



# Notice of Forthcoming Key Decisions

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

Publication Date: 6 September 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 S S Chandler	Deputy Leader and Portfolio Holder for Housing and Health
Councillor T J Bartlett	Portfolio Holder for Environment and Commercial Services
Councillor N J Collor	Portfolio Holder for Transport and Licensing
Councillor M J Holloway	Portfolio Holder for Community and Tourism
Councillor N S Kenton	Portfolio Holder for Planning and Regulatory Services
Councillor S C Manion	Portfolio Holder for Finance and Governance

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

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
1	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources))	Head of Finance & Housing	Finance & Governance
2	To approve consultation on revised Gambling Policy 2019-22	3 June and 2 September 2019	Head of Regulatory Services	Transport & Licensing
3	To consider proposed increase in Hackney Carriage fares	3 June and 7 October 2019	Head of Regulatory Services	Planning & Regulatory Services
4	Procurement of Street Cleaning Contract	Decision taken by Cabinet on 3 June 2019	Head of Commercial Services	Environment & Commercial Services
5	Aylesham Village Expansion – Acquisition of third-party land	1 July 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
6	Deed of Variation to the Aylesham Development Agreement	1 July 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
7	To approve arrangements for the implementation and delivery of infrastructure for a Bus Rapid Transit System connecting Whitfield to Dover town centre	1 July 2019	Head of Inward Investment	Transport & Licensing
8	To approve the use of Building Foundations for Growth Funding and to authorise the completion of an appropriate legal agreement	October/November 2019	Head of Inward Investment	Leader of the Council
9	Approval of project to purchase land adjacent to The Ark, Noah's Ark Road, Dover and to develop affordable interim housing on the site	4 November 2019	Head of Strategic Housing	Housing & Health
10	Hackney Carriage and Private Hire Vehicles – access for wheelchair users	7 October 2019	Head of Regulatory Services	Planning & Regulatory Services
11	Approval of award of new heating services contract for Council-owned housing	5 August 2019 (Special meeting)	Head of Finance & Housing	Housing & Health
12	Approval to carry out public consultation on a revised Council Tax Support scheme	5 August 2019 (Special meeting)	Head of Finance & Housing	Finance & Governance
13	Approval for public consultation on draft Dover – Dour	7 October 2019	Head of Planning,	Planning & Regulatory

Agenda Item No 2

<b>Key Decisions 2019/20</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>
	Street Conservation Area Character Appraisal		Regeneration & Development	Services
14	Review of catering provision at Kearsney Parks	7 October 2019	Head of Commercial Services	Environment & Commercial Services
15	Approval of budget for construction of Whitfield Phase 1A road for affordable housing	7 October 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
16	Authority Monitoring Report	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
17	Award of contract for pitched roof replacement works to Council's housing stock	7 October 2019	Head of Finance & Housing	Housing & Health
18	Update on Bus Rapid Transit Project	4 November 2019	Head of Inward Investment	Transport & Licensing
19	Demolition of old Dover Leisure Centre	4 November 2019	Head of Assets & Building Control	Environment & Commercial Services

- 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
<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>
KEY 1/19/20	<p>(5) Residential and Commercial Investment Project Advisory Groups</p> <p>(6) Meetings</p>	<p>(7) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107</p> <p>(8) Ongoing</p>	<p>(9) Reports to Portfolio Holder/Strategic Director. The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council)</p> <p>(10) 6 January 2017</p>
<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 3/19/20			
<p>(1) To consider proposed increase in Hackney Carriage fares</p> <p>(2) Cabinet</p> <p>(3) 3 June and 7 October 2019</p> <p>(4) Mike Davis, Strategic Director (Corporate Resources) (<a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a>; 01304 872107)</p>	<p>(5) All Hackney Carriage operators, private hire operators, stakeholders, public</p> <p>(6) E-mail, website, letter and newspaper advert</p>	<p>(7) Rebecca Pordage, Licensing Team Leader (<a href="mailto:licensing@dover.gov.uk">licensing@dover.gov.uk</a>; 01304 872295)</p> <p>(8) 12 September 2019</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 1 March 2019</p>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>To consider the variation to the Hackney Carriage tariff proposed by the Dover Federation of Licensed Taxi Operators, following a period of consultation.</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>October 2019 – non-statutory</p>			

