£24,000		£0	0%			
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000		N	£0	£32,000		£0	0%			
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000		N	£0	£40,000		£0	0%			
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000		N	£0	£48,000		£0	0%			
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000		N	£0	£56,000		£0	0%			
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000		N	£0	£64,000		£0	0%			
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500		N	£0	£500		£0	0%			
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000		N	£0	£1,000		£0	0%			
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000		N	£0	£2,000		£0	0%			
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000		N	£0	£4,000		£0	0%			
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000		N	£0	£8,000		£0	0%			
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000		N	£0	£12,000		£0	0%			
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000		N	£0	£16,000		£0	0%			
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000		N	£0	£20,000		Statutory Fee set by Government	£0		0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000		N	£0	£24,000			£0		0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000		N	£0	£28,000	£0		0%			
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000		N	£0	£32,000	£0		0%			
45	Temporary Event Notices	New Notice	Y	£21		N	£8,925	£21	£4,462		0%			
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50		N	£0.00	£10.50	£0.00		0%			
47	Small Society Lotteries	Registration Fee	Y	£40		N	£480	£40	£0		0%	No applications expected.		
48	Small Society Lotteries	Annual Fee	Y	£20		N	£1,400	£20	£1,600		0%			

Fees and Charges 2020/21

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - M. Davis - D. Croucher - Clr Collor												
49	Bingo Club	Licence Application	N	£3,500		N	£0	£3,500		£0	0%	
50	Bingo Club	Annual Fee	N	£950		N	£1,900	£950		£1,900	0%	
51	Bingo Club	Application to Vary	N	£1,750		N	£0	£1,750		£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500		N	£0	£3,500		£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
56	Bingo Club	Copy of Licence	N	£25		N	£0	£25		£0	0%	
57	Bingo Club	Notification of Change	N	£50		N	£0	£50		£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000		N	£0	£3,000		£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575		N	£5,175	£575		£4,600	0%	Reduced anticipated income as one premise has closed
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000		N	£0	£3,000		£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25		N	£0	£25		£0	0%	
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50		N	£0	£50		£0	0%	
67	Track	Licence Application	N	£2,500		N	£0	£2,500		£0	0%	
68	Track	Annual Fee	N	£950		N	£0	£950		£0	0%	
69	Track	Application to Vary	N	£1,250		N	£0	£1,250		£0	0%	
70	Track	Application to Transfer	N	£950		N	£0	£950		£0	0%	

Fees and Charges 2020/21

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
71	Track	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
72	Track	Application for Provisional Statement	N	£2,500		N	£0	£2,500		£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
74	Track	Copy of Licence	N	£25		N	£0	£25		£0	0%	
75	Track	Notification of Change	N	£50		N	£0	£50		£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725		N	£2,175	£725		£725	0%	Reduced anticipated income as there is currently only 1 premise in the district.
78	Family Entertainment Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950		N	£0	£950		£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950		N	£0	£950		£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950		N	£0	£950		£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50		N	£0	£50		£0	0%	
85	Adult Gaming Centre	Licence Application	N	£2,000		N	£0	£2,000		£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950		N	£5,700	£950		£3,800	0%	Reduced anticipated income as there is currently only 4 premises in the district.
87	Adult Gaming Centre	Application to Vary	N	£1,000		N	£0	£1,000		£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200		N	£0	£1,200		£0	0%	
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200		N	£0	£1,200		£0	0%	
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000		N	£0	£2,000		£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200		N	£0	£1,200		£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25		N	£0	£25		£0	0%	

Fees and Charges 2020/21

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
93	Adult Gaming Centre	Notification of Change	N	£50		N	£0	£50		£0	0%	
94	New Small Casino	Licence Application	N	£8,000			£0	£8,000		£0	0%	
95	New Small Casino	Annual Fee	N	£5,000		N	£0	£5,000		£0	0%	
96	New Small Casino	Application to Vary	N	£4,000		N	£0	£4,000		£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800		N	£0	£1,800		£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800		N	£0	£1,800		£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000		N	£0	£8,000		£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000		N	£0	£3,000		£0	0%	
101	New Small Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
102	New Small Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	
103	New Large Casino	Licence Application	N	£10,000		N	£0	£10,000		£0	0%	
104	New Large Casino	Annual Fee	N	£10,000		N	£0	£10,000		£0	0%	
105	New Large Casino	Application to Vary	N	£5,000		N	£0	£5,000		£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150		N	£0	£2,150		£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150		N	£0	£2,150		£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000		N	£0	£10,000		£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000		N	£0	£5,000		£0	0%	
110	New Large Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
111	New Large Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	
112	Regional Casino	Licence Application	N	£15,000		N	£0	£15,000		£0	0%	
113	Regional Casino	Annual Fee	N	£15,000		N	£0	£15,000		£0	0%	
114	Regional Casino	Application to Vary	N	£7,500		N	£0	£7,500		£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500		N	£0	£6,500		£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500		N	£0	£6,500		£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000		N	£0	£15,000		£0	0%	

Fees and Charges 2020/21

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000		N	£0	£8,000		£0	0%	
119	Regional Casino	Copy of Licence	N	£25		N	£0	£25		£0	0%	
120	Regional Casino	Notification of Change	N	£50		N	£0	£50		£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500		N	£0	£500		£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50		N	£150	£50		£100	0%	
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150		N	£0	£150		£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50		N	£200	£50		£250	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300		N	£0	£300		£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee (Permits last for a period of 10 years)	Y	£300	Permits last for a period of 10 years	N	£0	£300	Permits last for a period of 10 years	£0	0%	None due for renewal in 2021/22
127	Prize Gaming	Permit Application Fee	Y	£300		N	£0	£300		£0	0%	
128	Prize Gaming	Permit Renewal Fee	Y	£300		N	£0	£300		£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200		N	£0	£200		£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50		N	£50	£50		£100	0%	
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200		N	£0	£200		£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200		N	£0	£200		£0	0%	
133	Club Gaming Machine	Permit Annual Fee	Y	£50		N	£250	£50		£100	0%	
134	Club Gaming Machine	Permit Renewal Fee	Y	£200		N	£0	£200		£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100		N	£0	£100		£0	0%	
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50		N	£0	£50		£0	0%	
137	Provision of Gambling	Copy Licence	Y	£0		N	£0	£0		£0	0%	
138	Provision of Gambling	Notification of Change	Y	£0		N	£0	£0		£0	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
1	Acupuncture	Premise Registration	N	£205		N	£1,500	£205		£1,500	0%	
2	Acupuncture	Additional Practitioner	N	£90		N		£90			0%	
3	Acupuncture	Minor Variation	N	£50		N		£50			0%	
4	Cosmetic Piercing	Premise Registration	N	£205		N		£205			0%	
5	Cosmetic Piercing	Additional Practitioner	N	£90		N		£90			0%	
6	Cosmetic Piercing	Minor Variation	N	£50		N		£50			0%	
7	Ear Piercing	Premise Registration	N	£205		N		£205			0%	
8	Ear Piercing	Additional Practitioner	N	£90		N		£90			0%	
9	Ear Piercing	Minor Variation	N	£50		N		£50			0%	
10	Electrolysis	Premise Registration	N	£205		N		£205			0%	
11	Electrolysis	Additional Practitioner	N	£90		N		£90			0%	
12	Electrolysis	Minor Variation	N	£50		N		£50			0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£205		N		£205			0%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£90		N		£90			0%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50		N		£50			0%	
16	Tattooing	Premise Registration	N	£205		N		£205			0%	
17	Tattooing	Additional Practitioner	N	£90		N		£90			0%	
18	Tattooing	Minor Variation	N	£50		N		£50			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
19	Animal Licensing	Boarding Establishments (new application 1 or 2 stars)	N	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	N	£6,720	£402	NOTE: £238 Non refundable to be submitted with application, a further £164 is due if application is approved to cover regulation.	£4,328	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 10 renewals anticipated for 2021/22
20	Animal Licensing	Boarding Establishments (new application 3 or 4 stars)	N	£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.	N		£484	NOTE: £238 Non refundable to be submitted with application, a further £246 is due if application is approved to cover regulation.		0%	
21	Animal Licensing	Boarding Establishments (new application 5 stars)	N	£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.	N		£558	NOTE: £238 Non refundable to be submitted with application, a further £320 is due if application is approved to cover regulation.		0%	
22	Animal Licensing	Boarding Establishments (renewal 1 or 2 stars)	N	£336		N		£336			0%	
23	Animal Licensing	Boarding Establishments (renewal 3 or 4 stars)	N	£418		N		£418			0%	
24	Animal Licensing	Boarding Establishments (renewal 5 stars)	N	£492		N		£492			0%	
25	Animal Licensing	Home Boarding (new application 1 or 2 stars)	N	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to	N	£1,695	£339	NOTE: £233 Non refundable to be submitted with application, a further £106 is due if application is approved to cover regulation.	£0	0%	Many businesses closing down due to Covid-19
26	Animal Licensing	Home Boarding (new application 3 or 4 stars)	N	£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to	N		£425	NOTE: £233 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.		0%	
27	Animal Licensing	Home Boarding (new application 5 stars)	N	£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to	N		£473	NOTE: £233 Non refundable to be submitted with application, a further £240 is due if application is approved to cover regulation.		0%	
28	Animal Licensing	Home Boarding (renewal 1 or 2 stars)	N	£278		N		£278			0%	
29	Animal Licensing	Home Boarding (renewal 3 or 4 stars)	N	£363		N		£363			0%	
30	Animal Licensing	Home Boarding (renewal 5 stars)	N	£411		N		£411			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
31	Animal Licensing	Dog Breeding Establishments (New application 1 or 2 Stars)	N	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	N	£2,055	£509	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £232 is due if application is approved to cover regulation.	£2,108	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 4 renewals anticipated for 2021/22
32	Animal Licensing	Dog Breeding Establishments (New application 3 or 4 Stars)	N	£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.	N		£625	Plus vet fees. NOTE: £277 Non refundable to be submitted with application, a further £348 is due if application is approved to cover regulation.		0%	
33	Animal Licensing	Dog Breeding Establishments (New application 5 Stars)	N	£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.	N		£730	Plus vet fees. NOTE: £186 Non refundable to be submitted with application, a further £129 is due if application is approved to cover regulation.		0%	
34	Animal Licensing	Dog Breeding Establishments (renewal 1 or 2 stars)	N	£411		N		£411			0%	
35	Animal Licensing	Dog Breeding Establishments (renewal 3 or 4 stars)	N	£527		N		£527			0%	
36	Animal Licensing	Dog Breeding Establishments (renewal 5 stars)	N	£632		N		£632			0%	
37	Animal Licensing	Dangerous Wild Animals (new application)	N	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	N	£422	£250	Plus Vet fees. NOTE: £182 Non refundable to be submitted with application, a further £68 is due if application is approved to cover regulation.	£0	0%	No income anticipated as renewals every 2 years
38	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N	£211	Plus Vet fees			£211	Plus Vet fees		0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
39	Animal Licensing	Performing Animals (Exhibition of animals)	N	£515	New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	N	£0	£515	New legislation requires 3 yearly licensing. Plus Vet fees. NOTE: £288 Non refundable to be submitted with application, a further £227 is due if application is approved to cover regulation.	£0	0%	
40	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 1 or 2 stars)	N	£488	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.	N		£488	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £220 is due if application is approved to cover regulation.		0%	
41	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 3 or 4 stars)	N	£598	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £330 is due if application is approved to cover regulation.	N		£598	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £330 is due if application is approved to cover regulation.		0%	
42	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (new application 5 stars)	N	£698	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.	N		£698	Re-titled - Selling of Animals as Pets. Plus vet fees (initial visit). Plus vet fees (initial visit). NOTE: £268 Non refundable to be submitted with application, a further £430 is due if application is approved to cover regulation.		0%	
43	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 1 or 2 stars)	N	£466		N		£466			0%	
44	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 3 or 4 stars)	N	£577		N		£577			0%	
45	Animal Licensing	Selling of Animals as Pets (previously Pet Shops) (renewal 5 stars)	N	£676		N		£676			0%	
							£2,330			£1,253		Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 2 renewals anticipated for 2021/22

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
46	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 1 or 2 stars)	N	£590	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	N	£1,410	£590	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £215 is due if application is approved to cover regulation.	£777	0%	Reduction in anticipated income due to introduction of star rating. Star rating dictates frequency of renewal. 1 renewal anticipated for 2021/22
47	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 3 or 4 stars)	N	£740	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.	N		£740	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £365 is due if application is approved to cover regulation.		0%	
48	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (New application 5 stars)	N	£891	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.	N		£891	Re-titled - Hiring out of Horses. Plus Vet fees. NOTE: £375 Non refundable to be submitted with application, a further £516 is due if application is approved to cover regulation.		0%	
49	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 1 or 2 stars)	N	£476	Plus Vet fees.	N		£476	Plus Vet fees.		0%	
50	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 3 or 4 stars)	N	£626	Plus Vet fees.	N		£626	Plus Vet fees.		0%	
51	Animal Licensing	Hiring out of Horses (previously Horse Riding Establishments) (renewal 5 stars)	N	£777	Plus Vet fees.	N	£777	Plus Vet fees.	0%			
52	Animal Licensing	Zoos (new application)	N	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to	N	£0	£888	Plus Vet fees. NOTE: £755 Non refundable to be submitted with application, a further £133 is due if application is approved to cover regulation.	£0	0%	None anticipated
53	Animal Licensing	Zoos (renewal) (every 6 years)	N	£719				£719			0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
54	Animal Licensing	Arranging Provision of Home Boarding (New application 1 or 2 stars)	N	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	N	£0	£297	NOTE: £98 Non refundable to be submitted with application, a further £199 is due if application is approved to cover regulation.	£0	0%	
55	Animal Licensing	Arranging Provision of Home Boarding (New application 3 or 4 stars)	N	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.	N	£0	£396	NOTE: £98 Non refundable to be submitted with application, a further £298 is due if application is approved to cover regulation.		0%	
56	Animal Licensing	Arranging Provision of Home Boarding (New application 5 stars)	N	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to	N	£0	£486	NOTE: £98 Non refundable to be submitted with application, a further £388 is due if application is approved to cover regulation.		0%	
57	Animal Licensing	Arranging Provision of Home Boarding Renewal 1 or 2 stars)	N	£290		N	£0	£290			0%	
58	Animal Licensing	Arranging Provision of Home Boarding (Renewal 3 or 4 stars)	N	£389		N	£0	£389			0%	
59	Animal Licensing	Arranging Provision of Home Boarding (Renewal 5 stars)	N	£479		N	£0	£479			0%	
60	Animal Licensing	Arranging Provision of Home Boarding (Additional cost per host)	N	£94		N	£0	£94			0%	
61	Animal Licensing	Replacement Licence	N	£15		N	£0	£15		£0	0%	
62	Animal Licensing	Minor variation	N	£25		N	£0	£25		£0	0%	
63	Animal Licensing	Full variation	N	£166		N	£0	£166		£0	0%	
64	Animal Licensing	Re-rate	N	£127		N	£0	£127		£0	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
65	Street Trading Consent	Grant £302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	N	£1,639	£494	£302 Non refundable to be submitted with application, a further £192 is due if application is approved to cover regulation.	£916	0%	Reduction in anticipated income - only 4 renewals expected
66	Street Trading Consent	Annual renewal	N	£229		N		£229			0%	
67	Street Trading Consent	Occasional	N	£130		N	£0	£130		£0	0%	
68	Street Trading Consent	Occasional Street Market Up to 25 stalls then £10 per stall thereafter	N	£200	Up to 25 stalls then £10 per stall thereafter	N	£1,000	£200	Up to 25 stalls then £10 per stall thereafter	£1,000	0%	
69	Street Trading Consent	Tables & Chairs (New)	N	£75	New & Variation Applications	N	£150	£75	New & Variation Applications	£150	0%	
70	Street Trading Consent	Tables & Chairs (Renewal)	N	£35	Renewal	N	£770	£35	Renewal	£770	0%	
71	Sexual Entertainment Venue	Grant NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	N	£0	£3,250	NOTE: £2167 Non refundable to be submitted with application, a further £1083 is due if application is approved to cover regulation.	£0	0%	
72	Sexual Entertainment Venue	Renewal, Transfer or Variation NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	N	£0	£2,225	NOTE: £1484 Non refundable to be submitted with application, a further £741 is due if application is approved to cover regulation.	£0	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
73	Boat Licence	Grant	N	£158		N	£0	£158		£0	0%	
74	Boat Licence	Renewal or Transfer	N	£135		N	£270	£135		£0	0%	Non renewals/ transfers anticipated
75	Scrap Metal Dealer	Site Licence Grant	N	£490		N	£0	£490		£0	0%	
76	Scrap Metal Dealer	Site Licence Variation (Change of name and address)	N	£16		N	£0	£16		£0	0%	
77	Scrap Metal Dealer	Site Licence Variation (Change of Manager)	N	£95		N	£0	£95		£0	0%	
78	Scrap Metal Dealer	Site Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
79	Scrap Metal Dealer	Site Licence Renewal	N	£475	Every 3 years.	N	£0	£475	Every 3 years.	£950	0%	2 renewals due and expected to be renewed
80	Scrap Metal Dealer	Collectors Licence Grant	N	£280		N	£0	£280		£0	0%	
81	Scrap Metal Dealer	Collectors Licence Variation (Change of name/address)	N	£16		N	£0	£16		£0	0%	
82	Scrap Metal Dealer	Collectors Licence Variation (Change of Vehicle)	N	£28		N	£0	£28		£0	0%	
83	Scrap Metal Dealer	Collectors Licence Replacement licence	N	£15		N	£0	£15		£0	0%	
84	Scrap Metal Dealer	Collectors Licence Renewal	N	£272	Every 3 years	N	£0	£272	Every 3 years	£0	0%	None due

Fees and Charges 2021/22

			2020/21	2020/21		2020/21	2021/22	2021/22	2021/22			
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
86	Hackney Carriage & Private Hire (If vehicle is wheelchair accessible there is a 10% reduction in fee)	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	If vehicle is wheelchair accessible there is a 10% reduction in fee	N	£22,563	£327	If vehicle is wheelchair accessible there is a 10% reduction in fee	£22,563	0%	
87	Hackney Carriage & Private Hire (If vehicle is wheelchair accessible there is a 10% reduction in fee)	Private Hire Vehicle Annual Licence (Grant and Renewal) No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period.	N	£259	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 10% reduction in fee.	N	£28,953	£259	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 10% reduction in fee.	£28,490	0%	
88	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54		N	£3,080	£54		£3,000	0%	
89	Hackney Carriage & Private Hire	Temporary vehicle transfer	N	£34		N		£34			0%	
90	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£42		N	£42	£42		£42	0%	

