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Our ref: KBS/CABRCD
Your ref:
Date: 15 May 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, 13 May 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, 21 May 2024**.

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, 13 May 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: Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Housing
Head of Parks, Open Spaces and Countryside Management
Head of Place and Growth
Community Development Manager
Port Health and Public Protection Manager
Private Sector Housing Manager
Regeneration Delivery Manager
Community Safety and Development Team Leader
Principal Heritage Officer
Senior Development Officer
Assistant Development 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 106 13.5.24 Open Key Decisions No Call-in to apply Yes Implementation Date 21 May 2024	<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 107 13.5.24 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	None.	To note any declarations of interest.	

21 May 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)
CAB 108 13.5.24 Open Key Decisions No Call-in to apply Yes Implementation Date 21 May 2024	<u>RECORD OF DECISIONS</u> It was agreed that the decisions of the meeting held on 8 April 2024, as detailed in decision numbers CAB 94 to CAB 105, 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 8 April 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)
CAB 109 13.5.24 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>EVENTS POLICY REVIEW AND UPDATED MEMORANDUM OF UNDERSTANDING FOR HIRING COUNCIL LAND</u> It was agreed: <ul style="list-style-type: none"> (a) That the new Events Policy (including new terms and conditions for event organisers and the events tier system) be approved. (b) That the new event categories and pricing structure be approved. 	None.	Following a fatality on Council-owned land that was being hired at the time, a review of the Council's events policy was undertaken by the Events Safety Advisory Group. The Group made	

21 May 2024			recommendations and the policy has been amended to ensure events are run safely and managed efficiently, and that any costs or damage incurred are appropriately mitigated.	
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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 110 13.5.24 Open Key Decisions Yes Call-in to apply Yes Implementation Date 21 May 2024	<u>EXTENSION OF DOUR STREET, DOVER CONSERVATION AREA BOUNDARY</u> It was agreed: (a) That the proposed extensions to the Dour Street, Dover Conservation Area boundary, as set out at Appendix 1 to the report, be approved. (b) That a public consultation be carried out on the implementation of an Article 4 Direction.	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 4 September 2023, Cabinet approved the Dour Street Conservation Area	

			<p>Character Appraisal as Supplementary Planning Guidance (CAB 25).</p> <p>As the Character Appraisal recommended changes to the boundary, public consultation has been undertaken on those changes and the results are reported to Cabinet.</p> <p>Cabinet is asked to approve a further period of public consultation on proposals to implement an Article 4 Direction, another recommendation of the Character Appraisal.</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)
CAB 111	ARRANGEMENTS FOR DOVER DISTRICT COUNCIL'S COST-OF-	None.	Dover District	

<p>13.5.24 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 May 2024</p>	<p><u>LIVING COMMUNITY IMPACT FUND 2024/25</u></p> <p>It was agreed that the proposed budget of £104,791.67 be made available to the Community Impact Fund, to be allocated over two (summer and winter) grant scheme rounds during 2024/25.</p>		<p>Council's Cost-of-Living Community Impact Fund provides grants to local charities, community interest companies, etc to enable them to support residents in need.</p> <p>Cabinet is requested to approve the proposed grants budget for 2024/25 and that it be allocated over two grant scheme rounds.</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)
<p>CAB 112 13.5.24 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p>	<p><u>APPOINTMENT OF MEMBERS TO OUTSIDE BODIES 2024/25</u></p> <p>It was agreed:</p> <p>(a) That the following appointments to outside bodies for 2024/25 be approved (with appointments being for one year unless stated otherwise):</p> <p>Aylesham & District Workshop Trust Cllr C Woodgate</p>	<p>None.</p>	<p>Cabinet appoints Members (and occasionally non-Members) to outside bodies on an annual basis to represent the Council's interests or, in some cases, to act solely on</p>	

