

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 3 July 2017 at 11.00 am

Present:

Chairman: Councillor P A Watkins

Councillors: M D Conolly  
T J Bartlett  
P M Beresford  
N J Collor  
N S Kenton  
K E Morris

Also Present: Councillor P M Brivio  
Councillor S S Chandler  
Councillor M R Eddy  
Councillor S J Jones  
Councillor M J Ovenden  
Councillor P Walker  
Councillor P M Wallace

Officers: Chief Executive  
Director of Finance, Housing and Community  
Solicitor to the Council  
Head of Strategic Housing  
Planning Delivery Manager  
Private Sector Housing Manager  
Principal Heritage Officer  
Assistant Director (Customer Delivery) - EK Services  
Acting Head of Customer Delivery - EK Services  
Democratic Support 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 17 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 July 2017	<u>APOLOGIES</u>  It was noted that there were no apologies for absence.	None.	To note any apologies for absence.	

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CAB 18 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>DECLARATIONS OF INTEREST</u>  It was noted that there were no declarations of interest.	None.	To note any declarations of interest.	

<b>Date</b> 11 July 2017				
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CAB 19 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 July 2017	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting of the Cabinet held on 12 June 2017 be approved.	None.	Cabinet is required to approve the Record of Decisions of the Cabinet meeting held on 12 June 2017.	

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CAB 20 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<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 Committees before the matter comes before Cabinet for	

<b>Date</b> 11 July 2017			formal decision.	
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CAB 21 3.7.17 Open  <b>Key Decision</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 July 2017	<u>OLDSTAIRS BAY TO SANDWICH BAY BEACH MANAGEMENT PLAN</u>  It was agreed:  (a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 13, made at its meeting held on 13 June 2017 (Minute No 29), be acknowledged.  (b) That Cabinet decision CAB 13 be reaffirmed.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 13 June 2017, endorsed Cabinet decision CAB 13 of 12 June 2017.	

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CAB 22 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes	<u>ACCOMMODATION CHARTER FOR DOVER DISTRICT</u>  It was agreed:  (a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 14, made at its meeting held on 13 June 2017 (Minute No 30), be acknowledged.  (b) That Cabinet decision CAB 14 be reaffirmed.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 13 June 2017, endorsed Cabinet decision CAB 14 of 12 June 2017.	

<b>Implementation Date</b> 11 July 2017				
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CAB 23 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 20 July 2017	<u>TREASURY MANAGEMENT YEAR-END REPORT</u>  It was agreed that the report be noted.	None.	In order to comply with CIPFA's (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management, Cabinet is being updated on the Council's treasury management (or investment) activities.	

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CAB 24 3.7.17 Open  <b>Key Decision</b> Yes  <b>Call-in to apply</b>	<u>CLOSURE OF AREA OFFICES</u>  It was agreed:  (a) That face-to-face customer services at Aylesham and Sandwich be withdrawn, and the closure of Dover District Council service desks at these locations during 2017/18 be approved.	Not to defer the closure of the Deal area office pending further information.	In order to make budget savings, and in recognition of the overall fall in the number of people using the area offices, EK Services is	

<p>Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p>(b) That the withdrawal of face-to-face customer services, and the closure of the Dover District Council service desk at Deal, be deferred pending a further report to Cabinet in September providing further detail on the nature and necessity of customer visits, the number and vulnerability profile of individual customers and options for alternative service delivery.</p>		<p>proposing the closure of the Council's customer service desks at Aylesham , Deal and Sandwich.</p>	
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<p>CAB 25 3.7.17 Open</p> <p><b>Key Decision</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p><u>DEVELOPMENT OF NEW AFFORDABLE HOUSING - FOXBOROUGH LANE, WOODNESBOROUGH</u></p> <p>It was agreed:</p> <p>(a) That the proposed project to build two affordable homes for rent on land owned by the Council at Foxborough Close, Woodnesborough be approved in principle.</p> <p>(b) That the Director of Environment and Corporate Assets be authorised, in consultation with the Director of Finance, Housing and Community and the Portfolio Holder for Housing, Health and Wellbeing, to take the necessary decisions to progress the development of the site to the construction phase including decisions relating to the award of contracts.</p>	<p>None.</p>	<p>The Council recently purchased a small area of land from Town and Country Housing Group for a nominal sum on the understanding that the land would be used for affordable housing.</p> <p>Cabinet is requested to approve the development of this land and an adjoining Council-owned plot to provide two affordable</p>	

