



# **Notice of Forthcoming Key Decisions**

[This updated version of the Notice supersedes all other versions issued in previous months]

Publication Date: 4 January 2019



## NOTICE OF FORTHCOMING KEY DECISIONS

The Notice of Forthcoming Key Decisions contains information about all the Key Decisions which the Leader of the Council believes will be taken by the Cabinet\* within the next four months, as far as they are known. The notice is reviewed monthly and rolled forward for each subsequent four-month period. Each notice supersedes the previous one and will be published at least 28 clear days before Key Decisions are due to be made. Some Key Decisions taken by the Cabinet require referral to the full Council.

The definition of a Key Decision as outlined in the Constitution is any executive (i.e. Cabinet) decision that:

- Results in the Council incurring expenditure which is, or savings which are, significant (£200,000 or more) having regard to the Council's budget for the service or function to which the budget relates;
- Is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District; or
- Has a particularly significant impact on any community as experiencing social exclusion or discrimination, whether geography or interest defines that community and even if that community is only located in one ward in the area of the local authority.

The Notice of Forthcoming Decisions has been prepared by the Leader in consultation with the Chief Executive and the Directors and also includes:

- Any executive decisions made in the course of developing or formulating proposals to the full Council to approve or adopt the Policy Framework or Budget. This includes decisions made to propose draft policies for the purpose of consultation; or
- Any executive decision relating to a significant amendment of the Council's Policy Framework or Budget (which is reserved in the Council's Constitution for determination by full Council on a recommendation from the Cabinet).

The Notice of Forthcoming Key Decisions is available for inspection by the public at the Council's offices and at all area offices and libraries in the District, and on the Council's website at [www.dover.gov.uk](http://www.dover.gov.uk). Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, documents submitted to the decision-maker in relation to the decision may be requested from the address given below. In addition, the public may submit other documents relevant to the decision to the same address.

Democratic Services Section  
Council Offices  
White Cliffs Business Park  
Whitfield  
Dover  
Kent CT16 3PJ  
Telephone: 01304 872303  
E-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

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\* This includes the Cabinet, a committee of the Cabinet, individual members of the Cabinet, officers, area committees or under joint arrangements.

The Cabinet comprises the following elected Members:

Councillor K E Morris	Leader of the Council
Councillor M D Conolly	Deputy Leader and Portfolio Holder for Corporate Resources and Performance
Councillor J S Back	Portfolio Holder for Built Environment
Councillor T J Bartlett	Portfolio Holder for Property Management and Environmental Health
Councillor P M Beresford	Portfolio Holder for Housing and Homelessness
Councillor N J Collor	Portfolio Holder for Access and Licensing
Councillor M J Holloway	Portfolio Holder for Community Services
Councillor N S Kenton	Portfolio Holder for Environment, Waste and Health

## Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Neighbourhood Plans	June 2013 and ongoing (see entry)	Regeneration & Development	Built Environment
2	Review of Tenancy Strategy and Tenancy Policy	This item has been withdrawn	Strategic Housing	Housing & Homelessness
3	Review of Local Plan	(i) 1 March 2017; (ii) 1 October 2018; and (iii) June/July 2019	Regeneration & Development	Built Environment
4	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)	Finance	Corporate Resources & Performance
5	To consider an options appraisal and feasibility study for Tides Leisure & Indoor Tennis Centre and seek approval to progress to the detailed design phase	2 July 2018	Assets & Building Control	Property Management & Environmental Health
6	Dover Waterfront Masterplan Area Action Plan	This decision will now be incorporated into the Local Plan Review	Regeneration & Development	Built Environment
7	Planning Enforcement Plan	10 September 2018	Regulatory Services	Environment, Waste & Health
8	Representations on the Thanet District Council Local Plan	This decision will be taken by the Leader of the Council	Regeneration & Development	Leader of the Council
9	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	June 2019	Regeneration & Development	Built Environment
10	Hackney Carriage and Private Hire vehicles - access for wheelchair users	4 March 2019 (to be confirmed)	Regulatory Services	Access & Licensing
11	Development of a social lettings agency	This item has been withdrawn	Strategic Housing	Housing & Homelessness
12	Approval of project to develop housing to be occupied on an interim basis by homeless households	14 May 2018	Strategic Housing	Housing & Homelessness
13	To seek Cabinet approval for public consultation on draft Upper Deal Conservation Area Character Appraisal	4 March 2019	Regeneration & Development	Built Environment

