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Our ref: KBS/CABRCD  
Your ref:  
Date: 6 September 2023

**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, 4 September 2023. 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, 12 September 2023**.

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 cursive script 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, 4 September 2023 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 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)  
Head of Waste Services  
Environmental Protection and Crime Manager  
Strategic Housing Manager  
Community Safety and Development Team Leader  
Principal Community Safety, Emergency Planning and  
CCTV Officer  
Principal Heritage Officer  
Corporate Estate and Coastal Engineer  
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 21 4.9.23 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 September 2023	<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 22 4.9.23 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>DECLARATIONS OF INTEREST</u>  Councillors E A Biggs, J L Pout and C D Zosseder declared an Other Significant Interest in Agenda Item 6a (Garden Waste Containerisation Project) by reason that they were subscribers to the garden waste collection service.	None.	To note any declarations of interest.	

<b>Date</b> 12 September 2023				
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CAB 23 4.9.23 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 September 2023	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting held on 3 July 2023, as detailed in decision numbers CAB 11 to CAB 20, 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 July 2023.	

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CAB 24 4.9.23 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes	<u>PUBLIC SPACES PROTECTION ORDER CONSULTATION</u>  It was agreed that, having regard to the conditions within Sections 61 and 72 of the Anti-Social Behaviour, Crime and Policing Act 2014, Officers be authorised to conduct an effective consultation process to seek comments and views from a range of stakeholders and members of the public on the proposed variations to the existing Public Spaces Protection Order, as detailed in the report.	None.	Approval is sought to go out to consultation on proposed variations to the Council's current Public Spaces Protection Order (PSPO) which came into	

<b>Implementation Date</b> 12 September 2023			force on 26 July 2022 for a period of three years.  These variations are sought to address issues identified with the effective enforcement of the PSPO and to include a children's play area omitted from the original PSPO.	
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CAB 25 4.9.23 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 September 2023	<u>ADOPTION OF DOUR STREET, DOVER CONSERVATION AREA CHARACTER APPRAISAL</u>  It was agreed: <ul style="list-style-type: none"> <li>(a) That the proposed responses to the representations received and the resulting modifications to the Conservation Area Character Appraisal, as set out at Appendix 1 of the report, be approved.</li> <li>(b) That the Conservation Area Character Appraisal, as set out at Appendix 2 of the report, be adopted as a material consideration for planning purposes.</li> <li>(c) That the Head of Planning and Development be authorised, in conjunction with the Portfolio Holder for Planning and Built</li> </ul>	None.	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.  At its meeting held on 6 February	

	<p>Environment, to make any necessary editorial changes to the appraisal prior to publication to assist with clarity, consistency, explanation and presentation.</p> <p>(d) That further work be undertaken to extend the Conservation Area boundary and that an Article 4 Direction be introduced in response to the recommendations in the Dour Street, Dover Conservation Area Character Appraisal.</p>		<p>2023, Cabinet agreed that a draft Dour Street Conservation Area Character Appraisal should be subject to a period of six weeks consultation (CAB 87).</p> <p>The results of that consultation are now presented to Cabinet, with a view to the finalised Appraisal being adopted as a material consideration for planning purposes.</p>	
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<p>CAB 26 4.9.23 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p>	<p><u>PROVISION OF INTERIM HOUSING FOR UKRAINIAN REFUGEES VIA LOCAL AUTHORITY HOUSING FUND</u></p> <p>It was agreed:</p> <p>(a) That a project to acquire and, where necessary, refurbish six properties for affordable rent, under the terms of the Local Authority Housing Fund (LAHF), be approved.</p> <p>(b) That the Head of Finance and Investment be authorised, in</p>	<p>None.</p>	<p>In December 2022 the Government launched Round 1 of the Local Authority Housing Fund to help local authorities to house refugees.</p> <p>Monies allocated to</p>	

