

Public Document Pack



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9 April 2021

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** will be held as a Remote Meeting - Teams Live Event on Monday 19 April 2021 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough, Democratic & Corporate Services Manager on 01304 872304 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

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

Chief Executive

Overview and Scrutiny Committee Membership:

C D Zosseder (Chairman)
S H Beer (Vice-Chairman)
M Bates
T A Bond
S C Manion
J Rose
M Rose
R S Walkden
P Walker
H M Williams

AGENDA

1 **APOLOGIES** (Page 5)

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS** (Page 6)

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 7)

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

4 **MINUTES** (Page 8)

To confirm the Minutes of the meeting of the Committee held on 8 March 2021 (to follow).

5 **DECISIONS OF THE CABINET RELATING TO RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE** (Page 9)

To receive the Cabinet decisions in respect of recommendations of the Overview and Scrutiny Committee.

6 **ISSUES REFERRED TO THE COMMITTEE BY COUNCIL, CABINET, OR ANOTHER COMMITTEE** (Page 10)

There are no items for consideration.

7 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 11 - 12)

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

8 **SCRUTINY WORK PROGRAMME** (Pages 13 - 19)

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

9 **PUBLIC SPEAKING** (Page 20)

Please note that in accordance with the agreed Protocol for Public Speaking at Overview and Scrutiny, the right to speak only applies to agenda items 11 to 15.

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

For remote meetings, public speaking for those who successfully register will take the form of a statement of up to 500 words that will be read out by a member of the Democratic Services team.

10 **DISABLED FACILITIES GRANTS** (Page 21)

To receive a presentation on Disabled Facilities Grants from the Private Sector Housing team.

11 **APPROVAL OF USE OF KEARSNEY ABBEY CONTINGENCY FUND** (Pages 22 - 24)

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

This report was considered by Cabinet at its meeting on 12 April 2021.

12 **PUBLIC SECTOR DECARBONISATION FUND** (Pages 25 - 30)

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

This report was considered by Cabinet at its meeting on 12 April 2021.

13 **HOUSING STOCK COMPLIANCE** (Pages 31 - 35)

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

This report was considered by Cabinet at its meeting on 12 April 2021.

14 **REFURBISHMENT OF DOVER DISCOVERY CENTRE** (Pages 36 - 39)

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

This report was considered by Cabinet at its meeting on 12 April 2021.

15 **DOVER TOWN REGENERATION ADVISORY BOARD - TERMS OF REFERENCE**
(Pages 40 - 43)

To consider the attached report of the Head of Governance.

This report was considered by Cabinet at its meeting on 12 April 2021.

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.
- 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 Rebecca Brough, Democratic Services Manager, democraticservices@dover.gov.uk, telephone: 01304 872304 or email: democraticservices@dover.gov.uk for details.

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

APOLOGIES

To receive any apologies for absence.

APPOINTMENT OF SUBSTITUTE MEMBERS

To note appointments of Substitute Members.

Declarations of Interest**Disclosable Pecuniary Interest (DPI)**

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

MINUTES

To confirm the Minutes of the meeting of the Committee held on 8 March 2021 (to follow).


**Decisions of the Cabinet Relating to Recommendations from the Overview and
Scrutiny Committee**

The Record of Decision for the most recent Cabinet meeting will contain the decisions in respect of the recommendations arising from the Overview and Scrutiny Committee.

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

There are no items for consideration.

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

Key Decisions Number	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Summary of Item	Agreed for inclusion in the Work Programme
22	Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation	17 May 2021	The report will be seeking cabinet approval of a recommendation to consult on a new homelessness and rough sleeping strategy for Dover. Local housing authorities are required by legislation to publish a homelessness strategy. The previous strategy was developed on an East Kent basis in partnership with Canterbury, Shepway and Thanet councils. This strategy has expired and the councils have drafted their own individual strategies. Some consultation has already taken place with key stakeholders in scoping the draft document.	 Agreed for inclusion by committee 8/3/21
33	Adoption of the Kent Downs AONB Management Plan Review 2021-2026	17 May 2021	The Countryside and Rights of Way (CROW) Act 2000 requires local authorities to produce, adopt and keep under review Management Plans for Areas of Outstanding Natural Beauty (AONB). Working with other authorities in the Kent Downs AONB and the Kent Downs AONB Unit, a review has been undertaken to update the current plan for the period 2021 – 2026	To be determined
34	To inform Cabinet of inherited issues concerning contract management that relate to housing stock and seek authorisation to amend certain contracts	17 May 2021	When the housing service transferred to the direct control of Dover District Council it emerged that the contract management processes used by East Kent Housing had broken down as had the information systems that supported them. The result has been that the expected governance supporting contractual decisions does not currently exist and this report seeks to address those governance issues, albeit retrospectively.	To be determined
37	Award of contract for the provision of Portal Official Veterinarian (OV) Services	17 May 2021	To agree the award for the provision of Portal Official Veterinarian (OV) Services which is due to commence 1st July 2021 to conduct statutory	To be determined

Key Decisions Number	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Summary of Item	Agreed for inclusion in the Work Programme
			checks on Products of Animal Origin that are imported through Dover Port Health Authority.	
38	Revision of Housing Assistance Policy	7 June 2021	Under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, the Council is required to have a Housing assistance Policy. The last policy dated 2017 was approved by Cabinet on 3 July 2017 and now requires revision.	To be determined
39	Hackney Carriage and Private Hire Licensing Policy 2016-21 Review	17 May 2021	The Hackney Carriage and Private Hire Licensing Policy 2016-21 is due for review. The report will seek authority from Cabinet to commence a period of formal public consultation	To be determined
40	Cable Car Project Update	17 May 2021	In December 2020 Cabinet considered a feasibility appraisal of a cable car between Dover Town Centre and Dover Castle, which identified that such a project could be financially viable provided the Council worked in partnership with English Heritage. The two organisations entered into a memorandum of understanding and have worked in partnership to develop an approach to governance, strategic definition, procurement and similar matters. The report will provide an update on development of the Council's relationship with English Heritage and Cabinet will be requested to consider whether to progress the project further by procuring a consultant team to begin developing detailed designs.	To be determined

Note: (1) Key Decisions which have already been taken or the committee has declined to include within the work programme do not appear in this extract of the Notice of Forthcoming Key Decisions.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020/21

