



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872300
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk

TO: ALL MEMBERS OF THE COUNCIL

Contact: **Kate Batty-Smith**
Direct line: **(01304) 872303**
e-mail: **katebatty-smith@dover.gov.uk**
Our ref: **RB/CABRCD**
Your ref:
Date: **8 November 2017**

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 6 November 2017. 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, 14 November 2017**.

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 Scrutiny (Policy and Performance) Committee, Councillor K Mills; the Controlling Group Spokesperson of that Committee, Councillor S C Manion (or in their absence the Vice-Chairman or Deputy Spokesperson of the Scrutiny (Policy and Performance) Committee) or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

Kate Batty-Smith
Democratic Support Officer

Enc

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 6 November 2017 at 11.00 am.

Present:

Chairman: Councillor K E Morris

Councillors: J S Back
T J Bartlett
N J Collor
M D Conolly
N S Kenton

Also Present: Councillor S F Bannister
Councillor P M Brivio
Councillor S S Chandler
Councillor M R Eddy
Councillor B Gardner
Councillor S J Jones
Councillor A M Napier
Councillor M J Ovenden
Councillor P Walker

Officers: Chief Executive
Director of Environment and Corporate Assets
Director of Finance, Housing and Community
Director of Governance
Head of Community Services
Head of Strategic Housing
Asset Valuation Manager
Community Development Manager
Assistant Director, EK Services
Customer Services Manager, EK Services
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 87 6.11.17 Open Key Decisions No Call-in to apply Yes Implementation Date 14 November 2017	<u>APOLOGIES</u> It was noted that an apology for absence had been received from Councillor M J Holloway.	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 88 6.11.17 Open Key Decisions No Call-in to apply Yes	<u>DECLARATIONS OF INTEREST</u> It was noted that there were no declarations of interest.	None.	To note any declarations of interest.	

Implementation Date 14 November 2017				
--	--	--	--	--

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 89 6.11.17 Open Key Decisions No Call-in to apply Yes Implementation Date 14 November 2017	<u>RECORDS OF DECISIONS</u> It was agreed that the decisions of the meetings of the Cabinet held on 2 and 16 October 2017, as detailed in decision numbers CAB 68 to CAB 86, be approved as correct records and signed by the Vice-Chairman.	None.	Cabinet is required to approve the Records of Decisions of the Cabinet meetings held on 2 and 16 October 2017.	

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 90 6.11.17 Open Key Decisions No Call-in to apply	<u>NOTICE OF FORTHCOMING KEY DECISIONS</u> It was agreed that there were no forthcoming Key Decisions identified for pre-Cabinet scrutiny at this stage.	None.	Cabinet is requested to identify any Key Decisions that it considers would be beneficial to refer to one of the Scrutiny	

Yes			Committees before the matter comes before Cabinet for formal decision.	
Implementation Date 14 November 2017				

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 91 6.11.17 Open Key Decisions No Call-in to apply Yes Implementation Date 14 November 2017	<p><u>EK SERVICES FACE-TO-FACE SERVICE PROVISION AT DEAL AREA OFFICE</u></p> <p>It was agreed:</p> <p>(a) (i) That the Scrutiny (Policy and Performance) Committee's recommendation (a) (i), made at its meeting held on 25 October 2017 (Minute No 83), be approved, subject to being amended as follows:</p> <p>'That the Deal Area Office be kept open until March 2018 whilst more information is collected on the usage of the area office and the impact of its closure, including the number of disadvantaged and vulnerable users.'</p> <p>(ii) It is noted that, until its final closure, the Deal Area Office will be open one day a week (on Wednesdays) for appointments, but with some capacity to deal with walk-in customers.</p> <p>(b) That the Scrutiny (Policy and Performance) Committee's recommendation (a) (ii) be rejected since it is considered that the potential impact of Universal Credit is already understood.</p> <p>(c) That the Scrutiny (Policy and Performance) Committee's recommendation (b) (i) be approved, with assurances that</p>	<p>To accept all of the Committee's recommendations.</p>	<p>In response to concerns raised by the Scrutiny (Policy and Performance) Committee regarding proposals to close three area offices (Cabinet decisions CAB 24 of 3 July 2017 and CAB 47 of 4 September 2017 refer), a presentation was given by EK Services to the Committee at its meeting held on 25 October 2017. The Committee made further recommendations to Cabinet in respect of the proposed closures</p>	

