



# Notice of Forthcoming Key Decisions

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

Publication Date: 21 January 2020



## 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)

---

\* 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 T J Bartlett	Leader of the Council
Councillor M J Holloway	Deputy Leader and Portfolio Holder for Community and Tourism
Councillor N J Collor	Portfolio Holder for Transport and Licensing
Councillor N S Kenton	Portfolio Holder for Planning and Regulatory Services
Councillor S C Manion	Portfolio Holder for Finance and Governance
Councillor D P Murphy	Portfolio Holder for Housing and Health
Councillor O C de R Richardson	Portfolio Holder for Environment and Community Services

## 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	This item has been withdrawn	Head of Inward Investment	Leader of the Council
9	Approval of purchase of properties for affordable interim housing	4 November 2019	Head of Finance & Housing	Housing & Health
10	Hackney Carriage and Private Hire Vehicles – access for wheelchair users	This item has been withdrawn for the time being	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	This item has been	Head of Planning,	Planning & Regulatory

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
	Street Conservation Area Character Appraisal	withdrawn for the time being	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	4 November 2019	Head of Finance & Housing	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	This item has been withdrawn	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
20	Climate Change Emergency	4 November 2019	Head of Assets & Building Control	Environment & Commercial Services
21	Approval to enter into a further agreement with Kent County Council in respect of the 'No Use Empty' initiative	4 November 2019	Head of Regulatory Services	Housing & Health
22	To seek approval for public consultation on a Tourism and Visitor Economy Strategy	4 November 2019	Head of Inward Investment	Community & Tourism
23	Dover District Council Local Development Scheme	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
24	Refurbishment of Tides Leisure Centre, Deal	3 February 2020	Head of Assets & Building Control	Environment & Commercial Services
25	Adoption of Victoria Road and Wellington Road Conservation Area Character Appraisals	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
26	Adoption of Upper Deal Conservation Area Character Appraisal	2 December 2019	Head of Planning, Regeneration & Development	Planning & Regulatory Services
27	Agreement on levels of Fees and Charges for 2020/21	13 January 2020	Head of Finance & Housing	Finance & Governance
28	Coastal Communities Fund grant for rejuvenation of Market Square, Dover	2 December 2019	Head of Inward Investment	Environment & Commercial Services
29	Recommendation to Council of the draft Budget 2020/21 and Medium-Term Financial Plan 2020/21-2023/24 and approval of various delegations within the Budget	3 February and 24 February 2020	Head of Finance & Housing	Finance & Governance
30	Review of Parking Charges	13 January 2020	Head of Commercial	Transport & Licensing

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
			Services	
31	Award of contract for flat roof replacement works to properties within the Council's housing stock	13 January 2020	Head of Finance & Housing	Housing & Health
32	To extend the contract with Wrekin Windows for one year	13 January 2020	Head of Finance & Housing	Housing & Health
33	To agree a variation to the extension provisions in the existing contract with Mears	13 January 2020	Head of Finance & Housing	Housing & Health
34	To consider a proposed increase in Hackney Carriage fares	24 February 2020	Head of Regulatory Services	Planning & Regulatory Services
35	Acquisition of site at Grove Road, Preston for affordable housing, and budget for feasibility works	January/February 2020 Delegated Decision (Portfolio Holder or Officer)	Head of Finance & Housing	Housing & Health
36	To approve the future arrangements for managing the Council's housing stock	20 February 2020	Head of Finance & Housing	Housing and Health

- 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>
<p>KEY 1/19/20</p> <p>(1) Property Acquisitions</p> <p>(2) Councillor Stephen Manion, Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources)</p> <p>(3) Ongoing (decisions to be taken by Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources))</p> <p>(4) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107</p>	<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>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>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.</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>Ongoing – This relates to an ongoing programme.</p>			



