

Public Document Pack



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1 May 2024

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held in the Council Chamber at these Offices on Monday 13 May 2024 at 6.00 pm 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 be 'N. Mills', written over a light blue horizontal line.

Chief Executive

Cabinet Membership:

K Mills (Chairman)
J L Pout (Vice-Chairman)
S H Beer
E A Biggs
P M Brivio
C D Zosseder

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 6-18)

The decisions of the meeting of the Cabinet held on 8 April 2024 numbered CAB 94 to CAB 105 (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 **EVENTS POLICY REVIEW AND UPDATED MEMORANDUM OF UNDERSTANDING FOR HIRING COUNCIL LAND** (Pages 19-54)

To consider the attached report of the Strategic Director (Finance and Housing).

Responsibility: Portfolio Holder for Community and Corporate Property

5 **EXTENSION OF DOUR STREET, DOVER CONSERVATION AREA BOUNDARY** (Pages 55-70)

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

Responsibility: Portfolio Holder for Planning and Built Environment

EXECUTIVE - NON-KEY DECISIONS

6 **ARRANGEMENTS FOR DOVER DISTRICT COUNCIL'S COST-OF-LIVING COMMUNITY IMPACT FUND 2024/25** (Pages 71-74)

To consider the attached report of the Strategic Director (Finance and Housing).

Responsibility: Portfolio Holder for Community and Corporate Property

7 **APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 2024/25** (Pages 75-79)

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

Responsibility: Leader of the Council

8 **APPOINTMENT OF PROJECT ADVISORY GROUPS 2024/25** (Pages 80-86)

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

Responsibility: Leader of the Council

9 **APPOINTMENT OF DOVER JOINT TRANSPORTATION ADVISORY BOARD CHAIRMAN FOR 2024/25** (Page 87)

The recommendation is attached.

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 88)

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

11 **PURCHASE OF NEW AFFORDABLE HOUSING AT WINGFIELD PLACE, DEAL**
(Pages 89-93)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Housing, Skills and Education

12 **AWARD OF CONTRACT FOR SUPPLY OF HOUSING MANAGEMENT SOFTWARE** (Pages 94-97)

To consider the attached report of the Head of Housing.

Responsibility: Portfolio Holder for Housing, Skills and Education

13 **FIVE-YEAR CONTRACT FOR PROVISION OF HOME IMPROVEMENT AGENCY SERVICE**

To consider the report of the Strategic Director (Corporate and Regulatory) (to follow).

Responsibility: Portfolio Holder for Transport, Licensing and Environmental Services

14 **DOVER TOWN CENTRE REGENERATION - DOVER BEACON/DOVER BENCH STREET PROJECT** (Pages 98-343)

To consider the attached report of the Head of Place and Growth.

Responsibility: Leader of the Council

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The meetings in which these cameras will be used include meetings of: (a) Council; (b) Cabinet; (c) Dover Joint Transportation Advisory Board; (d) General Purposes Committee; (e) Electoral Matters Committee; (f) Governance Committee; (g) Planning Committee; (h) General Purposes Committee and (i) Overview and Scrutiny Committee. Only agenda items open to the press and public to view will be broadcast.

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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.



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Our ref: KBS/CABRCD
Your ref:
Date: 10 April 2024

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 8 April 2024. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am on Tuesday, 16 April**.

The call-in procedures are set out at paragraph 18 of the Overview and Scrutiny Procedure Rules. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of the Overview and Scrutiny Committee or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Kate Batty-Smith
Democratic Services Officer

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 8 April 2024 at 6.00 pm

Present:

Chairman: Councillor K Mills

Councillors: J L Pout
S H Beer
E A Biggs
P M Brivio
C D Zosseder

Also Present: Councillor T J Bartlett
Councillor M Bates
Councillor D R Friend
Councillor N S Kenton
Councillor M J Nee
Councillor O C de R Richardson
Councillor C A Vinson
Councillor H M Williams

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Corporate Services and Democracy
Head of Housing
Head of Place and Growth
Head of Property Assets
Strategic Place, Tourism and Town Centre Manager
Strategic Project Manager
Project Manager
Senior Housing Policy Officer
PR and Marketing Officer
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 94 8.4.24 Open Key Decisions No Call-in to apply Yes Implementation Date 16 April 2024	<u>APOLOGIES</u> It was noted that there were no apologies for absence.	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 95 8.4.24 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.	

16 April 2024				
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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)
CAB 96 8.4.24 Open Key Decisions No Call-in to apply Yes Implementation Date 16 April 2024	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 4 March 2024, as detailed in decision numbers CAB 80 to CAB 93, 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 4 March 2024.	

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 97 8.4.24 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>VULNERABLE TENANT POLICY</u> It was agreed: (a) That the proposed Vulnerable Tenant Policy be approved and adopted. (b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to make minor amendments to the Policy as required.	None.	As a responsible social landlord, the Council is committed to ensuring that housing services are easily accessible to all residents, including those with vulnerabilities. In this regard, it is	

16 April 2024			proposed to adopt a Vulnerable Tenant Policy which will ensure that there is a consistent approach from housing staff when supporting vulnerable tenants.	
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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 98 8.4.24 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>DEAL BEACH MANAGEMENT PLAN 2023/24-2025/26</u></p> <p>It was agreed:</p> <p>(a) That the acceptance of a Flood and Coastal Risk Management Capital Grant from the Environment Agency, and management of the coastline in accordance with the Isle of Grain to South Foreland Shoreline Management Plan, be approved.</p> <p>(b) That the procurement of the coastal protection works under the select tender framework of the East Kent Engineering Partnership be approved.</p>	None.	<p>At its meeting held on 6 November 2023, Cabinet approved a study and business case in respect of the coastal frontage from Oldstairs Bay to Sandown Castle (CAB 45). Following the survey, an application was made to the Environment Agency for funding to address beach erosion along the frontage as part of a two-year</p>	

			management plan.	
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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 99 8.4.24 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>RENOVATION OF FORMER HAIR SALON AT 9 SHERIDAN ROAD, DOVER TO PROVIDE EXTENDED FACILITIES FOR CROSSLINKS YOUTH AND COMMUNITY HUB</u></p> <p>It was agreed:</p> <p>(a) That it be noted that tenders have been sought for the works involved and that the Strategic Director (Place and Environment) would shortly be awarding the contract for the refurbishment work to the premises following review of the tenders.</p> <p>(b) That a Grant of Concessionary Rental to Crosslinks Community Hub, in the sum of £4,650 per annum in respect of the rent for 13 Sheridan Road, be approved.</p> <p>(c) That an increase in the Grant to Crosslinks Youth and Community Hub in respect of the rent for 9 Sheridan Road, from £3,250 to £4,350 per annum, be approved.</p>	None.	<p>At its meeting held on 6 November 2023, Cabinet agreed that works should be carried out to 9 and 13 Sheridan Road and approved other matters relating to the leases for the buildings (CAB 44), the renovation of which will provide a larger facility for the Crosslinks Youth and Community Hub.</p> <p>This report updates Cabinet on project progress.</p>	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 100 8.4.24 Open</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities</p>	None.		

<p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date Immediate</p>	<p>(Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</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 101 8.4.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>EXTERNAL PRINT PROCUREMENT FOR ELECTIONS AND ELECTORAL REGISTRATION</u></p> <p>It was agreed that the award of the contract to Civica Election Services Ltd for external printing services over the next five years, for the sum set out in the report, be approved.</p>	<p>None.</p>	<p>Following a competitive tendering exercise, only one bid was received for the provision of printing services for elections and electoral registration under a five-year contract.</p> <p>Printing for elections and electoral services is a specialised area. The Council has used Civica Election Services Ltd (CES) many times in the past.</p>	

			As the only bidder, it is recommended that the contract should be awarded to CES.	
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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 102 8.4.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>DOVER DISTRICT CREMATORIUM PROJECT</u></p> <p>It was agreed:</p> <p>(a) That the project investigation undertaken to date be noted.</p> <p>(b) That the budget of up to £40,000 to undertake an assessment of need with simultaneous district-wide site analysis to find a suitable location, and to appoint any necessary professional advisers, be approved.</p> <p>(c) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council, to enter into informal land negotiations, appointing any necessary professional advisers, within the approved budget.</p>	<p>None.</p>	<p>The Council has been working on proposals to provide additional cemetery space and a district crematorium since 2018. Unfortunately, efforts to acquire land for this purpose have proved unsuccessful due to topography, land ownership and environmental issues.</p> <p>Cabinet is now requested to approve expenditure on a fresh project which will assess the</p>	

			need for the facility and attempt to identify a suitable site.	
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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 103 8.4.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>DOVER TOWN CENTRE REGENERATION - REGIONAL CAPACITY BUILDING GRANT FOR DOVER'S WESTERN HEIGHTS</u></p> <p>It was agreed:</p> <p>(a) That the acceptance of the grant from the Historic England Regional Capacity Building Programme, and the provision of match funding for the activity programme, be approved.</p> <p>(b) That the Head of Place and Growth be authorised, in consultation with the Leader of the Council and the Portfolio Holder for Community and Corporate Property, to take all necessary decisions and actions required to complete related project works and activity within the agreed budget.</p>	<p>None.</p>	<p>The Western Heights is an area above the town with important assets including a scheduled monument, listed buildings and notable landscape and ecology. It is the subject of a Masterplan Supplementary Planning Document and recognised as having the potential to make a significant contribution to the regeneration, economic development and growth of Dover.</p> <p>Following a successful</p>	

			application to Historic England, it is proposed to recruit a Project Officer to lead a three-year project to raise awareness of and promote the site, develop conservation/re-generation activities and identify sources of funding, amongst other things.	
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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 104 8.4 24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 16 April 2024</p>	<p><u>DOVER TOWN CENTRE REGENERATION - ROMAN PAINTED HOUSE AND ROMAN LAWN, DOVER</u></p> <p>It was agreed:</p> <p>(a) That the proposal that the Roman Painted House should be reopened to the public in summer 2024, and that plans should be developed to transform the Roman Painted House, Roman Bath House and Roman Lawn into a leading heritage-based visitor attraction, be noted and approved.</p> <p>(b) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council and the Portfolio Holder for Community and Corporate Property, to take all necessary decisions and actions to:</p>		<p>The Roman Painted House and Roman Lawn are owned by the Council. Since its excavation in the 1970s, the Painted House has been leased to and managed by the Roman Painted House Trust.</p> <p>In October 2023 the Trust returned</p>	

	<ul style="list-style-type: none"> • Enable the Roman Painted House to be re-opened to the public in summer 2024. • Procure an experienced economic development and regeneration consultancy to support the preparation of a business plan for the Roman Painted House and to assist in preparing for external grant funding. <p>(c) That the allocation of the following Special Revenue Project budgets to support the proposals be approved:</p> <ul style="list-style-type: none"> • £70,000 – Corporate Assets Repairs & Maintenance • £15,000 – Roman Painted House – Dover Collections Re-boxing • £150,000 – Roman Painted House - Works 		the property, monument and grounds to the Council, and it is now the Council's priority to re-open the monument to the public once essential works have been completed to the building.	
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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)
CAB 105 8.4 24 Exempt Key Decisions No Call-in to apply Yes Implementation Date 16 April 2024	<u>YOUR LEISURE ADDITIONAL FUNDING</u> It was agreed that the proposed allocation of up to £150,000 additional funding for Tides Leisure Centre in 2024/25 be approved.	None.	Tides Leisure and Indoor Tennis Centre is managed by Your Leisure (YL) under a lease agreement with the Council which is due to expire in March 2025. YL receives an annual grant from the Council, but Cabinet approval is	

			sought to provide additional funding for 2024/25 in recognition of the increased operational running costs of a building that is reaching the end of its life.	
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The meeting ended at 6.47 pm

Subject:	EVENTS POLICY REVIEW AND UPDATED MEMORANDUM OF UNDERSTANDING TO HIRE COUNCIL LAND
Meeting and Date:	Cabinet – 13 May 2024
Report of:	Mike Davis, Strategic Director (Finance and Housing)
Portfolio Holder:	Councillor Charlotte Zosseder, Portfolio Holder for Community and Corporate Property
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To advise Cabinet of the options regarding reviewing and updating the corporate events policy ensuring all legal obligations are met and a safe, robust process is in place for the hire of Council land.

Recommendation: It is recommended that Cabinet:

1. Adopts the new Events Policy.
2. Adopts the new terms & conditions for event organisers.
3. Adopts the new event categories and pricing structure for the new categories.
4. Introduces the new events tier system.

1 Summary

1.1 Cabinet is asked to approve the new Events Policy which includes a risk (tier)-based system for Dover District Council (DDC) to undertake site visits, revised terms & conditions for the hire of Council land, a new system of charges and reinstating 'face to face' meetings for the Events Safety Advisory Group (ESAG), all to be implemented from 1 June 2024.

2 Introduction and Background

1.2 On 3 August 2022 an incident occurred at Pencester Gardens in Dover whilst the land was under hire; tragically the incident resulted in a fatality. The death was reported to the coroner.

1.3 Further to the inquest, DDC held a multi-agency ESAG debrief chaired by an independent chair. After this process, following recommendations from the debrief, meetings took place with DDC members of the ESAG from multiple service areas. This process reviewed the policy, making some amendments that service areas felt were needed.

1.4 The main amendments to the policy/ESAG process from the above discussions are:

Introduction of a Tier System

1.5 The tier system outlines the process and obligations for an event organiser depending on which tier they fall into. Administration charges have also been introduced for tiers 2 and 3; this is in reflection of the officer time needed to process applications and attend

site visits. Officers undertook a consultation with other Local Authorities in Kent and various other Local Authorities charge an administration charge for event applications.

Changes to the Terms & Conditions of Land Hire

- 1.6 There have been changes to the Terms and Conditions of land hire which event organisers sign on submission of an event application to DDC.