<b>Key Decisions 2018/19</b>	<b>Item</b>	<b>Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)</b>	<b>Head of Service</b>	<b>Portfolio Holder</b>
14	Letting of the café/restaurant on Deal Pier	Decision taken by the Portfolio Holder for Property Management and Environmental Health	Assets & Building Control	Property Management & Environmental Health
15	Aylesham Village Expansion – Acquisition of third-party land	February/March 2019	Regeneration & Development	Corporate Resources & Performance
16	Statement of Community Involvement	14 May and 10 September 2018	Regeneration & Development	Built Environment
17	Dover District Council Local Development Scheme	14 May 2018	Regeneration & Development	Built Environment
18	Kent Environment Strategy	14 May 2018	Assets & Building Control	Environment, Waste & Health
19	Transfer of Freehold of Sandwich Guildhall	2 July 2018	Assets & Building Control	Property Management & Environmental Health
20	Sandwich Historical Boatyard	Decision taken by the Leader of the Council on 15 June 2018	Assets & Building Control	Leader of the Council
21	To decide on requirements for a new Public Spaces Protection Order following public consultation	2 July 2018	Regulatory Services	Environment, Waste & Health
22	To consider the cessation of cash and cheque transactions at Council Offices	This item has been withdrawn	Finance	Corporate Resources & Performance
23	Creation of a local property company	5 November 2018	Finance	Corporate Resources & Performance
24	Contaminated land strategy	2 July 2018	Regulatory Services	Property Management & Environmental Health
25	Consideration of pest control provision	Decision taken by the Director of Governance on 28 November 2018	Regulatory Services	Property Management & Environmental Health
26	Award of contract for Kearsney Abbey café building extension	Decision taken by the Portfolio Holder for Property Management and Environmental Health	Assets & Building Control	Property Management & Environmental Health
27	Catering provision at Kearsney Abbey and Russell Gardens	4 February 2019	Operational Services	Property Management & Environmental Health
28	Award of contract for landscape and listed structure repairs	4 February 2019	Parks & Open Spaces	Property Management &

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
	at Kearsney Abbey			Environmental Health
29	To consider the delimitation of Hackney Carriage vehicles	1 October 2018	Regulatory Services	Access & Licensing
30	Award of contract for the refurbishment of Norman Tailyour House	Decision taken by Director of Finance, Housing and Community on 23 November 2018	Assets & Building Control	Property Management & Environmental Health
31	Deed of Variation to the Aylesham Development Agreement	February/March 2019	Regeneration & Development	Built Environment
32	To approve arrangements for the implementation and delivery of infrastructure for a Bus Rapid Transit System connecting Whitfield to Dover town centre	February/March 2019	Inward Investment	Access & Licensing
33	Redevelopment of William Muge and Snelgrove Houses site, Dover	1 October 2018	Assets & Building Control	Property Management & Environmental Health
34	Grant scheme for commercial property renovations in Dover, Deal and Sandwich high streets	10 September 2018	Finance	Corporate Resources & Performance
35	Approval of Kearsney Abbey café 'Changing Places' facility and contingency fund for café/landscape improvements	10 September 2018	Operational Services	Property Management & Environmental Health
36	Lease of Historic Boatyard, The Quay, Sandwich	5 November 2018	Assets & Building Control	Leader of the Council
37	Acceptance of grant and allocation of funding for restoration of Maison Dieu (Dover Town Hall)	10 September 2018	Assets & Building Control	Property Management & Environmental Health
38	Purchase of affordable housing in Aylesham	February/March 2019	Finance	Corporate Resources & Performance
39	Demolition of Dover Leisure Centre	4 March 2019	Assets & Building Control	Property Management & Environmental Health
40	Authority Monitoring Report	4 March 2019	Regeneration & Development	Built Environment
41	East Kent Waste Project 2021	5 November 2018	Director of Environment & Corporate Assets	Environment, Waste & Health
42	Grant of easement at Matthews Close, Deal	3 December 2018	Assets & Building Control	Property Management & Environmental Health
43	Redevelopment and regeneration of the site of the former Co-op store in Stembrook and surrounding area	Decision taken by Director of Environment and Corporate Assets on 12 December 2018	Inward Investment	Leader of the Council
44	Approval of Street Lighting Works	3 December 2018	Assets & Building Control	Property Management & Environmental Health
45	Charges for parking during the Christmas period	Decision taken by the	Operational Services	Access & Licensing

Key Decisions 2018/19	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
		Portfolio Holder for Access and Licensing		
46	Fees and Charges – agreement on levels for 2019/20	14 January 2019	Finance	Corporate Resources & Performance
47	Approval to carry out further repairs to Deal Pier (including new lighting and CCTV system) as well as further general repairs and improvements	4 February 2019	Assets & Building Control	Property Management & Environmental Health
48	Recommendation to Council of the draft 2019/20 Budget and Medium-Term Financial Plan 2019/20-2022/23 and approval by Cabinet of various delegations within the Budget	(i) 4 February 2019 (ii) 4 March 2019	Finance	Corporate Resources & Performance
49	Review of Parking Charges	14 January 2019	Operational Services	Access & Licensing
50	Restoration of Maison Dieu (Town Hall), Dover	14 January 2019	Assets & Building Control	Property Management & Environmental Health
51	Provision of community facility at Maison Dieu, Dover	14 January 2019	Assets & Building Control	Property Management & Environmental Health
52	Award of contract for upgrade of CCTV infrastructure	4 February 2019	Community Services	Community Services
53	Approval of Victoria Road and Wellington Road (Deal) Conservation Area Appraisal	4 March 2019 and date to be confirmed	Regeneration & Development	Built Environment
54	Approval to release corporate contingency funds for repairs to corporate assets	4 February 2019	Assets & Building Control	Property Management & Environmental Health
55	Variation of Public Spaces Protection Order relating to dogs	4 February 2019	Regulatory Services	Property Management & Environmental Health
56	Approval to enter into a partnership with Kent County Council for provision of highway services	4 February 2019	Inward Investment	Leader of the Council

- Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.
- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website ([www.dover.gov.uk](http://www.dover.gov.uk)).



COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<b>(1) Topic (one sentence description of the decision being sought)</b> <b>(2) Who will take Decision</b> <b>(3) Give Date or Period within which Decision is to be taken</b> <b>(4) Directorate Contact</b> ☒ ☎	<b>(5) Principal Groups/Organisations to be Consulted before Decision is made</b> <b>(6) Method of Consultation</b>	<b>(7) Name of person(s) to whom representations can be made</b> ☒ ☎ <b>(8) When should they be made by (closing date)</b>	<b>(9) List documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt</b> <b>(10) Date first entered in Notice</b>
KEY 1/18/19  (1) Neighbourhood Plans  (2) Cabinet  (3) June 2013 and ongoing (see below)  (4) Mike Ebbs, Head of Regeneration and Development, extension 2472	(5) Statutory organisations, public, private and voluntary sector organisations  (6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement	(7) Mike Ebbs, Head of Regeneration and Development, extension 2472  (8) To be confirmed	(9) Cabinet reports  (10) 29 October 2012
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  <p>The Localism Act has introduced a new type of Community-Led Plan. Communities now have the right to produce a Neighbourhood Plan, setting out policies on the development and use of land in a parish or neighbourhood area. They may be very simple or go into considerable detail as to where people want development. Once the Plan is agreed, it will become part of the local authority development plan, a statutory plan against which planning applications will be judged. A Plan might also result in a Neighbourhood Development Order which will grant planning permission for specific development proposals. At the moment three Parish Councils in the District (Worth, St Margaret's and Ash) are all in the process of going through the formal stages of preparing a Neighbourhood Plan. This involves:</p> <ul style="list-style-type: none"> <li>➤ Consultation on the neighbourhood area</li> <li>➤ Consultation on the draft Neighbourhood Plan</li> <li>➤ Examination</li> <li>➤ Referendum</li> <li>➤ Adoption of the Neighbourhood Plan</li> </ul>			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet agree draft Neighbourhood Plans for Shepherdswell, Sandwich, St Margaret's-at-Cliffe, Dover and Ash – To be confirmed			

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KEY 3/18/19  (1) Local Plan Review  (2) Cabinet  (3) (i) 1 March 2017; (ii) 1 October 2018; and (iii) June/July 2019  (4) Adrian Fox, Policy and Projects Manager, extension 2474	(5) Local residents, town/parish councils, statutory agencies, businesses and other interested groups  (6) This will be undertaken in accordance with the Town and Country Planning (Local Planning) Regulations 2012 and the Council's adopted Statement of Community Involvement.	(7) Mike Ebbs, Head of Regeneration and Development - extension 2472  (8) To be confirmed.	(9) Reports to Cabinet  (10) 6 January 2017
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  On 1 March 2017 Cabinet agreed for work to commence on a Local Plan Review which would cover the period up to 2037. At the same Cabinet meeting an updated Local Development Scheme (which is the timetable for the Local Plan Review) was agreed ( <a href="https://www.dover.gov.uk/Planning/Planning-Policy-and-Regeneration/PDF/LDS-March-2017.pdf">https://www.dover.gov.uk/Planning/Planning-Policy-and-Regeneration/PDF/LDS-March-2017.pdf</a> ).  The preparation of the Local Plan will be overseen by the Project Advisory Group (PAG) which is currently chaired by the Portfolio Holder for Built Environment, Councillor Jim Back, and includes a range of interested groups, along with a representative from the town and parish councils.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet meeting to agree draft Local Plan (Regulation 18) – June/July 2019. Publication version (Regulation 19) – July 2020			

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KEY 4/18/19  (1) Property Acquisitions  (2) Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance  (3) Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)  (4) Mike Davis, Director of Finance, Housing and Community; Tel: 01304 872107	(5) Residential and Commercial Investment Project Advisory Groups  (6) Meetings	(7) Mike Davis, Director of Finance, Housing and Community; Tel: (01304) 872107  (8) Ongoing	(9) Reports to Portfolio Holder. The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council)  (10) 6 January 2017
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  On 30 November 2016 the Council approved an Investment Property Strategy. This notice relates to decisions to be taken to acquire properties in pursuance of the adopted Strategy.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Ongoing – This relates to an ongoing programme.			

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KEY 9/18/19  (1) To seek Cabinet approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal  (2) Cabinet  (3) June 2019  (4) Alison Cummings, Principal Heritage Officer, ext. 42464	(5) Statutory organisations, public, private and voluntary sector organisations  (6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement	(7) Mike Ebbs, Head of Regeneration and Development, extension 42472  (8) To be confirmed	(9) Reports to Cabinet.  (10) 4 August 2017
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review its conservation areas 'from time to time'. The Dover District Heritage Strategy has recognised that most of the district's conservation areas do not have an approved character appraisal, and it recommends that the Council should encourage local community groups to carry out such appraisals in conjunction with the Council.  A draft conservation area character appraisal has been prepared for the Sandwich Walled Town Conservation Area, and Cabinet's agreement is now sought to carry out a formal public consultation exercise on the draft document. The results of the consultation exercise will be reported back to Cabinet.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet agrees that the draft Sandwich Walled Town Conservation Area Appraisal be published for public consultation – June 2019 Cabinet considers results of public consultation and decides whether to adopt the Appraisal – To be confirmed			

