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Our ref: KBS/CABRCD  
Your ref:  
Date: 5 February 2025

**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, 3 February 2025. 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, 11 February 2025**.

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, 3 February 2025 at 6.00 pm

Present:

Chairman: Councillor K Mills

Councillors: J L Pout  
E A Biggs  
S B Blair  
P M Brivio  
C D Zosseder

Also Present: Councillor T J Bartlett  
Councillor M Bates  
Councillor D R Friend  
Councillor O C de R Richardson  
Councillor C A Vinson

Officers: Chief Executive  
Strategic Director (Corporate and Regulatory)  
Strategic Director (Finance and Housing)  
Head of Finance and Investment  
Head of Housing  
Head of Parks, Open Spaces and Countryside Management  
Head of Place and Growth  
Housing Options Manager  
Strategic Project Manager  
Senior Accountant (Housing and Projects)  
Senior Development Officer  
New Homes 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 76 3.2.25 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 February 2025	<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 77 3.2.25 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.	

11 February 2025				
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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)
CAB 78 3.2.25 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 February 2025	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the Cabinet meeting held on 13 January 2025, as detailed in decision numbers CAB 69 to CAB 75, 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 13 January 2025.	

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 79 3.2.25 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b>	<u>TIDES LEISURE CENTRE - REVIEW OF INTERIM OPERATING ARRANGEMENTS</u>  (a) It was agreed that the recommendation of the Overview and Scrutiny Committee, made at its meeting held on 27 January 2025 following Member call-in (Minute No 97), be approved as follows:  'That Cabinet be requested to review all options, including any that may have emerged since the original Cabinet decision, to continue interim operations at Tides Leisure Centre, and to be mindful of the financial impact of any decision on the Council's	To reject the Overview and Scrutiny Committee's recommendation.	Following call-in by four non-executive Members, the Overview and Scrutiny Committee considered Cabinet decision CAB 74 (b) at its meeting held on 27 January 2025 and made a recommendation to Cabinet on the	

11 February 2025	<p>budget.'</p> <p>(b) Cabinet noted that options for interim operations had already been pursued and a Special Cabinet meeting had been called for 6 February 2025 to consider proposals.</p>		interim operating arrangements at Tides Leisure Centre (Minute No 97).	
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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)
<p>CAB 80 3.2.25 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 February 2025</p>	<p><u>CREATION OF LOCAL BUS FOCUS GROUP</u></p> <p>It was agreed:</p> <p>(a) That the creation of a Local Bus Focus Group for Dover District be approved.</p> <p>(b) That the Terms of Reference and membership of the Group, as set out in Appendix 1 to the report, be approved, subject to the addition of the Cabinet Member for Planning and Built Environment to the membership.</p>	None.	<p>As part of the Government's National Bus Strategy, Kent County Council (KCC) was required to develop a Bus Service Improvement Plan and to establish an Enhanced Partnership board, a high level, strategic forum.</p> <p>However, the board does not cover local district issues and KCC has suggested that a local focus group be set up to cover this gap and, in effect, the gap left by the disbanding</p>	

			of the Quality Bus Partnership.	
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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)
<p>CAB 81 3.2.25 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 February 2025</p>	<p><u>SECTION 25 REPORT</u></p> <p>It was agreed that the Section 25 Report be received and taken into consideration when approving the Budget 2025/26 and Medium-Term Financial Plan 2025/26-2028/29.</p>	<p>None.</p>	<p>The Council's Section 151 Officer is required under the Local Government Act 2003 (Section 25) to report to Members on the robustness of the estimates used for the purposes of the budget calculations so that Members can take it into account when considering the annual budget and Council Tax precept. In this instance, Members' attention is drawn to a number of significant factors that could potentially undermine the budget over the next year or two.</p>	

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<p>CAB 82 3.2.25 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 February 2025</p>	<p><u>DRAFT BUDGET 2025/26 AND MEDIUM-TERM FINANCIAL PLAN 2025/26-2028/29</u></p> <p>It was agreed:</p> <p>(a) That the draft General Fund Revenue Budget, the Project Programmes, the Housing Revenue Account budget, and the content of the Medium-Term Financial Plan (MTFP), as proposed in Appendix 1 of the report, be approved.</p> <p>(b) That it be noted that the calculation of the 2025/26 Business Rates impact on the General Fund funding is still being finalised, and that any changes will be reflected in adjustments to the use of the smoothing reserve in the final budget.</p> <p>(c) That it be noted that the remaining annexes, including the Council Tax Resolution and Treasury Management, Investment and Capital Strategies, will be added to the MTFP and that other adjustments may be made before being presented to Cabinet and Council in March.</p>	<p>None.</p>	<p>The Medium-Term Financial Plan (MTFP) is the Council's key financial planning tool and underpins the Council's financial planning strategy and corporate planning process. Cabinet approval is required for the 2025/26 budget and MTFP before final approval by Council on 5 March 2025.</p> <p>The Overview and Scrutiny Committee is due to scrutinise the budget at its meeting to be held on 17 February, and any recommendations made will be considered by</p>	