Charges for DDC Services

- 1.7 During the consultation process with other service areas, it was noted that on occasions event organisers use DDC provisions such as public toilets and waste disposal at no extra charge for the benefit of their event. It is felt that applications should be assessed on an individual basis and DDC may charge for such services should they wish.

Protecting DDC Land from Damage

- 1.8 In March/April of 2023 an event organiser occupied Victoria Park in Deal, causing substantial damage to the land. The land was repaired at a substantial cost to the Council which went above the costs from the deposit paid by the event organiser. Therefore, it is requested through this report that events with heavy machinery (tier 3) should only occupy DDC land between the months of May to August, however this is subject to Council discretion for example if substantial land protection (i.e. matting) is provided at the expense of the event organiser to protect the land and agreement is reached for any follow-up ancillary repairs required. Tier 3 events may be allowed outside the months of May to August.

Inclusion of the Protect Duty

- 1.9 At the request of Kent County Council, the Protect Duty and responsibility of the event organisers in relation to terrorism has been included in the policy and adapted terms & conditions of land hire.
- 1.10 Any new general legislation regarding terrorism at events passed by parliament will be inserted into the policy as and when required.

Changes to Charges on DDC Land

- 1.11 Each year the Head of Parks and Open Spaces Team applies through the fees and charges report to amend the hire fees for DDC land hire, usually in line with inflation. Attached to the policy are the recommended amended charges for 2024/25 in line with inflation. In addition to this, some new charging categories have been introduced as defined by the Foreign, Commonwealth and Development Office Guidance "Small to medium sized enterprise (SME) action plan", updated 2 May 2023). The introduction of these additional categories is to support the Council in covering all costs for possible damage and maintenance of the land used, particularly by very large events. All charges will be reviewed on an annual basis in line with the Council fees and charging policy.
- 1.12 The below table shows approximate possible income for land hire and administration fees for 24/25 using the proposed fees & charges, this is based on last year's events (this figure is excluding deposits):

Event Category	Number of events	Total income (for operating and non-operating days)
Community/Charity	16	£1,365.00
Micro Commercial organisation	3	£3,315.00
Small Commercial organisation	4	£25,320.00
Large Commercial organisation	1	£4,800.00
Administration fees	5	£200.00
Total Income		£35,000.00

The total income for 23/24 for land hire was £30,459.50.

Therefore, there will be an approximate increase of £4, 501.50 per annum.

3 Identification of Options

1.13 Option 1 - Adopt the policy, new terms & conditions for event organisers, new event categories and pricing structure and events tier system.

1.14 Option 2 - Do not adopt the policy, new terms & conditions for event organisers, new event categories and pricing structure and events tier system and continue with the existing arrangements.

4 Evaluation of Options

1.15 Option 1 is the preferred option for the following reasons:

- DDC stated at the inquest that DDC was actively reviewing its position
- The changes ensure, as far as is reasonably practicable, safe and effective events in the district.
- The change may bring additional income into the Council from land hire charges.
- The changes mitigate damage by events and associated costs.

1.16 Option 2 is not recommended as it fails to recognise additional measures to strengthen the Council's T&Cs and potential reduction in income and potential further damage to DDC land increasing financial pressure.

5 Resource Implications

1.17 There will be additional officer time required to process event applications and carry out site visits. At this time, it is anticipated that this workload can be absorbed within the team and no additional resources will be added.

1.18 The introduction of event administration charges will bring a small new income stream for the Council, aimed at helping to cover the costs of the ESAG process.

1.19 A clear events policy and charging structure may also lead to event organisers utilising our land and therefore deliver additional income from hire charges.

6 Climate Change and Environmental Implications

1.20 The Climate Change Officer has been consulted and has no further comments.

7 Corporate Implications

1.21 Comment from the Director of Finance (linked to the MTFP): The Head of Finance and Investment has been consulted on this report and has no further comments to add. (HL)

1.22 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. (SRD)

1.23 Comment from the Equalities Officer: This report seeking approval to adopt the policy, new terms & conditions for event organisers, new event categories & pricing structure & events tier system does not specifically highlight any equality implications. Members are reminded in discharging their duties 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>

1.24 Other Officers (as appropriate):

8 Appendices

Appendix 1	Events Policy
Appendix 2	Pricing Structure
Appendix 3	Equality Impact Assessment

Background Papers

Contact Officer: Rebecca Dyer - Community Development Manager



Events Policy

Version No.	Date	Purpose/Reasons for Re-issue
1	01/08/2023	1st draft
2	17/12/23	2nd draft
3	04/01/2024	3rd draft
4	15/01/24	4th Draft
5	01/03/2024	5th Draft
6	28/03/2024	Final

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1. Introduction

- 1.1 Dover District Council (the Council) recognises the value and benefit that a varied and well-managed outdoor events programme can offer people living in the district of Dover (Dover District) and the surrounding areas.
- 1.2 Outdoor events play an important part in positively contributing to the cultural and economic wellbeing of the Dover District.
- 1.3 The Council is keen to support events within the Dover District and values the role events can play in bringing communities together, promoting tourism within the Dover District, raising funds for charity and supporting local businesses.
- 1.4 Events range from small informal gatherings to large festivals spanning several days and attracting large crowds. The Council supports the holding of events across the Dover District and allows the use of Council land for this purpose.

2. Purpose and Scope of the Policy

- 2.1 For the purpose of this policy, an event is defined as:

A planned activity in a specific location and for a limited period of time that members of the public can attend (whether paid or unpaid admission). The activity can take place either indoors or outdoors, on Council owned land or parks and/or land not owned by the Council but managed by the Council on behalf of a third party (Council Land) or private property (Private Land). The activity can reasonably be expected to cause a public gathering that is not part of the normal course of daily business at that location and time.

- 2.2 This Policy outlines the events procedure implemented by the Council which includes but is not limited to; all events held on Council Land, events in the Dover District on private property requiring input from the Safety Advisory Group (SAG) and all events involving road closures in the Dover District.
- 2.3 This Policy sets out how the Council coordinates and consults with SAG and KSAG to assist in the discharge of the Council's responsibilities and obligations pursuant to legislation and guidance.

3. Policy Objectives

- 3.1 The main objectives of this Policy are:
 - Ensure, as far as is reasonably practicable, that all events held in the Dover District are safe and well organised by supporting the event organisers to deliver this.
 - Support and encourage the hosting of events across the Dover District that will benefit the local community.
 - Support the positive impact on Tourism of holding safe and well organised events in the Dover District.

- Minimise any detrimental effects that the hosting of events in the Dover District may have.
- Endeavour to improve the customer experience and efficiency of the Council's events administration process.
- Fees and charges for hire of Council Land should be set at appropriate levels to encourage community use and reviewed annually by the Head of Parks & Open Spaces or such other officer appointed to undertake this function.
- Make Council Land available for the use of public events so that further events can be encouraged in the Dover District.
- Ensure any event held in the Dover District does not have an unduly negative effect on the local community and local environment.
- Ensure that use of Council Land for events is balanced with the needs of all users throughout the year, and that Council Land is protected from damage.
- The policy looks to protect Council Land from excessive wear and damage from events throughout the year.

4. Events Safety Advisory Group (ESAG):

- 4.1 The Events Safety Advisory Group comprises representatives from Kent Police, Kent Fire and Rescue Service, NHS, Kent County Council (KCC) Highways, South East Coast Ambulance and the Coastguard, as well as relevant local authority officers.
- 4.2 The Safety Advisory Group reviews event documentation and offers advice to the event organiser and the Council on the operation of the proposed event, whether or not it is held on Council land.
- 4.3 Representatives for an organisation reviewing documentation submitted to the ESAG are responsible for dealing directly with event organisers concerning matters within the remit of their organisation, especially where that organisation exercises statutory powers.
- 4.4 Representatives of the ESAG are responsible for ensuring decisions are formally taken by their respective organisations, where necessary, as the ESAG is only an advisory body. Moreover, the representatives are responsible for disseminating information in their respective organisations.
- 4.5 The Events Safety Advisory Group is a multi-agency group which works together to review and advise event organisers on public health, safety and welfare at events within the Dover District.
- 4.6 The Kent Safety Advisory Group is a multi-agency group which works together to review and advise on events across Kent. This group was formed initially in response to the coordination required for the Olympic Torch Relay and was retained due to the positive impact it can achieve across wider Events Management in the County.
- 4.7 Event organisers wishing to organise an event for a stated purpose and time period are encouraged to follow best practice and to liaise with the ESAG representatives at Dover

District Council on matters of public health, safety and welfare. The purpose of this policy is to outline the process in terms of internal administration and what is required of the organiser.

5. Legislative and Regulatory Framework

- 5.1 All events must conform to relevant legislation, including but not limited to the Health and Safety at Work Act 1974 and the associated statutory provisions.

6. When is an application required?

- 6.1 Event organisers are required to submit an event application to the Council if the event meets any one or more of the following criteria.

- Event is to be held on Council Land; and/or
- Event involves use of the Highway or a Public Right of Way, whether or not a road closure is requested.

- 6.2 Organisers of 'small events' on private land are not required to notify the Council. However, event organisers would be advised to submit an event application allowing advice and guidance to be provided if the event meets any one or more of the following criteria (list not exhaustive):

- Event requires a Temporary Events Notice.
- Event includes the provision of catering outlets and/or trade stands and is in a public setting.
- The event organiser would like advice from the ESAG.
- The event is of an unusual nature, or comprises elements or locations which could be deemed high risk to participants or the public.
- The event is to take place over a number of days.

7. Event Administration

- 7.1 The stages of the administration process are:

- Pre-consultation (Pre-notification discussion – mandatory for large events only)
- Notification and payment of any fees
- Processing and validation
- Planning meetings and consultation with agencies
- Confirmation
- Evaluation and debrief

The administration process is managed online and all applications must be submitted via the portal, using this link: <https://forms.dover.gov.uk/xfp/form/1367>

All forms will be checked and once verified as complete, applicants will be informed about whether the event will be subject to consultation.

8. Application Process and Timescales

- 8.1 Event organisers must comply with the application process and timescales as per the tier system (Appendix 3), as should the event not go ahead the Council will not be liable for any costs paid out by the Event organiser in preparing for the event.
- 8.2 Late submissions will only be considered by the Council in exceptional circumstances, i.e a national event has occurred that has prompted a large-scale event in the district.

9. Events on Council Land

- 9.1 For events on Council Land, in order to reserve the land an Event Notification Form may be submitted up to 18 months in advance for repeat events, or 12 months in advance for new events.
- 9.2 Applications should ideally be made in line with the tier system categories. (Appendix 4) i.e. Tier 1 – 6 weeks in advance, Tier's 2 & 3 – 12 weeks in advance.
- 9.3 All bookings for events on Council Land will be held on a provisional basis until all documentation is submitted. A firm booking will only be made once the full documentation is received. Priority is given to successful repeat events within the district.

10. Granting Permission for the Use of Council Land

- 10.1 In most circumstances, the Council will operate a first come, first served policy when reserving and granting permission to use for events on Council Land. However, where restrictions apply to Council Land, or there are multiple requests for an event location on the same date, then the Council will determine a fair and balanced allocation of events between different applicants in line with the aims and objectives of this policy which will include, but not limited to, receipt of the full documentation.
- 10.2 In deciding whether to grant or refuse, permission to occupy Council Land for an event, the following factors will be considered. Please note that this is an indicative, but not exhaustive, list:
 - whether the event is likely to damage Council Land, for example large events are unlikely to be granted permission on grassed areas outside the period of May to August unless robust ground protection measures (installed at the expense of the hirer) have been agreed with the Council's Parks and Open Spaces team
 - the suitability of the land for the event that is being planned
 - the availability of the land for booking
 - the receipt of sufficient documentation, as outlined in 8.1.3, including insurance, from the organiser within the required timeframe

- feedback from the ESAG with regard to the safety of the event, this includes reviews undertaken as a result of any incidents or accidents, which have occurred during previous events run by the organiser.
 - whether any invoice for a deposit and/or fee for the use of the land has been promptly paid
 - whether any covenants, planning restrictions or licencing limitations may be affected by a proposed event
 - the permission of the landowner for the event, where the land concerned is managed, but not owned, by the Council
 - whether the proposed event complies with equality and discrimination legislation
 - whether the event or the event organiser has attracted genuine complaints to the Council in the past, or the Council holds a reasonable belief that such complaints may occur in respect of a proposed event.
 - the planned event is in the interest of the Council and the public.
- 10.3 Permission will only be granted upon receipt of the Event Notification Form, signed, full payment, risk assessment, event management plan, site map, public liability insurance and all other supporting documents as required.
- 10.4 The submitted application will be shared with members of ESAG who will give their comments and advice providing the application has been submitted within a timely manner. Event organisers receive these comments and may be required to attend a meeting with the ESAG representatives.
- 10.5 Should permission be given for use of council land in the form of a Permission to Use sent by email to the event organiser.

11. Refusing Permission for the Use of Council Land

- 11.1 Where the Council does not give permission to use Council Land, an alternative date or location may be offered, where appropriate, to enable the event to take place. There is no obligation on the Council to offer an alternative date or location.
- 11.2 Where the Council does not give permission to use Council Land, and there are no suitable alternatives, the event organiser will be informed as soon as is reasonably practicable. In these circumstances, the Council is not responsible for any costs that the event organiser may already have incurred in preparing for the event.

