

# Public Document Pack

Record of the decisions of the meeting of the **CABINET** held remotely on Monday, 7 September 2020 at 11.00 am.

Present:

Chairman: Councillor T J Bartlett

Councillors: N J Collor  
M J Holloway  
D P Murphy  
O C de R Richardson  
C A Vinson

:  
Officers: Strategic Director (Corporate Resources)  
Strategic Director (Operations and Commercial)  
Solicitor to the Council  
Head of Assets and Building Control  
Head of Finance and Housing  
Head of Governance  
Head of Leadership Support  
Housing Development Manager  
Democratic Services Manager  
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 1 7.9.20 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 September 2020	<u>APOLOGIES</u>  An apology for absence was received from Councillor N S Kenton.	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 2 7.9.20 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 September 2015				
<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>
CAB 3 7.9.20 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 September 2020	<u>RECORD OF DECISIONS</u>  It was agreed that the decisions of the meeting held on 6 July 2020, as detailed in decision numbers CAB 159 to CAB 173, 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 6 July 2020.	
<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>
CAB 4 7.9.20 Open  <b>Key Decisions</b> Yes  <b>Call-in to apply</b> Yes  <b>Implementation Date</b>	<u>AFFORDABLE HOUSING DELIVERY</u>  It was agreed that the Strategic Director (Corporate Resources), in consultation with the Portfolio Holder for Housing and Health, be authorised to take all necessary actions to develop and deliver an increased programme of affordable housing by Dover District Council, both by direct delivery and via registered providers and community organisations.	None.	In order to progress the Council's aspiration to increase the number of affordable homes across the district, additional resources (primarily staff capacity but also external funding)	

15 September 2020			will be required. The report seeks approval to create a new Affordable Housing Delivery Team.	
<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>
CAB 5 7.9.20 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 September 2020	<u>COUNCIL TAX PREMIUM FOR LONG-TERM EMPTY PROPERTIES DIRECTLY AFFECTED BY COVID-19</u>  It was agreed that, using powers of discretion afforded by Section 13A 1(c) of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012), a reduction in the additional Council Tax premium charged on properties empty for over 5 years, from 200% to 100%, for the period from 1 April to 30 June 2020, be approved. This is provided the property is occupied by 30 September 2020, and subject to individual Council Tax-payers meeting the eligibility and qualification criteria set out in paragraphs 9 and 10 of the report and complying with the application process, evidential requirements and award conditions set out in paragraphs 8, 11 and 12 of the report.	None.	In recognition of the impact of the COVID-19 pandemic on people's ability to complete building works and let properties, it is proposed to reduce the Council Tax premium charged on properties that were classed as 'long-term empty' during the period 1 April to 30 June 2020, provided the properties are subsequently let by 30 September 2020.	
<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</b>

<p>CAB 6 7.9.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p><u>ANNUAL GOVERNANCE ASSURANCE STATEMENT 2019/20</u></p> <p>It was agreed:</p> <p>(a) That the Annual Governance Assurance Statement 2019/20 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 2019/20 alongside the 2019/20 Statement of Accounts.</p>	<p>None.</p>	<p>The Accounts and Audit Regulations 2015 require the Council to conduct at least annually a review of the effectiveness of its system of internal control and to report on the extent to which it complies with the Local Code of Corporate Governance.</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 7 7.9.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p><u>PERFORMANCE REPORT - FIRST QUARTER 2020/21</u></p> <p>It was agreed that the Council's Performance Report and Actions for the First Quarter 2020/21 be noted.</p>	<p>None.</p>	<p>Monitoring the Council's performance against key objectives is essential to the achievement of those aims and objectives. The Performance Report provides a summary of the Council's performance for the three months to 30</p>	

			June 2020.	
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CAB 8 7.9.20 Open  <b>Key Decisions</b> No  <b>Call-in to apply</b> Yes  <b>Implementation Date</b> 15 September 2020	<u>REVISED AGREEMENT FOR DOVER JOINT TRANSPORTATION BOARD</u>  It was agreed:  (a) That the Council enters into a revised agreement with Kent County Council relating to the establishment and operation of the Dover Joint Transportation Advisory Board.  (b) That the Solicitor to the Council, in consultation with the Portfolio Holder for Transport, Licensing and Community, be authorised to make any necessary minor changes to the draft agreement to enable it to be agreed with Kent County Council.	None.	Joint Transportation Boards (JTBs) were established in their present form in 2005 to facilitate discussion and cooperation between Kent County Council and district/borough councils on local highway and transportation issues. It is proposed to revise the legal agreement underpinning the JTBs.	
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CAB 9 7.9.20 Open  <b>Key Decisions</b>	<u>APPOINTMENT OF MEMBER REPRESENTATIVES TO OUTSIDE BODIES 2020/21</u>  It was agreed:	None.	Cabinet appoints Members (and sometimes non-Members) to outside bodies	