Implementation Date 21 May 2024	Deal Fairtrade Steering Group Dover, Deal & District Citizens' Advice Bureau Dover Fairtrade Steering Group East Kent Spatial Development Co. Industrial Communities Alliance JAC Kent Downs AONB Partnership Kent & Medway Economic Partnership Board Kent & Medway Police & Crime Panel Kent Resource Partnership Members' Board Local Government Association – General Assembly Local Government Association Coastal Special Interest Group Manston Skills and Employment Board Manston Sustainability Advisory Board	Cllr J Loffman Cllr J Loffman Cllr P Brivio Cllr K Mills Cllr D Parks Cllr P Brivio Cllr K Mills Cllr C Zossedder Cllr E Biggs Cllr K Mills Cllr E Biggs Cllr P Brivio Cllr S Beer		behalf of the bodies (e.g. as a charity trustee).	
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	<p>Municipal Charities of Dover (4 Years)</p> <p>River Dour Partnership</p> <p>River Stour (Kent) Internal Drainage Board</p> <p>Sandwich & Pegwell Bay National Nature Reserve Steering Group</p> <p>South-East England Councils</p> <p>(b) That Cabinet requests the Leader of the Council to nominate an alternative Members to substitute at meetings on an ad hoc basis when the appointed Members is not available (and where the constitution of the body allows this).</p>	<p>Cllr E Biggs <i>Appointment deferred</i> <i>Appointment deferred</i></p> <p>Cllr P Brivio</p> <p>Cllr D Parks <i>Appointment deferred</i></p> <p><i>Appointment deferred</i></p> <p>Cllr K Mills (sub: J Pout)</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)
<p>CAB 113 13.5.24 Open</p> <p>Key Decisions No</p>	<p><u>APPOINTMENT OF PROJECT ADVISORY GROUPS 2024/25</u></p> <p>It was agreed:</p> <p>(a) That the membership of the Dover Beacon and Dover Town Regeneration Project Advisory Group for the Council Year 2024/25 be approved as follows: Leader of the Council (Chairman), Portfolio Holder</p>	<p>None.</p>	<p>Cabinet is requested to appoint Members to the Council's Project Advisory Groups for the Council Year</p>	

<p>Call-in to apply Yes</p> <p>Implementation Date 21 May 2024</p>	<p>for Community and Corporate Property (Vice-Chairman), Portfolio Holder for Finance, Governance, Climate Change and Environment, Mayor of Dover, Councillors T J Bartlett, M Bates, D G Beaney, E A Biggs, P M Brivio, G Cowan, S Hill and O C de R Richardson, and three tenant representatives (non-voting).</p> <p>(b) That the membership of the Tides Project Advisory Group for the Council Year 2024/25 be approved as follows: Portfolio Holder for Finance, Governance, Climate Change and Environment (Chairman), Portfolio Holder for Community and Corporate Property (Vice-Chairman) and Councillors S H Beer, D G Cronk and O C de R Richardson.</p> <p>(c) That the membership of the Homelessness Project Advisory Group for the Council Year 2024/25 be approved as follows: Portfolio Holder for Housing, Skills and Education (Chairman) and Councillors D R Friend, S C Manion, M J Nee and D J Parks.</p> <p>(d) That the membership of the Investment Advisory Group for the Council Year 2024/25 be approved as follows: Portfolio Holder for Finance, Governance, Climate Change and Environment (Chairman), Chairman of Governance Committee (Vice-Chairman) and Councillors T J Bartlett, J P Loffman and C A Vinson.</p>		2024/25.	
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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 114 13.5.24 Open</p> <p>Key Decisions No</p> <p>Call-in to apply</p>	<p><u>APPOINTMENT OF DOVER JOINT TRANSPORTATION ADVISORY BOARD CHAIRMAN FOR 2024/25</u></p> <p>It was agreed that Councillor E A Biggs be appointed as Chairman of the Dover Joint Transportation Advisory Board for 2024/25.</p>	None.	Cabinet is required to appoint a Chairman to the Dover Joint Transportation Advisory Board for 2024/25 in order to comply with the	

Yes			terms of reference of the Board which require that the chairmanship and vice-chairmanship of the Board alternate annually between Kent County Council and Dover District Council.	
Implementation Date 21 May 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)
CAB 115 13.5.24 Open Key Decisions No Call-in to apply Yes Implementation Date 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.		