12. Charges for use of Council Land for Events

- 12.1 Charges for the use of Council Land shall be payable in accordance with the Council's approved fees and charges – click on link for current fees and charges. [Hiring DDC land for your event \(dover.gov.uk\)](https://www.dover.gov.uk/your-event)

- 12.2 It is Council policy to charge for land hire for the purpose of an event, based on the nature of the event being held. Fees and charges are reviewed annually.
- 12.3 Charges may be incurred by the event organisers if special arrangements are required to deliver the event, e.g. if toilets are required to be opened outside of normal opening hours (requirements of toilet provision will need to be in line with purple guide recommendations) – costs available on request.
- 12.4 100% of the fee still applies if the event is cancelled.
- 12.5 The Council reserves the right to recover any costs from the event organiser which the Council incurs making good damage caused to its property (including the Council Land) by an event on a cost recovery basis.
- 12.6 Events which result in additional cleansing and restocking of public conveniences, whether within the event perimeter or nearby, will be recharged in accordance with the Council's approved fees and charges.
- 12.7 Major events will require a conditional agreement from the Council to use the Council Land. A charge will be made for drafting this document in accordance with the Council's approved fees and charges.

13. Deposits

- 13.1 Deposits are charged in relation to events and relate to damage to Council Land and assets, not cancellation of events.
- 13.2 In the case of community, charity and standard events at the discretion of the Events Safety Advisory Group the deposit may be waived in exceptional circumstances but where the deposit is waived, and damage occurs DDC will seek recompense.

14. Cancellation charges

- 14.1 Whilst the Council accepts that there are sometimes circumstances under which the cancellation of an event is unavoidable, late notice cancellations cause disruption and can mean that other organisers miss the opportunity to hire land. A cancellation charge will be levied for any authorised event which are cancelled after authorisation has been given by the Council. Event organisers are recommended to take out event insurance to cover this and other abortive costs.

15. Events on Private Land

- 15.1 For events on Private Land it is not compulsory for an application to be made (however please refer to Clause 6.2), but if an events organiser has chosen to, then ideally an application should be made a minimum of 3 months prior to any event, but applications will be accepted after this time only in exceptional circumstances as per described in clause 9.2.

- 15.2 Any changes, alterations or additions to the event format by the event organiser may not be considered less than 28 days before the event date, unless it is of a sufficiently minor nature that can be accommodated within the timescales available. This is to allow any required consultation with the ESAG.
- 15.3 The Council's primary concern with events held on private land is public safety and event organisers are encouraged to adopt good practice and provide documentation. However, with the exception of large scale or unusual events which may be referred to ESAG for review, there is no requirement for event organisers to make an application to the Council for events held on private land.
- 15.4 The Council will accept application documentation for events on private land, and will circulate the information to ESAG for feedback. The application would comprise, as a minimum, the Event Notification Form, an Event Management Plan, Risk Assessment, Site Plan and evidence of public liability insurance.
- 15.5 The Council will coordinate feedback on the application to the event organiser, following consultation with ESAG if required. It will also notify the events organiser if no feedback is due.
- 15.6 Where the ESAG is not satisfied that the appropriate safety measures are in place, the Council will formally advise the event organiser of this, and if appropriate, their insurer, and other authorities as well as the public. Individual agencies within ESAG may contact the event organiser if appropriate and may also take action under their relevant legislative enforcement powers.
- 15.7 The Council makes no charge for offering advice and liaising with ESAG in respect of events on private land.
- 15.8 It is the responsibility of the event organiser to ensure they have the permission of the landowner for all events on private land.

16. Events requiring Road Closures

- 16.1 Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road.
- 16.2 Closing roads can have a significant impact on local people, and should therefore only be considered where absolutely necessary for an event to go ahead safely.
- 16.3 Where there are multiple road closures in one place for multiple events over one calendar year, the Council will use its discretion on whether multiple road closures are in the best interest of the community.
- 16.4 An application for a road closure can be submitted to the Council as part of an event application. Dependent on the Event Tier, this should be done either 6 or 12 weeks prior to the event. The Council will pass road closure requests to KCC Highways and Kent Police for their consideration.

- 16.5 Road closure notices can be administered either by the Council, or by KCC Highways, depending on the nature of the closure. The Council can issue closures under the Town Police Clauses Act 1847. Closures implemented using any other legislation will need to be administered by KCC Highways. A cost may be incurred for the issuing of Road Closure Notices.
- 16.6 If you are requesting a road closure and the reason for the closure fits with one of the criteria listed below, a road closure notice can be issued by the Council under Section 21 of the Town Police Clauses Act 1847 (a 'TPC'):
- Procession
 - Illumination
 - Rejoicing
 - Road thronged or liable to be obstructed
- 16.7 For other events, particularly sporting events, road closures cannot be completed under the TPC legislation. For these events an order would need to be produced by KCC Highways, for which KCC will make a charge.
- 16.8 It is the responsibility of KCC Highways, in consultation with Kent Police, to determine the nature of the closure and therefore which authority administers the required notices.
- 16.9 It is the responsibility of the event organiser to ensure they have the permission of KCC Highways, and appropriate closure documentation where applicable, for any events on the highway.
- 16.10 Closing a public road, footway, footpath, or verge without a lawful closure order is illegal and will be subject to penalties.
- 16.11 It is the responsibility of event organisers to ensure advance notices are in place before an event, also to provide all road signage and to remove these immediately after the event.

17. Licensing

- 17.1 For all events, whether on Council Land or Private Land, Event Organisers must contact the Licensing Team where events involve a licensable activity for which the premises concerned do not have an existing licence. Under usual circumstances such activities are covered by the issuing of a Temporary Events Notice, this licence has a limitation of 499 attendees.
- 17.2 The application process for a Temporary Events Notice is dealt with by the Licensing Team.
- 17.3 Licensable activities include (but are not limited to) the following:
- The sale by retail of alcohol
 - The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

- The provision of regulated entertainment (including live music, recorded music, dancing, performance of plays, indoor sporting events)
- The provision of late night refreshment (hot food after 2300 hours)

17.4 A charge is payable for a Temporary Events Notice via the DDC licensing team: [Licences and Permits \(dover.gov.uk\)](https://www.dover.gov.uk/licences-and-permits)

17.5 There are circumstances where other licences or permits are required (e.g. Charitable collections / raffles) and Events Organisers must seek advice from the Licensing Team.

18. Communication and Consultation

18.1 This policy has been developed in conjunction with:

- Relevant council services
- Members of the Events Safety Advisory Group
- Event Organisers
- Relevant councillors (members of cabinet)

18.2 The issues raised by these groups have been addressed as far as possible in developing this policy.

18.3 This policy will be shared with Town and Parish Councils, and members of ESAG.

18.4 This policy, associated documents and guidance will be made available on the council's website at www.dover.gov.uk/Community/EventPlanning/EventPlanning.aspx

19. Filming on DDC land

19.1 All event organisers are required to apply for permission to film from the Kent Film Office and will not be permitted to film on Council Land unless they do so. VAT will be charged on land hire charges where event organisers are filming in line with HMRC regulations.

20. Counter Terrorism Legislation in regard to events

20.1 Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that local authorities ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. Therefore, the hirer is not to use local authority resources to espouse violent and/or non-violent extremist views. The Government have defined extremism as "vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces."

21. Enforcement

- 21.1 The Council reserves the right to check that an event organiser is managing an event in accordance with the event plans submitted and the terms and conditions of land use granted under the /Permission to Use, where the event is held on Council Land.
- 21.2 Any breach of these agreements based on a Council inspection or a substantiated complaint from a third party will provide grounds for the Council to be able to refuse permission for an event organiser to hold the same event in subsequent years or any other events on Council Land.
- 21.3 Where there is a breach of the terms and conditions contained within the Permission to Use, the Council may choose to take legal action to enforce these contractual rights.
- 21.4 The Council has statutory powers that can enable it to immediately stop any events on Council Land where there is an imminent or substantial risk to public safety.

22. Review

- 22.1 This policy will be reviewed every 3 years. Minor alterations to the policy can be approved by any member of corporate management team acting as the strategic officer in consultation with the Cabinet Member responsible for the service. Any substantive alterations to the content of the policy will be approved by Cabinet.
- 22.2 An Equality Impact Assessment will be completed if there is a major revision to this policy, which requires it to go to Cabinet in line with the council's statutory duties as set out in the Equality Act 2010.

23. Public Liability Insurance

- 23.1 All events held on Council Land will need public liability insurance (PLI). The event organiser must provide the Council with evidence of PLI of not less than £10million (or such higher sum as may be notified by the Council) covering the Event. It is the responsibility of the Hirer to ensure that they obtain and inspect evidence of PLI policies from any and all other site users/additional participants/parties, to the same value prior to the Event date. The event organiser must not do anything that will or might constitute a breach of any statutory requirement affecting the Council Land or that will or might wholly or partially vitiate any insurance effected in respect of the Council Land from time to time.
- 23.2 PLI provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness.
- 23.3 The event organiser shall indemnify the Council against all losses, claims, proceedings, demands, costs, charges, expenses and damages whatsoever or howsoever arising out of or in connection with the use of the Council Land under the provisions of any hiring permission granted, unless due to any act or neglect of the Council.
- 23.4 The use of the Council Land or any part thereof is entirely at the risk of the event organiser who shall be liable for any claim in respect of:

- a) Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible;
- b) Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.

23.5 Any claims that arise due to failure to comply with covid guidelines at the time of the Events will be the responsibility and liability of the event organiser and not the Council.

24. Temporary Event Notices (TEN's)

24.1 Where the event involves a licensable activity for which the premises concerned does not have an existing licence. A TEN's will be required.

24.2 Applications must be made directly to the Licensing Team at the Council, all of the details are on the Council's website along with the current fees.

Appendix 1: Event Categories

Event Category	Definition
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Community	Organised by a constituted voluntary community group with the purpose of serving residents of a specific locality, or meeting the needs of people who share a cultural background or historic interest
Charity	Organised by a registered charity either raising funds towards, or awareness of, its published purpose, for the benefit of the district
Micro Commercial organisation	Event organised or managed by an organisation with fewer than 10 employees and / or a turnover lower than £1.8 Million Primary emphasis is on sales or profit Admission may be charged to those attending the event or those hiring an event space from the organiser (i.e. a pitch)
Small Commercial organisation	Event organised or managed by an organisation with fewer than 50 employees and / or a turnover lower than £8.6 Million Primary emphasis is on sales or profit Admission may be charged to those attending the event or those hiring an event space from the organiser (i.e. a pitch)
Medium Commercial organisation	Event organised or managed by an organisation with fewer than 250 employees and /or a turnover of less than £42.8 Million Primary emphasis is on sales or profit Admission may be charged to those attending the event or those hiring an event space from the organiser (i.e. a pitch) Mechanical machinery / vehicles may be involved in the event
Large Commercial Organisation	Event organised or managed by an organisation with more than 250 employees and / or a turnover of more than £42.8 Million Primary emphasis is on sales or profit Admission may be charged to those attending the event or those hiring an event space from the organiser (i.e. a pitch) Mechanical machinery / vehicles may be involved in the event
Fitness events	Charged at an hourly rate For a specific group of people Insurance for fitness instructor Commercially run fitness sessions or similar activities

* As defined by the Foreign, Commonwealth and Development Office Guidance “Small to medium sized enterprise (SME action plan”, updated 2 May 2023)

** Approximate conversions from Euros from above SME action plan

Appendix 2: Hireable Council Land

Detail	Walmer Green	Pencester Gardens	Victoria Park	Quay Green
Address	Walmer Green The Strand Walmer, Kent CT14 7DY	Pencester Gardens Pencester Road Dover, Kent CT16 1BW	Victoria Park Park Avenue Deal, Kent CT14 9UU	The Quay Sandwich Kent CT13 9EN
Owned by	DDC	DDC	DDC	DDC
Area	24,773 m ²	10,130 m ²	11, 150 m ²	6,156 m ²
Parking Availability	No event parking on the Green other than for the disabled and in the designated areas only (see map for more details)	Event vehicles permitted on site. Caution must be taken not to drive heavy vehicles over the Millennium Footpath next to the bandstand.	Can be used as over flow parking for large events.	Parking for display/event vehicles only.
Nearby Car Parks	Car Parks in Deal (dover.gov.uk)	Car Parks in Dover	Car Parks in Deal (dover.gov.uk)	Car Parks in Sandwich (dover.gov.uk)
Boot fairs	Not permitted	Not permitted	Not permitted	Not permitted
Bandstand	Contact Deal Memorial Bandstand Trust	Contact Dover Town Council	N/A	N/A
Marquees	Not permitted	Not permitted	Not permitted	Not permitted
Gazebos	Permitted	Permitted	Permitted	Permitted
Electricity Supply	None – generators would be required	Supply can be accessed but meter reading must be taken before and after event and the appropriate charge made.	None – generators would be required	None – generators would be required
Water Supply	None	Supply can be accessed using a standpipe provided by DDC, but meter reading must be taken before and after event and the appropriate charge made.	None	None
Waste arrangements	Event organiser to make their own arrangements for waste clearance. If	Event organiser to make their own arrangements for waste clearance. If	Event organiser to make their own arrangements for waste clearance. If	Event organiser to make their own arrangements for waste clearance. If

	waste is not removed, the event organiser will be recharged for the collection. Event organisers are encouraged to recycle as much as possible.	waste is not removed, the event organiser will be recharged for the collection. Event organisers are encouraged to recycle as much as possible.	waste is not removed, the event organiser will be recharged for the collection. Event organisers are encouraged to recycle as much as possible.	waste is not removed, the event organiser will be recharged for the collection. Event organisers are encouraged to recycle as much as possible.
Live music	Permitted but with noise restrictions as a residential area	Permitted but with noise restrictions as a residential area	Permitted but with noise restrictions as a residential area	Permitted but with noise restrictions as a residential area
Music – time restrictions	Sunday to Thursday 08.00 to 22.00 Friday & Saturday 08.00 to 22.30	Sunday to Thursday 08.00 to 22.00 Friday & Saturday 08.00 to 22.30	Sunday to Thursday 08.00 to 22.00 Friday & Saturday 08.00 to 22.30	Sunday to Thursday 08.00 to 22.00 Friday & Saturday 08.00 to 22.30
Alcohol licence	None	None	None	None
Music Licence	Organiser to notify performing rights society of music at event	Organiser to notify performing rights society of music at event	Organiser to notify performing rights society of music at event	Organiser to notify performing rights society of music at event
Toilet Provision	Public toilets on Marine Parade. Check opening times for your event	Public toilets in Stembrook car park. Check opening times for your event	Public toilets in the park. Check opening times for your event	Public toilets on the Quay. Check opening times for your event
Lighting	None on the green – street lights on the Strand	Lamp posts within the gardens	None in the park – street lights only	Lamp posts along the Quay.