			Cabinet on 24 February.	
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<p>CAB 83 3.2.25 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 11 February 2025</p>	<p><u>FEES AND CHARGES 2025/26</u></p> <p>It was agreed:</p> <p>(a) That the Fees and Charges (F&amp;Cs) for 2025/26, as set out in Appendices 1.1 to 2.14 (except for the Section 106 Monitoring Fee which has been approved by the Planning Committee) be approved.</p> <p>(b) That any F&amp;Cs will be adjusted by Directors, in consultation with the Portfolio Holders, to comply with any subsequently received government guidelines (when they are received) and any other minor changes made without being the subject of a further report unless they are materially different from current charges or have a material impact on the level of income.</p> <p>(c) That the Transport and Parking Services Manager, in consultation with the Portfolio Holder for Community and Corporate Property, be authorised to take all necessary legal and procedural processes to give effect to the agreed recommendations, as set out in Appendices 5a and 5b (with the exception of Bay Suspensions under Miscellaneous Permits at 5b - see (g)), including the giving of notices and the making or amendment of any orders under the Road Traffic Regulation Act 1984 and, also, the making of arrangements with the Dover Harbour Board pursuant to Section 33(4) of the Road Traffic Regulation Act 1984.</p>	<p>To accept the charges for 'Bay Suspensions – On/off Street and Bay Suspensions – On/Off Street – non-profit events' as presented.</p>	<p>The Council's Constitution stipulates that the Council's fees and charges should be reviewed annually. Cabinet is required to set the level of these for 2025/26.</p>	

	<p>(d) That the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined, be approved.</p> <p>(e) That the setting of fees and charges at the Council's venues (including, but not limited to, Kearsney Café and Maison Dieu) be delegated to the Head of Place and Growth, in consultation with the Portfolio Holder for Community and Corporate Property.</p> <p>(f) That the fees and charges approved separately by the Licensing and Regulatory Committees, as set out in Appendices 3.1 to 4.2, be noted.</p> <p>(g) That a decision on 'Bay Suspensions On/Off Street and Bay Suspensions On/Off Street – non-profit events' included in Appendix 5b be deferred pending further information from the Council's Events team and brought back to Cabinet on 24 February 2025.</p>			
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<p>CAB 84 3.2.25 Open</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation</b></p>	<p><u>MEMORIAL BENCHES SCHEME</u></p> <p>It was agreed:</p> <p>(a) That the proposed memorial bench arrangements at Kearsney Parks be approved, and the Director of Housing, Finance and Assets be authorised, in consultation with the Portfolio Holder for Community and Corporate Property, to extend the scheme across Council-owned open spaces.</p> <p>(b) That a report be brought to Cabinet in 18 months' time providing</p>	<p>None.</p>	<p>It is proposed to introduce a pilot memorial bench scheme with the aim of better managing their distribution and maintenance in a cost-effective way that enhances open spaces and</p>	

<b>Date</b> 11 February 2025	details on the implementation of the pilot scheme.		improves the user experience for all residents.	
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CAB 85 3.2.25 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 86 3.2.25 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes	<u>RENEWAL OF LEASE WITH ANNABEL'S GUEST HOUSE FOR TEMPORARY EMERGENCY ACCOMMODATION FOR HOMELESS HOUSEHOLDS</u>  It was agreed that the taking of a new lease of nine rooms at Annabel's Guest House in Dover for a term of two years and five months, to be used as temporary emergency accommodation for homeless households, be approved.	None.	The Council has a legal obligation to provide emergency, temporary accommodation for homeless households, the number of which	

<b>Implementation Date</b> 11 February 2025			continues to rise.  The supply of temporary accommodation in the district is becoming increasingly difficult to source. The block-booking of accommodation such as Annabel's Guest House allows the Council to secure units at competitive rates, thus relieving pressure on the Council's budget.	
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CAB 87 3.2.25 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation</b>	<u>PURCHASE OF NEW-BUILD PROPERTIES FOR AFFORDABLE HOUSING AT SANDWICH ROAD, SHOLDEN</u>  It was agreed:  (a) That a project to acquire the freehold of 39 affordable homes at Sandwich Road, Sholden, and to further approve the subsequent sale of shares in 10 of the properties designated as Shared Ownership homes, be approved.  (b) That the Director of Housing, Finance and Assets be authorised,	None.	The Council has been approached to acquire 39 units of affordable housing which form part of a larger development at Sholden.  The acquisition will support the	

<b>Date</b> 11 February 2025	in 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) agreeing the final purchase price, approving the sale purchase agreements, approving the sale and disposal of Shared Ownership properties, allocating developer contributions and appointing any necessary professional advisers.		Council's longstanding objective of delivering an increased programme of affordable housing and help meet a local need for affordable housing.	
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CAB 88 2.3.25 Exempt  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 11 February 2025	<u>DOVER TOWN CENTRE REGENERATION - DEVELOPMENT MANAGEMENT SERVICES, MASTERPLANNING AND BUSINESS CASE</u>  It was agreed:  (a) That the appointment of a development management services provider to undertake a strategic commercial review of the opportunities for regeneration development in Dover town centre be approved.  (b) That the Head of Place and Growth be authorised, in consultation with the Director of Environment and Place and the Leader of the Council, to take all necessary decisions required to take the project to completion of the Strategic Definition stage (RIBA Stage 0).	None.	Cabinet approval is sought to procure development management services in order to accelerate the delivery of regeneration and growth projects in Dover. The review will focus on sites that are in the Council's ownership and will produce an outline business case, considering risks, strategic needs, budgets and uses for the identified	

			sites.	
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The meeting ended at 6.47 pm