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 116	<u>PURCHASE OF NEW AFFORDABLE HOUSING AT WINGFIELD</u>	None.	In line with the	

<p>13.5.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 May 2024</p>	<p><u>PLACE, DEAL</u></p> <p>It was agreed:</p> <p>(a) That a project to acquire the freehold of 48 affordable homes at Wingfield Place, Deal, and the subsequent sale of shares in ten of the properties designated as Shared Ownership homes, be approved.</p> <p>(b) That the Strategic Director (Finance and Housing) be authorised, 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 purchase price, approving the sale purchase agreements, approving the sale and disposal of Shared Ownership properties, accepting Homes England grant funding, allocating developer contributions and appointing any necessary professional advisers.</p>		<p>Council's policy to deliver more affordable housing, it is proposed that 48 dwellings on a site at Deal should be acquired, using developer contributions and funding from Homes England.</p> <p>10 of the properties will be Shared Ownership homes and the remainder will be affordable homes available to rent via the Council's choice-based lettings system.</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)
<p>CAB 117 13.5.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply</p>	<p><u>AWARD OF CONTRACT FOR SUPPLY OF HOUSING MANAGEMENT SOFTWARE</u></p> <p>It was agreed:</p> <p>(a) That the award of a new contract to NEC Software Solutions to provide Northgate Housing Management System software for an additional three years be approved.</p>	<p>None.</p>	<p>Northgate Housing Management System software is used by officers to manage the Council's housing stock in areas such as rents, tenancies</p>	

<p>Yes</p> <p>Implementation Date 21 May 2024</p>	<p>(b) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to take the necessary decisions and actions to progress the project and award the contract, including (but not limited to) agreeing the contract sum, negotiating terms, signing documentation and entering into the contract.</p>		<p>and repairs. The contract with the current provider, NEC Software Solutions, is due to expire in July and it is proposed to enter into a new contract with the company for a further 3-year period.</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)
<p>CAB 118 13.5.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 May 2024</p>	<p><u>FIVE-YEAR CONTRACT FOR PROVISION OF HOME IMPROVEMENT AGENCY SERVICE</u></p> <p>It was agreed that the award of a five-year contract (with provision to extend for a further two years) to Town & Country Housing, for the provision of a Home Improvement Agency Service at the tender sum set out in the report, be approved.</p>	<p>None.</p>	<p>Under the Housing Grants, Construction and Regeneration Act 1996, the Council has a statutory duty to administer Disabled Facilities Grants which provide funding for eligible people to adapt their property. The home improvement agency service is currently outsourced and assists applicants</p>	

			<p>with the application process, including design, surveying, contractors, etc.</p> <p>Following a competitive tender exercise, two compliant tenders were received, and it is proposed to award a five-year contract to Town & Country Housing.</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)
<p>CAB 119 13.5.24 Exempt</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 21 May 2024</p>	<p><u>DOVER TOWN CENTRE REGENERATION - DOVER BEACON/DOVER BENCH STREET PROJECT</u></p> <p>It was agreed:</p> <p>(a) That the RIBA Stage 3 Spatial Design Report and project progression to the next stage of delivery and development be approved.</p> <p>(b) That the proposal to bring forward the enabling works package from the main contract as a separate contract be approved, in principle.</p> <p>(c) That the Strategic Director (Place and Environment) be authorised, in consultation with the Leader of the Council, to take all actions necessary to facilitate a package of works in order to</p>	<p>None.</p>	<p>The Dover Beacon project comprises two elements, including the provision of a creative centre and underpass improvements (funded by a Future High Streets Fund grant), and the provision of a further education campus building, business centre and outside public</p>	

	bring forward the projected completion date to March 2026.		space (funded by a Levelling Up Fund grant). At its meeting held on 4 March, Cabinet agreed that the first-stage design and build contract should be awarded to Jenner Contractors Limited (CAB 91). This report seeks to update Cabinet on progress since then and approval to move to the next stage of project delivery and development.	
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The meeting ended at 7.05 pm