

Public Document Pack



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28 October 2022

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 7 November 2022 at 11.00 am when the following business will be transacted.

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

Yours sincerely

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

Chief Executive

Cabinet Membership:

| | |
|---------------------|--|
| T J Bartlett | Leader of the Council |
| M Bates | Portfolio Holder for Transport, Licensing and Regulatory Services |
| N S Kenton | Portfolio Holder for Planning and Environment |
| D P Murphy | Portfolio Holder for Social Housing, Port Health, Skills and Education |
| O C de R Richardson | Deputy Leader of the Council & Portfolio Holder for Community and Corporate Property |
| C A Vinson | Portfolio Holder for Finance, Governance, Digital and Climate Change |

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 6-13)

The decisions of the meeting of the Cabinet held on 3 October 2022 numbered CAB 34 to CAB 43 (inclusive) are attached.

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.

EXECUTIVE - KEY DECISIONS

4 HOUSING NEEDS SURVEY (Pages 14-35)

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

Responsibility: Portfolio Holder for Social Housing, Port Health, Skills and Education

5 MOBILITY SCOOTER POLICY (Pages 36-66)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Social Housing, Port Health, Skills and Education

6 CHARGES FOR PARKING DURING THE CHRISTMAS PERIOD (Pages 67-68)

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

Responsibility: Portfolio Holder for Transport, Licensing and Regulatory Services

7 DRAFT ST MARGARET'S BAY CONSERVATION AREA CHARACTER APPRAISAL (Pages 69-97)

To consider the attached report of the Principal Heritage Officer.

Responsibility: Portfolio Holder for Planning and Environment

8 RURAL ENGLAND PROSPERITY FUND (Pages 98-111)

To consider the attached report of the Head of Investment, Growth and Tourism.

Responsibility: Leader of the Council

EXECUTIVE - NON-KEY DECISIONS

9 EQUALITY POLICY AND OBJECTIVES (Pages 112-126)

To consider the attached report of the Democratic and Corporate Services Manager.

Responsibility: Portfolio Holder for Finance, Governance, Digital and Climate Change

10 **DOVER FASTRACK ADVISORY BOARD** (Pages 127-150)

To consider the attached report of the Strategic Director (Place and Environment).

Responsibility: Portfolio Holder for Transport, Licensing and Regulatory Services

11 **TREASURY MANAGEMENT YEAR-END REPORT 2021/22** (Pages 151-167)

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

Responsibility: Portfolio Holder for Finance, Governance, Digital and Climate Change

12 **RUSSELL GARDENS ORNAMENTAL POND AND BRIDGES** (Pages 168-187)

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

Responsibility: Portfolio Holder for Community and Corporate Property

13 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 188)

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

14 **AYLESHAM DEVELOPMENT UPDATE** (Pages 189-199)

To consider the attached report of the Strategic Director (Place and Environment).

Responsibility: Leader of the Council

15 **FOUR-YEAR CONTRACT FOR PITCH AND FLAT RE-ROOFING TO COUNCIL DWELLINGS**

To consider the report of the Head of Assets and Building Control (to follow).

Responsibility: Portfolio Holder for Social Housing, Port Health, Skills and Education.

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The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) General Purposes Committee; (d) Governance Committee; (e) Planning Committee; and (f) Overview and Scrutiny Committee.

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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 at the Council Offices, Whitfield on Monday, 3 October 2022 at 11.00 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: M Bates
N S Kenton
O C de R Richardson
C A Vinson

Also Present: Councillor E A Biggs
Councillor P M Brivio
Councillor D R Friend
Councillor K Mills
Councillor H M Williams
Councillor C D Zosseder

Officers: Chief Executive
Strategic Director (Corporate Resources)
Strategic Director (Operations and Commercial)
Head of Finance and Investment
Head of Governance and HR
Head of Housing
Head of Leadership Support
Head of Planning and Development
Housing Development Manager
Licensing Manager
Planning Policy and Projects 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 34 3.10.22 Open Key Decisions No Call-in to apply Yes Implementation Date 11 October 2022 | <u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor D P Murphy. | 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 35 3.10.22 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. | |

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|--|---|---|--|--|
| 11 October 2022 | | | | |
| 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 36 3.10.22 Open Key Decisions No Call-in to apply Yes Implementation Date 11 October 2022 | <u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 5 September 2022, as detailed in decision numbers CAB 27 to CAB 33, 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 5 September 2022. | |
| 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 37 3.10.22 Open Key Decisions Yes Call-in to apply No Implementation Date 13 October 2022 | <u>DOVER DISTRICT LOCAL PLAN PUBLICATION (REGULATION 19) AND SUBMISSION (REGULATION 22)</u> It was agreed to recommend to Council: <ul style="list-style-type: none"> (a) That the Submission Dover District Local Plan (Regulation 19) and the accompanying Sustainability Appraisal and Habitat Regulations Assessment be approved for publication for a period of 7 weeks. (b) That, following publication, the Submission Dover District Local Plan and supporting documents be submitted to the First Secretary of State for Examination, together with the Regulation | None. | The Council has a statutory duty to prepare a Local Plan under Section 19 of the Planning and Compulsory Purchase Act 2004. The Local Plan is a development plan document that sets out the vision, framework and policies for guiding | |

| | <p>19 representations and a summary thereof.</p> <p>(c) That authority be delegated to the Head of Planning and Development, in consultation with the Portfolio Holder for Planning and Environment, to prepare an addendum to the Plan with the proposed changes that may be necessary to address soundness issues raised by representations received in response to the Regulation 19 publication, that can be submitted with the Plan to be considered by the inspector during the examination process; and</p> <p>(d) That authority be delegated to the Head of Planning and Development, in consultation with the Portfolio Holder for Planning and Environment, to make any necessary editorial changes and minor amendments to the Submission Dover District Local Plan, Sustainability Appraisal and Habitat Regulations Assessment, prior to publication, submission and during the examination, to assist with clarity, consistency, explanation and presentation.</p> | | <p>new development in the district over the next 20 years.</p> <p>Following consultation on the draft plan (Regulation 18) in 2020, the next stage is for a final version to be produced, published (consulted upon) and submitted for examination by the Planning Inspectorate.</p> | |
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| 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 38 3.10.22 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date</p> | <p><u>DOVER DISTRICT TENANT ENGAGEMENT STRATEGY 2022-27</u></p> <p>It was agreed:</p> <p>(a) That the draft Tenant Engagement Strategy and Action Plan at Appendix 1 of the report be approved for consultation purposes.</p> <p>(b) That the draft consultation plan for the Tenant Engagement Strategy be approved for formal consultation with tenants and leaseholders for a 4-week period.</p> <p>(c) That the Strategic Director (Corporate Resources) be authorised,</p> | <p>None.</p> | <p>The Strategy has been developed against a backdrop of demands for greater transparency and accountability in the social housing sector following the Grenfell Tower fire.</p> <p>The Strategy sets</p> | |

| 11 October 2022 | <p>in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to consider the consultation responses and to make any minor amendments arising therefrom and, thereafter, to adopt the document on behalf of the Council with effect from 7 November 2022. Should more significant amendments be considered desirable, the matter shall be the subject of a further report to Cabinet.</p> <p>(d) That the Strategic Director (Corporate Resources) be authorised, in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to make future minor amendments to the Strategy as required.</p> | | out how the housing service will strengthen relationships, give an effective voice to tenants and leaseholders and increase the opportunities for collaboration. | |
|---|---|--|--|---|
| 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 39 3.10.22 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 11 October 2022</p> | <p><u>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - REQUEST FOR INCREASE IN HACKNEY CARRIAGE FARE TARIFF</u></p> <p>It was agreed:</p> <p>(a) That the table of fares presented by the licensed trade and set out at Appendix B of the report be approved, subject to a review of the cap being undertaken within 12 months.</p> <p>(b) That the Head of Regulatory Services be authorised, in consultation with the Portfolio Holder for Transport, Licensing and Regulatory Services, to consider any objections received during the formal statutory consultation period, modify as appropriate, and take all necessary steps to bring the table of fares into operation.</p> | Not to carry out a review of the fares in 12 months' time. | <p>Maximum fare levels for Hackney Carriages are set by the Council under the provisions of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The current table of fares for the Dover district came into force in January 2021. Following the receipt of proposals from the Dover Federation</p> | |

| | | | of Licensed Taxi Operators to increase fares, Cabinet is requested to approve the fares for a period of consultation lasting 14 days. | |
|--|--|--|--|---|
| 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 40 3.10.22 Open Key Decisions No Call-in to apply Yes Implementation Date 11 October 2022 | <u>DOVER DISTRICT COUNCIL TRANSFORMATION PROGRAMME (DOVER 2024 - 50 YEARS OF SERVICE)</u> It was agreed that the implementation of the proposed workstreams and project governance structure to deliver the Transformation Programme be approved. | None. | Coinciding with the Council's 50 th anniversary in 2024, the transformation programme will review and update the Council's practices and ways of working to improve customers' experiences when they interact with the Council. | |
| 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 41 3.10.22 Open | <u>STRATEGIC PERFORMANCE DASHBOARD - QUARTER ONE 2022/23</u> It was agreed that the Council's Strategic Performance Dashboard be | None. | The new Strategic Performance Dashboard was | |

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| Key Decisions No Call-in to apply Yes Implementation Date 11 October 2022 | noted. | | approved by Cabinet in June to replace the quarterly Performance Report. The dashboard presents the data in a different way but, like the Performance Report, gives an overview of how the Council and East Kent Services are performing against a number of key performance indicators. | |
| 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 42 3.10.22 Open Key Decisions No Call-in to apply Yes Implementation Date | <u>EXCLUSION OF THE PRESS AND PUBLIC</u> That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972. | None. | | |

| Immediate | | | | |
|---|--|--|---|---|
| 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 43 3.10.22 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 11 October 2022</p> | <p><u>SERVICED SELF-BUILD PLOTS</u></p> <p>It was agreed:</p> <p>(a) That the progression of a project to deliver serviced self-build plots on Council-owned land be approved.</p> <p>(b) That the acceptance of Brownfield Land Release Fund 2 (BLRF2) funding, if awarded, be approved.</p> <p>(c) That the Head of Finance and Investment be authorised, in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to take the necessary decisions and actions to progress the project, and develop and sell the serviced plots including (but not limited to) appointing any necessary professional advisers and procuring and letting the construction contract.</p> | <p>None.</p> | <p>The Council has been exploring ways to meet the housing needs of the district, recognising its statutory obligation to meet the needs of self-builders.</p> <p>Some small areas of land owned by the Council have undergone initial viability appraisals and it is proposed to use two for a self-build pilot scheme if the funding is successful.</p> | |

The meeting ended at 11.33 am.

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|-------------------------------|--|
| Subject: | HOUSING NEEDS SURVEY |
| Meeting and Date: | Cabinet - 7 November 2022 |
| Report of: | Helen Lamb, Head of Finance and Investment |
| Portfolio Holder: | Councillor Derek Murphy, Portfolio Holder for Social Housing, Port Health, Skills and Education |
| Decision Type: | Executive Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To provide a Housing Needs Survey for the Dover District. |
| Recommendation: | That a Housing Needs Survey for the Dover District be undertaken. |

1. Summary

- 1.1 Housing Needs Surveys (HNS) are used by Local Authorities to provide a comprehensive and robust housing need assessment and obtain high quality primary data about current and future housing needs at a local level. The research generated by a HNS can be used to inform the type and tenure of properties needed in the district, what housing-related services are required, and used to inform the development of Housing strategies and policies.
- 1.2 The data from the HNS will support the Strategic Housing team to develop a new Affordable Housing Strategy for the district, in collaboration with other housing-related service areas.
- 1.3 A Project Overview has been attached as Appendix 1, and provides further detail on the aims, methodology, resources required, impacts, outcomes, and proposed timescales.

2. The Survey

- 2.1 The Survey is comprised of multiple choice, closed and open-ended housing-related questions that will generate a mix of quantitative and qualitative data, where residents can voice their opinions on local housing and housing related services.
- 2.2 The survey will be developed in collaboration with other housing-related service areas, and other departments such as Governance to ensure the content meets our GDPR, data protection and equality obligations.
- 2.3 Residents will be encouraged to complete the survey online via our website, but paper copies will be available on request. Draft versions of the questionnaire (online & on paper) are currently in development. A copy of draft questions has been provided as Appendix 2.
- 2.4 The expected duration of the survey will be between 8-10 weeks, with the aim to open it at the beginning of next year.

3. Identification of Options

- 3.1 Option A: Cabinet approves the Strategic Housing team to conduct a Housing Needs Survey.

3.2 Option B: Cabinet does not approve the Strategic Housing team to conduct a Housing Needs Survey.

3.3 Option C: The Housing Needs Survey is outsourced to an organisation to conduct on the Council's behalf.

4. **Evaluation of Options**

4.1 Option A is the preferred option for the following reasons:

- (a) It will provide an updated analysis of current housing need, demand, and market conditions for each locality (ward, parish, town).
- (b) It will provide the Council with a source of primary data that can be used interdepartmentally to inform service delivery, strategy, and policy.
- (c) The data will identify the needs of groups in society who's needs cannot be clearly identified through secondary data.
- (d) The research gathered could be used as evidence to support planning applications.
- (e) The data from the research will allow the Strategic Housing team to develop a new Affordable Housing Strategy.

4.2 Option B is not recommended for the following reasons:

- (a) The Council will lack primary data on current needs and demands within the district's localities.
- (b) Primary data will not be available to inform a new Affordable Housing Strategy

4.3 Option C is not the preferred option as it would incur additional costs (as stated in 5.1 of this report and 6.1 of Appendix 1) and would need to go through a procurement process and evaluation before any work could start on the survey, thereby delaying the survey.

5. **Resource Implications**

5.1 Financial

In preparation of this report, our research has indicated that if we were to conduct a Housing Needs Survey using external consultancies and on the level we are proposing, it would cost the Council between £20k - £40k. To mitigate this cost, we propose the HNS be conducted in-house, thereby reducing the cost to the Council.

We estimate that costs incurred will be minimal and limited to:

- (i) Cost to print copies of the survey where requested.
- (ii) Cost to post the survey to consultees where requested.
- (iii) Cost to hire event spaces (if required)
- (iv) Cost to produce leaflets / posters / advertisements
- (v) Diverted staff resources, primarily from the Strategic Housing team

5.2 Operational

The main implication will be staff resources and time. As indicated in Appendix 1 point 9.2, several teams have been identified who will be involved in aspects of the planning, preparation, and development of the HNS. This may have an impact to current service delivery.

6. **Climate Change and Environmental Implications**

- 6.1 In the preparation of this report, the only implications to the environment identified were
- (a) printed versions of the questionnaire for residents to complete via post
 - (b) printed versions of the questionnaire for residents to complete in-person at the proposed Housing Surgeries.
 - (c) Printed leaflets and posters for advertisement
- 6.2 To mitigate this impact, we will ensure that copies are printed by demand rather than bulk. Where we attend events, we will print as a batch.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy have been consulted and have no further comments (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 on conducting a survey of housing needs 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): The Principal Climate Change and Sustainability Officer has been consulted and has nothing further to add.

8. **Appendices**

- 8.1 Appendix 1 – Housing Needs Survey Project Overview v0.3
- 8.2 Appendix 2 – Questionnaire draft v0.2

9. **Background Papers**

Adopted Core Strategy 2010
Dover District Corporate Plan 2020-2024
Affordable Housing Delivery Plan 2010 - 2015
Strategic Market Housing Assessment Part (SHMA) 1 & 2 (Feb 2017)
SHMA – Partial update to Part 2 2017 (Dec 2019)
DLUHC 'Housing needs of different groups' (May 2021)

Contact Officer(s): Rachel Collins, Strategic Housing Manager
Perry DeSouza, Housing Policy Officer

Housing Needs Survey Project Brief

1. Purpose and aims

- 1.1. The purpose of the Housing Needs Survey is to undertake a comprehensive and robust housing needs assessment, to obtain good quality information and data about current and future housing needs at a local level, that will be used to inform the development of local housing strategies and policies, as well as determine the type and tenure of housing needed in the district.
- 1.2. A Strategic Housing Market Assessments (SHMA) was conducted and published in 2017 in preparation for the development of the Local Plan (and later updated in 2019) and provides an assessment of the future housing requirements in an area. However due to the complexity of the housing market, SHMAs may not provide definitive estimates of housing need, demand, and market conditions in specific localities. SHMAs are usually valid for 5 years.
- 1.3. The aims of the Housing Needs Survey are to establish an up-to-date and comprehensive understanding of current and future housing needs across all tenures and client groups in the District. The aims include:
 - To provide valid and robust information to compliment and bridge the data published in the SHMA 2017.
 - To determine the current and future affordable housing need in the district, now and over the next 5 years.
 - To identify the needs of groups in society, who's needs cannot be clearly identified through the sole use of secondary data – blended families, the disabled, older person, extended families etc.
 - To provide the Council with primary data on housing need that can be used to inform the development of reports, development plans, development of local housing strategies and housing-related strategical documents, and delivery of services.

2. Scope

- 2.1. All district residents will be invited to complete the survey. This will give the Council a good indication of the type of homes needed in those areas, as well as the type and need for housing related services.
- 2.2. An acceptable sample of responses that is representative of the population and achieves the required level of confidence, should be around 1058 or more, to have a confidence level of 95% that the real value is within +/-3% of the surveyed value. This is in accordance industry standards with regards to questionnaires (please see HouseMark STAR features, pages 12-13).

2.3. Data from secondary resources will be used to support the research and development of the HNS, and subsequent reports. These resources include:

- SHMA 2017 & 2019 update
- Office of National Statistics (ONS) – housing & demographic data,
- 2021 Census and data
- Data from DDC waiting list (obtained from Kent Home Choice)
- KCC Statistical Bulletins (Kent Analytics)
- English Housing Survey
- Indices of Deprivation

2.4. We anticipate that the survey initial research and development period will be between 4-5 months; then 8-10 weeks where the survey is open to residents to complete, and another 6-8 weeks where the data and research is evaluated and assessed. From the evaluation a report will be written and published with the findings.

2.5. A proposed timeline for the Housing Needs Survey has been provided in section 9.

3. Methodology

3.1. The survey will be conducted as a questionnaire. This is our preferred method for following reasons:

- A questionnaire is familiar type of survey format
- It is the best way to gather large amounts of data
- It is easy to create and disseminate to the intended audience
- It is cost effective
- It is an adaptable method for collecting data (i.e., it can be completed using different formats – see Accessibility)

Limitations

- Questions may not be answered correctly, or not fully.
- We are reliant upon the accuracy of the data
- Depending on the response we receive, it could take time to analyse and evaluate the data.

3.2. Section 4 highlights some design functions we will incorporate or consider to mitigate the limitations identified in 3.1.

3.3. We may also conduct the survey in person via in person housing events, where residents can complete the survey with a member of staff.

3.4. In development and preparation for the HNS, we will consult with several departments to ensure that the questionnaire will provide robust data that can be used interdepartmentally. Those teams involved (to some capacity) have been identified in section 6.2.

4. Design and accessibility

4.1. It is important that the Survey can be accessed and understood by a wide range of people from different backgrounds, therefore careful consideration will be given to the design and format used when developing the survey. We will:

- Ensure that questions are short and in plain English
- Avoid the use of 'jargon'
- Ensure that the questions and answer options are clear and unambiguous
- Utilise sections to give the survey structure and notes/explanation to provide helpful information
- Provide an indication of how long the questionnaire will take to complete
- The questionnaire is available in several formats such as large print and text to speech.
- Ensure that the questionnaire is both accessible to and completed by as many people as possible, the following formats will be available:
 - Online via DDC website (this is our preferred method)
 - Paper version (if this is requested by a resident)
 - In-person (Housing Surgeries – pre-publicised drop-in sessions where members of the public can complete the questionnaire with a member of staff).
 - Over the phone

4.2. Details will be published on our website, in our tenant newsletter, via Keep Me Posted bulletins, and at community events that are held in the run-up to the Survey, on how residents can complete the survey.

5. Who will conduct the research?

5.1. The Strategic Housing team will develop the questionnaire, oversee the role-out of the survey and collation of data. This is to help reduce costs and give the Council greater control over the method, collection, and display of the research data.

5.2. Other teams within the Council will also be involved (in some capacity) throughout the development of the survey as well as the collection of data (as identified in 6.2).

6. Implications

6.1. Financial impacts

- Research into general costs for external organisations to conduct the Housing Needs Survey are between £20,000 - £40,000.

- To mitigate these costs, we suggest that the survey is developed and managed inhouse by the Strategic Housing team in collaboration with other service areas identified in point 6.2. We estimate the cost to the Council to be minimal, and restricted to the following:
 - Cost to print copies of the survey, where requested
 - Cost to post the survey to consultees, where requested
 - Cost to hire even spaces (if required)
 - Cost to produce leaflets / posters / advertisements
 - Diverted staff resources, primarily from the Strategic Housing team

6.2. Operational impacts

- The development and subsequent oversight of the survey will be time-consuming and require staff resources to be diverted across service areas to contribute to a successful role out. The following teams will be involved in some capacity:

| Department / team | Major/Medium/Minor involvement | Tasks |
|-----------------------|--------------------------------|---|
| Strategic Housing | Major | <ul style="list-style-type: none"> • Development of the HNS questionnaire, both online and paper versions • Management and oversight of the Survey process • Engagement with residents at events • Updating and managing 'Housing Needs Survey' webpage • Data analysis and evaluation • Development of HNS report and follow-up cabinet report (if required) |
| Housing | Medium | <ul style="list-style-type: none"> • Support with the development of the questionnaire • Support with informing tenants about the HNS and how to complete it • Support with analysis of the data |
| Community Development | Medium | <ul style="list-style-type: none"> • Support with resident engagement • Support with Housing Surgeries 'in-person' events for residents to complete the survey (if required) • Provision of event equipment |

| | | |
|----------------|-------|---|
| Design & Print | Minor | <ul style="list-style-type: none"> • Review of publication content for compliance • Design of publication content |
| Communications | Minor | <ul style="list-style-type: none"> • Reviewing communication content for compliance • Posting social media communications to encourage residents to respond to the HNS. |
| Accounts | Minor | <ul style="list-style-type: none"> • Support with the analysis and evaluation of data (if required) |
| Governance | Minor | <ul style="list-style-type: none"> • To review the questionnaire and ensure we are meeting our Data Protection & GDPR obligations. |
| Planning | Minor | <ul style="list-style-type: none"> • To support with the development of the questionnaire. |

7. Outcomes

7.1. Strategic Housing

- Provides data on the type and size of homes needed in the district.
- Can inform whether there is a demand and need for affordable home ownership products such as Shared Ownership or First Homes.
- The data obtained will be used to develop a new Housing Strategy, which also encompasses housing development, housing-related services and need in rural areas.

7.2. Housing Management & Options

- Provides data on the types of housing services residents need in their communities to live independent and healthy lives.
- The data will provide indicators for future housing need, and whether residents will be joining the housing register.
- Data from the survey can capture whether residents have the correct information to make informed decisions about their housing requirements, i.e., how to request for modification of their homes, how to downsize if their property is too big or how they can request to transfer.

7.3. Property Services

- Can provide an indication of the quality of current housing stock, and repairs or maintenance needed.
- Can provide an understanding of the types of adaptations or modifications to homes to help support independent living.

7.4. Community Development

- Can provide an indication whether a community or locality requires additional Council engagement.

8. Data protection

- 8.1. For this survey, no personal information will be gathered as this is not required to complete the questionnaire.
- 8.2. The postcode of the consultee will be obtained to provide an indicator of where they are providing a response from. This will allow us to group data by areas, wards, parishes, towns, and villages. It will also allow us to compare data from urban and rural areas, and areas of deprivation.
- 8.3. Information provided will be treated with the strictest confidence. Consultees will be made aware of the purposes of the survey, how their feedback benefits them, how it benefits the Council and what we will use their data for.
- 8.4. Information will be gathered and extracted via forms onto a excel spreadsheet to make it easier to analyse and evaluate.
- 8.5. The Governance team will be consulted on the draft version of the questionnaire to ensure that no questions are asked that could determine personal data.

9. Proposed timescales

| Task | Months | | | | | | | | | |
|------------------------------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Aug 22 | Sept 22 | Oct 22 | Nov 22 | Dec 22 | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 |
| Research for HNS | | | | | | | | | | |
| Questionnaire development | | | | | | | | | | |
| Internal consultation 1 | | | | | | | | | | |
| CMT consulted | | | | | | | | | | |
| Staff preparation / training | | | | | | | | | | |
| Internal consultation 2 | | | | | | | | | | |
| Communication & marketing | | | | | | | | | | |
| HNS Period | | | | | | | | | | |
| Evaluation of data | | | | | | | | | | |
| Report generated | | | | | | | | | | |
| CMT consulted | | | | | | | | | | |
| Findings published | | | | | | | | | | |

HOUSING NEEDS SURVEY – QUESTIONNAIRE V0.2 DRAFT

SECTION 1: ABOUT YOUR EXISTING HOUSING

Q1. Please provide the post code for your home.

Q2. Is this your main residence? (*Please tick one box*)

- ☐ Yes (go to question 3)
- ☐ No, this is not my main residence (no need to complete the rest of the form, however please return it using the envelope provided or using the address at the end of section 4 / goes straight to the end of the online questionnaire).

Q3. Is your present home:

- Owner occupied (paying mortgage)
- Owner occupied (no mortgage)
- Private rented
- Council rented
- Housing Association rented
- Shared Ownership
- Tied to your employment
- Living rent free

Q4. What type of property is your home?

- Detached house
- Semi-detached house
- Terraced house (including end-of-terrace)
- Detached bungalow
- Semi-detached bungalow
- Terraced bungalow

- Flat
- Maisonette
- Houseboat / caravan / mobile home

Q5. How many people live in your home?

Adults (1-5)

Children (dependent) (1-5)

Children (not dependent) (1-5)

Q6a. How many bedrooms does your current home have?

- Bed-sit (question 6b)
- One
- Two
- Three
- Four
- Five or more

Q6b. What facilities in your home, if any, do you share with people not in your household? (Question aimed at recipients who have selected 'bed-sit')

- Toilet
- Bath/shower
- Kitchen
- Eating area
- Living room
- None

Q7a. In your opinion, is your present home adequate for your household's needs?

- Yes (go to 8a)
- No (go to Q7b)

Q7b. If in your opinion, your present home is not adequate for your needs, what are the reasons?

- Needs improvements / repairs
- Too costly to heat
- Too large

- Too small
- Insufficient no. of bedrooms
- Housing affecting health of any household member
- Does not meet physical and/or mental needs
- Rent / mortgage too expensive
- Tenancy insecure
- Suffering harassment
- Isolated
- Inadequate facilities
- No heating

Q7c. Do you need to move to resolve the difficulty?

- Yes
- No

Q7d. Could you afford a home of a suitable size in the Dover District?

- Yes
- No

Q8a. Does any member of your existing household have a disability?

- Yes (go to 8b)
- No (go to 9a)

Q8b. How many members of your household have a disability?

- Adults 0-5
- Children (dependent) 0-5
- Children (not dependent) 0-5

Q8c. what is the nature of the disability?

- Wheelchair user
- Walking difficulty (not in a wheelchair)
- Learning disability / mental health problem
- Visual / hearing impairment
- Asthmatic / respiratory problem
- Other physical disability
- Limiting long-term illness.

Q8d. Do any members of the household require care / support?

- Yes (go to Q8e)
- No (go to 9a)

Q8e. Are they currently receiving sufficient care / support?

- Yes (go to Q8f)
- No (go to Q8g)

Q8f. If they are currently receiving sufficient care / support, who provides this?

- Social services
- Voluntary body
- Family
- Friend
- Neighbour

Q8g. If they are not receiving sufficient care / support, which of the following do you / they require help with?

- Claiming welfare benefit / managing finances
- Establishing personal safety / security
- Looking after the home
- Establishing social contact / activities
- Access training / employment
- Personal care

Q9a. Has your home, or the access to it, been built or adapted to meet your needs?

- Yes (go to Q9b)
- No (go to Q10)

Q9b. What facilities have been provided / adapted?

- Wheelchair adaptations
- Access to the property
- Vertical lift / stair lift
- Bathroom adaptations
- Extension
- Ground floor toilet
- Handrails / grabrails
- Other

Q10. What facilities, if any, need to be provided to ensure current members of your household can remain in your property, now or in the next three years?

- Wheelchair adaptations

- Access to property
- Vertical lift / stair lift
- Bathroom adaptations
- Extension
- Ground floor toilet
- Handrails / grabrails
- Other
- None

Q11a. Do you have elderly relatives who may need to move to the Dover District within the next 3 years?

- Yes (go to Q11b)
- No (go to Section 2)

Q11b. What kind of accommodation might they need?

- Live with you (existing home adequate)
- Live with you (need extension / adaptation)
- Private sheltered housing
- Housing association sheltered housing
- Residential care / nursing home
- Private housing
- Housing Association property
- Extra Care housing (for frail elderly people)

SECTION 2: FUTURE HOUSING REQUIREMENTS OF YOU AND OTHER MEMBERS OF YOUR HOUSEHOLD

Q12a. Are you intending to move, or is there any member of your household currently, or likely to require their own accommodation over the next three years?

- Yes (go to 12b)
- No (go to Section 4)

Q12b. Are you moving within the Dover District?

- Yes
- No

Q12c. If moving outside the district, please indicate your reasons for moving away:

- Family reasons
- Employment / access to work
- Education
- Retirement
- Lack of affordable rented housing
- Unable to buy a home
- Quality of neighbourhood
- Other (please specify) Family r

Q12d. Will the existing household be moving, or will a new household form?

- Existing household will move (go to section 3A)
- New household will form (go to section 3B)

SECTION 3A: EXISTING HOUSEHOLD MOVING

Q13. When do you plan to move?

- Immediately
- Within 1 year
- Between 1 and 3 years
- Between 3 and 5 years

Q14. What type of accommodation would you need?

- Detached house
- Semi-detached house
- Terraced house
- Flat
- Maisonette
- Bed-sit
- Bungalow
- Houseboat / caravan / mobile home (permanently sited)
- Supported housing (including sheltered accommodation)

Q14b. If you require supported housing, which of the following types do you require? (MC)

- Independent accommodation with external support
- Independent accommodation with live-in carer
- Residential / nursing home
- Extra care housing (self-contained units with facilities and 24hr support)
- Private sheltered housing
- Housing Association sheltered housing

Q15. How many bedrooms are required?

- One
- Two
- Three
- Four
- Five or more

Q16. What tenure is preferred?

- Owner occupation (incl. leaseholder)
- Private rent
- Housing Association rent
- Council rent
- Shared ownership (part rent, part buy)

- Tie to employment

Q17. Are you registered on Kent Home Choice?

- Yes
- No

Q18. Where would you want to live? (pick two options)

- Dover
- Deal
- Sandwich
- Aylesham
- Rural areas
- Other (please specify)

Q19. Why are these locations preferred? (MC)

- Always lived here
- Near to family
- Employment / close to work
- Nearer / better shopping / leisure facilities
- Greater availability of affordable housing
- Better / nearer schools and colleges
- Better public transport
- Quality of neighbourhood

SECTION 3B: NEW FORMING HOUSEHOLD

Q20. What new household is being formed?

- Single person (no children)
- Single person (with children)
- A couple (no children)
- A couple (with children)
- Cohabiting (i.e., with friends)

Q21. How many people will live in the new household?

- Adults (1-5)
- Children (dependent) (1-5)
- Children (not dependent) (1-5)

Q22. What tenure is preferred for the new household?

- Owner occupation (incl. leaseholder)
- Private rent
- Council rent
- Housing Association rent
- Shared Ownership (part rent, part buy)
- Tied to employment

Q23. When will the new household need their home?

- Immediately
- Within 1 year
- Within 1-3 years
- Within 3 – 5 years

Q24. What type of accommodation is preferred for the new household?

- Detached house
- Semi-detached house
- Terraced house
- Flat
- Maisonette
- Bed-site
- Bungalow
- Houseboat / caravan / mobile home (permanently sited)
- Supported housing (including sheltered)

Q25. If you require supported housing, which of the following types do you require? (MC)

- Independent accommodation with external support
- Independent accommodation with live-in carer
- Residential / nursing home
- Extra care housing (self-contained units with facilities and 24hr support)
- Private sheltered housing
- Housing Association sheltered housing

Q25. How many bedrooms are needed for the new household?

- One
- Two
- Three
- Four
- Five or more

Q26. Where would the new household want to live?

- Dover
- Deal
- Sandwich
- Aylesham
- Rural areas
- Other

Q27. Why are these locations preferred? (MC)

- Always lived here
- Near to family
- Employment / close to work
- Nearer / better shopping / leisure facilities
- Greater availability of affordable housing
- Better / nearer schools and colleges
- Better public transport
- Quality of neighbourhood

Q28. Is the new household registered with Kent Home Choice?

- Yes
- No

Q29. How much would the new household be able and willing to pay in rent and mortgage costs per month?

- Up to £300
- £301 - £400
- £401 - £500
- £501 - £600
- £601 - £700
- £701 - £800
- £801 - £900
- £901 - £1000
- More than £1000+

SECTION 4: VIEWS ON LOCAL HOUSING & SERVICES

This section is to find out about local people's views on new housing in the area.