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KEY 10/18/19  (1) Access for wheelchair users – Hackney Carriage and Private Hire vehicles  (2) Cabinet  (3) 4 March 2019 (to be confirmed)  (4) David Randall, Director of Governance – <a href="mailto:david.randall@dover.gov.uk">david.randall@dover.gov.uk</a> Tel: 8742141	(5) Not applicable.  (6) Not applicable.	(7) Rebecca Pordage, Licensing Team Leader – <a href="mailto:Rebecca.pordage@dover.gov.uk">Rebecca.pordage@dover.gov.uk</a> ; Tel: 872799  (8) Not applicable.	(9) Report to Cabinet  Access for wheelchair users to taxi and private hire vehicles - Statutory Guidance  (10) 3 November 2017
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Sections 165 and 167 of the Equality Act 2010 are now in effect. This legislation states that local authorities may maintain a list of wheelchair accessible vehicles. A decision is required as to whether this authority should maintain such a list.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  It is a statutory requirement that this authority considers the need to maintain or not maintain a list of wheelchair-accessible vehicles.			

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KEY 13/18/19  (1) To seek Cabinet approval for public consultation on the draft Upper Deal Conservation Area Character Appraisal  (2) Cabinet  (3) 4 March 2019  (4) Alison Cummings, Principal Heritage Officer, ext. 2464	(5) Statutory organisations, public, private and voluntary sector organisations  (6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement	(7) Mike Ebbs, Head of Regeneration and Development - extension 2472  (8) To be confirmed	(9) Report to Cabinet  (10) 2 February 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review their conservation areas 'from time to time'. The Dover District Heritage Strategy has recognised that most of the district's conservation areas do not have an approved character appraisal, and it recommends that the Council should encourage local community groups to carry out such appraisals in conjunction with the Council.  The Deal Society has prepared a draft conservation area character appraisal for the Upper Deal Conservation Area, and Cabinet's agreement is now sought to carry out a formal public consultation exercise on the draft document. The results of the consultation exercise will be reported back to Cabinet.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet agree that the draft Upper Deal Conservation Area Character Appraisal be published for public consultation – 4 March 2019  Cabinet considers results of public consultation and decides whether to adopt the Appraisal – To be confirmed			

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KEY 15/18/19  (1) Aylesham Village Expansion – Third-Party Land Acquisition  (2) Cabinet  (3) February/March 2019  (4) Dave Robinson, Planning Delivery Manager – dave.robinson@dover.gov.uk; 01304 872121	(5) Not applicable.  (6) Not applicable.	(7) Dave Robinson, Planning Delivery Manager (dave.robinson@dover.gov.uk; 01304 872121)  (8) 15 April 2018	(9) Cabinet report (Information will be restricted as it relates to the financial or business affairs of any particular person (including the Council))  (10) 16 March 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  On 7 November 2016 Cabinet delegated authority to the Planning Delivery Manager, in consultation with the Director of Environment and Corporate Assets and the Portfolio Holder for Corporate Resources and Performance, to negotiate the acquisition of third-party land required for the Aylesham Village Expansion development.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet meeting to approve acquisition – February/March 2019			

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KEY 27/18/19  (1) Catering Provision at Kearsney Abbey and Russell Gardens  (2) Cabinet  (3) 4 February 2019 (to be confirmed)  (4) Jenny Coller, Kearsney Parks Project Manager - 07528 360922	(5) Heritage Lottery Fund  (6) Not applicable.	(7) Jenny Coller, Kearsney Parks Project Manager (Jennifer.coller@dover.gov.uk; 07528 360922)  (8) 18 June 2018	(9) Cabinet Report (exempt)  (10) 1 June 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The report follows a review by Dover District Council (DDC) of catering provision at Kearsney Abbey and Russell Gardens. DDC needs to decide on the proposed route for catering provision, fit-out and signage in July 2018 to ensure that when building works commence they are of a suitable specification. The three options are: a) Shell fit-out and leased to tenant; b) DDC to fit out and run catering provision at the sites; and c) DDC to fit-out and lease to tenant. If Cabinet decides to lease the premises, the occupant will need to be confirmed via tender and legal contracts which will be agreed prior to the commencement of fit-out works on site.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  4 February 2019 (to be confirmed) - in line with site works, awards and the operational timescale for lease/fit-out.			






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KEY 28/18/19  (1) Award of Contract for Landscape and Listed Structure Repairs at Kearsney Abbey  (2) Cabinet  (3) 4 February 2019 (to be confirmed)  (4) Jenny Coller, Kearsney Parks Project Manager - 07528 360922	(5) Heritage Lottery Fund  (6) Not applicable	(7) Jenny Coller, Kearsney Parks Project Manager (Jennifer.coller@dover.gov.uk; 07528 360922)  (8) 18 June 2018	(9) Report to Cabinet (exempt)  (10) 1 June 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  To report on the procurement process for appointing a contractor for landscape, waterways and listed structure repairs at Kearsney Abbey, and to formally make the decision to appoint the successful tenderer. A competitive procurement process was undertaken and four tenders were returned. The tenders were then assessed to identify the most economically advantageous tender.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  4 February 2019 – operational.			