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
September 2020	Performance Report Q1 2020/21	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Affordable Housing Delivery	Single Item	Head of Finance & Housing	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Council Tax Premium for Long-Term Empty Properties Directly Impacted by Covid-19	Single Item	Strategic Director (Corporate Resources)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Cleaning of Communal Areas in Housing Blocks	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
October 2020	Food Poverty	Review	Democratic Services Manager	£0	£0	To consider the review document and agree invitees
	EU Transition – Dover Port Health Authority	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Appointment of Local Plan PAG	Single Item	Leader of the Council	£0	£0	To scrutinise the decision of Cabinet (CAB10)
	Sandwich Guildhall Forecourt Improvement Works	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)

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

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
November 2020	Food Poverty	Review	Democratic Services Manager	£0	£0	To undertake the review
	Performance Report Q2	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Private Sector Housing Enforcement Policy 2020	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Head of Assets & Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Provision of New Museum Store	Single Item	Head of Assets & Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
December 2020	Dover District Council Local Development Scheme	Single Item	Head of Planning, Regeneration & Development	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Local Plan - Regulation 18 Consultation	Single Item	Head of Planning, Regeneration & Development	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Cable Car Feasibility	Single Item	Head of Inward Investment & Tourism	£0	£0	To consider the report and make recommendations to Cabinet (if required)

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

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Local Government (Miscellaneous Provisions) Act 1976: Hackney Carriage Fare Tariff - Request for Increase	Single Item	Head of Regulatory Services	£0	£0	[Agreed by Committee for inclusion in work programme] To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
January 2021	Food Poverty	Review	Democratic Services Manager	£0	£0	To undertake the review
	Approval of fees and charges for 2021/22	Single Item	Head of Finance & Investment	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Climate Change Emergency	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To receive an update. [Item identified from work programme]
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Kent and Medway Energy and Low Emissions Strategy	Single Item	Strategic Director (Operations & Commercial)	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Environmental Enforcement Service Delivery	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Use of Social Media for the investigation of criminal offences	Single Item	Head of Regulatory Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)

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

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
February 2021	Budget Scrutiny	Single Item	Strategic Director (Corporate Resources)	£0	£0	To consider the report and make recommendations to Cabinet and Council (if required)
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Review of On and Off-Street Parking Charges	Single Item	Head of Commercial Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Food Poverty	Review	Democratic Services Manager	£0	£0	Members have been asked to provide key questions for the remaining witnesses
	Flooding in Deal	Single Item	Democratic Services Manager	£0	£0	To consider the issue of flooding in Deal. Discussions are on-going with Southern Water on attendance.
March 2021	Homelessness & Evictions Update	Single Item	Head of Housing	£0	£0	To receive an update. [Item identified from work programme]
	Performance Report – Q3	Quarterly	Head of Leadership Support	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Head of Assets and Building Control	£0	£0	To consider the report and make recommendations to Cabinet (if required)
	Food Poverty Update	Review	Democratic Services Manager	£0	£0	To update on progress and identify any outstanding work

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

Month	Issue	Resource Implications for Scrutiny				Reason for Inclusion on the Work Programme (incl. any actions required)
		Members On-going or single item?	Officers (Corporate Expenditure unless otherwise stated)	Scrutiny Budget Expenditure		
				Projected	Actual	
	Crime and Disorder Update	Single Item	Head of Community & Digital Services	£0	£0	To receive an update. [Item identified from work programme]
	Future of Co-Innovation Centre	Single Item	Head of Commercial Services	£0	£0	To consider the report and make recommendations to Cabinet (if required)
April 2021	Disabled Facilities Grants	Single Item	Head of Regulatory Services	£0		To receive a presentation [Item identified from work programme]
	Dover Town Regeneration Advisory Board - Terms of Reference	Single Item	Head of Governance	£0		To consider the report and make recommendations to Cabinet (if required)
	Refurbishment of Dover Discovery Centre	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Public Sector Decarbonisation Fund	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Use of Kearsney Abbey Contingency Fund	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
	Housing Stock Compliance	Single Item	Strategic Director (Operations & Commercial)	£0		To consider the report and make recommendations to Cabinet (if required)
May 2021	Food Poverty Review	Review	Democratic Services Manager	£0	£0	To agree the review outcomes to report back to Council (Moved back due to Purdah)

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

Other Work Programme Items – To be scheduled by the Democratic Services Manager in consultation with the Chair and Controlling Group Spokesperson as the work programme permits

Priority	Subject	Why on Work Programme?
On-going work	Food Poverty Review	Referral from Council
1 (completed Feb 2021)	Flooding in Deal	Agreed for inclusion by Committee [Added by Cllr T A Bond] Recommendations adopted by Cabinet – may return if required following outcome of Cabinet actions
2 (completed March 2021)	Tennant Evictions –to discuss what the council's plans are and what could be done to mitigate evictions once the current government moratorium on evictions due to the Covid-19 crisis had ended	Agreed for inclusion by Committee [Added by Cllr H M Williams]
3 (in work programme)	Climate Emergency	Agreed for inclusion by Committee
4 (partially completed March 2021)	Crime and Disorder (including attendance by KRF representative to discuss traffic issues in Dover)	Constitutional Requirement
5 (completed April 2021)	Disabled Facilities Grants	Agreed for inclusion by Committee (April 2021)
6 (agreed for post-food poverty review so may fall in priority)	Youth Services	Legacy from previous work programme [Added by Cllr S H Beer] – Will not start until Food Poverty Review
7	Noise nuisance policy and performance (with particular respect to the out of hours service)	Legacy from previous work programme [Added by Cllr L A Keen]
8 (post-covid)	Dover District Leisure Centre - review of performance against targets and public transport access provision	Legacy from previous work programme [Added by Cllr L A Keen]
9	Public Toilet Provision	Agreed for inclusion by Committee [Added by Cllr D G Zosseder]
-	Rural Car Parking	Agreed for inclusion by Committee [Added by Cllr D G Zosseder]
- To be included as work programme permits	Greening of Urban Dover	Agreed for inclusion by Committee [Added by Cllr M Rose]
- (Variable Priority) To be included as work programme permits	Update on capital expenditure relating to Digital Agenda	Legacy from previous work programme [Added by Cllr M Rose]

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

Priority	Subject	Why on Work Programme?
- To be included as items come forward	Neighbourhood Plans (as they come forward)	Legacy from previous work programme
- To be included once council returns to post-covid operations	Review of DDC Response to Covid-19	Legacy from previous work programme [Added by Cllr C A Vinson]

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

PUBLIC SPEAKING

Members of the public wishing to speak must register to do so by no later than 2.00 pm on the second working day (Thursday) before the meeting. The agenda front sheet will specify which items public speaking applies to for that meeting.