Q30. If a need is identified, would you support the development of affordable housing for local people in the district?

- ☐ Yes
- ☐ No
- ☐ Not sure

Please provide the reasons for your answer

Q31. In your opinion, where 1 is very low and 5 is very high, what type of housing should be prioritised in the district? (Likert scale)

- ☐ Houses 1-5
- ☐ Flats 1-5
- ☐ Maisonettes 1-5
- ☐ Bungalows 1-5
- ☐ Sheltered Accommodation 1-5

Q32. In your opinion, what tenure types should be prioritised in the district? (Likert scale)

Likert scale

Council / housing association rented homes 1-5

Homes for private rent 1-5

Temporary accommodation 1-5

Shared Ownership 1-5

Sheltered housing for elderly people 1-5

Other affordable home ownership 1-5

Q33. In your experience, do you know of any unidentified housing need in the district?

☐ Yes

☐ No

Please provide the reasons for your answer

Q34. Please use this section to make any other comments about housing or housing related issues here.

End of Survey

| | |
|-------------------------------|---|
| Subject: | MOBILITY SCOOTER POLICY |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Louise Taylor, Head of Housing |
| Portfolio Holder: | Councillor Derek Murphy, Portfolio Holder for Social Housing, Port Health, Skills and Education |
| Decision Type: | Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To seek Cabinet approval for the draft Mobility Scooter Policy attached as Appendix 1. |
| Recommendation: | <ol style="list-style-type: none"> 1. That Cabinet notes and approves the draft Mobility Scooter Policy. 2. That Cabinet delegates to the Strategic Director (Finance and Housing), in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, authority to make future minor amendments to the policy as required. |

1. Summary

- 1.1 An increasing number of residents living in Council-owned accommodation rely on mobility scooters to get out and about. This policy aims to balance the need of the individual to maintain their independence and reduce social isolation against our landlord responsibilities under relevant health and safety legislation including fire safety.
- 1.2 Mobility aids such as mobility scooters can pose a fire and safety risk when stored in internal communal areas where they may block fire escape routes, create trip hazards and increase the risk of a fire breaking out.
- 1.3 The Mobility Scooter Policy has been developed to provide guidance to staff and residents on how these vehicles can be stored and charged safely on our premises, what the responsibilities of owners are, and the enforcement action the Council will take where residents breach permissions.
- 1.4 This policy will ensure that we treat our tenants fairly and equitably whilst ensuring that they can remain living safely in their homes.

2. Introduction and Background

- 2.1 As a responsible landlord Dover District Council treats the health and safety of all users and resident of the buildings it owns and manages with the highest of priority. To help meet this responsibility there is a need to keep passageways, entrances and access points in buildings with common and shared parts free from obstructions that may cause a trip hazard, fire loading risk or impede access in and out, in the event of an emergency.

- 2.2 The Council recognises the benefits of mobility scooters which enable users with limited mobility to maintain their independence and supports social inclusion and this policy is intended to provide guidance to officers and residents of the arrangements for safe use, storage and charging of mobility scooters (or any other similar motorised mobility vehicle) in domestic properties that have shared access points and shared or 'common' parts.
- 2.3 The policy supports the Council's obligations under the Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) and provisions within the Regulator of Social Housing, Neighbourhood and Communities Standard. In discharging these duties, the Council must consider and mitigate any risks arising from the storage and charging of mobility scooters which include but are not limited to:
- (a) Keeping clear of obstruction communal passageways and areas where access is needed particularly in emergency situations
 - (b) Reducing trip hazards for residents in particular visually impaired people and others who may have mobility difficulties
 - (c) Effectively managing increased fire loading risk from poorly maintained scooters being charged in shared areas.
 - (d) Damage to fixtures and fittings when they are used in buildings without adequate turning circles and for which their use was not designed
 - (e) Causing mechanical failure to lift's due to the weight of the scooter
 - (f) Impeding an escape route in an individual's property where there is limited space to store a mobility scooter

3. The Policy

- 3.1 The Mobility Scooter Policy has been developed in collaboration with other Council service areas to provide guidance to staff and residents and applies to Class 2 and 3 vehicles as defined under the 'Use of Invalid Carriages on Highways Regulations 1988', in both supported and general needs properties. Definitions of these Classes can be found in the draft policy under '1.1 Definitions'.
- 3.2 The key provisions of the policy are:
- (a) Mobility scooters must not create an obstruction for others by being stored or charged in internal communal areas of buildings owned and managed by DDC, especially where these areas form part of a fire escape route for residents.
 - (b) Residents who live in accommodation with shared areas must obtain permission from the DDC to store and charge their scooter, and they may only do so in an agreed and/or specially designated area or facility.
 - (c) The Council will support residents by providing information and guidance for those considering buying a mobility scooter so that they can make informed decisions about this and wherever possible will conduct joint assessments with applicants seeking permission to identify solutions for the safe storage and charging of this type of equipment where it is needed by the resident.
 - (d) Where permission is given, mobility scooter owners must ensure that they have adequate insurance for their scooter; that it is serviced and well-maintained; that at PAT test (paid by the owner) is completed annually and

submitted to the Council; and they abide by the UK Highway Code (rules 36 to 46) while using them on Council property.

- (e) Appropriate enforcement action will be taken to remove a mobility scooter where permission has not been granted, or the storage or charging of the scooter breaches the conditions of the permission.

3.3 Points 3.11.6 of the Tenancy Agreement prohibits the storage of mobility scooters in internal shared areas. The proposed policy is intended to reinforce this provision but also provide support and guidance to prospective owners on how they might obtain permission to store and charge their mobility scooters safely.

3.4 An Equality Impact Assessment (EIA) has been completed and is attached as Appendix 2 of this report. The report has identified that there may be a potential negative impact to tenants who currently use mobility scooters, and to tenants who may be considering using them to support their mobility.

3.5 To mitigate any potential negative impact, the Council will:

- (a) Provide advice and signposting through our web site and tenant communications for those considering purchasing this type of mobility aid in order that they consider carefully future storage and charging arrangements at the earliest possible point.
- (b) Provide clear guidance to residents about the circumstances in which they will be expected to obtain the Council's permission to keep a mobility scooter at the premises.
- (c) Conduct when requested site visits with residents to consider what reasonable storage and charging facilities can be provided either through the Council or by the resident
- (d) Provide specially designed facilities in our sheltered housing schemes that residents can safely store and charge their mobility scooters in.
- (e) Before taking enforcement action a range of solutions will be explored with the resident to try to avert the need for this which will include conducting an equalities impact assessment.
- (f) In these cases, the housing service will endeavour to find an equitable solution that may involve where appropriate provision by the Council or individual of a storage/charging facility or support to move to a more suitable property.

4. Preliminary Consultation

4.1 Preliminary consultation with specialist support groups was undertaken between 20 May 2022 and 17 June 2022. Five disability associations / organisations for person with mobility impairments were approached to take part in the consultation. None of those approached for comment responded by the initial consultation deadline.

4.2 The deadline was extended to 8 July 2022 and each organisation was contacted again to ask for their opinion on the policy's provisions, however no response was received by this date either.

5. Identification of Options

5.1 Option A: To approve the content of the draft policy, and its operational use by DDC.

5.2 Option B: Not approve the use of the proposed Mobility Scooter Policy

6. Evaluation of Options

6.1 Option A is the preferred option for the following reasons:

- (a) The Council does not currently have an operational mobility scooter policy
 - (b) It will give both staff and residents clarity on the expectations of mobility scooter owners when using and storing their scooters, especially in communal areas.
 - (c) Adoption of the proposed policy will allow the Council to comply with its regulatory responsibilities
- 6.2 Option B is not recommended as it will leave the Council without an operation policy for staff and residents to take guidance from, when using storing and charging their mobility scooters on Council premises.

7. Resource Implications

- 7.1 The services identified in the policy will be delivered within the existing resources in the Housing Revenue Account (HRA). No further financial implications have been identified as arising from the implementation of the proposed policy.
- 7.2 No additional staff implications have been identified with the approval for the implementation of the proposed policy.

8. Climate Change and Environmental Implications

- 8.1 No implications to the climate or environment have been identified with the approval for the implementation of the proposed policy.

9. Corporate Implications

- 9.1 Comment from the Director of Finance (linked to the MTFP): 'Accountancy have been consulted and have no further comments (AC)'.
- 9.1 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.
- 9.2 Comment from the Equalities Officer:

As noted in the assessment the adoption of this policy will potentially have a negative impact on those people of an older age and/or those people with a disability. In order to mitigate the negative impacts individual equality impact assessments will be carried out for those requiring a scooter. The team will also engage with residents to ensure they are supported as much as possible alongside the overall health and safety principle of all residents. 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>

- 9.3 Other Officers (as appropriate):

10. Appendices

Appendix 1 – Mobility Scooter Policy

Appendix 2 – Equality Impact Assessment v0.2

11. Background Papers

- 11.1 Regulator of Social Housing Neighbourhood and Communities Standard
- 11.2 Regulatory Reform (Fire Safety) Order 2005
- 11.3 Fire Safety Act 2021
- 11.4 Use of Invalid Carriages on Highways Regulations 1988
- 11.5 DDC Tenancy Agreement (May 2021)

Contact Officer: Perry DeSouza, Housing Policy Officer



Mobility Scooters Policy v0.3 DRAFT

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1. INTRODUCTION

Dover District Council (DDC) is committed to promoting and supporting equality and recognises the role that a range of mobility aids including mobility scooters play in helping some of our residents maintain their independence and social inclusion, positively impacting their quality of life.

At the same time, DDC has duties to ensure high standards of health and safety within blocks of flats, maisonettes and sheltered schemes are maintained for tenants, leaseholders, staff, visitors, and wishes to ensure mobility scooters are being used legally and safely in individual properties, mobility scooter stores and communal areas in the housing stock that we own and manage.

Whilst we do not have a legal obligation to provide mobility scooter storage, we recognise the benefits use of this type of equipment brings to residents and want to support the safe storage and charging of this equipment. As a consequence, there will be occasions on a case-by-case basis where we may provide storage and charging facilities for this or support residents who wish to provide this for themselves.

1.1 DEFINITIONS

“The property” refers to your home and all land, buildings, fixtures, fittings, hedges, and walls which are part of it. It does not include shared areas.

“The shared areas” or “communal areas” or “communal space” referred to in this policy are the part of the building or the estate that other residents might use or in some cases spaces that fall outside

of the curtilage of your property and need to be kept clear for the safety of all residents. They include but are not limited to entrance halls, stairwells, landings, communal lounges and communal laundry rooms, kitchens, bathrooms, and balconies.

A “Tenant” refers to an individual who has a tenancy agreement with DDC.

“Leaseholder” refers to an individual who has purchased a leasehold interest in their property.

“Shared Owners” are households who have part purchased their property and lease a share of their property with DDC.

“Residents” refers to tenants, leaseholders, and any other occupants of DDC owned council housing, shared owners, and any visitors, friends, family members of those listed.

“Mobility scooter users” refers to persons who use, own, or lease a mobility scooter that is either a Class 2 or Class 3 as defined under the [Use of Invalid Carriages on Highways Regulations 1988](#). The Regulations divide these machines into three classes:

- **Class 1** - Manual Wheelchairs.
- **Class 2** - Machines designed for use on the pavement, travelling at a speed of 4 Miles per Hour. They may also be use on the road to cross from one pavement to the other or where no pavement is available.
- **Class 3** - Machines that can be used both on the pavement where like class 2 vehicles they are limited to 4 Miles per

Hour, and on the road where they can travel at speeds of 8 Miles per Hour. These types of vehicles are required by law to be registered with the DVLA for road use. These vehicles will be licensed in the disabled taxation class where no duty will apply.

Please follow the link to government guidance to read more about the main features and differences in [Class 2 and Class 3 Mobility Scooters](#).

2. POLICY AIMS

This policy aims to balance the needs and aspirations of tenants and leaseholders to keep a mobility scooter with the Council's duties to maintain a safe living environment for tenants, particularly in relation to potential fire risks and escape from fire risks.

The Mobility Scooter Policy will ensure that all customers have fair and consistent guidance from the housing service regarding their responsibilities for safe storage and charging of their mobility scooter.

Clause 3.11.6 of the Tenancy Agreement will still apply; this document merely expands and provides clarity to tenants and DDC staff.

In accordance with the Tenancy Agreement, DDC intends to take a fair but firm approach to the issue of mobility scooters in buildings with communal areas, working with individuals and only taking enforcement actions when other reasonable alternatives have been exhausted.

The main aims of this policy are:

- To ensure that DDC meets its statutory obligations to protect and preserve the health and safety of all residents living within our accommodation, as well as staff and visitors.
- To ensure that mobility scooters do not cause an obstruction, trip hazard, or increase the risk of fire spread or block an escape route in the event of a fire
- To ensure all new and existing residents who live in flats, maisonettes or sheltered accommodation owned by Dover District Council have access to information and guidance before investing in a mobility scooter (whether they purchase, lease or other), about the Council's expectations of them to use and store safely their mobility scooter. This includes the need to seek permission from DDC if they wish to store it or charge it at their property.
- Tenants and leaseholders are aware of their responsibilities relating to the storage, charging and use of mobility scooters in and around the building and especially in designated communal areas.
- Tenants and leaseholders are aware that they are responsible for any injury or damage caused to another person, communal areas or other DDC property as the result of their mobility scooter usage.
- Ensure that tenants and leaseholders who use mobility scooters (whether owned, leased, or other) have adequate insurance

cover which should include public and third-party liability to cover damage to buildings, property and grounds, or injury involving residents, visitors or staff.

In operating this policy and procedure relating to mobility scooters, DDC will meet the requirements of the [Regulatory Framework for Social Housing](#), produced by the Regulator for Social Housing, namely those set out in the [Neighbourhood and Community Standard](#), as follows:

Registered providers shall keep the neighbourhood and communal areas associated with the homes that they own clean and safe. They shall work in partnership with their tenants and other providers and public bodies where it is effective to do so.

3. POLICY STATEMENTS

3.1 HEALTH AND SAFETY OBLIGATIONS

The Council has an obligation under the Regulatory Reform (Fire Safety) Order 2005 to ensure a high standard of fire and safety is adhered to in internal and external shared areas in our properties so that residents can safely evacuate in the event of a fire, and that potential risks are mitigated against.

In discharging this duty, DDC must consider and do all that is reasonable to mitigate the risks to residents, as well as the stock it manages, that are caused by the use, storage or charging of mobility scooters and similar devices in communal areas. These include but are not limited to:

- Obstruction of communal passageways creating difficulties in access, particularly in emergency situations
- Hazard to visually impaired people and others who may have mobility difficulties
- Fire loading risk, when being charged or due to poor maintenance
- Damage to fixtures and fittings when they are used in buildings without adequate turning circles and for which their use was not designed
- Cause mechanical failure to lift due to the weight of the mobility scooter
- Impeding an escape route in an individual's property where there is limited space to store a mobility scooter

For these reasons any tenant or leaseholder living in a flat or maisonette will require our permission before storing or charging a mobility scooter either in their property or in a shared or communal area owned and managed by the Council. This might include balconies that fall outside of the main tenanted property and over which the tenant has the sole use. Permission will be subject to our careful consideration of the arrangements for storage and charging and may be revoked if a serious breach of any condition attached to the permission is breached.

For the reasons identified above, mobility scooters must not be stored or charged in shared areas of the property (as defined in 1.1.) owned and or managed by DDC unless a facility especially designed for these purposes has been provided and the residents have DDC's express permission to use it.

Appropriate enforcement action (see section 6) can be taken to remove any mobility scooter left in communal areas where we have not given our express permission for this to happen.

3.2 PERMITTED USE

By operating this policy, DDC does not intend to prohibit the use, storage and charging of mobility scooters entirely within our housing stock. Appendix 1 provides a breakdown of how residents can store and charge their mobility scooters in a safe way.

Where individuals live within Independent Living sheltered housing schemes, mobility scooters should only be stored in the designated mobility scooter sheds/rooms provided and charged within that area to minimise a fire risk to other tenants living in the schemes. Mobility scooters should not be charged or stored within individual flats.

Tenants and leaseholders who live in flats may wish to store and charge their mobility scooter at their own risk within the confines of their own home. Our permission for this will still be required and subject to there being no adverse impacts on the fabric of the building or DDC owned fixtures. DDC will need to be assured that the storage arrangements do not create an increased risk of fire and or impede emergency escape routes. Residents should review the information provided on our web site about fire escape route planning.

DDC will not give permission if a mobility scooter can only be stored or charged in an upper floor flat by accessing that flat using a lift.

DDC will take no responsibility for the loss or damage to mobility scooters used and stored by residents.

3.2.1 OWNERS RESPONSIBILITIES

This section refers to DDCs expectations and responsibilities of tenants and leaseholders who use, own or lease mobility scooters within our housing stock.

Requests for permission to store and charge a mobility scooter must be made in writing. DDC will consider all requests on a case-by-case basis and in some instances, it may not be possible to give permission.

DDC will not give permission to charge any mobility scooter using an extension leads that passes across a communal area / space.

All mobility scooters must be set to the lowest speed setting whilst driven in a communal area.

Where customers wish to store their mobility scooter within their properties and require ramps or improved access to their property, this must be discussed with a member of the Property Services Team. The team will assess, often with the advice of an occupational therapist the resident's requirements and either grant permission to the customer to complete the works themselves or in exceptional circumstances may agree to carry out the works. Residents are not permitted to carry out any works without authorisation from the Council.

Mobility scooter users are responsible for ensuring their mobility scooter is always in a good working condition and are well maintained / serviced regularly in line with the manufacturer recommendations.

Mobility scooters should not be left on permanent charge and only charged for the manufacturers recommended time.

All mobility scooters must have an up-to-date Portable Appliance Test (PAT) certificate paid by the resident and supplied to DDC on an annual basis.

The upholstery on the mobility scooters must be fire retardant and other flammable materials must not be present.

Where the mobility scooter is considered a class 3, residents should ensure that they are registered with the DVLA and have adequate insurance.

Residents will be held liable for the cost of any damage to the interior or exterior of council buildings or communal areas including gardens caused by mobility scooters.

Tenants and leaseholders must also ensure any visitors bringing a mobility scooter onto DDC property also abide by the conditions of this policy.

4. APPLICATION PROCESS

4.1 REQUESTING PERMISSION

Residents must seek permission to use, store and / or charge a mobility scooter by completing the 'Mobility Scooter Permissions Form' set out at Appendix 2 of the policy.

Residents living in sheltered accommodation should speak to their Independent Living Manager about registering for a space in one of the specifically provided mobility scooter charging points provided for sheltered accommodation.

Completed applications should be returned to the housing services team who will arrange for an assessment to be conducted of the application and suitability of the building. This is to ensure health and safety is not compromised and insurance requirements are met.

The completed form should be sent to their Housing Officer or Independent Living Scheme Manager. A joint assessment with the resident and a member of the housing team will be undertaken to consider the building, potential risks and the person's needs together. The Risk Assessment will consider:

- What risk there is to the resident
- What risk there is to other residents
- Whether the resident supplies evidence of third-party insurance

4.2 OUTCOME

Following the risk assessment there can be 2 outcomes:

a) Grant permission

If permission is granted, then a confirmation letter will state:

- where the storage/charging space allocated is sited
- that any damage to our property caused by their mobility scooter will be recharged to the resident granted permission
- the storage and charging arrangements, depending on the facilities of the scheme

b) Refuse permission.

If permission is refused a confirmation letter will be sent stating the reasons why. Permission will normally be refused where:

- residents living in non-sheltered accommodation do not have a suitable area for the storage and charging of the mobility scooter
- we maintain a waiting list for mobility scooter facilities in sheltered accommodation, and we do not have an available space for a mobility scooter
- where risks highlighted in the risk assessment cannot be mitigated
- where the resident has not provided the necessary documentation as shown on the permissions form

5. ENFORCEMENT OPTIONS

DDC has a zero-tolerance approach to mobility scooters being stored or charged in any area of our buildings that:

- form a fire escape route for residents
- in locations where there should be nothing stored that is an ignition source and fire load

These areas are likely, but not limited to be, stairwells, landings, balconies, understairs space and corridors in communal areas.

Mobility scooter users will be in breach of the conditions of our permission if they store and / or charge their mobility scooter in:

- non-allocated internal and / or shared areas; or
- allocated areas, such as mobility scooter sheds, without our express consent; or

- the confines of a flat where our express consent has not been obtained or given

In these situations (no permission / breach of condition(s)), the Council can take enforcement against mobility scooter users.

Our enforcement process will be as follows:

1. We will identify the mobility scooter user, and work with them to find an alternative solution. This may involve the Council assessing the equality impact with the tenant to assess the needs of the mobility scooter user. Potential solutions **may** include (but are not limited to) support to help the tenant move to more suitable accommodation and or on a case-by-case basis consideration of provision by the Council/or resident of suitable storage facilities.
2. If matters are not resolved or the mobility scooter user either does not have our permission or continues to breach the conditions of our permission, we will issue a written warning.
3. In circumstances of continued breach(s) of condition(s) the Council will revoke the mobility scooters user's permissions, and in circumstances of no permission serve a notice and proceed to have the mobility scooter removed.

Whilst this is the ordinary enforcement process, Officers will assess matters on a case-by-case basis and in exceptional circumstances may depart from the process. One such exception to this process will be where a mobility scooter poses an immediate fire and safety

risk, such as obstructing a fire exit, and we have no other option than to act immediately in the best interests of resident and staff safety. In such cases we will not always be able to give notice to mobility scooter users.

Non-compliance with this policy may also be considered appropriate for enforcement action for example (but not limited to), anti-social behaviour or breach of tenancy.

6. EQUALITY AND DIVERSITY

DDC will ensure that all services and actions are delivered within the context of current Human Rights legislation and will make every effort to ensure staff and others with whom DDC works, will adhere to the central principles of the Human Rights Act (1998), and that officers comply with the public sector equality duty as set out in [section 149 of the Equality Act 2010](#).

This policy will be applied fairly to all residents to ensure the safety of all building occupiers to minimise the risk of fire and allow for effective property management. Where legal action is contemplated or commenced equality impact will be assessed by the Neighbourhood / Housing Officer or by our legal advisors.

7. MONITORING AND REVIEW

Regular monitoring will take place to ensure Housing Services are dealing with use, storage and charging of mobility scooters in line with this policy.

The results will be used by Housing Services to enhance future policy reviews and continually improve service standards. All reviews will consider whether:

- The current policy adheres to legislative and regulatory requirements and reflects current good practice
- The aims and objectives of the policy are being met
- The current policy outcomes meet the needs and aspirations of our customer base
- Residents are aware of and understand the policy and believe it to be consistent and fair
- The policy provides sufficient information to residents

Overall monitoring and review of the policy will be undertaken in consultation with:

- Staff
- Members
- Existing and future council residents
- Resident and community groups

This policy will be reviewed in line with legislative or regulatory changes.

APPENDIX 1: MOBILITY SCOOTER STORAGE & CHARGING CHART

| What type of home do you live in? | Storage – what is allowed? | | | Charging – what is allowed? | | |
|---|--|---|---|---|---|--|
| | Within your home | Internal shared areas | External shared areas | Within your home | Internal shared areas | External shared areas |
| House (Not subject to this policy but included for information) | Yes | N/a | N/a - if stored within the confines of your home (i.e., your own garden). You will not need permission for this, subject to 3.8.6 of the tenancy agreement. You will need the Council's permission if you wish to use a storage facility, such as a storage shed, that is outside the confines your home. | Yes | N/a | N/a – if charged within the confines of your home (i.e., your own garden). You will not need permission for this, subject to 3.8.6 of the tenancy agreement. You will need the Council's permission to charge your mobility scooter, if you wish to do so in a storage facility, such as storage shed that is outside the confines of your home. |
| Flat / maisonette | Yes You will need our permission to store your mobility scooter within the confines of your home, permission is subject to meeting the conditions of our permission criteria. This will be at your own risk. We will not give permission where mobility scooters will require the use of a lift to access your flat / maisonette | No (ordinarily) You will not be allowed to store your mobility scooter in any internal shared area (such as a corridor or under stairs) within the building unless an internal area has been allocated for this use by the Council. In these cases, you will need the Council's permission before you store your mobility scooter in that area. | Yes Only within the designated areas or facilities, such as mobility scooter sheds. In these cases, you will need permission from the Council before you store your mobility scooter in the area. You will not be allowed to store your mobility scooter in any other external shared area not already allocated by the Council. | Yes You will need our permission to charge your mobility scooter within the confines of your home, permission is subject to meeting the conditions of our permission criteria. This will be at your own risk. We will not give permission where mobility scooters will require the use of a lift to access your flat / maisonette | No You will not be allowed to charge your mobility scooter in any internal shared area within the building. You must not pass extension cables through shared areas, windows or doorways to charge your mobility scooter that may be stored off our land. | Yes Only within the designated areas or facilities, such as mobility scooter sheds. In these cases, you will need permission from the Council before you can charge your mobility scooter in the area. You will not be allowed to charge your mobility scooter in any other external shared area not already allocated by the Council. You must not pass extension cables through windows or doorways to charge your mobility scooter that may be stored off our land. |
| Independent Living Sheltered Accommodation | No You will not be allowed to store your mobility scooter | Yes You will only be able to store your mobility scooter | Yes You will only be able to charge your mobility scooter | No You will not be allowed to charge your mobility scooter | Yes You will only be able to charge your mobility scooter | Yes Permitted in dedicated storage facilities provided. |

| | | | | | | |
|--|--|--|---|--|--|--|
| | <p>within the confines of your home.</p> | <p>in designated storage room / area provided.</p> <p>You will need the Council's permission before you store your mobility scooter in the storage room / facility.</p> <p>You must not store your mobility scooter in any other internal area not already allocated by the Council.</p> | <p>within the designated storage facility / area provided.</p> <p>You will need the Council's permission before you store your mobility scooter in the allocated storage facility / area.</p> | <p>within the confines of your home.</p> | <p>in designated areas, such as a storage room / area.</p> <p>You will need the Council's permission before you charge your mobility scooter in any allocated area.</p> <p>You must not charge your mobility scooter in any other internal area not already allocated by the Council.</p> <p>You must not pass extension cables through windows or doorways to charge your mobility scooter that may be stored off our land.</p> | <p>You will need the Council's permission before you charge your mobility scooter in any allocated storage facility / area.</p> <p>You must not charge your mobility scooter in any other external area not already allocated by the Council.</p> <p>You must not pass extension cables through windows or doorways to charge your mobility scooter that may be stored off our land.</p> |
|--|--|--|---|--|--|--|

APPENDIX 2: MOBILITY SCOOTER PERMISSION FORM

Dover District Council recognises the benefits of mobility scooter use, enabling people with mobility problems to remain independent.

If you are thinking of using a mobility scooter (whether buying, leasing or by some other arrangement) and you live in a block of flats or maisonettes with shared areas you will need our permission to use, store and charge a mobility scooter at the property.

You can find lots of useful information types of mobility aid on our website at [mobility scooter advice webpage](#).

To help us ensure that your mobility scooter does not pose a danger to you and your neighbours please complete this short form and a member of our Housing team will be in touch with you to discuss your application.

| | |
|---|--|
| Your full name | |
| Your address | |
| Your contact telephone number | |
| Your email address | |
| What floor are you on? (Ground floor, 1st floor, etc). | |
| Are you able to leave your home without the use of a mobility scooter? | |
| Please provide the type and size of the mobility scooter you want to use, store and / or charge | |
| If you live in a block of flats or maisonettes with shared areas without a designated mobility scooter | |

| | |
|--|--|
| storage/charging area what are your plans for storage and charging? | |
| Do you own or lease the scooter? Or by some other arrangement? | |
| How old is the scooter? | |
| Do you have insurance for the mobility scooter? Please remember we will need a copy of your insurance certificate. | |
| Your signature | |
| Date | |

Please send this form to: <insert applicable email address>



Equality Impact Assessment

Mobility Scooter Policy

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Document details

| | |
|---------------------------------------|-----------------------------|
| Title | Mobility Scooter Policy |
| Document type | Policy |
| Version submitted for decision | v0.3 |
| New or Existing document | New document |
| Decision makers | Cabinet |
| Type of decision | Adoption and implementation |
| Date of decision | 7 November 2022 |

Contact Officer: Perry DeSouza, Housing Policy Officer

Regulations that apply

The following regulations apply to the proposed policy:

- DDC Tenancy Agreement
- Fire Safety Act 2021
- Equality Act 2010
- Neighbourhood and Communities Standard
- Regulatory Reform (Fire Safety) Order 2005
- Use of Invalid Carriages on Highways Regulations 1988

Definitions

‘Residents’ refers to tenants, leaseholders, and any other occupants of DDC owned council housing, shared owners and any visitors and family members of those listed.

‘Mobility scooter users’ or ‘users’ refers to residents who use, own, or lease a mobility scooter.

“Shared areas” refers to parts of the building or the estate that other residents might use or in some cases spaces that fall outside of the curtilage of their home and need to be kept clear. They include but are not limited to entrance halls, stairwells, landings, communal lounges and communal laundry rooms, kitchens, bathrooms, and balconies.

1. Aim of the decision

1.1 Aim

The aim of the decision is to gain Cabinet approval for the implementation of the proposed Mobility Scooter Policy. This will enable the Council to have an operational document that can be referred to by both staff and residents on the appropriate use, storage and charging of mobility scooters on Council owned premises, and when enforcement action may be taken by the Council.

The policy will support the Council's obligations to the Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) to ensure that a high standard of fire and safety is adhered to in internal and external shared areas in our properties so that residents can safely evacuate in the event of a fire, and that potential risks are mitigated against.

It will also adhere to the provisions within the Neighbourhood and Communities Standard, produced by the Regulator of Social Housing:

1.1 Registered providers shall keep the neighbourhood and communal areas associated with the homes that they own clean and safe. They shall work in partnership with their tenants and other providers and public bodies where it is effective to do so.

The Council remains committed to promoting the independence of our tenants through supporting their use of mobility aids such as mobility scooters, but this must be balanced with our duty to ensure that shared areas are safe places for other residents, staff, and visitors to access, and remain clear of obstructions in the event of a fire which mobility scooters can pose if stored and charged there.

1.2 Key priorities

The key priorities of the policy are:

- To ensure that mobility scooters are not stored or charged in shared areas where they might pose a fire and safety risk, or an obstruction in the event of a fire.
- To ensure that mobility scooter users obtained permission from the Council before they use, store, or charge them in their home, and both internal and external communal areas.
- To advise residents to seek our permission to store and charge a mobility scooter in specially designated areas or facilities, such as a mobility scooter shed.

- To advise owners of their responsibilities of owning a mobility scooter and the Council's expectations once and if permission has been given to store and charge them.
- To explain the type of enforcement action the Council will take where permission has not been granted, or there are repeat offences or there has been a breach in the conditions of the permission.

1.3 Intended outcomes

The intended outcomes of the policy would be:

- Shared areas (both internal and external) are safe accessible areas for all residents, staff, and visitors to use.
- Shared areas (both internal and external) which may form a fire escape route remain free from obstruction.
- Mobility scooters are not stored or charged in shared areas unless an area has been designated for storing and charging them.
- Current and future mobility scooter owners are aware of their responsibilities and obligations when using, storing, and charging their scooters on Council property.

The intended outcomes of the implementation of the policy are:

- Both staff and residents can take guidance from the document on the correct and appropriate storage and charging of mobility scooters.
- Residents store and charge their mobility scooters in designated areas, such as sheds or rooms, that do not put other residents, staff, and visitors at risk in the event of a fire.
- The Council has an operational document to refer to when making judgements on cases where enforcement action may be required.

1.4 Impact of the decision

The Council currently has 4798 properties which are a mixture of general needs, sheltered housing and shared ownership properties. Many of our estates have shared areas that can be accessed by residents, staff, and visitors.

The policy is likely to impact on residents who currently use mobility scooters to support their mobility and those who are considering using them.

Residents who may use mobility scooters include, but are not limited to:

- Older persons who have restricted mobility
- Individuals who have a disability as defined in the Equality Act 2010

The full impacts and mitigations have been noted in the '[Impacts and Mitigations](#)' table.

2. Information and research

2.1 Demographics

The Office of National Statistics (ONS) reported in their preliminary findings from the 2021 Census that there were more people than ever before in the older age groups (proportion of the population who were aged 65+ years). In the Dover District, those aged 65 years and more represent 24% of the district population¹. This trend, both nationally and locally, is predicted to increase in the future.

A Strategic Housing Market Assessment (SHMA) conducted in 2017 and updated in 2019 stated that between 2020 and 2040, persons aged 18-64 with a long-term mobility impairment is expected to increase by 72.9%, while for those 65+ years this is to increase by 62.8%².

It is acceptable to assume that the use of mobility aids such as mobility scooters may also increase with these predictions.

2.2 Mobility Scooters and fire safety

Mobility scooters are recognised as mobility aids which can enhance the quality of life and help maintain a standard of independence for many older or less mobile residents, who otherwise may be limited in their ability to access common facilities where they live or access those in the wider community.

