

Public Document Pack



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

4 September 2023

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **DOVER BEACON AND DOVER TOWN REGENERATION PROJECT ADVISORY GROUP** will be held in the Council Chamber at these Offices on Tuesday 12 September 2023 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 black ink, appearing to read "Nicky", written over a white background.

Chief Executive

Dover Beacon and Dover Town Regeneration Project Advisory Group Membership:

K Mills (Chairman)
C D Zosseder (Vice-Chairman)
T J Bartlett
M Bates
D G Beaney
S H Beer
E A Biggs
P M Brivio
G Cowan
S Hill
O C de R Richardson

and Mayor of Dover

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of substitute members.

3 **DECLARATIONS OF INTEREST** (Page 4)

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

4 **NOTES** (Pages 5-9)

To confirm the attached notes of the meeting of the Advisory Group held on 24 July 2023.

5 **MARKET SQUARE UPDATE**

To receive a verbal update.

6 **DOVER FASTRACK UPDATE**

To receive a verbal update.

7 **STRATEGIES UPDATE**

To receive a verbal update.

8 **DOVER BEACON UPDATE** (Pages 10-12)

To consider the attached report of the Regeneration Delivery Manager.

9 **DOVER BEACON DISCUSSION FORUM - DRAFT TERMS OF REFERENCE**
(Pages 13-14)

To consider the attached draft Terms of Reference for the Dover Beacon Discussion Forum.

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

The recommendation is attached.

11 **RIBA (ROYAL INSTITUTE OF BRITISH ARCHITECTS) 2 SIGN-OFF REPORT AND FINANCES**

To consider the report (to follow).

Access to Meetings and Information

- The provisions of Part VI of the Local Government Act 1972, The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not apply to meetings of this Advisory Group so as to require its meetings to be open

to the public.

Notwithstanding the above, the Council will, whenever possible, conduct meetings of the Advisory Group in public in furtherance of its commitment to openness and transparency. However, there may be occasions on which the nature of the business to be transacted requires members of the public to be excluded from the meetings or parts of them.

- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is step free access via the Council Chamber entrance and an accessible toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- In order to facilitate the broadcast of meetings there have been cameras set up in the Council Chamber that communicate with Microsoft Teams Live. This enables meetings held in the Council Chamber to be broadcast for public viewing through the Council's website.
- 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.
- These recordings will be retained for 30 days from the date of the meeting. The recordings will be uploaded to YouTube as soon as practicable after the day of the meeting. In normal circumstances this would be within 2 working days of the meeting. However, there may be circumstances where it will take longer. The recordings can be viewed on the Council's YouTube Channel - [Council meetings - YouTube](#)
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published with the agenda for the next meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Democratic Services, democraticservices@dover.gov.uk, telephone: 01304 872303 or email: democraticservices@dover.gov.uk for details.

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

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

Notes of the meeting of the **DOVER BEACON AND DOVER TOWN REGENERATION PROJECT ADVISORY GROUP** held at the Council Offices, Whitfield on Monday, 24 July 2023 at 6.00 pm.

Present:

Chairman: Councillor K Mills

Councillors: T J Bartlett
M Bates
D G Beaney
S H Beer
E A Biggs
P M Brivio
G Cowan
S Hill
J L Pout
O C de R Richardson

Also present: Councillor S Jones (Mayor of Dover)
Ms E Carswell (Faithful and Gould)
Mr L Fish (Lee Evans Partnership)
Mr D James (Lee Evans Partnership)
Mr L Smith (Lee Evans Partnership)

Officers: Head of Place and Growth
Major Projects and Programme Manager
Regeneration Delivery Manager
Strategic Project Manager
Project Manager
Projects and Engagement Coordinator
Senior Accountant (Housing and Projects)
Democratic Services Officer

6 APOLOGIES

It was noted that an apology for absence had been received from Councillor C D Zosseder.

7 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor J L Pout had been appointed as a substitute member for Councillor C D Zosseder.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 NOTES

The notes of the meeting held on 28 November 2022 were approved as a correct record and signed by the Chairman.

10 TERMS OF REFERENCE

The Group's revised Terms of Reference were noted.