The right of the public to speak does not apply to the following agenda items: Apologies; Appointment of Substitute Members; Minutes; the Forward Plan, the Scrutiny Work Programme (and related documentation) or any agenda item that is not accompanied by a written report.

For remote meetings, public speaking for those who successfully register will take the form of a statement of up to 500 words that will be read out by a member of the Democratic Services team.

The Chairman may, in exceptional circumstances, alter or amend this procedure as he or she considers necessary.

DISABLED FACILITIES GRANTS

To receive a presentation on Disabled Facilities Grants.

Subject:	APPROVAL OF USE OF KEARSNEY ABBEY CONTINGENCY FUND
Meeting and Date:	Cabinet – 12 April 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Oliver Richardson, Portfolio Holder for Environment and Corporate Property
Decision Type:	Non-Key
Classification:	Unrestricted
Purpose of the report:	To seek approval to finance the overspend on the Kearsney Abbey and Russell Gardens Heritage Lottery Project from contingencies allocated in the Medium-Term Financial Plan.
Recommendation:	To finance the overspend on the Kearsney Abbey and Russell Gardens project from contingencies identified in the Medium-Term Financial Plan, namely £250,000 from a specific contingency established for this project, and £100,000 from general contingencies.

1. Summary

- 1.1 Having secured funding from the Heritage Lottery Fund (HLF) for our Kearsney Parks project, we encountered various additional costs and delays to programme that have resulted in the essential use of the contingency sum set against the project.
- 1.2 The approval is sought to cover the final project costs to facilitate the project completion, and the report below outlines the reasons for the extra costs due to contractor delays, and additional works to listed building fabric and landscape due to ground conditions and ecology and contractor workmanship issues.

2. Introduction and Background

- 2.1 Following extensive community engagement and a successful round 2 application to the Parks for People programme in early 2016, HLF and BIG Lottery awarded Dover District Council a grant of £3.1m to deliver the Kearsney Parks project. The project includes capital work to restore and improve Kearsney Abbey and Russell Gardens, as well as additional staff, volunteering and training opportunities, activities and events. DDC have contributed match funding to the project.
- 2.2 The works had been rescheduled to late 2018 due to ecological surveys licenses and permissions that had to be sought. These were essential to insure DDC did not face prosecution for destroying protected species habitat. (These had not been reviewed in full at the bid or application stages by the initial project team). The financial penalty could have been extensive and/or a prison sentence. The nature of the works to listed building and landscape features has meant that additional stages and approvals have been needed for planning and conservation due to issues on site. Other delays have been mentioned below.
- 2.3 Having followed a competitive tender process, the contracts were awarded to Coombs Canterbury Ltd (Building) and Idverde (landscape). Works for both contracts encountered issues on site.

- 2.4 The majority of the building costs incurred were as a result of the damage caused by roof defects in the past to the main listed structure. This had not been fully surveyed or assessed due to the building being occupied (leased out) during the project bid stage and immediately prior to works starting on site.
- 2.5 This resulted in various roof and floor joist having to be replaced due to rot and a full structural review of the over lantern due to the fabric of the roof structure being much less robust than assumed (once the roof was stripped back).
- 2.6 This in turned caused more costs due to increased scaffold hire due to the heigh of the building and subsequent works to replace additional flooring. Further additional works were required internally at high level once panels were repaired as the brick work behind was in a "poor stated of repair" and had to be braced and fixed as agreed with Conservation Officer as this is a listed building. Additional refurbishment of listed panels internally and over door lintels and external render were required also due to water damage at mid height level.
- 2.7 The delay to the roof/lantern and external scaffold hire impacted on the availability of the main works site to the Landscape contractor. Additional time had originally been factored into both programmes, but due to the extensive nature of the repairs the time was eroded. Which then impacted on their programme and deliveries.
- 2.8 The weather also caused delays to the landscape contract, due to the ground being saturated and machinery not being able to be used. The site was also affected by ecology, which was not know about until works progressed and impacted on availability or areas. (Additional fees for consultants were required for mitigation so works could continue to these areas)
- 2.9 We also then had the impact of COVID 19 and the closure of the internal building works by the main contractor between end March 2020 until May 2020. This impacted on the final fit out stage for DDC and the subsequent opening of the café fell under government restrictions for COVID 19.
- 2.10 Delays and additional fees have also been incurred as the main contractor for the Building project caused delays to practical completion by not providing information in a timely fashion. Practical completion on both projects has been achieved. The final accounts for the building project have been delayed as Coombs went into administration. This has also impacted on the defects and warranties for the site and DDC are using the retention held to rectify these issues, as per guidance from External Legal consultants and Architects/Contract Administrators. This has incurred additional legal fees to seek advice.
- 2.11 The nature of the site and construction has meant that DDC Project and Property Services Team have been heavily involved in supervision on site, where this is not normally the case. On this site it has proven essential due to the use and set up of consultants (prior to any of the current team being appointed) being from London, Norfolk and beyond. Varying contract stage details, being set up on time spent basis, and fee bids that were not for the full resourcing required to completion.
- 2.12 Due to the additional duration of the works, additional fees and visit have been required. This has incurred additional travel, disbursements and fee claims from consultants. This has impacted financially on the project. Delays due to COVID 19 restrictions on travel caused delays in sign off and extra disbursement due to public transport not being used, and the necessity for individual travel (no car sharing)

3. Identification of Options

3.1 The options are:

- (a) Not approve – results in non-payment of contractor's final accounts
- (b) Approve Contingency use and pay contractors final accounts

4. Evaluation of Options

- 4.1 Option A - Non-payment of final accounts would damage DDC reputation. DDC could face legal action to gain payment of outstanding monies and those to cover claimant costs.
- 4.2 If DDC do not agree draw down of contingency we will be unable to settle final accounts for elements of the Kearsney Parks project. NHLF are likely to question our long term commitment to the conservation of Kearsney Parks' heritage, as well as heritage in the district more generally, jeopardising DDC ability to secure funding for other projects.
- 4.3 Option B - use of contingency will cover the "as at" known costs to DDC.