However, with the increased use of mobility scooters also increases fire safety concerns associated with their storage and charging in communal areas. The design of many of the Council's properties, particularly smaller or older premises and especially blocks of flats, may not allow for the safe storage and charging of scooters. The lack of space, the layout of corridors, lifts and stairwells in communal areas mean

¹ ONS (June 2022), 'Population and household estimates, England and Wales: Census 2021', Figure 5, Available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/bulletins/populationandhouseholdestimatesenglandandwales/census2021> (Accessed 16/08/2022)

² PBA, 'Dover Strategic Housing Market Assessment Partial Part 2 Update', Page 23 (December 2019)

that individuals may store and charge scooters in communal areas which form as part of a fire evacuation route, or near entrances and exits.

While fires caused by mobility scooters are statistically low, they can pose a fire and safety risk to other residents, staff, and visitors which can have serious consequences if not addressed. It is therefore important for the Council to assess and mitigate these risks to prevent harm and potential fatalities.

2.3 Research

In the development of the proposed policy, wider research was conducted to ascertain whether mobility scooter policies were used across the sector. Our research showed that many local authorities, registered providers, and social landlords had operational mobility scooter policies, that acted as guidance to their staff and tenants on the correct use, storage and charging of scooters on their premises.

Many of these policies require residents to obtain permission from their landlord before they can use a mobility scooter and are allowed to store and charge it.

The general consensus is that mobility scooters should not be stored or charged in internal shared spaces or shared areas which form as part of a fire escape route or have not been designated areas to store and charge these vehicles. This is because of the potential fire and safety risk they can pose to residents, staff, and visitors. Some organisations have mitigated the potential negative impacts to residents by providing specific sheds where mobility scooters may be stored and charged, with permission being required before residents can use those spaces, or by completing individual impact assessments for those who require a mobility aid.

The following sources were used in the development of the proposed policy:

- DDC Tenancy Agreement
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Home Office, '[Fire Safety in Purpose built block of flats](#)', (July 2022)
- Use of Invalid Carriages on Highways Regulations 1988
- NFCC 'Mobility Scooter Guidance for Residential Buildings' (May 2018)

Dorset & Wiltshire Fire and Rescue Service published a video explaining the dangers of Mobility Scooters inside buildings and how quickly fires can start and spread: [Dorset & Wiltshire Fire & Rescue Service – Mobility Scooter Charging Advice](#).

In 2018 the National Fire Chiefs Council also published 'Mobility Scooter Guidance for Residential Buildings' which provides guidance to landlords, local authorities, registered providers, and other housing professionals on how to manage and mitigate fire risks associated with mobility scooters.

2.3 Tenancy agreement

The Council's Tenancy Agreement already states the following with regards to the storage of mobility scooters:

3.11.6 – You must not leave rubbish, furniture, or any of your belongings in any internal or external communal areas of the property at any time. You must not store bicycles, **mobility scooters** or any items in these areas either, as they can impede fire escapes.

3. Consultation

3.1 Preliminary consultation

We approached 5 mobility disability groups / organisations to take part in a preliminary consultation. The aim of the consultation was to gauge their views and opinions on the main provisions within the proposed policy, and where possible, to provide examples of other mobility scooter policies which demonstrate best practice.

The 5 groups / organisations we contacted were:

- Disability Assist for Independent Living (previously known as Centre for Independent Living Kent (CILK))
- Kent and Medway Wheelchair Service
- Living Made Easy (previously known as Disabled Living Foundation and part of Shaw Trust)
- Kent Physical Disability Forum
- Dover District Disability Association

The preliminary consultation ran from 20 May 2022 to 17 June 2022. We received no responses from the 5 groups / organisations we contacted.

The consultation deadline was extended to 8 July 2022. Attempts were made to contact the groups / organisations by phone and email to ask them to take part in the review and comment on the proposed content of the policy, however we received no comments or feedback by the extended deadline.

3.2 Internal consultation

Consultation was conducted within DDC to gauge responses to the content of the proposed policy. The following departments were consulted during the development:

- Asset & Building Control
- Legal
- Equality & Diversity (Corporate Services)

Comments and feedback provided from each service was taken on board and used to adapt or amend the content where it was felt appropriate to do so.

4. Assessment of the decision

The table below assesses if the decision is likely to be relevant to the three aims of the Equality Duty.

If the decision is relevant to the three aims of the Equality Duty, the Impact and Mitigations table must be completed to show how it is relevant and what the impact(s) will be.

| Aim | Relevance Yes/No |
|---|-----------------------------|
| Eliminate discrimination, harassment, victimisation | 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 relevant protected characteristics and persons who do not share it. | Yes |

Impact and Mitigations

| Characteristic | Relevance High/Medium/Low | Impact of the decision Positive/Neutral/ Negative | Reasons for impact | Mitigations |
|----------------|------------------------------|--|---|---|
| Age | High | Negative | <ul style="list-style-type: none"> The provisions in the policy may potentially have a negative impact to older persons who currently use mobility scooters and live in Independent Living sheltered housing schemes. The policy may also have an impact on residents who are considering using a mobility scooter to support their mobility, in buildings with shared spaces Designated sheds or areas where users are permitted to store and charge their mobility scooters may be too far from where they live for them to safely get to. The potential use of enforcement against mobility scooter users where there is | <ul style="list-style-type: none"> We will engage with residents where they are in breach of the policy and their tenancy agreement. Before enforcement action is taken, we will work with the owner to find an alternative solution. This may involve the Council conducting an I Equality Impact Assessment for residents who use mobility scooters. A check sheet will be attached as an appendage to the proposed policy that clearly defines what mobility scooter users can and cannot do regarding storage and charging. This check sheet will also be published on a dedicated mobility scooter webpage. |

| | | | | |
|------------|------|----------|---|---|
| | | | a breach in the tenancy agreement, the neighbourhood management policy, and any permissions to use, store or charge their mobility scooter. | |
| Disability | High | Negative | <ul style="list-style-type: none"> • The provisions in the policy may potentially have a negative impact to persons with disabilities that impede or affect their mobility, who currently use mobility scooters. • The policy may also have an impact on residents who are considering using a mobility scooter to support their mobility in buildings with shared spaces • Designated sheds or areas where mobility scooter users are permitted to store and charge their mobility scooters may be too far from where they live for them to safely get to. • The potential use of enforcement against mobility | <ul style="list-style-type: none"> • We will engage with residents where they are in breach of the policy and their tenancy agreement. • Before enforcement action is taken, we will work with the owner to find an alternative solution. This may involve the Council conducting an I Equality Impact Assessment for residents who use mobility scooters. • A check sheet will be attached as an appendage to the proposed policy that clearly defines what mobility scooter users can and cannot do regarding storage and charging. This check sheet will also be published on a dedicated mobility scooter webpage. |

| | | | | |
|------------------------------------|-----|---------|--|---|
| | | | scooter users where there is a breach in the tenancy agreement, the neighbourhood management policy, and any permissions to use, store or charge their mobility scooter. | |
| Gender | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
| Gender reassignment | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
| Marriage and Civil Partnership | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
| Pregnancy and Maternity | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
| Race | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
| Religion, Belief or Lack of Belief | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |

| | | | | |
|--------------------|-----|---------|--|---|
| Sexual Orientation | Low | Neutral | No impacts have been identified in the completion of the assessment. | None required. No negative impacts have been identified in the research and development of this strategy. |
|--------------------|-----|---------|--|---|

| | |
|-------------------------------|---|
| Subject: | CHARGES FOR PARKING DURING THE CHRISTMAS PERIOD |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Roger Wragg, Head of Commercial Services |
| Portfolio Holder: | Councillor Martin Bates, Portfolio Holder for Transport, Licensing and Regulatory Services |
| Decision Type: | Executive Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To provide support to local businesses by offering free parking in Dover District Council car parks for all Saturdays in December 2022. |
| Recommendation: | To agree to the proposal to offer free parking in the Council's car parks for all Saturdays in December 2022. |

1. Summary

- 1.1 The report seeks approval to provide support to local businesses by Dover District Council offering free parking in its car parks for all Saturdays in December 2022. The dates included within this are 3rd, 10th, 17th, 24th and 31st December 2022. Charges will apply on all other dates.

2. Introduction and Background

- 2.1 With many DDC car parks located in the heart of town centres they are convenient for local shops. On-street parking charges will still apply. With many retailers now gearing up for the festive season, DDC wants more people to recognise the value, quality and choice that local, independent traders provide.
- 2.2 It should be noted that all other parking restrictions, e.g. yellow lines, etc. will continue to be enforced throughout the district.

3. Identification of Options

- 3.1 Option 1: To confirm the proposal to offer free parking in the Council's car parks for all Saturdays in December 2022.
- 3.2 Option 2: To take no further action.

4. Evaluation of Options

- 4.1 Option 1 is recommended. The decision to provide free Christmas parking on the dates as specified in this report will support local businesses and help to promote shopping in the district's town centres. This initiative has had a positive impact in previous years and has been well received by both local businesses and their customers. This has presented many benefits to local town centres.
- 4.2 Option 2: This option is not recommended for the reasons noted within the report.

5. Resource Implications

- 5.1 Free parking over the Christmas period has been an ongoing offer for several years and therefore this has already been taken into account when the 22/23 income was forecast. There has been a change this year in the types of days offered (last year 4th

December and a block of free days from 23rd December 2021- 28th December 2021 and 1st Jan – 3rd Jan 2022 were offered). To provide some guidance to financial implication, the total parking income for the chargeable Saturdays in 2021 (11th and 18th December) was £10,612.46.

6. Climate Change and Environmental Implications

6.1 No implications.

7. Corporate Implications

7.1 Comment from Finance (linked to the MTFP): The overall impact (including the block of free days) was approximately 20% of December's parking income. The financial impact will be in our favour this year – factors like the long weekend, maintaining our weekday income (as opposed to last year) will play a part. The 3rd Saturday in December tends to be low in footfall and will be a welcome boost to businesses. Overall, we achieve the objective of boosting business without compromising our income.

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>

8. Background Papers

Contact Officer: Clare Connellan, Transport & Parking Services Manager

| | |
|-------------------------------|---|
| Subject: | DRAFT ST MARGARET'S BAY CONSERVATION AREA CHARACTER APPRAISAL |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Alison Cummings, Principal Heritage Officer |
| Portfolio Holder: | Councillor Nick Kenton, Portfolio Holder for Environment and Planning |
| Decision Type: | Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To seek Cabinet approval for a 6-week public consultation on the draft St Margaret's Bay Conservation Area Character Appraisal |
| Recommendation: | <p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Agrees that the draft St Margaret's Bay Conservation Area Character Appraisal, attached at Appendix 1, be published for public consultation for a period of 6 weeks. 2. Agrees that the Head of Planning and Development, in consultation with the Portfolio Holder for Environment and Planning, be authorised to make any necessary editorial changes to the appraisal prior to consultation in order to assist with clarity, consistency, explanation and presentation. |

1. Summary

- 1.1 The Dover District Heritage Strategy acknowledges that most of the District's conservation areas do not have an approved character appraisal, and it recommends that a programme is put into place to address the deficit. A draft conservation area character appraisal for the St Margaret's Bay Conservation Area has been prepared, and Cabinet's agreement is now sought to carry out a formal public consultation on the draft document for a period of 6 weeks.

2. Introduction and Background

- 2.1 There is a requirement under the Planning (Listed Buildings and Conservation Areas) Act 1990, for local planning authorities to review their conservation areas, 'from time to time' and to formulate and publish proposals for their preservation and enhancement. A fundamental part of this process is to produce a character appraisal, for each conservation area.
- 2.2 The Dover District Heritage Strategy highlighted the lack of conservation area character appraisals for the District's conservation areas, and recommended that a programme was set in place to review all of the Districts' conservation areas in line with the duty imposed by the legislation.

- 2.3 The appraisal has been carried out by a consultant with direction by Council officers and funding provided by a recently formed residents group, the St Margaret's Bay Conservation Association.
- 2.4 A conservation area appraisal should consider what features make a positive or negative contribution to the significance of the conservation area, thereby identifying opportunities for beneficial change, or the need for further planning control. This information will be helpful to those considering investment in an area and can be used to guide and inform new development. Character appraisals also have a wider application as educational and informative documents for the local community.
- 2.5 The draft appraisal is appended to this report. For the benefit of this report the appraisal is provided as a word document, but for the public consultation it will be presented in PDF format and will include relevant maps and photographs. A hardcopy will be deposited at the St Margaret's-at-Cliffe library as the closest publicly accessible building to St Margaret's Bay.
- 2.6 The appraisal looks at:
- The origins and growth of the area;
 - Reviews the existing boundary of the conservation area;
 - Highlights both positive and negative aspects of its character, and
 - Makes recommendations for its future enhancement.
- 2.7 If the draft appraisal is agreed by Cabinet, public consultation would be undertaken for a period of 6 weeks. The results of the consultation process would then be reported back to Cabinet together with any proposed revisions in order that a final version can be adopted.
3. **Identification of Options**
- 3.1 That the draft St Margaret's Bay Conservation Area Character Appraisal is agreed for public consultation.
- 3.2 That the draft St Margaret's Bay Conservation Area Character Appraisal is not agreed.
4. **Evaluation of Options**
- 4.1 The St Margaret's Bay Conservation Area Character Appraisal will be used to identify opportunities for environmental improvements, inform new development and act as an evidence base for the evaluation of new proposals. It would also be used by Planning Inspectors in appeal situations. If the document is not subject to public consultation then little weight can be attributed to it in the planning process.
- 4.2 In view of the above it is recommended that the draft appraisal is agreed for public consultation.
5. **Resource Implications**
- The resource implications are nil.
6. **Climate Change and Environmental Implications**

6.1 None.

7. Corporate Implications

7.1 Comment from the Director of Finance (linked to the MTFP): 'Accountancy have been consulted and have no further comments. (MR)'

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>'

8. Appendices

Appendix 1 – Draft St Margaret's Bay Conservation Area Character Appraisal

Appendix 2 – Map of the conservation area boundary as current

9. Background Papers

The Dover Heritage Strategy (updated 2020)

Contact Officer: Alison Cummings, Principal Heritage Officer

St. Margaret's Bay Conservation Area
Character Appraisal and Management Plan

1.0 INTRODUCTION

- 1.1 Background
- 1.2 Policy context
- 1.3 The purpose of this character appraisal and management plan
- 1.4 Community engagement
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2.0 CHARACTER APPRAISAL

- 2.1 A brief history of St. Margaret's Bay
- 2.2 Topography and landscape
- 2.3 Street by street appraisal
 - The Bay
 - Bay Hill and Hotel Road
 - Granville Road
 - St Margaret's Road, The Crescent and Beach Road
- 2.4 Significant views
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- 2.6 The public realm and green spaces
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3.0 SUMMARY AND CONCLUSIONS

4.0 MANAGEMENT PLAN

- 4.1 Condition, negative features and vulnerabilities
- 4.2 Statutes and policy
- 4.3 Published guidance
- 4.4 Trees
- 4.5 Householder alterations and potential for Article 4 Direction
- 4.6 Local List of Heritage Assets
- 4.7 Heritage at risk
- 4.8 Public realm
- 4.9 Enhancement opportunities
- 4.10 Potential for interpretation
- 4.11 Review

5.0 APPENDICES

- Appendix 1: Extract from the National Heritage List
- Appendix 2: Bibliography
- Appendix 3: Map regression
- Appendix 4: Glossary

1.0 INTRODUCTION

1.1 Background

The St. Margaret's Bay Conservation Area was first designated in November 1990. The designation report to Dover District Council Planning Committee noted that, "the special character of the area is derived from a mixture of buildings, many of which date from the late Victorian and Edwardian periods, and the spectacular setting including the many trees and hedges. Together this makes a unique and very attractive composition."

The conservation area has not been reviewed in the intervening decades and has not previously been the subject of a character appraisal or a management plan.

1.2 Planning Policy Context

The Planning (Listed Building and Conservation Areas) Act 1990 sets out the statutory definition of a Conservation Area as "an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance"¹. Dover District currently has 57 designated conservation areas.

It is the responsibility of individual local planning authorities to designate and review conservation areas from time to time, using local criteria to determine and assess their special qualities and local distinctiveness². Areas may be designated for their architecture, historic layout, use of characteristic or local materials, style or landscaping. Above all, conservation areas should be cohesive areas in which buildings and spaces create unique environments that are of special architectural or historic interest.

The Dover District Heritage Strategy (updated Sept 2020) presents the district's Heritage Assets as Themes; Theme 13 dealing with conservation areas. The district's conservation areas are considered to be heritage assets of outstanding significance. As well as being attractive places to live and work which add to people's quality of life, they contribute to the economic wealth of the district by being a magnet for visitors.

The aim of conservation area designation is to protect historic places and to assist in positively managing change, so that special character is safeguarded and sustained. Designation provides extra protection in the following ways:

- Local planning authorities have control over most demolition of buildings.
- Local planning authorities have extra control over householder development, including through Article 4 Directions where appropriate.
- Special provision is made to protect trees in conservation areas.
- When assessing planning applications, the local planning authority must pay special attention to the desirability of preserving or enhancing the character or appearance of a conservation area and its setting.
- Policies in the Local Development Plan positively encourage development which preserves or enhances the character or appearance of conservation areas.

1.3 The Purpose of this character appraisal and management plan

The purpose of this Conservation Area Character Appraisal and Management Plan is:

¹ Section 69 (1)(a) Planning (Listed Buildings and Conservation Areas) Act 1990

² Section 69 (2) Planning (Listed Buildings and Conservation Areas) Act 1990

- To identify the significance of the heritage asset – i.e. the value that the conservation area has to this and future generations because of its heritage interest – which may be archaeological, architectural, artistic or historic interest.
- To increase public awareness and involvement in the preservation and enhancement of the area.
- To provide a framework for planning decisions, to guide positive change and regeneration, and to ensure that change is informed by an understanding of the special character of the area.
- To review the boundary of the conservation area in accordance with Section 69(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- To highlight particular issues and features which detract from the character or appearance of the conservation area, which may offer potential for enhancement or improvement through positive management.

A Conservation Area Character Appraisal is an assessment and a record of the special architectural or historic interest which gives rise to the character and appearance of a place. However, an appraisal cannot be all-inclusive and the omission of any particular building, feature or space should not necessarily be taken to imply that it is not of interest. In some cases, significance may only be fully identified at such time as a feature, a building or a site is subject to the more rigorous assessment that an individual planning application necessitates.

Part of this review of St Margaret's Bay Conservation Area is to assess whether the area still possesses the special architectural and historic interest which merits its continued designation and whether the area should be expanded or contracted. It also provides an opportunity to review the effectiveness of the designation over the past 32 years.

The appraisal includes a Management Plan to help the District Council and other stakeholders to positively manage the conservation area. A Management Plan may include action points, design guidance and site-specific guidance: It can identify potential threats to the character of the area and can, where appropriate, identify the potential for Article 4 Directions or local heritage listing.

An appraisal serves as a basis for the formulation and evaluation of Development Plan policies, as a material consideration in the making of development management decisions by the local planning authority, and by the Planning Inspectorate in determining planning appeals. It can also heighten awareness of the special character of the place to help inform local Parish Councils or amenity groups in the formulation of Neighbourhood Plans, Village Design Statements and individuals in design choices.

1.4 Community engagement

The Dover District Council Heritage Strategy highlights the importance of local community involvement in the protection of the historic environment. There are two specific areas where that involvement is encouraged: first, local civic groups are encouraged to develop appraisals of conservation areas within their locality; secondly, the production of a List of Local Heritage Assets is encouraged.

The Character Appraisal and Management Plan are consistent with the aspirations of the Council's Heritage Strategy. They are to be the subject of public consultation and are prepared with a view to being formally adopted by Dover District Council.

This Character Appraisal and Management Plan have been prepared with support from the St. Margaret's Bay Conservation Association and the St. Margaret's History Society. The St Margaret's Bay Conservation Association is a community group formed in March 2021, with the aim to safeguard the preservation and enhancement of the conservation area.

The author would like to thank all those who contributed to its production.

1.5 Summary of significance

The special architectural and historic character of St. Margaret's Bay Conservation Area is described in detail in section 2.0 and an outline of its history is attached at appendix 1. It is briefly summarised as follows:

- It has a significant history as a strategic location for protecting shipping and for military defence, particularly during the First and Second World Wars. The few buildings which survive from the World Wars, such as the former cliff top blockhouse/gun emplacement and the pillbox, are of high heritage significance. Remnants of wall dating to the Napoleonic War, adjacent to the Long Steps footpath and probably surviving within private gardens, are also of high significance.
- The architecture of the buildings which date substantially from the late 19th and early 20th centuries. Their style and materials are reflective of their period and their layout reflects the way in which the village developed, as well as the fashion for seaside living.
- There is a small number of architecturally special buildings, including one listed building. Of particular note are the late Victorian and Edwardian villas. However, it is the contribution made by the large number of less significant buildings and the spaces between them that define the architectural character of the area. The eclectic mix of locally distinct building styles, forms and materials is noteworthy.
- The chalk cliffs provide visual interest and drama throughout the village and are a defining feature of the conservation area. They provide picturesque views and vistas as well as the backdrop to many of the buildings. St Margaret's Bay would not be the unique place it is without the constant glimpses or views of the cliffs, the beach or the sea.
- The contribution which mature trees make. They frame and filter significant views and they provide foregrounds and backdrops to buildings. With hedges and other planting they provide for ecology and natural habitat. Verdancy is a key characteristic of the conservation area.
- Grass verges, verdant roadside banks, boundary walls, railings and fences all make an important contribution to the character of the area.

2.0 CHARACTER APPRAISAL

2.1 A BRIEF HISTORY OF ST. MARGARET'S BAY

St. Margaret's Bay falls within the civil parish of St. Margaret's at Cliffe which is centred on the medieval parish church of St. Margaret of Antioch. In 1086 the Domesday Book records it as Sancta Margharita which had 52.5 households.

The Bay, located some 0.5km east of St. Margaret's at Cliffe, at the narrowest point in the English Channel, always had a strong connection to the Channel. Throughout the medieval period St Margaret's at Cliffe existed as a small farming community whereas the Bay provided shelter for a small number of fishing vessels. Prior to the Dissolution, monks are said to have kept lights burning on the cliff tops to guide mariners in the Channel. Shipping in turn gave rise to smuggling, privateering, piracy and wrecking, all of which were practiced in the Bay in more precarious times. It was Charles I who granted permission to build more permanent towers on the cliff tops to warn shipping.

During the Seven Years War (1756 – 1764) and the Napoleonic Wars (1803 – 1815) the area around St. Margaret's Bay was strategically important for defence against invasion. Consequently, the sheltered bay was used for barracks by the cavalry and infantry. The name 'Barracks Bottom' as well 'Old Guard House' and 'Officers' Quarters' all appear on the first edition of the Ordnance Survey map in 1871.

The first South Foreland lighthouse was built in 1793 and rebuilt in 1843. It was not until 1859 that the first electric light was installed. In 1851 the first submarine telegraph cable was successfully laid from South Foreland to Sangatte in France.

During the 18th century and well into the 19th century, St Margaret's Bay bore little resemblance to the village we know today. The village took the form of a linear settlement with buildings located between the foreshore and the base of the cliffs, sometimes referred to as 'the village on the beach' or 'the under-cliff'. The first edition Ordnance Survey map in 1871 annotates some of the buildings as 'The Hermitage', 'Coastguard Station', 'Officers Quarters', a small number of cottages, the 'Green Man Public House' and a couple of windlasses for hauling fishing boats up the beach. The higher land was all still open farmland, the only buildings at the higher level being the Hermitage (now South Sands House) and the Old Guard House. Trees were noticeable by their absence as can be seen in the photograph below.

It was in 1865 when Lord Granville (1815-1891) became Warden of the Cinque Ports that he decided that the little fishing village should be developed as a fashionable seaside resort. Under his patronage houses, hotels and tea rooms were developed to replace many of the working and utility buildings at the 'under-cliff'. Building also commenced on the steeply sloping chalk cliffs to the north-west; by the date of the 1896 Ordnance Survey map houses had been built on Bay Hill and there was a hotel, the Granville Arms, and about ten houses on the north side of Hotel Road, all facing the sea. A new Coastguard station had been built towards the top of Bay Hill to replace the earlier cottages on the seafront.

Partly prompted by the extension of the London-Dover railway to Deal in 1881, the St. Margaret's Bay Land Company and other land speculators purchased land from the executors of Lord Granville in the area of Bay Hill and South Foreland. They laid out and sold individual building plots on St. Margaret's Road, Beach Road, Granville Road and Salisbury road before going into insolvency in 1929

It was the early years of the 20th century that saw the more rapid expansion of the village with fashionable detached houses being developed on Granville Road, Salisbury Road and St. Margaret's Road. All the new houses were orientated to face the sea, making the most of their elevated position, their expansive views of the English Channel and their south-facing aspect.

The west part of the village, in the direction of South Foreland was the last to be developed progressively during the first half of the 20th century.

House building paused during both World Wars when the village saw intense military activity because of its strategic position on the English Channel. During the Second World War most of the houses in the village were requisitioned and their owners had to be relocated. The wars were to have a radical effect on the village and its occupants.

Most of the buildings on the sea front which were commandeered by the army during the Second World War, including the Excelsior Tea Rooms and the Bay Hotel, had to be demolished shortly thereafter. The appearance of 'the village on the beach' changed beyond all recognition.

Post war reconstruction in the late 1940s and early 1950s gave rise to new concrete sea defences and a promenade with cast iron railings. The demolished sea front buildings were used as hardcore to backfill behind the new sea wall.

Today, most visitors to St. Margaret's bay are blissfully unaware of the devastation caused by the constant shelling sustained during the Second World War. The site of the former village now provides car parking, recreation which is enjoyed by locals and visitors alike.

2.2 Topography and landscape

St Margaret's Bay owes much of its development and history to its distinct topography. At this point in the coastline there is a softening in the line of the cliffs which give way to a more gradual slope which ascends to the historic settlement of St. Margaret's at Cliffe. Other than on foot, the Bay is approached from the north through the medieval settlement of St. Margaret's at Cliffe and across the undulating farmland slopes of Westcliffe, Swingate and Ringwould.

It is the topography, perhaps more than anything else, that defines the character of the Bay and has contributed to its development and its fortunes over the last 500 years. It is the cliffs and their proximity to the Dover Strait that gave rise to the early beacons and then lighthouses; the inlet provided access and shelter for fishing vessels and the dramatic views and expansive beach gave rise to tourism and house building from the late 19th century. It was also its topography that gave rise to military activity, particularly in the 20th century.

The maritime setting is expansive and highly valued for the views it provides. The wider landscape setting, whilst of value in its own right, is not particularly visible from within the village and the village is not particularly visible from the surrounding landscape. Buildings are typically orientated seaward to make the most of the views.

2.3 Street by street appraisal

This section describes the character of St. Margaret's Bay, starting with the Bay itself and then progressing inland, street by street.

The Bay

The Bay has a long pebble beach on chalk bedrock with extensive rock pools, which extends from Ness Point in the south-west to The Spit in the north-east. Groynes divide the beach, which is contained by the post-war sea wall and promenade. The character of the Bay as a tourist destination is reinforced by the promenade with its cast-iron railings, colourful beach huts and its seasonal ice cream kiosks.

After extensive post-war demolition, buildings within the Bay are now relatively sparse, much of the area being given over to car parking and areas of grass. The Coastguard public house sits at the foot of Bay Hill and was built on the site of the former Green Man public house. It is the most prominently located building in the Bay and its design is an unashamedly modern, although its use of flint, red brick dressings, feather-edged weatherboarding (and originally 12-pane sash windows) all lend a distinctly local character to the building.

At the other end of the promenade Bay Cottage nestle below the chalk cliffs. Four of the cottages (originally 6 but amalgamated into 4) are designed in the Art Deco style, whereas the seventh has a Dutch aesthetic with steeply-pitched pantiled roofs. All were built in circa 1937 by the Elms Vale Estate Company. White painted render abounds, blending appropriately with the white cliffs which provide their dramatic backdrop. The houses were owned and occupied by Noel Coward and then by Ian Fleming.

Other buildings include: the Hut (1999), well designed and reminiscent of an upturned clinker-built hull; the much less inspiring public toilet building, and the FW3/24 type pillbox located to the south-west of the Coast Guard public house, a significant World War II survival.

However, it is the topography and seascape of the Bay, rather than its buildings, which define the character of this part of the conservation area. The chalk cliffs with their exposed seams of flint are ever present, and it is the cliffs that provide the backdrop and the visual drama to all that goes on within the Bay. Not so distant views of France, over the English Channel, and the constant movement of ferry traffic from the port of Dover all add to the experience. Seasonal tourist traffic, water sports activity and Channel swimmers, all contribute to the changing rhythms and ambiance of the place. Expansive car parking is a necessary consequence of all that goes on in the Bay, but it too is largely seasonal.

Bay Hill

Bay Hill and Hotel Road were both developed during the last decades of the 19th century. The geometry of the Bay Hill, with its distinct hairpin bends, appears on the 1871 Ordnance Survey map, long before the buildings, the boundary walls or most of the trees existed. More than likely, the road has medieval origins.

As one proceeds uphill, away from the Coast Guard Public House, verdant banks and trees enclose the road. South Sands House, originally known as the Hermitage, sits behind a tall rendered wall and imposing wrought iron gates at the top of the first incline. The house, almost certainly built in the 1840s, was the first of many to be built on the cliff top making the most of the views across the Bay.

After the first hairpin bend, two of the next buildings to be built on Bay Hill were the pair of semi-detached Victorian villas at Calais View and The Anchorage/Villa Gris Nez. Each is three storeys high with attics and prominent canted bay windows which capitalise on the south-facing views across the Channel. White-painted rendered walls sit below pitched slate roofs. Where original sash windows have been replaced with uPVC some of their original character has been lost.

Rendered retaining walls raise sloping front gardens above the level of the highway, allowing little space for passing vehicles on the narrow road. Hedges planted atop front boundary walls are a recurring feature of the conservation area. Leaside, set back between the two pairs of Victorian semi's, dates from 1933/34.

After the second hairpin bend Eldama (designed by architect George Devey 1881) has all the features one expects of a Devey Cottage: tiled roofs, half-timbered gables, dormer windows and a clustered brick chimney stack.

Past the junction with Hotel Rd. grassy banks give way, in part, to flint and red brick retaining walls along the road verge.

Later-20th-century houses at Pine Edge, The Edge and Isipingo make less of a contribution to local character.

Towards the top of Bay Hill, Coastguard Cottages lie at right-angles to the road on Bay Hill Close. They date from 1884 and are constructed of painted render under a steep slate roof. Coastguard Cottages are currently the only listed building within the conservation area, the list description is included at appendix 2. The railings which front Bay Hill are concealed within the hedge line but are nonetheless a significant feature.

Mature trees and groups of trees make a significant contribution to the character of Bay Hill. Beech, holm oak, sycamore and Scots pines all appear in significant numbers. They provide enclosure, they filter views, and they provide the backdrop and sometimes the foreground to many of the buildings.

Frequent glimpses of the Dover Strait and the cliffs are a recurring feature as one ascends or descends Bay Hill and are a defining feature of the conservation area. The more significant views are noted in section 2.3 below.

Hotel Road

Hotel Rd. was first laid out and developed in the last decades of the 19th Century but it has seen many changes and additions during the 20th century. Houses on the north side have postal addresses on Granville Rd. but as most are not visible from Granville Rd. they are described here below.

Houses on the north side of Hotel Road are detached, south facing and in generous plots. Walls are a mix of render, roughcast (pebble dash) and feather-edged weatherboarding and roofs, which include gables as well as hips, are variously of plain tiles or slates. Architectural styles are eclectic. Numbers 23 and 25 have strong Arts and Crafts features such as conical turrets, exposed gable trusses, decorative ridge tiles, mullion-and-transom windows and open verandas with timber balustrades. Others, such as The Cottage, have English domestic revival styling and others started out as modest weatherboarded cottages. Most have been altered or extended to a greater or lesser extent.

Architecturally, the most noteworthy building on Hotel Road is South Foreland House, a handsome detached Italianate villa located close to the junction with Bay Hill. Prominent modillion eaves cornices, classical detailing and projecting corner balconies at first floor level all make for a pleasing architectural composition. The use of glazed white bricks on the top floor is unusual.

Most of the houses facing the north side of Hotel Rd. are viewed through, or sometimes obscured by, mature trees all of which add to the special character of the road.

On its south side are two relatively modern buildings. Ravenscroft is a modern house of brick, stone and tile hanging with metal sheet roofing. It has a modest presence on Hotel Road but its rear elevation onto Bay Hill is more strident as a result of its cantilevered balcony and roof, between raked projecting side walls. The second is the flats built to replace the Granville Hotel after it was demolished in the 1970s. The form, scale and materials of the building are clearly influenced by those of the hotel that it replaced, but it lacks architectural interest and presents a rather bland yet dominating elevation onto Hotel Road.

One other building which deserves mention is Ness Point, a relatively recent replacement building (2016) which uses white rendered organic flowing walls, presumably a reference to the white cliffs.

Views across the Bay and of the South Foreland Lighthouse in the distance add significantly to the special character of Hotel Road as do the mature trees, many of which are in private gardens.

Granville Road

Granville Rd. runs north of, and roughly parallel to Hotel Rd. It provides vehicular access to the Dover Patrol Memorial along the cliffs to the north-east. The line of the road had already been set out by the date of the 1896 Ordnance Survey map, but only as far as its junction with Hotel Road. By that time, most of the houses on the south-east side of the road had been built but, as described above, they generally face Hotel Rd. and have little visible presence on Granville Road itself. Development had not yet started on the north-west side of the road by 1896.