11 DOVER BEACON/BENCH STREET PROJECT

Members received a presentation on the Dover Beacon project. The Regeneration Delivery Manager (RDM) recapped for Members as follows:

- Project funded by two Government sources: £3.2 million from the Future High Streets Fund and £18.1 million from the Levelling Up Fund (LUF).
- Predicted to benefit the district economically by £90 million
- Future High Streets Fund element would provide a creative centre, upgraded underpass and signage to link harbour and town centre
- Levelling Up Fund element would provide an education campus, business centre, urban park and public realm and Click2Cycle bike hire expansion
- 11-week demolition contract with contractors already on site
- Exercise to identify tenants for the centres already underway

Consultants advised that:

- Rapid progress made on the design including input from local residents
- Three buildings under one roof canopy to share efficiencies/services which would help to reduce capital costs
- Buildings linked by a central atrium and designed to improve connections with and between the Market Square, Bench Street, St James's and the underpass
- A multifaceted and accessible building that would act as a catalyst for Dover's growth and regeneration

The Head of Place and Growth (HPG) emphasised the importance of such a visible site and advised that the project was currently on time and on budget. The RDM added that having three buildings under one roof would help to capitalise on carbon reduction.

The following points arose during discussions:

- Councillor E A Biggs welcomed the fact that the building would be visible from all sides, unlike St James's.
- Programme been rephased to allow more time for concept design and involvement of contractor
- Access from Townwall Street onto Fishmongers Lane likely to be retained
- Deliveries/loading bay likely to be at Mill Lane
- March 2025 deadline for spending of LUF funding but Government had already indicated an extension would be acceptable
- In response to Councillor D G Beaney who raised a concern about massing, it was confirmed that architectural details would be added as design work progressed.
- Agreed that achieving an iconic building which could be enjoyed by all was paramount
- In response to Councillor O C de R Richardson, the HPG clarified that the extension of the cycle scheme was a Dover Town Council initiative, run by Click2Cycle, and not funded by the LUF. Whilst it would provide linkage between six new sites (including Kearsney Abbey, the hospital and leisure

centre), it was a Dover project and was not intended to improve cycle connections with Deal and Sandwich.

- Formal planning pre-application likely to be submitted end of September/beginning of October, following initial discussions with Planners. A full planning application was expected to be submitted in March 2024 following finalisation of detailed designs. There would be community consultation/engagement and the design team was also seeking to subject the plans to an independent design review.
- Two-stage tender process with packages likely to be tendered in summer/autumn 2024.
- 18-month construction period with an expected completion date of March 2026

The HPG advised that regular meetings were held with the Port of Dover to discuss its strategic plans, including how £45 million from Kent County Council (KCC) would be spent on access improvements.

In response to questions about climate change, Members were advised that it was intended to achieve at least a BREEAM (Building Research Establishment Environmental Assessment Method) very good standard and, if possible, exceed it. RIBA (Royal Institute of British Architects) 2030 sustainability performance targets would also be a benchmark, and the design team experts were already evaluating possible options such as the use of ground source heat pumps, etc. The RDM cautioned that the budget limited how much could be achieved in terms of sustainability. However, he added that sustainable options would certainly be preferred where they had minimal or no cost implications. He clarified that, as a local authority, BREEAM was the minimum standard the Council was expected to achieve. The Passivhaus approach required buildings to be carbon net zero and built to a particularly high standard. Given that Passivhaus accreditation was a costly process, the intention was to build in accordance with its principles as far as possible rather than seeking official accreditation.

RESOLVED: That the presentation be noted.

12 CULTURAL FRAMEWORK

The HPG advised that a Cultural Strategy was being developed in order to create a cultural vision for the district, provide opportunities for young people and unlock funding. Numerous businesses, community groups, etc had been consulted about the draft strategy which would go to the PAG in August or September and to Cabinet in October.

The following points arose during discussions:

- Consultation had involved schools and young carers' groups, amongst others.
- The Discovery Centre – discussions with KCC and Jon Iverson ongoing
- The Roman Painted House – lots of work going on behind the scenes to move things forward and progress was being made
- Reference was made to towns like Margate and Folkestone having extended their cultural/art offerings and the need for Dover to identify its own cultural specialities

- Recognised that strategy must identify Dover's cultural strengths/activities so important that communities came forward with their views and advice to inform the document
- Age UK, St Edmund's Chapel, 6th form roadshows were mentioned

RESOLVED: That the presentation be noted.

13 PLACE PLAN

The Group received a presentation which set out the purpose and aims of the new Dover Place Plan. The HPG advised that the Plan had been developed in consultation with Dover Town Council and had an overall aim of ensuring that Dover town centre was accessible and well connected. It built on the Market Square project which had brought people into the town and generated income for businesses.