Fees and Charges 2021/22

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
91	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£124	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N		£124	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.		0%	139 licences due to expire in 2021-22 period. Assumption made that they will all seek a 1 year renewal due to current economic climate.
92	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal) No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N	£110	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.	N		£110	No part of this fee is refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period.		0%	
93	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant) The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£293	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£10,000	£293	The first year (£124) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	£15,290	0%	
94	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal) The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N	£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.	N		£279	The first year (£110) is non refundable in the event that the application is not approved or the driver is delicensed for any reason during the Licence period. Any further refunds will be dealt with on a case by case basis.		0%	
95	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	Fee set externally. New drivers + every 3 years for renewals	N	£4,268	£40	Fee set externally. New drivers + every 3 years for renewals	£4,520	-9%	Fee set by Disclosure and Barring service
96	Hackney Carriage & Private Hire	Overseas Driver Licence Check	N	N				£10		£10		New Fee
97	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	Per plate	N	£170	£17	Per plate	£34	0%	Income based on previous year actual
98	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	Per holder	N	£150	£15	Per holder	£150	0%	

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
99	Private Hire Operator		£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£90	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%		
100	Private Hire Operator		£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£144	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%		
101	Private Hire Operator		£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.	N		£197	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.		0%		
102	Private Hire Operator		£364	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£1,000	£364	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	£648	0%	6 licences due to expire in 2021-22 period. Assumption made that they will all seek a 1 year renewal due to current economic climate.	
103	Private Hire Operator		£631	Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£631	Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.		0%		

				2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Comments	Vatable Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Comments	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income	
Regulatory Licensing - M. Davis - D. Croucher - Cllr Collor												
104	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N	£898	Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.	N		£898	Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.		0%	
105	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	£30		N		£30			0%	
106	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles The additional charge for the new band will also be payable.	N	£30	The additional charge for the new band will also be payable.	N	£0.00	£30	The additional charge for the new band will also be payable.	£0	0%	

Fees and Charges 2020/21

			2020/21	2020/21		2020/21	2021/22	2021/22	2021/22		
Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Units / Comments	Vatable? Y/N	Total Expected Income ex VAT	Proposed Charges inc VAT	Units / Comments	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income and other information
Planning - R Walton - L Jarrett - Cllr Kenton											
1	General	Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	N	£5.00		Y		£5.00		0%	
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	A4	N		£0.10	A4	0%	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	A3	N	£750.00	£0.20	A3	0%	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	Over A3	N		£5.00	Over A3	0%	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	Per request	Y		£35.00	Per request	0%	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y			N	£600,000		£840,000	0%	The previous year showed 'core' income, excluding the 2017/18 20% increase in planning fees - this being set aside for budgeting purposes. The 20% is now combined with core income. Larger applications have also increased fee income.
7	General	Pre-application advice (see Appendix 5.3)	N			Y	£60,000		£75,000	44%	Increase in fee following review of other Kent authority pre-application charge rates.
8	General	Details pursuant to conditions. (see Appendix 5.2 page 9)	Y			Y	£15,000		£20,000	0%	Income contributes to 'Planning Application Fee' income (line 6)
9	General	Advice on compliance of conditions information (see Appendix 5.2)	N			Y		£116.00		27%	Increased fee from £85 to £116 as per the regulations. Income contributes to 'Planning Application Fee' income (line 6)
10	General	S.106 Monitoring Fee	N	£236 (per trigger) or negotiated for more complex cases		Y	£6,000	£280 (per trigger) or negotiated for more complex cases		16%	The introduction of new CIL regulations in September 2019 confirmed that a local planning authority is entitled to levy a monitoring fee to cover the costs of monitoring planning obligations within Section 106 agreements.
11	General	Registration & renewal fee for Self-Build Register	N	£30 (Registration) & £15 (Renewal)		Y	£675		N/A	0%	The Self-build and Custom Housebuilding Act 2015 (as amended) requires authorities to keep a register of individuals/associations seeking to acquire serviced plots for their own self-build/custom housebuilding. Related 2016 Regulations allow authorities to charge a fee for entry onto a self-build register and thereafter, charge an annual renewal fee to remain on that register. The income is shown as N/A as the responsibility for the registration process and managing the income will be moving out of Planning and into Housing.

A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards.

This document is based upon ['The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012'](#) (as amended)

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

Outline Applications		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare

Householder Applications		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
New dwellinghouses (for more than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse

Continued on next page...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000

Continued on next page...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m	£2,580
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£234
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000

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Applications other than Building Works continued...		
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

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Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96

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Prior Approval continued...	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due

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Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£234
Request for confirmation that one or more planning conditions have been complied with	£34 per request for Householder otherwise £116 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462

Advertising	
Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

Application for a Non-material Amendment Following a Grant of Planning Permission	
Applications in respect of householder developments	£34
Applications in respect of other developments	£234

Application for Permission in Principle (valid from 1 June 2018)	
Site area	£402 for each 0.1 hectare (or part thereof)

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Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

Continued on next page...

Concessions continued...

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

Prior Approval for a Proposed Larger Home Extension

Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.

ENDS

Why seek pre-application advice?

Whether you are a developer of a large scheme or a householder wishing to improve your home, it is advisable to seek advice before submitting your planning application. We can let you know whether your proposals are supported by planning policy and whether there are any issues that may prevent planning permission being granted.

Basic, free of charge advice on the planning process is available by visiting the main Council Offices at Whitfield or over the telephone. Useful guidance can also be found on the [Planning Portal](#). If you would prefer a specific review of your proposals and detailed guidance on the application process, we recommend that you obtain formal pre-application advice. This is a charged-for service and is available for any scale of development. We are happy to provide advice at any time, whether it is just a discussion on some initial ideas or a review of more detailed plans.

Seeking our advice gives you an opportunity to understand how local and national policies will be applied to your development. We will identify at an early stage where there is a need for specialist input, for example about:

- Heritage assets (including listed buildings and conservation areas)
- trees
- landscape
- noise
- transport
- contaminated land
- ecology
- flood risk

- archaeology

We will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more smoothly and may lead to a reduction in time spent by your professional advisors in preparing proposals. Amendments or alternative forms of development may be suggested if a proposal is unlikely to be acceptable.

You can use the service just once or you may find it beneficial to obtain advice throughout the evolution of your scheme.

Our charges

We have established a menu of charging to reflect the size and complexity of particular schemes. Hopefully your scheme will fit into these categories, but if not, do contact us for a quote.

Charge	Written £	Written + Meeting £
Householder	140	200
1-4 dwellings	400	650
<i>1-4 dwellings follow-up advice*</i>	<i>200</i>	<i>350</i>
5-9 dwellings	700	1000
<i>5-9 dwellings follow-up advice*</i>	<i>350</i>	<i>600</i>
10-49 dwellings	-	3000
<i>10-49 dwellings follow-up advice*</i>	<i>500</i>	<i>1200</i>
50+ dwellings	-	5000

<i>50+ dwellings follow-up advice*</i>	1000	2500
Commercial up to 250m ²	175	320
Commercial up to 500m ²	300	500
<i>Follow-up advice*</i>	100	200
Commercial up to 1000m ²	-	1200
<i>Follow-up advice*</i>	200	400
Commercial over 1000m ²	-	1200 + 500 per 500m ²
<i>Follow-up advice*</i>	400	600
Listed Building Advice	220	350
Charities and Parish Councils	Half the applicable fee (NB. Non-Residential floorspace based on Commercial fee rate)	
Highways	Kent Highways	
Surface Water/Suds	KCC Coastal/River	
Flooding/Water quality	Environment Agency	

* This additional fee is applicable only if you require a formal review. It is not chargeable for matters of clarification

We also need the following information for schemes of 10 dwellings and above:

- Written details of the address and proposal
- Description of the nature and scale of the development proposed and the uses to which land and buildings are to be put

- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details of the proposal (to a recognised scale)
- Photographs of the site and surrounding area, with particular regard to any nearby houses or other development which might be affected by your proposal
- Contact details including phone number and email address
- An initial design and access statement
- Access and parking arrangements
- This may also need to be accompanied by ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development

Listed building advice

If you are considering carrying out works to a listed building you may wish to seek advice from the Heritage team before submission of a listed building consent application. If your question is brief and requires a general response you can telephone for free of charge advice. However, if your query requires research, a site visit or a written response from the Heritage team a fee will apply.

In order for the Officer to provide an appropriate and informed response you will need to provide the following information:

- Written details of the address
- Description of the works proposed. You may also be requested to submit an initial Heritage Statement.
- Site location plan with the site clearly marked (to a recognised scale, north point etc)

- Sketch drawings providing details both of the existing Listed Building and the proposal alterations (to a recognised scale)
- Photographs of the Listed Building as relevant to your query
- Contact details including phone number and email address

There are exemptions to the fee for Listed Building pre-application advice for queries regarding alterations proposed to respond to disability issues such as access, for parish or town councils and for works that are classed as an emergency. Please contact us to discuss.

Listed building consent is free of charge.

What the costs cover

Our fees cover administration costs and the time spent in research, assessment, a meeting as necessary, and in making a written response.

How to apply

Please email preappadvice@dover.gov.uk

Telephone: 01304 872486

Pre-application advice cannot guarantee the final formal decision that will be made on your application. However, any pre-application advice that has been provided will be carefully considered in reaching a decision.

Subject:	ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Diane Croucher, Head of Regulatory Services
Portfolio Holder:	Councillor Nick Kenton, Portfolio Holder for Planning and Regulatory Services
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: To seek approval from Cabinet to continue using external contractors to provide enforcement services for environmental crime offences, e.g. the issue of fixed penalty notices (FPNs) for littering and dog fouling.

Recommendation: That Cabinet

1. Approves the continuation of enforcement services through a private contractor via entering into a 3-year concessionary contract.
2. Authorises the Head of Regulatory Services, in consultation with the Portfolio Holder for Planning and Regulatory Services, to take all necessary steps to award the contract.

1. Summary

1.1 The contractor method of service delivery was previously evaluated and approved at the Cabinet meeting of 07th November 2016 – see appendix. This led to a trial with contractors to patrol the District and issue FPNs for environmental crimes, e.g. littering and dog fouling. The initial contract was for 12 months but allowed two extensions of 12 months each time. This was on a concessionary contract basis providing a cost neutral consistent litter enforcement service. These trials were successful but have now ended. Approval is therefore sought to continue to deliver the service in a similar way by entering into a 3-year contract with the possibility of two 12-month extensions.

2. Introduction and Background

2.1 The Council used contractors to patrol the District and issue FPNs for environmental offences from 03rd April 2017 to 23rd March 2020. There was a gap between September 2018 and February 2019 as a result of a change in contractors. The period of operation resulted in the issue of 4497 FPNs and 444 successful prosecutions.

2.2 The most recent extension ended in April this year due to the impact of the coronavirus pandemic.

2.3 Two external contractors, with experience in the field through operating in several local authorities across the country, were approached to discuss the potential of setting up a new longer-term concessionary contract. They advise such a service is viable and officers could be provided to patrol between 7am and 7pm for a minimum of 5 days a week.

2.4 Through a tendering process, a formal agreement would be established to set out the level of service and indemnity provided by the Contractor. This would closely mirror the successful previous contracts.

- 2.5 The service would be closely monitored by the officers within the Environmental Protection & Crime Team, carrying out regular checks on FPNs issued and income received. This would be supplemented by meetings with managers from the contractor.
- 2.6 The tender would require contractors to provide
- (a) mobile phones, body worn cameras and electronic digital assistants to issue on the spot fines,
 - (b) uniform with DDC logo
 - (c) electric vehicle
 - (d) back up admin including
 - (i) correspondence on payments
 - (ii) collection of payments,
 - (iii) call handling
 - (iv) complaint management
 - (v) witness statements, .
 - (vi) Contractors would focus on day to day littering issues which occur mainly in the larger urban areas of the District.
- 2.7 Non-payment of FPNs would be dealt with by the Environmental Protection & Crime Team in liaison with the Council's Legal Services Department. .
- 2.8 On completion of the tendering process the aim is to appoint contractors from 05th April 2021.

3. Identification of Options

- 3.1 Option 1 – Approve the ongoing use of contractors to deal with low level environmental crime.
- 3.2 Option 2 – Cease using contractors to deal with low level environmental crime.

4. Evaluation of Options

- 4.1 Option 1 – the preferred option. On successful completion of a tendering exercise contractors can be appointed at no additional cost to the Council. This would increase the amount of available operatives and hours of highly visible patrols focusing on day to day small scale environmental crime within the District. On that basis the directly employed Environmental Enforcement Officer would have more time to spend on;
- (a) littering from vehicles,
 - (b) stray dogs, microchipping and dangerous dogs in conjunction with Kent Police,
 - (c) patrols in areas where dog bans are in force
 - (d) trade waste inspections
 - (e) accumulations on private properties/land,
 - (f) assisting with fly-tipping complaints,
 - (g) cars for sale on consent streets,

All of the above would take place whilst simultaneously providing a cost neutral consistent litter enforcement service to the public. There is also potential for income which can be used to improve the service further through initiatives like the purchase of equipment e.g. surveillance cameras for use in fly-tipping investigations.

- 4.2 Option 2. Would mean there would be less resources to deal with small scale environmental crime. One officer would cover the whole district. This would negatively impact on the areas listed in 4.1 (a)-(g) above. It is also likely to lead to
- increase in littering.
 - reduced visibility of officers on patrol.

- reduced level of enforcement actions and capabilities.

5. **Resource Implications**

- 5.1 There will be no direct outlay from the Council as the contractor's costs are met from monies generated by FPNs. The existing Environmental Protection & Crime Team will complement the contracted service as detailed above (paragraph 4.1) and will monitor the contract performance.
- 5.2 The contract will also include the retention of an agreed portion of the FPNs, to be determined as part of the contract process. This income will be utilised to improve the service further through new initiatives.

6. **Climate Change and Environmental Implications**

- 6.1 Increasing our resources through the use of external contractors for low level environmental crimes contributes to the Council's corporate priority of a '*cleaner sustainable environment*' and '*protection of our environment and open spaces*'.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): Members are reminded that the Council's revenue and capital resources are under pressure and so they will wish to assure themselves that all proposals progress the Council's priorities, are the best option available and will deliver value for money. (HL)
- 7.2 Comment from the Solicitor to the Council: The Head of Governance has been consulted during the preparation of this report and has no further comment to make
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are 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/section/149>
- 7.4 The Climate Change & Energy Conservation Officer has no further comments to make.

8. **Appendix**

Cabinet report from November 2016.

9. **Background Papers**

None.

Contact Officer: Paul Neagle, Environmental Protection Manager.

Subject:	ENVIRONMENTAL ENFORCEMENT SERVICE DELIVERY OPTIONS
Meeting and Date:	Cabinet – 7 November 2016
Report of:	David Randall, Director of Governance
Portfolio Holder:	Councillor Trevor Bartlett, Portfolio Holder for Property Management and Public Protection
Decision Type:	Executive Non-Key
Classification:	Unrestricted
Purpose of the report:	To review the current provision for litter and dog fouling enforcement further to vacancies arising in the Environmental Crime Team.
Recommendation:	To agree the future approach for litter and dog fouling enforcement.

1. Summary

- 1.1 The Clean Neighbourhoods and Environment Act 2005 gave local authorities extended powers to tackle environmental crime, including the use of fixed penalty notices as an alternative to prosecution.
- 1.2 In June 2012, Cabinet gave approval for a robust environmental enforcement approach utilising these powers and agreed to strengthen and supplement the environmental enforcement team through the use of additional internal and external resources. As a result of problems with the proposed external supplier (Xfor) this approach was not implemented. Instead in May 2013 Cabinet gave approval for an in house Environmental Crime Team to be formed to tackle issues such as littering, dog fouling and fly tipping.
- 1.3 Since the launch of the service in August 2013 there has been a high turnover of staff in the Environmental Enforcement Officer (EEO) role. In July 2016 an EEO position become vacant again. This provides an opportunity to review the Council's current method of littering and dog fouling enforcement delivery. A number of options for delivery of the enforcement function provided by this vacancy have been explored and direction from the Council's Cabinet is now sought.

2. Introduction

- 2.1 Through the Clean Neighbourhoods and Environment Act 2005 (CNEA), the government extended the powers available to local authorities to tackle environmental crime which blights local neighbourhoods, e.g. fly tipping, dog fouling, littering, graffiti etc. In particular the Act extended the use of fixed penalty notices as an alternative to prosecution across a range of offences. This enables local authorities to deal with first time offenders and offences at the more minor end of the scale more efficiently without the need, or expense of pursuing matters through the courts. By using these powers, local authorities can send out a powerful message to the wider community that such crimes will not be tolerated.

- 2.2 The Act allows local authorities to retain all fixed penalty notice receipts. However, it should be noted the government are clear that FPNs are not intended to be revenue raising but to provide an adequate deterrent and to cover the cost of enforcement. Hence receipts can only be used for the purpose of its qualifying functions.

Background

- 2.3 Surveys undertaken by Dover District Council and Neighbourhood Forum meetings indicated that littering and dog fouling are key concerns for residents of the district¹. In response to these concerns, in June 2012, Cabinet agreed the Council would introduce a more robust system of environmental enforcement within the district and make greater use of the fixed penalty enforcement powers available. In mid-August 2013 the Environmental Crime Team was publically launched following the appointment of three Environmental Enforcement Officers (EEOs).
- 2.4 The primary role of the uniformed EEOs is to tackle littering and dog fouling. Their remit also includes providing a dog warden service and assisting the Environmental Crime team with investigation work. The officers ordinarily patrol the district on a rota basis between 6am and 9pm seven days a week. The officers can be deployed outside of these hours in response to problem areas. The shifts finish earlier in the darker winter evenings.
- 2.5 To further enhance the Council's litter and dog fouling enforcement the Environmental Crime Team trained over 100 officers including members of neighbourhood policing teams, KCC Community Wardens, Environmental Health Officers, Civil Enforcement Officers, Waste Services Officers, Community Safety Officers and Landscape Services Officers in completing Incident Report Books. This scheme enables officers to accurately record dog fouling and littering offences witnessed whilst conducting their normal duties. Any evidence gathered is followed up by the EEOs who investigate and issue FPNs where appropriate.
- 2.6 The current vacancy provides an opportunity for the Council's approach to be reviewed. The service has been weakened through high staff turnover resulting in EEO vacancies for the majority of time since the service was introduced in August 2013. The alternative to the current approach of directly employing the EEOs is to utilise a contractor arrangement.

3. Identification of Options

Option 1 Continue with direct employment of staff to fill any vacancies arising maintaining a team of 3 EEOs.

Option 2 Combination of directly employed EEOs and use of external contractors.

4. Evaluation of Options

- 4.1 In summary Option 2 is the preferred option taking into consideration the value for money, the flexibility of service focus, statutory requirements and quality of service.
- 4.2 The benefit of a combined service is that

¹ Environmental Enforcement Cabinet Report June 2012

- contractors would focus on day to day littering issues which occur mainly in the larger urban areas of the District. This would provide a minimum of 2 contractors carrying out 96 hours of patrols in a week.
- the in-house EEOs would be able to spend far more time dealing with dog related issues in particular fouling. Compliments have already been received from the public on the improvements they have seen on beaches since the introduction of the Public Spaces Protection Order in July 2015. This is a direct result of uniformed officers carrying out highly visible patrols in areas like beaches and parks. These patrols would increase as in-house officers would be spending less time dealing with littering. More time could also be devoted to hotspot areas where regular reports of fouling are received.
- In-house EEOs would also be able to provide greater assistance in the investigation of commercial waste and fly tipping
- The in-house EEOs would continue to provide services like micro-chipping and ensuring our statutory duties to deal with stray dogs are met

All of the above would take place whilst simultaneously providing a cost neutral consistent litter enforcement service to the public. There is also potential for income which can be used to improve the service further.