5. Resource Implications

- 5.1 Contingency for Kearsney Abbey and Russell Gardens was included in the current Medium-Term Financial Plan. Contingency for Kearsney Abbey and Russell Gardens was included in the current Medium-Term Financial Plan £250k and £100k general/ generic contingency.
- 5.2 Parks Project team, DDC's Finance and Legal team will be notified of final accounts, retention amounts and details of costs incurred due to extended contract period, defects and workmanship that resulted in additional costs to the project.

6 Climate Change and Environmental Implications

- 6.1 Due to the sensitivity of both the site and building environmental implications have been considered throughout the project and have partially impacted on the delivery within timescales and original budgets.

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.
- 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

None.

9 Background Papers

None.

Contact Officer: Jennifer Collier, Kearsney Parks Project Manager, 07528 360 922

Subject:	PUBLIC SECTOR DECARBONISATION FUND
Meeting and Date:	Cabinet - 12 April 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Oliver Richardson, Portfolio Holder for Environment and Corporate Property
Decision Type:	Key
Classification:	Unrestricted
Purpose of the report:	To seek approval to deliver a grant-aided project to reduce the carbon emissions of both the Whitfield Offices and the Dover Museum, following a successful bid to the Public Sector Decarbonisation Fund.
Recommendation:	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Approves the project to deliver carbon emission reductions at Whitfield Offices and the Dover Museum. 2) Approves the procurement methodology as outlined in this report. 3) Delegates to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment and Corporate Property, the authority to take all necessary actions to deliver the project, including award of contract, contract variations and approval of any necessary significant design changes.

1. Summary

- 1.1 Dover District Council's successful bid for the Public Sector Decarbonisation Fund grant has resulted in a grant award of £830k. The Council's bid was for works in relation to the Whitfield Offices and the Dover Museum because these are buildings that currently use a lot of energy and have the potential to be upgraded relatively easily.
- 1.2 The overall cost of the project is estimated to be £1,025k, included allowances for officer time and contingency. It is therefore proposed that the Council allocates £195k of resources to fully finance the project. The viability assessment conducted by Salix for the whole project demonstrates that the resulting reduction in energy costs will provide a payback within a period of 8 years. This results in an expected payback of the DDC contribution within a 2 year period.
- 1.3 The short delivery timetable means that decision making is crucial to the project running to time. Cabinet are therefore being asked to approve the key components and deliverables of the project in this report and to delegate to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment & Corporate Property, the authority take all necessary actions to deliver the project.

2. Introduction and Background

- 2.1 The Public Sector Decarbonisation Fund is a grant awarded by Salix on behalf of the Department for Business, Energy and Industrial Strategy following a competitive bid process and a viability assessment conducted by Salix. The purpose of the grant is to encourage local authorities to reduce the carbon emissions of their built assets.
- 2.2 Dover District Council's bid was for works in relation to the Whitfield Offices and the Dover Museum because these are buildings that currently use a lot of energy yet have the potential to be upgraded relatively easily. The bid for works at Whitfield consists of: the introduction of air source heat pumps as the primary source of heat instead of the existing gas boilers; the provision of a solar photovoltaic system on south facing roof slopes; enhancements to the building management system controls and the conversion of residual lighting to LED. The bid for works at the Dover Museum comprises the introduction of air source heat pumps, replacing the lighting with LED lamps and enhancing the building management system controls.
- 2.3 The overall anticipated project costs including design, which were submitted as part of the bid, was approximately £940k. This has been revised to £1,025k to allow for charging of officer time, potential impacts of building inflation and a contingency allowance. The grant award is for the sum of £830k and the remaining £195k will be funded by DDC. The viability assessment conducted by Salix for the whole project demonstrates that the resulting reduction in energy costs will provide a pay-back period of 8 years. This translates into a payback period of less than two years for the DDC contribution.
- 2.4 The decision to accept the £830k was taken as a delegated decision on 22nd February, at which time £45k was released for procuring detailed feasibility work. Until the grant was awarded undertaking the detailed feasibility ran the risk of being abortive work however the tight timetables associated with the bid meant that delaying the detailed feasibility work until Cabinet could consider whether the project represented too great a risk to the project programme. Hence limited sums have been already been committed for feasibility work, which will be forfeited should Cabinet decide not to proceed with the project.
- 2.5 The Salix grant funding includes the constraint of a very fast design and construction phase timetable, which if not met runs the risk of some of the funding being reclaimed by Salix. With this constraint in mind the method of procurement was considered in detail with the Council's experienced employer's agent and a single stage design and build contract chosen as the best methodology to engage a contractor swiftly whilst still safeguarding the Council's interests.
- 2.6 The procurement itself was discussed in consultation with Dover District Council's in-house procurement team and a suitable framework, the Fusion 21 framework used widely by local authorities to deliver 'sustainable' projects, is recommended as the procurement route. The Fusion 21 framework management has already undertaken the investigations and market testing to demonstrate that the contractors on the framework deliver 'best value'. The framework also allows for a direct call-off to happen. This is the recommended route because it allows direct engagement with the contractor very early on in the project so that the contractor's practical experience and knowledge of its supply chain can influence the early design work to achieve a more cost effective, quicker solution. The early involvement also means that when the contract is formally let the contractor is already fully cognisant of the project deliverables and does not need to expend 3 or 4 weeks in getting up to speed. All of the above actions are consistent with the Council's procurement rules.

- 2.7 The short delivery timetable means that decision making is crucial to the project running to time. Cabinet are being asked to approve the key components and deliverables of the project in this report and it is therefore recommended that Cabinet delegate to the Strategic Director (Operations and Commercial) in consultation with the Portfolio Holder for Environment & Corporate Property the authority take all necessary actions to deliver the project, including award of contract and contract variations. Please note that if the amount of the Salix grant award changes as a result of the feasibility and subsequently detailed design changes the section 151 officer is authorised to amend the acceptance of any revised award under delegated authority, as defined in the constitution.