	<p>consultation will take place with Deal Town Council and Deal Library staff in respect of training and how Council services and assistance can be accessed. To facilitate public access, it is noted that there will be a direct telephone link to Whitfield from the library following the Area Office's closure.</p> <p>(d) That the Scrutiny (Policy and Performance) Committee's recommendation (b) (ii) be rejected since it is considered that drawing up criteria that defines vulnerable persons could be counter-productive and, in any case, it is intended that those most in need of face-to-face assistance will be identified by East Kent Services in the period preceding the Area Office's closure.</p> <p>(e) That the Scrutiny (Policy and Performance) Committee's recommendation (b) (iii) be approved, as follows:</p> <p>'That regular feedback be provided to the Scrutiny (Policy and Performance) Committee on the impact of the closure of the three area offices.'</p> <p>(f) That Cabinet decision CAB 47 (e) and (f) of 4 September 2017 be reaffirmed, subject to the above amendments.</p>		(Minute No 83).	
--	--	--	-----------------	--

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 92 6.11.17 Open Key Decisions No	<u>PETITION FOR ADDITIONAL PARKING AT AYCLIFFE</u> It was agreed: (a) That the Scrutiny (Policy and Performance) Committee's recommendation (a), made at its meeting held on 10 October 2017 (Minute No 73), be approved, subject to its being amended	To not amend the Committee's recommendations.	At its meeting held on 10 October 2017, the Scrutiny (Policy and Performance) Committee considered a	

<p>Call-in to apply Yes</p> <p>Implementation Date 14 November 2017</p>	<p>as follows:</p> <p>‘That the proposals to provide an additional 20-30 parking bays in Aycliffe will be included in the budget process for next year.’</p> <p>(b) That the Scrutiny (Policy and Performance) Committee’s recommendations (b) and (c) be approved, as follows:</p> <p>(b) That the petition organiser, Mr Dodd, be invited to work with officers in identifying possible key locations where the 20-30 additional parking bays could be easily added in Aycliffe.</p> <p>(c) That the Cabinet be requested to contact Kent County Council in order to identify further funding for the creation of parking bays beyond the initial 20-30 additional parking spaces.</p>		<p>petition requesting more parking bays in Aycliffe and made several recommendations to Cabinet (Minute No 73).</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 93 6.11.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date</p>	<p><u>CAMELOT EUROPE PRESENTATION</u></p> <p>It was agreed that the Scrutiny (Community and Regeneration) Committee’s recommendation, made at its meeting held on 11 October 2017 (Minute No 68), be approved, as follows:</p> <p>‘That appropriate Officers meet with Camelot Europe to investigate the feasibility of working with them, and to review the criteria to ensure that they contain adequate safeguards and are suitable for Dover.’</p>	<p>None.</p>	<p>At its meeting held on 11 October 2017, the Scrutiny (Community and Regeneration) Committee received a presentation from Camelot Europe and made a recommendation to Cabinet (Minute No</p>	

14 November 2017			68).	
------------------	--	--	------	--

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 6.11.17 Open Key Decisions Yes Call-in to apply Yes Implementation Date 14 November 2017	<u>PRIVATE SECTOR HOUSING ENFORCEMENT POLICY</u> It was agreed that the Scrutiny (Community and Regeneration) Committee's endorsement of Cabinet decision CAB 78, made at its meeting held on 11 October 2017 (Minute No 69), be acknowledged and that Cabinet decision CAB 78 be reaffirmed.	None.	At its meeting held on 11 October 2017, the Scrutiny (Community and Regeneration) Committee endorsed Cabinet decision CAB 78 of 2 October 2017 (Minute No 69).	

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 6.11.17 Open Key Decisions Yes Call-in to apply Yes	<u>COMMUNITY HOUSING FUND</u> It was agreed: (a) That the use of the Community Housing Fund special revenue project to support community-led housing developments, funded from the £508,829 allocated to the Council in the 2016/17 Financial Year from the Government's Community Housing Fund, be approved.	None.	As part of the Government's Community Housing Fund initiative, Dover District Council received funding of £508,829 in 2016/17 to support local community	

Implementation Date 14 November 2017	<p>(b) That the establishment of a post on a two-year, fixed-term contract, responsible for developing the project, be approved.</p> <p>(c) That the Head of Strategic Housing be authorised, in consultation with the Portfolio Holder for Built Environment, to approve individual projects and expenditure in line with Government guidance.</p>		groups in delivering affordable housing in their areas. It is proposed that a post should be created within the Council to promote and develop the project.	
--	---	--	---	--

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 6.11.17 Open Key Decisions Yes Call-in to apply Yes Implementation Date 14 November 2017	<u>DEAL PIER CAPITAL PROJECT</u> It was agreed that the business case for carrying out essential works to Deal Pier be approved.	None.	Essential works to Deal Pier were identified in a report to the Cabinet meeting held on 2 October 2017. However, Cabinet requested that a business case be presented to carry out additional works (CAB 79).	