<b>Implementation Date</b> 12 September 2023	<p>consultation with the Portfolio Holder for Housing, Skills and Education, to take the necessary decisions and actions to progress the project and purchase the properties including (but not limited to) accepting LAHF grant funding from Kent County Council, agreeing the purchase price, approving the sale purchase agreements, appointing any necessary professional advisers and agreeing works to bring the properties up to lettable standards.</p> <p>(c) That the Head of Finance and Investment be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to accept further funding, if awarded, from the LAHF and acquire additional properties as required by the grant funding conditions and in accordance with recommendation (b).</p>		Kent County Council under this funding have been offered to the Council to acquire six properties for affordable rent, initially to be used as interim housing for refugees and thereafter as general needs housing.	
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CAB 27 4.9.23 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 September 2023	<u>GARDEN WASTE CONTAINERISATION PROJECT</u>  It was agreed:  (a) That, in the interests of the health and safety of the refuse collection contractor's workforce, the use of garden waste sacks be withdrawn and the sacks replaced with a 240-litre wheeled bin.  (b) That a single wheeled bin be provided at no cost to subscribers in Year 1 of the revised service, and that residents who cannot access the service be offered a £25 voucher for a free home composter.  (c) That the Head of Waste Services be authorised to work with the Head of Legal Services to finalise and approve the draft Garden Waste Service terms and conditions.	None.	To address health and safety issues associated with the use of sacks, and in line with best practice, Cabinet is requested to authorise changes to the garden waste collection service which will see the introduction of wheeled bins.  (In accordance with the provisions	Councillors E A Biggs, J L Pout and C D Zosseder left the Chamber during consideration of this item.



			of Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman agreed that this item, which was not detailed on the agenda, should be considered as a matter of urgency for the reason that leaving it until the October Cabinet meeting would reduce the amount of time available to manufacture and deliver the wheeled bins, fabricate the bin-lifting equipment to be fitted to vehicles and develop communication/promotional materials.)	
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CAB 28 4.9.23 Open	<u>ANNUAL GOVERNANCE ASSURANCE STATEMENT 2022/23</u>  It was agreed:	None.	The Accounts and Audit Regulations 2015 require that the Council	

<p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 September 2023</p>	<p>(a) That the Annual Governance Assurance Statement for 2022/23 be approved and the Leader of the Council and the Head of Paid Service be requested to sign the Statement on behalf of the Council.</p> <p>(b) That the Governance Committee be asked to accept the Annual Governance Assurance Statement for 2022/23.</p>		<p>conducts at least annually a review of the effectiveness of its system of internal control and reports on the extent to which it complies with the Local Code of Corporate Governance.</p>	
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<p>CAB 29 4.9.23 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 September 2023</p>	<p><u>STRATEGIC PERFORMANCE DASHBOARD - QUARTER ONE 2023/24</u></p> <p>It was agreed that the Council's Strategic Performance Dashboard for Quarter One 2023/24 be noted.</p>	<p>None.</p>	<p>The Strategic Performance Dashboard provides an overview of how the Council and East Kent Services are performing against a number of key performance indicators as a means of measuring whether the Council is achieving its aims and objectives.</p> <p>The Strategic Performance</p>	

			Dashboard – Quarter One 2023/24 covers the period from April to June 2023.	
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CAB 30 4.9.23 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 12 September 2023	<u>DOVER DISTRICT COUNCIL COMMUNITY GRANTS SCHEME ARRANGEMENTS FOR 2023/24</u>  It was agreed:  (a) That the proposed rebranding and criteria changes set out at paragraph 4.2 of the report, utilising the £55,277.29 available to the Community Grants Scheme (comprising £22,500 usual budget, £7,500 Dover Lotto injection and £25,000 underspend), be approved.  (b) That the budget outlined at (a) be augmented with an injection of £30,000 from the UK Shared Prosperity Fund.	None.	The Community Grants Scheme is operated by the Council to provide grants to local charities, volunteer groups and other organisations. Cabinet is asked to approve the budget for 2023/24, alongside changes to the Scheme's criteria. If approved, a total pot of over £85,000 will be available.	

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CAB 31 4.9.23 Open	<u>FULL STRUCTURAL SURVEY TO DEAL PIER</u>  It was agreed that a project to instruct consultants to undertake a full	None.	Some repairs were carried out to the pier in 2018	

<p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 12 September 2023</p>	<p>structural survey of Deal Pier and to carry out any immediate repairs as necessary be approved.</p>		<p>following a visual survey of the structure in 2017. Since then it has become apparent that some of the supporting pier legs have deteriorated further and a full structural survey is therefore recommended.</p>	
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The meeting ended at 6.37 pm