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<b>(1) Topic (one sentence description of the decision being sought)</b> <b>(2) Who will take Decision</b> <b>(3) Give Date or Period within which Decision is to be taken</b> <b>(4) Directorate Contact</b> ✉ ☎	<b>(5) Principal Groups/Organisations to be Consulted before Decision is made</b> <b>(6) Method of Consultation</b>	<b>(7) Name of person(s) to whom representations can be made</b> ✉ ☎ <b>(8) When should they be made by (closing date)</b>	<b>(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt</b> <b>(10) Date first entered in Notice</b>
KEY 31/18/19  (1) Deed of Variation to the Aylesham Development Agreement  (2) Cabinet  (3) February/March 2019  (4) <a href="mailto:dave.robinson@dover.gov.uk">dave.robinson@dover.gov.uk</a> , Planning Delivery Manager – Tel: 01304 872121	(5) Aylesham Parish Council, relevant community groups and residents of Aylesham  (6) Public exhibition and through the planning process	(7) Dave Robinson, Planning Delivery Manager – 01304 872121  (8) 10 August 2018	(9) Report to Cabinet. Some information will be restricted as it relates to the financial or business affairs of any particular person (including the Council)  (10) 10 July 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Phase 1 of the Aylesham development is expected to be completed by 2019. Dover District Council and the developers are now considering the detailed requirements for the remaining phases. It is likely that this will require an amendment to the Development Agreement between the two parties.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet meeting to approve Deed of Variation – February/March 2019.			

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<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take Decision</p> <p>(3) Give Date or Period within which Decision is to be taken</p> <p>(4) Directorate Contact ☒ ☎</p>	<p>(5) Principal Groups/Organisations to be Consulted before Decision is made</p> <p>(6) Method of Consultation</p>	<p>(7) Name of person(s) to whom representations can be made ☒ ☎</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt</p> <p>(10) Date first entered in Notice</p>
<p>KEY 32/18/19</p> <p>(1) To approve arrangements for the implementation and delivery of infrastructure for a Bus Rapid Transit System (BRT) connecting development at Whitfield to Dover town centre.</p> <p>(2) Cabinet</p> <p>(3) February/March 2019</p> <p>(4) Tim Ingleton, Head of Inward Investment - 01304 872423</p>	<p>(5) Statutory Agencies, Businesses and key stakeholders.</p> <p>(6) Liaison with the Portfolio Holder, key agencies and interested parties</p>	<p>(7) Tim Ingleton, Head of Inward Investment - 01304 872423.</p> <p>(8) To be confirmed.</p>	<p>(9) Report to Cabinet</p> <p>(10) 10 July 2018</p>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>Following the announcement earlier in the year that funding had been awarded for the Bus Rapid Transit System under the Marginal Viability Fund Programme, detailed assessments have been undertaken around viability, incorporation of land, programme and delivery as a precursor to the release of funding. This, along with confirmation of the detailed terms and conditions, is anticipated to be made prior to the autumn.</p>			
<p><b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>This is to be determined through liaison with the Housing Infrastructure Team at Homes England, Kent County Council as Highway and Transport Authority, and is key infrastructure required to support and enable the development of the Whitfield Urban Expansion scheme, White Cliffs Business Park and Connaught Barracks.</p>			

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KEY 38/18/19  (1) The purchase of affordable housing in Aylesham  (2) Cabinet  (3) February/March 2019  (4) Helen Lamb, Head of Finance - <a href="mailto:helen.lamb@dover.gov.uk">helen.lamb@dover.gov.uk</a> ; 01304 872063	(5) Aylesham Parish Council and local community  (6) Through the planning process, linked to the Aylesham Village Expansion	(7) Jayne Miles, Corporate Projects Manager - <a href="mailto:jayne.miles@dover.gov.uk">jayne.miles@dover.gov.uk</a>  (8) To be confirmed	(9) Report to Cabinet, specification and cost plan. Some of the information may be exempt as it will contain commercially confidential information.  (10) 3 August 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Deed of Variation to the Development Agreement for Aylesham will propose the option of allocating part of the existing scheme as land for additional affordable housing, to be purchased using Housing Revenue Account (HRA) funds.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  This decision will need to coincide with the report to Cabinet on the Deed of Variation to the Development Agreement.			

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KEY 39/18/19  (1) Demolition of Dover Leisure Centre  (2) Cabinet  (3) 4 March 2019  (4) Emma-Jane Allen, Principal Infrastructure and Delivery Officer – 01304 872120 and Laura Corby, Principal Leisure Officer – 01304 872488	(5) Statutory Consultees  (6) Initially through meetings and e-mail contact; later through the planning process	(7) Emma-Jane Allen (01304 872120; emma.allen@dover.gov.uk)  (8) 3 February 2019	(9) Cabinet reports of 25 July 2016, 11 September 2017 and 4 February 2019. The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council).  (10) 31 August 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  On 25 July 2016, Cabinet approved Heads of Terms for an option agreement on the sale of the existing leisure centre site. On 11 September 2017 Cabinet agreed a projected budget of £400,000 for demolition of the centre. Negotiation with the purchasers and detailed investigation into the actions required to secure consent for demolition have revealed that both the terms of the agreement and budget should be varied.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  The new Dover District Leisure Centre is scheduled to open in early 2019 and at that time the existing leisure centre will become vacant. Demolition should take place as soon as possible after the existing centre closes, to facilitate redevelopment of the site.			

