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Our ref: KBS/CABRCD  
Your ref:  
Date: 10 April 2024

**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, 8 April 2024. 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, 16 April**.

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 black ink 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, 8 April 2024 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 M J Nee  
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)  
Strategic Director (Place and Environment)  
Head of Corporate Services and Democracy  
Head of Housing  
Head of Place and Growth  
Head of Property Assets  
Strategic Place, Tourism and Town Centre Manager  
Strategic Project Manager  
Project Manager  
Senior Housing Policy Officer  
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 94<br>8.4.24<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>16 April 2024 | <u>APOLOGIES</u><br><br>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 95<br>8.4.24<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b> | <u>DECLARATIONS OF INTEREST</u><br><br>There were no declarations of interest. | None.  | To note any declarations of interest. |   |

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| 16 April 2024 |  |  |  |  |
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| 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) |
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| CAB 96<br>8.4.24<br>Open<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>16 April 2024 | <u>RECORD OF DECISIONS</u><br><br>It was agreed that the decisions of the meeting held on 4 March 2024, as detailed in decision numbers CAB 80 to CAB 93, 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 4 March 2024. |   |

| 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) |
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| CAB 97<br>8.4.24<br>Open<br><br><b>Key Decisions</b><br>Yes<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b> | <u>VULNERABLE TENANT POLICY</u><br><br>It was agreed:<br><br>(a) That the proposed Vulnerable Tenant Policy be approved and adopted.<br><br>(b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to make minor amendments to the Policy as required. | None.  | As a responsible social landlord, the Council is committed to ensuring that housing services are easily accessible to all residents, including those with vulnerabilities. In this regard, it is |   |

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| 16 April 2024 |  |  | proposed to adopt a Vulnerable Tenant Policy which will ensure that there is a consistent approach from housing staff when supporting vulnerable tenants. |  |
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| 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) |
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| CAB 98<br>8.4.24<br>Open<br><br><b>Key Decisions</b><br>Yes<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>16 April 2024 | <u>DEAL BEACH MANAGEMENT PLAN 2023/24-2025/26</u><br><br>It was agreed:<br><br>(a) That the acceptance of a Flood and Coastal Risk Management Capital Grant from the Environment Agency, and management of the coastline in accordance with the Isle of Grain to South Foreland Shoreline Management Plan, be approved.<br><br>(b) That the procurement of the coastal protection works under the select tender framework of the East Kent Engineering Partnership be approved. | None.  | At its meeting held on 6 November 2023, Cabinet approved a study and business case in respect of the coastal frontage from Oldstairs Bay to Sandown Castle (CAB 45). Following the survey, an application was made to the Environment Agency for funding to address beach erosion along the frontage as part of a two-year |   |

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|  |  |  | management plan. |  |
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| 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) |
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| <p>CAB 99<br/>8.4.24<br/>Open</p> <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>16 April 2024</p> | <p><u>RENOVATION OF FORMER HAIR SALON AT 9 SHERIDAN ROAD, DOVER TO PROVIDE EXTENDED FACILITIES FOR CROSSLINKS YOUTH AND COMMUNITY HUB</u></p> <p>It was agreed:</p> <p>(a) That it be noted that tenders have been sought for the works involved and that the Strategic Director (Place and Environment) would shortly be awarding the contract for the refurbishment work to the premises following review of the tenders.</p> <p>(b) That a Grant of Concessionary Rental to Crosslinks Community Hub, in the sum of £4,650 per annum in respect of the rent for 13 Sheridan Road, be approved.</p> <p>(c) That an increase in the Grant to Crosslinks Youth and Community Hub in respect of the rent for 9 Sheridan Road, from £3,250 to £4,350 per annum, be approved.</p> | <p>None.</p>   | <p>At its meeting held on 6 November 2023, Cabinet agreed that works should be carried out to 9 and 13 Sheridan Road and approved other matters relating to the leases for the buildings (CAB 44), the renovation of which will provide a larger facility for the Crosslinks Youth and Community Hub.</p> <p>This report updates Cabinet on project progress.</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) |
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| <p>CAB 100<br/>8.4.24<br/>Open</p> | <p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>That, in accordance with the provisions of the Local Authorities</p> | <p>None.</p>   |                      |   |

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| <p><b>Key Decisions</b><br/>No</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>Immediate</p> | <p>(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.</p> |  |  |  |
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| <b>Decision Status</b>  | <b>Record of Decision</b>  | <b>Alternative options considered and rejected (if any)</b> | <b>Reasons for Decision</b>  | <b>Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)</b> |
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| <p>CAB 101<br/>8.4.24<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>16 April 2024</p> | <p><u>EXTERNAL PRINT PROCUREMENT FOR ELECTIONS AND ELECTORAL REGISTRATION</u></p> <p>It was agreed that the award of the contract to Civica Election Services Ltd for external printing services over the next five years, for the sum set out in the report, be approved.</p> | <p>None.</p>  | <p>Following a competitive tendering exercise, only one bid was received for the provision of printing services for elections and electoral registration under a five-year contract.</p> <p>Printing for elections and electoral services is a specialised area. The Council has used Civica Election Services Ltd (CES) many times in the past.</p> |  |