In the decade that followed several detached houses (numbers 18 to 28) had been constructed on the north-west side of the road. All are of similar plan and built of painted roughcast render under a slate roof (or tile hanging and plain clay tile roof in the case of number 28) but architectural detailing of the verandas and fenestration differed from one house to the next. All are raised above the level of the road and all have generous gardens.

Other houses on Granville Rd. are of later dates and of varying styles of architecture.

House frontages are noticeable by their absence on the south-east side of Granville Rd. although some roofs are visible above the hedges. Most of the houses are set substantially lower than the road as a result of the steep slope. Gates punctuate the hedge and fence line.

Number 5, Seaton, deserves mention because the site was the home of Henry Royce, co-founder of the Rolls-Royce Company. It was here that he developed designs for the first Rolls-Royce aero engine in 1914. The house that he occupied was later destroyed by German shelling in 1942.

Grass verges, verdant hedges and mature trees are inherently part of the special character of Granville Road. Where verges have been replaced by hardstanding and hedges by buildings or fences, the distinct character of the place has been significantly diminished.

St Margaret's Road, Beach Road and The Crescent

St. Margaret's Rd. and Beach Rd. had been laid out by 1896 and The Crescent by 1906. However, building plots were sold off individually and developed over the several decades that followed. Consequently the houses are individualistic in character and there is no consistency in their architectural form or style.

St. Margaret's Rd. rises steeply from Bay Hill where mature sycamore and beech trees enclose the road before it widens out at its junction with Beach Road. It continues into South Foreland Estate with views across the Pines Garden to the south and steeply inclined slopes to the north. Where houses are visible they tend to be glimpsed through trees or underplanting. There is more consistency to the houses on the northern leg of St. Margaret's Road. Here there is a more consistent building line with houses set well behind informal grass verges and hedges, the road is consistently tarmacked and occasionally views of the Channel open up between the buildings. One house which is particularly noteworthy is Ledgeland, set well behind others on the road, and almost certainly designed by Humphry Beeston ARIBA for himself in the early 1920s³.

Beach Rd. connects with The Crescent which in turn connects to St. Margaret's Rd. creating a loop around the Pines Gardens. The roads are typically unmade and concrete kerbs, where they exist, look

³ Information provided by St. Margaret's Bay History Society.

a little suburban and out of place. The varied style of houses illustrate how plots of land were sold off by speculators and the area developed piecemeal during the first half of the 20th century.

If there are common architectural features which characterise houses on these particular roads they would be steeply pitched tiled roofs, prominent chimney stacks, lead-light metal windows and painted render or roughcast walls, all features of the Arts and Craft Movement and the English Domestic Revival during the early to mid-20th century.

Other buildings of note include: Marine Cottage, a former WWII blockhouse located where The Crescent meets the cliff top, previously owned by Peter Ustinov; the telephone exchange at the junction of St. Margaret's Rd. and Bay Hill, a good example of 1940s Neo Georgian architecture; and the Pines Calyx conference centre (2006 by Helionix Designs) noteworthy for its innovative construction techniques, organic form and for its claim to be the first conference building in Europe to be carbon negative.

Mature trees are a recurring theme throughout this part of the conservation area, as are glimpses of the English Channel, the cliffs and the Dover Patrol Memorial.

2.4 Significant views

Views make a valuable contribution to the way in which the character or appearance of an area is experienced, enjoyed and appreciated. Identifying significant views allows the contribution they make to be protected and enables the effective management of development in and around those views. Significant views are annotated on the map below.

2.5 Building materials

Building materials make a distinct contribution to architectural character. The conservation area owes much to the variety of architectural styles and fashions expressed through their building materials. Even materials that were in relatively common use at the time often make a valuable contribution to local character and distinctiveness.

The palette of building materials in the conservation area is eclectic, no one walling or roofing material is particularly dominant. The choice of materials was influenced by English Domestic Revival architecture, Art Deco as well as the Arts and Crafts Movement.

Render and roughcast: Rendered walls are used across the conservation area and are the most common type of wall finish. There are several examples of roughcast render (or pebble dash) but mostly examples are either smooth render or block-marked to give the impression of ashlar stone. Some are painted but others left in a natural finish.

Brickwork: Many of the walls in the conservation area are constructed of red or yellow stock brick. The earlier examples are laid in Flemish bond (alternating headers and stretchers) whereas later examples are laid in stretcher bond. Some examples of brickwork are painted and there are several examples of burr brickwork (reject over-fired bricks which fused together in the brick kiln) particularly in boundary walls on Hotel Rd. and Bay Hill. The yellow burr bricks almost certainly originate from brickworks on the north Kent coast. An unusual example of white glazed bricks appears on the upper floors of South Foreland House.

Flint: Local flint is also used in some buildings as well as in boundary walls. Flint is a naturally occurring microcrystalline rock made of silica nodules which were laid down in the chalk beds during the late cretaceous period, some 80 million years ago.

Weatherboarding: Painted feather-edged weatherboarding is a traditional walling material in the south-east of England. There are a small number of examples found within the conservation area.

Roof tile: Many buildings in the conservation area are roofed with Kent peg tiles or plain clay tiles, some with decorative ridge tiles. Less common is the use of pantiles, green glazed pantiles, interlocking clay tiles and timber shingles.

Slate: Welsh slate became popular in Kent after the arrival of the railways. In the conservation area slate is often used with contrasting red clay ridge and hip tiles. It occurs particularly, but not exclusively on the Victorian buildings within the conservation area.

Modern building materials: In recent decades mass-produced concrete roof tiles, machine made bricks and uPVC windows have been used within the conservation. However, they do not typically have the character or quality of the pre-war building materials described above and often detract from the area's special character.

2.6 The public realm and green spaces

The public realm includes all those areas which fall between the buildings and are enjoyed by the public. The Bay, the Leas, the public highway and public footpaths all fall within the public realm and contribute to the special character of the St. Margaret's Bay Conservation Area.

The Leas is a publically accessible green space owned and managed by the National Trust. It is located on the cliff top south-east of Hotel Road and provides commanding views over the Bay and the English Channel. As well as providing valuable green amenity space, it enhances biodiversity and ecology and it forms part of the England Coastal Path and the Saxon Shore Way. The zig-zag footpath which connects the Leas to the beach below includes the remnants of a Second World War lookout post.

The Memorial Ground falls within the intersection of Granville Road and Bay Hill. A plaque dated 1928 commemorates that the land should be 'for all time a free and open space' in memory of Sir William Thomas Madge (1845- 1927) local resident and newspaper proprietor. It provides valuable amenity space with views across the English Channel to France.

Another well-used green space is the green which lies between the promenade and the cliffs. It provides a pleasing contrast to the areas of car parking to its south-west.

The Pines Calyx garden is a six-acre garden created by Fred Cleary CBE (1905-1984) in 1971 and managed by the Bay Trust. Whilst not strictly part of the public domain, it is readily accessible to the public and is widely appreciated and valued. The garden is designed to demonstrate sustainable and organic methods of horticulture and to provide a place of peace and beauty. Specimen trees include fruit trees, conifers and broad leafs.

Using the public highway and the network of footpaths is the way in which most people approach the Bay. The roads typically have soft/green verges, verdant banks and are often lined by trees or groups of trees, all features which are relatively fragile and easily lost if not properly managed. Where concrete kerbs have been introduced over the years, they generally detract from the special character of the place. Parts of Beach Road, The Crescent and St Margaret's Road are unmade which contributes to special character through its informality and its more natural appearance.

The footpath network provides pedestrians with a network of routes down to the beach as well as along the England Coastal Path and the Saxon Shore Way. The Leas Path provides access to the 'zig-zag steps', originally created for customers of the Granville Arms to access the beach; it includes a viewing point known as 'the lookout' or 'the crow's nest' which was used as an observation post in WW2.

The public domain includes many features and reference points which make a valuable contribution to the sense of place. Features such as the Victorian post box on Bay Hill, cast iron benches and the promenade railings are all positive contributors to the street scene.

Other items of signage and street furniture could be considered to detract from the character of the conservation area.

Street lighting is noticeable by its absence within the conservation area. Consequently, dark night skies are a cherished characteristic of the area.

2.7 Trees

Trees have already been mentioned because of the important contribution they make to the character and appearance of St. Margaret's Bay Conservation Area. As well as making the conservation area verdant they make a significant contribution to local ecology and biodiversity.

Many of the mature trees were planted, with encouragement and incentive by Lord Granville who paid a shilling for every tree planted⁴ to soften the impact that his new villas had on what had, until then, been an agricultural landscape. Trees punctuated the streets, enhanced the newly constructed gardens and, in the fullness of time, became an essential part of the character of the village.

The range of tree species includes native conifers as well as broad leaf deciduous varieties. Scots pines are a recurring feature across the conservation area; they were particularly fashionable during the period that St. Margaret's Bay was being developed. Other species include oak, holm oak, yew, ash, beech, sweet chestnut and sycamore.

Other planting includes the widespread use of hedges, more naturalistic planting at the Leas, and some more unusual species at the Pines Garden.

2.8 Archaeology⁵

St Margaret's Bay has archaeological significance that encompasses a number of the themes that are covered in the Dover District Heritage Strategy and which extends back in to prehistoric times.

The agricultural land which surrounds St Margaret's Bay contain extensive and rich buried landscapes that can be seen as cropmarks on aerial photographs. To the west, but just outside the conservation area, the prominent ridge that runs parallel to the coast was a favoured location for Bronze Age burial mounds. A number of these have been identified including along The Droveaway on what was known as Snag Barrow Mount on early maps. One specific tumulus is marked on the First Edition OS map immediately adjacent to the CA in the gardens of 10 and 12 The Droveaway. This has recently been partially investigated and, like other Bronze Age burial mounds on the ridge, has been found to have been the focus for Anglo-Saxon burials.

Early maps show features around the Bay associated with coastal activities, referred to in section 2.1 above. Whilst most of these buildings do not survive, it is likely that their below ground archaeology does. An 'Old Battery' is shown on the first edition OS map (1871) at Ness Point. That would be well located to cover approaches to the Bay and to the Down's anchorage off Deal to the north. Whether there are remnants that survive the receding cliff face is not known.

St. Margaret's Bay was strategically significant during the Napoleonic period and in both World Wars as it was particularly vulnerable to invasion landings. There are a number of heritage assets which possess archaeological significance. These include the following:

⁴ Information provided by Christine Waterman

⁵ This section has been informed by Simon Mason, Principal Archaeological Officer at Kent County Council

- sections of wall seen from the footpath known as the Long Steps dating to the Napoleonic period. Historic maps show fairly extensive defensive structures along the coastline including accommodation buildings,
- tunnelled machine gun emplacement (or possibly a searchlight emplacement) that can be seen within the south cliff,
- the pillbox on the sea front,
- the remains of a flame barrage defence or fougasse system that once lay under the beach which was fed by fuel tanks and pipework installed under the west lawn of 'The Edge'. The Historic Environment Record reports that parts of the flame barrage defence system survive below ground,
- a Second World War a fougasse system (a roadside bomb consisting of flammable liquid) was installed at Pine Edge to defend against vehicles advancing from the Bay.

Military remains have added significance as part of England's wider defensive landscape along the south coast.

As well as possessing archaeological value, surviving structures and remains from both World Wars have important social and commemorative value as a reminder of the role that St. Margaret's Bay played and the sacrifices that were made.

3.0 SUMMARY AND CONCLUSIONS

St Margaret's Bay is a place with a strong and distinctive identity which owes its existence to its sheltered position on the English Channel, to its early fishing history, to its growth as a fashionable place to reside and visit, and to its strategic defensive location during the two World Wars.

Buildings, spaces and trees are intersected by footpaths and road networks that combine with dramatic topography and seascape to make St. Margaret's Bay an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance.

The special character of the area has been well managed by local owners, the Parish Council, the Local Planning Authority and more recently by the St. Margaret's Bay Conservation Association. That is not to say that there have not been changes because there have, but they have typically been made with respect to the distinct character of the place and have, in most cases, integrated well into their historic and architectural context.

The original boundary of the conservation area has been carefully reviewed and found still to be appropriate and relevant. Consequently there are no recommendations to extend, reduce or alter the existing conservation area boundary.

In conclusion, the conservation area has served its purpose well since it was designated in 1990 and the characteristics that gave rise to its original designation have not diminished or been lost over time. There is no doubt that St. Margaret's Bay should continue to be designated as a conservation area.

4.0 MANAGEMENT PLAN

Conservation area designation is not an end in itself; it is a way of recognising the special architectural or historic interest of an area so that appropriate steps can be taken to preserve or enhance its character. Under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 local planning authorities have a statutory duty to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts from time to time.

Conservation area management is not about preventing change; St. Margaret's Bay is part of a living community and change is needed to sustain and meet its future needs. It is about positively managing change so that what the community cherishes today can be properly looked after and passed on to future generations in good condition.

This management plan is intended to encourage active involvement in the future management of the conservation area. It provides the opportunity for the St. Margaret's Bay Conservation Association, the District Council, the Parish Council, local amenity groups, Kent County Council, Kent Highways, individual householders and local businesses to take a part in positively managing the area.

Historic England advise that conservation area management will be most effective when all the departments at all local authority levels understand the significance of designation and work corporately to ensure that development decisions respect the historic context. Appraisals should therefore be disseminated widely within an authority and in related bodies.

4.1 Condition, negative features and vulnerabilities

The condition of St. Margaret's Bay Conservation Area is generally good. Buildings are typically well maintained, the public domain is tidy and there are few if any 'buildings at risk'. If the character of the area is vulnerable it is in the following ways:

- Trees are vulnerable to unauthorised lopping, topping or felling.
- There are some alterations, such as replacing windows and doors, which do not currently require planning permission. Some traditional sash windows have been replaced by uPVC and some original features such as chimneys have been lost which has diminished buildings' special interest.
- There is pressure for new or larger houses which in some cases threatens the character of the place.
- The tendency for the highway authority to extend tarmac highway surfaces and replace soft verges with concrete kerbs has the potential to harm character.
- Traffic management is pleasingly low key. However pressure for additional street signs, road markings and traffic management measures could pose a problem in future.

The management plan suggests ways in which some of these threats can be averted, monitored or mitigated.

4.2 Statutes and policies

When a conservation area is designated there are statutes, planning policies and regulations which govern which types of development require planning permission and the way the local planning authority undertakes plan making and decision taking.

It is those statutes and policies which provide the formal framework for managing change in conservation areas. Most significantly the local planning authority is required to pay special attention

to the desirability of preserving or enhancing the character or appearance of the conservation area in the exercise of all its planning functions.

Dover District Council aims to ensure that the significance of St. Margaret's Bay Conservation Area is sustained and enhanced through its Local Plan which integrates conservation objectives with social, economic and other environmental objectives. In relation to St. Margaret's Bay it aims to achieve the following:

- Preserving or enhancing the area's special character or appearance.
- Preserving or enhancing the setting of the conservation area and of other designated heritage assets.
- Safeguarding and better revealing the significance of any archaeology.
- Protection and enhancement of landmarks, views and vistas within and without the conservation area.
- Safeguarding non-designated heritage assets which make a positive contribution to the significance of the area.
- Safeguarding significant spaces.
- Safeguarding significant trees.
- Promoting high quality design in new development which responds positively to context and the distinct characteristics of the area.
- Continued sensitive management of the public realm.
- Requiring development to respond positively to the Conservation Area Character Appraisal.

Action point: In response to the Conservation Area Character Appraisal specific development management policies could be developed to achieve the following:

- the protection of important views
- a criteria for local listing
- a criteria for determining applications involving demolition and replacement of buildings

4.3 Published guidance

There is a wealth of published guidance on positively managing change in conservation areas. In particular, Historic England has produced a range of helpful guidance and advice notes which are listed in the appendix 3 below.

Dover District Council has published The Dover District Heritage Strategy which sets out their aims for the protection and enhancement of the historic environment as set out in the District's Core Strategy. It includes themed papers on Coastal Landscapes and Process; Invasion and Defence; Maritime; and Conservation Areas all of which are relevant to St. Margaret's Bay.

Action point: The appraisal has identified that design guidance relating to boundary treatments (the design of walls, fences and hedges) could be beneficial.

4.4 Trees

All trees in St. Margaret's Conservation Area are legally protected. Six weeks' notice must be given in writing to the District Council before any works are undertaken to trees within the conservation area. Many trees within the conservation area are also protected under Tree Preservation Orders.

The retention and active management of trees within the conservation area should be encouraged. Opportunities for new tree planting should be considered alongside any proposals for development. New tree planting should normally be of native species and those which are common to St. Margaret's Bay. On occasions, it may be appropriate to remove trees to protect significant views or in the interests of woodland management.

Action point: Consideration could be given to carrying out a survey/audit of all the trees within the conservation area to assess their condition and amenity value, possibly with a view to expanding the number of Tree Preservation Orders and identifying trees or groups of trees which would benefit from intervention, management or felling.

4.5 Householder Alterations and Potential for Article 4 Direction

Where householder alterations are proposed which require planning permission the Council will typically seek to ensure that those alterations preserve or enhance the special character and appearance of the conservation area.

Opportunities to reinstate missing architectural features (such as sash windows, panelled doors or original roof coverings) and traditional boundary treatments will be encouraged by the Council and may be suggested in relation to planning applications for extensions and/or alterations, where appropriate.

The Conservation Area Character Appraisal has identified some householder alterations which have involved the removal of historic features such as period windows, doors, roof coverings and chimney stacks. In other areas boundaries and verges have been altered, removed or compromised.

Even in conservation areas, some householder alterations to unlisted buildings can be undertaken without the need for planning permission. The cumulative impact of these alterations can have a harmful effect on the character and appearance of a conservation area. Such alterations have, and could continue to erode the character of St Margaret's Bay Conservation Area over time.

An Article 4 direction is a direction under Article 4 of the General Permitted Development Order which enables the Secretary of State or the local planning authority to withdraw specified permitted development rights across a conservation area or part of an area.

Action point: In light of the above Dover District Council as the local planning authority may consider the use of an Article 4 Direction in order to bring some householder alterations (which are currently permitted development) under planning control, to ensure that alterations are positively managed through the planning system.

Householder alterations which could be brought under control by an Article 4 Direction include the following:

- Replacement windows and doors.
- Changes to roof coverings.
- Removal of chimney stacks.
- The installation of solar and photovoltaic panels on the front wall or roof slope of a building.
- Alterations to some fences, railings and boundary walls.
- Adding a front porch.
- Installing rooflights in the front roof slope.
- Replacing a front garden or grass verge with a hard surface.

4.6 Local List of Heritage Assets

In recent years local lists of heritage assets have played an increasing role in protecting heritage assets which do not meet the criteria for statutory listing. Historic England encourages local authorities and local communities to compile lists of buildings of local architectural or historical interest in order to raise the profile of local heritage. Local listing provides an opportunity for communities to have their views on local heritage heard and it can be taken into account as a material consideration in local authority plan making and decision taking.

Dover's Heritage Strategy actively encourages the involvement of local groups in the preparation of Local Lists of Heritage Assets.

The criteria for identifying Heritage Assets for inclusion in a Local List are set out in the Annex to the Dover District Land allocations Local Plan (adopted January 2015) as follows:

“A local List of Heritage Assets will include buildings, structures, landscape and archaeological features, which are of local interest, and have no statutory designation. For inclusion within the Local List, the Heritage Asset must comply with at least one of the criteria listed below:

Historic Interest. This can include:

- Association with a figure or event of significant local or national importance.
- Buildings relating to traditional or historic ‘industrial’ processes.
- Age and use of distinctive local characteristics.
- Archaeological importance.

Architectural and Artistic Interest. This can include:

- Buildings of high quality design, displaying good use of materials, architectural features and styles and distinctive local characteristics, which retain much of their original character.
- Designed by an architect or engineer of local or national importance.
- Demonstrating good technological innovation.
- Good quality modern architecture.

Social, Communal and Economic Value. This can include:

- Reflecting important aspects of the development of a settlement.
- Demonstrating an important cultural role within the community.
- Places which are perceived to be a source of local identity, distinctiveness, social interaction and coherence.
- Demonstrating links to a significant local industry or trade.

Townscape Character. This can include:

- Providing a key local or national landmark.
- Of significant townscape or aesthetic value.
- Playing an integral role within a significant local vista or skyline.
- Groupings of assets with a clear visual, design or historic relationship.
- Part of a locally important designed landscape, park or garden.
- Providing a good example of early local town planning.”

As part of the Conservation Area Character Appraisal, the following buildings have been identified as Heritage Assets meeting the selection criteria for inclusion in the Local List:

| |
|--|
| The Bay |
| Bay Cottages Pillbox to south-west of The Coastguard Pub |
| Bay Hill |
| Calais View and Calais View Cottage The Anchorage and Villa Gris Nez Eldama |
| Beach Road |
| South Sands House Headland Cottage Statue of Winston Churchill, The Pines Garden The Pines Calynx Conference Centre Marine Cottage (also known as Casa Marina) |
| Foreland Road |

| |
|--|
| South Lawn |
| Granville Road |
| South side: 23,25,27,29,33,35,39,43, 45 Ness Point North side: 18,20,22,24 and 28 |
| Hotel Road |
| South Foreland House |
| St. Margaret's Rd. |
| 1 and 2, 17 Ledgeland |
| The Crescent |
| Havensea |

Action point: The table above could be expanded to identify which eligibility criteria each building meets and by adding notes of interest or photographic records. This could be carried out by the St. Margaret's Bay Conservation Association with guidance from Dover District Council.

From time to time it may be appropriate to add or remove buildings from the Local List. It is good practice to keep it under review.

4.7 Heritage at risk

There are no designated heritage assets within St. Margaret's Bay Conservation Area on Historic England's Heritage at Risk Register or on a local Heritage at Risk Register. This appraisal has not identified any heritage assets which are at risk.

Graffiti is not a big problem in the conservation area but remote and disused structures like the pillbox have suffered from anti-social behaviour in the past.

Some of the steps and footpaths that lead down to the bay are in poor condition which could pose a risk to health. The public footpath that runs behind the Coastguard Public House has been closed for some considerable time which is regrettable. Using the steps and footpaths are the way in which many people access and experience the conservation area and they encourage pedestrians not to use the roads. Monitoring their condition and engagement with KCC Highways is to be encouraged.

Action Point: There is always a risk that significant structures, buildings or characteristics of the conservation area could be threatened in future. A common risk is redundancy or lack of a sustainable use. Periodic assessment is recommended to enable any heritage at risk to be identified early and drawn to the attention of the local planning authority. Routine intervention should mean that it is unlikely that any heritage assets will be threatened or will need to be added to the Heritage at Risk Register.

Consideration could be given to a neighbourhood watch scheme in order to combat some of the anti-social behavior or graffiti.

4.8 Public realm

The public realm (that is those areas which fall between the buildings and are enjoyed by the public) makes a significant positive contribution to the special character of St. Margaret's Bay Conservation Area. The roads, footpaths, car parks, signage and green spaces all fall within the public realm and provide opportunities for enhancement.

It is especially necessary to guard against standard highway 'improvements' which do not necessarily respect the special character of the place. Inappropriate use of concrete kerbs or tarmac surfaces, excessive signage and the indiscriminate use of road markings can all diminish the character of the area and should be guarded against.

Retention of unmade roads at St. Margaret's Rd., The Crescent and Beach Rd. is important to the character of the conservation area. Retention of soft verges, natural road-side embankments and mown grass verges are also important features which should be retained.

Pedestrian safety, the speed of traffic, and the vulnerability of buildings/walls to physical damage at carriageway pinch-points present particular challenges in St. Margaret's Bay. The highway environment is of such fundamental importance to the special character of the conservation area that conventional traffic engineering solutions to these and other problems are unlikely to be appropriate. Off-the-shelf bollards, benches, signs, lamp posts, planters, bins and standard road markings all have the potential to dilute the special character of the conservation area.

Action point: Consideration could be given to an audit of signage and street furniture to assess whether it is well designed, redundant or inappropriate.

4.9 Enhancement opportunities

Enhancement opportunities will sometimes arise in relation to development proposals or in isolation.

Action point: Consideration may be given to the following:

- The electrical substation and its chain-link enclosure at the junction of Beach Rd. and St. Margaret's Road is highly visible and not very attractive. Planting or carefully designed fencing could be used to achieve a more pleasing appearance.
- Where overhead utility cables telegraph poles exist, the opportunity to underground utility cables should be taken when and if it arises.
- Boundary walls are highly visible in some areas. Where boundary walls are constructed of inappropriate materials such as concrete block, or decorative pierced concrete block, opportunities for improvement should be taken when they arise. Metal railings, where they survive, should be retained.

4.10 Potential for interpretation

Informative interpretation boards already exist at the Memorial Ground and the Pines Garden Museum provides valuable narrative, particularly of St. Margaret's during the World Wars. Interpretation can enhance the cultural experience for visitors and residents alike, it is particularly helpful in explaining historical events or associations which are not immediately apparent.

Action point: Consideration could be given to additional interpretation. For example, some of the WWII structures look abandoned and unused. Interpretation could be used to highlight their cultural value and could encourage vigilance.

4.11 Review

Historic England recommends that reviewing conservation areas is an important aspect of their ongoing management. It allows the community and the council to consider the effectiveness of the designation and its ongoing management. They recommend that a review be carried out periodically according to development pressures in the particular area.

Periodic review may identify areas where conservation area designation is no longer justified or where the boundary needs to be updated or extended. It may result in an addendum to the character appraisal recording what has changed, setting out any new recommendations and revisiting and assessing progress on the management plan.

Action point: Consideration should be given to whether a review of the conservation area and the management plan would be beneficial in future. Such a review could be carried out by the St.

Margaret's Bay Conservation Association under the direction of the Dover District Council and could identify what has changed and whether the appraisal and the management plan are still relevant, effective and up-to-date. Consideration could be given to an 'easy to use' review checklist to enable rapid review by a council officer or by the local community.

APPENDICES

APPENDIX 1: EXTRACT FROM THE NATIONAL HERITAGE LIST FOR ENGLAND

The statutory list for St. Margaret's Bay is compiled by the Secretary of State for Digital, Culture, Media and Sport and is altered and amended from time to time. The list description below is taken from the statutory list and was current in June 2022. However, for more detailed and up to date information please refer to the National Heritage List for England at www.historicengland.org.uk/listing/the-list.

The omission of a building from this list should not necessarily be taken to indicate that it is not listed without first referring to the National Heritage List.

Coastguard Cottages 1-9, Bay Hill St. Margaret's at Cliffe

Grade II List entry number 1347894

Coastguard Cottages, now private row of houses. Dated 1884. Roughcast with slate roofs. South end elevation finished in corrugated sheet cladding. Two storey main range with pilaster quoins and brick corbelled eaves and 2 gables breaking eaves line. Three large square stacks ranged left to right. Seven 2-light mullioned windows, centre 2 raised in gables, with anchor motifs over. Six mullioned windows on ground floor, and panelled doors in gabled porches to left and to right. Moulded semi-circular arch to centre leads through to rear courtyard with datestone 1884 over. Linked to D-shaped block to right by slate and wood porch/bridge. Three storey block, the semi-circular end projecting forward, with 3, 4 and 2 light mullioned windows to fore, and irregular fenestration to rear range.

Listing NGR: TR3553444945

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Historic England Guidance, Advice and Publications

Historic England Good Practice Advice Notes (GPAs) provide support and advice on good practice and how national heritage conservation policy should be applied.

GPA1: *The Historic Environment in Local Plan Making* (March 2015)

GPA2: *Managing Significance in Decision-Taking in the Historic Environment* (March 2015)

GPA3: *The Setting of Heritage Assets* (December 2017)

Historic England Advice Notes (HEANs) provide detailed, practical advice on how to implement national planning policy and guidance.

HEAN 1: *Conservation Areas: Designation, Appraisal and Management* (Feb 2019)

HEAN 2: *Making Changes to Heritage Assets* (February 2016)

HEAN 7: *Local Heritage Listing: Identifying and Conserving Local Heritage* (January 2021)

HEAN 9: *The Adaptive Reuse of Traditional Farm Buildings* (October 2017)

HEAN 10: *Listed Buildings and Curtilage* (February 2018)

HEAN 12: *Statements of Heritage Significance* (October 2019)

HEAN 16: *Listed Building Consent* (June 2021)

Streets for All: South East (May 2018)

Historic England- seaside resorts <https://historicengland.org.uk/research/current/discover-and-understand/coastal-andmarine/seaside-resorts/>

APPENDIX 3: MAP REGRESSION

Tithe map 1840

First edition 25" Ordnance Survey map extract 1871

6" Ordnance Survey map extract 1896

25" Ordnance Survey map extract 1906

25" Ordnance Survey map extract 1937

APPENDIX 4: GLOSSARY

Article 4 Direction: A designation made by the local planning authority or the Secretary of State which removes permitted development rights over a specified area. The consequence could be that planning permission would be required for changing windows or roof coverings in a conservation area.

Conservation Area: An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Details can be found in the conservation pages of the DDC website.

Conservation: The process of maintaining and managing change in a way that sustains and, where appropriate, enhances its significance.

Dover District Council (DDC): The local planning authority with responsibility for this conservation area. Their website is www.dover.gov.uk.

Heritage Asset: A building, monument, site place, area or landscape having a degree of significance meriting consideration in planning decisions because of its heritage interest. Heritage assets can be designated, such as listed buildings and conservation areas, or non-designated, such as locally listed buildings or other buildings identified as having heritage interest.

Heritage Strategy: A DDC strategy which aimed at the protection and enhancement of the historic environment. The strategy documents can be found in the conservation pages of the DDC website.

Historic England: The public body with responsibility for protecting England's historic environment. Their website is www.historicengland.org.uk.

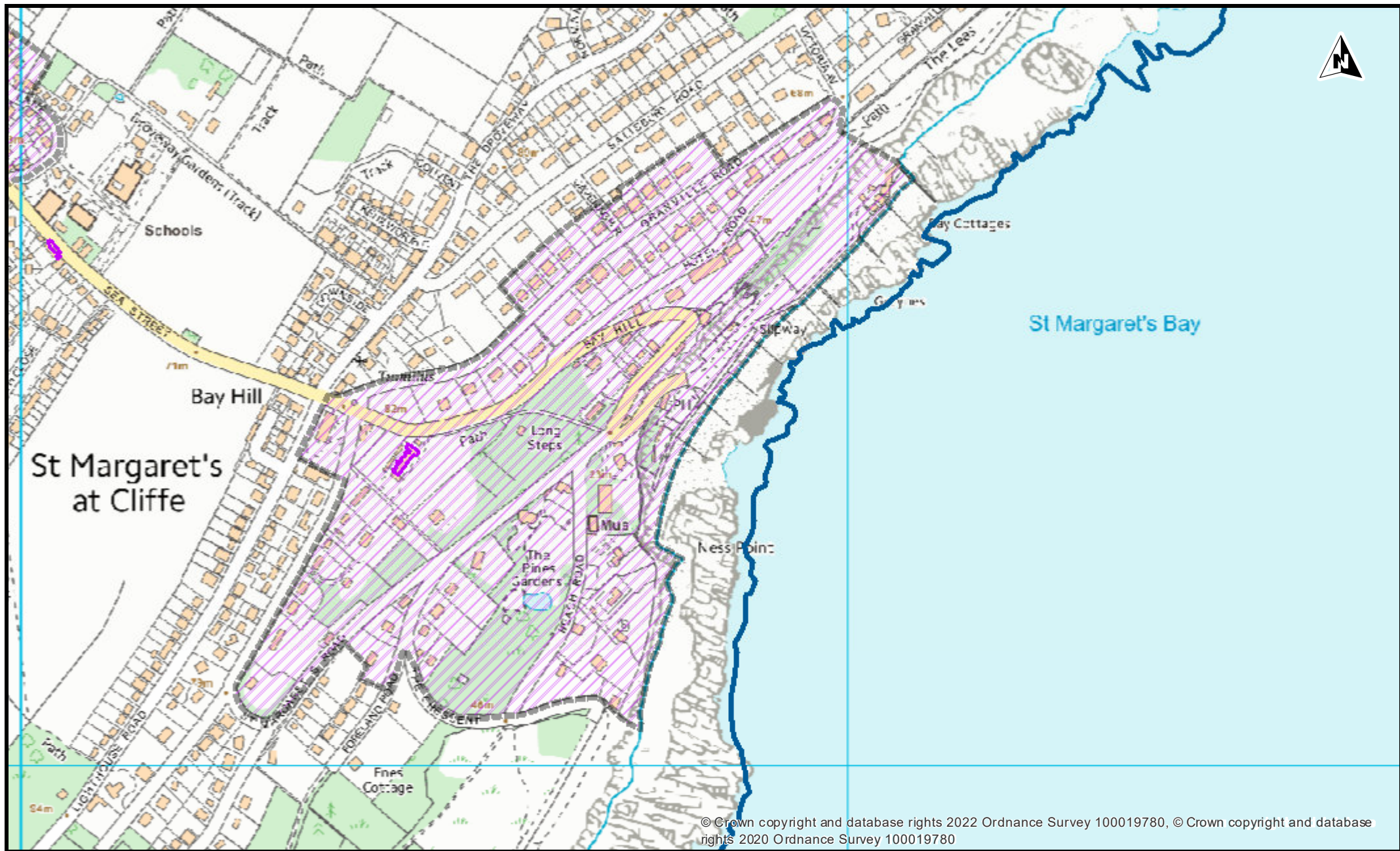
Kent County Council (KCC): The authority with responsibility for, amongst other things, the highways in this conservation area. That responsibility includes road and pavement surfaces, signage and street lighting. Their website is www.kent.gov.uk.