*Other DDC sites are available for events, each with specific characteristics. Event organisers should enquire about special requirements associated with these other sites in advance of submitting an application.

Appendix 3 – Tier System

	Event Type 1	Event Type 2	Event Type 3
Event Description	Small events, under 100 people in attendance, no full road closure required. TPC Road closures can still be processed for small events.	Medium events, up to 500 people, or a full (section 16) road closure is required.	Large event, over 500 people or any temporary structure on site overnight.
Proposed Application Process	6 weeks' notice required to apply through ESAG process.	12 weeks' notice required to apply through ESAG process.	12 weeks' notice required to apply through ESAG process.
Proposed Additional measures	None	Photos before events open to be sent to events@dover.gov.uk	<ul style="list-style-type: none"> • Overnight security provided by event organiser at the event organisers cost • ESAG Site check by a CDO to check that the site layout matches that disclosed on the ESAG paperwork
ESAG administration charge	N/A	£40	£40

Hire Agreement



SUBJECT TO THE APPROVAL OF YOUR REQUEST, THE CONDITIONS OF HIRE MUST BE COMPLIED WITH WHEN HIRING LAND FROM DOVER DISTRICT COUNCIL. PLEASE READ, COMPLETE WHERE NECESSARY AND RETURN

TO: events@dover.gov.uk Your Proposed Event *(please complete all fields below)*

Event Name	Event)			(the
Period of Hire	Start		End)) (the Hire Period)
Event Date(s)	Start		End))
Location of event	(the Venue)			

Applications

All applications for hire of Council land must be made by completing the Event Notification Form and by signing the Hire Agreement on the official templates. The person making the application will be deemed to be the responsible Hirer save that, where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the documents. The application only becomes a booking when it is formally confirmed by Permission to Occupy, which shall be given by a Dover District Council Officer (the "Officer") in writing and the Council reserves the right to refuse any booking at its discretion.

The Conditions of Hire set out below should be read prior to completion and submission of this Hire Agreement and a copy retained by the Hirer.

Conditions of Hire

1.	INTERPRETATION	The parks and open spaces available to hire are owned/managed by Dover District Council (the Council) and parks and open spaces which are the subject of a particular hiring are referred to throughout these conditions as the Venue. Where these conditions refer to the Officer, this refers to the representative of the Council, who is appointed to act on behalf of the Council.
2.	STATUTORY REQUIREMENTS AND INSURANCE	The Hirer must not do anything that will or might constitute a breach of any statutory requirement affecting the Venue or that will or might wholly or partly vitiate any insurance effected in respect of the Venue from time to time.
3.	COUNCIL'S RIGHTS	The Hirer must not in any way impede the Council, or its officers, servants, contractors or agents in the exercise of their rights or the Council's possession and control of the Venue and every part of the Venue.
4.	RULES AND REGULATIONS	The Hirer must observe any rules and regulations the Council makes and notifies to the Hirer from time to time governing the Hirer's use of the Venue.
5.	CONDITION OF PROPERTY AND REMOVAL OF SIGNAGE	The Hirer must reinstate and clean the Venue if required following the Event and remove the Hirer's furniture, equipment, goods and other property following the Event. The Hirer must also remove any notices, signage and advertising displayed in connection with the event whether it is on the Venue or surrounding areas.
6.	LEGISLATION	The Hirer must comply with the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, the Food Safety Act 1990, The Licensing Act 2003 and all other relevant statutory provisions that relate to the Hirer's use of the Venue for the Event.
7.	HIRE PERIOD	The Event must cease at the times specified in the Event Management Plan (unless agreed otherwise by the Officer in writing) and all clearing up operations must be completed by the end of the Hire Period. The property of the Hirer and the Hirer's agents must be removed at the end of the Hire Period and the Council accepts no responsibility for any property left on, at or within the Venue before, during or after the Hire Period.
8.	CHARGES	<p>Payment of the Hire Charge and any Deposit must be made in full [28] days prior to the commencement of the Hire Period. If payment is not received the Council reserves the right to cancel the booking with immediate effect and no Permission to Occupy will be issued by the Council.</p> <p>The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g. electricity, water, marking of pitches etc. over and above the Hire Charge for the Event. Additional equipment which is required will be by negotiation between the Officer and the Hirer and may be liable to charge and deposit. For a full list of costs for hire please go to:</p> <p>https://www.dover.gov.uk/Community/EventPlanning/Planning-Your-Event/Hiring-DDC-Land-for-your-Event.aspx</p>

9.	DEPOSIT	<p>The Deposit must be paid to the Council no later than [28] days prior to the commencement of the Hire Period and will be held by the Council throughout the duration of the Event.</p> <p>Following the conclusion of the Event the Deposit (less any deductions made in accordance with paragraph b below) will usually be repaid /returned to the Hirer within 28 days. If the Deposit cannot be returned within this timescale the Council will write to the Hirer setting out the reason for this delay.</p> <p>In the event of any damage or loss whatsoever being caused or incurred to;</p> <ol style="list-style-type: none"> a. the Venue, which shall include malicious damage, unintentional loss (e.g. the loss of keys) and other such similar incidents; or b. the land and or any adjoining land owned by the Council, as a direct result of the Hirer’s occupation and or use of the Venue, land and or adjoining land; then the Council will at its sole discretion and in all cases acting reasonably be entitled to use the Deposit to offset the cost of repairing, reinstating and or undertaking any works required to return these areas to the same or similar condition that they were in prior to the commencement of the Event and subsequently recover from the Hirer all additional sums required in excess of the Deposit and this additional cost shall be a debt due from the Hirer to the Council.
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	CANCELLATIONS	<p>(a) By the Hirer: In the case of a cancellation of a booking, the Hirer must inform the Council at the earliest opportunity to enable the Venue to be hired by another party. Cancellation must be made in writing to the Council Officer at events@dover.gov.uk.</p> <p>(b) By the Council: The Council reserves the right at any time to close or prohibit the use of the Venue at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by the Council. The Council will refund such fees paid as it considers reasonable in the circumstances.</p> <p style="padding-left: 40px;">The Council has the right to cancel the hiring and to recover from the Hirer the amount of any loss resulting from such cancellation if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offence under the Bribery Act 2010 or Section 117(2) of the Local Government Act 1972.</p>
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10.	ASSIGNMENT	<p>The Permission to use is personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred unless prior written consent has been obtained from the Council. The Venue shall not be used for any purpose other than that specified in and agreed upon in the Event Management Plan</p>
11.	REFUSAL OF BOOKING	<p>The Council reserves the right to:</p> <ol style="list-style-type: none"> a. Refuse any application for the hiring of a Venue without being required to give any reason for such refusal. b. Cancel any booked event due to poor weather or unsuitable ground conditions. c. Withdraw permission to use the Venue at any time up to and including the day of the Event. <p>Failure to submit the required event documentation, which includes the event notification form, event management plan and risk assessment in line with the tier system for events at appendix 4 of the DDC events policy and payment 28 days before the commencement of the Hire Period may result in the Council refusing to hire the land and issuing Permission to Occupy. For events with payment already outstanding, the Council refuses to take further bookings.</p>
12.	INDEMNITY	<p>The Hirer will indemnify the Council against all losses, claims, proceedings, demands, costs, charges, expenses and damages whatsoever or howsoever arising out of or in connection with the use of the Venue under the provisions of this Hire Agreement, unless due to any act or neglect of the Council or any person for whom the Council is responsible.</p> <p>The use of the Venue or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of:</p> <ol style="list-style-type: none"> 1) Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible; or 2) Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.
13.	INSURANCE	<p>The Hirer must effect and maintain appropriate and adequate insurance against any and all of the aforementioned risks to the satisfaction of the Council with an insurer approved by the Council, including public liability insurance for the minimum sum of £5 million (£10 million for funfairs) throughout the Event and must provide evidence of the same upon request by the Council. Evidence of suitable insurances will be required before Permission to Occupy is granted.</p>

14.	LOSS AND DAMAGE	<p>The Hirer is liable for loss or damage to the Venue (including the land, hard and soft landscaping, buildings, fixtures and fittings and equipment made available by the Council), arising during or in connection with the hiring.</p> <p>Nothing shall be driven into or fixed or fastened to any part of the Venue or its furniture or fittings or equipment unless agreed by the Council in advance and the Hirer shall take every precaution to avoid damage to the same. The Hirer must pay the Council on demand the cost of repairing or making good any damage to the Venue or any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss of any equipment included in the hiring. Any heavy equipment to be used within the Venue must be identified on the application. No other heavy equipment may be used. The Hirer must ensure that any vehicle, generator or ride specially permitted on an area must have satisfactory measures in place to contain discharge of fuel or grease.</p> <p>If you use DDC supply of electricity, you will be expected to provide photos before and after the event of meter readings and will be invoiced for this following the event.</p> <p>In some instances, a DDC officer will check the site before & after the event, any changes in condition will be rectified at the expense of the event organiser & deducted from any deposit paid, if no deposit is paid, the monies will be invoiced to the event organisers.</p>
15.	LICENCES, PERMITS AND OTHER PERMISSONS	<p>The Hirer must obtain any additional permissions, consents or licenses required for the Event and submit copies, if requested, to the Council, and where necessary this shall include appropriate insurance (including £5 million public liability insurance (£10 million for funfairs)) for other users of the said Venue which are not covered under the Hirer’s insurance.</p>
16.	PERFORMING RIGHTS SOCIETY	<p>The Hirer must advise the Performing Rights Society of any musical performance at the Event including live and recorded music.</p>
17.	BROADCASTING & TELEVISION	<p>The Hirer may not carry out, allow or permit to be carried out any professional photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the Hire Period without the prior written consent of the Officer.</p>
18.	ADMISSION	<p>The Council in exercise of its rights of possession and control of the Venue, reserves the right at its absolute discretion to refuse admission to or remove any person from the Venue of other Council land.</p>
19.	CONSENT FOR EQUIPMENT, FURNITURE STRUCTURES AND TEMPORARY STRUCTURE VEHICLES	<p>The Hirer must not bring onto the Venue any vehicles, equipment, furniture, structures or temporary structures or any ancillary equipment except as is provided for and detailed within the Event Management Plan or otherwise approved in writing by the Officer. A fire risk assessment will also need to be provided for any temporary structures.</p>

20.	HEALTH AND SAFETY	<p>The Hirer must undertake all necessary risk assessments for the Event and ensure that all participants and contractors comply and provide evidence of compliance with all relevant health and safety legislation, or any other guidelines relevant thereto at all times during the Event and while accessing, vacating, preparing and clearing the Venue for the Event.</p> <p>The Hirer must risk assess and record revised arrangements including any revisions made during the Event and or the Hire Period and ensure any controls identified are implemented.</p> <p>Where appropriate, the Hirer must provide at the Hirer’s expense First Aid services at the Venue for the duration of the Event and demonstrate to the Council that an adequate plan is in place to deal with emergencies which may occur. For those providing the First Aid services, a current First Aid Certificate(s) must also be submitted.</p> <p>The Hirer must ensure there is a plan in place in the event of an emergency. This must include consideration of the methods of communication to site users and ensuring that emergency vehicles/personnel is maintained at all times.</p> <p>Welfare provision (including but not limited to toilets) should be provided by the event organiser inline with The Purple Guide recommendations.</p>
21.	MAXIMUM NUMBERS TO BE ADMITTED	<p>It is the event organisers responsibility to provide the maximum number of persons to be admitted to the Venue or the part there of being hired during the Hire Period and demonstrate in the risk assessment how this figure was reached and how capacity will be managed. This will be based on the type of event held, the demographic that will attend, means of escape/evacuation, stewarding levels etc. The ESAG will review the organisers proposal and raise any concerns.</p>
22.	APPROPRIATE STAFF AND LICENCED SECURITY GUARDS	<p>The Hirer must ensure they provide suitably competent and skilled staff to manage the Event during the Hire period and further ensure that all and any staff requirements that are detailed within the Event Management Plan are adhered to, including, where appropriate a fully trained and up to date licensed SIA security guard to be in attendance at the Venue for the duration of the Hire Period.</p> <p>No Permission to Occupy will be issued by the Council if the relevant up to date information and paperwork of the SIA trained security guard has not been submitted to the Council, within one week of the Council requesting it.</p>
23.	COMMERCIAL TRADERS	<p>No commercial traders will be permitted to trade at the event except those shown in the Event Management Plan that are licensed under trading conditions, including registered food businesses or otherwise approved in writing by the Officer. Commercial traders should, if required, be able to provide a copy of their Trade Waste Agreement to ensure they have the correct provisions in place.</p>
24.	NUISANCE	<p>The Hirer must not use the Venue in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Venue or any adjoining or neighboring property or to the owners occupiers or users of any adjoining or neighboring property and must not to do or permit to be done on the Venue anything which is illegal.</p> <p>Events which include entertainment shall be managed in accordance with</p>

		provisions required under the Council's ‘Event Planning: Noise’ . This may include submission of a Noise Management Plan. For advice on nuisance aspects such as noise, dust, odour, light etc. contact Environmental Protection (include email address).
25.	MECHANICAL RIDES	<p>In circumstances where the Council has agreed that mechanical rides may be taken onto the Venue, the Hirer must;</p> <ol style="list-style-type: none"> a. Supply full details of all rides prior to the commencement of the Hire Period and comply with and ensure that the operators of the rides comply with guidance published by the Health and Safety Executive, and all other statutory bodies; and b. Ensure that each ride has a valid Independent Safety Certificate, details of which shall be produced to the Council for inspection within 1 week of being requested to do so and for the avoidance of any doubt no Permission to Occupy will be granted by the Council to the Hirer if the Independent Safety Certificate is not produced. c. It is recognised that due to the nature of some events it is not possible to keep all areas in view of Dover District Councils CCTV unobscured. Where possible in order to support the commitment to public safety, every effort should be made to leave clear line of sight of the surveillance cameras with the site occupied. Any large vehicles, machinery and/or rides should be placed away from the CCTV to prevent unnecessary blind spots from occurring.
26.	ALCOHOL	<p>The Hirer shall not take onto the Venue any intoxicating liquor nor permit any other person to do so unless previously agreed in writing by the events safety advisory group.</p> <p>Dover District Council has a Public Space Protection order in place across the district preventing consumption of alcohol in public spaces. No alcohol should be consumed on site without appropriate permission etc.</p>
27.	FOOD SAFETY	<p>Any food (including drink) provisions must be in compliance with the Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013 and any other relevant legislation.</p> <p>The Hirer must ensure that any commercial food businesses are registered with a Local Authority.</p> <p>The Hirer must ensure that any food providers have access to portable water, a method of storing and/or disposing of wastewater and adequate methods of hand washing including hot and cold, or appropriately mixed water, soap and hygienic hand drying methods, for example, paper towel.</p>
28.	SANITARY FACILITIES	<p>The Hirer must provide at the Hirer’s own expense any temporary sanitary facilities, including hand washing facilities, as shown in the Event Management Plan.</p> <p>Requests for the opening of public toilets near to the Venue outside of normal opening hours will be considered, if approved a charge will be incurred.</p>
29.	LIGHTING	<p>Where the Venue is to be used during the hours of darkness the Hirer will provide appropriate lighting to cover all areas to which the public are admitted or have access provided that all flood lighting temporarily erected at the Venue shall be angled in such a manner so as not to shine into any window of neighboring properties thereby causing any nuisance or annoyance to the occupiers of such properties.</p>