			dwellings.	
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<p>CAB 26 3.7.17 Open</p> <p><b>Key Decision</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p><u>REVISION OF PRIVATE SECTOR HOUSING ASSISTANCE POLICY</u></p> <p>It was agreed:</p> <p>(a) That the Private Sector Housing Assistance Policy be revised to:</p> <p>(i) Amend the types of assistance available in order to spend the additional funding provided through the Better Care Fund for Disabled Facilities Grants.</p> <p>(ii) Provide additional financial assistance to bring empty homes back into use.</p> <p>(b) That the Director of Finance, Housing and Community be authorised to make further minor changes to the Policy.</p>	None.	The Council's current Housing Assistance Policy, which details the conditions and types of grants and loans available from the Council, was adopted in 2012. The Policy now requires updating in order to reflect the different types of assistance now available as a result of increases in funding from central Government.	

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<p>CAB 27 3.7.17 Open</p>	<p><u>DRAFT SOUTH BARRACKS CONSERVATION AREA CHARACTER APPRAISAL</u></p> <p>It was agreed:</p>	None.	As acknowledged in the Dover District Heritage Strategy, there is a	

<p><b>Key Decision</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p>(a) That the draft Deal South Barracks Conservation Area Character Appraisal, as set out in Appendix 1 of the report, be approved for public consultation for a period of 6 weeks.</p> <p>(b) That the Head of Regeneration and Development be authorised, in consultation with the Portfolio Holder for Environment, Waste and Planning, to make any necessary editorial changes to the Appraisal to assist with clarity, consistency, explanation and presentation.</p>		<p>requirement under the Planning (Listed Buildings and Conservation Areas) Act 1990 for local planning authorities to review their conservation areas and to publish proposals for their preservation and enhancement.</p> <p>The Deal Society, in consultation with the Council, has produced a draft appraisal for the South Barracks Conservation Area which, if approved by Cabinet, will go out to consultation for a period of 6 weeks.</p>	
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CAB 28 3.7.17 Open	<u>OUTSOURCING OF REVENUES, BENEFITS, DEBT RECOVERY AND CUSTOMER SERVICES FUNCTIONS (REVISION OF DELEGATIONS TO THE EAST KENT SERVICES COMMITTEE)</u>	None.	EK Services has been examining ways of saving money by	



<p><b>Key Decision</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p>It was agreed:</p> <p>(a) That, to the extent that they are not already authorised to do so, the East Kent Services Committee be authorised and requested to discharge the powers and functions of the Council to develop a business case for outsourcing the Council's functions in relation to the following:</p> <ul style="list-style-type: none"> <li>(i) Council Tax Administration and Enforcement</li> <li>(ii) National Non-Domestic Rates Administration and Enforcement</li> <li>(iii) Housing Benefit and associated services</li> <li>(iv) Council Tax Reduction Scheme and associated services</li> <li>(v) Debt Recovery</li> <li>(vi) Customer Services</li> </ul> <p>(together called 'the Revenues, Benefits, Debt Recovery and Customer Services Functions'), and to determine the actions to be taken in connection therewith.</p> <p>(b) That the East Kent Services Committee make appropriate delegations to each of the Director of Collaborative Services and the Director of EK Services to enable them to develop the business case, and report back directly to each of the three councils prior to further consideration by the East Kent Services Committee.</p>		<p>contracting out the delivery of revenues, benefits, debt recovery and customer services functions to a commercial operator.</p> <p>Along with Canterbury City and Thanet District Councils, the Cabinet of Dover District Council is requested to determine whether the East Kent Services Committee should proceed with developing a business case for outsourcing these functions.</p>	
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CAB 29	AYLESHAM VILLAGE EXPANSION - RETAIL UNITS, THIRD PARTY	None.	Cabinet's approval	