3. Identification of Options

- 3.1 Option 1 - Approve the project.
- 3.2 Option 2 - Terminate the project and return the Salix grant funding of £830k

4. Evaluation of Options

- 4.1 **Option 1 - approve the project.** This is the recommended option since the project significantly reduces the carbon emissions from two of the Council's key buildings at very little direct cost since the majority of the capital expenditure is grant funded. The project demonstrates the Council's commitment to climate change through action. The successful delivery of the project will show central government and other funders that Dover District Council can effectively deliver such projects thus increasing the chances of future successful bids.
- 4.2 **Option 2 - terminate the project and return grant funding.** This option would save Dover District Council expenditure of £195k, less the cost of the abortive feasibility work currently being undertaken. For the reasons espoused in paragraph 4.1 of this report this option is not recommended.

5. Resource Implications

- 5.1 The project will be mainly funded from the £830k Salix grant income. The remaining £195k will be funded from the Special Revenue Project provision for Climate Change Initiatives. The anticipated savings in energy costs forecast a pay back period of less than two years for the DDC funding allocation.

Climate Change Implications

- 5.2 The project, due to the substantial grant, delivers significant savings on carbon emissions at very little direct cost. Successful delivery of the project not only signals the Council's commitment to its climate emergency declaration in action as well as words but will also demonstrate to Salix and central government that Dover District Council can be trusted to deliver other projects to reduce carbon emissions within the district. The external oversight of Salix adds an independent audit that the project is cost effective both in terms of carbon emissions and money.

6. Corporate Implications

- 6.1 Comment from the Section 151 Officer: 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)

- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149> (KM)
- 6.4 Other Officers (as appropriate): The Climate Change & Energy Conservation Officer has been consulted in the preparation of this report and has no further comments to make. (AM)
7. **Appendices**
- Risk Register
8. **Background Papers**
- None.

Contact Officer: Martin Leggatt

Public Sector Decarbonisation Fund Project Key Risk Register:

Risk Categories:

Severe likelihood high and consequences substantial

High likelihood high/consequences moderate **OR** likelihood moderate/ consequences substantial

Moderate likelihood and consequences moderate

Tolerable likelihood and consequences tolerable

Risk description	Initial Risk Category	Risk Mitigations	Residual Risk Category
Project programme – the BEIS/Salix funding has extremely tight delivery deadlines for a project of this magnitude (£1m) and complexity. Several mechanical and electrical systems being altered.	S	Single stage design and build contract chosen as procurement route because it is quicker than alternatives. Procurement from Fusion 21 Framework on a direct call off allows early engagement with contractor to reduce risk of cost overruns/abortive design work/ contractor working at risk to reduce site setup and lead times. Good communications with Salix to manage expectations and elongate deadlines where necessary. The extremely tight deadlines will affect all PSDF projects and likely there will be many such requests.	M
Client side delays in key decisions, due to governance and reporting structures.	M	Cabinet report authorises Strategic Director in consultation with Portfolio Holder to take necessary decisions under delegated authority.	T
Cost overruns in volatile construction market.	H	Healthy client contingency included in project plan. Design team will undertake value engineering in RIBA2 & RIBA 3 prior to tender.	T
Regulatory delays	M	Early engagement with Planning and Building Regulations to ascertain extent of any statutory approvals needed and pre-application discussions to take place prior to tender. Conversations already started.	T

Detailed feasibility results in altered proposals which no longer attract full grant award and partial return of grant monies.	H	Keeping Salix fully informed of changes. Value engineering to seek most cost-effective solution. Healthy client contingency included in cost envelope.	T
Supply chain threats due to Covid /Brexit	S	Value engineering throughout project delivery phase. Early purchase of components with either long lead times or susceptible to price variation to be considered. Healthy client contingency included within cost envelope.	T
Service disruption during construction	M	As detailed design and likely construction phase operations emerge continual engagement with DDC/Civica to agree actions to limit and ideally eliminate service interruptions. Covid has shown that remote working is effective and could be used as a mitigation particularly in relation to Whitfield offices.	T
Increase in heating costs. Air source heat pumps use electricity for the power needed to extract usable energy from the air. Whilst the energy embodied in the air is 'free' the unit costs per kWh of electricity currently are about four times that of gas and there is a reasonable chance that the higher unit cost will outweigh the reduction in the units used leading to an increase	M	Central government is clearly indicating that it sees electricity as the future fuel source for transport and built environment. Price differentials, although favouring gas in the immediate future, are very likely to alter in favour of electricity, either through alterations to relative tax rates or through market driven price alterations as overall volumes of gas required decrease. Design to ensure ASHP's design maximises efficiency will help reduce costs. Solar PV's at Whitfield will reduce other electricity requirements and compensate at least in part. Short term increase in utility costs accepted by DDC as acceptable price for yield longer term reductions in costs.	T

Subject:	HOUSING STOCK COMPLIANCE
Meeting and Date:	Cabinet – 12 April 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 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 sixth 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 and reporting performance based on this verified data. The Council's digital team has started working with the Assets & Building Control team on the upgrade of the SAM database, which will become Dover's central tool for compliance management.
- 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 and possibly remedial actions.
- 1.3 The verified performance data is accurate at 5th March 2021 and appendix 1 gives details of the verification status and performance figures for each distinct area of compliance.
- 1.4 Generally the performance figures are at or about 100% however there are compliance streams where the performance is not at the desired level and analysis of these figures are assessed in paragraphs 3.2 to 3.6 of this report. The performance levels that Dover District Council were very low and there has been progress.

Introduction and Background

- 1.5 This is the sixth 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..

Work continues on the upgrade of the SAM data base, which again is legacy work that should have been completed some time ago by East Kent Housing. The project needs close collaboration with and considerable support from the Assets & Building Control and Housing teams to ensure the software enables effective delivery of the service.

Compliance Management and Reporting Framework

- 1.6 Work continues to refine the Compliance Data Management and Data Storage Manual document which will be used by everyone delivering compliance. 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.
 - 1.7 A series of workshops for managers and lead officers for each of the main compliance areas took place in late December and January. The workshops achieved the planned outcomes of equipping those running the service with the latest information so that they are fully conversant with new procedures and facilitating discussions about operational issues that can help shape the manual to cover all the practicalities on site. Feedback from the workshops is being incorporated into amended working practices.
 - 1.8 The review of the policies drafted by Pennington Choices on behalf of the four Council's as part of the recovery plan is virtually complete. 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.
 - 1.9 The Council received formal written confirmation from the Regulator for Social Housing on 11th January 2021 that its voluntary undertaking had been accepted. During the progress review meeting, held on 14th January, officers informed the regulator that lockdown three has seen a rise in the number of tenants refusing access to contractors for the purposes of inspection and carrying out compliance remedial works. It was emphasised that the Council still intends to deliver in accordance with the Voluntary Undertaking but that a prolonged lockdown will most probably lead to some delays. 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
2. **Establishing Accurate Raw Data**
 - 2.1 The paramount importance of complete, accurate data in ensuring all properties are safe has been recognised by both members and officers. There is now in place a reliable compliance management and reporting framework with verified data.
3. **Compliance Performance**
 - 3.1 The compliance performance figures are attached at appendix 1. These figures relate to performance as at 5th March 2021. The majority of compliance streams are at, or

close, to expected performance despite the added complications of Covid and lockdown 3. However the performance data clearly identifies the areas that had been allowed to slide under the previous management regime. The quantum of work needed to be done to redress this issue should not be underestimated but the performance figures generally demonstrate on-going improvement.