30	COLLECTIONS AND LOTTERIES	The Hirer shall not hold or permit anyone else to hold at the Venue any collections (whether for charity or otherwise), games of chance, sweepstakes, raffles or lotteries or gambling of any kind nor sell or permit the sale of programmes, without the prior written consent of the Officer. The Hirer must ensure that the Hirer has appropriate permission and licenses in this regard.
31.	ANIMALS INCLUDING LIVESTOCK	The Hirer shall not bring onto the Venue nor permit to be brought onto the Venue any animal, live fish, bird or reptile (except guide dogs), unless specifically approved by the Officer in writing. The Hirer shall not permit or suffer any animal, live fish, bird or reptile to be offered or given as a prize in any raffle or competition, whether of skill or otherwise.
32.	ADVERTISEMENTS	The Hirer shall ensure that all event publicity signs/posters are displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 2007. No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the Venue without the previous written consent of the Officer. Flyposting (The display of advertisements in contravention of the advertisement control regulations) is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the District Planning Officer to find out whether consent is required.
33.	WASTE AND RECYCLING	The Hirer must remove or arrange for the removal of all litter, waste and recyclable materials arising out of the Event from the Venue and any surrounding site or area and meet all costs associated with such removal. All waste must be collected and disposed of in Accordance with any relevant legislation and proper practice.
34.	CAR PARKING	The Hirer shall not drive or park vehicles over or on the Venue nor permit anyone else to do so, other than as previously agreed with the Officer in writing. A cost may be incurred for any requested parking suspensions.
35.	KEYS	The Hirer must return all keys (if any) to the Council on the next working day following the Event.
36.	SERVICES	The Hirer must not connect to any electricity, water or gas supply on Council property without the prior written consent of the Officer.
37.	SITE VISITS	The Council reserves the right to allow officers of the Council, authorised staff, police and fire brigade officers free ingress and egress to all parts of the Venue, before, during and after the Hiring Period, to conduct site visits. The Hirer, his servants, agents and contractors shall during the hiring and during such other times as they or any of them shall be in the Venue comply with all reasonable requirements of the Officer or authorized staff of the Officer.
38.	EVENT MANAGEMENT PLAN	<ol style="list-style-type: none"> 1) The Hirer shall ensure the Event is carried out strictly in accordance with the Event Management Plan (as agreed with the Council) and these Conditions of Hire. 2) Any requests for alterations to an agreed Event Management Plan must be made in writing to the Council Officer and agreed by the Council Officer prior to any changes being implemented by the Hirer. 3) It is the Hirer's responsibility to ensure the Event is carried out as is

		<p>described in the Event Management Plan.</p> <p>4) Events which include entertainment shall be managed in accordance with provisions required under the Council’s ‘Event Planning: Noise’. This may include submission of a Noise Management Plan.</p>
39.	COUNTER TERRORISM LEGISLATION IN REGARD TO EVENTS	<p>Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that local authorities ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. Therefore, the hirer is not to use local authority resources to espouse violent and/or non-violent extremist views. The Government have defined extremism as “vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.”</p>
40.	PERMISSION TO OCCUPY	<p>Access to the Venue for the purpose of the Event will not be permitted until the Council has issued a Permission to Occupy letter.</p>
41.	EVENT SUITABILITY	<p>In all cases the Event must be suitable for family audiences and/or participants. In all cases, organisers of the Event must ensure that it will not cause discrimination (either directly or indirectly) or disadvantage and that equality issues have been taken into consideration in the preparation of the Event. Please see the Councils Policy for Equality and Diversity.</p>
42.	PAYMENT	<p>The Hirer must pay the Hire Charge and the Deposit to the Council at least [28] days in advance of the commencement of the Hire Period.</p>
43.	COSTS INCURRED	<p>Any costs incurred by the Hirer before the Permission to Occupy is issued are incurred at the risk of the Hirer and will not be reimbursed by the Council.</p>
44.	OBLIGATIONS	<p>The Hirer must comply with these Conditions of Hire and shall ensure that their servants’ agents and contractors do so.</p>
45.	ADDITIONAL CONDITIONS	<p>The Council may add further specific written conditions in addition to the Conditions of Hire.</p>
46.	VARIATIONS	<p>The Council reserves the right to vary the content of these conditions at any time.</p>
47.	INTERPRETATION	<p>All references in these Conditions to ‘writing’ shall include communications by email.</p>

By signing this Hire Agreement the Hirer agrees to be bound by the Conditions of Hire and confirms that the Hirer has read and understood them.

The Hirer agrees and declares that all information to be given by the Hirer to the Council in connection with this Hire Agreement is true to the best of their knowledge.

Name; or Organisation name; or Company name; or Charity name	
Signature	
Signature by one Director if Ltd Company	
Signature by Two Trustees if a charity	
Address	
Registered address if a company or charity	
Contact Telephone No	
Contact e-mail address	

If you have any queries regarding completing this form, please contact events@dover.gov.uk

Please keep a copy of these Conditions of Hire for your own records

Appendix 2: Events Pricing Structure for use of DDC land 2024/25.

Event Category	Proposed Fees
Community	<ul style="list-style-type: none"> • £65 per operating day • No charge specified for non-operating day • £280 deposit required
Charity	<ul style="list-style-type: none"> • £65 per operating day • No charge specified for non-operating day • £280 deposit required
Mirco Commercial organisation	<ul style="list-style-type: none"> • £260 per operating day • £65 per non -operating day • £1,400 deposit required *Previously Small commercial category
Small Commercial organisation	<ul style="list-style-type: none"> • £770 per operating day • £130 per non-operating day • £2,000 deposit required * Previously large commercial category
Large Commercial Organisation	<ul style="list-style-type: none"> • £1,200 per operating day • £300 per non-operating day, • £5,000 deposit required *New category 24/25
Fitness events	<ul style="list-style-type: none"> • £36 per hour
Administration Fees	<ul style="list-style-type: none"> • Events Safety Advisory group admin fee for Type 1 (small events) £0 • Events Safety Advisory group admin fee for Type 2 (medium events) and type 3 (large events) £40* *New charge 24/25

Equality Impact Assessment

The Public Sector Equality Duty placed a duty on all public bodies to have due regard to the need to:-

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

The duty has the following three aims:-

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

The protected Characteristics are:-

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

What we need to do when preparing to do something new or writing a report.

The three aims of the duty may be more relevant to some functions than to others. How much due regard is required depends on the individual circumstances of the decision.

In some cases you may conclude that Equality is not relevant at all, or that you have already addressed equality issues in your preparatory work, in which case you can just put a simple paragraph in your document for decision maker's information.

This document is a tool designed to help you determine how relevant your proposal is to the duty and also to the protected characteristics. You could also include it in with any Committee Reports for decision maker's information, or you could summarise it within your report, but the information you gather must be available to those making the decision.

Since the Equality Act became law there have been several court cases where Councils have been challenged as to whether or not they have complied with the duty when making decisions, these have established case law principles and are known as the "Brown" principles.

These principles are that:

- Decision makers must be made aware of their duty to have 'due regard' to the identified goals.
- The due regard duty must be fulfilled before and at the time that a particular policy is being considered by the public authority in question.
- The duty must be exercised in substance, with rigour and with an open mind.
- The duty imposed on public authorities ... is a non-delegable duty.
- The duty is a continuing one.
- It is good practice for those exercising public functions in public authorities to keep an adequate record showing that they had actually considered their ... duties and pondered relevant questions.

Lead Officer:-	Rebecca Dyer
Decision Maker(s):-	Cabinet
Name and Type of decision:- e.g. Policy, contract, service delivery change.	Events Policy - Updated Policy
Date of decision When will the final decision be taken?	13th May 2024
Aims of the decision <ul style="list-style-type: none"> • Objectives • Intended outcomes • Key actions • Who and how many will be affected 	The event policy and terms & conditions has been updated to reflect the current needs of event organisers and obligations of DDC. The documents have been produced to make the criteria and expectations of the council clear along with a charging schedule that is fair for events of different sizes and types. The aim is to benefit those involved in the events process e.g Staff, Internal departments, Event Organisers, Event Safety Advisory Group(ESAG) members, Parish Councils, Town Councils, Town Teams, Businesses, Community Groups, Members and external agencies.
Information and Research <ul style="list-style-type: none"> • Summarise research and information that you used to prepare your proposals / preferred options • What data did you use to research your proposals • List anything you found that will affect people with protected characteristics. 	Due to a fatality on DDC land during an event period, an inquest took place, from that inquest recommendations were spoken about in DDC's statement, it was suggested these recommendations should be explored further, this process took place through debriefs and meetings with external & internal ESAG members.
Consultation <ul style="list-style-type: none"> • Has there been any specific consultation done • What were the consultation results • Did the consultation analysis show any difference for people with protected characteristics. • What conclusions did you draw from the consultation 	Consultation took place internally and externally with ESAG members Changes to the were policy were made from the consultation process

Assessing if the decision is likely to be relevant to the three aims of the Equality Duty.	
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 a relevant protected characteristic and persons who do not share it.	Yes

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

Protected Characteristic	Relevance High/Medium/Low	Impact of the decision Positive / Negative
Age	Low	Positive
Disability	Low	Positive
Gender reassignment	Low	Positive
Gender	Low	Positive
Marriage and Civil Partnership	Low	Positive
Pregnancy and Maternity	Low	Positive
Race	Low	Positive
Religion, Belief or Lack of Belief	Low	Positive
Sexual Orientation	Low	Positive

<p>If you have found negative impact, outline the measures you intend to take to mitigate it.</p>	
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This Equality Impact Assessment must attach to any report throughout the decision making process, to allow the final decision makers to have Due Regard.

Subject:	EXTENSION OF DOUR STREET, DOVER CONSERVATION AREA BOUNDARY
Meeting and Date:	Cabinet – 13 May 2024
Report of:	Roger Walton, Strategic Director (Place and Environment)
Portfolio Holder:	Councillor Edward Biggs, Portfolio Holder for Planning and Built Environment
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report:

1. To inform Cabinet of the results of the public consultation exercise on the proposed extensions to the Dour Street, Dover Conservation Area and to adopt the amended boundary.
2. To request that Cabinet agrees to a period of further consultation on the implementation of an Article 4 Direction.

Recommendation:

1. Cabinet agrees to the proposed extensions to the Dour Street, Dover Conservation Area boundary as set out in Appendix 1 and,
2. Cabinet agrees that a public consultation is carried out on the implementation of an Article 4 Direction.

1. Summary

- 1.1 Cabinet approved the Dour Street, Dover Conservation Area Character Appraisal on 4th September 2023. The appraisal recommended two extensions to the existing Conservation Area boundary. Cabinet gave approval for public consultation on the changes to the boundary and that consultation has now been undertaken.
- 1.2 The Character Appraisal also recommended the implementation of an Article 4 Direction to remove certain development rights.
- 1.3 If the recommendations are agreed, the District Council will have to follow a separate formal procedure to publicise the new boundary of the Conservation Area. Cabinet will be informed of the results of the consultation on the Article 4 Direction and approval sought for its confirmation.

2 Introduction and Background

- 2.1 The Dour Street, Dover Conservation Area Appraisal was approved at Cabinet on the 4th September 2023 as Supplementary Planning Guidance. It had been prepared by the Dover Society, in conjunction with the District Council, and follows recommendations in the Dover District Heritage Strategy. The appraisal identified two areas as being suitable for inclusion within the conservation area boundary, these are;
 - The ‘Hewitt Corner’ green space with tree at the Dour Street/Crafford Street junction, and

- The police station in Park Place.

2.2 A copy of the map is included as appendix 1.

2.3 A public consultation was carried out through the posting of notices within or adjacent to these two areas and through the Councils news items. The notice provided details on how to view the map showing the proposed new extensions (including a QR code to directly link to the relevant page in the adopted appraisal) and how to respond to the consultation. The consultation ran from the 18th January until the 29th February 2024 and 31 responses were received. A copy of the site notice is included as appendix 2.