- 4.3 The initial approach taken by a number of neighbouring authorities who have researched the market and are operating similar schemes is to directly appoint a contractor for an initial 12 month trial period. Based on our discussions with these authorities we have identified a preferred Contractor for a trial period who operates a unique business model that minimises the financial risk to the Council.
- 4.4 A formal agreement would be established to set out the level of service and indemnity provided by the Contractor. In addition to which the service would be closely monitored by the Environmental Crime Team Leader and Environmental Protection Manager, carrying out regular checks on FPNs issued and income received. This would be supplemented by meetings with managers from the contractor.
- 4.5 Subject to the successful running of the scheme a full competitive procurement exercise would be carried out for the provision of the service post the initial trial period.
- 4.6 The incident report book scheme will continue regardless of the option selected.
- 4.7 **Option 1** Continue with direct employment of staff to fill any vacancies arising maintaining a team of 3 Environmental Enforcement Officers.
- 4.7.1 This would mean continuing with the current departmental set up and going out to recruitment whenever vacancies arise. The time consuming recruitment process requires advertising, shortlisting and interviewing prior to appointment. This impacts on the level of service provided due to protracted vacancies, and adds a level of inconsistency to the service.
- 4.7.2 In last financial year the current service issued 103 FPNs creating an income of £6,200. See appendix one for further details.
- 4.8 **Option 2** The current vacancy would not be filled representing a salary saving of approximately £20k per annum. The service level would be maintained through a

combination of the existing 2 EEO posts and the use of external contractors to supplement the service.

- 4.8.1 An external contractor, with experience in the field through operating in several local authorities across the country, has been approached and provided two scenarios of how an enforcement service could be provided.
- 4.8.2 Each scenario provides 200 hours per week of contractor time, spread over uniformed officers, administrators and team leaders. This translates to a minimum of 96 hours per week of officer patrol time.
- 4.8.3 **Scenario A.** DDC is charged for each successfully issued FPN.
No direct outlay from the Council as the contractor's costs are met from monies generated by FPNs. The contractor would retain 62% of all potential income of successfully issued FPNs. In this scenario the contractor would provide a minimum of 2 uniformed officers. By way of example if 2000 FPNs were issued a year and the payment rate was at 70% this would bring DDC an estimated additional income of around £12000. This is a similar model to that utilised by a number of other local authorities nationally including several in Kent.
- 4.8.4 The payment rate for FPNs in DDC is currently just below 80%. If utilising contractors in the above scenario, the rate would have to fall below 62% to be a financial risk to the Council.
- 4.8.5 **Scenario B.** Hourly rate
DDC pay the contractor £19 per hour, i.e. £3800 per week. Again a minimum of 2 uniformed officers would be provided. 100% of Income generated from any fixed penalty notices issued would be received directly by the Council. By way of example if 2000 FPNs were issued a year and the payment rate was at 70%, this would cost DDC an estimated £85000. It would only become cost neutral over a year once 2500 fixed penalty notices had been paid. Using the same 70% estimated payment rate as above, this would require over 3500 tickets to be issued a year or 70 per week.

5. Resource Implications

<u>Option 1</u>	No resource implications as this option can be met within existing budgets.
<u>Option 2 Scenario A</u>	This option can be implemented at no additional cost to the Council and provides an opportunity to generate income to aid in funding the service as detailed in the above. There would also be a salary saving of approximately £20k per annum together with a reduction in costs associated with vehicle hire, uniform and salary on-costs etc.
<u>Option 2 Scenario B</u>	Estimates indicate this option would lead to a cost to the council. It would only become cost neutral over a year once 2500 fixed penalty notices had been paid. Using the same 70% estimated payment rate as above, this would require over 3500 tickets to be issued a year or 70 per week.

6 Corporate Implications

- 6.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add (SB).

- 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: The report does not specifically highlight any equalities implications, however, in discharging their responsibilities members are required to comply with public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

7 **Appendices**

Appendix 1 – Table of FPNs issued in the preceding three financial years.

8 **Background Papers**

Cabinet Report June 2012 – Use of FPNs to strengthen environmental enforcement powers

[http://moderngov.dover.gov.uk/Data/Cabinet/20120611/Agenda/\\$Agenda05.doc.pdf](http://moderngov.dover.gov.uk/Data/Cabinet/20120611/Agenda/$Agenda05.doc.pdf)

Cabinet Report May 2013 – Environmental Enforcement Service Delivery Options

<http://moderngov.dover.gov.uk/documents/s2274/Environmental%20Enforcement%20Service%20Delivery%20Options.pdf>

Contact Officers: Paul Neagle/Andrzej Kluczynski (AJ). Extensions 2291/2096

Subject:	CLIMATE CHANGE STRATEGY
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Trevor Bartlett, Leader of the Council
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To seek approval for the Council's Climate Change Strategy and underlying Action Plan.

Recommendation: Cabinet is asked to:

1. Approve the Climate Change Strategy
2. Approve the actions as outlined in the Action Plan.
3. Confirm support for the continued development of the actions covering both those emissions within the Council's control and those over which the Council has Influence/Concern.

1. Summary

- 1.1 Following the Council's Climate Emergency Declaration in January 2020 a Strategy and underlying Action Plan have now been developed setting out the steps needed for the Council to reach net zero by 2030 and also to support the wider district to become net zero by 2050. The Strategy details the need for action, defines the extent of emissions with DDC Control and those over which the Council has Influence/Concern, and sets out the areas which require action to be taken to adapt to and mitigate against climate change.
- 1.2 This report seeks approval for the adoption of the Climate Change Strategy and the underlying Action Plan.

2. Introduction and Background

- 2.1 At the meeting on 31 January 2020 the Council declared a Climate Emergency. The declaration agreed at that time included commitments to: -
- Agree to establish a cross party Climate Change Member Working Group: -
 - To understand the opportunities in delivering and setting a Council wide net zero carbon emission target;
 - To identify the scope of and prepare, a costed Climate Change Strategy and Action Plan, setting out plans for Dover District Council to become a net zero carbon emitter by 2030 at the latest
 - To identify resources required to implement the Strategy and Action Plan;
 - To set a regular (no less than annual) review and monitoring process.
 - Agree that a Climate Change Strategy and Action Plan led by the Member Working Group be prepared setting out plans for Dover District Council to become a net zero carbon emitter by 2030 at the latest;
 - Pledge to do what is within the powers and resources of Dover District Council to support the wider community so that the District becomes carbon neutral by 2050
 - Complete a baseline audit of the carbon emissions of all the Council services to inform the discussions of the Member Working Group

- 2.2 A Climate Change Working Group (CCWG) was formed as agreed and has met regularly since December 2019 (meeting every other month), received reports on a range of related issues and discussed the broader agenda.
- 2.3 The CCWG has received presentations from Kent County Council (Climate Emergency and Net Zero Emissions Update) The Woodland Trust (Action on climate change: the role of trees and woodland), Bureau Veritas (Dover Air Quality Plan – Local Action and Links with Climate Change), Riding Sunbeams (Power Railways with Solar PV) to help inform future decision making.
- 2.4 A copy of the Climate Change chapter included within the draft Local Plan was circulated to members of the CCWG, discussed at the September 2020 meeting and Members feedback was used to revise the draft. The CCWG has also received regular updates on current projects/ initiatives that are currently being undertaken that will reduce emissions.
- 2.5 To support the work required as part of the Council's response to the climate emergency the sum of £475k was included in the Capital Programme within the Medium-Term Financial Plan to provide funding for those projects that reduce the Council's/ District's carbon footprint, which it was expected would come forward through the development of the Climate Change Strategy and Action Plan.
- 2.6 The CCWG has reviewed initial drafts of the Climate Change Strategy and Action Plan at the meetings held in September and November and work on the documents has now advanced to a point where formal approval for Cabinet is being sought. Copies of the Climate Change Strategy and Action Plan can be found at Appendix A to this report.
- 2.7 The purpose of the Climate Change Strategy is to explain how the Council intends to step up to meet the challenge and turn the Climate Emergency declaration into a plan of action. The Strategy gives focus to how the 2030 target of net zero for the Council's own estate, and the 2050 target for the wider district can be met.
- 2.8 The aim of the Action Plan is to refocus the Council's activity, operations and spheres of influence to reduce emissions, increase sustainability and benefit the wider environment. The Action Plan is split into areas where the Council has direct control, aims to reduce emissions where the Council has influence, and action that could possibly be taken by the Council to reduce emissions that are outside of its remit but are of concern.
- 2.9 The Action Plan is split into 8 cross cutting themes:
- Assets & Estate
 - Housing
 - Governance
 - Natural Environment
 - Waste
 - Air Quality
 - Local Development Plan
 - Transport
- 2.10 As noted above, the Strategy and Control Action Plan have both been circulated to and discussed by the CCWG and their comments and feedback have been incorporated in the final document. It is proposed that the Action Plan will be an evolving document and will be updated regularly in order to consider new technology, information and targets.
- 3. Identification of Options**
- 3.1 There are essentially two options available to Cabinet:

- 1) Endorse and approve the Strategy, approve the action plan and to support and resource the actions with the aim of meeting the net zero targets for the Council's estate and wider district.
- 2) Do nothing. However, this would negate the clear intentions and objectives of the Climate Change Emergency and National and International ambition.

4. Evaluation of Options

- 4.1 Option 1 is the preferred option as this will affirm that the Council is committed to playing its part, demonstrate leadership and become part of the solution to the Climate emergency.
- 4.2 To do nothing would mean that existing emissions in both the Council's own operations and district would continue to have a negative impact on the environment and undermine confidence in the Council's response to the Climate Emergency.

5. Resource Implications

- 5.1 There are no specific financial implications in agreeing to support the Climate Change Strategy. However, if the Council is to achieve its ambition to reduce emissions to net zero by 2030, then the resource implications could be significant and will need to be considered across all Council business/projects/ activities.
- 5.2 Some of the actions outlined in the strategy will become projects and will necessarily have financial, resource or property implications, which will need to be considered across all Council business/projects/activities. The sum of £475k has therefore been included in the Capital Programme within the Medium-Term Financial Plan to provide funding for those projects which support the delivery of the Strategy. As specific proposals are developed, further reports will be made to Cabinet to draw down funding, which will need to be considered against the wider Council business/projects/activities recognising the pressures on Council funding.

6. Climate Change and Environmental Implications

- 6.1 The specific purpose of the strategy is to present Dover District Council's overall approach to the climate emergency. The overall principle behind the strategy is to set out the need for action and the key areas where Dover District Council can have an impact on lowering emissions. The Action Plan details how reduction in emissions and improvements to our environment can be made either through direct Council action, or by influencing/ encouraging action in areas that are outside the Council's control.

7. Corporate Implications

- 7.1 Comment from the Director of Finance (linked to the MTFP): Members are reminded that the Council's revenue and capital resources are limited and are under pressure, therefore it is important that all initiatives are affordable, value for money and deliver the Council's priorities (MD).
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make. (HR)
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. Appendices

Appendix 1 – Climate Change Strategy and Action Plan (to follow)

9. Background Papers

None.

Contact Officer: Amanda Martin, Climate Change and Energy Conservation Officer

Subject:	KENT AND MEDWAY ENERGY AND LOW EMISSIONS STRATEGY (ELES)
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Trevor Bartlett, Leader of the Council
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: To brief Cabinet on the development of the Kent and Medway Energy and Low Emissions Strategy and to seek approval for the Council to commit to meeting the objectives set out in the Strategy and underlying Implementation Plan.

Recommendation: Cabinet is asked to:

1. Welcome the development of the Kent and Medway Energy and Low Emissions Strategy as an excellent involvement of the collaboration between Councils across Kent.
2. Commit to meeting the objectives set out in the Kent and Medway Energy and Low Emissions Strategy and underlying Implementation Plan in so far as it is consistent with this Council's corporate priorities and to the extent that resources will allow.

1. Summary

- 1.1 The Kent and Medway Energy and Low Emissions Strategy (ELES) sets out the Kent and Medway response to the UK Climate emergency, and how partnership working with Authorities across Kent will drive clean, resilient economic recovery across the county. The strategy identifies 10 priority actions to promote the development of an affordable, clean and secure energy supply for the county, reduce greenhouse gas emissions, eliminate poor air quality and reduce fuel poverty.
- 1.2 The aim of the ELES is to drive change within the community through partnership working. The Council's Climate Change Strategy and Action Plan will be the inward facing driver for DDC to take action.
- 1.3 This report seeks approval for the adoption of the Kent and Medway Energy and Low Emissions Strategy, and the underlying Implementation Plan.

2. Introduction and Background

- 2.1 The Kent Environment Strategy (KES), which the Council committed to in May 2018, is the framework under which the Kent and Medway Energy and Low Emissions Strategy sits and supports the delivery of the Kent Environment Strategy.
- 2.2 The ELES outlines the intended approach across Kent and Medway to achieving the target of net zero emissions by 2050 in line with the Government ambition.

- 2.3 The purpose of the Strategy is to identify an evidence-based pathway to deliver clean growth and specifically strategies and actions to eliminate poor air quality, reduce fuel poverty and deliver an affordable, clean and secure energy supply for Kent and Medway.
- 2.4 The ELES makes the link between supply of energy for housing, industry and transport and air quality, recognising that by reducing the negative emissions from the former will lead to improvements in the latter. It takes an integrated approach, identifying measures that will support growth and promote the development of an affordable, clean and secure energy supply and transport system for residents, business and the public sector as well as improving the quality of the air we breathe.
- 2.5 The ELES was recently considered by both the Kent Chief Executives Group and the Kent Leaders Group. The ELES itself has been some time in its preparation and has gone through a number of consultation processes as well as consideration of issues created by the COVID 19 pandemic.
- 2.6 The four strategic aims of the Strategy follow the themes set out in the Kent Environment Strategy: -
- **Evidence** Provide an ongoing evidence and intelligence base; linking data sets to identify hot spots and opportunities, and to build the business case for action across Kent and Medway
 - **Policy and Strategy:** Facilitate the development of evidence-based policy and strategy to future proof growth, tackle emerging issues and realise opportunities
 - **Leadership:** Support the public sector across Kent and Medway to play a strong leadership role with regards to challenges and opportunities
 - **Action:** Facilitate increased and accelerated action and implementation across Kent and Medway
- 2.7 10 priority actions are identified and form the basis of the Implementation Plan: -
- Priority 1: Emissions Reduction Pathways to 2050;
 - Priority 2: Public Sector Decision Making;
 - Priority 3: Planning and Development;
 - Priority 4: Climate Emergency Investment Fund;
 - Priority 5: Building Retrofit Programme;
 - Priority 6: Transport, Travel and Digital Connectivity;
 - Priority 7: Renewable Energy Generation;
 - Priority 8: Green Infrastructure;
 - Priority 9: Supporting Low Carbon Business;
 - Priority 10: Communications.
- 2.8 The Strategy and underlying Implementation Plan links to the Council's own Climate Change Strategy and Action Plans and reflects existing Council activity, including
- Greenhouse Gas Emissions Report (emissions recorded and reported on since 2008/09);
 - Building Research Establishment (BRE) funded housing, benefit, energy performance datasets – to better inform targeting of energy efficiency measures and private sector/ HMO works;
 - Funded schemes such as Warm Homes Fund, Local Authority Delivery Scheme to assist vulnerable/ low income and residents in receipt of certain benefits to achieve affordably warm homes;

- Involvement in the Energy Company Obligation (ECO) Local Authority Flexible Eligibility Scheme to enable referrals for financial assistance for heating/insulation measure for residents on a low income with a vulnerability to living in a cold home;
- Solar Together Kent scheme to encourage the uptake of renewable energy;
- Annual report on the actions taken Council wide that support the Kent Environment Strategy;
- Development of DDC Air Quality Plan.

3. **Identification of Options**

- 3.1 To confirm Council commitment to the ELES and Implementation Plan
- 3.2 Not agree to support the ELES and Implementation Plan

4. **Evaluation of Options**

- 4.1 Confirmation to support the ELES and Implementation Plan is the preferred option. This will reflect the Council's commitment to the 'green agenda' and endorses the Council's own Climate Change emergency declaration.

5. **Resource Implications**

- 5.1 There are no specific financial implications in agreeing to support the ELES. However, if the Council is to achieve its ambition to reduce emissions to net zero by 2030, then the resource implications will need to be considered across all Council business/projects/activities in order to achieve net zero ambition.

6. **Climate Change and Environmental Implications**

- 6.1 Committing support of the ELES acknowledges the need for partnership action to realise countywide ambition. It also reinforces support for National and International agenda set out in the Clean Growth Strategy, Fuel Poverty Strategy for England, the Paris Accord, and the forthcoming COP26. The ELES also reflects the Council's ambition set out in Dover District Council's Climate Change Strategy and Action Plan and the sentiments of the Corporate Strategy.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): Members are reminded that the Council's revenue and capital resources are under pressure and so they will wish to assure themselves that all proposals progress the Council's priorities, are the best option available and will deliver value for money. (DL)
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make. (HR)
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. **Appendices**

Appendix 1 – Kent and Medway Energy and Low Emissions Strategy

9. **Background Papers**

None.

Contact Officer: Amanda Martin, Climate Change and Energy Conservation Officer

KENT AND MEDWAY ENERGY AND LOW EMISSIONS STRATEGY



MEETING THE CLIMATE CHANGE CHALLENGE

JUNE 2020



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FOREWORD

We've only got one world. Just one. And it's changing.

Some will say **"It's always changed"** but this time around humans are responsible. The decisions we make today set the course for our planet's future. We must do the right thing.

Our Energy and Low Emissions Strategy is a big document with a single, simple goal - to ensure that every resident, neighbourhood and business in the county takes some simple steps to care for this beautiful, productive yet fragile part of the world – the bit we call Kent.

It is part of Kent's wider Environment Strategy and offers you an invitation - an invitation to come with us and find something you can do for your world. Get involved. Join in.

The first step is to recognise this climate emergency and the second is to commit to the change we need to rescue and sustain our world. There is huge pressure for growth in our county and we need to find new ways to ensure it is GOOD growth. It matters to our environment, our economy and our health. As the gateway to Europe we are well placed to take a lead on energy and emissions and our contribution could have positive impacts far beyond our county boundaries.

The call to action is all around us. We see a growing number of severe weather events and nature's response of flooding and then water shortages, icy winters and then rising temperatures. Kent is a wonderful county full of opportunity, but the truth is that some of our people live in places where air quality is low or where fuel poverty is high.

We can all make better choices - when we travel, when we invest, where and when developers plan new homes, when we choose a vehicle or when we insulate our homes. Those decisions are better when advice and learning is shared and when private and public sectors work together.

Please take a look at this Strategy and commit yourself to be part of it.

It means the world to us.



A handwritten signature in black ink that reads "Roger Gough".

Roger Gough
Leader of Kent County Council



A handwritten signature in black ink that reads "Alan Jarrett".