Listed Building: A building which appears in the National Heritage List for England (NHLE). It marks and celebrates a building's special architectural and historic interest, and also brings it under the consideration of the planning system. There are three categories of listed building: Grade I, Grade II* and Grade II. Details are on the Historic England website.

National Planning Policy Framework (NPPF): England's planning policy aimed at promoting the historic and natural environment and promoting sustainable development. Details can be found at the government's planning portal www.planningportal.gov.uk.

Permitted development: Development which can be carried out without the need to apply for planning permission.

Significance: The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.



Title: Dover District Council

Author: Dover District Council

97

Scale 1:6,000

Date: 12/04/2022

Dover District Council
Honeywood Close
White Cliffs Business Park
Whitfield
DOVER
CT16 3PJ



| | |
|-------------------------------|---|
| Subject: | RURAL ENGLAND PROSPERITY FUND (REPF) |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Christopher Townend, Head of Investment, Growth and Tourism |
| Portfolio Holder: | Councillor Trevor Bartlett, Leader of the Council |
| Decision Type: | Executive Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To update Cabinet on the Rural England Prosperity Fund (REPF) and to seek agreement for the delivery of the project. |
| Recommendation: | <p>Cabinet is requested to:</p> <ol style="list-style-type: none"> 1. Note the REPF Prospectus and confirm agreement to the proposed fund allocation as set out in the report. 2. Delegate authority and authorise the Strategic Director (Place and Environment), in consultation with the Leader of the Council and Portfolio Holder for Finance, Governance, Digital and Climate Change, to take the necessary decisions and actions required to: <ul style="list-style-type: none"> • draw up and submit an investment plan; • accept the allocation of funds; • administer the scheme; and • complete the required returns to Government. |

1. Summary

- 1.1. This report seeks Cabinet agreement to accept Dover District Council's allocation from the Rural England Prosperity Fund (REPF) and the proposal to work with local stakeholders to produce an investment plan and manage the project through to completion.

2. Introduction and Background

- 2.1. On 6 June 2022 Cabinet approved a paper on the UK Shared Prosperity Fund (UKSPF) which provides £2.6 billion of funding for local investment by March 2025. The Council has been allocated £1m from the UKSPF to spend over a three-year period.
- 2.2. The Council has since received a further communication from Defra advising that it has been allocated an additional £400,000 for a new scheme called the Rural England Prosperity Fund (REPF).
- 2.3. The REPF is a top-up to the UKSPF and is available to eligible local authorities in England. It succeeds EU funding from LEADER and the Growth Programme which were part of the Rural Development Programme for England..

- 2.4. The aim of the scheme is to support the UK government's Levelling Up commitment through two investment priorities:
- Communities and place
 - Supporting local business
- 2.5. Definition of rural
- towns, villages and hamlets with populations below 10,000 and the wider countryside
 - market or 'hub towns' with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services
- 2.6. The £400K allocation will be split over two years from April 2023 to March 2025. Any underspend must be returned.
- 2023/24: £100,000
 - 2024/25: £300,000
- 2.7. All spend must be on capital projects in the following fields:
- business development
 - farm business diversification
 - community infrastructure
- 2.8. Unlike UKSPF which is administered by the Department for Levelling Up, Housing and Communities (DLUHC), the REPF is being administered by the Department for Environment, Food & Rural Affairs (Defra).
- 2.9. The time frame for the REPF is as set out below:

| | |
|----------------------------|------------------------------------|
| Scheme launch | 3 September 2022 |
| Prospectus launch | 12 September 2022 |
| Webinar | 22 September 2022 |
| Investment plan submission | 3 October 2022 to 30 November 2022 |
| First payment | April 2023 |
| Funding period | April 2023 to March 2025 |

3. Investment Plan

- 3.1. In order to access the REPF, the Council is required to complete a short template, as an addendum to the UKSPF investment plan. This needs to set out how the Council will use the funding and to justify these plans by explaining:
- which interventions it wishes to use and how they will address local rural challenges and opportunities.
 - what outcomes the interventions are expected to achieve.
 - how the Council:
 - a) intends to select projects;
 - b) will ensure value for money is delivered; and
 - c) will determine that projects cannot be funded by private finance.
- 3.2. Local authorities are encouraged to work with other places on specific interventions, but collaboration isn't mandatory.

- 3.3. Local authorities are required to engage with local rural stakeholders (including MPs) or expand the UKSPF local partnership group and detail how future engagement will take place.

4. Reporting

- 4.1. There will be a formal reporting request every six months, with qualitative updates on a more frequent basis also required.
- 4.2. Local authorities must carry out evaluations of each intervention to demonstrate the effectiveness.
- 4.3. Local authorities could be asked to consider staggering interventions to allow the administrators to exploit differences in timing of roll out to learn more about impacts.

5. Proposal

- 5.1. As can be seen from the document included at Appendix C (Rural England Prosperity Fund: interventions, objectives, outputs and outcomes), the REPF can be used to support a wide range of investment priorities.
- 5.2. Officers have therefore reviewed the examples provided within the document and seek Cabinet guidance on the following proposed use of the funding, although clearly a whole range of options exist, bearing in mind that the REPF funds are limited to £400k.:
- To introduce a 'capital' grant scheme for enable Parish Councils to install, upgrade or refurbish local amenities such as village halls, play areas and pavilions.
 - To seek applications from rural businesses for capital works that support the provision of net zero infrastructure, such as installing solar panels, EV charging points etc.
 - To upgrade the Council's historic information panels
- 5.3. It is proposed that applications for funding be reviewed by the Strategic Director (Place & Environment) in consultation with the Leader and Portfolio Holder for Finance, Governance, Digital and Climate Change.

6. Risks

- 6.1 The annual allocation must be spent within each financial year - if projects cannot be implemented within the timeline given the project owner would need to fund the project themselves.

7. Options

- 7.1 Option 1: Accept the proposals as outlined in paragraph 5 above. This option is recommended as it will ensure that Council's use of the REPF supports a wide range of investment priorities and projects that will make a positive difference across the rural areas of Dover District. **This is the recommended option.**
- 7.2 Option 2: Amend the proposals set out in paragraph 5. This is an acceptable alternative to the recommended option so long as the proposals selected meet the REPF requirements in terms of interventions, objectives, outputs and outcomes.
- 7.3 Option 3: Do nothing. If an Investment Plan is not submitted no funds will be allocated to the Council for the REPF. This is not recommended as there would be no benefit to Dover District.

8. Resource Implications

- a. The allocated £400k is not currently in the Special Revenue programme but can be added once the report has been approved.
- b. Delivery of the REPF will require significant staff resources from the Investment, Growth & Tourism Department, as well as other Council departments such as Community, Climate Change, Legal, Procurement, Accountancy, Facilities Management, Regulatory Services, Environmental Protection and Property services.

9. Climate Change and Environmental Implications

- a. The proposed use of some of the REPF funds to support the provision of net zero infrastructure would have a positive impact on the District's response to the Climate change emergency. All environmental impacts will be fully considered as part of all related REPF interventions.

10. Corporate Implications

- a. Comment from the Strategic Director (Resources): Accountancy has been consulted and has no further comment. (DL)
- b. Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has not further comments to make.
- c. Comment from the Equalities Officer: This report regarding the Rural England Prosperity Fund 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>.

11. Appendices

Appendix A; [Rural England Prosperity Fund: interventions, objectives, outputs and outcomes](#)

12. Background Papers

- [Rural England Prosperity Fund Prospectus](#)
- [UK Shared Prosperity Fund Prospectus](#)

Contact Officer: Jayne Miles, Strategic Place, Tourism & Town Centre Manager

Rural England Prosperity Fund: interventions, objectives, outputs and outcomes

To access Rural Fund allocations, you must provide an additional information addendum to your UKSPF investment plan.

The addendum covers 3 areas.

1. Local context - referencing the Fund's investment priorities: supporting rural business and supporting rural communities.
2. Interventions - select from a menu of options and explain how they respond to local context.
3. Delivery - how and when you'll deliver the interventions you've selected.

Each place has flexibility to invest in activities or 'interventions' that support rural businesses and rural communities. These are within the context of the Fund's aims.

Interventions are split by investment priority. Each investment priority gives details of:

- the interventions and objectives
- indicative outputs and indicative outcomes
- example projects

Review the interventions and identify activities that support Fund objectives in your area.

| Investment priority | Intervention | Example projects | Objectives | Indicative outputs | Indicative outcomes |
|---------------------------|--|---|---|---|--|
| Supporting rural business | Funding (capital grants) for small scale investment in micro and small enterprises in rural areas. Including capital funding for net zero infrastructure for rural | Creation and expansion of rural leisure and tourism businesses. For example: <ul style="list-style-type: none">• creating event venues or farm tourism facilities | Creating jobs and boosting community cohesion. Increasing private sector investment in growth- enhancing activities, through | <ul style="list-style-type: none">• Number of businesses supported• Number of farm businesses supported• Number of farm diversification | <ul style="list-style-type: none">• Jobs created• Jobs safeguarded• Number of new businesses created• Number of businesses adopting new to the firm technologies or processes |

| | | | | | |
|--|---|---|---|--|---|
| | <p>businesses, and diversification of farm businesses outside of agriculture to encourage start up, expansion or scale up of these businesses where this involves converting farm buildings into other commercial or business uses.</p> | <p>such as accommodation, wedding venues and leisure facilities</p> <ul style="list-style-type: none"> • provision of facilities for pet and equines such as kennels, livery and pet health venues <p>Purchase of equipment for food processing for non-farmer-owned businesses. For example:</p> <ul style="list-style-type: none"> • purchasing new process and packaging machinery such as brewing equipment and onsite vending machines • equipping development kitchens, or modernising existing kitchen equipment for increased energy efficiency or increased productivity through automation | <p>targeted support for small and medium-sized businesses to:</p> <ul style="list-style-type: none"> • undertake innovation • adopt productivity enhancing, energy efficient and low carbon technologies and techniques | <p>projects supported</p> <ul style="list-style-type: none"> • Number of micro businesses supported | <ul style="list-style-type: none"> • Number of businesses with improved productivity • Number of businesses experiencing growth |
|--|---|---|---|--|---|

| | | | | | |
|---------------------------|--|---|--|--|--|
| | | <p>(Support for farmer-owned businesses is available under the Farming Investment Fund (FIF)).</p> <p>Funding for resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.</p> | | | |
| Supporting rural business | <p>Funding (capital grants) for growing the local social economy and supporting innovation. This includes:</p> <ul style="list-style-type: none"> • community businesses • cooperatives and social enterprises • research and development sites | <p>Creation of multi-functional rural business hubs providing shared workspace and networking opportunities for rural businesses. For example:</p> <ul style="list-style-type: none"> • flexible access to commercial kitchens • co-working spaces • business infrastructure such as broadband and | <p>Creating jobs and boosting community cohesion. From capital grant support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.</p> <p>Enhancing rural visitor economy and rural leisure opportunities.</p> | <ul style="list-style-type: none"> • Number of businesses supported • Number of farm businesses supported • Number of farm diversification projects supported • Number of micro businesses supported | <ul style="list-style-type: none"> • Jobs created • Jobs safeguarded • Number of new businesses created • Number of businesses adopting new to the firm technologies or processes • Number of businesses with improved productivity |

| | | | | | |
|---------------------------|---|---|---|--|--|
| | <p>This intervention corresponds to the UK Shared Prosperity Fund (UKSPF) intervention E26.</p> | <p>electric vehicle (EV) charging points</p> <p>Establishment of rural community businesses, for example:</p> <ul style="list-style-type: none"> community-owned shops (for example provision of premises) equipment to support the showcasing of local food and drink products such as regional information display boards | | | <ul style="list-style-type: none"> Number of businesses increasing their export capability |
| Supporting rural business | <p>Funding (capital grants) for the development and promotion (both trade and consumer) of the visitor economy, such as:</p> <ul style="list-style-type: none"> local attractions trails tourism products more generally | <p>Development of local visitor trails and infrastructure to support this, such as:</p> <ul style="list-style-type: none"> information boards visitor centres <p>Grants to develop local tourist attractions.</p> <p>Development of local visitor experiences</p> | <p>Creating jobs and boosting community cohesion.</p> <p>Enhancing rural visitor economy and rural leisure opportunities.</p> | <ul style="list-style-type: none"> Number of businesses supported Number of visitor experiences supported Number of farm businesses supported Number of micro businesses supported | <ul style="list-style-type: none"> Jobs created Jobs safeguarded Number of new businesses created Number of businesses increasing their turnover |

| | | | | | |
|------------------------------|---|---|---|---|---|
| | This intervention corresponds to the UKSPF intervention E17. | based on the local offer. | | | |
| Supporting rural communities | <p>Funding (capital grants) for investment and support for digital infrastructure for local community facilities.</p> <p>This intervention corresponds to the UKSPF intervention E15.</p> | <p>Capital grants for provision of gigabit capable digital infrastructure at rural hubs for community use, for example:</p> <ul style="list-style-type: none"> • village halls • pubs • post offices <p>(Projects must align with the government's Project Gigabit programme).</p> | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> • community infrastructure • local green space • community-led projects | <ul style="list-style-type: none"> • Number of organisations receiving grants • Number of facilities supported, created or installed | <ul style="list-style-type: none"> • Jobs created • Jobs safeguarded • Increased users of facilities or amenities • Improved perception of facility or infrastructure project • Improved perception of facilities or amenities |
| Supporting rural communities | Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups. | <p>Capital grants for provision of net zero infrastructure for rural communities and to support rural tourism activity, for example:</p> <ul style="list-style-type: none"> • EV charging points | Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, | <ul style="list-style-type: none"> • Number of EV charging points • Number of visitors or locals using charging points • Number of community | <ul style="list-style-type: none"> • Improved perception of facilities or amenities • Increased users of facilities or amenities |

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|------------------------------|--|--|---|---|--|
| | <p>This intervention corresponds to the UKSPF intervention E11.</p> | <ul style="list-style-type: none"> community energy schemes such as scaled up biomass, heat pumps or solar <p>Capital grants for kitchens in community hubs which are capable of supporting food and drink entrepreneurs to get accreditation for food production.</p> <p>Funding for resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.</p> | <p>cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> community infrastructure local green space community-led projects | energy projects funded | <ul style="list-style-type: none"> Improved perceived or experienced accessibility Number of new businesses created |
| Supporting rural communities | <p>Funding (capital grants) for creation of and improvements to local rural green spaces.</p> <p>This intervention corresponds to the UKSPF intervention E3.</p> | <p>Capital grants to establish or enhance rural green and blue infrastructure including:</p> <ul style="list-style-type: none"> community gardens green spaces watercourses and embankments | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties</p> | <ul style="list-style-type: none"> Amount of rehabilitated land or premises Square metres (m²) of land made wheelchair accessible or step free | <ul style="list-style-type: none"> Increased footfall Increased visitor numbers Increased use of cycleways or paths Jobs created Improved perception of |

| | | | | | |
|------------------------------|--|---|--|---|---|
| | | <ul style="list-style-type: none"> • greening of streets and paths • incorporating natural features into wider public spaces | <p>and amenities. This includes:</p> <ul style="list-style-type: none"> • community infrastructure • local green space • community-led projects | <ul style="list-style-type: none"> • Amount of public realm created or improved • Number of facilities supported or created • Amount of green or blue space created or improved | <p>facilities or amenities</p> <ul style="list-style-type: none"> • Increased users of facilities or amenities • Improved perceived or experienced accessibility |
| Supporting rural communities | <p>Funding (capital grants) for existing cultural, historic and heritage institutions that make up the local cultural heritage offer.</p> <p>This intervention corresponds to the UKSPF intervention E4.</p> | <p>Capital grants to develop, restore or refurbish local natural, cultural and heritage assets and sites.</p> <p>Improving visitor experience and accessibility of these assets. For example by:</p> <ul style="list-style-type: none"> • creating wheelchair accessible and step free access that goes beyond statutory requirements • providing all terrain wheelchairs allowing access to new areas of sites | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> • community infrastructure • heritage assets • local green space | <ul style="list-style-type: none"> • Number of organisations receiving financial support other than grants • Number of organisations receiving grants • Number of tourism, culture or heritage assets created or improved • Amount of green or blue space created or improved • Amount of land or premises supported | <ul style="list-style-type: none"> • Increased footfall • Increased visitor numbers • Increased use of cycleways or paths • Jobs created • Improved perception of facilities or amenities • Increased users of facilities or amenities • Improved perceived or experienced accessibility |

| | | | | | |
|------------------------------|--|---|---|--|--|
| | | | | <ul style="list-style-type: none"> • m² of land made wheelchair accessible or step free • Number of facilities supported or created | |
| Supporting rural communities | <p>Funding (capital grants) for local arts, cultural, heritage and creative activities.</p> <p>This intervention corresponds to the UKSPF intervention E6.</p> | <p>Funding for provision of maker spaces.</p> <p>Funding for local art galleries, museums and libraries for altering premises or providing spaces for exhibitions to support displays for artists to showcase work.</p> <p>Capital grants to enable cultural, heritage and creative events and provision of venues for locally-led:</p> <ul style="list-style-type: none"> • music and theatre performances • tours • author events • film screenings | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> • community infrastructure • local green space • community-led projects | <ul style="list-style-type: none"> • Number of potential entrepreneurs provided assistance to be business ready • Number of organisations receiving grants • Number of local events or activities supported | <ul style="list-style-type: none"> • Jobs created • Jobs safeguarded • Increased footfall • Increased visitor numbers • Improved engagement numbers • Improved perception of facilities or amenities • Number of community-led arts, cultural, heritage and creative programmes as a result of support • Improved perception of events |

| | | | | | |
|------------------------------|--|--|---|--|--|
| Supporting rural communities | <p>Funding (capital grants) for active travel enhancements in the local area.</p> <p>This intervention corresponds to the UKSPF intervention E7.</p> | <p>Creation of new footpaths and cycle paths, particularly in areas of health need.</p> <p>Upgrading of existing footpaths and cycle paths, particularly in areas of health need.</p> | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> community infrastructure local green space community-led projects | <ul style="list-style-type: none"> Amount of new or improved cycleways or paths Number of facilities supported or created Amount of green or blue space created or improved | <ul style="list-style-type: none"> Increased use of cycleways or paths Improved perception of facilities or amenities |
| Supporting rural communities | Funding (capital grants) for rural circular economy projects. | <p>Capital grants to enable setting up or enhancement of rural community-led repair cafes or mend workshops. This includes:</p> <ul style="list-style-type: none"> provision of premises tools or equipment to support | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> community infrastructure | <ul style="list-style-type: none"> Number of organisations receiving grants Number of people reached | <ul style="list-style-type: none"> Improved engagement numbers Improved perception of local facilities or amenities Number of community-led programmes as a result of support |

| | | | | | |
|------------------------------|---|--|---|--|--|
| | | | <ul style="list-style-type: none"> • local green space • community-led projects | | |
| Supporting rural communities | <p>Funding (capital grants) for impactful volunteering and social action projects to develop social and human capital in local places.</p> <p>This intervention corresponds to the UKSPF intervention E9.</p> | <p>Capital grants to enable people to develop volunteering and social action projects locally, such as:</p> <ul style="list-style-type: none"> • purchase of equipment • improvements to premises to enable local volunteering groups such as youth charities, carers groups or refugee support groups | <p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities. This includes:</p> <ul style="list-style-type: none"> • community infrastructure • local green space • community-led projects | <ul style="list-style-type: none"> • Number of organisations receiving grants • Number of local events or activities supported • Number of projects supported | <ul style="list-style-type: none"> • Improved engagement numbers • Volunteering numbers as a result of support |

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|-------------------------------|--|
| Subject: | EQUALITY POLICY AND OBJECTIVES |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Rebecca Brough, Democratic and Corporate Services Manager |
| Portfolio Holder: | Councillor Christopher Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change |
| Decision Type: | Non-Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To adopt the revised Equality Policy and objectives. |
| Recommendation: | To agree the Equality Policy and objectives. |

1. Summary

This report presents the revised Equality Policy and new equality objectives for the period 2022-2026. The Equality Policy aims to ensure all individuals have the right to be treated fairly when using the Council's services or when working for the Council.

2. Introduction and Background

2.1 In order to demonstrate compliance with the Equality Act 2010, the Equality Policy has been reviewed and updated to reflect current practices within the Council to meet the statutory requirements placed on public bodies. It is a requirement of the Public Sector Equality Duty to publish measurable objectives. These objectives will be monitored annually over the next four years.

2.2 The Public Sector Equality Duty is designed to support decision making by ensuring that public bodies consider how different people will be affected by their activities. It applies not only to public bodies but also applies to anyone carrying out public functions.

3. Revisions to the Equality Policy - Pronouns

3.1 This latest review of the Equality Policy has seen the inclusion of a section relating to addition of pronoun identifiers to email signatures. This is increasingly used not only in public sector bodies but also in the private sector (for example Lloyds and Goldman Sachs) and on social media and is an important demonstration of inclusivity and a simple measure for preventing misgendering. The accidental misgendering (getting someone's gender wrong) of a person can be embarrassing for the person who does it and cause hurt to the person on the receiving end.

3.2 The Equality Policy provides for three pronoun uses:

- She/Her/Hers
- He/Him/His
- They/Them/Theirs

- 3.3 An article from December 2019 on the website of the business publication Forbes states the benefits of organisations adopting the use of pronouns in email signatures:

"It creates a safe space so everyone can bring their whole self to work, no longer needing to censor or hide parts of themselves. This leads to greater productivity, creativity and connection with colleagues and your organisational purpose."

- 3.4 It is not proposed to make the inclusion of pronouns compulsory for officers or Members but rather those wishing to add pronouns are encouraged to adopt this as part of their email signatures.

4. Equality Policy Objectives

- 4.1 The Council is required to set at least one equality objective every four years to help focus attention on priority equality issues.

- 4.2 The objectives for the next four years are set out in detail in Appendix 2 but are in summary as follows:

- To provide opportunities to improve life chances, health, and wellbeing
- To continue to meet the needs of our service users by improving the knowledge and understanding of our customers and communities.
- To improve opportunities to build inclusivity into the Council's internal policies and procedures.

- 4.3 These will be monitored and assessed on an annual basis. Any actions arising from the annual assessment will be reported to the appropriate operational or decision-making body.

5. Communication

- 5.1 A single side poster has been developed to assist in communicating the Council's duties and responsibilities in respect of equalities. This summarises the key points of the Council's duties and commitments in a simple, accessible manner. It will be placed on the Council's website and promoted internally to staff.

- 5.2 Following the adoption of the Equality Policy, training will be rolled out for Members and officers.

6. Identification of Options

- 6.1 Option 1: To adopt the policy and agree the objectives.

- 6.2 Option 2: To adopt the policy with amendments. If significant amendments were required, it is suggested that officers return to the next meeting with a revised policy taking into account the specified amendments proposed by the Cabinet.

- 6.3 Option 3: To not adopt the policy or objectives.

7. Evaluation of Options

- 7.1 Option 1 is the preferred option as this would give staff and Members a clearly defined framework to support the Council's Equality work and comply with the Public Sector Equality Duty. A copy of the new policy is attached at appendix 1 and the suggested objectives at appendix 2.
- 7.2 Option 2 while not the preferred option, is the most preferable alternative to Option 1 as it would provide for the development of an updated Equality Policy. In the case of any proposed amendments, depending on the nature of these a further report to Cabinet may be necessary to consider their implications in light of the Public Sector Equality Duty.
- 7.3 Option 3 is not recommended. The Council is required to have an Equalities Policy and Objectives and would need to be able to show compliance with the Public Sector Equality Duty.

8. Resource Implications

None. There is already budget provision made for the roll-out of equalities training.

9. Climate Change and Environmental Implications

There are no direct climate change or environmental implications arising from the Equalities Policy.

10. Corporate Implications

- 10.1 Comment from the Section 151 Officer: Accountancy have been consulted and found no financial implications. We have no further comments.
- 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: The Equality Officer has been involved in the development of this report and has no further comment 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>

11. Appendices

Appendix 1 – Equality Policy

Appendix 2 – Equality Objectives

Appendix 3 – Equality Policy Poster

12. Background Papers

None.

Contact Officer: Rebecca Brough, Democratic and Corporate Services Manager
Keeley McEvelly, Corporate Services Officer

Equality Policy



INTRODUCTION

The Dover District is a vibrant district that is culturally, economically, and socially diverse. The Council values this diversity and aims to support and encourage it.

Our aspiration is for a district where everyone shares in the district's prosperity, is respected, and treated fairly. To achieve our vision for inclusion, equality, and fairness in the district the Council will lead by example, work with others, invest in communities, and listen when people tell us how we can do better.

The Council has a key role to play in tackling inequality. We are committed to eliminating all forms of discrimination and we will treat people with dignity and respect and help people to be safe and socially included. We believe that everyone we deal with has a right to expect and receive high quality services that are appropriate and relevant to their needs and will be proactive in removing any barriers that might exist for users of our services.

We are committed to actively promoting equality of opportunity and diversity in employment and the delivery of services. Additionally, with diversity comes opportunity, in the form of a wide range of skills, talents, experience, knowledge and abilities. The Council is more likely to attract people from a wider pool of talent if it is explicit in its commitment to diversity and can demonstrate this through how it operates. Staff are more likely to perform well, feel motivated and committed and therefore be retained if they feel valued and respected in their working environment.

This policy sets out our equality objectives, key principles, the duties that inform our responsibilities and how we will deliver on these responsibilities. It guides the work of all staff, our contractors, and our District Councillors as we deliver public services. By defining our priorities for the coming years, we enable a consistent corporate focus on achieving greater equality of opportunity and inclusion in our district.

1. THE DOVER DISTRICT

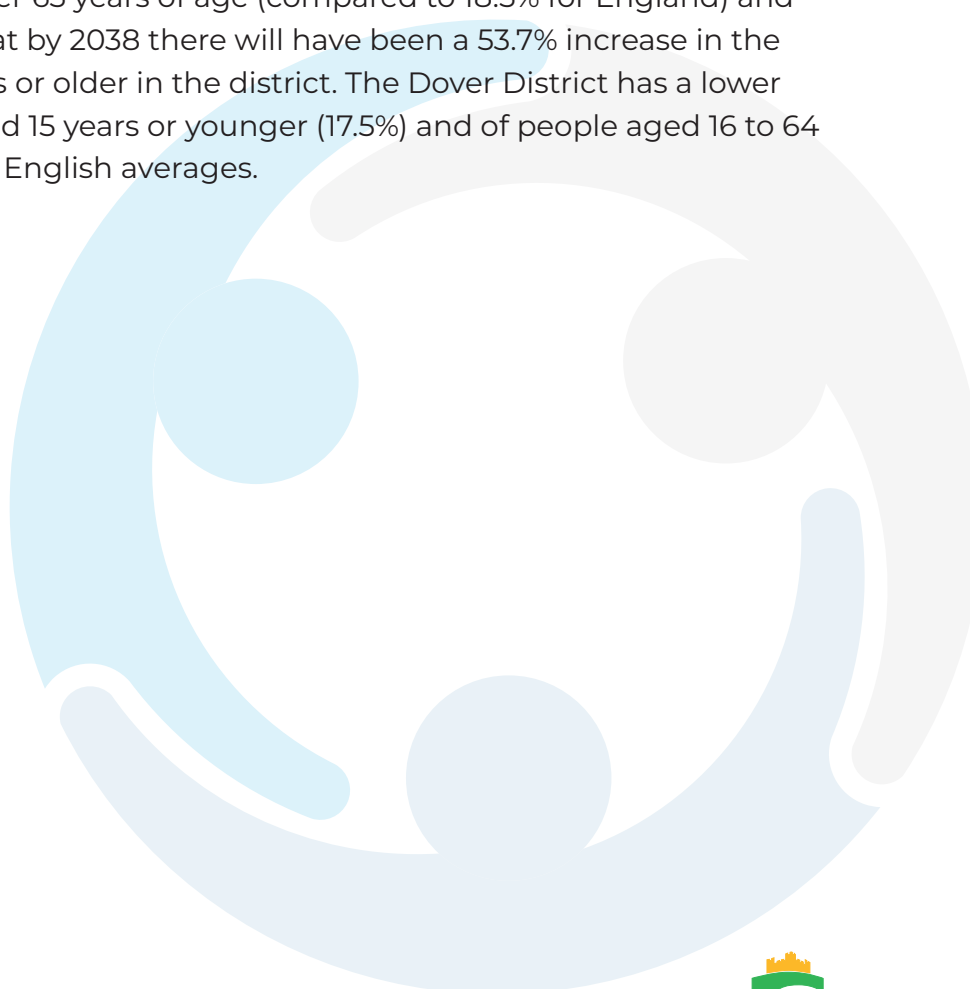
The Dover District has a population of 116,400.

According to the 2011 census details, the district has slightly more females than males at 50.6% and 49.4% respectively. The population of the Dover District is expected to increase by 10.7% between 2018 and 2038.

The population of the Dover District is predominantly white (96.7%) which is higher than the Kent and English average. The Dover District has the lowest percentage in Kent of residents from other ethnic groups with the largest single ethnic group after white being Asian at 1.8% of the district's total population.

In terms of religion, 64.1% of residents describe themselves as Christian, followed by 26% who describe themselves as having no religion and 0.6% who describe themselves as being Hindu.

The Dover District has an ageing population, with an average age of 43.7 years which is higher than that for Kent (41.2 years) and England (40.3 years). In total 23.5% of the Dover District's population is over 65 years of age (compared to 18.5% for England) and this is forecast to increase so that by 2038 there will have been a 53.7% increase in the number of people aged 65 years or older in the district. The Dover District has a lower proportion of young people aged 15 years or younger (17.5%) and of people aged 16 to 64 years (58.9%) than the Kent and English averages.



2. WHAT IS THE PUBLIC SECTOR EQUALITY DUTY?

The Dover District has a population of 116,400.

As a public sector organisation, the Council follows the Public Sector Equality Duty under the Equality Act 2010, to protect individuals from discrimination based on their protected characteristics. These protected characteristics are:

- **Age**

A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18- to 30-year-olds).

- **Disability**

A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

- **Gender Reassignment**

A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

- **Marriage or Civil Partnership**

Marriage is a union between a man and a woman or between a same-sex couple.

Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

- **Pregnancy and Maternity**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

- **Race**

Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

- **Religion or Belief**

Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

- **Sex**

A reference to a person who has a particular protected characteristic is a reference to a man or to a woman.

- **Sexual Orientation**

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

This Public Sector Equality Duty is designed to support decision making by ensuring public bodies consider how different people will be affected by their activities. It applies not only to public bodies but also applies to anyone carrying out public functions and states that they must have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not.
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Specific Duty requires public bodies to:

- Collate information to show their compliance with the Equality Duty, at least annually; and
- Set and publish equality objectives, which are specific and measurable at least every four years.

All information must be published in a way, which makes it easy for people to access it.

3. HOW WILL THE COUNCIL MEET ITS EQUALITY RESPONSIBILITIES?

Everybody has a role play in achieving this policy because all Council staff have legal duties and individual responsibilities in relation to equality. These roles are:

All District Councillors

- Championing equality within the Council, including undertaking a scrutiny role to ensure that equality considerations are integrated in the decision making and governance of the Council.
- A responsibility to consider equality and ensure that due regard is given to protected groups when making decisions.
- Leading, supporting, and advocating for the diverse people and communities they represent.

Chief Executive

- Responsible for a leadership role in the district, promoting improved understanding of equality and diversity.

Corporate Management Team (CMT)

- Members of CMT are responsible to the Chief Executive for ensuring that the Equality Policy is adhered to within their service areas and that the Council meets its Public Sector Equality Duty.
- They are responsible for ensuring that the impact of policies, strategies, projects, and functions within their service areas are assessed, and for embedding equality in the day-to-day working practices of their departments and service areas.
- They are also responsible for agreeing the Council's equality objectives and monitoring progress.

Head of Service/Managers

- Ensuring all staff are aware of their personal responsibilities in relation to promoting equalities.
- Inducting new staff regarding this Equality Policy.
- Setting clear standards of behaviours in line with the Council's values and promptly dealing with any instances of inappropriate behaviour, including discrimination, harassment, and bullying.

- Managing all staff fairly and equitably through the consistent and fair application of HR (Human Resources) policies and procedures.
- Consulting where appropriate with users of their services especially from protected groups to design services to meet the needs of the community.
- Working in partnership with other statutory and public bodies, the voluntary and private sector to develop good practice.
- Valuing all staff and providing them with the skills and training required to do their job well and to provide them with opportunities to progress within the Council.