The Major Projects and Programme Manager (MPPM) advised that the document would identify key priority projects that could be delivered in the town centre, working with residents, businesses and Members in doing so. The starting point had been defining the area which mirrored the definition of the town centre included in the emerging Local Plan, including shopping areas, open spaces, etc. The adopted Plan would also help to secure funding, pinpoint where current resource was insufficient and align with existing policies. Once priority projects had been identified, a cost/benefit analysis would be carried out.

Other points that arose during discussions were:

- Recognised that there was currently an oversupply of parking in Dover. However, need to proceed with caution where projects potentially involved building on car parking sites to ensure that sufficient parking was retained.
- Pencester Gardens earmarked for improvements in the Council's Open Spaces Strategy.
- KCC funding secured for improvements to Pencester Road to create better links to other bus services including Fastrack.
- Proposed revenue projects included improving town centre cleanliness and devising an action plan.
- Dover Town Team had been disbanded and the Council was considering how to support local business owners in establishing a new representative body.
- Relevant service areas within the Council were members of a recently formed street scene working group.
- It was proposed that the Place Plan be reviewed every 5 years
- Dover College had submitted a planning application for a performing arts centre with theatre which would also be available for potential third-party use
- Need to make progress on the Roman Painted House. The situation was challenging but things were now moving in the right direction.

In response to Members' queries, the MPPM advised that the Dover Fastrack route out from Dover Priory station to Whitfield was currently proposed as running along York Street, the A20 and Woolcomber Street. If the Pencester Road project went ahead, the route would be able to pass through the town centre.

Should evidence come forward that supported an extension of the plan area to the shops in London Road, the plan could be amended. Councillor G Cowan

commented that shops on London Road beyond the Eagle public house would be prepared to move if business rates in the town centre were lower.

The MPPM remarked that the Place Plan programme was a challenging one, with workshops held with key stakeholders during September and October, followed by a draft to Cabinet, consideration by the PAG (possibly in November), public consultation in January and February, and approval and adoption of the final plan by Cabinet in May 2024. She added that the PAG would be provided with information on which of the projects were supported by key stakeholders and which were considered most important by businesses and residents. When bidding for funding, it was important to be able to demonstrate that the Council had gathered reliable evidence and could be trusted when it came to decision-making and financial governance.

RESOLVED: That the presentation be noted.

14 DATES OF FUTURE MEETINGS

The RDM advised that the timing of Group meetings would centre around the various RIBA plan of work stages, with the first stage being RIBA Stage 2 for the completion of concept design. It was intended that the Council's Internal Audit team would carry out a review at each sign-off stage, and a week before reports went to the PAG. The Government had imposed a monthly oversight requirement on the project which would be achieved via the establishment of a Dover Beacon Discussion Forum, an informal group that would report back to the PAG.

Councillor S H Beer requested that explicit instructions be given to Members regarding their input and role.

RESOLVED: That the next meeting would be held in September, on a date to be decided.

The meeting ended at 7.43 pm.

REPORT FOR: DOVER BEACON AND DOVER TOWN REGENERATION PROJECT ADVISORY GROUP

Date of PAG meeting: 12th September 2023

Reporting Period: July-August 2023

Synopsis of Project progress since previous meeting:

- The design is progressing at pace. The adjacencies (that is the common needs, working spatial relationships, and their relative importance have been determined) as have strategic decisions regarding power and heating. The architectural design is developing in tandem with the structural design and the mechanical , electrical and plumbing elements of design. The collaboration between the various members of the design team is remarkable.
- A BREEAM assessor has been appointed and the first workshop with the design team has taken place. Early indications suggest a rating of 'excellent' is feasible.
- The exercise to secure tenants, held in July 2023, resulted in the decision to formally commence the process of securing East Kent Spatial Design Company and East Kent College as tenants of the business centre and FE campus centre respectively, through an agreement for lease and the lease itself. The evaluation panel could not come to a decision regarding tenants for the creative centre and sought further clarifications through dialogue with the two organisations submitting bids.
- Demolition contract is well advanced with demolition of No.14 and No.15 expected to complete by the end of August and No11 expected to complete in October.
- Solicitors Blake Morgan have been engaged to assist the Council in drawing up leases/agreement s for lease for the three new centres and to incorporate the various land parcels, now in DDC ownership, into one clean land parcel.