Alan Jarrett
Leader of Medway Council

VISION

By 2050 the county of Kent has reduced emissions to net-zero and is benefiting from a competitive, innovative and resilient low carbon economy, where no deaths are associated with poor air quality.

INTRODUCTION

The **coronavirus pandemic has changed the world**, but presents an opportunity to rebuild the county stronger, cleaner and more resilient. At the same time, **our climate is changing** and the effects are already being felt in Kent and Medway. Limiting our contribution to global warming and driving low carbon economic recovery will undoubtedly be the most urgent issues of this decade.

In recognition of the UK **environment and climate emergency**, all 14 local authorities in Kent and Medway have committed to ambitious targets to reduce greenhouse gas emissions to net-zero by 2050 at the latest. Our joint action has already seen carbon dioxide emissions in the area fall by 37% since 2005, but fully decarbonising our economy

over the coming years will require momentous effort and rely on action taken in partnership.

The coronavirus pandemic will severely restrict growth in the short term, but as we emerge from this crisis the longer-term trajectory will be a **return to growth**, and this growth must be low carbon. By 2031 it is anticipated that there will be almost 180,000 new homes and nearly 400,000 extra people, a 24% increase from 2011 levels. The local economy is also expected to expand, creating an additional 170,300 jobs by 2031 a 21% increase from 2011 levels, in line with forecast population growth.

Economic recovery presents an opportunity to invest in new jobs and low carbon infrastructure; support innovation, re-skilling and retraining to expand the low carbon and environmental goods and services sector; and drive a shift in social norms and behaviour change that will benefit health and reduce emissions. A green, clean economic recovery will help protect the climate, air, land and water on which future generations depend.

Kent and Medway are already experiencing significant environmental issues and constraints.

Trees, hedgerows, grasslands, wetlands and saltmarsh all provide **natural carbon storage** that can provide a significant contribution to our net-zero targets; as well as other environmental and health benefits. However, these important habitats are



at risk from land use pressures, lack of appropriate management, climate change and diseases such as Ash Dieback (*Hymenoscyphus fraxineus*), which threatens Kent's most widespread tree species.

Although air quality is generally improving in line with national trends, there are still **43 Air Quality Management Areas** across Kent and Medway and significant pockets of poor air quality along the county's major road networks. It is estimated that in 2017, there were 922 deaths associated with particulate matter (PM2.5) exposure across Kent and Medway.¹

Pollution from road vehicles is the main cause of poor air quality across Kent and Medway and is also the largest source of carbon emissions. In addition, congestion continues to be a problem, with average journey times on A-roads increasing 6% since 2015. Keeping the county moving is a high priority, as congestion negatively impacts productivity levels and air quality.

Actions to improve and promote public transport and encourage walking and cycling for short journeys, will have the dual benefit of reducing harmful emissions and tackling congestion. Supporting the switch away from petrol and diesel to clean, alternatively fuelled vehicles will also be essential. Over 4,845 ultra-low emission vehicles are already registered in Kent.

The cost of energy is rising. The average annual domestic combined gas and electricity bill increased by 8.8% between 2017 and 2019 and now costs

£1,360.² Government data shows that in 2017, 9.6% of Kent and Medway residents were living in **fuel poverty**.

Many Kent and Medway homes, often those of the most vulnerable residents, are cold and poorly insulated. 34% of homes that have an Energy Performance Certificate have the lowest energy efficiency ratings (E, F and G); usually due to inadequate insulation and inefficient heating systems, which can result in higher energy bills.

In industry, approximately 75% of the energy used is to produce heat, much of which is wasted. This is also true across Kent and Medway. The Government expects **business and industry** to improve energy efficiency by at least 20% by 2030,³ this includes a focus on industrial heat recovery.

Ensuring an **affordable energy supply** for all and continuing to promote energy efficiency, forms a significant element of our Strategy. Supporting new forms of renewable low carbon energy supply will be an important part of the mix, and an opportunity to grow new low carbon sectors. The county has already seen an increase in renewable energy generation of 726% since 2012 (230MW to 1900MW). We must be bold and encourage new developments to create their own decentralised energy.

However, low carbon technologies such as electric vehicles and local renewable energy generation pose a challenge to the electricity grid network in Kent and Medway which is already significantly constrained, and which could inhibit future growth. Therefore,

we must work with the energy utility companies to create a more resilient, **smart and innovative local energy system** to ensure we have the energy we need, when we need it, at the right price and without any negative environmental impacts.

Economic recovery, if clean, is a significant opportunity for Kent and Medway. Measures to tackle poor air quality and lower greenhouse gas emissions will have multiple benefits. For instance, promoting walking and cycling for short journeys improves health and reduces congestion; increasing tree and hedgerow coverage can help improve air quality, manage flood risk and support biodiversity; and supporting a switch to more efficient, low carbon energy use creates jobs and new market opportunities.

By tackling poor air quality, energy and carbon constraints in parallel, and by working closely across the public sector, business and communities to scale up action, we can protect health, the environment and be a significant player in the low carbon environmental goods and services sector (LCEGS) both in the UK and internationally.



¹ Calculated using all age, all cause deaths

² Provisional estimated average bill, Department for Business, Energy and Industrial Strategy (December 2019).

³ Department for Business, Energy & Industrial Strategy, "Helping businesses to improve the way they use energy: call for evidence," 18th July 2018 [online]

PURPOSE OF THIS STRATEGY

The Kent and Medway Energy and Low Emissions Strategy sets out how we will respond to the UK climate emergency and drive clean, resilient economic recovery across Kent and Medway. Taking an evidence-based approach, it identifies a pathway to reduce greenhouse gas emissions, eliminate poor air quality, reduce fuel poverty, and promote the development of an affordable, clean and secure energy supply for this county. It is informed by and delivers, but does not duplicate, the priorities and actions from other strategies related to energy and the environment. The strategy also builds on the strengths and activities of other partner organisations.

The Strategy has four strategic aims:

- 1. EVIDENCE:** Provide an ongoing evidence and intelligence base; linking data sets to identify hot spots and opportunities, and to build the business case for action across Kent and Medway
- 2. POLICY AND STRATEGY:** Facilitate the development of evidence-based policy and strategy to future-proof economic recovery, tackle emerging issues and realise opportunities
- 3. LEADERSHIP:** Support the public sector across Kent and Medway to play a strong leadership role with regards to challenges and opportunities
- 4. ACTION:** Facilitate increased and accelerated action and implementation across Kent and Medway

The priority actions to deliver these four aims over the next five years are described on pages 15-27. Further information on the detailed actions, timescales and outputs are provided in the technical implementation plan, which is published alongside this strategy.

SUPPORTING DELIVERY OF THE KENT ENVIRONMENT STRATEGY

The Kent and Medway Energy and Low Emissions Strategy sits within the framework of the Kent Environment Strategy, which was published in 2016.

The Kent Environment Strategy provides the basis for closer cross-sector partnership working between environment, health and economic agendas. It identifies the high-level priorities to support sustainable economic growth whilst protecting and enhancing the natural and historic environment, and sustaining vibrant, healthy and resilient communities.

The Kent and Medway Energy and Low Emissions Strategy delivers across all three themes of the Kent Environment Strategy:

THEME 1: BUILDING THE FOUNDATIONS FOR DELIVERY – aims to ensure decision makers have an evidence-based understanding of the risks and opportunities relating to energy and emissions and are incorporating them into strategies, plans and actions.

THEME 2: MAKING THE BEST USE OF EXISTING RESOURCES, AVOIDING OR MINIMISING NEGATIVE IMPACTS – aims to ensure existing infrastructure, assets and resources across the public, private and domestic sector are managed to reduce emissions and build a clean future energy supply.

THEME 3: TOWARDS A SUSTAINABLE FUTURE – aims to ensure Kent and Medway's communities, businesses and public sector have embraced clean growth and are working towards developing a clean, affordable and secure local energy future.

POLICY CONTEXT

Climate change, energy and air quality issues are high on the national agenda. The Government has set a clear policy direction by revising the Climate Change Act 2008 to legislate for net-zero by 2050. Net-zero means reducing greenhouse gas emissions to almost zero and balancing any remaining emissions with schemes to remove carbon dioxide from the atmosphere, such as tree planting or technology.

Further policy is set out in the Home Energy Conservation Act 1995, the 25 Year Environment Plan (2018), the Clean Growth Strategy (2017), the Clean Air Strategy (2019) and Clean Maritime Plan (2019), which aim to protect and enhance the environment, mitigate climate change, support clean, low carbon economic growth and address the negative impacts on health from a poor environment.

Local action will play a significant role in achieving these ambitions and therefore local policy must reflect these priorities. The key strategies that have influenced the development of the Energy and Low Emissions Strategy are summarised in Figure 1. Further detail on the policies driving action are outlined in the ***Kent and Medway Energy and Low Emissions Strategy Evidence Base***, which is published alongside this strategy.

CHALLENGES



25 YEAR ENVIRONMENT PLAN

Aims to deliver cleaner air and water; thriving plants and animals; connect people with the environment; and secure the environment for future generations.



SUSTAINABLE DEVELOPMENT GOALS

Adopted by all United Nations Member States, the goals provide a shared blueprint for peace and prosperity for people and the planet, now and into the future.



CLEAN AIR STRATEGY

Focuses on reducing industrial and transport emissions. It also aims to reduce particulate matter emissions from solid fuel used in homes. It also aims to tackle rising agricultural emissions.



INDUSTRIAL STRATEGY

Aims to boost productivity, create good jobs and position the UK as a leader in low cost, low carbon innovation.



THE ROAD TO ZERO

Aims to ensure almost every car and van is zero emission by 2050. It supports delivery of both the Industrial and Clean Growth Strategies.



THE CLEAN GROWTH STRATEGY

Aims to achieve nearly zero emissions from buildings and transport by 2050.



LOCAL TRANSPORT PLAN 4: DELIVERING GROWTH WITHOUT GRIDLOCK (2016-2031)



LOCAL ENERGY STRATEGY: ENERGY SOUTH 2 EAST

Provides an analysis of the opportunities and challenges across heat, transport and power in South East England.

OPPORTUNITIES

FIGURE 1: Key national and regional strategies influencing the development of the Kent and Medway Energy and Low Emissions Strategy.

EXAMPLES OF ACTIVITY AND ACHIEVEMENTS IN KENT AND MEDWAY

Carbon dioxide emissions in Kent and Medway fell 37% between 2005 and 2017, hitting our 2020 Kent Environment Strategy target two years early.



Low Carbon Across the South East (LoCASE) has been identified in the Tri-LEP Energy Strategy as an exemplar project for replication across the south-east region. Supported by European funding, LoCASE provides free support to help businesses become more competitive and profitable while protecting the environment and encouraging low carbon solutions. Since LoCASE began in 2016, £3.5m has been awarded to 425 Kent and Medway businesses.



The installed capacity of solar, wind, waste and Combined Heat and Power (CHP) increased by 726% in five years, from 230MW in 2012 to 1,900MW in 2017.

Kent and Medway's non-domestic gas consumption decreased by 57% between 2005 and 2018, whilst domestic gas consumption fell by 20% over the same period.

The number of days of moderate or high air pollution in Kent and Medway fell between 2012 and 2016 and there have been improvements in most Air Quality Management Areas.



Since the Warm Homes Scheme began in 2014, over 2,400 energy efficiency measures have been installed in over 2,300 homes in Kent and Medway.



89% of newly built homes in Kent and Medway had an Energy Performance Certificate rating of A or B in 2017, meaning they have the highest energy performance, up from 62% in 2011.

Average household electricity use in Kent and Medway continues to fall; down from 4,117 kWh in 2015, to 3,894 kWh in 2018. A 5% reduction in three years.

4,845 ultra-low emission vehicles (ULEVs) are registered in Kent (September 2019). In February 2019, Kent County Council was awarded £180,000 from the Government's Office of Low Emission Vehicles to install 8 rapid chargers for use by taxis in 6 Kent Districts.

In a 2018 survey of Kent residents, 85% reported that they have fitted energy efficiency measures, such as loft or cavity wall insulation, and 40% have fitted energy monitoring equipment.

There has been a 42% increase in people using train stations in Kent in the past ten years. In 2016/17, 1.8 million people used Ebbsfleet International Station.

KENT AND MEDWAY KEY FACTS AND FIGURES

54%

of total fuel consumption is from gas and electricity



Heat networks⁴ currently provide 2% of the UK heat demand, but this is estimated to rise to 43% by 2050.

EFG RATING

23% of homes and 19% of public buildings are E, F, or G rated, meaning they have the worst energy performance, highest energy running costs and make a bigger contribution to emissions.



11% of residents have reported that they struggle to pay their energy bills. 41% of those, live in rented accommodation.⁵

BY 2031 KENT AND MEDWAY ARE EXPECTING TO SEE⁶



178,600
additional homes
(24% growth)



396,300
additional people
(23% growth)



170,300
additional jobs
(21% growth)

This predicted population and economic growth will require a higher demand for energy. It is likely that domestic gas and electricity sales will rise by 23% and 19% respectively from 2014/15 to 2030/31.



9.2M

vehicle movements at Port of Dover and Channel Tunnel every year



14.3% increase in the number of vehicles on major roads in Kent between 2006 and 2016



73,000

households in fuel poverty (2017)

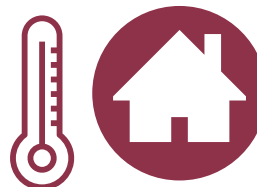


Only a 4.5% fall in carbon emissions from transport since 2005.

43 AIR QUALITY

Air Quality Management Areas, where air pollutants have been known to exceed government objectives.

Kent's rate of Excess Winter Mortality was the same as the South East and English averages in 2017/18.



Kent's rate of Excess Winter Mortality was the same as the South East and English averages in 2017/18.

Kent and Medway's mortality rate associated with poor air quality is worse than the national average.

⁴ Heat networks supply heat from a central source to consumers.

⁵ Kent Environment Strategy resident survey, July 2018

⁶ Figures identified by the Growth and Infrastructure Framework for Kent and Medway

OUR CHALLENGES

Despite the many successes and opportunities, Kent continues to face some significant challenges. These will need to be addressed in the short to medium-term if the environmental condition of the county is not to see considerable deterioration. The Kent and Medway Energy and Low Emissions Strategy Evidence Base identifies the key issues, which are summarised here:

SECURING A CLEAN, GREEN ECONOMIC RECOVERY

Supporting economic recovery from the coronavirus pandemic and accommodating the significant levels of housing growth currently required by government will be a major challenge for the county and is an influencing factor in all the key issues identified. This means not only creating new jobs and supporting low carbon innovation, but also advancing climate action in ways that make Kent and Medway more resilient and attractive places for low carbon companies to invest. Principles of Clean Growth (growing our economy whilst reducing greenhouse gas emissions), must be factored into all planning and development polices and decisions, whilst not becoming a barrier to new development.

REDUCING GREENHOUSE GAS EMISSIONS TO NET-ZERO

All local authorities in Kent and Medway have committed to reducing greenhouse gas emissions to net-zero. Our current progress is a 37% reduction in carbon dioxide emissions since 2005 but achieving our target will require a substantial step up in action, both in terms of scale and speed.

Whilst emissions from the industry and commercial sector and domestic sector have fallen significantly over the period (falling 57% and 35% respectively), emissions from the transport sector have only reduced by 4.5% (see Figure 2). The transport sector is now the largest source of emissions in Kent and Medway.

To date, much of the reduction in emissions has been due to a national decrease in the use of coal for electricity generation and the closure of a small number of energy-intensive industrial plants. However, in order to achieve net-zero, all

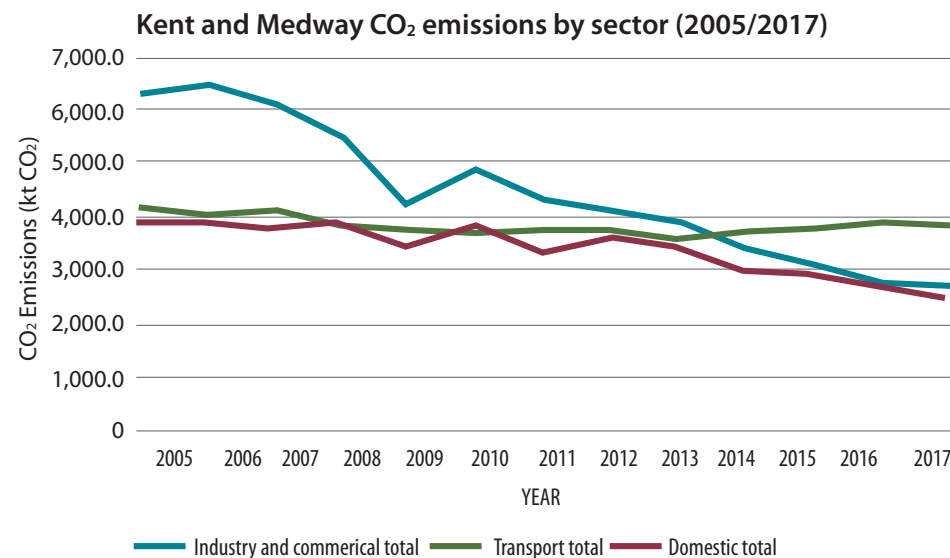


FIGURE 2: CO₂ emissions profile for Kent and Medway; this data includes estimated emissions for the industrial and commercial, transport and domestic sectors. Note: kt refers to kilotons

sectors will need to use resources much more efficiently and switch to low-carbon fuels for electricity, heating and transport.

We will also need to increase the amount of carbon stored in the natural environment; this is known as carbon sequestration. Soil and vegetation such as trees, hedges, wetlands and kelp all store carbon, so improving land management practices and increasing vegetation coverage will be essential if we are to achieve our net-zero target. These measures can also provide other benefits, such as reducing air and water pollution, reducing flood risk, improving biodiversity and providing health, cultural and leisure opportunities for local communities.

TACKLING HOT-SPOTS OF POOR AIR QUALITY

Poor air quality is a major health challenge for the UK causing both short and long-term effects on health. Long-term exposure to air pollution can impact on all stages of life; from asthma in children, to emerging evidence linking fine particulate matter (PM2.5) to the progression of Alzheimer's and Parkinson's.

Public Health England estimates that the cumulative health and social care costs of air pollution (PM2.5 and NO₂) in England could reach £18.6 billion by 2035. Poor air quality also has adverse impacts on the natural environment through damage to vegetation, soils, rivers and lakes.

Although air quality in the county is generally improving in line with national trends, there are still 43 Air Quality Management Areas and significant pockets of poor air quality along the major road networks. Kent and Medway's position between London and the continent brings air quality challenges associated with cross-channel traffic, including a disproportionately large number of HGVs, with their associated diesel emissions. Around the coast and ports, shipping brings additional impacts from the use of marine diesel. Even air pollution sources from outside Kent and Medway impact the population; with easterly winds bringing pollution from continental sources and westerly winds bringing urban pollution from London.