<p>No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p>(a) That the following appointments to outside bodies for 2020/21 be approved (with appointments being for one year unless otherwise stated):</p> <table border="0"> <tr> <td data-bbox="456 331 963 363">Action with Communities in Rural Kent</td> <td data-bbox="1061 331 1245 395">Cllr D Beaney Cllr M Rose</td> </tr> <tr> <td data-bbox="456 435 931 467">Aylesham &amp; District Workshop Trust</td> <td data-bbox="1061 435 1238 467">Cllr P Walker</td> </tr> <tr> <td data-bbox="456 504 853 536">Deal Fairtrade Steering Group</td> <td data-bbox="1061 504 1238 536">Cllr T Bartlett</td> </tr> <tr> <td data-bbox="456 572 792 636">Deal &amp; Sandwich Coastal Community Team</td> <td data-bbox="1061 572 1267 636">Cllr M Holloway Cllr S Beer</td> </tr> <tr> <td data-bbox="456 673 887 705">Dover Coastal Community Team</td> <td data-bbox="1061 673 1256 737">Cllr N Collor Cllr R Walkden</td> </tr> <tr> <td data-bbox="456 774 770 837">Dover, Deal &amp; District Citizens' Advice Bureau</td> <td data-bbox="1061 774 1211 805">Cllr J Rose</td> </tr> <tr> <td data-bbox="456 874 871 906">Dover Fairtrade Steering Group</td> <td data-bbox="1061 874 1256 906">Cllr D Hannent</td> </tr> <tr> <td data-bbox="456 943 911 975">East Kent Spatial Development Co</td> <td data-bbox="1061 943 1238 975">Cllr T Bartlett</td> </tr> <tr> <td data-bbox="456 1011 869 1043">Industrial Communities Alliance</td> <td data-bbox="1061 1011 1238 1043">Cllr S Manion</td> </tr> <tr> <td data-bbox="456 1080 931 1112">JAC Kent Downs AONB Partnership</td> <td data-bbox="1061 1080 1245 1112">Cllr N Kenton</td> </tr> <tr> <td data-bbox="456 1149 969 1181">Kent County Playing Fields Association</td> <td data-bbox="1061 1149 1211 1181">Cllr T Bond</td> </tr> <tr> <td data-bbox="456 1217 613 1249">Kent Forum</td> <td data-bbox="1061 1217 1238 1249">Cllr T Bartlett</td> </tr> <tr> <td data-bbox="456 1286 945 1350">Local Enterprise Partnership Board &amp; Executive</td> <td data-bbox="1061 1286 1245 1318">Cllr T Bartlett</td> </tr> </table>	Action with Communities in Rural Kent	Cllr D Beaney Cllr M Rose	Aylesham & District Workshop Trust	Cllr P Walker	Deal Fairtrade Steering Group	Cllr T Bartlett	Deal & Sandwich Coastal Community Team	Cllr M Holloway Cllr S Beer	Dover Coastal Community Team	Cllr N Collor Cllr R Walkden	Dover, Deal & District Citizens' Advice Bureau	Cllr J Rose	Dover Fairtrade Steering Group	Cllr D Hannent	East Kent Spatial Development Co	Cllr T Bartlett	Industrial Communities Alliance	Cllr S Manion	JAC Kent Downs AONB Partnership	Cllr N Kenton	Kent County Playing Fields Association	Cllr T Bond	Kent Forum	Cllr T Bartlett	Local Enterprise Partnership Board & Executive	Cllr T Bartlett		<p>annually to represent the Council's interests or, in some cases, to act solely on behalf of the bodies.</p> <p>The appointments are of a strategic or community nature, and Cabinet has the option not to appoint representatives where they are fulfilling a community role.</p>	
Action with Communities in Rural Kent	Cllr D Beaney Cllr M Rose																													
Aylesham & District Workshop Trust	Cllr P Walker																													
Deal Fairtrade Steering Group	Cllr T Bartlett																													
Deal & Sandwich Coastal Community Team	Cllr M Holloway Cllr S Beer																													
Dover Coastal Community Team	Cllr N Collor Cllr R Walkden																													
Dover, Deal & District Citizens' Advice Bureau	Cllr J Rose																													
Dover Fairtrade Steering Group	Cllr D Hannent																													
East Kent Spatial Development Co	Cllr T Bartlett																													
Industrial Communities Alliance	Cllr S Manion																													
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Kent County Playing Fields Association	Cllr T Bond																													
Kent Forum	Cllr T Bartlett																													
Local Enterprise Partnership Board & Executive	Cllr T Bartlett																													

	Local Government Association – General Assembly	Cllr T Bartlett			
	Manston Skills & Education Board	Cllr M Holloway			
	Mary Hougham Almshouses (expires December 2021)	Cllr P Jull			
	Municipal Charities of Dover (4 Years)	Cllr R Walkden Cllr E Biggs Mrs Ann Jenner			
	Police & Crime Panel for Kent	Cllr N Collor			
	River Dour Partnership	Cllr N Collor			
	River Stour (Internal Drainage Board)	Cllr M Conolly Cllr P Jull			
	Sandwich & Pegwell Bay National Nature Reserve Management Committee	Cllr S Chandler			
	South East England Councils	Cllr T Bartlett			
	Tourism South East	Cllr M Holloway			
	(b) That the Leader of the Council be requested to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is not available (and where the constitution of the body allows this).				
	(c) That the appointment of the Chief Executive to the Kent Forum be approved.				