Evaluation of progress against project program:

- The programme, originally prepared in July 2022 as part of the LUF bid, was reviewed and refreshed at the start of June 2023 to ensure that it is realistic, after accounting for the delays in the award of the LUF grant from October 2022 (the date given by DLUHC on which original delivery programme was based). The refreshed programme sees a completion date of March 2026.
- One early milestone is the submission of the RIBA 2.0 (Concept Design), which is in the programme as being submitted to DDC for review on 1st September. The design team have confirmed that they are on programme. The PAG meeting on 12th September will review the report and make recommendations to the decision makers.
- Design team have also confirmed that they expect to submit the Planning pre-application on 3rd October.
- The preparation of the tender package information for the first stage 'design and build' tender is on programme and the design team have confirmed they expect to meet the deadline for submission of 28th September, the day of tender pack issue through the National Partnership Framework. NFP undertook an 'expressions of interest exercise' in preparation for the mini-competition, receiving three EOI's by the deadline of 21st August

Evaluation of expenditure against projected cash flow:

- Project on budget as of June 2023. Revised cost plan forms part of the RIBA2.0 report. It is expected that this too indicate the project is on budget but if there are any cost overruns projected then immediate value engineering will be implemented to bring the project back within budget.
- The expenditure in the period has been in line with predicted cash flows. The design team have been so focussed on delivery that the expenditure claims are a little behind schedule.

Assessment of Strategic Project Risks:

- **Programme:** mitigations mainly already in place. Project on programme at this time.
- **Costs/Robustness of estimating data:** mitigations mainly already in place, project contingencies are healthy, work to explore separate client risk contingency being explored.
- **Project brief inadequate:** mitigations implemented, expert assistance received in producing the project brief, collaborative approach adopted.

- **Securing Tenants:** mitigations implemented tenants for business centre and FE campus centre chosen. Process leading to signing of lease and agreement for lease commenced.
- **Site encumbrances:** mitigations being implemented, most desk top studies commissioned. Intrusive ground investigation being commissioned.
- **Archaeology:** mitigations being implemented . Desk based assessment received August.
- **Governance / decision making:** mitigations mainly implemented. Procurement strategy adopted and being followed, member oversight through the PAG up and running.
- **Statutory undertakers:** need for sub-station already determined, early engagement with statutory undertakers post RIBA2.0 expected.
- **Securing Planning:** mitigations being implemented. Pre-Planning Agreement being negotiated with DDC as local planning authority. Pre-app to be submitted 3rd October 2023.
- **Site assembly:** mitigations being implemented. Application for adverse possession expected to be submitted to Land registry September 2023. Route to secure stopping up notice for remnant of Thornton's Lane identified.
- **Project creep:** mitigations partially implemented, project brief produced and engagement with East Spatial Design Company and East Kent College occurs on regular basis.

Consideration of any events or decisions likely to affect the outputs contained in the bid:

There have been no events in July/August 2023 that are likely to affect the outputs contained in the bid.

Report of: Martin Leggatt, Regeneration Delivery Manager

DOVER BEACON DISCUSSION FORUM

DRAFT TERMS OF REFERENCE

Membership:

Leader of the Council (Chair)
Portfolio Holder for Community and Corporate Property (Vice-Chair)
One member of the controlling group
One member of the opposition group
One tenant representative for each of the three centres (i.e. creative centre, business centre and further education campus centre) to be invited to every meeting of the Forum

Terms of Reference:

Scope

The Dover Beacon Discussion Forum has been established as a sub-group of the Dover Beacon and Dover Town Regeneration Project Advisory Group to allow informal constructive and collaborative dialogue with the prospective tenants to help inform the design and ensure buildings are fit for purpose, and to provide informal **monthly** oversight of the Dover Beacon Project (Bench Street East), satisfying the requirement of the funding body. The Forum will receive monthly briefings on the following matters as standing items:

- Project progress since previous meeting
- Evaluation of expenditure against projected cash flow
- Evaluation of progress against project programme
- Any events or decisions likely to affect the outputs contained in the bid

The Forum will discuss the briefing information and decide on action points that should be reported to the next relevant PAG meeting. Forum members can raise any pertinent topic as an agenda item for subsequent meeting(s).

Confidentiality:

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

Conflicts of Interest:

Members of the Discussion Forum will be expected to declare any Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI), and the precise nature of that interest, in accordance with the adopted procedures, and must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI or OSI. They must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so.

External participants will be expected to declare a conflict of interest, and the precise nature of that interest, as soon as they become aware of its existence. Whilst the existence of an interest may not

necessarily bar them from participating in discussions, they are advised to refer to the relevant protocol of their organisation/governing body.

DOVER DISTRICT COUNCIL

DOVER BEACON AND DOVER TOWN REGENERATION
PROJECT ADVISORY GROUP – 12 SEPTEMBER 2023

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

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

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
RIBA 2 Sign-Off Report	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)