3. **Proposed Extensions to the Existing Dour Street, Dover Conservation Area**

3.1 Dour Street, Dover Conservation Area was originally designated in 1987. Local planning authorities are required under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review their conservation areas from time to time to ensure that the original designation was correct, and to identify whether other parts of the area should be included in the designation.

3.2 The Appraisal recommended two extensions to the existing conservation area, both of which are considered to be of sufficient historic or architectural character or appearance warranting inclusion within the boundary:

- (a) The first is the green space on Hewitt Corner. The appraisal identifies the area as being important for being the only open green space in the conservation area with the mature tree being a key feature. The area positively contributes to the character of the conservation area.
- (b) The second extension is the police station in Park Place. The appraisal notes that the building has architectural interest, and although different in style to the majority of the buildings within the conservation area, it is a key public building and a positive contributor to the areas architectural character.

3.3 No residential properties would be affected by the proposed extensions.

3.4 Thirty-one representations were received, all in support of the proposed extension of the boundary. A copy of the representations is included as appendix 3.

4. **Article 4 Direction**

4.1 The Appraisal also recommended the introduction of an Article 4 Direction, which would remove certain permitted development rights as set out in the General Permitted Development Order 2015, Schedule 3 Part 2(3) from residential properties. The Direction relates to the elevation of a residential property that faces a highway only and does not relate to changes to elevations which are not public and is registered as a land charge. Works identified in the Article 4 Direction would require planning permission before they could be undertaken. The Character Appraisal recommends the following types of development are controlled:

- (a) The enlargement, improvement or other alterations of the house, including changing windows and doors.
- (b) Alterations to the roof, including insertion of roof lights and dormer windows, and the replacement of natural roofing materials with manmade.

- (c) The erection or construction of a porch outside an external door.
 - (d) The provision of a hard surface e.g. for car parking in the front garden.
 - (e) The erection, alteration or removal of a chimney on the dwelling or on a building within its curtilage.
 - (f) The erection, construction maintenance, improvement or alteration of a gate, fence or other means of enclosure.
 - (g) The painting of the external masonry (or other walling material) of any part of the dwelling or building or enclosure within its curtilage. For the avoidance of doubt this does not include the routine painting of masonry or other walling material in the same colour.
 - (h) The installation, alteration or replacement of a satellite antenna on a dwelling or on a building within its curtilage.
- 4.2 A copy of the proposed site notice detailing the Article 4 Direction is included as appendix 4.
- 4.3 The public consultation will be carried out for a period of 6 weeks and the results will be reported back to Cabinet.
- 4.4 It is of note that several of the responses to the consultation on the proposed boundary extension supported the principle of an Article 4 Direction.

5. Identification of Options

- 5.1 Option 1: That the boundary extensions to the Dour Street, Dover Conservation Area agreed and adopted as a material consideration for planning purposes, and that public consultation is carried out on the implementation of an Article 4 Direction, or
- 5.2 Option 2: That the boundary extensions to the Dour Street, Dover Conservation Area is not agreed and adopted, and public consultation on the implementation of an Article 4 Direction is not agreed, or
- 5.3 Option 3: That the boundary extensions to the Dour Street, Dover Conservation Area are agreed and adopted only, or
- 5.4 Option 4: That a public consultation on the implementation of an Article 4 Direction on the boundary as it currently exists only is agreed.

6. Evaluation of Options

- 6.1 The Appraisal was produced in response to the recommendations in the Dover District Heritage Strategy and the accompanying Action Plan, with reassessment of the existing boundary and potential for introduction of appropriate planning regulations being key tasks of the appraisal process.
- 6.2 The extension of the conservation area designation will ensure that the two proposed areas are afforded a level of protection from development that potentially could otherwise be damaging to the special character of the area. As the Appraisal has identified the two areas as meeting the criteria for being of architectural or historic

character and appearance, their inclusion within the conservation area boundary is warranted.

- 6.3 If the boundary extensions are not approved and adopted, then the benefits outlined above would not be realised and the special character of the Conservation Area could be at risk through inappropriate development.
- 6.4 Carrying out a further public consultation on the implementation of an Article 4 Direction will ensure that the Direction is robust.
- 6.5 If the recommendation to carry out a public consultation on the implementation of an Article 4 Direction is not agreed the Direction is potentially open to challenge.
- 6.6 The first option is therefore recommended.

7. **Resource Implications**

- 7.1 The change to the boundary will be published by a notice in the London Gazette, which incurs no fee, and one local newspaper. The Secretary of State and Historic England must be informed. The resource implications would be approximately £50-120 for the local newspaper notice (dependent on size of notice). Further resources would be required to undertake future work relating to the introduction of an Article 4 Direction. These would, however, be set out in a future Cabinet report.

8. **Climate Change and Environmental Implications**

- 8.1 The officer endorses the extension of the conservation area as Hewitt Corner is the only green space in the defined area and which homes the large Caucasian Wingnut tree which will be protected under the designation.

9. **Corporate Implications**

- 9.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add. (MR)
- 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.
- 9.3 Comment from the Equalities Officer: This report seeking approval for the boundary changes and requesting permission to carry out a public consultation on the implementation of an Article 4 Direction does not specifically highlight any equality implications. 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>
- 9.4 Other Officers (as appropriate): None.

10. **Appendices**

- Appendix 1 - Map showing proposed extensions to the Conservation Area
- Appendix 2 - Copy of site notice
- Appendix 3 - Copy of representations
- Appendix 4 - Draft copy of the notice detailing the Article 4 Direction

Background Papers

Cabinet Report 4th September 2023.

Contact Officer: Alison Cummings, Principal Heritage Officer

Proposed Dour Street Conservation Area Extension



Proposed boundary extension



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



Appendix 2 Copy of site notice

PUBLIC CONSULTATION ON PROPOSED EXTENSIONS TO THE DOUR STREET, DOVER CONSERVATION AREA

The District Council is proposing to extend the boundary of the Dour Street, Dover Conservation Area under the Planning (Listed Buildings and Conservation Areas) Act 1990. As part of this process the Council is seeking views of members of the public.

The Conservation Area Appraisal, prepared by The Dover Society in conjunction with the District Council and formally approved at a Cabinet meeting on the 4th September 2023, identifies two extensions to the existing boundary. These are:

- Hewitt Corner which is the only green space in the area and which contains a significant tree. The tree would be afforded protection by virtue of the conservation area designation.
- The police station on Park Place which is considered to be a historic building of architectural interest contributing positively to the character of the area. Should any proposals come forward seeking to redevelop the site, the heritage value of the building would be taken into consideration.

A map showing the boundary extensions can be viewed on page 22 of the Conservation Area Appraisal by following the QR code or online at: [Dour-St-Conservation-Area-Appraisal.pdf \(dover.gov.uk\)](https://www.dover.gov.uk/Planning/Conservation/Conservation-Areas/About-Conservation-Areas.aspx)

Further information about Conservation Area status is available on our website at <http://www.dover.gov.uk/Planning/Conservation/Conservation-Areas/About-Conservation-Areas.aspx>.

Any comments regarding the proposed extensions are welcomed and should be returned in writing to the above address or by email conservation@dover.gov.uk no later than 29th February 2024. The results of the consultation will be reported back to Cabinet.

If you have any further questions please do not hesitate to contact conservation@dover.gov.uk

APPENDIX 3

Representations on Dour Street, Dover Conservation Area boundary extension consultation

	Name/organisation	Comment	Response
1	Derek Leach	I strongly support the inclusion of the Hewitt Corner and the Police Station within the existing conservation area.	Comment welcomed
2	Dover Society	The Dover Society drafted the original Dour Street Conservation Area Appraisal and made the recommendation to expand the Conservation Area. I write to confirm our continued support for this proposal as it will enhance and provide a degree of protection to a special part of the town when so much of Dover's heritage has been destroyed over the years.	Comment welcomed
3	Woodland Trust	We welcome the safeguarding of the existing trees including the large mature Caucasian Wingnut tree on the corner of Crafford Street. While not a native tree, it is a valuable part of the street scene. We would support increasing the tree cover in the area, which has been identified as a moderate priority area for canopy cover increase in the UK Tree Equity Score https://uk.treeequityscore.org/map#15/51.12898/1.30885 with a current canopy cover level of 11% (target is 20%). This would also support the aspiration in the Dover Climate Change Action Plan to plant more trees to improve carbon sequestration and air quality.	Comment welcomed
4	John Tanner	I agree and concur with the thoughts in extending this area often we remove those places of historic and cultural interest as well as Trees and wildlife often realising too late what we have done.	Comment welcomed

5	Dianne Pitts	It seems like there is a lot of historical interest here which needs to be protected so therefore I am in favour of extending the Dour Street Conservation Area.	Comment welcomed
6	Paul and Mary Sherred	As members of the Dover Society we would like to endorse the recommendation to extend the Conservation Area boundary to include Hewitt Corner and the Police Station. We believe these two elements should rightly be protected by having the Conservation Area status accorded to them.	Comment welcomed
7	Paul Dawkins	Please make better efforts to protect the river and get the litter removed. You are failing those you represent.	Comment not relevant to the consultation
8	Katherine Birch	Support	Comment welcomed
9	John Dixon	I am very much in favour of proposals 1 and 2 as set out in the notice. 1. concerns the Hewitt Corner green space and magnificent tree entirely agree that it is the only green space within Dour Street, and contributes positively to the conservation area. 2. concerns the marvellous Art Deco police station in Park Place. Thank goodness, with police stations being closed up and down the country, that we still have this attractive building performing its original function. It thoroughly deserves conservation status, whatever it is used for.	Comment welcomed
10	Jennifer Seiler	I totally agree that this magnificent tree should be protected and nurtured in its little green space on the corner of Dour Street. At the same time could the area between it and the shopping complex car park be improved to make a fitting surround for the tree?	Comment noted and welcomed. The area in question is outside the boundary but should any proposals to it be forthcoming they would be subject to assessment in respect of potential impact on the CA.

11	Angela Upton	I agree with the plan to extend the proposed conservation area to include the wonderful tree and the police station. It is a pleasure to walk along Dour Street to go to Morrisons, and the police station is an attractive building.	Comment welcomed
12	Dorthe Bucknell	Support	Comment welcomed
13	Roger Hurst	I believe the proposals in the Dour Street Conservation Area are exactly what the area needs. This area is rather unique both in it's original design and in its survival through WW2. My maternal family family owned properties in the area. So yes please ensure this area of Dover remains as pristine as it can be.	Comment welcomed
14	Sheila Cope	I am very much in favour of including the Police Station and the "Hewitt corner" with its splendid tree into the Dour Street conservation area. The tree and its setting provides beauty and greenery in an otherwise bleak urban area of buildings and car park and the integrity of the Police Station needs to be preserved as an excellent example of its style, in case the Kent Police should ever decide to vacate the building and move elsewhere.	Comment welcomed
15	Maxine Formaggi	Support	Comment welcomed
16	Liz Hayes	I am writing to express my strong support for extending the Dour Street Conservation Area to include both the police station and more importantly the tree and green space at Hewitt Corner. Anything that we can do to protect (and ideally increase) green cover within Dover town centre is essential for nature and climate resilience.	Comment welcomed
17	Martina White	I have a couple of questions in relation to the proposal to extend the conservation area.	Comment noted.

		<p>1. Police Station - It would appear from a site inspection that the original 1930s building has been extended at some point. Whilst I can understand the benefit in ensuring that the original building is conserved, I don't understand why the extension and a paved car park are of any particular interest. Other buildings of more recent construction (Charlton House and Flats to east side) in Dour Street and Park Street are not considered worthy of being included. (and I agree !)</p> <p>2. Hewitts Corner - It is not clear whether it is the open space or the green tree that is the driver for this area to be included. If it is the green tree then it would be good to know what sort of tree it is and some historical facts as to its importance. What happens if it gets blown down in a storm? Would the conservation area status be withdrawn? If the reason for including this area is solely due to the fact it is an open area, then that should open up many more applications to get undeveloped open spaces categorised as Conservation areas.</p>	<p>The boundary wall around the police station is a natural boundary to the site so has been included.</p> <p>The green space and tree are identified in the appraisal including why they are considered to be worthy of inclusion. Only spaces that contribute to the architectural or historic character or appearance of a CA could be included with a CA boundary. CA status would not be removed if the tree was lost as it is part of the interest of that area, not the sole interest.</p>
18	Charles Lynch	As a member of the Dover Society group which developed and presented the report, I am writing to confirm my support for the above proposals.	Comment welcomed
19	Jan Simms	Support	Comment welcomed
20	Ian Redding	<p>Thank you for the invitation to comment upon the proposed extension of the Dour Street Conservation Area, which I am very much in favour of.</p> <p>It particularly struck me that the uniformity of the housing is rather let down by the shop frontages. Above ground floor level most of the shops still reflect their same heritage as the housing, and similarity with each other, but it seems that the lack of conservation status has allowed the shop fronts themselves to develop with little overarching control, so have lost the character to compliment the housing.</p> <p>I am aware from having worked in London fairly recently, that the initiatives to improve High Streets with grants awarded from Government, have</p>	<p>Comment noted and welcomed</p> <p>The appraisal could be used to support any grant bids where appropriate.</p>

		included reinstating shop fronts so that they are uniform with each other and are complimentary to a conservation area. Is this possible in and around Dour Street?	
21	Sarah Haines	Support	Comment welcomed
22	Chris Barnett	<p>Very happy with the proposal - The Police Station is a good example of the design of the day and should be respected as such. It is a landmark building and should be protected. If at some time in the future it is declared surplus to requirements by Kent Police, it could be redeveloped internally for residential/office/light manufacturing without losing its facade. Its nearest neighbour the Royal Victoria Hospital is a good example of what can be done with imagination and of course a big pot of cash.</p> <p>Is the Fire station included in the Dour Street Conversations Area already and if not should it be? It's a good example of public sector architecture of its time and is of some merit.</p> <p>Agree with including Hewitt Street and protecting the tree which is magnificent and doing its bit for global warming ng.</p>	<p>Comment noted and welcomed</p> <p>The fire station is included within the Dover College Conservation Area.</p>
23	Donald Soppitt	Support	Comment welcomed
24	George Nicholas Harby	Support	Comment welcomed
25	Mary Margery	<p>I support the proposal to extend the Dour Street Conservation Area to include the Hewitt Corner and the Police Station.</p> <p>Hewitt Corner is the only green space in the area and contains a large Caucasian wingnut tree which would be protected under the designation. Dover suffers air pollution due to the high density of traffic and resident need trees to create oxygen.</p>	Comment welcomed