- 3.2 The three areas of compliance where the inherited performance figures are significantly below the desired levels relate to electrical installation condition reports, fire risk assessments including the remedial actions emanating from them and fire detectors within individual homes.
- 3.3 Both the EIC reports and fire detector compliance streams registered an 8% increase in performance but efforts are being concentrated on increasing the rate of improvement so that the target ,for 100% by the end of June, is met.
- 3.4 The Fire Risk Assessments is the compliance stream that causes the most concern. The contractors engaged to carry out the Fire Risk Assessments are experiencing capacity issues, partly through abortive visits where access is not gained, mainly due to Covid concerns of residents and partly due to staff self-isolating reducing the contractor's resource capacity.
- 3.5 The Fire Risk Assessment remedial works required to mitigate 'substantial' risks are being prioritised and have now reduced to just 7 however there is a growing number of remedial works that need to be attended to where the risk is 'moderate'. In normal times these minor repair actions would have been undertaken by the responsive repairs contractor however that contractor's Covid mitigation measures preclude carrying out any non-essential work and the moderate fire risks are not significant enough to warrant entry in to homes to attend to the remedial actions. Following the announcement of the route map out of lockdown officers have started formulating a set of measures that seek to expedite the remedial actions as soon as lock down rules ease sufficiently. The measures include bringing in additional contractors, if necessary, to ensure the backlog of actions inherited from East Kent Housing are cleared as soon as possible and definitely by the end of June 2021.
- 3.6 There is a sharp drop in the performance from 99% to 73.5% in respect of fire alarm testing. This is due to the contractor not providing the certificates by 5th March, the test have actually been completed and the contractor is obliged by the contract to carry out any necessary remedial actions prior to issuing the certificate. It is expected that the certificates will have been received prior to the report being presented.

4. Identification of Options

- 4.1 This report has been produced in response to the cabinet decision to seek regular updates with respect to the compliancy aspects of the housing maintenance service. Identification of options is thus not relevant

5. Resource Implications

- 5.1 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.

6. Climate Change Implications

- 6.1 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.
7. **Corporate Implications**
- 7.1 Comment from the Section 151 Officer: Accountancy have been consulted and have no further comments to add. (AC)
- 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> (KM)
- 7.4 Comment from the Climate Change & Energy Conservation Officer: "The Climate Change & Energy Conservation Officer has been consulted and has no further comments to add". (AM)
8. **Appendices**
- Appendix 1 - Compliance Performance Table
9. **Background Papers**

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

Compliance Workstream	Total Stock / Blocks	Total incl Sub Block	Stock / Blocks Not Applicable	Stock / Blocks Applicable	Number Compliant	Current Number Non-Compliant	QTR 2 % Compliant September	QTR 3 % Compliant December	% Compliant January	% Compliant February	Direction of Travel
ASBESTOS											
Communal Management Surveys	260	330	236	93	93	0	Not Verified	100%	100%	100%	
Communal Management Surveys Re inspections up to date	260	330	236	93	91	2	Not Verified	94.95%	98.94%	97.85%	Removed 3-5a Harold Road no Asbestos Containing Materials in communal areas
ELECTRICAL SAFETY											
Communal areas with valid Electrical Installation Condition Report	260		118	142	142	0	83%	99.29%	100.00%	100.00%	
Domestic properties with valid Electrical Installation Condition Report	4325			4325	2653	1672	44%	51.02%	53.69%	61.34%	Performance has improved as the figures now include Electrical Inspection Condition reports that are not on the Corjl portal, monitored on SAM data base
FIRE RISK ASSESSMENTS											
Fire Risk Assessments required	260	330	105	224	194	30	98%	96.43%	87.11%	86.61%	Remove 1-2 Leivers road as block exempt. 28 expired order placed with contractor DDS who have capacity issue but have them booked in. Currently out to tender for contract so that Fire Risk Assessments can be completed in a timely manner.
ALL Fire Risk Assessment works arising				1504	1080	424	Not Verified	74.30%	73.49%	71.81%	Data still includes some completed works by Contractor APL. Numbers being adjusted now each month reflecting new Fire Risk Assessments being carried out as existing ones expire, works required also adjusting which alters % completed
Fire Risk Assessment works overdue pre October 2020				980	674	306			71.15%	68.78%	Substantial 7, Moderate 277, Blank 22
Fire Risk Assessment works overdue post October 2020				524	406	118			86.08%	77.48%	Moderate 118
EMERGENCY LIGHTING											
Emergency Lighting valid tests	260	330	187	143	142	1	98%	100.00%	100.00%	99.30%	Ottaway House added for Feb checks awaiting paperwork
SMOKE DETECTORS											
Properties with Smoke Detectors	4325			4325	2507	1818	Not Verified	Not Verified	49.29%	57.97%	
FIRE ALARMS											
Fire Alarms tested	260	330	213	117	86	31	100%	99.15%	99.15%	73.50%	Waiting for certificates for 27 annual certificates due Feb and 4 quarterly certs, Waiting for alarm to be handed over to Contractor PJC for Norman Tallyour house,
GAS SAFETY											
Communal boilers with valid Landlord Gas Safety Report				20	19	1	100%	100%	100%	95%	Data 1 properties out -4 Stockdale Gardens not added yet Sunny Corner boiler for communal area is being replaced this month
Domestic properties with an Landlord Gas Safety Report	4324		308	4016	4012	4	99.90%	99.97%	99.95%	99.90%	4 property without Landlord Gas Safety Record, 1 buy back not yet added to contract
NON GAS Properties											
Heating Oil & Solid Fuel Compliance	4324		4241	81	78	3			97.55%	96.30%	New indicator separating solid fuel/oil from electric/communal
LIFT INSTALLATIONS											
Communal passenger lifts LOLOR (Lift operating & Lifting Equipment Regulations) Inspection up to date	260	255		6 lifts (5 locations)	6	6	100%	100%	100%	100%	Data on Insurance portal,
LEGIONELLA											
Legionella Risk Assessments required	260	330	292	38	38	0	Not Verified	100%	100%	100%	
Works arising							Not Verified	249	233	233	
FIRE EXTINGUISHERS											
	260		252	8	8	0		100.00%	100.00%	100.00%	All serviced but one removed at Lancaster House as no longer required
PORTABLE APPLIANCE TESTING											
	260		253	7	7	0		100%	100%	100%	All certificates on file, dates on Tracker Recall to Contractor PJC re guest room at Easly Court