PROTECTING THE VULNERABLE

It is often the most vulnerable and deprived that suffer the most from poor air quality, cold homes and fuel poverty. Whilst air pollution is harmful to everyone, some people are at greater risk due to

- living in areas with high levels of air pollution
- learning or working near busy roads
- age; in the womb, infancy, early childhood and the elderly
- existing medical conditions, such as lung and heart disease and asthma.

These vulnerabilities are heightened among those living in the most deprived communities. This is due to poor housing and indoor air quality, the stress of living on a low income, unhealthy diet, smoking and limited access to green spaces.

Eliminating poor air quality and fuel poverty and achieving net-zero emissions will require changes to the way we travel, access services and use energy. We must therefore ensure that all residents in Kent and Medway are supported to make and benefit from these changes. For example, providing funding to help those in fuel poverty improve the energy efficiency of their home and ensuring superfast broadband, public transport and refuelling points for low carbon vehicles are widely available.

GROWTH WITHOUT GRIDLOCK – ENABLING INTEGRATED AND CONNECTED TRANSPORT, TRAVEL AND DIGITAL CONNECTIVITY

A convenient, affordable and reliable transport network is vital for providing access to facilities and services, connecting businesses and communities and reducing social isolation. However, transport contributes over 40% of the county's carbon emissions and pollutants from road vehicles have a negative impact on air quality and human health.

Kent is already experiencing increased congestion on its road and rail network. The average delay on Kent's A-roads has increased almost 7% since 2015 and average speed has dropped 1% over the same period. With severe congestion on the highway network, particularly in major town centres, growth across the county will be constrained without investment.

Achieving safe and effective transport networks that support clean economic recovery is a significant challenge. Our action must not only focus on low carbon road transport such as electric and hydrogen vehicles, but also promote smarter driving and traffic management; improve infrastructure for walking and cycling (active travel); ensure convenient connections to clean public transport; and support new transport models such as car clubs, car sharing and automated vehicles through the use of smart technology.

Promoting and supporting active travel will be an essential element of the strategy, which will not just help to reduce emissions, but also bring numerous health benefits.

At the same time, we need to support smarter working practices. The coronavirus pandemic forced many organisations and businesses to adapt to home working

overnight. As restrictions are lifted and the economy recovers, we must utilise and learn from this experience, whilst continuing to improve broadband services and enhance access to digital services to ensure demand for travel reduces permanently. Over 95% of Kent and Medway's homes and businesses now have access to superfast broadband, but there are still significant challenges to get 100% consistent coverage and service across the county and ensure the full benefits of digitalisation are realised.

ENSURING ENERGY SUPPLIES ARE LOW-CARBON, SECURE, AFFORDABLE AND LOCAL WHERE POSSIBLE

Energy prices are increasing again. Government data estimates that the average annual domestic combined gas and electricity bill increased by 8.8% between 2017 and 2019 and now costs £1,360. Higher energy prices can have an impact on business recovery and residents' wellbeing. Although fuel poverty levels vary across the county; from 12.3% in Thanet, to 7.7% in Dartford, eight council areas recorded fuel poverty rates higher than the South East average of 8.7% in 2017.

Continued housing growth means that our energy consumption is set to rise. A study commissioned by Kent County Council revealed that between 2014/15 and 2030/31, domestic gas demand in Kent and Medway is expected to increase by 23% and domestic electricity demand is expected to increase by 19%.

Demand for energy is exacerbated by the fact that large amounts are wasted. The UK has some of the least energy efficient housing stock in Europe and much of the industrial heat produced in South East England is released into the atmosphere, despite the fact it could be reused. There is a huge opportunity to utilise more efficient technology to reduce energy demand and achieve cost savings for residents and businesses alike.

Demand for heat and electricity, together with generation and supply is intrinsically linked to carbon dioxide emissions, due to our current reliance on fossil fuels. It is therefore essential to understand how much energy is used, by whom, how and for what, and how this might change in the future. This will allow us to identify the most appropriate and cost-effective interventions to support the transition to a secure, affordable, low or zero carbon energy system.

The challenge of decarbonising energy at the local level will be threefold:

- Increase the supply of local, low carbon energy generation, at or near the point of use, whether domestic or industrial.
- Significantly cut consumption of energy derived from fossil fuels, for example, facilitating low-carbon energy connections for properties that are not connected to the gas network and still heated by coal or oil.
- Eliminate wasted energy through greater energy efficiency, targeting industrial processes, commercial buildings and homes.

OVERCOMING ENERGY GRID CONSTRAINTS

Energy security is vital to the development and growth of Kent and Medway in the coming years. However, the energy system in the UK and Kent is changing. Two-thirds of the UK's existing coal, gas and nuclear power stations are set to close by 2030 and any future power stations must be largely decarbonised, if the UK is to achieve its legally binding target of cutting carbon emissions to net-zero by 2050.

Much of the county is already subject to electricity grid network constraints, which is making new connections increasingly difficult, particularly for new energy generation projects. Electricity demand is also expected to grow significantly by 2050, driven by the growth in electric vehicles and increased electrification of heating, which could see up to 60% of homes using heat pumps. A drive towards locally generated renewable energy, often from smaller, more dispersed sources, will further ramp up pressure on an already constrained electricity grid network.

Changing supply and demand, though an enormous opportunity, also presents significant challenges to our existing system nationally and locally. It will require large amounts of investment in infrastructure and the transmission and distribution networks. It will be essential to map existing electricity and gas grid constraints against future development, to identify potential issues early and to identify any opportunities for local generation solutions, such as district heating systems.

HOW WE DEVELOPED THIS STRATEGY

Underpinning this Strategy is the *Kent and Medway Energy and Low Emissions Strategy Evidence Base*, which is drawn from a wide range of sources:

- Government strategies, plans, reports and national data sets.
- The Tri-LEP Energy Strategy and Evidence Base.
- The Kent and Medway State of the Environment Report and annual monitoring report.
- AECOM Renewable Energy for Kent 2017 Update.
- Public health indicators and evidence covering national and local area data.
- Home energy conservation and fuel poverty action plans and reports.
- Air quality monitoring plans and reports from Kent District and Borough Councils and Medway Council.
- Public and private sector research and current activity on the topics of energy, fuel poverty, transport, air quality, growth and planning and the impacts on public health.
- The 2018 Kent Environment Strategy Public Perception Survey.

Central to the development of this strategy has been stakeholder engagement, through a dedicated cross-sector working group, workshops and consultations. Organisations and partners involved in the development of the strategy include, amongst others, all Local Authorities in Kent and Medway, Joint Chief Executives, Joint Kent Leaders, NHS, Kent Fire and Rescue Service, South East Local Enterprise Partnership, Kent and Medway Economic Partnership, Public Health, Kent Housing Group, Kent and Medway Air Quality

Partnership, Kent and Medway Sustainable Energy Partnership, Kent Energy Efficiency Partnership, Kent Planning Officers Group and Kent Health and Wellbeing Board. A summary of the review process is shown in Figure 3.

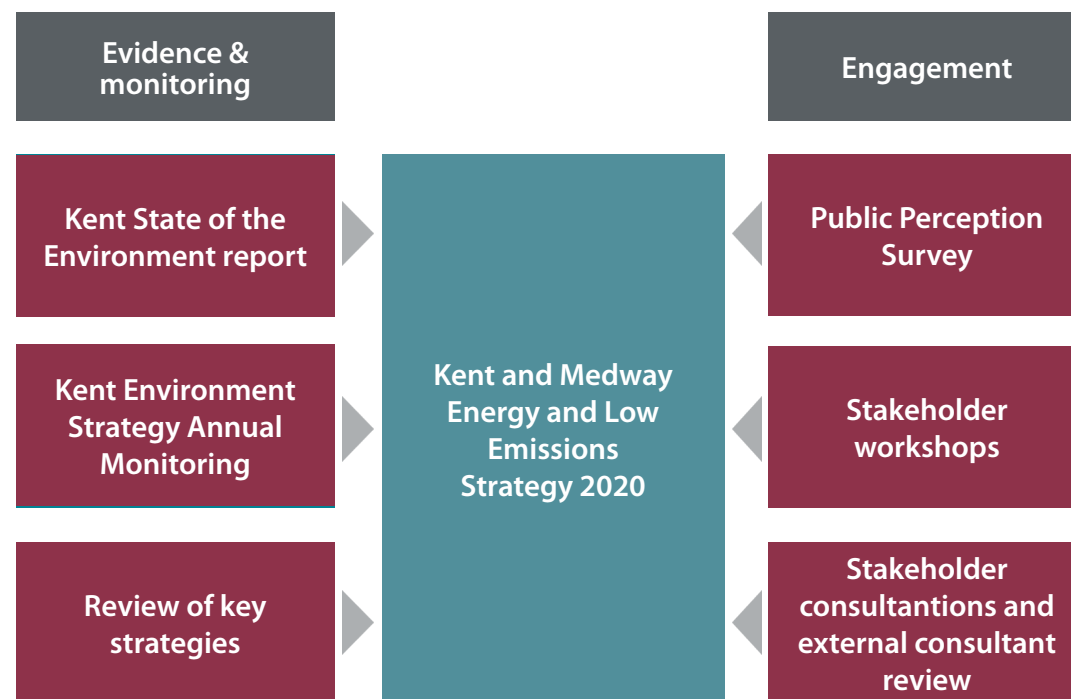


Figure 3: Summary of the review process used to develop the Kent and Medway Low Emissions Strategy

ENERGY SOUTH TO EAST: TOWARDS A LOW CARBON ECONOMY - THE TRI-LEP ENERGY STRATEGY

The Government’s Department for Business, Energy and Industrial Strategy (BEIS) has requested and provided the funding to all Local Enterprise Partnerships (LEPs) to produce regional Local Energy Opportunities Strategies, which should provide a clear analysis of the local opportunities and challenges across heat, transport and power.

In response to this request, the South East Local Enterprise Partnership (SELEP) has partnered with Coast to Capital and Enterprise M3, to develop an ambitious regional Local Energy Strategy, which aims to reduce emissions from energy and transport and support clean growth.

The strategy has identified five themes and 18 potential technological project model interventions, which are shown in Figure 4. These interventions will be scalable across the geography to increase impact and investment and develop partnership working across Local Enterprise Partnerships, including Kent and Medway. Where project models are relevant for Kent and Medway, suitable actions will be reflected in the Kent and Medway Low Emissions Strategy.

The full strategy can be found at www.southeastlep.com/our-strategy/energy-south2east.

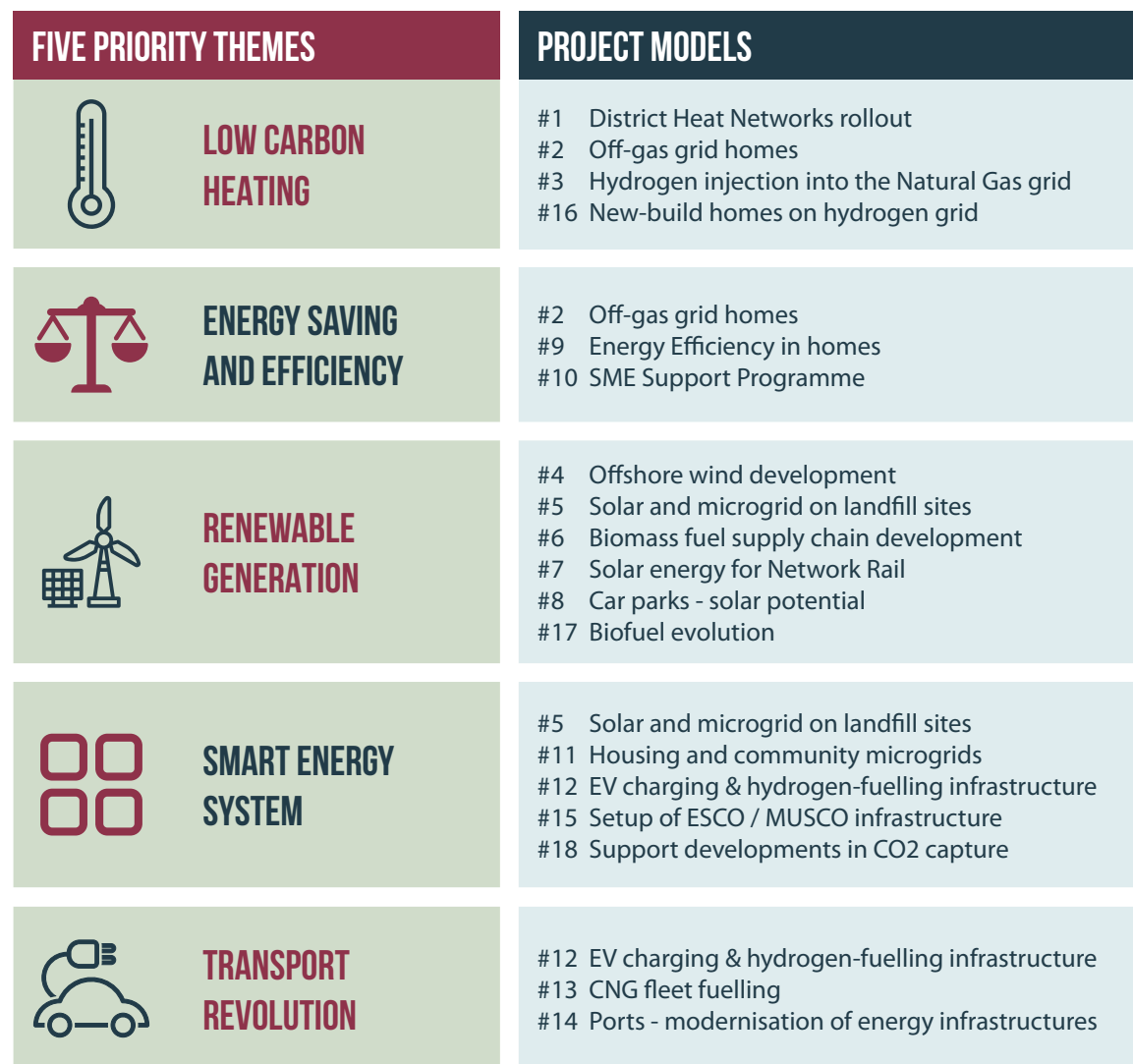


Figure 4: The 5 themes and 18 project models in the Energy South2East Action Plan.

OUR TEN PRIORITIES

Achieving our vision will require significant, coordinated action across all sectors for the next thirty years. The following pages describe the ten areas that have been identified as a priority for collaboration and the immediate, short- and longer-term actions required.

The priorities are not listed in order of importance and will be implemented concurrently. No regrets actions that should be undertaken immediately have also been included to ensure significant action takes place as soon as possible.

A technical implementation plan accompanies this strategy and provides detailed information on the specific actions that will be taken, action owners, timescales and outputs.





PRIORITY 1: **EMISSION REDUCTION PATHWAYS TO 2050**

Set five-year carbon budgets and emission reduction pathways to 2050 for Kent and Medway, with significant reduction by 2030.

RATIONALE

Carbon budgets will set quotas for the amount of greenhouse gases that can be emitted in five-year periods. These can then be used to identify the actions (or pathways), that will allow us to stay within our carbon budgets. Such evidence-based pathways will ensure we prioritise the most cost-effective activities and will support more collaborative working with partners across the county, region and nationally. It will also highlight where appropriate engagement is needed to influence aspects outside local authorities' control.

OUTCOME

Everyone in Kent and Medway can see the scale of action required to achieve net-zero emission by 2050, with significant reductions in emissions by 2030. Decision makers understand where action and resources should be targeted. Progress is monitored and reported.

HIGH LEVEL ACTIVITIES

DO NOW	Agree evidence and current baseline for five-year carbon budgets.
	Set local authority carbon budgets with emission reduction pathways to net zero by 2050, with significant reduction by 2030.
SHORT TERM (BY 2023)	Set costed and jointly owned area-based carbon budgets for Kent and Medway.
	Set detailed, area-based emission reduction pathways to net zero by 2050, with significant reduction by 2030. Pathways to cover all public and private organisations and communities.
	Monitor and report progress publicly.
FOR LONGER TERM CONSIDERATION (BY 2030)	Develop a full carbon footprint for Kent and Medway based on consumption (not territorial or organisational boundaries), with consumption targets and reduction measures integrated into existing carbon budgets.



PRIORITY 2: PUBLIC SECTOR DECISION MAKING

Develop a consistent approach across Kent and Medway, to assess, manage and mitigate environmental impacts (both positive and negative), resulting from public sector policies, strategies, service delivery, commissioning and procurement.

RATIONALE

The decisions made by Kent and Medway’s public sector affect the environment and everyone living and working in the area. Kent County Council alone spends over £1.5 billion each year providing a range of essential services to the people of Kent. Developing a simple way to assess, manage and mitigate these impacts will ensure public sector policies, services and spending support our environmental targets. In addition, the public sector’s influence and spending power will help drive demand and support innovation in the local clean growth sector.

OUTCOME

Public sector decisions and spending are consistent with our net-zero and clean growth targets and are utilising opportunities to drive market change and support expansion in the clean growth sector.

HIGH LEVEL ACTIVITIES

DO NOW	Develop a simple checklist to identify where significant environmental issues and opportunities may arise, for use on imminent key decisions, major commissions and procurements.
	Revisit existing social value commitments within contracts and align to climate change and net-zero ambitions where possible.
	Stronger emphasis on reducing carbon miles and on buying local goods and services where possible.
SHORT TERM (BY 2023)	Develop a full net-zero and climate change impact assessment and social value framework aligned with Kent and Medway targets, to include: specific policies such as requiring the supply chain to match net-zero commitments; simple checklists; guidance and tool kits; training and technical support.
	Develop a supply chain support programme to enable small and medium sized enterprises (SMEs), within large supply chains to effect change and reduce costs; adopt new lower impact processes and win new business.
FOR LONGER TERM CONSIDERATION (BY 2030)	Consider expanding to include a full carbon and ecological footprint, based on consumption and lifetime costs in strategy, policy, commissioning and procurement.



PRIORITY 3: PLANNING AND DEVELOPMENT

Ensure climate change, energy, air quality and environmental considerations are integrated into Local Plans, policies and developments, by developing a clean growth strategic planning policy and guidance framework for Kent and Medway, to drive down emissions and incorporate climate resilience.

RATIONALE

Almost 180,000 new homes will have been built in Kent and Medway by 2031 and will still be in use after 2050. To ensure the buildings and infrastructure we construct today are fit for the zero-carbon future, we need to ensure planning policies and decisions embrace clean growth, support good quality sustainable design and promote low carbon travel, transport and digital connectivity. A joint evidence base and planning resource, together with shared position statements, guidance and policies will help inform planning decisions and future-proof new developments.

OUTCOME

New developments in the county are sustainable, carbon neutral and climate resilient. Kent and Medway’s development and construction industry is supported to be cutting edge to enable a quicker economic recovery for the sector.