		The police station on Park Place, which was built in the 1930s, is considered a historic building of architectural interest. If included in the conservation area, its heritage value would be taken into consideration should any proposals come forward to redevelop the site.	
26	Janet Dagys	<p>I very much support the Extension of the Dour Street Conservation Area to include Hewitt Corner with the beautiful large tree and the Dover Police Station, which is of great architectural interest.</p> <p>This proposal will provide a greater degree of protection for these areas from any development proposals in the future.</p>	Comment welcomed
27	Jeremy Cope	<p>I wish to strongly support the extension of the Dour Street Conservation Area to include Hewitt Corner and the Police Station. In my view both are very worthwhile additions and should be subject to the protection the Conservation Area status would give.</p> <p>One further matter not directly related to the above is the link in architectural style between the Fire Station in Ladywell and the building next but one (at one time the Electricity Board showroom and office) between Les Fleurs Public House and the Dour.</p> <p>It may be that at some future time the Dour Street Conservation Area can be extended to include them.</p>	<p>Comment noted and welcomed</p> <p>The fire station and other building noted are included within the Dover College Conservation Area.</p>
28	Jean Luckhurst	Support	Comment welcomed
29	Maxine Powley	I am writing to say how much I support the plan to expand the Dour Street Conservation Area. The police station is a good, solid example of a 1930s municipal building, while the big tree at Hewitt Corner is magnificent and precious. Both are vital, I think, to preserve the architectural and environmental heritage of Dover, itself an historic town.	Comment welcomed

30	Jane Pire	<p>I fully support extending the Dour Street Conservation Area for the following reasons:</p> <ol style="list-style-type: none"> 1. The Caucasian Wingnut tree is such an elegant, majestic tree, the beauty of which must gladden the hearts of passers-by and residents, not to mention its aid to biodiversity. It is also quite rare and should be kept. 2. The 1930s Police Station is a pleasure to the eye and needs to be safeguarded. It makes sense for it to be included in the conservation area which will, hopefully, protect it from being altered at all by developers. 	Comment welcomed
31	C Hargrave	<p>As a Park Street resident within the Dour Street Conservation Area, I support the proposal to extend the boundary to Hewitt Corner and the Police Station Building and to introduce the article 4 Direction as soon as possible to reduce further loss of character within the area.</p>	Comment welcomed

**THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT)
(ENGLAND) ORDER 2015**

DIRECTION MADE UNDER ARTICLE 4(1) WITH IMMEDIATE EFFECT

**DISTRICT OF DOVER (DOUR STREET, DOVER CONSERVATION AREA)
TOWN AND COUNTRY PLANNING DIRECTION NUMBER X of 20**

LAND AT DOUR STREET DOVER CONSERVATION AREA, DOUR STREET, DOVER, KENT

WHEREAS Dover District Council being the appropriate Local Planning Authority within the meaning of Article 4(5) of the Town and Country Planning (General Permitted Development) (England) Order 2015, are satisfied that it is expedient that development of the descriptions set out in the Schedule below should not be carried out on the land shown edged/coloured in red on the attached plan no. xx, unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990, as amended.

NOW THEREFORE the said Council in pursuance of the power conferred on them by Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015, hereby direct that the permission granted by Article 3 of the said Order shall not apply to development on the said land of the descriptions set out in the Schedule below:

SCHEDULE

:-

1. Development within the curtilage of a dwellinghouse consisting of the enlargement, improvement or other alteration of a dwellinghouse, where any part of the enlargement, improvement or alteration would front a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class A of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.
2. Any other alteration to the roof of a dwellinghouse, where the alteration would be to a roof slope which fronts a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class C of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.
3. The erection or construction of a porch outside any external door of a dwellinghouse, where the external door in question fronts a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class D of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.
4. The installation, alteration or replacement of a chimney on a dwellinghouse, being development comprised within Class G of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.
5. The installation, alteration or replacement of a microwave antenna on a dwellinghouse or within the curtilage of a dwellinghouse, where the part of the building or other structure on which the antenna is to be installed altered or replaced fronts a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class H of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.

6. The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure, where the gate, fence, wall or other means of enclosure would be within the curtilage of a dwellinghouse and would front a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class A of Part 2 of Schedule 2 to the said Order and not being development comprised within any other Class.
7. The painting of the exterior of any building or work, where the building or dwellinghouse to be painted fronts a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class C of Part 2 of Schedule 2 to the said Order and not being development comprised within any other Class.
8. The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such, or the replacement in whole or in part of such a surface, where the hard surface or replacement hard surface would front a public road or highway or private road or waterway or any other publically accessible space, being development comprised within Class F of Part 1 of Schedule 2 to the said Order and not being development comprised within any other Class.

Made under the COMMON SEAL of
DOVER DISTRICT COUNCIL
This day of 20
The Common Seal of the Council
was affixed to this Direction in the presence of

Authorised Officer

Confirmed under the COMMON SEAL of
DOVER DISTRICT COUNCIL
This day of 20
The Common Seal of the Council
was affixed to this Direction in the presence of

Authorised Officer

Subject:	ARRANGEMENTS FOR DOVER DISTRICT COUNCIL'S COST-OF-LIVING COMMUNITY IMPACT FUND 2024/2025
Meeting and Date:	Cabinet – 13 May 2024
Report of:	Mike Davis, Strategic Director (Finance and Housing)
Portfolio Holder:	Councillor Charlotte Zosseder, Portfolio Holder for Community and Corporate Property
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: To approve the funding allocated to the Dover District Council Cost-of-Living Community Impact Fund, ahead of the 2024/25 grant scheme round.

Recommendations: To approve the proposed budget of £104,791.67 available to the Community Impact Fund which will be allocated over two (summer and winter) grant scheme rounds during 2024/25. (Option 1)

1. Summary

- 1.1 The Dover District Council “Cost of Living Community Impact Fund” is operated by DDC to provide grants to local charities, community interest companies (CICs) and constituted community groups, to enable them to support residents through the cost of living.
- 1.2 Ordinarily, £22,500 is made available for the annual scheme from the district councillor budget, as well as £7,500 from the Council’s share of the Dover District Lotto. On top of this, £70,000 is available from the special revenue projects, as highlighted in the Dover District Council Medium-Term Financial Plan 2024/25 (Annex 6B). Finally, it is proposed that the £4,791.67 returned to DDC from three previous applicants is included in the total grant pot available.
- 1.3 Due to the level of grant funding available this year, it is also proposed that we once again administer both a summer and winter round, splitting the grant pot available into two, totalling £52,395.86 each round. This will help provide more spread-out and consistent support to the local community throughout the financial year. It is also noted that the Household Support Fund has only been extended for a further 6 months (expected to close September 2024). Therefore, financial support will be available from DDC before and after the Household Support Fund closes.
- 1.4 The remainder of this report sets out:
 - 1.4.1 Funding available
 - 1.4.2 Review of 2023/24 Cost of Living Community Impact Fund
 - 1.4.3 DDC Member representation on the 2024/25 Appraisal Panel

2. Funding Available

- 2.1 DDC has continually allocated £22,500 of grant funding to the Community Impact Fund, which is available once again during the 2023/24 financial year, from the district councillor budget.
- 2.2 DDC will also inject £7,500 from the Dover District Lotto Central Fund Reserve (CFR) into the funding pot for 2023/24, as approved by Cabinet in October 2018. This figure is based on the projected income generated from the previous year.
- 2.3 DDC will also inject £70,000 from the special revenue projects, as highlighted in the Dover District Council Medium-Term Financial Plan 2024/25 (Annex 6B).
- 2.4 Finally, it is proposed that the £4,791.67 returned to DDC from three previous applicants is included in the total grant pot available. This includes:
 - 2.4.1 Deal Town Rangers Football Club - £2,691.67 returned due to the applicant being unable to deliver their project, awarded from the Community Grant Scheme Winter 2022/23.
 - 2.4.2 Dover Deal District Citizens Advice - £1,300 returned due to the applicant being unable to deliver their project, awarded from the Community Grant Scheme Winter 2021/22.
 - 2.4.3 Charlton Church Dover - £800 returned due to the applicant being unable to deliver their full project, awarded from the Community Grant Scheme Summer 2021/22.

3. Review of 2023/24 Cost-of-Living Community Impact Fund

- 3.1 Last year, the Council launched its Community Impact Fund which outlined a number of changes to the long-running Community Grant Scheme. In line with the Council's Cost-of-Living Plan, this scheme ensured funding was provided to a number of local charities, CICs and constituted community groups, providing cost-of-living support, in line with the Council's pledge to support those most in need.
- 3.2 Projects included supporting warm spaces, social supermarkets, foodbanks, community lunches, food vouchers, supporting residents with disabilities and the wider community, and community events.
- 3.3 The grant scheme funded a wide variety of projects including capital and consumable costs, enabling charities, clubs and groups to buy items and equipment outright, to help facilitate their projects. The scheme also funded revenue costs, helping to buy in activities or services.

4. DDC Member Representation on 2023/24 Appraisal Panel

- 4.1 Local charities, CICs and constituted community groups are invited to submit applications for funding, to deliver projects and activities that meet the Community Impact Fund criteria.
- 4.2 These applications are assessed by a Community Impact Fund appraisal panel which consists of six district councillors, as nominated by the group leaders. The nominated appraisal panel members for 2024/25 are listed below in table 1.

Table 1

DDC Members
Cllr Zosseder (L) (Chair)
Cllr Brivio (L)
Cllr Beer (L)
Cllr Richardson (C)
Cllr Beaney (C)
Cllr Back (C)

5. Identification of Options

- 5.1 Options to be considered by Cabinet in consideration of whether to deliver a Community Impact Fund for the Dover District for 2024/25 are as follows:
- 5.2 Option 1 – To approve the proposed budget of £104,791.67 available to the Community Impact Fund, that will be allocated over two (summer and winter) grant scheme rounds during 2024/25.
- 5.3 Option 2 – To approve the proposed budget of £104,791.67 available to the Community Impact Fund, that will be allocated over one grant scheme round during 2024/25.
- 5.4 Option 3 – To not approve the proposed budget of £104,791.67 available to the Community Impact Fund for 2024/25.

6. Evaluation of Options

- 6.1 Option 1 – This option would allow the fund to assist local good causes in supporting residents through the cost of living. In delivering the fund over two grant scheme rounds, this will help provide more spread-out and consistent support to the local community, throughout the financial year.
- 6.2 Option 2 – This option would allow the scheme to assist local good causes in supporting residents through the cost of living.
- 6.3 Option 3 – This option would not allow the scheme to assist local good causes in supporting residents through the cost of living. There will also be a risk of bad publicity, as the council has delivered at least one community grant scheme round, each year for the last 10+ years.

7. Recommendation

- 7.1 Option 1 - To approve the proposed budget of £104,791.67 available to the Community Impact Fund, that will be allocated over two (summer and winter) grant scheme rounds during 2024/25.

8. Climate Change and Environmental Implications

- 8.1 In its first year of delivery, the Community Impact Fund supported applicants in delivering warm spaces, enabling residents to come together within a community setting. These projects allowed beneficiaries to save on their utility bills, and access various other advice, guidance and services, on all things cost-of-living.
- 8.2 Applications promoting climate change and environmental implications will be accepted, as long as applicants identify the impact cost-of-living has on its beneficiaries, and deliver projects that help bridge the cost-of-living gap. The scheme will continue to accept applications featuring capital, consumable and revenue costs, that for example support the delivery of fuel vouchers, reductions in utility bills, energy efficiency measures, allotments, grow your own projects, and so on.
- 8.3 Within the application form, applicants will be asked to provide a statement on how their project will support the five strategic priorities, including 'protecting our environment'. This will help monitor any implications projects have on climate change and the wider environment.

9. Resource Implications

- 9.1 The Grant allocation will be funded as below:
- £22,500 district councillor budget.
 - £7,500 allocation from the Dover District Lotto Central Fund Reserve (CFR), as approved by cabinet in October 2018.
 - £70,000 allocation from the special revenue projects.
 - £4,791.67 in returned DDC grants.

10. Corporate Implications

- 10.1 Comment from the Section 151 Officer: Members are reminded that the Council's resources are under pressure and so they will wish to assure themselves that all proposals progress the Council's priorities, are the best option available and will deliver value for money (HL).
- 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 Equality Officer: This report relating to the arrangements for Dover District Council Cost of Living Community Impact Fund for 2024-2025 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>

Background Papers

Dover District Council - Cost of Living Plan 2023

Contact Officers: Elliott Allen, Community Safety & Development Team Leader

Rebecca Dyer, Community Development Manager

Subject:	APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 2024/25
Meeting and Date:	Cabinet – 13 May 2024
Report of:	Louise May, Strategic Director (Corporate and Regulatory)
Portfolio Holder:	Councillor Kevin Mills, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: For Cabinet to determine the appointments to outside bodies for 2024/25.