Subject:	REFURBISHMENT OF DOVER DISCOVERY CENTRE
Meeting and Date:	Cabinet – 12 April 2021
Report of:	Roger Walton, Strategic Director (Operations and Commercial)
Portfolio Holder:	Councillor Oliver Richardson, Portfolio Holder for Environment and Corporate Property
Decision Type:	Key Decision
Classification:	Unrestricted
Purpose of the report:	This report provides a summary of the works proposed to be undertaken in refurbishing the Dover Discovery Centre, and seeks Cabinet approval for the Council's involvement with the project, to the drawing down of the funds included within the Medium-Term Financial Plan Capital Programme and to entering into an agreement with Kent County Council to contribute the sum of £550,000 towards the cost of delivering the project.
Recommendation:	<p>Cabinet agrees:</p> <ol style="list-style-type: none"> 1. To note and welcome the proposed investment by Kent County Council in the refurbishment of the Dover Discovery Centre. 2. To agree to the proposal to include the provision of a walk-in archive facility and education room within the Dover District Council-owned area, as part of the project. 3. To agree to the allocation of £700,000 from the Capital Programme to support the delivery of the project. 4. To agree to enter into an agreement with Kent County Council to contribute the sum of £550,000 towards the cost of delivering the project. 5. To delegate authority to finalise agreements and the associated decisions involved in delivering the project to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Environment and Corporate Property.
1. Summary	
1.1	Cabinet considered a report on 1 October 2018 concerning plans being developed to reimage and enhance Dover Museum in support of the regeneration of the town centre and agreed to a proposal to undertake an audit of the current Dover Museum collection and bring forward proposals to resolve the long standing issues of museum storage; a project which is now progressing well.
1.2	The 2018 report also noted that the Council was in discussion with Kent County Council (KCC) over plans that they were developing for the refurbishment of the adjacent Discovery Centre, which would potentially provide an opportunity for more ambitious plans to be brought forward including:

- The co-location of the KCC Local Studies Library and the Council's own archive of ephemera and local history into a single reference facility.
 - The potential for providing some space within the premises for storage of parts of the collection, especially the more valuable and delicate items, recognising that the museum has a vital role to play in educating and informing residents and visitors alike by facilitating access for researchers to view and study items within the collection, and provide working space for the museum's growing team of volunteers.
- 1.3 The KCC plans for the Discovery Centre have now advanced to the point where the RIBA Stage 2 proposals have been agreed, detailed designs are being prepared with the works due to be tendered later this year.
- 1.4 This report seeks to set out the proposals in more detail and seek approval for Dover District Council's involvement with the project for drawing down the funds included within the MTFP Capital Programme and to enter into an agreement with KCC to contribute the sum of £550k towards the cost of delivering the project.

2. Introduction and Background

- 2.1 Kent County Council (KCC) has for several years now been working on plans for the refurbishment of the Discovery Centre, which was acquired from this Council in 2001 upon the closure of the White Cliffs Experience. The Council's Museum and the Discovery Centre still share some mechanical and electrical services, which are common to both buildings and the internal property arrangements also see elements of the building leased to DDC and vice versa.
- 2.2 The KCC plans for the Discovery Centre, in broad terms, involve the relocation of their Children's Services team to the site and thus a significant reconfiguration of the internal layout to facilitate this. The library remains on the ground floor, but the layout will change slightly and the KCC proposals have the added benefit of offering improved public access to both the archaeology which sits below the building and the external ruins of the St. Martin's Le Grand Church and the Classis Britannica fort.
- 2.3 The works proposed are a £7.45m investment by KCC, which in addition to the reconfiguration of the building will see improvements to the mechanical and electrical services and more general refurbishment of this building, which is now more than 30 years old.
- 2.4 This is a welcome investment in Dover by KCC with the added benefit that locating the Children's Services team in the town centre will potentially bring to surrounding businesses in terms of increasing footfall.
- 2.5 Noting as mentioned above that the Discovery Centre and the Council's Museum are interlinked, the KCC proposals have provided an opportunity to incorporate the proposals within the design involving the provision of a walk-in archive facility and education room within the DDC owned area, which offers an opportunity to co-locate the DDC & KCC local studies archive within one single space as proposed in the 2018 report.
- 2.6 It is intended that the proposed archive facility will provide improved facilities for those undertaking local studies research and allow enhanced access to the extensive artefacts and ephemera held by the Museum.