HIGH LEVEL ACTIVITIES

DO NOW	Secure agreement for a joint Kent and Medway clean growth and climate change evidence base and planning resource, to ensure that planning decisions are fully informed by the latest evidence and advice.
	Refresh the Kent Design Guide to reflect clean growth, net-zero and climate change mitigation and adaptation.
SHORT TERM (BY 2023)	Develop a jointly owned, clean growth and climate change evidence base for planning policy and development control.
	Develop a clean growth and climate change strategic planning framework for Local Plans and development, by identifying common guidance, position statements, policies and targets.
	Set stretching net-zero targets for any new development over 100 houses.
FOR LONGER TERM CONSIDERATION (BY 2030)	Fully integrate clean growth and climate change into Local Plans and planning policies.
	Aim for “energy positive” new developments and communities (communities producing more energy than they are using).



PRIORITY 4: **CLIMATE EMERGENCY INVESTMENT FUND**

Establish a trusted Kent and Medway ‘climate emergency’ carbon offset scheme and renewable energy investment fund

RATIONALE

Before the coronavirus pandemic, funding for climate emergency actions came from many disparate sources including; developer contributions, business rates, public sector funding, charitable donations from residents and businesses, and external grants and funding. There is likely to be significantly less funding available for environmental projects in the short to medium term, so ensuring money is invested in projects that have the greatest impact and bring multiple benefits will become increasingly important.

A climate emergency investment fund for Kent and Medway will pool the funding available and match it to the most cost effective and biggest impact schemes. The fund will be informed by renewable energy and natural capital opportunities studies.

OUTCOME

Developers, businesses, public sector and residents can offset their carbon emissions by investing in meaningful ‘climate emergency’ projects in Kent and Medway, such as tree and hedge planting, habitat improvement, renewable energy generation and building retrofit. The fund not only generates additional resources for delivering our climate emergency targets, but also brings environmental and social benefits.

HIGH LEVEL ACTIVITIES

DO NOW	Review existing funding streams and see how they can be tweaked to provide additional resource.
	Package up quick wins and ‘oven-ready’ projects suitable for external funding such as crowd funding or business sponsorship
	Review external funding expertise and opportunities and look at increasing access to finance through collaboration and development of a central resource.
SHORT TERM (BY 2023)	Develop and promote a Kent and Medway offset scheme and permanent crowd funding space to support new and existing local environmental projects and groups.
FOR LONGER TERM CONSIDERATION (BY 2030)	Further develop a cross-sector, multi-agency sequestration, offset and low carbon investment fund for Kent and Medway that can be used by the public, community and private sector.

CASE STUDY: WORKING WITH SCHOOLS TO TACKLE AIR POLLUTION

In 2018, Maidstone Borough Council and Tunbridge Wells Borough Council environmental health teams worked with local schools to tackle local air pollution. Schools who signed up to the Clean Air for Schools Scheme were helped to undertake an engaging class experiment. Schools were provided with two free air monitoring tubes per month, along with a teaching pack and guidance on how to record data and report the results back to the council.

This hands-on approach allowed students to analyse the direct relationship between the volume of traffic outside their school and its impact on air pollution within the school grounds. The objective was to encourage a reduction in car journeys made by parents and to highlight the effects of leaving engines idling while dropping off and collecting children.

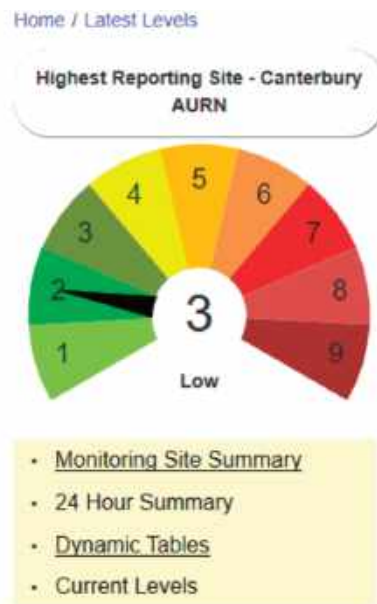
The project was launched in conjunction with the KM Charity Team's Green Champions and is sponsored by the Mid-Kent Environmental Health Team, with no funding required from the schools. For more information, or to register, visit: www.maidstone.gov.uk/cleanairforschools. Similar schemes are now also run by Medway Council and Swale Borough Council, in partnership with the KM Charity Team.



CASE STUDY: KENT AIR WEBSITE

The Kent and Medway Air Quality Monitoring Network is funded by the district and borough councils within the county, Medway Council and Kent County Council. The network aims to promote the improvement of air quality within the region, to help local authorities to meet their obligations under environmental regulations and to maintain an accessible database of robust measurements for public reporting, research and development.

The Kent Air website has been developed by the network to provide easy public access to live air quality levels, historic data measured from automatic monitoring and NO2 diffusion tubes, and published data and reports for Medway and all district and borough councils except for Dartford and Sevenoaks (whose data is hosted on the London Air Quality Network website: www.londonair.org.uk). The website also provides information about the health impacts of air pollution and recommended health advice for the forecast level of pollution.





PRIORITY 5: BUILDING RETROFIT PROGRAMME

Develop Kent and Medway net-zero buildings retrofit plans and programmes for public sector, domestic and business.

RATIONALE

Over the next 30 years, most of the emissions from the built environment will be from buildings or communities that are already in existence today. In addition, some of our most vulnerable residents are living in cold, energy inefficient homes which are expensive to run; worsening health problems and causing fuel poverty. Funding for building improvements is fragmented and complicated by property ownership issues, and projects often need to be done at scale to attract the investment needed.

In the short term, our activities will focus on expanding and accelerating existing domestic energy efficiency and fuel poverty initiatives and supporting energy efficiency and low carbon heat generation in non-domestic buildings. These programmes will then need to be expanded to ensure retrofit is seen from the perspective of a ‘place’, linking public buildings and the public realm, schools, businesses and homes, both rented and owned.

OUTCOME

Greenhouse gas emissions from Kent and Medway’s existing buildings are significantly reduced and the housing stock no longer exacerbates levels of fuel poverty. High volume retrofit programmes for homes, businesses and public sector buildings maximise external funding and finance, supporting the local retrofit industry to be cutting edge.

HIGH LEVEL ACTIVITIES

<p>DO NOW</p>	<p>Undertake ‘quick-wins’ in public and commercial premises such as converting lighting to LEDs, installing energy and water efficiency measures and controls and training building managers.</p> <p>Utilise and promote existing funding pots:</p> <ul style="list-style-type: none"> • Kent and Medway Warm Homes Programme and other domestic energy efficiency and fuel poverty projects through the Kent Energy Efficiency Partnership (KEEP). • LOCASE (Low Carbon Across the South East) grant support programme to improve efficiency of local businesses.
<p>SHORT TERM (BY 2023)</p>	<p>Establish a public sector building retrofit programme, identifying joint initiatives that maximise economies of scale including shared buildings and facilities, EV charging and micro energy generation.</p> <p>Look to scale up housing retrofit by maximising government funding and developing innovative funding mechanisms with a focus on fuel poor; difficult to treat properties such as park homes; off-gas properties; private rented sector; and ‘Able to Pay’.</p> <p>Scope cross-sector place-based approach, identifying quick wins and how we can work with private investors to scale up retrofit across Kent and Medway.</p>
<p>FOR LONGER TERM CONSIDERATION (BY 2030)</p>	<p>Develop a large scale, cross-sector, area-based retrofit programme. The programme will focus on place and public realm, including business and communities, to create net-zero and “energy positive” communities.</p>



PRIORITY 6: TRANSPORT, TRAVEL AND DIGITAL CONNECTIVITY

Set up a smart connectivity and mobility modal shift programme – linking sustainable transport, transport innovations, active travel, virtual working, broadband, digital services, artificial intelligence and behaviour change.

RATIONALE

Tackling poor air quality and achieving safe and effective transport networks that support low carbon economic recovery have been highlighted as key challenges for Kent and Medway. Furthermore, greenhouse gas emissions from transport have remained stubbornly high, but the coronavirus pandemic triggered a change in digital and travel behaviours that could be utilised to ensure emissions from transport are reduced permanently.

Tackling these issues and opportunities will require a combination of measures that improve infrastructure and facilities to encourage low carbon travel and drive behaviour change. We must also continue to tackle poor air quality hotspots, through the implementation of Air Quality Management Plans.

OUTCOME

Greenhouse gas emissions from transport and travel are significantly reduced and air quality is improved.

HIGH LEVEL ACTIVITIES

<p>DO NOW</p>	<p>Set a challenging 2030 business miles reduction target for the public sector.</p> <p>Work collaboratively with the public and private sector to roll out EV charging points and infrastructure for walking and cycling.</p> <p>Support public transport providers, including school transport providers, to use lower emission vehicles.</p> <p>Tackle poor air quality hotspots through the implementation of Air Quality Management Plans.</p>
<p>SHORT TERM (BY 2023)</p>	<p>Develop and expand sustainable travel policies that reduce car use and business miles, through a hierarchy of travel options to reduce the need to travel, encourage modal shift to walking, cycling and public transport or increase car sharing.</p> <p>Implementation of low-carbon mobility hubs for electric cars, electric bikes and push bikes, to include battery storage and solar panels where possible.</p>
<p>FOR LONGER TERM CONSIDERATION (BY 2030)</p>	<p>Review and develop approaches that consider:</p> <ul style="list-style-type: none"> • locating services nearer to public transport or within walking distance of communities • reallocation of road space in favour of more sustainable travel modes • increased control, regulation and charging for public parking in favour of electric vehicles and public transport • increased involvement in regulation of public transport and taxis to tackle poor air quality and lower greenhouse gas emissions • testing and roll-out of new technologies to enable the transition to low carbon transport and travel.

CASE STUDY: PARK AND PEDAL IN CANTERBURY

In June 2018, Canterbury City Council launched its Park and Pedal scheme at Wincheap Park and Ride. Over 1,200 journeys were recorded between July 2018 and January 2019. Of these journeys, 87% were by customers who were not regular users of the Wincheap Park and Ride and would normally have driven into the city centre.

Cyclists who sign-up to the scheme pay a £15 deposit for a key card that allows them to leave their bike in a high security compound. They are then able to drive to the car park each morning and park for free, before grabbing their bike and heading into the city, helping to cut the queues and improving air quality in the town centre.

The scheme was largely funded by a £21,300 grant from Kent County Council. The Park and Pedal map can be viewed on Canterbury City Council website and shows bike routes from Wincheap Park and Ride into the city, cycle racks and places to refill your water bottle.



CASE STUDY: MAKING KENT HOMES WARMER

Through a combination of schemes and initiatives, local authorities in Kent and Medway have been able to maximise funding and signpost residents to initiatives that make homes warmer, reduce health inequalities and lower carbon emissions.

Since 2013, Dartford, Dover, Gravesham, Tonbridge and Malling and Tunbridge Wells Councils have offered a Collective Energy Switching scheme, called Energy Deal. Residents can register for free to take part in energy auctions (held 3 times a year), to identify lower energy tariffs without any obligation to switch. Since 2013, the Energy Deal has helped residents save £804,632 on their energy bills collectively.

Kent and Medway partners are also working together to promote the Warm Homes scheme that helps residents identify energy efficiency measures that will help lower their energy bills and make their homes feel warmer. Since the Warm Homes scheme began in 2014, over 2,400 energy efficiency measures have been installed in over 2,300 homes. In total, the measures are expected to save an estimated 39,000 tonnes of carbon and save residents £8.8 million over the course of the measures' life.

For more information visit www.energydealswitch.com and www.kent.gov.uk/warmhomes





PRIORITY 7: RENEWABLE ENERGY GENERATION

Set up an opportunities and investment programme for renewable electricity and heat energy generation.

RATIONALE

Securing a low carbon, sustainable economic recovery will require us to transform the way we generate energy. Whilst some of this will be done at the national level, we must also support new low-carbon energy infrastructure opportunities, such as those presented in the Tri-LEP Energy Strategy. We will focus on supporting opportunities that allow more of our energy to be produced locally and from renewable sources and increasing the number of new developments supplied by local energy centres and district heating schemes.

OUTCOME

The county is an exemplar for renewable energy generation; producing more low carbon energy than it consumes and stimulating enhanced renewable energy supply chain opportunities that will support a green recovery.

HIGH LEVEL ACTIVITIES

DO NOW	<p>Install roof-top solar panels on all suitable public sector buildings.</p> <p>Support residents and small businesses to install roof-top solar panels, by offering a group purchasing scheme such as Solar Together Kent.</p>
SHORT TERM (BY 2023)	<p>Undertake a renewable electricity and heat energy generation opportunities study for Kent and Medway. The study will build on existing knowledge and focus on all existing and emerging technologies including solar, wind, nuclear, heat pumps, district heating and green gas such as hydrogen.</p>
FOR LONGER TERM CONSIDERATION (BY 2030)	<p>Develop a joint Future Energy Investment Programme for Kent and Medway looking at:</p> <ul style="list-style-type: none"> • hydrogen • green gas • decentralised energy in new developments • community energy generation • other emerging energy technologies.



PRIORITY 8: GREEN INFRASTRUCTURE

Develop a multi-functional, natural capital opportunity and investment programme – focusing on environmental projects that store carbon, increase climate change resilience, improve air quality and soil health and increase biodiversity.

RATIONALE

Soil, trees, hedgerows, grassland, wetlands and maritime habitats all store carbon, so improving land management practices and increasing coverage of these habitats will be essential if we are to achieve our net-zero target. In addition, our actions to increase carbon storage can also support our efforts to respond to the ecological emergency, support the Kent Biodiversity Strategy and increase resilience to climate change. The development of an opportunity and investment programme will ensure resources can be targeted at the most appropriate projects, capable of generating the most benefits.

OUTCOME

There is increased capacity for Kent and Medway’s natural environment to store carbon and offset the county’s greenhouse gas emissions: bringing additional benefits such as reduced air and water pollution, increased flood storage capacity, improved biodiversity and providing health, cultural and leisure opportunities for local communities.

HIGH LEVEL ACTIVITIES

DO NOW	Identify natural environment ‘quick-wins’ and areas where tree establishment is needed, especially in relation to Ash Dieback. Produce tree planting guidance to ensure the right tree species are planted in the most appropriate places.
SHORT TERM (BY 2023)	Assess the carbon and resilience value of natural capital in Kent and Medway, together with other potential functions. Scope develop and implement a multi-functional, natural capital opportunity and investment programme.
FOR LONGER TERM CONSIDERATION (BY 2030)	Expand the natural capital opportunity and investment programme to include all sectors.



PRIORITY 9: SUPPORTING LOW CARBON BUSINESS

Develop and implement a Kent and Medway business recovery and support programme to cut costs and win new business.

RATIONALE

The coronavirus pandemic has had a significant impact on local businesses and many will need support to recover. In addition, whilst many local businesses have already taken action to save money and reduce their impact on the environment, our evidence shows that this activity needs to be expanded and rapidly accelerated if we are to achieve our low carbon vision. A dual pronged approach to local business support, which utilises the considerable purchasing power of Kent and Medway’s public sector and supports businesses to reduce their environmental impact will help drive a low carbon economic recovery.

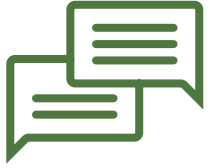
OUTCOME

Greenhouse gas emissions from local small and medium sized enterprises are reduced and businesses are supported to make the most of the economic opportunities that arise as we transition to a low carbon economy.

HIGH LEVEL ACTIVITIES

DO NOW	<p>Support public sector suppliers to complete Steps to Environmental Management (STEM) training (or equivalent), in order to identify supply chain emissions and drive efficiencies where possible⁷</p> <p>Promote and refer businesses and supply chain to LOCASE, for support and access to grant funding to reduce their costs and access new markets.</p>
SHORT TERM (BY 2023)	<p>Conduct public sector supply chain assessments, focusing on the largest suppliers.</p> <p>Undertake a supply chain analysis of the economic opportunities from the low carbon sector across Kent and Medway (funded through SELEP).</p> <p>Require public sector suppliers to undertake STEM or a similar scheme.</p> <p>Working in partnership with local authorities and the Kent and Medway Economic Partnership, develop a targeted business support supply chain programme for the Kent and Medway public sector, building on LOCASE.</p>
FOR LONGER TERM CONSIDERATION (BY 2030)	<p>Develop local supply chain, low carbon clusters or opportunities (dependent on supply chain analysis).</p>

⁷ The STEM accreditation scheme was developed through Low Carbon Across the South East (LOCASE) and is free to members of the Low Carbon Kent business network. It helps businesses improve their environmental performance through a series of assessments and certificates (blue, silver and gold), which correspond to National Standard BS 8555.



PRIORITY 10: COMMUNICATIONS

Develop a comprehensive communications, engagement and behaviour change programme targeted at residents, employees, businesses and visitors.

RATIONALE

We will not tackle the climate emergency through technology alone: our net-zero future will only be achieved if we successfully change perceptions, behaviour and social norms. Despite a recent surge in public interest in climate change there remain many psychological, social and cultural barriers to behaviour change, alongside a lack of physical capability or opportunity. These barriers are compounded by many competing voices seeking to advance their own part of the environmental agenda. We will need to work closely with our partners to develop simple, tailored and targeted communications that raise awareness and encourage a change in perceptions and behaviour.

OUTCOME

Residents, employees, businesses and visitors to Kent and Medway understand how their actions impact the environment; are aware of the risks of climate change and poor air quality; appreciate the value of the natural environment; and are sufficiently well informed and motivated to adopt more sustainable and low carbon behaviours. This increased awareness and engagement increases the impact of the other programmes developed through this Strategy.

HIGH LEVEL ACTIVITIES

DO NOW	Link up existing stakeholder communications and agree shared messages on topics such as air quality, fuel poverty, active travel and energy efficiency. Use the Kent Environment Strategy Conference as a mechanism to raise the profile of local authority collective action.
SHORT TERM (BY 2023)	Develop a joint communications, engagement and behaviour change strategy and programme for residents, public sector staff and businesses. Monitor effectiveness of campaigns and develop into targeted behaviour change programmes.

CASE STUDY: ELECTRIC BUS TRIAL

In March 2018, Kent took part in an eight-week electric bus demonstrator trial commissioned by Volvo Bus UK and ABB UK. The trial aimed to demonstrate to Kent County Council, Prologis and Arriva (the bus operators), that electric buses can be operational without disrupting current schedules, whilst also improving air quality, energy efficiency, noise and passenger comfort, as well as providing financial benefits. The trial was conducted along the 23.6km-long 'Fastrack Route A', operating 20 hours daily between Dartford and Bluewater.

Data gathered from the trial showed that an energy saving of 69.3% could be realised on the Fastrack Route A (based on the annual energy use of current diesel buses; 2,063MW, versus the energy used by the bus on the trial; 634MW). Feedback from Arriva was positive, with the electric bus outperforming expectations and the drivers reporting that they preferred the electric vehicles. The public were also complimentary, with 70% of Twitter comments being neutral or positive.

The demonstration proved that the vehicle operated within Fastrack's operational requirements. It also helped promote the drive towards zero emissions technology and whilst the vehicle itself drew attention, the visual element of the charging infrastructure proved to be much more effective and thought provoking for the general public and stakeholders alike.