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KEY 40/18/19  (1) Authority Monitoring Report  (2) Cabinet  (3) 4 March 2019  (4) Mike Ebbs, Head of Regeneration and Development - extension 2472	(5) Not applicable.  (6) Not applicable.	(7) Katherine Messenger, Planning Monitoring Officer – 01304 872480  (8) 4 February 2019	(9) Cabinet report of 4 March.  (10) 5 October 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  In order to establish what is happening now in the District and what may happen in the future, monitoring is an essential component of the work of the Regeneration Delivery Section. The Planning and Compulsory Purchase Act 2004 (as amended) requires the District Council to prepare an Authority Monitoring Report (AMR) containing information on the implementation of the Local Development Scheme and the extent to which the policies set out in the Council's Adopted Core Strategy and Land Allocations Local Plan have been achieved. The AMR can also be used to propose changes to the Local Development Scheme.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet agrees Authority Monitoring Report – 4 March 2019			

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46/18/19  (1) Fees and Charges – agreement on levels for 2019/20  (2) (i) Cabinet (ii) Regulatory and Licensing Committees (iii) Planning Committee  (3) (i) 14 January 2019 (ii) 13 November 2018 (iii) 22 November 2018  (4) Mike Davis, Director of Finance, Housing and Community (mike.davis@doover.gov.uk; 01304 872107)	(5) Service users, stakeholders  (6) Consultation between Directors and Portfolio Holders using the Member and Officer framework for formulating the charge proposals	(7) Mike Davis, Director of Finance, Housing and Community (mike.davis@doover.gov.uk; 01304 872107)  (8) 2 November 2018	(9) Report to Cabinet  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Council has to set fees and charges for certain services. These are delegated in part at various levels but form a key element of the overall budget process.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  There are over 250 different fees and charges to be considered, some of which are statutory and others which are discretionary. This status will be indicated for each fee in the reports for Cabinet and the Licensing and Regulatory Committees. These fees and charges need to be agreed before the 2019/20 budget is set in March 2019.			

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<p>KEY 47/18/19</p> <p>(1) Approval to carry out further repairs (phase 2) to Deal pier to include new lighting and a new CCTV system as well as further general repairs and improvements</p> <p>(2) Cabinet</p> <p>(3) 4 February 2019</p> <p>(4) Frank Thompson, Asset Manager (01304 872237; frank.thompson@dover.gov.uk)</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Frank Thompson, Asset Manager (01304 872237; <a href="mailto:Frank.thompson@dover.gov.uk">Frank.thompson@dover.gov.uk</a>)</p> <p>(8) 3 January 2019</p>	<p>(9) Cabinet report. No background documents. The report will be unrestricted.</p> <p>(10) 7 December 2018</p>
<p><b>Brief Details of Item:</b></p> <p>During the current refurbishment phase of Deal Pier, and following an annual routine gas safety check on the 300 metre gas main serving the pier restaurant, it was necessary to replace the gas main as it was found to be leaking. In addition, following three consecutive storms early in 2018, the lower deck on the end of the pier was severely damaged and is currently undergoing repairs. It is therefore proposed to draw down the funds set aside for the pier refurbishment within the Medium-Term Financial Plan for the gas main replacement, lower deck repairs and planned refurbishment work in continuance of the next phases. This will include replacing the pier lighting and CCTV system and other necessary work. £600,000 has been set aside in the Medium-Term Financial Plan for the pier.</p>			
<p><b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>The pier refurbishment project will require funds to be released during the current financial year.</p>			



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KEY 48/18/19  (1) Recommendation to Council of the draft 2019/20 Budget and Medium-Term Financial Plan 2019/20-2022/23 and approval by Cabinet of various delegations within the Budget.  (2) Cabinet  (3) 4 February 2019 and 4 March 2019  (4) Mike Davis, Director of Finance, Housing & Community ( <a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a> ; 01304 872107)	(5) Portfolio Holders and Budget Managers  (6) Various briefings.	(7) Mike Davis, Director of Finance, Housing and Community ( <a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a> ; 01304 872107)  (8) 6 February 2018	(9) Report to Cabinet and Budget and Medium-Term Financial Plan 2017/18–2020/21.  (10) 2 November 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Budget will determine the Council Tax for 2019/20 and the revenue and capital resources available to the Council for the 2019/20 financial year. It is a statutory requirement upon the Council, as the Billing Authority for all Council Tax in the Dover District, to approve the Council Tax resolution by 9 March 2019.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  It is a statutory requirement upon the Council, as the Billing Authority for all Council Tax in the Dover District, to approve the Council Tax resolution by 9 March 2019.			