- 2.7 Work on the project has been developed in partnership with KCC through a joint KCC/DDC Partnership Board, which includes representation from both KCC and DDC members, the DDC representatives being Cllr Holloway and Cllr Richardson.
- 2.8 At the Partnership Board Meeting on 23 November 2020, a paper was presented to the Board seeking approval to the RIBA Stage 2 Design Report and to instructing the professional team to commence RIBA Stage 3. The RIBA Stage 2 Cost Plan presented to the meeting, based upon the proposed scheme, indicated a project cost of £7.45m, including a financial contribution of £550k from Dover District Council to reflect the cost associated with the Council's element of the project.
- 2.9 A breakdown of how the £550k sum has been calculated has now been shared with the Council explaining the apportionment of costs, which are on a floor area basis and do reflect the actual costs related to the specific areas related to DDC activities.
- 2.10 The KCC works will provide DDC with a completed suite of rooms, which will of course require furnishing, which has been estimated to require an additional budget of c£150k, meaning the total project cost to DDC is c£700k, which was included within the approved Capital Programme agreed by Council on 3 March 2021.
- 2.11 The current project programme sees work starting on site in March 2022, with enabling works involving the replacement of the Discovery Centre roof being undertaken ahead of this date. Project completion is planned for February 2023 and so from the DDC perspective, it is hoped that the new walk-in archive facility and education room, will be opened a few weeks later.
- 2.12 This report therefore seeks Cabinet approval to draw down the allocated funds to support the delivery of the project and to entering into an agreement with KCC to deliver the project as outlined above.
- 3. Identification and Evaluation of Options**
- 3.1 Option 1: To agree to the proposals outlined above and enter into an agreement with KCC to provide funding of £550k towards the delivery of the project.
- 3.2 Option 2: To make alternative proposals for consideration by KCC.
- 3.3 Option 3: To decide not to progress with the proposal and to thus not enter into agreement with KCC.
- 3.4 The preferred option is Option 1 as this will deliver enhanced facilities for those undertaking research into local studies and will support the delivery of a major investment within Dover Town Centre by KCC.
- 4. Resource Implications**
- 4.1 As outlined above the approved Capital Programme agreed by Council on 3 March 2021 included an allocation of £700k for the project.
- 5. Climate Change and Environmental Implications**
- 5.1 The project will deliver improvements to the energy efficiency of the building and thus contribute to the Council Climate Change objectives.
- 6. Corporate Implications**
- 6.1 Comment from the Director of Finance: 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)

- 6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 6.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <https://www.legislation.gov.uk/ukpga/2010/15/section/149>. (KS)
- 7. **Appendices**
 - 7.1 None.
- 8. **Background Papers**
 - 8.1 Report to Cabinet on 1 October 2018

Contact Officer: Roger Walton Ext. 42420

Subject:	DOVER TOWN REGENERATION ADVISORY BOARD – TERMS OF REFERENCE
Meeting and Date:	Cabinet – 12 April 2021
Report of:	Louise May, Head of Governance
Portfolio Holder:	Councillor Trevor Bartlett, Leader of the Council
Decision Type:	Executive Non-Key
Classification:	Unrestricted
Purpose of the report:	To seek Cabinet approval for the proposed Terms of Reference for the Dover Town Regeneration Advisory Board which have been updated to reflect its revised role and remit.
Recommendation:	To approve the proposed Terms of Reference for the Dover Town Regeneration Advisory Board set out at Appendix A to the report.

1. Summary

- 1.1 Cabinet is requested to consider the proposed draft Terms of Reference for the Dover Town Regeneration Advisory Board.

2 Introduction and Background

- 2.1 The Board, formerly known as the Dover Town Centre and Waterfront Project Advisory Group, was renamed and its membership increased by Cabinet at its meeting held on 7 September 2020. The Board's Terms of Reference have been updated to reflect its revised role and remit.

3 Identification of Options

- 3.1 To approve the draft Terms of Reference.
3.2 To amend the draft Terms of Reference.

4 Evaluation of Options

- 4.1 The draft Terms of Reference were developed by the Head of Inward Investment and Tourism and the Strategic Director (Operations and Commercial). The Board considered them at its first meeting held on 14 December 2020 and suggested minor amendments which have been incorporated. The Solicitor to the Council/Monitoring Officer has subsequently suggested minor clarification of the section of the draft Terms of Reference dealing with conflicts of interest. It is recommended that Cabinet approves the proposed Terms of Reference as set out at Appendix A.

5 Resource Implications

- 5.1 None.

6 Climate Change and Environmental Implications

- 6.1 None.

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.
- 7.2.1 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>
- 7.3 Other Officers (as appropriate): None.
- 8 **Appendices**
Appendix A – Draft Terms of Reference
- 9 **Background Papers**
None.

Contact Officer: Kate Batty-Smith, Democratic Services Officer (872303)

Appendix A

DOVER TOWN REGENERATION ADVISORY BOARD

DRAFT TERMS OF REFERENCE

Membership:

Leader of the Council (Chairman)
Portfolio Holder for Inward Investment and Tourism (Vice-Chairman)
Councillor N J Collor
Councillor D Hannent
Councillor O C de R Richardson
Councillor J Rose
Councillor S H Beer
Councillor E A Biggs
Councillor P M Brivio
Councillor K Mills
and
Mayor of Dover Town Council

Terms of Reference:

Scope

The Advisory Board has been established to examine and advise on the development of a structured approach to the regeneration of the commercial heart of Dover town centre, responding to the challenge posed by the Covid-19 pandemic. Action will be focused on a series of key strategic sites spread across the core area of the town, bringing them together under a single plan which emphasises the Council's objectives for a coherent, phased development that provides maximum connectivity within and to parts of the town, whilst also extending opportunities to enhance the night-time economy.

The Advisory Board will receive regular briefings as appropriate and provide guidance on matters such as:

- Key sites identified for inclusion in the plan;
- Progress on engagement with developers, owners, funding bodies and other agencies as appropriate to encourage early intervention and delivery in the regeneration, growth and promotion of Dover town;
- Progress on corporate projects such as the Market Square Refurbishment, Cable Car and Maison Dieu which support the regeneration of the town centre;
- Review business cases for potential projects, using robust appraisal methods to determine where the funds allocated within the Council's Capital Programme are best allocated to provide the maximum benefit to the community as a whole;

- Ensuring that proposals being brought forward are aligned with the evolving Local Plan and in particular that the proposed fabric, form and function of any development, including the location of retail, restaurant, residential and other uses, are of a standard of quality and in keeping with expectations for the town centre and waterfront area;
- Development of quality promotional material in both digital and paper form focused on the delivery of projects to support the regeneration of the commercial heart of Dover town centre.

Confidentiality

A number of the issues that will be discussed by the Advisory Board will be of a confidential nature. Board members will be expected to respect this confidentiality, and should not discuss such matters outside the Board until they have been formally placed in the public realm.

Conflicts of Interest:

Members of the Advisory Board who are members of a local authority will be expected to declare any Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI), and the precise nature of that interest, in accordance with the adopted procedures of Dover District Council, and must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI or OSI. They 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.

External participants will be expected to declare a conflict of interest, and the precise nature of that interest, as soon as they become aware of its existence. Whilst the existence of an interest may not necessarily bar them from participating in discussions, they are advised to refer to the relevant protocol of their organisation/governing body.