CASE STUDY: LOW CARBON ACROSS THE SOUTH EAST

The Low Carbon Across the South East (LoCASE) project provides free support to help businesses become more competitive and profitable, by reducing environmental impacts through resource efficiencies and encouraging low carbon innovation. It does this through a three-pronged approach of stimulating demand, supporting supply and transferring knowledge. The scheme is administered by Kent County Council and supports businesses in Kent and Medway, Essex, Thurrock, Southend-on-Sea and East Sussex.

So far the project has seen nearly £3.5 million of EU grant funding approved for 425 Kent and Medway Small and Medium Sized Enterprises (SMEs), towards a huge range of purposes. This investment is set to deliver over 4,000 tonnes of carbon dioxide equivalent of savings through 250 energy and resource efficiency projects; from simple lighting, heating and insulation works, to investing in more effective and sustainable business practices. To date this support has helped create 160 jobs, launch 45 new products or services and support 31 business start-ups in Kent and Medway's burgeoning Low Carbon Environmental Goods and Services sector.

It was due to this success that LoCASE was identified as an exemplar project for replication across the south east in the Energy South2East regional local energy strategy. It was also selected as a runner-up by the President of the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Awards in 2018.

The project will continue to administer additional funding up to a value of £49 million to support businesses in the South East, in addition to expanding delivery into the neighbouring Local Economic Partnership (LEP) areas of Coast to Capital, Enterprise M3 and the Solent. This will open up access to LoCASE support to any SME based in Kent, Medway, Essex, Surrey, Hampshire and the Solent.

HOW WE WILL DELIVER THIS STRATEGY

The Kent and Medway Energy and Low Emissions Strategy sets out how we will respond to the UK climate emergency and ensure our recovery from the coronavirus pandemic drives clean and resilient economic growth, eliminates poor air quality, reduces fuel poverty, and promotes the development of an affordable, clean and secure energy supply across Kent and Medway. Building on the strengths and activities of local authorities and their partners, the strategy identifies ten high level priorities for action now and in the short- and long-term.

The strategy is owned by all 14 Kent and Medway local authorities, but the actions will need to be taken in partnership with other public and private sector partners, academic and charitable organisations. In addition, the strategy will develop programmes that will require the support of local businesses, community groups and residents if they are to be successful.

A technical implementation plan accompanies this strategy and provides detailed information on the specific actions that will be taken to achieve each priority, the partners involved, timescales and outputs. Progress, risks and issues will be regularly reviewed by Kent Leaders, Kent Chief Executives and appropriate partnerships. Progress reports and the latest indicators will be published online at www.kent.gov.uk/environment.

The Energy and Low Emissions Strategy is a sub-strategy of the Kent Environment Strategy and is intrinsically linked to several other strategic documents and policies across Kent. These are shown in Figure 4.

Regional	Energy South to East: Local Industrial Strategy
	Local Economic Plan and Strategic Economic Statement
	Transport Strategy for the South East
County wide	Environment Strategy
	Growth and Infrastructure Framework
	Biodiversity Strategy
	Local Transport Plan
	Active Travel Strategy (excluding Medway)
	Health and Wellbeing Strategy
	Joint Strategic Needs Assessment
	Fuel Poverty Strategy
	Housing Strategy
	Enterprise and Productivity Strategy (in development)
	Sustainability and Transformation Plan
Local	Local Plans
	Covid-19 recovery plans
	Green Infrastructure Strategies
	Sustainable School Travel Strategy (Medway only)
	Walking and Cycling Strategies
	Air Quality Management Area Strategies

Figure 4: Key strategies linked to the Kent and Medway Energy and Low Emissions Strategy

MEASURING PROGRESS – OUR INDICATORS

To ensure our activities remain effective, it is essential that we monitor and evaluate progress against our priorities regularly. To do this we will establish and monitor the following key indicators; ensuring that they remain measurable over the lifetime of this strategy. These indicators will be monitored quarterly (as they are updated) and published online.

THEME	INDICATOR	BASELINE
Carbon dioxide emissions	Total carbon dioxide (CO ₂) emissions	8,958.2 kilo tonnes of CO ₂ (2017). Total CO ₂ emissions have fallen by 37% since 2005.
	Per capita carbon dioxide (CO ₂) emissions	4.9 tonnes per person (2017).
Air quality	Annual exceedance of key air pollutants	2 site failures for NO _x and 2 site failure for O ₃ (2018).
	Number of days of moderate or higher air pollution	78 days (21.3% of the year), where at least one pollutant recorded levels of moderate or higher air pollution (2018).
	Deaths associated with particulate matter (PM2.5)	922 deaths associated with particulate matter (2017).
	Number of air quality management areas	43 air quality management areas (2019).
Green infrastructure	Tree canopy coverage	To be developed
	Carbon storage value of habitats	To be developed
Energy	Annual energy consumption of local authority estate (all 14 councils)	To be developed
	Average domestic energy consumption (gas and electricity) per customer	16,781 kilowatt hours (2017).
	Carbon emissions from gas and electricity consumption	4.87 Mega tonnes CO ₂ (2017).
	Renewable electricity generation	1,751 Mega Watts (2018).

Transport	Carbon emissions from the transport sector	3,953.7 kilo tonnes of CO ₂ (2017).
	Active travel to school (walking, cycling, scooting)	64.2% of primary school children. 36.6% of secondary school children (2018).
	Active travel to work (census data – updated every 10 years)	In 2011, 32% of people that work within 5km of their home actively travelled to work in Kent.
	Journey delays on local A-roads (excluding Medway)	35.4 seconds per vehicle per mile (2018).
	Journey delays on local A-roads (Medway only)	46.9 seconds per vehicle per mile (2018).
	Electric Vehicle Registrations	4,845 electric vehicle registrations (December 2019).
	Road transport fuel consumption	1,182,943 tons of oil equivalent.
	Number of car share / car clubs in operation	To be developed
	Kilometres of footpath/cycle lane improved	To be developed
Housing and health	Households in fuel poverty	73,010 (9.6%) households in fuel poverty (2017).
	Excess winter deaths	1,610 excess winter deaths 29.6% averaged excess winter mortality (2017/18).
	Carbon emissions from the domestic sector	2,585.9 kilo tonnes of CO ₂ (2017).
	Household water consumption	To be developed
	Energy Performance Certificate (EPC) rating of homes	83% of new builds had an EPC rating of A or B (2018). 16% of all domestic EPC lodgements were rated A or B for energy efficiency (2018).
	Number of energy efficiency measures installed in homes	To be developed

GLOSSARY

Active travel - Travel and transport by physically active modes of transport such as cycling, walking or scooting.

Air quality - The composition of the air in terms of how much pollution it contains.

Air Quality Management Areas (AQMAs) – Where Local Authorities have found that air pollution objectives have been exceeded or are not likely to be achieved, an Air Quality Management Area must be declared. The size of these areas is not predefined and can vary.

Department for Business, Energy and Industrial Strategy (BEIS) – Formed in 2016 The Department for Business, Energy and Industrial strategy is a government department responsible for business, industrial strategy, science and innovation and energy and climate change policy.

Car club – Car clubs allow you to rent a car by the hour. Car clubs offer the benefits of using a car without the expense or inconvenience of maintaining and running your own car.

Clean energy – Energy that is not produced from fossil fuels (coal, oil or natural gas)

Clean growth – set out in the Government's Clean Growth Strategy, the concept aims to lower carbon emissions, protecting the environment and meeting

our climate change obligations, whilst stimulating growth and prosperity, increasing earning power and creating and supporting thousands of jobs.

Combined Heat and Power (CHP) - When electricity is generated, up to 60% of the energy can be wasted as lost heat. Combined Heat and Power schemes are designed to recover most of this waste heat and use it to power a turbine and generate more electricity.

Department for Environment, Farming and Rural Affairs (DEFRA) – Formed in 2001, the Department for Environment, Food and Rural Affairs is the government department responsible for environmental protection, food production and standards, agriculture, fisheries and rural communities in England.

District heating - A district heating system is a network of insulated pipes, which delivers heat (or chilled water) from a centralised energy centre to multiple end users [see also Heat Network].

Energy Performance Certificate (EPC) - EPCs are intended to inform potential buyers or tenants about the energy performance of a building, so they can consider energy efficiency as part of their investment or business decision. The scale is from A-G, A being the most efficient.

Energy switching – a process carried out by consumers aiming to reduce their energy bills by changing their energy provider.

Excess Winter Deaths – is defined as the difference between the number of deaths which occurred in winter (December to March) and the average number of deaths during the preceding months (August to November) and the subsequent four months (April to July).

Flexible working - Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home.

Fuel poverty - Fuel poverty in England is measured by the Low Income High Costs definition, which considers a household to be in fuel poverty if they have fuel costs that are above average (the national median level) and where if they were to spend that amount, they would be left with a residual income below the official poverty line.

Geographic Information Systems (GIS) – A computer system that allows analysis of spatial data by organising layers of information into visual maps and 3D scenes. Commonly used GIS applications are ArcGIS and MapInfo.

Greenhouse gases - As defined under the Kyoto Protocol, these include:

Carbon dioxide (CO₂) Methane (CH₄) Nitrous oxide (N₂O)

Hydrofluorocarbons (HFCs) Perfluorocarbons (PFCs) Sulphur hexafluoride (SF₆)

Green infrastructure - Green infrastructure is a network of multi-functional green space, both new and existing, both rural and urban, which supports the natural and ecological processes and is integral to the health and quality of life of sustainable communities.

Growth and Infrastructure Framework – prepared by Kent County Council to provide a view of emerging development and infrastructure requirements to support growth across Kent and Medway. It provides a strategic framework across the County, for identifying and prioritising investment across a range of infrastructure, for planned growth up to 2031.

Hard-to-treat homes – homes that cannot accommodate routine, cost-effective energy efficiency measures. Homes considered hard-to-treat are often not connected to the gas network or are built with solid walls (without a cavity); this includes older properties and park homes.

Heat networks - A heat network, sometimes called district heating, is a distribution system of insulated pipes that takes heat from a central source and delivers it to a number of domestic or non-domestic buildings. The heat source might be a facility that provides a dedicated supply to the heat network, such as a combined heat and power plant; or heat recovered from industry and urban infrastructure, canals and rivers, or energy from waste plants.

Local Enterprise Partnership (LEP) – LEPs are locally owned partnerships between local authorities and

businesses. They play a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs.

Low Carbon Across the South East (LoCASE) – An EU funded project set up to help businesses tackle and adapt to climate change, by aiming to reduce costs by cutting emissions and promoting the opportunities of the low carbon and environmental goods and services market.

Low carbon economy - An economy which has a minimal output of greenhouse gas emissions.

Mega Watt (MW) - a measure of power, one million watts.

Net-zero – Achieving net-zero carbon emissions by deeply cutting emissions, with remaining emissions offset by removal from the atmosphere (eg. by trees or technology).

Renewable energy - Energy produced using naturally replenishing resources. This includes solar power, wind, wave, tide and hydroelectricity. Wood, straw and waste are often called solid renewable energy, while landfill gas and sewerage gas can be described as gaseous renewables.

Small and Medium Sized Enterprises (SMEs) - Micro, small and medium-sized enterprises who employ fewer than 250 people and which have an annual turnover of less than £25 million.

Superfast broadband - In the UK, 'superfast' broadband is defined as a connection with download speeds of 24Mb or above.

Sustainable development - Development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It is central to the economic, environmental and social success of the country and is the core principle underpinning the National Planning Policy Framework.

Tri-LEP – A term used to describe collaboration between the South East, Coast to Capital and Enterprise M3 Local Economic Partnerships. The Tri-LEP area covers much of south east England including Kent, Sussex, Surrey, Hampshire and Essex.

Ultra-Low Emission Vehicles (ULEVs) – Ultra low emission vehicles (ULEVs), also known as plug-in vehicles, emit extremely low levels of motor vehicle emissions compared to traditional petrol or diesel vehicles.

Vulnerable resident – A term for an individual who is at risk of harm due to life circumstances such as being homeless, frail or elderly or has a mental or physical illness.

KENT AND MEDWAY ENERGY AND LOW EMISSIONS STRATEGY

WWW.KENT.GOV.UK/ENVIRONMENT

This document is available in alternative formats and can be explained in a range of languages. Please contact alternativeformats@kent.gov.uk



Subject:	POLICY ON THE USE OF SOCIAL MEDIA IN INVESTIGATIONS OF CRIMINAL OFFENCES
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Diane Croucher, Head of Regulatory Services
Portfolio Holder:	Councillor Nicholas Kenton, Portfolio Holder for Planning and Regulatory Services
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To seek approval for the adoption of a Social Media Investigations Policy.

Recommendation: That Cabinet approves:

1. Adoption of this policy.
2. Any approval of future minor amendments to the policy to be delegated to the Head of Regulatory Services, in consultation with the Portfolio Holder for Planning and Regulatory Services.

1. Summary

1.1 To set up and adopt a Council policy relating to the use of social media platforms when investigating criminal offences.

2. Introduction and Background

2.1 Social media is the collective term for the current set of online tools, websites and interactive media enabling users to interact with each other in various ways. This includes sharing information, opinions, knowledge and interests in a variety of forms.

2.2 The number of different social media tools is vast, and growing every year. Some of the larger platforms include:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram

2.3 As the digital world develops so do methods of criminality. The use of social media platforms has become an essential investigatory tool for enforcement agencies in gathering of evidence.

2.4 The Council's [Regulation of Investigatory Powers Act Policy](#) setting out the wider use of these powers by the Council was approved in 2018.

2.5 The aim of a specific policy relating to social media is to provide greater clarity

regarding concerns existing within the sphere of social media investigation. This is a continuation and clarification on the [Regulation of Investigatory Powers Act Policy](#) and supports compliance with the [RIPA Act 2000](#) thereby ensuring employees know the procedures and processes they must abide by.

3. **Identification of Options**

3.1 Option 1 - Adopt and approve the policy

3.2 Option 2 - Reject the proposed policy

4. **Evaluation of Options**

4.1 Option 1 - Is the preferred option. This provides additional governance and creates a consistent approach relating to the use of social media for investigation purposes across the organisation.

4.2 Option 2 - Risks employees incorrect use of social media. This could leave DDC at risk of breaching data protection legislation, large fines, negatively impact on our reputation and undermine prosecutions

5. **Resource Implications**

5.1 Financial – all implications will be met from existing resources

5.2 Personnel - all implications will be met from existing resources.

5.3 Other – all implications will be met from existing resources.

6. **Climate Change and Environmental Implications**

6.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

7. **Corporate Implications**

7.1 Comment from the Director of Finance: Accountancy have been consulted on the financial matters in this report and there are no financial implications therefore we have no further comments to add. (LS)

7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make

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

7.4 Other Officers (as appropriate):

8. **Appendices**

Appendix 1 – The Use of Social Media in Investigations of Criminal Offences Policy

9. **Background Papers**

Dover District Council RIPA policy 2018

Contact Officer: Andrzej Kluczynski, Environmental Crime Team Leader



DOVER DISTRICT COUNCIL

**POLICY ON THE
USE OF SOCIAL MEDIA IN INVESTIGATIONS OF
CRIMINAL OFFENCES**

November 2020

USE OF SOCIAL MEDIA IN INVESTIGATIONS OF CRIMINAL OFFENCES

POLICY

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Introduction

This Policy should be read alongside the Councils [Regulation of Investigatory Powers Policy](#).

Scope

The policy applies to any Dover District Council employees that use social media for investigatory purposes and provides guidance to staff on the correct procedure.

Background

This policy is to ensure that employees know the procedures and process they must abide by when using social media for investigatory purposes and how they would go about doing so.

1 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

- 1.1 This policy should be read in conjunction with the Dover District Council's [RIPA Policy and Procedure](#), as well as the statutory codes of practice issued by the Secretary of State and the Office of Surveillance Commissioners Guidance.
- 1.2 It applies to any investigatory work undertaken by Dover District Council officers in relation to investigation and prosecution of criminal offences.
- 1.3 RIPA authorisation for the surveillance of social media makes the surveillance lawful for all purposes providing safeguards if, for example, a claim is made under Article 8 of the European Convention on Human Rights (right to respect for private and family life)
- 1.4 Social media has become a significant part of many people's lives, with people regularly using and interacting with many different forms of social media. For individuals to do so they are required to input numerous categories of personal data into sites before they can access the site. This is processed by the provider therefore they are accumulating a lot of personal data about a person, from daily routines to specific events. To create an account, most social media sites require at a minimum the name, username and email address of that individual. Further information may also be available in the profile itself.; Access to social media by a user on mobile devices can mean that a person's precise location at a given time may be recorded providing certain permissions are set.
- 1.5 Social media can therefore be a very useful tool when investigating alleged offences with a view to bringing a prosecution in the courts or taking other action. The use of information gathered from the various forms of social media available can go some way to proving or disproving various information including a statement made by a defendant, or an allegation made by a complainant.
- 1.6 Not all information published on social media is true and care must be taken as to the validity of information recorded. The information obtained must only relate to the investigation being carried out and not for a general "fishing" expedition.

2 'SOCIAL MEDIA' IN THIS POLICY

- 2.1 Social media encompasses a wide and dynamic range of web-based services typically facilitating individuals or businesses to construct a public or semi-public profile or creating a platform for sharing views or information. Typical characteristics include:
 - The ability to show a list of other users with whom the primary user shares a connection, often termed "friends" or "followers"
 - Hosting capabilities for audio, photographs and video content
 - Community-based web sites/pages, online public discussion forums and chat rooms
 - For sale pages embed in certain sites such as Facebook and Instagram

Current examples of social media include:

- Facebook
- Twitter

- Instagram
- Snapchat
- LinkedIn
- Pinterest
- Google+
- Vine
- Tumblr
- Flickr
- YouTube
- Reddit
- Yammer

2.2 This is not an exhaustive list and similar or new electronic communication systems are likely to be used when using social media for investigatory purposes.

3 PRIVACY SETTINGS

3.1 The majority of social media services will allow users to dictate who can view their activity, and to what degree, through the use of privacy settings. Depending on the social media site privacy settings this can just be limited to a user/display name.

3.2 The information publicly available is known as an individual's public profile.

3.3 Publishing content or information using a public, rather than a private setting, means that the individual publishing it is allowing everyone to access and use that information and to associate it with them. It should not be seen however as a consent to being monitored by the council unless done so in an overt manner. The information is still the personal data of that individual regardless of whether the information is made public.

3.4 The opposite of a public profile is a private profile, where a user does not allow everyone to access and use their content, and respect should be shown to that person's right to privacy under [Article 8 of the European Convention on Human Rights](#). Even though an account is private certain aspects may still be visible depending on the site being used.

3.5 Even though a user has set their profile to private it may still be accessible through other means for example someone may have them as a friend linking them to that individual's social media profile which means their account isn't private to them; this may mean your friend can view their profile. Care should be taken and if there is any doubt about the use of any personal information it should be discussed with your line manager or data protection team.

4 THE PRINCIPLES

4.1 The diversity of social media means that it is impracticable to prescribe the threshold for requiring authorisation under RIPA in all of the various scenarios that may exist. Ultimately any decision to make an application should be taken

pragmatically and then actioned as per the relevant policies and procedures as referenced above. Covert surveillance should be the last measure.