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<p>KEY 8/19/20</p> <p>(1) To approve the use of Building Foundations for Growth Funding and to authorise the completion of an appropriate legal agreement</p> <p>(2) Cabinet</p> <p>(3) October/November 2019</p> <p>(4) Tim Ingleton, Head of Inward Investment – 01304 872423; tim.ingleton@dover.gov.uk</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Tim Ingleton, Head of Inward Investment – 01304 872423; tim.ingleton@dover.gov.uk</p> <p>(8) 25 March 2019</p>	<p>(9) Report to Cabinet.</p> <p>(10) 1 February 2019.</p>

**Brief Details of Item:**

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

The Ministry of Housing, Communities and Local Government has provided a grant for Enterprise Zones under a programme called Building Foundations for Growth (BFG) which is being administered by Dover District Council. The BFG Grant can be allocated as either a grant or a loan depending on the implications for state aid, nature of use and level of investment to be made. A decision is required in respect of the next phase of development at Discovery Park.

**Deadline for Item:**

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

This is a Key Decision which is required to enable the future expansion of, and provide additional capacity at, Discovery Park Enterprise Zone in line with the Board of Discovery Park's strategic ambitions to strengthen the global, science, pharma and manufacturing capabilities at the site.

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KEY 9/19/20	(5) Not applicable.	(7) Martin Leggatt: <a href="mailto:martin.leggatt@dover.gov.uk">martin.leggatt@dover.gov.uk</a> Ext 42455	(9) Report to Cabinet
<p>(1) Approval of project to purchase land adjacent to The Ark, Noah's Ark Road, Dover and to develop affordable interim housing on the site</p> <p>(2) Cabinet</p> <p>(3) 4 November 2019</p> <p>(4) Martin Leggatt – <a href="mailto:martin.leggatt@dover.gov.uk">martin.leggatt@dover.gov.uk</a> ; Ext 42455</p>	(6) Not applicable.	(8) 2 August 2019	(10) Exempt
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>Report seeking Cabinet approval of a project to purchase land adjacent to The Ark for the development of a small number of affordable homes to be used as interim housing and to develop out said affordable homes.</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>Operational in accordance with the landowner's expectations regarding the timescale for purchase of the land.</p>			

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<p>KEY 10/19/20</p> <p>(1) Hackney Carriage and Private Hire Vehicles - Access for Wheelchair Users</p> <p>(2) Cabinet</p> <p>(3) 7 October 2019</p> <p>(4) Diane Croucher, Head of Regulatory Services – <a href="mailto:dianecroucher@dover.gov.uk">dianecroucher@dover.gov.uk</a>; Tel: 01304 872208</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rebecca Pordage, Licensing Team Leader – <a href="mailto:Rebecca.pordage@dover.gov.uk">Rebecca.pordage@dover.gov.uk</a>; Tel: 01304 872799</p> <p>(8) Not applicable.</p>	<p>(9) Report to Cabinet</p> <p>Access for wheelchair users to taxi and private hire vehicles - Statutory Guidance</p> <p>(10) 3 November 2017</p>
<p><b>Brief Details of Item:</b>            (Please provide information about the contents of this item and the reason for decision.)</p> <p>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.</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>It is a statutory requirement that this authority considers the need to maintain or not maintain a list of wheelchair-accessible vehicles.</p>			