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<b>(1) Topic (one sentence description of the decision being sought)</b> <b>(2) Who will take Decision</b> <b>(3) Give Date or Period within which Decision is to be taken</b> <b>(4) Directorate Contact</b> ✉ ☎	<b>(5) Principal Groups/Organisations to be Consulted before Decision is made</b> <b>(6) Method of Consultation</b>	<b>(7) Name of person(s) to whom representations can be made</b> ✉ ☎ <b>(8) When should they be made by (closing date)</b>	<b>(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt</b> <b>(11) Date first entered in Notice</b>
KEY 49/18/19  (1) Parking Charges Review  (2) Cabinet  (3) 14 January 2018  (4) Rubena Hafizi – Transport & Parking Services Manager <a href="mailto:rubena.hafizi@medway.gov.uk">rubena.hafizi@medway.gov.uk</a> ; 01304 872046)	(5) Not applicable.  (6) Not applicable.	(7) Rubena Hafizi – Transport & Parking Services Manager <a href="mailto:rubena.hafizi@medway.gov.uk">rubena.hafizi@medway.gov.uk</a> ; 01304 872046)  (8) To be confirmed	(9) Report to Cabinet (unrestricted)  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Council agreed in 2011 that parking charges should be reviewed on an annual basis. The report will seek to present the outcome of that review for decision.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  A decision is required in order to enable budget forecasts to be confirmed.			

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KEY 50/18/19  (1) Restoration of Maison Dieu (Town Hall), Dover  (2) Cabinet  (3) 14 January 2019  (4) Roger Walton, Director of Environment & Corporate Assets ( <a href="mailto:roger.walton@dover.gov.uk">roger.walton@dover.gov.uk</a> ; 01304 872420)	(5) Not applicable.  (6) Not applicable.	(7) Roger Walton, Director of Environment & Corporate Assets – 01304 872420  (8) 4 January 2019	(9) Report to Cabinet (Unrestricted)  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  To receive a report seeking agreement to delegate authority to officers to make the consultant appointments required to progress the project.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  A decision is required for operational reasons to enable the project to progress in a timely manner.			

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KEY 51/18/19  (1) Community Facility, Maison Dieu, Dover  (2) Cabinet  (3) 14 January 2019  (4) Roger Walton, Director of Environment & Corporate Assets ( <a href="mailto:roger.walton@dover.gov.uk">roger.walton@dover.gov.uk</a> ; 01304 872420)	(5) Not applicable.  (6) Not applicable.	(7) Roger Walton, Director of Environment & Corporate Assets – 01304 872420  (8) 4 January 2019	(9) Report to Cabinet (Unrestricted)  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  To receive a report regarding Dover Town Council's proposals to provide a new community facility including public conveniences within Maison Dieu car park, and seek agreement to the Council making the necessary land available and to providing a grant of £90,000 to support the project.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  A decision is required for operational reasons to enable the project to progress in a timely manner.			

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KEY 52/18/19  (1) Upgrade of CCTV infrastructure  (2) Cabinet  (3) 4 February 2019  (4) Brinley Hill, Head of Community Services - 01304 872246	(5) None.  (6) Not applicable.	(7) Brinley Hill, Head of Community Services (01304 872246; brinley.hill@dover.gov.uk)  (8) To be confirmed.	(9) Report to Cabinet (exempt)  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Dover District Council has undertaken a procurement exercise in relation to a complete upgrade of the District's CCTV infrastructure, including a new CCTV control room. At the same time, the exercise looked at the options for introducing public Wi-Fi provision in town centres. The contract provides for the replacement of the current BT Fibre infrastructure to Wi-fi-enabled provision, to carry out works to install a new CCTV Control Room at the Council Offices in Whitfield, and for the provision of publicly-accessible town centre Wi-fi.  Cabinet will be requested to: (a) Approve the award of contract for CCTV infrastructure upgrade (including control room upgrade) and provision of town centre Wi-fi; and (b) Approve additional spend (associated project costs).			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet meeting on 4 February 2019 to approve the upgrade of the Council's CCTV system across the District.			

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KEY 53/18/19  (1) To seek Cabinet approval for public consultation on the draft Deal - Victoria Road and Wellington Road Conservation Area Appraisal  (2) Cabinet  (3) 4 March 2019  (4) Alison Cummings, Principal Heritage Officer ( <a href="mailto:Alison.cummings@dover.gov.uk">Alison.cummings@dover.gov.uk</a> ; 01304 872464)	(5) Statutory organisations and public, private and voluntary sector organisations  (6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement	(7) Mike Ebbs, Head of Regeneration and Development ( <a href="mailto:mike.ebbs@dover.gov.uk">mike.ebbs@dover.gov.uk</a> ; 01304 872472)  (8) To be confirmed.	(9) Report to Cabinet  (10) 7 December 2018
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review its conservation areas 'from time to time'. The Dover District Heritage Strategy has recognised that most of the district's conservation areas do not have an approved character appraisal, and it recommends that the Council should encourage local community groups to carry out such appraisals in conjunction with the Council.  The Deal Society has prepared a draft conservation area character appraisal for the Deal - Victoria Road and Wellington Road Conservation Area and Cabinet's agreement is now sought to carry out a formal public consultation exercise on the draft document. The results of the consultation exercise will be reported back to Cabinet.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Cabinet agrees that the draft Deal - Victoria Road and Wellington Road Conservation Area Appraisal be published for public consultation – 4 March 2019  Cabinet considers results of public consultation and decides whether to adopt the Appraisal – To be confirmed			

