

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 7 November 2022 at 11.01 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: N S Kenton  
D P Murphy  
O C de R Richardson  
C A Vinson

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

Officers: Strategic Director (Corporate and Regulatory)  
Strategic Director (Finance and Housing)  
Strategic Director (Place and Environment)  
Head of Finance and Investment  
Head of Investment, Growth and Tourism  
Asset Manager  
Housing Development Manager  
Major Projects and Programme Manager  
Project Manager  
Strategic Place, Tourism and Town Centre Manager  
Transport and Parking Services Manager  
Housing Policy Officer  
Principal Heritage 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 44 7.11.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 November 2022	<u>APOLOGIES</u>  It was noted that an apology for absence had been received from Councillor M Bates.	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 45 7.11.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b>	<u>DECLARATIONS OF INTEREST</u>  There were no declarations of interest.	None.	To note any declarations of interest.	

15 November 2022				
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CAB 46 7.11.22 Open <b>Key Decisions</b> No <b>Call-in to apply</b> Yes <b>Implementation Date</b> 15 November 2022	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting held on 3 October 2022, as detailed in decision numbers CAB 34 to CAB 43, 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 3 October 2022.	
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CAB 47 7.11.22 Open <b>Key Decisions</b> Yes <b>Call-in to apply</b> Yes <b>Implementation Date</b>	<u>HOUSING NEEDS SURVEY</u>  It was agreed that a Housing Needs Survey for the Dover District be undertaken.	None.	It is proposed to conduct a Housing Needs Survey to obtain primary data about current and future housing needs at a local level. These data will inform the type and tenure of properties needed, as well as what	

15 November 2022			related services are required and the development of housing strategies and policies.	
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CAB 48 7.11.22 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 November 2022	<u>MOBILITY SCOOTER POLICY</u>  It was agreed:  (a) That the draft Mobility Scooter Policy be noted and approved.  (b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education, to make minor amendments to the policy in future as required.	None.	An increasing number of residents of Council-owned accommodation own mobility scooters. The policy has been developed to provide guidance to staff and residents on storage, charging, owners' responsibilities and enforcement action.	
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CAB 49 7.11.22 Open  <b>Key Decisions</b> Yes	<u>CHARGES FOR PARKING DURING THE CHRISTMAS PERIOD</u>  It was agreed that the proposal to offer free parking in the Council's car parks on all Saturdays in December 2022 be approved.	None.	Approval is sought to provide support to local businesses by offering free parking in the Council's car parks	

<p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>			<p>on all Saturdays in December. The initiative is aimed at encouraging people to shop locally, recognising the value, quality and choice offered by local, independent traders.</p>	
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<p>CAB 50 7.11.22 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>	<p><u>DRAFT ST MARGARET'S BAY CONSERVATION AREA CHARACTER APPRAISAL</u></p> <p>It was agreed:</p> <p>(a) That the draft St Margaret's Bay Conservation Area Character Appraisal, as set out at Appendix 1 to the report, be published for public consultation for a period of six weeks.</p> <p>(b) That the Head of Planning and Development, in consultation with the Portfolio Holder for Planning and Environment, be authorised to make any necessary editorial changes to the appraisal prior to consultation in order to assist with clarity, consistency, explanation and presentation.</p>	<p>None.</p>	<p>Under the Planning (Listed Buildings and Conservation Areas) Act 1990, local authorities are required to review their conservation areas and to publish proposals for their preservation and enhancement.</p> <p>The Dover District Heritage Strategy recommends that a programme is developed to address the District's deficit of</p>	

			character appraisals. The draft conservation area character appraisal for St Margaret's Bay will be subject to a 6-week period of formal public consultation.	
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<p>CAB 51 7.11.22 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>	<p><u>RURAL ENGLAND PROSPERITY FUND</u></p> <p>It was agreed:</p> <p>(a) That the Rural England Prosperity Fund Prospectus be noted, and the acceptance of funding be approved.</p> <p>(b) That authority be delegated to the Strategic Director (Place and Environment), in consultation with the Leader of the Council and the Portfolio Holder for Finance, Governance, Digital and Climate Change, to take the necessary decisions and actions required to: (i) draw up and submit an investment plan; (ii) accept the allocation of funds; (iii) administer the scheme; and (iv) complete the required returns to Government.</p>	<p>None.</p>	<p>Launched in April, the UK Shared Prosperity Fund (UKSPF) is the Government's domestic replacement for the European Structural and Investment Programme.</p> <p>At its meeting held on 6 June 2022, Cabinet accepted funding of £1 million from the UKSPF (CAB 8). Since then, the Council has been advised of a further</p>	