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KEY 13/19/20  (1) To seek Cabinet approval for public consultation on the draft Dover - Dour Street Conservation Area Appraisal  (2) Cabinet  (3) 7 October 2019  (4) Alison Cummings, Principal Heritage Officer – 01304 872464	<p>(5) Statutory organisations, public, private and voluntary sector organisations</p> <p>(6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement</p>	<p>(7) Lois Jarrett, Head of Planning, Regeneration and Development – 01304 872398</p> <p>(8) 19 August 2019</p>	<p>(9) Report to Cabinet (unrestricted)</p> <p>(10) 5 July 2019</p>
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)			
<p>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.</p> <p>The Dover Society has prepared a draft conservation area character appraisal for the Dover - Dour Street 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.</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>Cabinet agrees that the draft Dover - Dour Street Conservation Area Appraisal be published for public consultation – 7 October 2019</p> <p>Cabinet considers results of public consultation and decides whether to adopt the Appraisal – To be confirmed</p>			

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KEY 14/19/20	(5) Not applicable.	(7) Jennifer Coller, Project Manager - <a href="mailto:Jennifer.coller@dover.gov.uk">Jennifer.coller@dover.gov.uk</a> ; 07528 360 922	(9) Report to Cabinet
<p>(1) Review of Catering Provision at Kearsney Parks</p> <p>(2) Cabinet</p> <p>(3) 7 October 2019</p> <p>(4) Jennifer Coller, Project Manager - <a href="mailto:Jennifer.coller@dover.gov.uk">Jennifer.coller@dover.gov.uk</a>; 07528 360 922</p>	(6) Not applicable.	(8) 19 August 2019	(10) Exempt
<p><b>Brief Details of Item:</b>            (Please provide information about the contents of this item and the reason for decision.)</p> <p>Following a review of the catering provision at Kearsney Abbey and Russell Gardens, Cabinet is requested to approve proposals for a revised catering offer at the parks.</p> <p>The construction programme for the Heritage Lottery and Council-funded project is due to be completed by June 2020. The cafe will be open prior to this, offering an enlarged café seating area, separate listed billiards room space, toilets and a terrace area.</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>7 October 2019 (operational). Cabinet needs to decide on the proposed route for catering provision, fit-out and signage by the end of October 2019 in order to ensure that the café is operational on completion of building works in late 2019.</p>			

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<p>KEY 15/19/20</p> <p>(1) To approve the budget for the construction of a road at Whitfield Phase 1a in connection with the construction of affordable housing.</p> <p>(2) Cabinet</p> <p>(3) 7 October 2019</p> <p>(4) Mike Davis, Strategic Director (Corporate Resources) - (mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins - <a href="mailto:Rachel.collins@dover.gov.uk">Rachel.collins@dover.gov.uk</a> 01304 872254</p> <p>(8) 5 September 2019</p>	<p>(9) Report to Cabinet</p> <p>(10) Restricted</p> <p>(11) 2 August 2019</p>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>Cabinet has previously approved a project for the provision of 26 units of affordable housing at Whitfield Phase 1a. The report seeks approval for the budget relating to the construction of an access road to the site.</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>A decision is required to enable construction work on the road to be commenced in line with the programme for delivery of the affordable housing.</p>			

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**Brief Details of Item:**

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

The Planning and Compulsory Purchase Act 2004 (as amended) requires the District Council to prepare an Authority Monitoring Report 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, capture levels of housebuilding across the District, report on progress of the delivery of the Council's Strategic Land Allocations and monitor levels of development funding received for infrastructure provision.

**Deadline for Item:**

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

Cabinet agrees Authority Monitoring Report – 2 December 2019

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<p>KEY 17/19/20</p> <p>(1) Award of contract for pitched roof replacement works to properties within the Council's housing stock</p> <p>(2) Cabinet</p> <p>(3) 7 October 2019</p> <p>(4) Anthony Wallner - Operations Manager, EKH;  <a href="mailto:Anthony.wallner@eastkenthousing.org.uk">Anthony.wallner@eastkenthousing.org.uk</a>;  07771 973769</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Anthony Wallner -  <a href="mailto:Anthony.wallner@eastkenthousing.org.uk">Anthony.wallner@eastkenthousing.org.uk</a>;  07771 973 769</p> <p>(8) 16 September 2019</p>	<p>(9) Report to Cabinet</p> <p>(10) Exempt</p> <p>(11) 6 September 2019</p>
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)			
<p>To approve the award of a contract following a competitive tendering exercise. The tendering exercise incorporated all four district Councils and was led by Thanet District Council's Procurement team in conjunction with East Kent Housing (EKH). The contract is for the replacement of pitched roofs related works required to properties within the Council's Housing Revenue Account housing stock as identified by stock condition data and verified by EKH Surveyors.</p>			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)			
7 October 2019 - the deadline is operational and is based on the need to ensure that the works are carried out in a timely manner.			