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KEY 54/18/19  (1) Approval to release corporate contingency funds to cover the cost of essential repairs to corporate assets  (2) Cabinet  (3) 4 February 2019  (4) Frank Thompson, Asset Manager (01304 872237; frank.thompson@dover.gov.uk)	(5) Not applicable.  (6) Not applicable.	(7) Frank Thompson, Asset Manager (01304 872237; <a href="mailto:Frank.thompson@dover.gov.uk">Frank.thompson@dover.gov.uk</a> )  (8) 3 January 2019	(9) Report to Cabinet (unrestricted). No background documents.  (10) 4 January 2019
<b>Brief Details of Item:</b>  To draw down corporate property contingency funding from the Council's Medium-Term Financial Plan as it is necessary to top up the corporate maintenance budget used for response and routine maintenance. The corporate maintenance budget is currently very low and unlikely to be enough to last for the remainder of the year.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  Adequate funding needs to be put in place before the end of the 2018/19 financial year so that the Council's assets are in a safe condition and to ensure continual operations.			

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p>	<p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p>
<p>KEY 55/18/19</p> <p>(1) Variation of Public Spaces Protection Order relating to dogs</p> <p>(2) Cabinet</p> <p>(3) 4 February 2019</p> <p>(4) Paul Neagle, Environmental Protection Manager (<a href="mailto:paul.neagle@dover.gov.uk">paul.neagle@dover.gov.uk</a>; 01304 872291)</p>	<p>(5) The public, parish and town councils, relevant organisations and charities</p> <p>(6) External consultation was conducted whereby comments could be made via letter, website and e-mail. This was advertised via social media, the website and signage in areas affected by the proposed variation.</p>	<p>(7) Not applicable.</p> <p>(8) Not applicable.</p>	<p>(9) Report to Cabinet plus proposed public spaces protection orders, associated maps and public consultation results</p> <p>(10) Unrestricted</p> <p>(11) 4 January 2019</p>



**Brief Details of Item:**

(Please provide information about the contents of this item and the reason for decision.)

On 27 July 2015 a Public Spaces Protection Order (PSPO) relating to dog control commenced across the Dover District. This created 4 offences:

- Failing to remove dog faeces forthwith
- Not keeping a dog on the lead
- Not putting, and keeping, a dog on the lead when directed to do so by an authorised officer
- Permitting a dog to enter land from which dogs are excluded.

After widespread consultation the Order was varied and renewed for another 3 years starting from 27 July 2018. During the consultation requests were made to require dogs on leads or dog exclusions from another seven areas, namely:

- St. Augustine's Church in East Langdon to be dogs on leads only
- Dogs to be excluded from Gazen Salts Nature Reserve
- St Clements Church in Sandwich to be dogs on lead
- A dogs on lead and dogs exclusion area is added in the area around Sandwich/Pegwell Bay & Princes Golf Course dunes.
- Dog exclusion in the enclosed children's play area by Whitfield Recreation Ground
- Extend the dogs on lead area in Hamilton Road Cemetery to cover additional area used for burials
- Extend the dogs on lead area in Kearsney Abbey to cover the area known as Mill Ruins.

Cabinet is requested to approve the amendment of the current PSPO with effect from 25 February 2019.

**Deadline for Item:**

(Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)

There is no specific deadline.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) (2) Who will take decision (3) Give date or period within which decision is to be taken (4) Directorate contact (include e-mail and telephone)	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of consultation (external only [if applicable])	(7) Name of person(s) to whom representations can be made (e-mail/telephone) (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision (10) Is this information unrestricted or exempt? (11) Date first entered in Notice
KEY 56/18/19  (1) To request that the Council joins a partnership with KCC in order to use the services of its highway contractor  (2) Cabinet  (3) 4 February 2019  (4) Tim Ingleton, Head of Inward Investment ( <a href="mailto:tim.ingleton@dover.gov.uk">tim.ingleton@dover.gov.uk</a> ; 01304 872423)	(5) Not applicable.  (6) Not applicable.	(7) Jayne Miles <a href="mailto:jayne.miles@dover.gov.uk">jayne.miles@dover.gov.uk</a> ; 01304 872013)  (8) 14 January 2019	(9) Cabinet report and Partnership Agreement  (10) Unrestricted  (11) 4 January 2019
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Joining the framework enables partners to procure highways services directly with Amey Highways at the Kent County Council schedule of rates which were tested competitively in the original tender process. The contract covers all the services required to maintain and improve the highway network including professional design services and has been taken up by a number of other local authorities who are conducting highway related works.  Although joining the partnership has no cost to the Council and there is no obligation for using the services it provides, the reason for joining would be to use the contract to make proposed public realm improvements in Dover town centre and any other projects that may arise elsewhere. The total anticipated cost for the Dover town centre project is £3 million. The Coastal Communities Fund bid is for £2.5 million and the remaining £0.5 million as included in the Council's Medium-Term Financial Plan capital programme, subject to approval of the budget in March 2019.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  28 February 2019 – operational.			