All Staff

All employees of the Council, including those above, have a responsibility to:

- Be aware of the Council's legal equality duties and our organisation's commitments and what they mean for them in their roles.
- Treat service users, colleagues and residents with dignity and respect whilst responding positively and appropriately to meet diverse needs.
- Ensure their behaviour towards colleagues and service users is of the appropriate standard and challenging and reporting to managers incidents where equality practice has not been followed, including discrimination, harassment, and bullying.
- Encourage respect, understanding and dignity for everyone living, working, and visiting the district.
- Consider equality in the course of their work and ensure that due regard is given to protected groups at the start of and through the development of any new policy, procedure, project, or function. They should share their findings with those making decisions so that they are fully informed.
- Highlight issues in existing policies and functions for equality relevance, taking steps to mitigate any equality issues.
- Consult where appropriate with service users from the community especially protected groups to inform the decision-making process when designing services.
- Ensure that they supply enough information in their reports to enable those making decisions to pay due regard to the needs of protected groups.

All employees have the right to be treated fairly and with dignity and respect. If an individual feels that they have not been treated fairly, they can contact:

- Their manager, or the next tier manager
- Human Resources
- Trade Union

The above are expected to take such complaints seriously, to treat information confidentially, to investigate as necessary using the Council's established complaints procedure, and to ensure that no victimisation of any of the parties takes place.

All employees have individual responsibilities under the Equality Act 2010 which include:

- Not to discriminate in any matter of employment or service delivery against individuals who hold a protected characteristic and those who do not
- Not to induce or attempt to induce any colleagues to discriminate
- Not to harass, abuse, intimidate or victimise, other colleagues or members of the public
- To take appropriate action if there are apparent breaches in the policy

Human Resources

Human Resources are responsible for workforce profiling and ensuring a fair and equitable employment and equal pay policy.

Equality Officer

The Equality Officer, a member of the Corporate Services team, will collate and report on equality activity as required by legislation and provide advice on compliance issues.

The Equality Officer will also monitor progress against equality objectives and report as required by the Equality Act (2010).

Contractors/Partners

Where the Council's services are provided by external contractors or third parties based on a specification set by the Council, these contractors or third parties are responsible for implementing the Equality Policy when providing these services on the Council's behalf. This applies also to sub-contractors.

All contracts and service agreements include arrangements which make sure our funded providers can meet our legal duties for equality and inclusion. This includes a requirement to monitor services by protected characteristic and use this to inform service improvement.

The Council will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance.

4. HOW WILL WE ENSURE COMPLIANCE?

Each Head of Service and Manager will be responsible for assessing their service areas existing and future functions, strategies, projects, and formal policies, highlighting any that may have an adverse impact and carrying out a full assessment where it is appropriate.

Equality Monitoring

Whenever the Council requests personal information needed for equality monitoring it will:

- Only ask for the information that is required
- Explain why the information is needed and how it will be used
- Ensure that individuals cannot be identified from the information collected, especially when the results are shared or made public
- Act legally in relation to confidentiality, data protection and freedom of information

Training

Appropriate training will be given to all employees on their responsibilities under the Equality Act 2010.

Complaints

If a member of the public feels that they have been discriminated against or treated unfairly especially in relation to a protected characteristic this should be reported to the Corporate Complaints Officer.

Scope of this Policy

This policy applies to all employees, volunteers, placements, contractors, and elected members of the Council and will be reviewed as and when required.

Communication

This policy will be made available via Dover District Council's website and the staff intranet.

GUIDANCE NOTE - PRONOUNS

Why are gender pronouns important?

Dover District Council is committed to equality, diversity, and inclusion. As a service provider and employer, we want people to be confident to be themselves.

If a person chooses to tell you their pronouns (in their email signature or phonebook entry, or when introducing themselves), they are simply letting you know how you can refer to them, without you having to make any assumptions.

What are pronouns (or “gender pronouns”)?

Pronouns are used in language all the time when we refer to ourselves or other people. Examples of pronouns you might use to refer to others are:

- **He/him/his** (for someone who might identify as male)
- **She/her/hers** (for someone who might identify as female)
- **They/them/their** (for someone who might not identify as male or female, these pronouns are ‘gender neutral,’ they are also used when referring to multiple people).

Why would someone tell you their gender pronouns or add their pronouns to their email signature?

If a person chooses to tell you their pronouns (in their email signature or when introducing themselves), they are simply letting you know how you can refer to them, without you having to make any assumptions.

This is important as people typically make assumptions about what pronouns to use for someone. For example, if a person’s appearance seems to be female and they have a ‘female’ name, we would be likely to use she/her/hers when talking to or about them. If a person’s appearance seems to be male and they have a ‘male’ name, we would likely use he/him/his.

In most cases this may well be the correct pronoun but that is not the case for everyone. So, when a person tells you their pronouns or includes them on their email signature, they are simply taking the guesswork away for you.

What is the Council doing?

As part of the Council’s ongoing efforts to be inclusive of all gender identities anyone wishing to add pronouns to their email signature under their name and job title are encouraged to do so.

The suggested format would be as follows: (Pronouns: she/her/hers);
(Pronouns: he/him/his); (Pronouns: they/them/theirs).

Equality Objectives 2022-2026

1. *To provide opportunities to improve life chances, health, and wellbeing.*

Measured By:

- Promotion of good health, physical activity and mental health messages and services across all settings.
- Work with partners to ensure there are effective pathways into education, training, and employment (including apprenticeships) to enable young people to fulfil their ambitions.
- Work with partner agencies such as Police, health, specialist providers and others to promote awareness around domestic, sexual abuse, child sexual exploitation & offer support through those networks where appropriate.
- Continued work within the Community Safety Partnership ensuring the district is a safe place to live, work and visit.

2. *To continue to meet the needs of our service users by improving the knowledge and understanding of our customers and communities.*

Measured By:

- Publish and actively promote the process for comments, compliments, and complaints.
- Ensure services and information is accessible for those with protected characteristics.
- Maintain a central database of local community groups.

3. *To improve opportunities to build inclusivity into the Council's internal policies and procedures.*

Measured By:

- Staff, Members and Council contractors are aware of, and actively uphold, the Equality Duty and responsibilities.
- Consideration given to Equality as part of the Council's formal decision-making process.
- Appropriate training and resources for staff and Members.
- Promote and foster an inclusive working environment for the workforce.

Equality Policy

Our commitment

Dover District Council actively promotes equality and is committed to eliminating all forms of discrimination. We recognise that everyone we deal with has a right to expect and receive high quality services that are appropriate and relevant to their needs and will be proactive in removing any barriers that might exist for users of our services.

Our objectives

As a Council over the next four years, we will:

- Provide opportunities to improve life chances, health, and well-being.
- Continue to meet the needs of our service users by improving the knowledge and understanding of our customers and communities.
- Improve opportunities to build inclusivity into the Council's internal policies and procedures.

Our approach to equality will be integrated into how we:

- Recruit staff and support their development.
- Communicate with staff and service users.
- Plan and deliver our services.
- Consult and engage with service users and residents.
- Work with contractors who provide services on our behalf.
- Assess the equality implications in our decision making.

Our responsibilities will be demonstrated through:

- Implementation of the Equality Policy.
- Assessment of equality implications in our decision making.
- Consultation with service users.
- Promotion of equality.
- Ensuring all staff lead by example.
- Making reasonable adjustments for staff.
- Providing training for staff and Councillors.
- Robust set of recruitment and disciplinary procedures.
- Monitoring our employment data and publishing annually.



The Public Sector Equality Duty

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not.
- Fostering good relations between people who share a protected characteristic and people who do not.

The Specific Duty requires public bodies to:

- Collate information to show their compliance with the Equality Duty, at least annually; and
- Set and publish equality objectives, which are specific and measurable at least every four years

both of which are to be published in a way which is easily accessible for all.

The nine protected characteristics

Age, disability, sex, pregnancy and maternity, gender reassignment, race, religion or belief, sexual orientation, marriage and civil partnership.

| | |
|-------------------------------|---|
| Subject: | DOVER FASTRACK ADVISORY BOARD |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Roger Walton, Strategic Director (Place and Environment) |
| Portfolio Holder: | Councillor Martin Bates, Portfolio Holder for Transport, Licensing and Regulatory Services |
| Decision Type: | Executive Non-Key |
| Classification: | Unrestricted |
| Purpose of the report: | To seek authority to enter into the Statement of Commitment and Understanding of the Dover Fastrack Advisory Board, which would provide the Council with an opportunity to influence the specification of the Dover Fastrack bus service. |
| Recommendation: | <p>(1) That the Council enters into the Statement of Commitment and Understanding of the Dover Fastrack Advisory Board.</p> <p>(2) That Cabinet notes that the effect of entering into the Statement of Commitment is to appoint the Portfolio Holder for Transport, Licensing and Regulatory Services and the Strategic Director (Place and Environment) to the Board.</p> |

1. Summary

- 1.1 The Council is currently constructing infrastructure to support a new, quick, and reliable bus service between Whitfield and Dover town centre, known as Dover Fastrack. This capital project is largely funded by a grant from Homes England, is being delivered in collaboration with Kent County Council and is due to be completed late in 2023.
- 1.2 A bus service will commence shortly after completion of the physical works. The service will be procured and managed by Kent County Council, supported by a grant for purchase of electric vehicles obtained from the Department for Transport's Zero Emissions Bus Regional Area scheme. KCC has requested a DDC member representative sit on the Fastrack Advisory board (FAB) and Cabinet is requested to agree appointment of a representative, specifically Cllr Bates, to the FAB and to agree to the Statement of Commitment and Understanding appended to this report.

2. Introduction and Background

- 2.1 Within the funding agreement between Dover District Council and Homes England, the Council has undertaken to "work in partnership with Kent County Council Highways department and the operator of the Bus Rapid Transit System to use monies collected from s.106 contributions to operate, or subsidise the operation, of the Bus Rapid Transit System for a minimum period of 3 years from the date of its completion."
- 2.2 A Dover Fastrack Advisory Board (FAB) is being established by Kent County Council as the Local Transport Authority using powers provided by the Bus Services Act of 2017 and developed through the National Bus Strategy "Bus Back Better", published on 15th March 2021. Membership will comprise representatives from Kent County Council, Dover District Council and Homes England.

- 2.3 The Fastrack Advisory Board (FAB) will build upon the objectives of the previous Dover Quality Bus Partnership (QBP) Agreement, copy attached at Appendix 1. As stated in the Dover Fastrack Advisory Board Statement of Commitment and Understanding, copy attached at Appendix 2, the objective is to support planning, delivery, and operation of the Dover Fastrack service. Member organisations will cooperate to create a public transport network that provides residents, visitors, and the business community with an attractive alternative to private car usage that enriches quality of life in the Dover District, attracts investment, and enhances work and leisure opportunities. FAB will provide advice on all elements of the Dover Fastrack operational programme including overall quality standards, timetable, and the most appropriate procurement mechanism.
- 2.4 The FAB will not have any powers in its own right, but its members will use their expertise to inform KCC's decisions regarding delivery of Dover Fastrack. Issues specific to Dover Fastrack will be decided by KCC's Cabinet, or where appropriate by KCC officers with relevant delegated powers. Issues that affect the wider bus network will be raised at the Enhanced Partnership Scheme Monitoring Group for East Kent, and if necessary, then raised to the Enhanced Partnership Board to request a variation to the East Kent Enhanced Partnership agreement. As specified in the Bus Services Act of 2017 and explained in Appendix 3, the EP East contains only two statutory representatives: bus operators and KCC in its capacity as the Local Transport Authority.
- 2.5 KCC advises that the most likely arrangement for procurement of the Dover Fastrack service will be through a separate de minimis contract (or procurement if necessary), with the contract forming an annex to the core EP East agreement. In any case, EP East will define the key requirements that will have to be met by the Dover Fastrack operator, which would be set out as commitments in the EP document.
- 2.6 The FAB will seek to ensure the service is sustainable and self-sufficient. Advice received to date from KCC, and its consultants, indicates that the Dover Fastrack service is likely to be economically viable from the start of operation. However, should it become apparent through discussions at the FAB that seed funding will be required, a further report will be presented to Cabinet. The S106 agreement associated with DOV/10/1010 Whitfield Urban Expansion Phase 1 secured a contribution of £1,795,312,50 as a "Bus Services Contribution", although this has not yet been invoiced.
3. **Identification of Options**
 - 3.1 Option One – To appoint a representative to the Dover Fastrack Advisory Board
 - 3.2 Option Two – To not appoint a representative to the Dover Fastrack Advisory Board
4. **Evaluation of Options**
 - 4.1 Option One – Membership of the Fastrack Advisory Board would provide Dover District Council with a voice at the group, thus ensuring local concerns are taken into account when the Enhanced Partnership East and KCC define requirements that will have to be met by the Dover Fastrack operator. **This is the recommended option**
 - 4.2 Option Two – If Dover District Council is not represented at the Dover Fastrack Advisory Board, then the Council will have no influence in defining requirements that will have to be met by the Dover Fastrack operator. This option is not recommended.
5. **Resource Implications**

- 5.1 The only direct resource implications are the use of elected member and officer time in attending the meetings. No financial obligations are associated with membership of the Fastrack Advisory Board and membership of the FAB will provide the Council with a voice when decisions are made regarding the service specification for Dover Fastrack, including ensuring that it has the best possible chance of being economically viable. Should seed funding for the service be required from the DOV/10/1010 S106 Bus Services contribution, a further report will be brought to Cabinet for consideration.

6. **Climate Change and Environmental Implications**

- 6.1 There are no climate change or environmental implications resulting from the appointment of Cllr Bates. However, the introduction of Dover Fastrack will help the Council to meet its ambition to see the district become carbon neutral by 2050, as it will provide a real alternative to the car for local journeys and creates an effective transport interchange with Southeastern train services. In addition, due to the funding secured towards electric buses, Dover Fastrack (along with Fastrack at Ebbsfleet) will be the first zero emission service in Kent.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comment (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**

Appendix 1 – Dover Quality Bus Partnership Agreement

Appendix 2 – Dover Fastrack Advisory Board Statement of Commitment and Understanding

Appendix 3 – Notice that an Enhanced Partnership has been Made

9. **Background Papers**

DDC Cabinet Report 6 December 2021 DOVER FASTRACK PROJECT UPDATE

DDC Cabinet Report 9 November 2020 DOVER FASTRACK PROJECT UPDATE

DDC Cabinet Report 6 July 2020 DOVER FASTRACK PROJECT UPDATE

DDC Cabinet Report 4 November 2019 BUS RAPID TRANSIT PROJECT UPDATE

DDC Cabinet Report 1 July 2019 BUS RAPID TRANSIT PROJECT

Contact Officer: Emma-Jane Allen, Major Projects and Programme Manager – 01304 872408



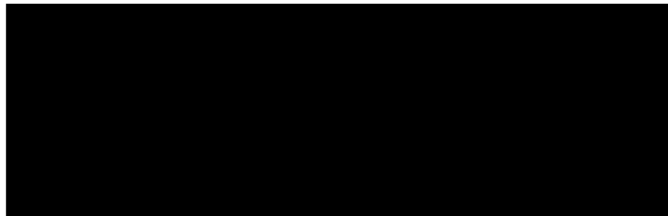
DOVER QUALITY BUS PARTNERSHIP AGREEMENT

DOVER QUALITY BUS PARTNERSHIP

Signed this 3rd day of April 2009



Keith Ferrin, Cabinet Member for Environment, Highways and Waste
Kent County Council



Nadeem Aziz, Chief Executive
Dover District Council



Phil Medlicott, Managing Director
Stagecoach in East Kent

DOVER QUALITY BUS PARTNERSHIP

AGREEMENT

3 APRIL 2009

A Protocol between Kent County Council, Dover District Council and Stagecoach in East Kent

The partnership to achieve quality local bus services in the Dover District

1. Statement of Principles

Kent County Council, Dover District Council and Stagecoach in East Kent share the common objectives of:

- 1.1 Creating a public transport network acknowledged by local residents, visitors and the business community as an increasingly attractive alternative to private car use.
- 1.2 Seeking increased use of local bus services to assist in achieving a sustainable and self-sufficient transport system, capable of meeting the needs of the 21st century, enriching the quality of life in the Dover District, attracting investment, and enhancing work and leisure opportunities.

All three parties to this protocol acknowledge that these objectives require high quality reliable public transport that can only be delivered through working in partnership, with a commitment to co-ordinated investment and complementary initiatives.

2. Framework for Action

- 2.1 The bus network within Dover District has been identified as being appropriate for a joint commitment to invest and to upgrade facilities and operations, together with improved and imaginative marketing, which can contribute to the target growth.
- 2.2 The projected development and growth in Dover during the next decade will provide opportunities for the provision of high quality public transport services, enhancing the Dover District and encouraging sustainable transport options whenever possible.

3. Agreements of this Protocol

The three parties to this protocol agree to:

- 3.1 Work together to implement a substantial improvement to bus operating infrastructure, including stops, shelters, passenger information, accessibility
- 3.2 Work together and introduce innovations such as alternative environmentally friendly fuels, market sensitive fares including innovative ticketing (recognising that the level of fares in Dover District is below the UK average) and improved information, including where appropriate “real time” systems, to ensure that the aims, measures and targets of the protocol are delivered
- 3.3 Seek to deliver, through market research and similar consultative measures, opportunities for the introduction of new or revised local bus services, which would increase the use of public transport
- 3.4 Seek to identify through market surveys and public attitude studies the means to increase the quality and availability of public transport services in the Dover District
- 3.5 Seek to co-ordinate the development of the public transport network with land use planning to maximise the opportunities for local bus and rail services
- 3.6 Seek to co-ordinate the public transport network with other forms of transport to achieve maximum travel opportunities for the Dover District
- 3.7 Seek to implement a Punctuality Improvement Partnership
- 3.8 Work with Dover Town Council, Deal Town Council, Sandwich Town Council and Parish Councils within the District of Dover, and with other representative organisations, to exchange information and assist in the improvement of infrastructure and local transport information
- 3.9 The KCC Sustainable Transport Team will undertake the responsibility of organising and administering the meetings of the Partnership

4. Dover District Council and Kent County Council will:

- 4.1 Plan and progressively introduce, where possible, a series of bus priority and other measures, to improve the timing, punctuality and reliability of local bus services
- 4.2 Support new or improved public transport infrastructure and/or services where appropriate from both existing and new developments, to provide an accessible local bus service network for journeys to and from the present town centre, commercial locations and residential areas of the District
- 4.3 Seek funding for public transport facilities in support of investment and other measures taken by Stagecoach in East Kent to improve local bus services

- 4.4 Secure, implement and maintain suitable attractive and appropriate arrangements for the provision of information and roadside furniture (stops and shelters) to a standard agreed between the partners; Kent County Council to be responsible for damaged bus stop posts & hardstanding, and Dover District Council to be responsible for maintenance of its shelters
- 4.5 Assist in identifying new market opportunities for local bus services and support new initiatives to encourage greater use of public transport, including Green Travel Plans for employers and education establishments
- 4.6 Give advance notice of roadworks affecting bus services and make every reasonable endeavour to safeguard bus access in cases of road closures or diversions
- 4.7 Provide any other relevant infrastructure to improve bus access to stops (Kent County Council); and provide resources for bus stop clearways and parking enforcement (Dover District Council).

5. Stagecoach in East Kent will:

- 5.1 Work and consult with both Dover District Council and Kent County Council over the design, planning and implementation of a viable and sustainable network of local bus services, establishing appropriate co-ordination with other public transport services
- 5.2 Work with both Kent County Council and Dover District Council to provide input into the Local Transport Plan so that the benefits of improvements introduced through this protocol can be measured in terms of patronage figures
- 5.3 Introduce where commercially feasible improved local bus services in line with the introduction of priority measures, automatic vehicle location systems and other new features which contribute to more efficient public transport operation
- 5.4 Seek to maintain all services in the Dover District area with minimum lost mileage and to a professional standard. As a minimum standard Stagecoach in East Kent will aim to achieve standards of operation set by the Traffic Commissioner in accordance with NI 178
- 5.5 Invest where commercially feasible in new and fully accessible vehicles, as well as presenting existing vehicles in an attractive manner, using environmentally friendly fuels
- 5.6 Consult with Kent County Council and Dover District Council on any significant proposed fare changes
- 5.7 Continue to develop higher standards of training and education amongst staff, including an understanding of passenger transport operation and customer care
- 5.8 Provide adequate management and supervision of services to uphold standards as well as being able to deal with emergencies and other unforeseen circumstances quickly and efficiently

- 5.9 Be responsible for timetable displays, timetable display cases and bus stop flags at bus stops served only by Stagecoach routes. Bus stops on routes served by KCC-tendered services will be maintained by the appointed Roadside Infrastructure Unit contractor.
- 5.10 When services are disrupted by road works, ensure that the public are adequately informed of alternative arrangements by means of information on stops and buses and via Traveline.

Important Note:

This is a Voluntary Partnership Agreement in accordance with the provisions of the Transport Act 2000 and the Local Transport Act 2008. As such it is an agreement in which each of the parties is a voluntary partner.

Therefore, nothing in this agreement is designed or should be concluded as being legally binding on any of the parties, or in any manner being restrictive to the commercial or operational activities of Stagecoach in East Kent or any other organisation.

6. Aims and Measures of the Quality Bus Partnership

All three parties to the protocol agree to work together using the following aims and measures of the Quality Bus Partnership:

(M1) Percentage increase in number of passenger journeys since 2008

The very large increase in the number of passenger journeys since 2008 has been due to a number of factors, principal among them being the significant improvement in the level of service offered and the introduction of concessionary fares, which was first introduced county-wide in 2006 and England-wide in 2008. However, there are serious funding issues relating to the latter of these factors which are still to be resolved. The target figures predict a modest growth in passenger journeys on the very high baseline in 2008.

Target is 7.5% increase during the first three years

(M2) Percentage increase in number of multi-journey ticket sales since 2008

The very successful marketing undertaken by the operator has generated a significant growth in the sale of multi-journey tickets, especially the day explorer ticket and the weekly Megarider ticket. The expected growth in passenger numbers would also be expected to increase these sales further.

Target is 9% increase during the first three years

(M3) Increase in passengers expressing satisfaction with service provided since 2008

Bus passenger satisfaction rates would be expected to grow alongside the planned improvements that the QBP seeks to implement during the next three years. The parties to the agreement will seek to arrange a passenger satisfaction survey at an appropriate time.

7. Targets for Next Three Years

All three parties to the protocol agree to work together towards achieving the following targets for each of the next three years:

(T1) Percentage of services operating on time

Poor punctuality is due to many factors, including the increasing number of vehicles on the road and inconsiderate parking and loading at bus stops. We need to focus on better enforcement of illegal parking at bus stops and more rigorous monitoring of why and when delays happen, so that problems causing late running can be resolved.

Target is to build up to 95% within the first three years, as determined by NI 178 of not less than 1 minute early and not more than 5 minutes late

(T2) Number of stops with raised kerbs and bus stop clearways

Raised kerbs give better access at bus stops, especially for passengers with limited mobility and for parents with children in buggies. The standard measurement for raised kerbs should be 160mm, which meets the requirements of the highway authority and of the bus operator, especially with the increase in the number of low-floor buses which can be prevented from accessing the bus stop parallel to the pavement if the raised kerb is higher than this. The provision of more bus stop clearways is paramount, and these will continue to be introduced at all urban bus stops as soon as resources permit.

KCC is committed to providing a high level of bus stop improvement measures through its Integrated Transport programme, which should enable the trunk route stops between Dover and Folkestone, and many of the Dover town stops, to be completed. The rolling target for improved bus stops reflects this.

Target of new stops with raised kerbs and bus stop clearways is 50 in year 1, 100 in year 2, and 150 in year 3

(T3) Number of departure stops with timetable information

The provision of clear and accurate timetable information at the majority of bus stops is an essential part of public transport provision, and the operator has commenced a considerable improvement in the provision of timetable information in the Dover area. The completion of this project should enhance the attractiveness of local bus services, and increase patronage.

Target is 142 stops in year 1, 182 stops in year 2, and 222 stops in year 3

(T4) Bus stops with new or replacement shelters

The provision of shelters at all principal pick-up stops is an important facility for encouraging an increase in bus passengers. Combined with the elements of roadside infrastructure described above, a bus shelter provides essential protection from inclement weather, especially for the elderly, for those who are less mobile, and for parents with young children. There is a high level of bus shelter provision in Dover District at present, and where resources and physical limitations permit Dover District Council will increase their provision.

(T5) Projected dates for conversion of local routes to low-floor access vehicles

*Routes 12/711 in April 2009
Routes 14 and 89 as soon as funding permits*

(T6) Percentage of drivers with NVQ Level 2 in Road Passenger Transport

The investment provided by the operator in its workforce reflects their commitment to a reliable, customer oriented service, and is to be welcomed and encouraged

Target is 40% in year 1, 50% in year 2, and 60% in year 3

8. Additional Improvements to the Bus Network

All three parties to the agreement will work towards the following additional improvements to the bus network insofar as the provision of funding permits:

- 8.1 Stagecoach in East Kent and Kent County Council to ensure that service quality and reliability is maintained
- 8.2 Kent County Council to ensure that service performance of financially supported services continues to be monitored
- 8.3 Dover District Council to encourage developer contributions for public transport infrastructure, information and services
- 8.4 Kent County Council and Dover District Council to review the proposal for interchange improvements in South Street, Deal to reinforce the improved image of bus travel that the Diamond initiative has brought; and to improve accessibility by construction of a build-out with raised kerbs. The bus stops would need to meet the KCC bus stop hierarchy standards
- 8.5 Kent County Council and Dover District Council to improve the busy stops in Queen Street, Deal in accordance with the KCC bus stop hierarchy standards
- 8.6 Kent County Council to carry out an audit of all remaining bus stops as part of the Roadside Infrastructure Unit contract
- 8.7 Kent County Council and Dover District Council to ensure that the Pencester Road, Dover bus hub is upgraded, primarily funded through developer contributions, other funding through Dover's Growth Point status, and the KCC Integrated Transport programme 2006-11
- 8.8 Dover District Council will ensure that the requirements of public transport are considered in any proposals arising from the Dover Transportation Study which has been developed as part of the Council's regeneration plans and Local Development Framework
- 8.9 Kent County Council and Stagecoach in East Kent (SEK) to explore inter-availability of certain SEK tickets on non-SEK services
- 8.10 Kent County Council to investigate revisions to road layout in the Melbourne Avenue area in Dover, to enable low-floor buses to operate on routes 88 & 89
- 8.11 Dover District Council to consider the provision of a Park & Ride facility in the context of the Whitfield development plans
- 8.12 To agree a programme for the introduction of real time information to key stops across the area

9. Conclusions

- 9.1 This agreement sets out some benchmark aims, measures and targets which form the basis of a Quality Bus Partnership for Dover. Provided there is commitment from all three parties to the protocol, the bus passenger network in the Dover area should enjoy significant new initiatives, improvements and investment in the immediate future.
 - 9.2 This agreement will then set in place the foundations necessary for further developments envisaged in association with regeneration plans for the Whitfield and Western Heights areas of Dover, which could see the expansion of the existing bus network to incorporate a new Dover Express Service linking these areas, and new Park and Ride terminals, with the town centre, High Speed rail station and the Dover Community Hospital.
-

STATEMENT OF COMMITMENT AND UNDERSTANDING

of the

***DOVER FASTRACK* ADVISORY
BOARD (FAB)**

October 2022



Fastrack Advisory Board (FAB)

Statement of Commitment and Understanding

Explanatory Note

The Dover Fastrack Advisory Board was established as a multi stakeholder group to support the planning, delivery and operation of the Dover Bus Rapid Transit service which is due to open in 2023. This Board is to play an important co-ordination and championing role in the planning, construction, launch and operation phases of the Dover Fastrack schemes.

Kent County Council as the transport and highway authority has the lead role in the delivery of Fastrack project, supported in partnership by Dover District Council. The rationale for the establishment of the Dover Fastrack Advisory Board was that the Fastrack Project formed part of the managed expansion of Whitfield alongside the redevelopment of a number of sites along the route. As such the Fastrack Dover scheme has a scope way beyond that of a conventional transport project and as such requires significant input and endorsement by a range of partners.

The Board will be supported by officers of both KCC and DDC. KCC support will include an engineering lead focusing on the delivery of the road infrastructure, and an operational lead focusing on the service, vehicles and charging infrastructure. From DDC, a Programme Manager will provide support to the Board and Local Members from a District standpoint.

The FAB will be presented with key papers relating to the development of Fastrack and be asked to make recommendations on key decisions. Below the FAB will sit an officer working group (FWG).

This Statement of Commitment and Understanding sets out detail of the roles, responsibilities and proposed operation of the Dover Fastrack Advisory Board (FAB) and is intended to form it's 'constitution'

STATEMENT OF COMMITMENT AND UNDERSTANDING

of the **FASTRACK ADVISORY BOARD**

1. Name

The name of the entity is the *Fastrack* Advisory Board (FAB)

2. Postal Address

The postal address for the FAB is:

Dover Fastrack Advisory Board
Public Transport
Kent County Council
Aylesford Highways Depot
St Michaels Close
Aylesford
Kent
ME20 7TZ

3. Purpose and Objectives

The purpose of the FAB is to utilise the knowledge and influence of FAB Members in order to inform its decisions with respect to the delivery of all elements of the *Fastrack* programme.

The FAB seeks to complement the Enhanced Partnership model of bus governance in place in Kent and build on the previous work of the Dover Quality Bus Partnership (QBP). This tasks members through strong cooperation to create a public transport network acknowledged by local residents, visitors and the business community as an increasingly attractive alternative to private car usage. This will seek to be a sustainable and self-sufficient transport service, capable of meeting the needs of the 21st century, enriching the quality of life in the Dover District, attracting investment, and enhancing work and leisure opportunities.

The key objectives for the FAB are:

Business Planning

- (a) Input into and seek agreement on the scope and boundaries of the Programme
- (b) Champion the Programme objectives and assist in maintaining a common vision amongst partners
- (c) Input into the list of projects required to deliver the programme and assist with ensuring smooth delivery where appropriate

- (d) Input into the financial requirements and funding sources necessary to deliver the Programme, monitoring and evaluating progress and suggesting solutions to potential barriers to delivery
- (e) Identify other resources required to drive forward the Programme, including appropriate staffing levels
- (f) lobby as necessary to secure additional resources
- (g) Continue to review and update business planning for the Programme as necessary

Specification

- (h) Input into the overall quality standards, timetable and key outcomes required of the Programme
- (i) Input into appropriate cross-ticketing arrangements and overall operational model
- (j) Achieve technical integration of *Fastrack* components

Programme Management

- (k) Operate with a focused remit to ensure a co-ordinated, timely and comprehensive approach to input into the delivery of the Programme
- (l) Input into a progress reporting procedure, ensuring that any changes in circumstances affecting the Programme are assessed and that appropriate action is taken
- (m) Agree work required by partner organisations in the delivery of the Programme
- (n) Report regularly on progress to partner organisations

Procurement

- (o) Provide input to assist in the establishment of the most appropriate procurement mechanism(s) or regulatory framework for building and operating a comprehensive *Fastrack* service and securing risk transfer from the public to the private sector in accordance with the Programme objectives

4. Authority

The Fastrack Advisory Board (FAB) is a grouping of parties who agree to work together. It is not a separate legal entity and is not an incorporated body or a partnership and cannot employ staff, enter into contracts or acquire and hold land directly.

The FAB will not have any powers in its own right. Input and knowledge of FAB members will be utilised in order to assist KCC and DDC officers with the delivery of the Programme.



The ability to deliver the Programme will require FAB Members, amongst other things, to exercise their statutory and/or corporate powers in ways that work towards the stated objectives of the Programme. The Members will seek to influence in a positive manner the continued commitment of their organisation to the principles set out within the Programme. In addition, FAB Members make a commitment to provide information on a regular basis to enable KCC and DDC officers to undertake co-ordination of delivery. In return, Members will be kept fully apprised of the Programme's progress.

5. Members of FAB

The following parties who have signed this Statement of Commitment and Understanding will be Founder Members of the FAB:-

Kent County Council

Dover District Council

Homes England

For the avoidance of doubt, collectively the Founder Members and any invited Members will be known as FAB Members.

REGULATIONS of the FASTRACK ADVISORY BOARD

1. PRELIMINARY

- 1.1 These Regulations must be read in conjunction with the Statement of Commitment and Understanding
- 1.2 In these regulations:
 - the “FAB” means the *Fastrack Advisory Board*;
 - the masculine includes the feminine and neuter and, where appropriate, the singular the plural.

2. MEMBERSHIP

- 2.1 The subscribers to the Statement of Commitment and Understanding of the FAB and such other persons as are admitted to membership in accordance with these Regulations shall be FAB Members.
- 2.2 The Board of the FAB will be made initially of six (6) persons representing the Founder Members, those persons being:
 1. The Cabinet Member for Highways and Transport (or other elected member nominated by the Cabinet member – CHAIR) and Two Chief Officers from Kent County Council
 2. The Cabinet Member for Transport, Licensing and Regulatory Services and a Chief Officer from Dover District Council;
 3. A Senior Officer of Homes England
- 2.3 The above Board Members may decide to invite a further three (3) parties that have either land and/or development interests related to the Programme to become Members and to nominate a senior representative as a FAB Board Member. This will bring the maximum FDAG Board membership to nine (9) persons.
- 2.4 The FAB Board Members may, whenever the business of the FAB requires it, authorise an increase in Members including on a temporary or guest basis. No party shall be admitted as a Member unless approved by a majority of the FAB Board Members.