- Recommendation:**
1. That Cabinet determines the appointments to outside bodies detailed at Appendix A (subject to paragraph 2 below).
 2. That Cabinet determines whether to continue to appoint representatives to those bodies detailed at paragraph 2.2 which do not provide insurance cover for Members against public and personal liability.
 3. That Cabinet requests the Leader of the Council to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is not available (and where the constitution of the body allows this).
-

1. Summary

- 1.1 The Cabinet is responsible for appointing Members at the start of each Council year to serve on a range of outside bodies. The appointments to be made by Cabinet for 2024/25 are shown at Appendix A.
- 1.2 Cabinet’s attention is drawn to the fact that two of the outside bodies to which appointments are due to be made do not currently have insurance cover in place to indemnify our Members against public and personal liability.

2. Introduction and Background

- 2.1 Members who serve on outside bodies solely to represent the Council’s views, or for observational purposes, are covered by the Council’s insurance policies. However, Zurich Municipal, the Council’s insurance provider for personal and public liability, has confirmed that it will not insure Members who are expected to make decisions on behalf of the body to which they have been appointed. There are two bodies that require Members to make decisions on their behalf but which do not currently have the appropriate insurance cover in place, as detailed in the table at 2.2.
- 2.2 It is unlikely that these bodies would be willing and/or able to arrange insurance cover for our Members. That said, most, if not all, of the decisions being taken by Members will be relatively innocuous, and the risk is therefore likely to be low. Nevertheless, it is possible that a member of the public could initiate legal proceedings against an outside body in relation to a decision in which one of our Members (or representative) has

been involved. Members serving on these bodies have been (or will be) warned of the implications and advised not to participate in a decision if they have concerns.

Outside Body	Current Appointee 2023/24	Strategic or Community Classification
Industrial Communities Alliance	Councillor E Biggs	Strategic
Sandwich & Pegwell Bay Steering Group	Councillor M Moorhouse	Community

Municipal Charities of Dover

- 2.3 The terms of office of Councillor Edward Biggs, Mr Roger Walkden and Mrs Ann Jenner will expire in September 2024. Cabinet has the option of re-appointing or replacing these trustees now or, if preferred, waiting until September to make a decision. Nominative trustees do not have to be elected Members but the charity's constitution requires that they should reside within the charity's 'area of benefit' which is defined as the old Borough of Dover plus the parishes of Alkham, Capel-le-Ferne, Langdon, Hougham Without, River, Shepherdswell-with-Coldred, Temple Ewell and Whitfield.
- 2.4 For clarity, Councillor Biggs has served as a trustee since September 2020, Mr Walkden since June 2004 and Mrs Jenner since September 2018. There are five Dover District Council-nominated trustees in total and the other two are Councillors Sue Hill and Lynne Wright who were appointed in June 2023.
- 2.5 For clarity, it is worth noting that Councillor Gordon Cowan is an ex-officio trustee by virtue of his position as Chairman of the Council.

Removal of Outside Body Appointments

- 2.6 Since last year, five outside bodies have been removed from the annual list of appointments. These are set out below, along with the reason for their removal.

Outside Body	Reasons for Removal
Action with Communities in Rural Kent	Now defunct
Kent County Playing Fields Association	Local authorities no longer represented
Kent Forum	Disbanded some time ago
Local Enterprise Partnership & Executive	Now disbanded (due to withdrawal of government funding with effect from April 2024)
Tourism South-East	Officers attend meetings and report back to Portfolio Holder so no Member appointment necessary

3. Identification of Options

- 3.1 Option One – To appoint representatives to all the bodies outlined in Appendix A of the report (including those without appropriate insurance cover).

- 3.2 Option Two – To appoint representatives to only some of the bodies outlined in Appendix A of the report (possibly to include withdrawing representation from all or some of those bodies without appropriate insurance cover).

4 Evaluation of Options

- 4.1 The benefits of having Members on those bodies without insurance outweigh any risks, which are considered to be low. Furthermore, appointments to external organisations classified as strategic help to promote linkages between the Council and other organisations for the purpose of furthering the Council's objectives. The community appointments made by Cabinet are considered to be part of the community role of Members, but also support various targets within the Corporate Plan relating to issues such as health, leisure and communities. For these reasons, Option One is the recommended option.

5. Resource Implications

- 5.1 Members appointed will be entitled to claim the appropriate levels of travel and subsistence allowance in relation to performing these duties. This expenditure will be funded from existing Member budgets. Members serving as charity trustees are not permitted to claim expenses from the Council since there is a legal principle that charity trustees should not benefit from their participation in the affairs of the charity. Members in this position are expected to claim expenses from the charity concerned.

6. Climate Change Implications

- 6.1 Aside from Members travelling to some meetings by car, there are no climate change implications.
- 6.2 The Climate Change Officer has commented that he fully supports the ongoing Member appointment to the Sandwich & Pegwell Bay NNR Steering Group as the benefits from our continued input for protecting the environment of the Dover coastline outweigh the limited risk.

7. Corporate Implications

- 7.1 Comment from the Section 151 Officer: Accountancy has been consulted on the report and has no further comments to add.
- 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, seeking to appoint representatives to all the bodies outlined in Appendix A, does not specifically highlight any equality implications. 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 A – Schedule of Member Appointments for 2024/25

Background Papers

Democratic Services' Outside Bodies Files

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

Appendix A

Outside Bodies

Schedule of Member Appointments for 2024/25

Organisation Name	Expiry Date	Number to Appoint	Term	Current Appointee(s) (2023/24)	Proposed Appointee(s) 2024/25
Aylesham & District Workshop Trust	May 2025	1	1 Year	M Mamjan	
Deal Fairtrade Steering Group	May 2025	1	1 Year	J Loffman	
Dover, Deal & District Citizens' Advice Bureau	May 2025	1	1 Year	H Williams	
Dover Fairtrade Steering Group	May 2025	1	1 Year	P Brivio	
East Kent Spatial Development Co.	May 2025	1	1 Year	K Mills	
Industrial Communities Alliance	May 2025	1	1 Year	E Biggs	
JAC Kent Downs AONB Partnership	May 2025	1	1 Year	P Brivio	
Kent & Medway Economic Partnership Board	May 2025	1	1 Year	K Mills	
Kent & Medway Police & Crime Panel	May 2025	1	1 Year	C Zosseder	
Kent Resource Partnership Members' Board	May 2025	1	1 Year	E Biggs	
Local Government Association – General Assembly	May 2025	1	1 Year	K Mills	
Local Government Association Coastal Special Interest Group	May 2025	1	1 Year	E Biggs	
Manston Skills and Employment Board	May 2025	1	1 Year	S Beer	
Municipal Charities of Dover	September 2028	3	4 Years	Cllr E Biggs Mr R Walkden Mrs A Jenner	
River Dour Partnership	May 2025	1	1 Year	P Brivio	
River Stour (Kent) Internal Drainage Board	May 2025	2	1 Year	M Moorhouse S Blair	

Sandwich & Pegwell Bay National Nature Reserve Steering Group	May 2025	1	1 Year	M Moorhouse	
South-East England Councils (SEEC)	May 2025	1	1 Year	K Mills (sub: J Pout)	

Subject:	APPOINTMENT OF PROJECT ADVISORY GROUPS 2024/25
Meeting and Date:	Cabinet – 13 May 2024
Report of:	Louise May, Strategic Director (Corporate and Regulatory)
Portfolio Holder:	Councillor Kevin Mills, Leader of the Council
Decision Type:	Non-Key
Classification:	Unrestricted

Purpose of the report: For Cabinet to:

(a) Approve the membership of the following Project Advisory Groups (PAGs) for 2024/25: (1) Dover Beacon and Dover Town Regeneration (2) Tides; (3) Homelessness; and (4) Investment Advisory.

-
- Recommendation:**
1. That Cabinet appoints a Dover Beacon and Dover Town Regeneration Project Advisory Group for the Council Year 2024/25 on the basis outlined at Appendix A of the report.
 2. That Cabinet appoints a Tides Project Advisory Group for the Council Year 2024/25 on the basis outlined at Appendix B of the report.
 3. That Cabinet appoints a Homelessness Project Advisory Group for the Council Year 2024/25 on the basis outlined at Appendix C of the report.
 4. That Cabinet appoints an Investment Advisory Group for the Council Year 2024/25 on the basis outlined at Appendix D of the report.
-

1. **Summary**

1.1 The Cabinet annually appoints Members and, in some cases, external representatives, to serve on the Council's Project Advisory Groups (PAGs). There are four PAGs to which Members need to be appointed.

2. On the advice of the Head of Planning and Development, it is not proposed to appoint a Local Plan PAG as no further meetings will be required. When the time comes, the Draft Local Plan will go through Cabinet and then to Council for adoption.

3. **Introduction and Background**

3.1 The Council's Constitution advises that, unless agreed otherwise by the Leader of the Council/Cabinet, Advisory Groups shall:

- (a) comprise 5 members including the Leader or appropriate Portfolio Holder who shall chair the Group;
- (b) be appointed, as far as possible, in accordance with the rules on political balance; and
- (c) include a relevant ward member.

3.2 The purpose of Advisory Groups is:

- (a) To provide a forum for consultation with other members of Council before particular issues are determined by the executive;
- (b) To advise the Leader or Cabinet/Portfolio Holder on any matter which concerns a project or relevant function/activity to be determined by the Leader/executive;
- (c) To assist and support the Leader or Cabinet/Portfolio Holder with regard to background information or preliminary work or research in connection with a project or function/activity to be determined by the Leader/executive.

4. **Identification of Options**

4.1 Option 1 - To appoint all four PAGs based on the proposed memberships set out in Appendices A to D.

4.2 Option 2 – To change the composition and/or membership of some or all of the PAGs.

4.3 Option 3 – Not to appoint Members to some or any of the PAGs.

5. **Evaluation of Options**

5.1 Option 1 is the recommended option.

6. **Resource Implications**

6.1 With the exception of the Dover Beacon and Dover Town Regeneration PAG, PAG meetings are normally (but not always) held on Teams as they are not subject to the same legislation as other committees which requires Members to attend meetings in person. There are therefore minimal resource implications arising from Member travel claims for attending the offices.

7. **Climate Change Implications**

7.1 Aside from Members travelling to some PAG meetings by car (where meetings are not held on Teams), there are no climate change implications.

8. **Corporate Implications**

- 8.1 Comment from the Section 151 Officer: Accountancy has been consulted on the report and has no further comments to add.
- 8.2 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'.
- 8.3 Comment from the Equalities Officer: This report, seeking to appoint four PAGs based on the proposed memberships set out in Appendices A to D, does not specifically highlight any equality implications. 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>

9. **Appendices**

Appendix A – Proposed Membership of the Dover Beacon and Dover Town Regeneration Project Advisory Group

Appendix B – Proposed Membership of the Tides PAG

Appendix C – Proposed Membership of the Homelessness PAG

Appendix D – Proposed Membership of the Investment Advisory Group

Background Papers

Democratic Services' files

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

**APPOINTMENT OF DOVER BEACON AND DOVER TOWN REGENERATION
PROJECT ADVISORY GROUP**

Councillor K Mills (Leader of the Council) – Chairman

Portfolio Holder for Community and Corporate Property – Vice-Chairman

Portfolio Holder for Finance, Governance, Climate Change and Environment

Mayor of Dover

Three (non-voting) tenant representatives (to be invited to meetings where the Dover Beacon Project is due to be considered)

Group Nominations

Labour Group: **4 Members - *To be advised*** (Current Members 2023/24 - Councillors E A Biggs, P M Brivio, S Hill and G Cowan)

Conservative Group: **4 Members - *To be advised*** (Current Members 2023/24 – T J Bartlett, M Bates, D G Beaney and O C de R Richardson)

APPOINTMENT OF TIDES PROJECT ADVISORY GROUP

Portfolio Holder for Finance, Governance, Climate Change and Environment –
Chairman

Portfolio Holder for Community and Corporate Property – Vice-Chairman

Group Nominations

Labour Group: **2 Members - *To be advised*** (Current Members 2023/24 -
Councillors S B Blair and J P Loffman)

Conservative Group: **1 Member - *To be advised*** (Current Member 2023/24 –
Councillor O C de R Richardson)

APPOINTMENT OF HOMELESSNESS PROJECT ADVISORY GROUP

Portfolio Holder for Housing, Skills and Education – Chairman

Group Nominations

Labour Group: **2 Members - *To be advised*** (Current Members 2023/24 - Councillors M J Nee and H M Williams)

Conservative Group: **2 Members - *To be advised*** (Current Members 2023/24 – Councillors D R Friend and S C Manion)

APPOINTMENT OF INVESTMENT ADVISORY GROUP

Portfolio Holder for Finance, Governance, Climate Change and Environment –
Chairman

Chairman of Governance Committee – Vice-Chairman

Group Nominations

Labour Group: **1 Member - *To be advised*** (Current Member 2023/24 - Councillor E
A Biggs)

Conservative Group: **2 Members - *To be advised*** (Current Members 2023/24 –
Councillors T J Bartlett and C A Vinson)

Cabinet is required to appoint a Member to serve as Chairman of the Dover Joint Transportation Advisory Board (DJTAB) for 2024/25, in accordance with the agreement on Joint Transportation Advisory Boards made between Kent County Council (KCC) and Dover District Council (DDC).

The chairmanship/vice-chairmanship alternates annually between KCC and DDC. The current DDC membership of the DJTAB is as follows:

Councillor E A Biggs (Vice-Chairman 2023/24)	Councillor J S Back
Councillor S B Blair	Councillor M Bates
Councillor G Cowan	Councillor M F Hibbert
Councillor D J Parks	

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 13 MAY 2024

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>
Purchase of New Affordable Housing at Wingfield Place, Deal	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Award of Contract for Supply of Housing Management Software	3	
Five-Year Contract for Provision of Home Improvement Agency Service	3	
Dover Town Centre Regeneration – Dover Beacon/Dover Bench Street Project	3	

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

Agenda Item No 11

Document is Restricted

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

Agenda Item No 12

Document is Restricted

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

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