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KEY 18/19/20  (1) Update on the Bus Rapid Transit Project  (2) Cabinet  (3) 4 November 2019  (4) Emma-Jane Allen, Strategic Delivery Manager (Infrastructure) - 01304 872120; emma-jane.allen@dover.gov.uk	(5) Project funders and delivery partners  (6) Through meetings and e-mail contact.	(7) Emma-Jane Allen - ext. 42120; emma-jane.allen@dover.gov.uk  (8) 25 October 2019	(9) Cabinet report of 4 November 2019. The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council).  (10) 6 September 2019
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)			
<p>On 1 July 2019 Cabinet agreed to accept a grant of £16.1m from Homes England with the purpose of delivering a Bus Rapid Transit (BRT) link between the Whitfield Urban Expansion and Dover town. Cabinet also authorised the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Transport and Licensing, to negotiate terms, enter into and execute the necessary land transactions, as long as the costs of such actions fall within the grant awarded by Homes England. Rights have been secured over the majority of the land required to deliver BRT and the Council continues to engage in positive dialogue with landowners to the north of the A2 but these negotiations have not reached a conclusion. The purpose of this report is to update Cabinet on progress and to seek authority for exploring options regarding Compulsory Purchase Orders to deliver the project.</p>			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)			
Homes England has already extended the deadline for completing the Funding Agreement by several months and has advised that if it is not signed before the end of September there is a risk that the money may be reallocated to other government projects.			

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 <input checked="" type="checkbox"/> </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 <input checked="" type="checkbox"/> </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>
KEY 19/19/20  (1) Demolition of Dover Leisure Centre  (2) Cabinet  (3) 4 November 2019  (4) Emma-Jane Allen, Strategic Delivery Manager (Infrastructure) – <a href="mailto:emma-jane.allen@dover.gov.uk">emma-jane.allen@dover.gov.uk</a> ; 01304 872120 and David Parish, Corporate Architectural Project Officer - 01304 872433; <a href="mailto:david.parish@dover.gov.uk">david.parish@dover.gov.uk</a>	<p>(5) Planning consultees include KCC Archaeology, DDC Environmental Health</p> <p>(6) To date through meetings and email contact with consultees. The public will be alerted by a site notice once an application for prior approval has been submitted.</p>	<p>(7) Emma-Jane Allen - ext. 42120; <a href="mailto:emma.allen@dover.gov.uk">emma.allen@dover.gov.uk</a></p> <p>(8) 4 November 2019</p>	<p>(9) Cabinet reports of 25 July 2016, 11 September 2017 and 4 November 2019. The report will be restricted as it relates to the financial or business affairs of any particular person (including the Council).</p> <p>(10) 6 September 2019</p>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>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. Prior approval must be obtained through the planning process before demolition may be undertaken, and a request for this will be submitted in September. The Council has undertaken preliminary clearance works, engaged with statutory consultees, commissioned reports required for prior approval and negotiated with the purchasers to identify a suitable demolition specification. To date £60,000 has been spent on these preparatory actions.</p> <p>In July/August potential contractors were invited to submit bids for the demolition contract; eleven bids have been received. The bids will be assessed in detail before Cabinet on 4 November when Members will be asked to award the contract and may, if necessary, be asked to allocate additional funding should total costs exceed the allocated budget.</p>			

**Deadline for Item:**

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

The building has been redundant since the new Dover District Leisure Centre opened in February 2019 and, despite security measures being put in place, it has been subject to vandalism. Demolition should take place as soon as possible, to facilitate redevelopment of the site and avoid incurring further costs.