			allocation of £400,000 from a new scheme called the Rural England Prosperity Fund which is a top-up to the UKSPF, targeting investment priorities such as communities and place and supporting local business.	
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CAB 52 7.11.22 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 November 2022	<u>EQUALITY POLICY AND OBJECTIVES</u>  It was agreed that the Equality Policy and objectives be approved.	None.	In order to comply with the Equality Act 2010, the Council's Equality Policy has been reviewed and updated to reflect current practices within the Council to meet the statutory requirements placed upon public bodies.	
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		rejected (if any)		decision maker(s) or consultees (if any)
<p>CAB 53 7.11.22 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>	<p><u>DOVER FASTRACK ADVISORY BOARD</u></p> <p>It was agreed:</p> <p>(a) That the Council enters into the Statement of Commitment and Understanding of the Fastrack Advisory Board.</p> <p>(b) That it be noted that the effect of entering into the Statement of Commitment is to appoint the Portfolio Holder for Transport, Licensing and Regulatory Services and the Strategic Director (Place and Environment) to the Board.</p>	<p>None.</p>	<p>Dover Fastrack is a capital project that will see the construction of a quick and reliable bus route between Whitfield and Dover town centre. The project is being delivered in collaboration with Kent County Council (KCC) which will procure and manage the bus service.</p> <p>KCC has requested that a representative from Dover District Council be appointed to the Fastrack Advisory Board which will support the planning, delivery and operation of the Dover Fastrack service.</p>	
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<p>CAB 54 7.11.22 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>	<p><u>TREASURY MANAGEMENT YEAR-END REPORT 2021/22</u></p> <p>It was agreed that the Treasury Management Year-End Report for 2021/22 be received.</p>	<p>None.</p>	<p>In order to comply with CIPFA's (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management, Cabinet is updated on the Council's treasury management (i.e. investment) activities at least twice a year.</p>	<p><b>consultees (if any)</b></p>
<p><b>Decision Status</b></p>	<p><b>Record of Decision</b></p>	<p><b>Alternative options considered and rejected (if any)</b></p>	<p><b>Reasons for Decision</b></p>	<p><b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b></p>
<p>CAB 55 7.11.22 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November 2022</p>	<p><u>RUSSELL GARDENS ORNAMENTAL POND AND BRIDGES</u></p> <p>It was agreed:</p> <ul style="list-style-type: none"> <li>(a) That concerns regarding the structural integrity of the ornamental pond in Russell Gardens be noted.</li> <li>(b) That the proposed investigatory survey and repair works be approved.</li> <li>(c) That the allocation of £110,000 from the Special Revenue Reserve to meet the cost of the proposed works be approved.</li> </ul>	<p>None.</p>	<p>Approval is sought to carry out investigatory work and repairs to the ornamental pond in Russell Gardens. Although the pond has shown signs of water leakage for some years, this has worsened in the past year and further investigation and works to address the</p>	

			problem are recommended.	
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CAB 56 7.11.22 Open  <b>Key Decisions</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 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.	None.		
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CAB 57 7.11.22 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b>	<u>AYLESHAM DEVELOPMENT UPDATE</u>  It was agreed:  (a) That the update be noted.  (b) That the principle of the proposed programme amendments be approved, and the Strategic Director (Place and Environment) be authorised, in consultation with the Head of Investment, Growth and Tourism and the Leader of the Council, to agree and finalise the proposed programme with the development partners.	None.	The delivery of new houses at Aylesham stalled in 2019 due to concerns raised by Natural England regarding the Stodmarsh nature reserve. This matter was resolved in September and the	

15 November 2022	(c) That authority be delegated to the Strategic Director (Place and Environment), in consultation with the Leader of the Council, to agree and approve a Shop Front Scheme.		development partners have submitted an amended programme of development which requires approval.  In addition, there are proposals to restore existing shop fronts in Aylesham to enhance the appearance of the village, using development monies.	
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<p>CAB 58 7.11.22 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 November</p>	<p><u>FOUR-YEAR CONTRACT FOR PITCH AND FLAT RE-ROOFING TO COUNCIL DWELLINGS</u></p> <p>It was agreed:</p> <p>(a) That the award of the new contract for pitched and flat re-roofing to Council dwellings to Breyer Group Plc, for the consideration set out in the report (as a pre-estimate of the value of the work), be approved, subject to the 30-day notice period required by Section 20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003.</p> <p>(b) That the functions of having regard to observations in relation to</p>	None.	<p>The Council owns 4,340 properties. There is a backlog of roof replacement which the award of a contract is designed to address.</p> <p>A competitive tender exercise was undertaken using the South-</p>	

2022	<p>proposals to award a long-term agreement, as required by Section 20 of the Landlord and Tenant Act 1985 and the Service Charges (Consultation Requirements) (England) Regulations 2003, and confirming the award of the contract (or reporting further to Cabinet, as he considers appropriate), be delegated to the Strategic Director (Place and Environment), in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education.</p>		<p>East Consortium's framework and in accordance with the Council's Contract Standing Orders. One bid was received which has been subject to an independent assessment.</p>	
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The meeting ended at 11.39 am.