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|  |  |  | As the only bidder, it is recommended that the contract should be awarded to CES. |  |
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| 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) |
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| <p>CAB 102<br/>8.4.24<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>16 April 2024</p> | <p><u>DOVER DISTRICT CREMATORIUM PROJECT</u></p> <p>It was agreed:</p> <p>(a) That the project investigation undertaken to date be noted.</p> <p>(b) That the budget of up to £40,000 to undertake an assessment of need with simultaneous district-wide site analysis to find a suitable location, and to appoint any necessary professional advisers, be approved.</p> <p>(c) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council, to enter into informal land negotiations, appointing any necessary professional advisers, within the approved budget.</p> | <p>None.</p>   | <p>The Council has been working on proposals to provide additional cemetery space and a district crematorium since 2018. Unfortunately, efforts to acquire land for this purpose have proved unsuccessful due to topography, land ownership and environmental issues.</p> <p>Cabinet is now requested to approve expenditure on a fresh project which will assess the</p> |   |

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|  |  |  | need for the facility and attempt to identify a suitable site. |  |
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| 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) |
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| <p>CAB 103<br/>8.4.24<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>16 April 2024</p> | <p><u>DOVER TOWN CENTRE REGENERATION - REGIONAL CAPACITY BUILDING GRANT FOR DOVER'S WESTERN HEIGHTS</u></p> <p>It was agreed:</p> <p>(a) That the acceptance of the grant from the Historic England Regional Capacity Building Programme, and the provision of match funding for the activity programme, be approved.</p> <p>(b) That the Head of Place and Growth be authorised, in consultation with the Leader of the Council and the Portfolio Holder for Community and Corporate Property, to take all necessary decisions and actions required to complete related project works and activity within the agreed budget.</p> | <p>None.</p>   | <p>The Western Heights is an area above the town with important assets including a scheduled monument, listed buildings and notable landscape and ecology. It is the subject of a Masterplan Supplementary Planning Document and recognised as having the potential to make a significant contribution to the regeneration, economic development and growth of Dover.</p> <p>Following a successful</p> |   |

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|  |  |  | <p>application to Historic England, it is proposed to recruit a Project Officer to lead a three-year project to raise awareness of and promote the site, develop conservation/re-generation activities and identify sources of funding, amongst other things.</p> |  |
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| 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) |
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| <p>CAB 104<br/>8.4 24<br/>Exempt</p> <p><b>Key Decisions</b><br/>Yes</p> <p><b>Call-in to apply</b><br/>Yes</p> <p><b>Implementation Date</b><br/>16 April 2024</p> | <p><u>DOVER TOWN CENTRE REGENERATION - ROMAN PAINTED HOUSE AND ROMAN LAWN, DOVER</u></p> <p>It was agreed:</p> <p>(a) That the proposal that the Roman Painted House should be reopened to the public in summer 2024, and that plans should be developed to transform the Roman Painted House, Roman Bath House and Roman Lawn into a leading heritage-based visitor attraction, be noted and approved.</p> <p>(b) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council and the Portfolio Holder for Community and Corporate Property, to take all necessary decisions and actions to:</p> |  | <p>The Roman Painted House and Roman Lawn are owned by the Council. Since its excavation in the 1970s, the Painted House has been leased to and managed by the Roman Painted House Trust.</p> <p>In October 2023 the Trust returned</p> |   |

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|  | <ul style="list-style-type: none"> <li>• Enable the Roman Painted House to be re-opened to the public in summer 2024.</li> <li>• Procure an experienced economic development and regeneration consultancy to support the preparation of a business plan for the Roman Painted House and to assist in preparing for external grant funding.</li> </ul> <p>(c) That the allocation of the following Special Revenue Project budgets to support the proposals be approved:</p> <ul style="list-style-type: none"> <li>• £70,000 – Corporate Assets Repairs &amp; Maintenance</li> <li>• £15,000 – Roman Painted House – Dover Collections Re-boxing</li> <li>• £150,000 – Roman Painted House - Works</li> </ul> |  | the property, monument and grounds to the Council, and it is now the Council's priority to re-open the monument to the public once essential works have been completed to the building. |  |
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| 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) |
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| CAB 105<br>8.4 24<br>Exempt<br><br><b>Key Decisions</b><br>No<br><br><b>Call-in to apply</b><br>Yes<br><br><b>Implementation Date</b><br>16 April 2024 | <u>YOUR LEISURE ADDITIONAL FUNDING</u><br><br>It was agreed that the proposed allocation of up to £150,000 additional funding for Tides Leisure Centre in 2024/25 be approved. | None.  | Tides Leisure and Indoor Tennis Centre is managed by Your Leisure (YL) under a lease agreement with the Council which is due to expire in March 2025.<br><br>YL receives an annual grant from the Council, but Cabinet approval is |   |

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|  |  |  | sought to provide additional funding for 2024/25 in recognition of the increased operational running costs of a building that is reaching the end of its life. |  |
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The meeting ended at 6.47 pm