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 24/19/20</p> <p>(1) To consider findings of initial feasibility and appraisal of options to refurbish or rebuild wetside and health fitness facilities at Tides Leisure Centre, Deal</p> <p>(2) Cabinet</p> <p>(3) 3 February 2020</p> <p>(4) Laura Corby, Strategic Development Lead – 01304 872448 and Emma-Jane Allen, Strategic Delivery Manager – 01304 872120</p>	<p>(5) Portfolio Holders and stakeholders including Your Leisure and Sport England</p> <p>(6) Meetings, telephone and online discussions</p>	<p>(7) Laura Corby (01304 872448; <a href="mailto:Laura.corby@dover.gov.uk">Laura.corby@dover.gov.uk</a>) Emma-Jane Allen (01304 872120); <a href="mailto:Emma.allen@dover.gov.uk">Emma.allen@dover.gov.uk</a></p> <p>(8) 6 January 2020</p>	<p>(9) Cabinet reports of 2 July 2018 and 3 February 2020 Tides Leisure Centre RIBA Stage 1 Options Appraisal Study</p> <p>(10) Unrestricted</p> <p>(11) 4 October 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>The Council has commissioned consultants to further investigate preferred options and costs regarding the proposed refurbishment and extension of Tides Leisure Centre in Deal. The need for wet and dryside improvements, including pool water space, fitness and aerobic provision, is supported by the Indoor Sport Facility Strategy. At Cabinet’s meeting in July 2018, it requested that a further report be submitted on the preferred options with various recommendations for overall improvements. A Cabinet decision is required to decide whether the project should progress to the next phase and develop detailed design and procurement plans for the potential delivery.</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 inform future investment levels at Tides Leisure Centre. The wetside is reaching its end of life, the health and fitness offer is poor and Members are asked to consider all options to address deteriorating equipment and to meet strategic need.</p>			

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>
<p>KEY 29/19/20</p> <p>(1) Recommendation to Council of the draft 2020/21 Budget and Medium-Term Financial Plan 2020/21-2023/24 and approval by Cabinet of various delegations within the Budget</p> <p>(2) Cabinet</p> <p>(3) 3 and 24 February 2020</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) Portfolio Holders and Budget Managers.</p> <p>(6) Various briefings.</p>	<p>(7) Mike Davis, Strategic Director (Corporate Resources) – <a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a>; 01304 872107</p> <p>(8) 21 February 2020</p>	<p>(9) Reports to Cabinet and Budget and Medium-Term Financial Plan 2019/20–2022/23.</p> <p>(10) 1 November 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>The Budget will determine the Council Tax for 2020/21 and the revenue and capital resources available to the Council for the 2020/21 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 2020.</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 upon the Council, as the Billing Authority for all Council Tax in the Dover District, to approve the Council Tax resolution by 9 March 2020.</p>			

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 34/19/20</p> <p>(1) To consider a proposed increase in Hackney Carriage fares</p> <p>(2) Cabinet</p> <p>(3) 24 February 2020</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) 20 January 2020</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 3 January 2020</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 a variation to the Hackney Carriage tariff proposed by the licensed trade.</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>As soon as possible – non-statutory</p>			

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 35/19/20</p> <p>(1) Acquisition of site for affordable housing and budget for feasibility works</p> <p>(2) Delegated Decision (Portfolio Holder or Officer)</p> <p>(3) January/February 2020</p> <p>(4) Rachel Collins, Housing Development Manager - <a href="mailto:Rachel.collins@dover.gov.uk">Rachel.collins@dover.gov.uk</a>; 01304 872254</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) 30 January 2020</p>	<p>(9) Cabinet report and Section 106 agreement – Grove Rd, Preston dated 5 March 2015</p> <p>(10) Exempt</p> <p>(11) 3 January 2020</p>
<p><b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)</p> <p>Approval is sought for the acquisition of a site at Grove Road, Preston for the development of affordable housing, and for a budget to undertake feasibility works.</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>January/February 2020 – non-statutory</p>			

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 36/19/20</p> <p>(1) To approve the future arrangements for managing the Council's housing stock</p> <p>(2) Cabinet</p> <p>(3) 20 February 2020</p> <p>(4) Louise Taylor, Strategic Housing Manager - Tel: 01304 872258; <a href="mailto:Louise.taylor@dover.gov.uk">Louise.taylor@dover.gov.uk</a></p>	<p>(5) Dover District Council tenants and leaseholders</p> <p>(6) Letter to all consultees, website information and access to survey return and consultation events</p>	<p>(7) Louise Taylor, Strategic Housing Manager - Tel: 01304 872258; <a href="mailto:Louise.taylor@dover.gov.uk">Louise.taylor@dover.gov.uk</a></p> <p>(8) 13 February 2020</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 21 January 2020</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 results of consultation undertaken with the Council's tenants and leaseholders about changes to the arrangements for managing the Council's housing stock, and to approve the future arrangements.</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>20 February 2020 - operational</p>			