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 10 7.9.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p><u>APPOINTMENT OF PROJECT ADVISORY GROUPS 2020/21</u></p> <p>It was agreed:</p> <p>(a) That the membership of the Local Plan Project Advisory Group for the Council Year 2020/21 be established as follows:</p> <p>Portfolio Holder for Planning &amp; Regulatory Services (Chairman); Chairman of the Planning Committee (Vice-Chairman); Chairman of the Overview &amp; Scrutiny Committee; and Councillors D G Beaney, T A Bond, P D Jull, S C Manion, E A Biggs, D G Cronk and H M Williams.</p> <p>(b) That the membership of the Dover Town Regeneration Advisory Board for the Council Year 2020/21 be established as follows: Leader of the Council (Chairman); Portfolio Holder for Inward Investment &amp; Tourism (Vice-Chairman); Mayor of Dover Town Council; and Councillors N J Collor, D Hannent, J Rose, O C de R Richardson, E A Biggs, K Mills, P M Brivio and S H Beer.</p> <p>(c) That the membership of the Homelessness Project Advisory Group for the Council Year 2020/21 be established as follows: Portfolio Holder for Housing &amp; Health (Chairman); Portfolio Holder for Planning &amp; Regulatory Services (Vice-Chairman); and Councillors S C Manion, P M Brivio and H M Williams.</p> <p>(d) That the membership of the Investment Advisory Group for the Council Year 2020/21 be established as follows: Portfolio Holder for Finance, Governance &amp; Digital (Chairman); Chairman of Governance Committee (Vice-Chairman); and Councillors M J Holloway, S H Beer and C D Zosseder.</p>	<p>None.</p>	<p>Cabinet is requested to determine the membership of the Council's Project Advisory Groups for the Council Year 2020/21.</p>	

	<p>(e) That the proposed Terms of Reference for the Local Plan Project Advisory Group set out at Appendix E of the report be approved.</p> <p>(f) That the external representatives from Dover College, Megger Instruments Ltd, Viking Maritime Group, the Dover Society, the Deal Society, Sandwich Town Team and the Kent Association of Local Councils be thanked for serving on the Project Advisory Group.</p>			
<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>
<p>CAB 11 7.9.20 Open</p> <p><b>Key Decisions</b> No</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> Immediate</p>	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>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.</p>	None.		
<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>
CAB 12	<u>EXTERNAL REPAIRS AND DECORATION TO COUNCIL HOMES</u>	None.	As required by	

<p>7.9.20 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p>It was agreed that authority be delegated to the Strategic Director (Operations and Commercial) to award the contract for external repairs and decoration to Council homes, in consultation with the Portfolio Holder for Housing and Health.</p>		<p>Section 151 of the Commonhold and Leasehold Reform Act 2002, it is proposed to consult tenants on plans to enter into a long-term agreement with a contractor to carry out external repairs and decoration to Council homes, initially as part of a pilot project.</p> <p>Once the consultation has finished, the Strategic Director (Operations and Commercial), taking into account the feedback received, will award the contract which has been the subject of a competitive tendering exercise.</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 13</p>	<p><u>CLEANING OF COMMUNAL AREAS IN HOUSING BLOCKS</u></p>	<p>None.</p>	<p>As required by</p>	

<p>7.9.20 Exempt</p> <p><b>Key Decisions</b> Yes</p> <p><b>Call-in to apply</b> Yes</p> <p><b>Implementation Date</b> 15 September 2020</p>	<p>It was agreed that authority be delegated to the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Housing and Health, to award the contract for the cleaning of communal areas in housing blocks on a 'value for money' basis, having taken into account the outcomes of the Section 20 consultation, and to take action including agreeing minor changes to the contract.</p>		<p>Section 151 of the Commonhold and Leasehold Reform Act 2002, it is proposed to consult tenants on plans to enter into a long-term cleaning contract.</p> <p>The current cleaning contract will expire on 31 December 2020, and a competitive tendering exercise has been undertaken. A provisional winning bidder has been identified, and the Strategic Director (Operations and Commercial) will award the contract once the consultation has finished.</p>	
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The meeting ended at 12.00 pm.