<p>3.7.17 Open</p> <p><b>Key Decision</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 July 2017</p>	<p><u>LAND AND POST DEVELOPMENT IMPROVEMENTS</u></p> <p>It was agreed that the addition of the following projects to the Medium-Term Capital Programme and their funding from the Aylesham capital receipt be approved:</p> <p>(i) £130,000 for the fit-out of the four Council-owned retail units in Market Place, Aylesham.</p> <p>(ii) £10,000 for legal and related advice to support the purchase of required third party land within the Aylesham Garden Village Development.</p> <p>(iii) £25,000 to undertake further works aimed at enhancing and protecting improvements that have been made to the village but which fall outside the current planning permission.</p> <p>(iv) £15,000 to support the installation of CCTV in the Market Place and surrounding area.</p>		<p>is sought for a range of works at Aylesham to support the ongoing expansion of the village, including the fitting out of four retail units and the installation of CCTV in Market Place.</p>	
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<p>CAB 30 3.7.17 Open</p> <p><b>Key Decision</b> No</p> <p><b>Call-in to apply</b> Yes</p>	<p><u>LOCAL PLAN PROJECT ADVISORY GROUP - DRAFT TERMS OF REFERENCE</u></p> <p>It was agreed that the draft Terms of Reference for the Local Plan Project Advisory Group be approved.</p>	<p>None.</p>	<p>The Council's Local Plan Project Advisory Group is due to meet at the end of July. It is several years since the Group last met and its Terms of Reference require</p>	

<b>Implementation Date</b> 11 July 2017			updating.	
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CAB 31 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 July 2017	<u>MUNICIPAL CHARITIES OF DOVER: NOMINATION OF TRUSTEE</u>  It was agreed that Councillor J M Heron be nominated as the Council's trustee on Municipal Charities of Dover (in replacement of Mr J M Smith).	None.	The Council is entitled to nominate five trustees to serve on the charity known as Municipal Charities of Dover.  At its meeting held on 8 May 2017, Cabinet agreed to defer the nomination of a trustee to replace Mr J M Smith whose term had expired until the charity's views were known (CAB 194). The charity has now suggested that Councillor J M Heron be nominated.	

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		<b>considered and rejected (if any)</b>		<b>(if any) declared by decision maker(s) or consultees (if any)</b>
CAB 32 3.7.17 Open  <b>Key Decision</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> Immediate	<u>EXCLUSION OF THE PRESS AND PUBLIC</u>  That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.	None.		

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CAB 33 3.7.17 Exempt  <b>Key Decision</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 July 2017	<u>DEVELOPMENT OF NEW AFFORDABLE HOUSING ON LAND AT NEW DOVER ROAD, CAPEL-LE-FERNE</u>  It was agreed:  (a) That the project which aims to acquire nine affordable homes on land to be developed by Jarvis Homes Ltd at New Dover Road, Capel-le-Ferne be approved.  (b) That the Directors of Environment & Corporate Assets and Finance, Housing & Community be authorised, in consultation with the Portfolio Holder for Housing, Health and Wellbeing, to take the necessary decisions to progress the development of the site to the construction phase, including decisions relating to the structure agreement with Jarvis Homes Ltd, the offer price and	None.	Following a success appeal against the refusal of planning permission, Jarvis Homes Ltd has commenced development at New Dover Road. However, it has advised that it has been unable to find a housing association willing to acquire the nine	

	the award of contracts.		affordable homes to be provided on the site. In order not to lose the opportunity to provide more affordable homes in the district, the Council is negotiating with the developer to buy the units for rental/shared ownership.	
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The meeting ended at 11.47 am