- 4.2 Either authorisation for directed surveillance or for use of a [Covert Human Intelligence Source](#) (CHIS) may be required.
- 4.3 If in any doubt, the guiding principle is to refer to your line manager, with assistance from Corporate Services and the Solicitor to the Council, as necessary.
- 4.4 Reviewing open source sites does not require authorisation unless the review is carried out with some regularity.
- 4.5 Using social media for investigatory purposes, under statutory powers or otherwise, will meet the definition of “**directed surveillance**” if it is:
 1. covert;
 2. likely to reveal private information; and
 3. done with some regularity.

The primary consideration is then the privacy setting and whether the person being monitored has a public or private profile. A public profile will allow anyone to see information whereas with a private profile you have to be a friend of the person to see information about them.

- 4.6 A “one-off” is one on-line visit or a series of three or four visits that are closely connected in purpose, time and stage of the investigation. For example, 3 visits within 2 weeks of each other could be a “one-off” if they relate to the same investigation and are closely related. However, if there is a visit once a week for several weeks that would not be a “one-off” as it would appear to be monitoring the activity of the person.
- 4.7 It follows that there is no real difference between information from a social media source with public settings and a public website. A “one-off” piece of surveillance therefore would be outside the remit of the [RIPA authorisation process](#).
- 4.8 Where surveillance is more than a one-off, those involved in considering whether to seek a RIPA authorisation should consider the parallel situation: live, covert observance of a person in public places.
- 4.9 If there are repeated observances, constituting more than a one-off, then the investigator should consider the real life, parallel situation and relate the use of internet to following a person, covertly, but in public. If an authorisation would be required in the real world, one would also be required in the virtual world.
- 4.10 Continued covert visits are likely to require RIPA authorisation.
- 4.11 Further considerations for all will then include the reason for the surveillance and collateral information that may reasonably be suspected of being detected, as a precursor to a procedural application. Generally, the more necessary and proportionate the surveillance, the more likely that a formal application will be required.
- 4.12 False identities are not unlawful, but real identities of others should not be adopted. However, where there is need to penetrate someone’s privacy settings,

by be-friending them by using a false identity or pseudonym, this must be discussed with your manager and a RIPA authorisation will always be required. This can be equated to using a disguise to obtain information about a person, which is directed surveillance and would require RIPA authorisation.

5 Covert Human Intelligence Sources (CHIS)

- 5.1 Where there is need to apply on-line to join a platform this may require authorisation for use of a CHIS. This will be dependent on the existence of a “relationship.”
- 5.2 If the application to join a site is a formality and there is no interaction with a suspect or their group, this will require a directed surveillance authorisation only.
- 5.3 The potential for a “relationship” to have been established or maintained must be considered formally with a line manager in such cases, obtaining advice from the Solicitor to the Council as necessary.
- 5.4 Consideration must be given to the potential for the activity to constitute entrapment.
- 5.5 These rules apply to the use of any officer or agent of the council.

6 WHAT ISN'T PERMITTED UNDER THIS POLICY

- 6.1 When it is discovered that an individual under investigation has set their social media account to private, officers should not attempt to circumvent those settings. Such attempts would include, but are not limited to;
 - sending “friend” or “follow” requests to the individual,
 - setting up or using bogus social media profiles in an attempt to gain access to the individual’s private profile,
 - contacting the individual through any form of instant messaging or chat function requesting access or information,
 - asking family, friends, colleagues or any other third party to gain access on their behalf, or otherwise using the social media accounts of such people to gain access, or
 - any other method which relies on the use of subterfuge or deception.

Officers should keep in mind that simply using profiles belonging to others, or indeed fake profiles, in order to carry out investigations does not provide them with any form of true anonymity. The location and identity of an officer carrying out a search can be easily traced through tracking of IP Addresses, and other electronic identifying markers.

- 6.2 Regardless of whether the social media profile belonging to a suspected offender is set to public or private, it should only ever be used for the purposes of evidence gathering. Interaction or conversation of any kind should be avoided, and at no stage should an officer seek to make contact with the individual through the medium of social media. Any contact that is made may lead to accusations of harassment or, where a level of deception is employed by the officer, entrapment, either of which would be detrimental and potentially fatal to any future prosecution that may be considered.

- 6.3 If an officer needs to carry out any of the above, then this must be discussed with their manager and if necessary be approved by the Corporate Services team and the Solicitor to the Council before any RIPA application is authorised.

7 CAPTURING EVIDENCE

- 7.1 Once content available from an individual's social media profile has been identified as being relevant to the investigation being undertaken, it needs to be recorded and captured for the purposes of producing as evidence at any potential prosecution. Depending on the nature of the evidence, there are a number of ways in which this may be done.
- 7.2 Where evidence takes the form of a readable or otherwise observable content, such as text, status updates or photographs, it is acceptable for this to be copied directly from the site, or captured via a screenshot, onto a hard drive or some other form of storage device, and subsequently printed to a hard copy. The hard copy evidence should then be exhibited in a suitably prepared witness statement in the normal way and retained in line with retention periods.
- 7.3 Where evidence takes the form of audio or video content, then efforts should be made to download that content onto a hard drive or some other form of storage device such as a CD or DVD. Those CD's and/or DVD's should then be exhibited in a suitably prepared witness statement in the normal way. Any difficulties in downloading this kind of evidence should be brought to the attention of the officer's line manager / ICT department who should be able to assist in capturing it.
- 7.4 When capturing evidence from an individual's public social media profile, steps should be taken to ensure that all relevant aspects of that evidence are recorded effectively. For example, when taking a screenshot of a person's social media profile, the officer doing so should make sure that the time and date are visible on the screenshot in order to prove when the evidence was captured. Likewise, if the evidence being captured is a specific status update or post published on the person's profile, steps should be taken to make sure that the date and time of that status update or post is visible within the screenshot. Without this information, the effectiveness of the evidence is potentially lost as it may not be admissible in court.
- 7.5 Due to the nature of social media, there is a significant risk of collateral intrusion into third parties' information. This information may be captured alongside that of the suspected offenders. When capturing evidence from a social media profile, steps should be taken to minimise this collateral intrusion either before capturing the evidence, or subsequently through redaction. This might be particularly prevalent on social media profiles promoting certain events, where users are encouraged to interact with each other by posting messages or on photographs where other users may be making comments.

8 General

- 8.1 Social media accounts must only be accessed on devices belonging to the Council.
- 8.2 A log must be kept of the use social media in any investigation detailing the reasons why it was necessary to use it, the results found and any collateral damage to other parties. This must be approved by your

manager if it will be used in evidence. A copy of this log can be found at appendix 1

- 8.3 Before any investigation is carried out that requires RIPA authorisation you should see if you can gather the necessary evidence in an overt manner from a Dover District Council account.
- 8.4 All investigations, whether overt or covert, should be carried out by the appropriately trained officer for the department. They will be the individual that will carry out the research and gather the necessary evidence. Appropriately trained officers for departments across the Council are as follows:

Department	Officer	Manager
Regulatory Services	Environmental Crime Officer	Environmental Crime Team Leader
Regulatory Services	Environmental Crime Team Leader	Environmental Protection Manager
Regulatory Services	Technical Support Officer- Enviro Crime	Environmental Crime Team Leader

9 LEGISLATIVE OVERVIEW – LINKS

9.1 The following are relevant to this area and the subject of RIPA authorisations overall:

- Secretary of State and the Office of Surveillance Commissioners Guidance,

<https://osc.independent.gov.uk/>

- Regulation of Investigatory Powers Act 2000_

<http://www.legislation.gov.uk/ukpga/2000/23/contents>

- The Home Office Guidance to Local Authorities on the Protection of Freedoms Act 2012 - Changes to Provisions under RIPA

<https://www.gov.uk/government/publications/changes-to-local-authority-use-of-ripa>

- Investigatory Powers Act 2016_

<http://www.legislation.gov.uk/ukpga/2016/25/contents/enacted>

- The CHIS/covert surveillance codes of practice

<https://www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice>

- The link to the Council's RIPA Policy

<https://intranet.dover.gov.uk/Teams/ChiefExecutive/CorporateServices/RIPA.aspx>

Subject:	HOUSING STOCK COMPLIANCE
Meeting and Date:	Cabinet – 11 January 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Derek Murphy, Portfolio Holder for Housing and Health
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report: To update Cabinet on the current position in relation to the compliance status of the Council's housing stock.

Recommendation: 1. That Cabinet notes the contents of this report, which relates to the statutory health & safety compliance matters associated with managing the housing stock, as well as the actions being taken to verify the accuracy of compliance data.

1. Summary

- 1.1 This is the third monthly compliance report since the housing service reverted to the direct control of Dover District Council from East Kent Housing on 1st October 2020. The report outlines: progress towards creating the requisite reliable compliance management and reporting framework; establishing accurate raw data; and reporting performance based on this verified data.
- 1.2 The report draws attention to the features and constraints of the reporting system in order that members have a deeper understanding of the significance of the data being reported. In particular, the reporting figures can only indicate performance at a specific moment in time. Compliance is dynamic because individual certificates expire, necessitating retesting.
- 1.3 Considerable progress has been made in verifying the accuracy of the data and just three information streams still need to be verified. The verified data shows that in all but two of the categories the performance has improved and the drop in performance of the remaining category is marginal.

2. Introduction and Background

- 2.1 This is the third monthly compliance report since the housing service reverted to the direct control of Dover District Council from East Kent Housing. The first report was considered by cabinet on 9th November 2020 and stressed the importance of establishing a master data base, which for Dover District Council is the Strategic Asset Management (SAM) system, a module of the Northgate Housing System. The report also emphasised the importance of thorough interrogation of the base data in order to verify accuracy, a substantial piece of work.

- 2.2 This report outlines subsequent progress towards creating the requisite reliable compliance management and reporting framework, establishing accurate raw data and reporting performance based on this verified data.
- 2.3 Considerable progress has been made in verifying the accuracy of the data and just information streams still need to be verified. The verified data shows that in all but one of the categories the performance has improved and the drop in performance of the remaining category is marginal.
- 3. Compliance Management and Reporting Framework.**
- 3.1 Work continues to refine the Compliancy Data Management and Data Storage Manual document which will be used by everyone delivering compliancy. The first draft was produced on 11th November. The manual translates the policies into a working document for officers that describes the scope of each compliance area, the data that needs to be collected for that particular compliance area, why this data is necessary, how and where the data is stored and the measures needed to verify the data. The act alone of writing the manual focusses minds on the processes and procedures involved and acts as a tool for uncovering and rectifying any weakness in the system.
- 3.2 Workshops have been arranged for those concerned with the various compliance work streams in order that those running the service are fully conversant with new procedures and can help shape the manual to cover all the practicalities on site.
- 3.3 Simultaneously a review of the policies drafted by Pennington Choices on behalf of the four Council's as part of the recovery plan is being undertaken. When the policies were adopted by cabinet on 1st June 2020, East Kent Housing were managing the service and ,of necessity, EKH were both referred to in the policies and , to a degree, influenced the policies themselves. The East Kent Housing references are being replaced by Dover District Council references and, at the same time, experiences found in first 8 weeks of running the service direct are being used to hone the policies to help tailor the service. Any minor adjustments to the policies will be formally adopted by the Strategic Director (Operations and Commercial) in consultation with the Portfolio Holder for Housing and Health, under the delegated powers authorised by cabinet on 1st June 2020.
- 3.4 Dover District Council formally submitted a voluntary undertaking which was agreed with the Regulator for Social Housing on 25th November 2020. This agreement underpins the recovery programme.. Part of the undertaking concerns the requirement for the emerging systems to be exposed to independent audits, designed to ensure that past weaknesses and flaws have been eradicated and that there is a plan and programme to remediate legacy compliance issues. At the heart of the audit will be robust testing of compliance data management and the knowledge of those using that data. The audit will take place in January in 2021, conducted by East Kent Audit Partnership, as agreed with the regulator.
- 4. Establishing Accurate Raw Data**
- 4.1 The paramount importance of complete, accurate data in ensuring all properties are safe has been recognised by both members and officers. Considerable progress has been made in verifying the accuracy of the data and just three information streams still need to be fully verified. Members understandably wish to be in possession of performance data at the earliest opportunity but there are risks of individual appliances/properties being missed from the testing regimes if the drive to report

performance takes precedence over establishing a comprehensive, accurate reporting regime.

- 4.2 The performance monitoring reports will contain entries for all areas of compliance but actual figures will continue to be reported only where the data has been verified. Elsewhere the returns will simply state 'data not verified'. This approach gives members the information they need to challenge progress with respect to the verification process as well as accurate performance figures on compliance areas where verification has been completed.

5. **Compliance Performance**

- 5.1 The compliance performance figures are attached at appendix 1. These figures relate to performance as at 2nd December 2020. Of the 16 reporting streams, the data has been verified on 13 and performance is recorded in Appendix 1
- 5.2 With respect to asbestos, the focus currently is establishing that the Council is fulfilling its obligations under the Control of Asbestos Regulations 2012, which stipulate that it has a duty to manage asbestos risks in designated areas. Work is currently being undertaken to resolve unanswered questions on 7 assets in order to confirm that these assets too are compliant. Since doubt remains the assets have not been included in the 94% figure. The contract for the asbestos surveys included undertaking the work necessary to resolve any issues revealed by the survey.
- 5.3 The performance with respect to Landlord Gas Safety Regulations certificates remains at virtually 100% with just one property without a certificate, due to the refusal of tenant to provide access. Formal forced entry procedures are currently being followed. It is fair to say that this aspect of compliance is no longer in the recovery phase and Appendix 1 demonstrates that many of the compliance aspects are in a similar situation.

6. **Identification of Options**

- 6.1 **Option 1:** Cabinet notes the contents of the report.

6.2

7. **Evaluation of options**

- 7.1 **Option 1:** Adoption of a clear set of performance data to be scrutinised, understood by all relevant bodies reduces, perhaps even eliminates, the risk of confusion and the resultant avoidable activity to bring clarity. **This is the recommended option.**

8. **Resource Implications**

- 8.1 This report appertains to the current compliance position hence there are no direct resource implications. Compliance is at the heart of the wider management of the service and the resources needed to manage compliance have been included with the housing asset team structure.

9. **Climate Change Implications**

- 9.1 The compliance report does not have an impact, either negative or positive, on climate change. Where actions are taken to improve compliance, these will be reviewed on a case by case basis with one of the goals being to reduce carbon emissions as much as is practically possible.

10. **Corporate Implications**

- 10.1 Comment from the Section 151 Officer: Accountancy have been consulted and have no further comments to add (BW)
- 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”.
- 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/section/149> (KM)
- 10.4 Comment from the Climate Change & Energy Conservation Officer: “The Climate Change & Energy Conservation Officer has been consulted and has no further comments to add”.

11. **Appendices**

Appendix 1 - Compliance Performance Table

12. **Background Papers**

Cabinet report CAB45 of 9th November 2020

Contact Officer: Martin Leggatt – Head of Assets and Building Control



DDC Compliance Data – December 2020

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	% Compliant 29/07/20	% Compliant 09/09/20	% Compliant 08/10/20	% Compliant 02/11/20	% Compliant 01/12/20	Direction of Travel
ASBESTOS												
Communal Management Surveys	259	329	221	108	101	7	100%	100%	Not Verified	Not Verified	94%	Clarified number covered by Duty to Manage. New communal areas added where previous reports identified asbestos and added to PA contract to include in inspection schedule. 7 properties identified with queries to complete verification process.
Domestic Surveys	4314						34%	34%	Not Verified	Not Verified	Not Verified	Still checking this Data, aim to be in a position to have data next month
ELECTRICAL SAFETY												
Communal areas with valid EICR	259		121	138	130	8	100%	100%	83%	93.43%	94.20%	There are 8 missing certificates for blocks and these have been referred to NRT
Domestic properties with valid EICR	4314			4314	2063	2251	19%	22%	44%	42.76%	47.82%	Performance has improved as the figures now include EICRs that are not on Corgi

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	% Compliant 29/07/20	% Compliant 09/09/20	% Compliant 08/10/20	% Compliant 02/11/20	% Compliant 01/12/20	Direction of Travel
FIRE RISK ASSESSMENTS												
Fire Risk Assessments required	259	329	99	230	227	3	99.55%	98.00%	98%	98.00%	98.70%	Order has been placed with DDS for 40 expiring in November 2 still to do. Identified Norman Tailyour not showing on Pyramid statistics (now resolved) and identified 2 King Street that needs an FRA as it has a communal area. This has been booked for 5th Dec 20
ALL FRA works arising				1950	1165	785	60%	66%	Not Verified	70.29%	785 actions outstanding	Data still includes some completed works by APL. Numbers being adjusted now each month reflecting new FRAs being carried out as existing ones expire, works required also adjusting which alters % completed
FRA non- works arising							96%	98%	Not Verified	Included in figure above		Propose we just use all works above
Current Risk Rating Substantial										50	49	5 FRAs do not have an overall risk rating, will require new FRAs. All substantial rated FRAs to be reviewed following completion of fire safety actions

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	% Compliant 29/07/20	% Compliant 09/09/20	% Compliant 08/10/20	% Compliant 02/11/20	% Compliant 01/12/20	Direction of Travel
Current Risk Rating Moderate										169	171	All moderate rated FRAs to be reviewed following completion of fire safety actions
Current Risk Rating Tolerable and Trivial										4	4	
EMERGENCY LIGHTING												
Emergency Lighting valid tests	259	329	185	144	141	0	100%	100%	98%	100%	97.92%	Waiting for hand over of Norman Tailyour house to PJC and identified a discrepancy with 2 blocks at St Barts, awaiting clarification from PJC
SMOKE DETECTORS												
Properties with Smoke Detectors	4314						99%	99%	Not Verified	Not Verified	Not Verified	Still checking this Data, aim to be in a position to have data next month
FIRE ALARMS												
Fire Alarms tested	259	329	212	117	117	0	100%	100%	100%	100%	100.00%	
GAS SAFETY												
Communal boilers with valid LGSR				20	20	0	100%	100%	100%	100%	100%	Data has been verified
Domestic properties with an LGSR	4314		307	4007	4006	1	99%	100%	99.90%	99.97%	99.97%	1 property without LGSR where legal action is being pursued
NON GAS Properties												
Heating Non LGSR Compliance	4314		4007	307	197	110	49%	49%	62%	63.19%	64.17%	Data has been verified and stock numbers adjusted to reflect those owned and not requiring an LGSR
LIFT INSTALLATIOINS												
Communal passanger lifts	259	254		6 lifts (5 locations)	6	0	100%	100%	100%	100%	100%	Data on Crimson reports portal

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	% Compliant 29/07/20	% Compliant 09/09/20	% Compliant 08/10/20	% Compliant 02/11/20	% Compliant 01/12/20	Direction of Travel
LEGIONELLA												
Legionella Risk Assessments required	259	329		37	37	0	92%	100%	Not Verified	100%	100%	Data verified , 5-15 Jubilee Road being re assessed to clarify if checks are needed
Works arising*							220		Not Verified	Not Verified	Not Verified	Still checking this Data, aim to be in a position to have data next month

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 11 JANUARY 2021

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Sale of Land Adjoining 107 Sandwich Road, Whitfield	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.

Document is Restricted