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 6.11.17	<u>ESSENTIAL WORKS AT DOVER MUSEUM AND BRONZE AGE BOAT EXHIBITION HALL</u>	None.	The existing ventilation system	

<p>Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 14 November 2017</p>	<p>That the essential works to the Bronze Age Boat exhibition hall and Dover Museum, as set out in the report, be approved.</p>		<p>at Dover Museum has reached the end of its life and requires replacement.</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 98 6.11.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 14 November 2017</p>	<p><u>DOVER DISTRICT COUNCIL COMMUNITY GRANTS</u></p> <p>It was agreed:</p> <p>(a) That the Dover District Council Community Grants awarded during the 2017/18 grants scheme, as set out at Appendix 1 to the report, be approved.</p> <p>(b) That the rolling over of the £1,000 refunded grant from 2016/17 and the £1,000 from the Guild Players to the Dover District Council Community Grants pot for Deal and Walmer for 2018/19 be approved.</p> <p>(c) That there should be flexibility in 2018/19 to permit the use of underspent grant from one forum area to fund projects in oversubscribed forum areas in the District within the same grant year.</p>	<p>None.</p>	<p>The Dover District Council Community Grants Scheme is a fund administered by Dover District Council which allocates small grants to local community organisations. Cabinet is requested to approve the award of grants for 2017/18 recommended by the Community Grants Appraisal</p>	

			Panel.	
--	--	--	--------	--

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 99 6.11.17 Open Key Decisions No Call-in to apply Yes Implementation Date 14 November 2017	<u>PERFORMANCE REPORT - SECOND QUARTER 2017/18</u> It was agreed that the Council's Performance Report and Actions for the Second Quarter 2017/18 be noted.	None.	Monitoring the Council's performance against key objectives is essential to the achievement of those aims and objectives. The Performance Report provides a summary of the Council's performance for the six months to 30 September 2017.	

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 100 6.11.17 Open Key Decisions No	<u>CHANGES TO PROJECT ADVISORY GROUPS AND DEVELOPER CONTRIBUTIONS EXECUTIVE COMMITTEE</u> It was agreed: (a) That the changes to the existing Project Advisory Groups, as set out at Appendix A to the report, be approved.	None.	Following his election by Council on 18 October 2017, the new Leader of the Council made changes to the	

<p>Call-in to apply Yes</p> <p>Implementation Date 14 November 2017</p>	<p>(b) That a Homelessness Project Advisory Group be established on the basis set out at Appendix B to the report.</p> <p>(c) That the draft Terms of Reference for the Homelessness Project Advisory Group, set out at Appendix C to the report, be approved.</p> <p>(d) That the changes to the Developer Contributions Executive Committee, as set out at Appendix D to the report, be approved.</p> <p>(e) That it be reaffirmed that a representative of the Labour Group be invited to attend meetings of the Developer Contributions Executive Committee as an observer only.</p>		<p>composition of Cabinet and its portfolios. These changes need to be reflected in the composition of the Project Advisory Groups and the Developer Contributions Executive Committee. Cabinet is also requested to approve the establishment of a new Homelessness Project Advisory Group.</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 101 6.11.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.</p>	<p>None.</p>		

Date Immediate				
--------------------------	--	--	--	--

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 102 6.11.17 Exempt</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 14 November 2017</p>	<p><u>OPTION TO SELL LAND AT REAR OF 65 FOLKESTONE ROAD, DOVER</u></p> <p>It was agreed:</p> <p>(a) That the option of selling land to the rear of 65 Folkestone Road, Dover, as set out in the report, be approved.</p> <p>(b) That the Director of Environment and Corporate Assets, in consultation with the Portfolio Holder for Property Management and Environmental Health, be requested to investigate the inclusion of an overage clause.</p>	<p>To not amend the report's recommendations.</p>	<p>Following an approach from the owner of land adjoining the Council's plot which lies to the rear of 65 Folkestone Road, the Cabinet is requested to approve the sale of this plot for the consideration set out in the report.</p>	

The meeting ended at 11.43 am