3. REGULATIONS FOR THE FAB

Board Member Functions

3.1 Board Members General Authority to Manage the FAB

- 3.1.1 The Board Members functions are to:

- (a) Collectively work together to provide input and knowledge in order to inform KCC's delivery of the Fastrack Programme. Help shape the key projects to achieve this
- (b) individually act as the representative of the FAB Member by which he was nominated and be accountable to the Member of any comments / views expressed in relation to individual *Fastrack* projects or the programme
- (c) act as champions of the overall Programme.

The Board Members may delegate their functions in accordance with these regulations.

3.2 Meetings of Board Members

- 3.2.1 It is anticipated that the FAB will meet regularly (i.e. at a minimum every quarter) however, any Member may call a meeting at any reasonable time.
- 3.2.2 Every Member must be given reasonable notice of a meeting of the FAB
- 3.2.3 It is expected that Members will make every effort to attend every meeting. In exceptional circumstances a substitute may attend subject to advance notice being given to the Chairman.
- 3.2.4 Meetings will be open to Members and their nominated advisors only.
- 3.2.5 Members participating at a meeting of the Group:
 - (a) must participate at the same time, but may be in different places; and
 - (b) may communicate with each other by any means.

3.3 Records to Be Kept

- 3.3.1 KCC will be responsible for ensuring that:
 - (a) the FAB keeps a record of each meeting through the production of minutes. Draft minutes will be circulated within 4 weeks of the meeting in question and approved at the next meeting of the FAB. .
 - (b) the FAB keeps a record of every declaration by a Board Member of an pecuniary or commercial interest in a decision of the FAB.

Appointment of Members

3.4 Methods Of Appointing Member

- 3.4.1 Any person who is willing to act as a Member, and is permitted by law to be a company director, may be appointed to be a Member:
 - (a) by nomination of their respective company or organisation; or
 - (b) by a decision of the Members in accordance with these regulations

3.5 Termination of Member's Appointment

- 3.5.1 A person ceases to be a Member as soon as:



- (a) he is prohibited by law from being a Director of a company;
- (b) any notification that he is resigning or retiring from office takes effect;
- (c) the company or organisation he is representing notifies the FAB that he is no longer its representative;

**Fastrack Advisory Board
Statement of Commitment and Understanding**

We, the subscribers to this Statement of Commitment and Understanding, wish to be members of the *Fastrack* Advisory Board

Kent County Council
County Hall
Maidstone
Kent
ME14 1XQ

Name: _____

Signature: _____

Dover District Council
Council Offices
White Cliffs Business Park
Whitfield
Dover
Kent
CT16 3PJ

Name: _____

Signature: _____

Homes England
Windsor House
42-50 Victoria Street
Westminster
London
SW1H 0TL

Name: _____

Signature: _____

Invited Organisations to be Members of the FAB

Section to be updated as determined by the founding members:

Stagecoach South East (The Bus Station, St. George's Lane, Canterbury, Kent, CT1 2SY) – Guest Member. At the Fastrack Advisory Board held on 19 April 2022, it was agreed to invite Stagecoach Kent as a guest member to the Board for future meetings. It was agreed that Stagecoach Kent can be excluded from particular meeting agenda items at the request of the Founding Members (for example for sensitive discussions). Upon agreement of a contractual partnership with Stagecoach for the operation of the service, a further discussion will be held regarding their position on the Board.



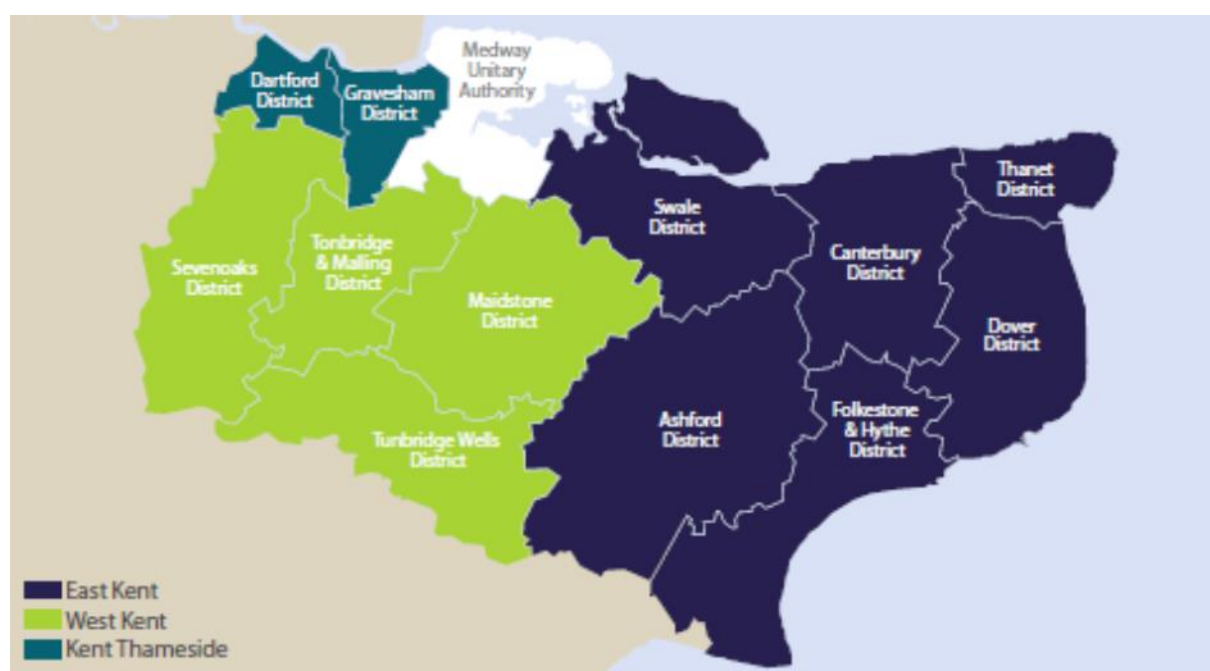
Notice that an Enhanced Partnership has been Made

In line with Section 138G of the Transport Act 2000 and Section 9 of the Bus Services Act 2017

Introduction

The Kent Bus Service Improvement Plan (BSIP) set out objectives and initiatives to produce exciting improvements to the bus network in the county. These are ambitious plans that build on the Government's National Bus Strategy which has allocated funding across England to achieve these aims.

KCC issued a notice in June 2021 of the intention to develop an Enhanced Partnership (EP) to cover the whole of Kent. The Enhanced Partnership is the method by which the BSIP can be delivered and KCC have been in close discussion with the bus operators and other parties, including the public feedback from the BSIP work, to produce a draft EP Plan for the County, together with three EP Schemes. These cover East Kent, West Kent and Kent Thameside as shown on the map below:



This notice has been produced, as required under Section 138G of the Transport Act 2000 and Section 9 of the Bus Services Act 2017, to advise that, following a provisional meeting of the Kent Enhanced Partnership Board on 29 March 2022, an Enhanced Partnership Plan and Schemes in Kent were made and took effect from 1 April 2022.

Copies of the Enhanced Partnership documents can be examined and downloaded from the KCC website at kent.gov.uk/busfuture

Commitments and Obligations

The Enhanced Partnership schemes place a number of firm commitments on the County Council, together with other district and borough authorities, and these commitments are set out in full in the documents placed on the website.

In addition, local bus service operators in Kent will have to comply with a number of obligations. These are again included in the partnership documents. It is anticipated that there will be revised EP Schemes later this year once KCC has established the use of Kent's BSIP allocation, which has a range of requirements and conditions placed against it from the Department of Transport.

For further advice or if you have any comments, please contact Kent County Council at busfuture@kent.gov.uk

11.04.22

| | |
|-------------------------------|--|
| Subject: | TREASURY MANAGEMENT YEAR-END REPORT 2021/22 |
| Meeting and Date: | Governance Committee – 29 September 2022 Cabinet – 7 November 2022 |
| Report of: | Helen Lamb, Head of Finance and Investment |
| Portfolio Holder: | Councillor Christopher Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change |
| Decision Type: | Non-Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To provide details of the Council's treasury management for the year ended 31 March 2022. |
| Recommendation: | That the report is received. |

1. Summary

- 1.1 The Council's investment return for the period to 31 March was £1,444k, which is £229k less than the original budget estimate of £1,673k, giving a forecast annualised return of 3.04%. The long-term investments have been generating a reasonable income return considering the impact of the global pandemic.
- 1.2 The Council remained within its Treasury Management guidelines and complied with the Prudential Code guidelines during the period.

2. Introduction and Background

- 2.1 CIPFA (the Chartered Institute of Public Finance and Accountancy) issued the revised Code of Practice for Treasury Management in November 2011; it recommends that members should be updated on treasury management activities at least twice a year, but preferably quarterly. This report therefore ensures this council is implementing best practice in accordance with the Code.
- 2.2 Council adopted the 2021/22 Treasury Management Strategy (TMS) on 3rd March 2021 as part of the 2021/22 Budget and Medium-Term Financial Plan.
- 2.3 To comply with the CIPFA code referred to above, a brief summary is provided below, and Appendix 1 contains a full report from the Council's Treasury Management Advisors, Arlingclose.
- 2.4 Members are asked to note that in order to minimise the resource requirements in producing this report, Arlingclose's report has been taken verbatim. Treasury advisors generally use a more journalistic style than is used by our officers, but to avoid changing the meaning or sense of Arlingclose's work, this has not been edited out.

3. Economic Background

- 3.1 The report attached (Appendix 1) contains information up to the end of March 2022; since then, we have received the following update from Arlingclose (in italics). Please note that any of their references to quarters are based on *calendar* years:

“Main points since March:

- I. Monetary policymakers are pushing through with monetary tightening even as global recessionary risks rise, particularly in the EZ and UK.*
- II. The inflationary impact of the Ukraine invasion may be easing in some areas, but wholesale gas prices continue to be driven higher, with significant implications for UK inflation rates. The BoE now forecasts CPI inflation to exceed 13 with energy and fuel prices contributing half of that amount. With no resolution to the Ukraine conflict in sight and winter approaching, it is difficult to see these pressures easing.*
- III. High sustained inflation will lead to zero or negative GDP growth for Q 2 2022 onwards in the UK, due to negative real household disposable income growth Data suggest that households are curtailing spending in response to higher prices BoE sources, however, suggest that businesses remain confident of passing higher costs on. Further fiscal intervention is likely but could have inflationary implications.*
- IV. The UK labour market is tight and nominal wage growth is running above pre COVID levels. Higher wage growth will be a contributory factor to sustained above target inflation and is a key concern for the MPC. Real wage growth will however be unlikely for most workers. Weaker economic activity should eventually lead to lower demand for labour and reduce wage pressure.*
- V. The Bank of England has signalled a more forceful stance on inflation, due to apparent broader based inflationary effects and probably some concerns over the fiscal outlook, given the current Tory leadership contest. The MPC is also being pressured by hawkish US policy, which has weakened sterling. Its previous moderate approach balancing inflation and growth appears to have been put aside it is now seeking to aggressively dampen demand to offset the tight supply picture.*
- VI. Given the hawkish shift by the MPC, Arlingclose has raised its forecast for Bank Rate over the next few months. Rate cuts have been projected sooner in the medium term.*
- VII. Bond yields have recently eased from June’s highs as the weaker global outlook has been priced into economic projections. The US remains the main driver of global yields aggressive policy in the US, further strengthening the dollar, increases the inflation and recession risks for other countries and will lead to substantial volatility across financial markets. Quantitative tightening (adds a further level of uncertainty for the gilt yield outlook.*
- VIII. The MPC is particularly concerned about possible fiscal loosening, the tight labour market, sterling weakness and the willingness of firms to raise prices and wages.*
- IX. The MPC will therefore raise Bank Rate more quickly and to a higher level to dampen aggregate demand and reduce the risk of sustained higher inflation. Arlingclose expects Bank Rate to rise to 2.75% by December with a 50 bps rise in September, followed by 25 bps steps in November and December.*

- X. *However, the economy will therefore slow more drastically, necessitating cuts in Bank Rate during the second half of 2023.*
- XI. *Gilt yields will rise slightly from current levels due to rising inflation and central bank policy expectations, offset by weakening growth expectations. The medium term path for yields has flattened, as lower policy expectations are now priced in.*
- XII. *The risks around the gilt yield forecasts are significantly on the upside over the short term. Over the medium term, the balance of risks is broadly balanced.”*

4. **Annual Investment Strategy**

- 4.1 The investment portfolio, as at the end of March 2022, is attached at Appendix 2. Total balances held for investment and cash-flow purposes were £62.7m, decreasing to £61.1m at the end of May. The decrease reflects normal cashflow fluctuations arising from the timing of major preceptor payments, which are made over twelve months, while the Council Tax receipts that fund them typically come in over the ten months to January and then decline.
- 4.2 As at 31st March 2022, the Council's investment portfolio totalled £50m (see Appendix 2). Cashflow funds were higher than anticipated (£12.7m at 31 March 2022), this was due to the Council receiving £13m of grants from DLUHC for additional Covid relief and Council Tax energy rebates.
- 4.3 Cashflow funds have since decreased (to £11.1m at 31 May 2022) due to normal cashflow fluctuations. Short term borrowing will be used to cover fluctuations in the cash flow requirements as needed, instead of holding excess funds in call accounts.

5. **New Borrowing**

- 5.1 The Council's borrowing portfolio is attached at Appendix 3. At the end of March 2022, there was no short-term borrowing as £11 million was repaid in the quarter and no further borrowing was required due receiving £13m of grants from DLUHC.

6. **Debt Rescheduling**

- 6.1 At this time, it is not considered of benefit to the Council to undertake any further rescheduling of its long-term debt.

7. **Compliance with Treasury and Prudential Limits**

- 7.1 The Council has operated within the Prudential Indicators in compliance with the Council's Treasury Management Practices.

8. **Climate Change and Environmental Implications**

- 8.1 Environmental, Social and Governance: There is currently no universally agreed and accepted set of ESG definitions and metrics, however it is a requirement of the CIPFA code that future Treasury Management Strategies includes ESG considerations.
- 8.2 Typical ESG considerations are shown below –

Environmental: Emissions and air quality, energy and waste management, waste and hazardous material, exposure to environmental impact.

Social: Human rights, community relations, customer welfare, labour relations, employee wellbeing, exposure to social impacts.

Governance: Management structure, governance structure, group structure, financial transparency.

The ESG statements of the Council's strategic pooled fund investments can be found at the following links-

Aegon <https://www.aegon.com/responsible-business/>

CCLA <https://www.ccla.co.uk/our-approach/how-we-approach-stewardship-and-ethics>

Ninety One <https://ninetyone.com/en/united-kingdom/how-we-think/investing-for-a-world-of-change/sustainable-investing>

Columbia Threadneedle <https://www.columbiathreadneedle.co.uk/en/intm/about-us/responsible-investment/>

Payden & Rygel <https://www.payden.com/ESG.aspx>

9. **Corporate Implications**

- 9.1 Comment from the Section 151 Officer: Finance have produced this report and have no further comments to add. (DL)
- 9.2 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).
- 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>. (KM)

10. **Appendices**

Appendix 1 – Arlingclose Treasury Management Report for year end 2021/22

Appendix 2 – Investment portfolio as at 31 March 2022

Appendix 3 – Borrowing portfolio as at 31 March 2022

Appendix 4 – Investment portfolio as at 31 May 2022

11. **Background Papers**

Medium-Term Financial Plan 2021/22–2024/25

Contact Officer: Dani Loxton, extension 2285

Treasury Management Year End Outturn Report 2021/22

Introduction

In March 2012 the Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports.

The Authority's treasury management strategy for 2021/22 was approved at a meeting on 3rd March 2021. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year and, as a minimum, a semi-annual and annual treasury outturn report.

The Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 3rd March 2021.

External Context

Economic background: The continuing economic recovery from coronavirus pandemic, together with the war in Ukraine, higher inflation, and higher interest rates were major issues over the period.

Bank Rate was 0.1% at the beginning of the reporting period. April and May saw the economy gathering momentum as the shackles of the pandemic restrictions were eased. Despite the improving outlook, market expectations were that the Bank of England would delay rate rises until 2022. Rising, persistent inflation changed that.

UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for February 2022 registered 6.2% year on year, up from 5.5% in the previous month and the highest reading in the National Statistic series. Core inflation, which excludes the more volatile components, rose to 5.2% y/y from 4.4%.

The government's jobs furlough scheme insulated the labour market from the worst effects of the pandemic. The labour market began to tighten and demand for workers grew strongly as employers found it increasingly difficult to find workers to fill vacant jobs. Having peaked at 5.2% in December 2020, unemployment continued to fall and the most recent labour market data for the three months to January 2022 showed the unemployment rate at 3.9% while the employment rate rose to 75.6%. Headline 3-month average annual growth rate for wages were 4.8% for total pay and 3.8% for regular

pay. In real terms, after adjusting for inflation, total pay growth was up 0.1% while regular pay fell by 1.0%.

With the fading of lockdown - and, briefly, the 'pingdemic' - restraints, activity in consumer-facing sectors improved substantially as did sectors such as oil and mining with the reopening of oil rigs but materials shortages and the reduction in the real spending power of households and businesses dampened some of the growth momentum. Gross domestic product (GDP) grew by an upwardly revised 1.3% in the fourth calendar quarter of 2021 according to the final estimate (initial estimate 1.0%) and took UK GDP to just 0.1% below where it was before the pandemic. The annual growth rate was revised down slightly to 7.4% (from 7.5%) following a revised 9.3% fall in 2020.

Having increased Bank Rate from 0.10% to 0.25% in December, the Bank of England hiked it further to 0.50% in February and 0.75% in March. At the meeting in February, the Monetary Policy Committee (MPC) voted unanimously to start reducing the stock of its asset purchase scheme by ceasing to reinvest the proceeds from maturing bonds as well as starting a programme of selling its corporate bonds.

In its March interest rate announcement, the MPC noted that the invasion of Ukraine had caused further large increases in energy and other commodity prices, with the expectation that the conflict will worsen supply chain disruptions around the world and push CPI inflation to around 8% later in 2022, even higher than forecast only a month before in the February Monetary Policy Report. The Committee also noted that although GDP in January was stronger than expected with business confidence holding up and the labour market remaining robust, consumer confidence had fallen due to the squeeze in real household incomes.

GDP growth in the euro zone increased by 0.3% in calendar Q4 2021 following a gain of 2.3% in the third quarter and 2.2% in the second. Headline inflation remains high, with CPI registering a record 7.5% year-on-year in March, the ninth successive month of rising inflation. Core CPI inflation was 3.0% y/y in March, was well above the European Central Bank's target of 'below, but close to 2%', putting further pressure on its long-term stance of holding its main interest rate of 0%.

The US economy expanded at a downwardly revised annualised rate of 6.9% in Q4 2021, a sharp increase from a gain of 2.3% in the previous quarter. In its March 2022 interest rate announcement, the Federal Reserve raised the Fed Funds rate to between 0.25% and 0.50% and outlined further increases should be expected in the coming months. The Fed also repeated its plan to reduce its asset purchase programme which could start by May 2022.

Financial markets: The conflict in Ukraine added further volatility to the already uncertain inflation and interest rate outlook over the period. The Dow Jones started to decline in January but remained above its pre-pandemic level by the end of the period while the FTSE 250 and FTSE 100 also fell and ended the quarter below their pre-March 2020 levels.

Bond yields were similarly volatile as the tension between higher inflation and flight to quality from the war pushed and pulled yields, but with a general upward trend from higher interest rates dominating as yields generally climbed.

The 5-year UK benchmark gilt yield began the quarter at 0.82% before rising to 1.41%. Over the same period the 10-year gilt yield rose from 0.97% to 1.61% and the 20-year yield from 1.20% to 1.82%.

The Sterling Overnight Rate (SONIA) averaged 0.39% over the quarter.

Credit review: In the first half of FY 2021-22 credit default swap (CDS) spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In September spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting but then fell back. Fitch and Moody's revised upward the outlook on a number of UK banks and building societies on the Authority's counterparty to 'stable', recognising their improved capital positions compared to 2020 and better economic growth prospects in the UK.

Fitch also revised the outlook for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable. The agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.

The successful vaccine rollout programme was credit positive for the financial services sector in general and the improved economic outlook meant some institutions were able to reduce provisions for bad loans. However, in 2022, the uncertainty engendered by Russia's invasion of Ukraine pushed CDS prices modestly higher over the first calendar quarter, but only to levels slightly above their 2021 averages, illustrating the general resilience of the banking sector.

Having completed its full review of its credit advice on unsecured deposits, in September Arlingclose extended the maximum duration limit for UK bank entities on its recommended lending list from 35 days to 100 days; a similar extension was advised in December for the non-UK banks on this list. As ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remains under constant review.

Revised CIPFA Codes, Updated PWLB Lending Facility Guidance

In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility with more detail and 12 examples of permitted and prohibited use of PWLB loans. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.

CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments.

The principles of the Prudential Code took immediate effect although local authorities could defer introducing the revised reporting requirements until the 2023/24 financial year if they wish.

To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. This Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the CFR unless directly and primarily related to the functions of the authority. Existing commercial investments are not required to be sold; however, authorities with existing commercial investments who expect to need to borrow should review the options for exiting these investments.

Borrowing is permitted for cashflow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing to refinance capital expenditure primarily related to the delivery of a local authority's function but where a financial return is also expected is allowed, provided that financial return is not the primary reason for the expenditure. The changes align the CIPFA Prudential Code with the PWLB lending rules.

Unlike the Prudential Code, there is no mention of the date of initial application in the Treasury Management Code. The TM Code now includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version.

Local Context

On 31st March 2021, the Authority had net borrowing of £34.3m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

| | 31.3.21 Actual £000 |
|-----------------------|------------------------------------|
| General Fund CFR | 65,267 |
| HRA CFR | 73,726 |
| Total CFR | 138,993 |
| Less: Usable reserves | (90,805) |
| Less: Working capital | (13,875) |
| Net borrowing | 34,313 |

Lower official interest rates have lowered the cost of short-term, temporary loans and investment returns from cash assets that can be used in lieu of borrowing. The Authority pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low.

The treasury management position at 31st March 2022 and the change during the year is shown in Table 2 below.

Table 2: Treasury Management Summary

| | 31.3.21 Balance £000 | Movement £000 | 31.3.22 Balance £000 | 31.3.22 Rate % |
|---------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------|
| Long-term borrowing | 73,187 | (2,521) | 70,666 | |
| Short-term borrowing | 18,443 | (15,922) | 2,521 | |
| Total borrowing | 91,631 | (18,443) | 73,187 | 3.46% |
| Long-term investments | 49,549 | 410 | 49,959 | |
| Short-term investments | 4 | 0 | 4 | |
| Cash and cash equivalents | 7,765 | 937 | 8,702 | |
| Total investments | 57,318 | 1,347 | 58,665 | 3.04% |
| Net borrowing | 34,313 | | 14,522 | |

Repaid £16m of short-term borrowing in year - no further short-term borrowing required due to funding received for Port Health operations and central government grants.

Borrowing Update

The Authority was not planning to borrow to invest primarily for commercial return and so is unaffected by the changes to the Prudential Code.

Borrowing strategy

At 31st March 2022 the Authority held £73.2m of loans, (a decrease of £18.4m since 31st March 2021), as part of its strategy for funding previous years' capital programmes. Outstanding loans on 31st March are summarised in Table 3 below.

Table 3: Borrowing Position

| | 31.3.21 Balance £000 | Net Movement £000 | 31.3.22 Balance £000 |
|--------------------------------|-------------------------------------|----------------------------------|-------------------------------------|
| Public Works Loan Board | 75,631 | (2,443) | 73,187 |
| Local authorities (short-term) | 16,000 | (16,000) | 0 |
| Total borrowing | 91,631 | (18,443) | 73,187 |

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

In keeping with these objectives, no new long term borrowing was undertaken. This strategy enabled the Authority to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk.

With short-term interest rates remaining much lower than long-term rates, the Authority considered it more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead. The net movement in temporary / short-term loans is shown in table 3 above.

PWLB funding margins have lurched quite substantially and there remains a strong argument for diversifying funding sources, particularly if rates can be achieved on alternatives which are below gilt yields + 0.80%. The Authority will evaluate and pursue these lower cost solutions and opportunities with its advisor Arlingclose.

Treasury Investment Activity

CIPFA published a revised Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes on 20th December 2021. These define treasury management investments as investments that arise from the organisation's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Authority's investment balances ranged between £71.3m and £53.7m due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

| | 31.3.21 Balance £000 | Net Movement £000 | 31.3.22 Balance £000 | 31.3.22 Income Return % |
|--|-------------------------------------|----------------------------------|-------------------------------------|--|
| Banks & Building Societies (unsecured) | 7,764 | 583 | 8,351 | 0.29% |
| Money Market Funds | 5 | 350 | 355 | 0.99% |
| Other Pooled Funds | | | | |
| - <i>Cash plus funds</i> | 8,032 | (105) | 7,927 | |
| - <i>Strategic bond funds</i> | 8,386 | (384) | 8,002 | |
| - <i>Property funds</i> | 5,585 | 981 | 6,566 | |
| - <i>Multi asset income funds</i> | 27,546 | (82) | 27,464 | |
| Other Pooled Funds Sub-total | 49,549 | 410 | 49,959 | 3.46% |
| Total investments | 57,318 | | 58,665 | |

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Ultra low short-dated cash rates, which were a feature since March 2020 when Bank Rate was cut to 0.1%, prevailed for much of the 12-month reporting period which resulted in the return on sterling low volatility net asset value (LVNAV) Money Market Funds being close to zero even after some managers have temporarily waived or lowered their fees. However, higher returns on cash instruments followed the increases in Bank Rate in December, February and March. At 31st March, the 1-day return on the Authority's MMFs ranged between 0.48% - 0.51% p.a.

Similarly, deposit rates with the Debt Management Account Deposit Facility (DMADF) initially remained very low with rates ranging from 0% to 0.1% but following the hikes to policy rates increased to between 0.55% and 0.85% depending on the deposit maturity.

Given the risk and low returns from short-term unsecured bank investments, the Authority maintained its diversification in more secure and/or higher yielding asset classes as shown in table 4 above with £50m that is available for longer-term investment invested in pooled funds.

The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 5 below.

Table 5: Investment Benchmarking - Treasury investments managed in-house

| | Credit Score | Credit Rating | Bail-in Exposure | Weighted Average Maturity (days) | Rate of Return % |
|--------------------|-------------------------|--------------------------|-----------------------------|---|---------------------------------|
| 31.03.2021 | 5.33 | A+ | 100% | 1 | 3.01% |
| 31.03.2022 | 5.34 | A+ | 100% | 1 | 3.07% |
| Similar LAs | 4.37 | AA- | 61% | 43 | 2.38% |
| All LAs | 4.39 | AA- | 61% | 14 | 2.10% |

Externally Managed Pooled Funds: £50m of the Authority's investments is invested in externally managed strategic pooled bond, multi-asset and property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated an average total return of 3.61%, comprising a 2.48% income return which is used to support services in year, and 1.13% of capital growth.

In the nine months to December improved market sentiment was reflected in property and multi-asset fund valuations and, in turn, in the capital values of the Authority's property and multi-asset income funds in the Authority's portfolio. The prospect of higher inflation and rising bond yields did however result in muted bond fund performance. In the January- March quarter the two dominant themes were tighter UK and US monetary policy and higher interest rates, and the military invasion of Ukraine by Russia in February, the latter triggering significant volatility and uncertainty in financial markets.

In light of Russia's invasion, Arlingclose contacted the fund managers of our MMF, cash plus and strategic funds and confirmed no direct exposure to Russian or Belarusian assets had been identified. Indirect exposures were immaterial. It should be noted that any assets held by banks and financial institutions (e.g. from loans to companies with links to those countries) within MMFs and other pooled funds cannot be identified easily or with any certainty as that level of granular detail is unlikely to be available to the fund managers or Arlingclose in the short-term, if at all.

The change in the Authority's funds' capital values and income earned over the 12-month period is shown in Table 4.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's medium- to long-term investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates. *Investment in these funds has been maintained.*

The Authority had budgeted £1,673k income from these investments in 2021/22.

Non-Treasury Investments

The definition of investments in CIPFA's revised 2021 Treasury Management Code covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).

Investment Guidance issued by the Department for Levelling Up Housing and Communities (DLUHC) and Welsh Government also broadens the definition of investments to include all such assets held partially or wholly for financial return.

Following the approval of the Property Investment Strategy in November 2016, work continues to identify and progress suitable investments to deliver economic regeneration and to generate additional income streams for the future.

The 2021/22 budget includes a forecast of total income (rent and service charges) of £1.94m. Costs including management costs, minimum revenue provision and long term borrowing of £1.30m are forecast resulting in retained income for the General Fund of £640k.

Treasury Performance

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 6 below.

Table 6: Performance

| | Actual £000 | Budget £000 | Over/ under | Actual % |
|--------------------------|------------------------|------------------------|------------------------|---------------------|
| Interest Received | £1,444 | 1,673 | (229) | 3.04% |
| Interest Payable | 2,521 | 2,521 | 0 | 3.46% |

Compliance

The Strategic Director of Corporate Resources reports that all treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 7 below.

Table 7: Debt Limits

| | 31.3.22 Actual | 2021/22 Operational Boundary | 2021/22 Authorised Limit | Complied? |
|-----------|---------------------------|---|---|------------------|
| Borrowing | £73.2m | £333m | £338.5m | ✓ |

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 8: Investment Limits

| | 31.3.22 Actual | 2021/22 Limit | Complied? |
|---|---------------------------|--------------------------|------------------|
| Local authorities & other government entities | 0 | unlimited | ✓ |
| Banks (unsecured) | <1m | £8m per bank | ✓ |
| Any group of pooled funds under the same management | 0 | £16m per group | ✓ |
| Negotiable instruments held in a broker's nominee account | 0 | £15m | ✓ |
| Unsecured investments with building societies | 0 | £8m | ✓ |
| Money market funds | <1m | £10m per fund | ✓ |

| | | | |
|------------------------|--------|---------------|---|
| Strategic pooled funds | £50m | £10m per fund | ✓ |
| Operational bank | £12.3m | £20m | ✓ |

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| | 31.3.22 Actual | 2021/22 Target | Complied? |
|---------------------------------|-------------------|-------------------|-----------|
| Portfolio average credit rating | 5.34 | 6 | ✓ |

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing / it can borrow each period without giving prior notice.

| | 31.3.22 Actual | 2021/22 Target | Complied? |
|--------------------------------------|-------------------|-------------------|-----------|
| Total cash available within 3 months | £12.7m | £8m | ✓ |

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

| Interest rate risk indicator | 31.3.22 Actual | 2021/22 Limit | Complied? |
|--|-------------------|------------------|-----------|
| Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates | 500 | 500 | ✓ |
| Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates | 500 | 500 | ✓ |

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

| | 31.3.22 Actual | Upper Limit | Lower Limit | Complied? |
|--------------------------------|-------------------|----------------|----------------|-----------|
| Under 12 months | 2,521 | 25% | 0% | ✓ |
| 12 months and within 24 months | 3,935 | 50% | 0% | ✓ |
| 24 months and within 5 years | 8,451 | 50% | 0% | ✓ |
| 5 years and within 10 years | 15,989 | 100% | 0% | ✓ |
| 10 years and above | 38,291 | 100% | 0% | ✓ |

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

| | 2021/22 | 2022/23 | 2023/24 |
|---|---------|---------|---------|
| Actual principal invested beyond year end | 0 | 0 | 0 |
| Limit on principal invested beyond year end | £30m | £30m | £30m |
| Complied? | ✓ | ✓ | ✓ |

Other

IFRS 16: The implementation of the new IFRS 16 Leases accounting standard was due to come into force for local authorities from 1st April 2022. Following a consultation CIFPA/LASAAC announced an optional two year delay to the implementation of this standard a decision which was confirmed by the Financial Reporting Advisory Board in early April 2022. Authorities can now choose to adopt the new standard on 1st April 2022, 1st April 2023 or 1st April 2024. The Authority intends to adopt the new standard on 1st April 2024.

In-house as at 31/03/22**APPENDIX 2**

| Organisation | Issue Date | Book cost | Market value | Market yield % | Credit Rating | Options available |
|--------------|------------|-----------|--------------|----------------|---------------|-------------------|
|--------------|------------|-----------|--------------|----------------|---------------|-------------------|

In-house investments - Long Term

| | | | | | | |
|---|----------|-----------|-----------|-------|---------------|-----------|
| CCLA Property investment Fund | 30/06/17 | 3,000,000 | 3,190,801 | 3.69% | UK - Gov 'AA' | 5 Years + |
| CCLA Property investment Fund | 31/07/17 | 3,000,000 | 3,184,130 | 3.69% | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | 15/12/17 | 6,000,000 | 5,769,919 | 3.76% | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | 15/12/17 | 6,000,000 | 6,178,090 | 2.24% | UK - Gov 'AA' | 5 Years + |
| Payden and Rygel | 28/02/18 | 8,000,000 | 7,996,760 | 0.46% | UK - Gov 'AA' | 2 Years + |
| Investec Diversified Income Fund | 01/08/18 | 2,000,000 | 1,923,306 | 3.76% | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | 03/09/18 | 2,000,000 | 1,923,306 | 3.76% | UK - Gov 'AA' | 5 Years + |
| CCLA Diversified Income Fund | 20/09/18 | 8,000,000 | 8,428,566 | 2.57% | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | 13/12/18 | 2,000,000 | 2,174,881 | 2.24% | UK - Gov 'AA' | 5 Years + |
| Kames Diversified Monthly Income Fund | 28/02/19 | 8,000,000 | 8,304,825 | 5.95% | UK - Gov 'AA' | 5 Years + |
| Kames Diversified Monthly Income Fund | 16/12/19 | 2,000,000 | 1,971,096 | 5.95% | UK - Gov 'AA' | 5 Years + |

| | |
|-------------------|-------------------|
| 50,000,000 | 51,045,681 |
|-------------------|-------------------|

| | | |
|-------------------|-------------------|------------------------|
| 50,000,000 | 51,045,681 | Total Portfolio |
|-------------------|-------------------|------------------------|

Cashflow:**Rate****Call Accounts/MMF (as at 31/03/22)**

| | | |
|--|------------|-------|
| Global Treasury Fund (Goldman Sachs Money Market Fund) | 354,106 | 0.48% |
| Standard Life Investments (Money Market Fund) | 1,000 | 0.51% |
| Natwest SIBA | 12,326,688 | 0.10% |
| Santander | 503 | 0.40% |
| Bank of Scotland | 4,979 | 0.65% |
| Barclays | 1,346 | 0.00% |

| | |
|------------------------|-------------------|
| Total Cash flow | 12,688,622 |
|------------------------|-------------------|

| | |
|-------------------------------------|-------------------|
| Total Portfolio and Cashflow | 62,688,622 |
|-------------------------------------|-------------------|

| Interest Type | Date Loan Taken Out | Date Loan Matures | Repayment Dates | Loan Number | Principal Balance 01-Apr-21 | Interest Rate % | Principal To Be Repaid 2021/22 | Principal Balance 31-Mar-22 | Interest Payable 2021/22 | Lender | Type of loan |
|-----------------------------|---------------------|-------------------|-----------------|-------------|-----------------------------|-----------------|--------------------------------|-----------------------------|--------------------------|-------------------------|--|
| Long Term Borrowing | | | | | | | | | | | |
| Fixed | 02/10/97 | 02/10/57 | APR-OCT | 479961 | 1,000,000 | 6.75 | | 1,000,000 | 67,500 | PWLB | Principal due on Maturity |
| Fixed | 28/05/97 | 28/05/57 | MAY-NOV | 479542 | 2,000,000 | 7.38 | | 2,000,000 | 147,500 | PWLB | Principal due on Maturity |
| Fixed | 23/08/46 | 23/06/26 | JUNE-DEC | 131582 | 245 | 2.50 | 45 | 201 | 6 | PWLB | Equal Instalment of Principal (<i>EIP</i>) |
| Fixed | 27/09/46 | 27/06/26 | JUNE-DEC | 131583 | 45 | 2.50 | 8 | 37 | 1 | PWLB | Equal Instalment of Principal (<i>EIP</i>) |
| Fixed | 16/11/01 | 30/09/26 | SEPT-MAR | 486237 | 1,000,000 | 4.75 | | 1,000,000 | 47,500 | PWLB | Principal due on Maturity |
| Fixed | 26/03/12 | 26/03/42 | SEPT-MAR | 499853 | 71,630,591 | 3.18 | 2,443,225 | 69,187,366 | 2,258,582 | PWLB | Annuity (HRA Financing) |
| | | | | | 75,630,882 | | 2,443,278 | 73,187,604 | 2,521,090 | | |
| Short Term Borrowing | | | | | | | | | | | |
| | | | | | 0 | | 0 | 0 | 0 | | <i>Sub-total</i> |
| Fixed | 01/05/12 | 01/11/27 | MAY-NOV | | 60,966 | 0.00 | 8,710 | 52,257 | 0 | Lawn Tennis Association | Interest free |
| | | | | | 75,691,848 | | 2,451,988 | 73,239,860 | 2,521,090 | | |
| | | | | | | | | | | | |

In-house as at 31/08/22**APPENDIX 4**

| Organisation | Issue Date | Book cost | Market Value | Market yield | Credit rating | Options available |
|--------------|------------|-----------|--------------|--------------|---------------|-------------------|
|--------------|------------|-----------|--------------|--------------|---------------|-------------------|

In-house investments - Long Term

| | | | | | | |
|---|----------|-----------|-----------|-------|---------------|-----------|
| CCLA Property investment Fund | 30/06/17 | 3,000,000 | 3,426,376 | 3.69% | UK - Gov 'AA' | 5 Years + |
| CCLA Property investment Fund | 31/07/17 | 3,000,000 | 3,419,212 | 3.69% | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | 15/12/17 | 6,000,000 | 5,256,925 | 3.76% | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | 15/12/17 | 6,000,000 | 5,482,718 | 2.24% | UK - Gov 'AA' | 5 Years + |
| Payden and Rygel | 28/02/18 | 8,000,000 | 7,829,786 | 0.46% | UK - Gov 'AA' | 2 Years + |
| Investec Diversified Income Fund | 01/08/18 | 2,000,000 | 1,779,337 | 3.76% | UK - Gov 'AA' | 5 Years + |
| Investec Diversified Income Fund | 03/09/18 | 2,000,000 | 1,780,024 | 3.76% | UK - Gov 'AA' | 5 Years + |
| CCLA Diversified Income Fund | 20/09/18 | 8,000,000 | 7,965,266 | 2.57% | UK - Gov 'AA' | 5 Years + |
| Columbia Threadneedle Strategic Bond Fund | 13/12/18 | 2,000,000 | 1,930,089 | 2.24% | UK - Gov 'AA' | 5 Years + |
| Kames Diversified Monthly Income Fund | 28/02/19 | 8,000,000 | 7,222,068 | 5.95% | UK - Gov 'AA' | 5 Years + |
| Kames Diversified Monthly Income Fund | 16/12/19 | 2,000,000 | 1,714,111 | 5.95% | UK - Gov 'AA' | 5 Years + |

| | |
|-------------------|-------------------|
| 50,000,000 | 47,805,912 |
|-------------------|-------------------|

| | | |
|-------------------|-------------------|------------------------|
| 50,000,000 | 47,805,912 | Total Portfolio |
|-------------------|-------------------|------------------------|

Cashflow:**Call Accounts/MMF (as at 31/08/22)****Rate**

| | | |
|--|-----------|-------|
| Global Treasury Fund (Goldman Sachs Money Market Fund) | 5,567,106 | 1.63% |
| Aberdeen (Money Market Fund) | 1,000 | 1.66% |
| Natwest SIBA | 490,336 | 0.10% |
| Santander | 503 | 0.40% |
| Bank of Scotland (BOS) | 4,985 | 0.65% |
| Barclays | 1,346 | 0.00% |

| | |
|------------------------|------------------|
| Total Cash flow | 6,065,275 |
|------------------------|------------------|

| | |
|-------------------------------|--|
| Subject: | RUSSELL GARDENS ORNAMENTAL POND AND BRIDGES |
| Meeting and Date: | Cabinet – 7 November 2022 |
| Report of: | Martin Leggatt, Head of Assets and Building Control |
| Portfolio Holder: | Councillor Oliver Richardson, Portfolio Holder for Community and Corporate Property |
| Decision Type: | Executive Non-Key Decision |
| Classification: | Unrestricted |
| Purpose of the report: | To advise Cabinet of concerns regarding the structural integrity of the ornamental pond in Russell Gardens and seek approval for the investigatory survey and repair works it is now proposed to undertake. |
| Recommendation: | That Cabinet: <ol style="list-style-type: none"> 1. Notes the concerns regarding the structural integrity of the ornamental pond in Russell Gardens. 2. Confirms approval for the proposed investigatory survey and repair works. 3. Allocates the sum of £110,000 from the Special Revenue Reserve to meet the cost of the proposed works. |

1. Summary

- 1.1 The ornamental pond in Russell Gardens is the centre piece of the recently restored Mawson designed garden although the pond itself was not included within the scope of the recently completed National Heritage Lottery Fund funded Parks for People project.
- 1.2 The pond has shown evidence for some years of limited water leakage, but this seems to have worsened significantly over the past year or so, which has resulted in some undermining of the bank and growing concerns at the effect this is having on the wider structural integrity of the pond and the foundations of the ornamental bridges.
- 1.3 This report seeks Cabinet agreement to undertake investigatory survey and repair works and to allocate the sum of £110,000 from the Special Revenue Reserve to meet the cost of the proposed works.

2. Introduction and Background

- 2.1 The ornamental pond in Russell Gardens is the centre piece of the Mawson Garden that has been restored by Dover District Council, with financial support from the Heritage Lottery fund. The garden is designated as a Grade II-listed Park and Garden with the pond noted in the list description as one of the principal features contributing to the historic significance of the garden. In addition, the two bridges and boathouse are individually designated as listed buildings at Grade II. It is therefore important, in heritage terms, that the integrity of the pond is safeguarded for its long-term future as the water feature that is key to the garden.
- 2.2 The features and garden were created in c.1906 using construction techniques available at the time when structural processes and geotechnical processes were less well understood. It is likely that, were the pond to be constructed today, it would be

water-proofed and incorporate expansion joints. However, these technologies were not available at the time of construction and over time, the existing structure has therefore developed a number of structural defects. The concrete base itself exhibits evidence of some cracking and so being porous, this allows small amounts of water to percolate through it.

- 2.3 Ordinarily, the limited loss of water from the pond is not problematic because the pond forms a section of the River Dour and so any water lost through the concrete base is therefore naturally replenished.
- 2.4 However, the action of water percolating through the base of the pond has led to material being leached out from beneath creating voids below the pond which has ultimately caused both the base of the pond and the adjacent bank to subside. This seems to have been exacerbated as a consequence of the underlying chalk being soluble with the concentration of the water percolation resulting in a number of voids forming in the chalk below the pond base.
- 2.5 Being a chalk stream the River Dour periodically dries up and the Council has taken advantage of these natural occurrences to monitor the pond base and sub-bases. The last two occasions that the River Dour dried up were in 2008 and 2017.
- 2.6 In 2017, limited surveys were undertaken to determine the extent of the damage, but at that time the integrity of the pond did not appear to have been compromised.
- 2.7 However, the continued deterioration of the structure was highlighted in December 2019, when a large section of the base collapsed as the voids formed underneath had extended beyond the structural integrity of the base to support itself. Due to the amount of water flow entering the pond at that time, the true extent of the damage could not be identified and so only limited action was taken to seek to limit the volume of water flowing through the base.
- 2.8 This year, as soon as it became clear that the River Dour would stop flowing into the pond, arrangements were made to remove the silt deposits and commission an ultrasound survey to determine the presence and extent of voids. Using ultrasound surveys, it is also possible to compare the extent and pattern of cracking in the pond base once the pond is dry and the silt deposits, which build up naturally in the pond, have been removed.
- 2.9 As flows in the River Dour reduced over the summer this provided an opportunity to undertake a further survey and appraisal, without incurring the costs involved when the river was still flowing. Arrangements were therefore made to drain and clear the base of the pond. This has revealed that the cracking is more extensive than was the case in 2017. Of particular concern is that a section of the pond base in the vicinity of the boat house, adjacent to the Alkham Valley Road, has subsided, creating a significant unintended outflow of water under the masonry wall that lines the pond.
- 2.10 The ultrasound results indicate the presence of significant voids in this vicinity, and these seem to have become much more widespread across the base structure, which is clearly the cause of the movement of the pond base, the adjacent pond walls and the nearby boat house.
- 2.11 In order to prevent further deterioration to the structure, it is therefore now proposed to undertake urgent repairs to the structure, which will involve the removal and reconstruction of the main defective areas of the concrete pond base and the repair of the adjacent pond wall, taking advantage of the pond being empty as ground water flows into the River Dour have yet to increase to their normal levels.
- 2.12 The cost of these works has been estimated to be c£110,000, which will be funded from the budget allocation included within the Special Revenue Reserve within the Medium-Term Financial Plan.

- 2.13 Whilst these works are being undertaken, checks will be carried out on the structural defects of the ornamental bridges and surrounding structures which have been caused by water undermining the foundations when the river is in full flow and repairs undertaken as far as the project budget will allow.

3. Identification of Options

3.1 Options considered are:

1. To confirm approval to the works proposed. (Recommended option)
2. To seek to undertake more extensive repairs.
3. To take no action.

4. Evaluation of Options

- 4.1 To approve the project: **This is the recommended option** as it will redress an existing and worsening problem in respect of the pond base in a cost effective and proportionate way. The project will also deliver non-invasive design solutions to the problems associated with the listed boat house and ornamental bridges.
- 4.2 To seek to undertake more extensive repairs: As noted in the report modern construction techniques for features such as the pond would potentially seek to create a watertight structure. However, attempting to reconstruct the pond structure to these standards now would be a complex and very costly exercise and so is not recommended.
- 4.3 To take no action: This option, whilst involving no cost, ignores the existing problems which are getting worse at an accelerating rate. It risks significant future collapse that will threaten nearby structures including the pond itself, the ornamental bridges and the boat house. It is therefore not the recommended option.

5. Resource Implications

- 5.1 The project budget, which includes all design and construction costs as well as officer time, is £110,000, with these costs being met from the budget allocation included within the Special Revenue Reserve within the Medium-Term Financial Plan.

6. Climate Change and Environmental Implications

- 6.1 This is a repair project that does not of itself contribute to climate change or improved eco-systems, however it will prevent further erosion of the sub-soil and remedial work of a far greater magnitude, and the embodied carbon of those more extensive works. The design will, where possible, use sustainable materials and seek to minimise transport carbon emissions by sourcing locally. The quality questions that form part of the tendering process will examine the measures that contractors are taking to minimise their emissions.

7. Corporate Implications

- 7.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comment. (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 relating to Russell Gardens 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. (KM)
<http://www.legislation.gov.uk/ukpga/2010/15/section/149>

8. Appendices

Appendix 1 – Ultrasound report 2022

9. **Background Papers**

None.

Contact Officer: Keith Read

11th August 2022

DOVER DISTRICT COUNCIL

KEARNSEY ABBEY AND RUSSEL GARDENS – ORNAMENTAL POND SLAB INVESTIGATION

JOB REFERENCE: L/2673/22/WDT



| Revision Ref. / Date Issued | Amendments | Issued to: |
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| First Issue | - | Dover DC |
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1.0 INTRODUCTION

Further to your order, Henderson Thomas Associates Limited (HTA) carried out site Ground Penetrating Radar (GPR) to the ornamental pond situated inside Kearsney Abbey and Russel Gardens.

The purpose of the visit was to determine the presence of any voidage beneath the pond base slab.

A previous site visit had been carried out in November 2017, and the purpose of this visit was to ascertain the exact degree of degradation of the slab and the perceived voidage beneath said slab.

This report presents the findings of the site works.

2.0 SITE WORKS

Site works were carried out by a 2-person team from HTA, during the day on 2nd September 2022. All site testing and inspection works detailed in this report were undertaken by HTA.

2.1 Ground Penetrating Radar (GPR) Survey

A GPR survey was carried out using a Structure Scan Mini XT manufactured by GSSI. This was set at a dielectric value of 7.5 to allow detection and penetration of up to 500mm deep.

Due to the determined thickness of the slab (via coring during the last visit), producing actual slab thicknesses of between 150mm and 95mm, the instrument was set to a maximum penetration depth of 300mm, which make the instrument more sensitive to the detected voidage picked up on the previous visit.

Results can be found in Appendix A & B.

3.0 RESULTS

3.1 On Site Testing Results

All on site results and scans are given Appendices.

Site photographs are found in Appendix C.

4.0 DISCUSSION

The discussions contained herein are not covered by HTA's UKAS accreditation scheme. These discussions are based upon reference to published criteria and company experience in carrying out this type of work for over 20 years.

4.1 Ground Penetrating Radar (GPR) Survey Discussion

The GPR survey clearly shows that the extent of voidage detected beneath the slab to the pond had increased greatly over the past 5 years, in extent and additional areas detected. The subsidence of the slab does appear to be generally located along the area of the pond adjacent to the nearby road, and also located adjacent to drainage covers as observed on site.

Various options for repairs must now be sought in an attempt to halt any further determination of the slab and the ground beneath.

5.0 QUALITY STATEMENT

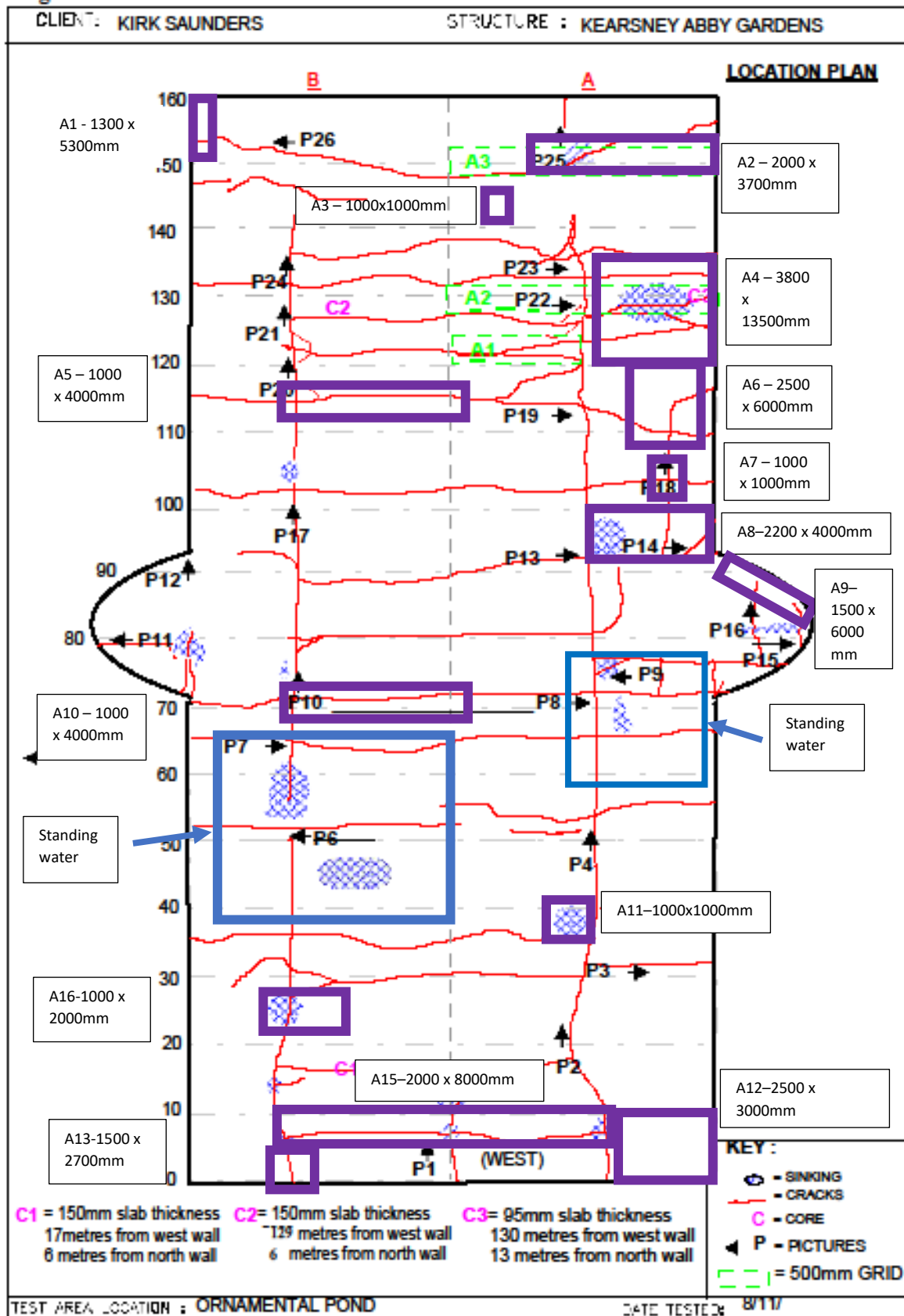
HTA Ltd. confirm that all reasonable skill and care has been exercised in the production of this report, however all comments relate only to the location at which data was acquired and no inference can or should be made to any other part of the structure.

No part of this report should be reproduced without the written consent of HTA Ltd and it is intended for the sole use of the named client only

APPENDIX A

Record Drawings and Voidage Locations
Not to Scale

Fig 1

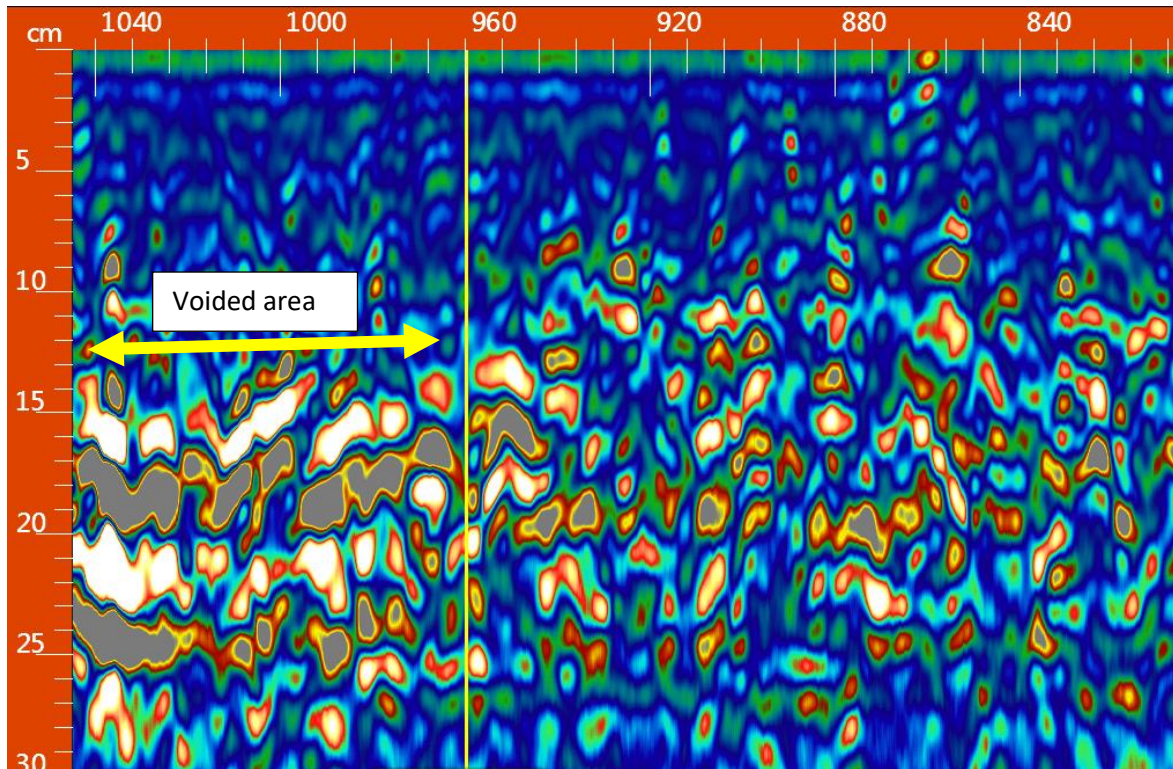


= Voidage detected below concrete base slab

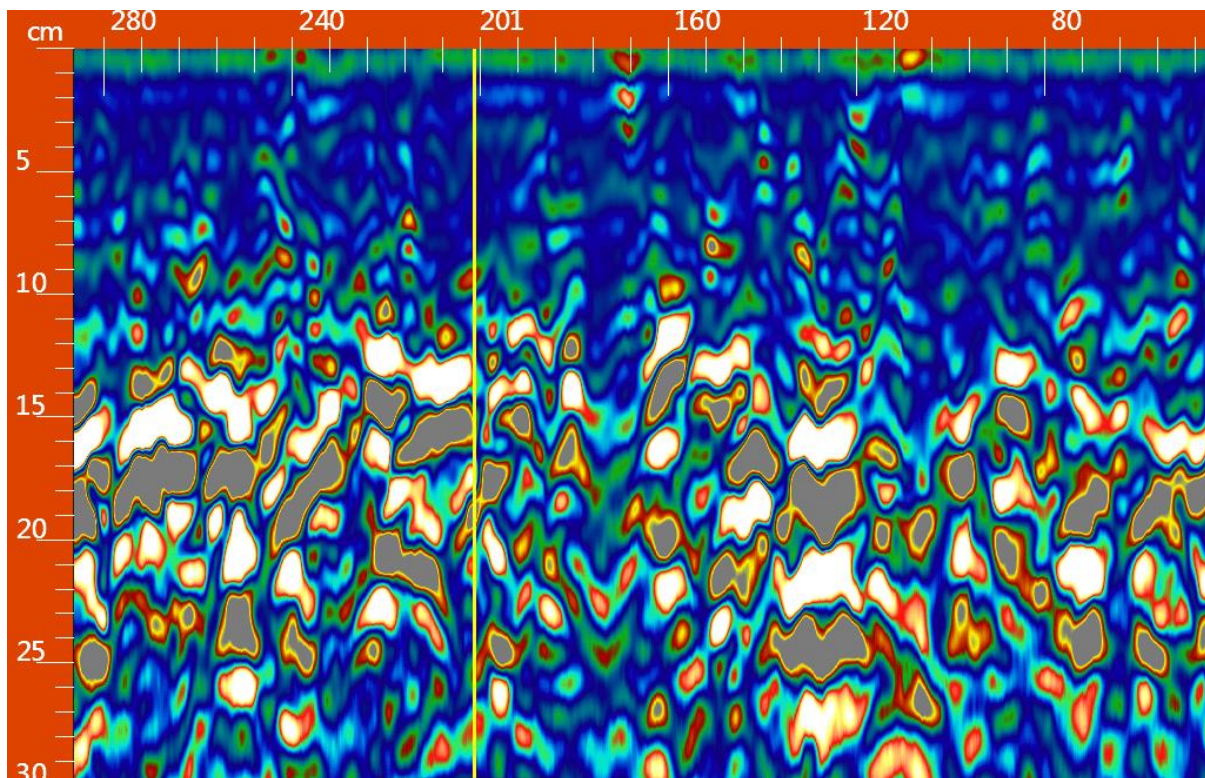
APPENDIX B

GPR Results

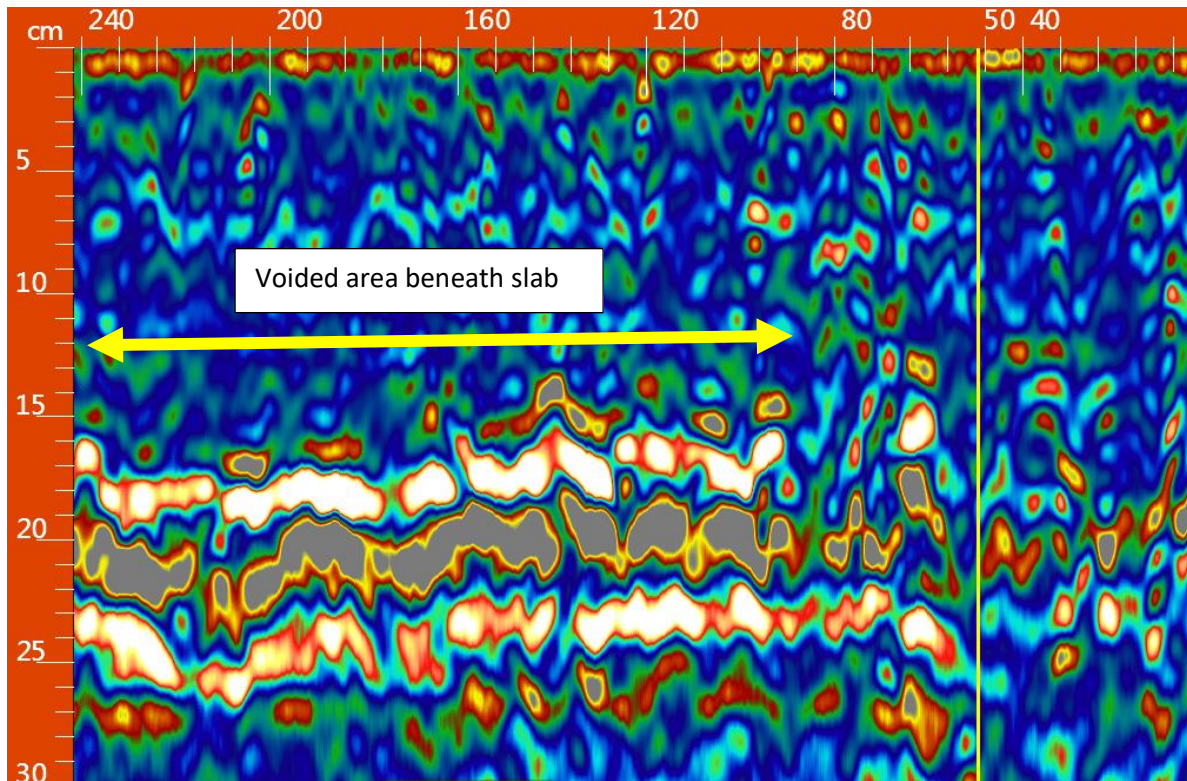
(Generic scans showing typical voidage present beneath slab)



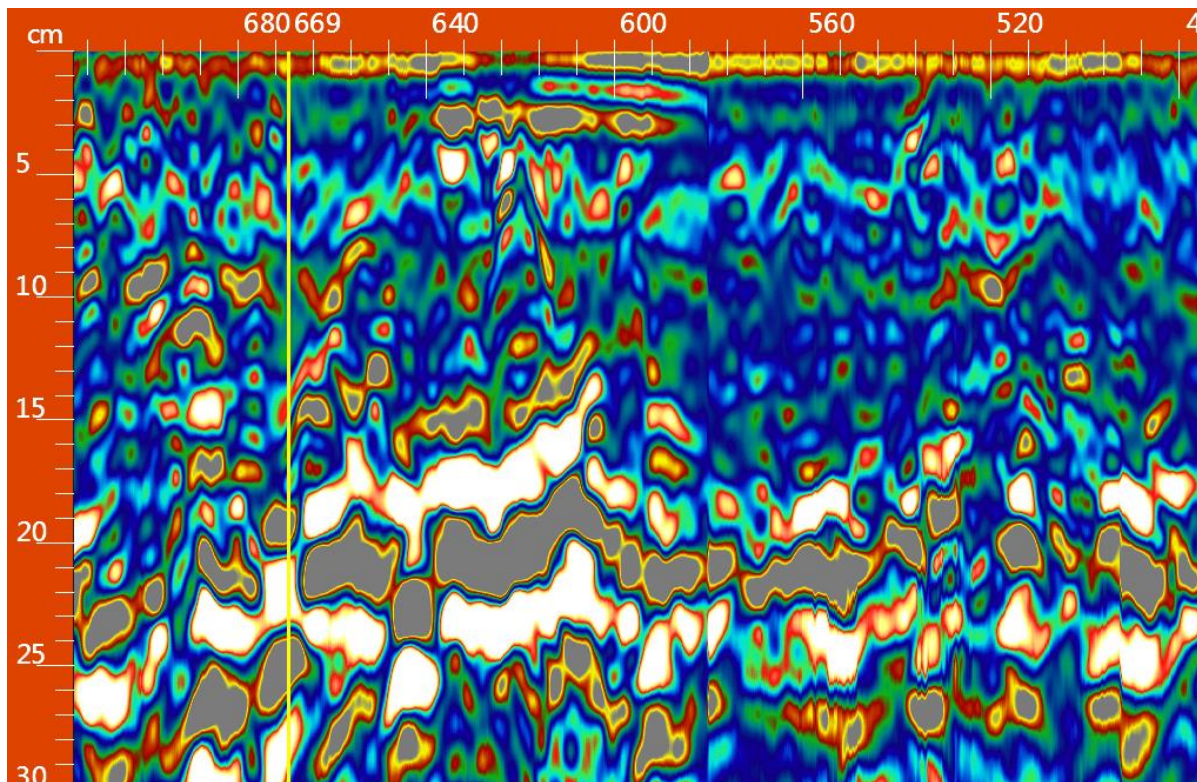
Scan 1 – Showing voidage to edge of area A4



Scan 2 – Showing full voidage beneath slab to the centre of area A4



Scan 3 – Showing voidage to area A1



Scan 4 – Showing full voidage beneath slab to area A9 adjacent to wall of pond.

APPENDIX C

Photographic Log



Plate 1 – View from upstream end of pond showing cracking and voided area A15.



Plate 2 – View to upstream end of pond showing voided area A12.



Plate 3 – Showing voided area to downstream end of pond at area A1.



Plate 4 – Showing voided area and failed slab to area A4.



Plate 5 – Voided area to slab at area A8.



Plate 6 – Voided area to slab at area A9, adjacent to pond wall.



Plate 7 – Voidage at wall / slab interface at area A9.



Plate 8 – General view to sinkage and voidage at area A4.



Plate 9 – Wash out and voidage at sinkage area to area A4.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 7 NOVEMBER 2022

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 items of business on the grounds that they involve 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> |
|--|-----------------------------|--|
| Aylesham Development Update | 3 | Information relating to the financial or |
| Four-Year Contract for Pitch and Flat Re-Roofing to Council Dwellings | 3 | business affairs of any particular person (including the authority holding that information) |

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