



Notice of Forthcoming Key Decisions

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

Publication Date: 5 June 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. 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
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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 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 Commercial 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	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 Street Conservation Area Character Appraisal	This item has been withdrawn	Head of Planning, Regeneration & Development	Planning & Regulatory Services

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
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 Services	Transport & Licensing
31	Award of contract for flat roof replacement works to	13 January 2020	Head of Finance & Housing	Housing & Health

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
	properties within the Council's housing stock			
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	(i) Leader Decision (ii) Cabinet (date to be confirmed)	Head of Regulatory Services	Planning & Regulatory Services
35	Acquisition of site at Grove Road, Preston for affordable housing, and budget for feasibility works	27 February 2020 Delegated Decision taken by Strategic Director (Operations and Commercial)	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 & Health
37	To consider future operational and financial arrangements with Your Leisure in respect of Tides Leisure Centre and Dover Town Hall	This item has been withdrawn	Head of Assets & Building Control	Environment & Commercial Services
38	Authority to enter into and sign a voluntary undertaking with the Social Housing Regulator	Delegated Decision to be taken by Strategic Director (Corporate Resources) in June 2020	Head of Finance & Housing	Housing & Health
39	Update of Kent Homechoice Partnership Agreement to reflect current practices and addition of a break clause via a deed of variation	Decision taken by Leader of the Council on 6 April 2020	Head of Finance & Housing	Housing & Health
40	Adoption of compliance policies in connection with management of Council's housing stock	1 June 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Commercial Services
41	Award of waste collection and street cleaning contract	6 July 2020 (virtual meeting)	Head of Commercial Services	Environment & Commercial Services
42	Inter-Authority Agreement with Kent County Council for recycling and waste	6 July 2020 (virtual meeting)	Head of Commercial Services	Environment & Commercial Services
43	Dover Fastrack (formerly known as Bus Rapid Transit) Project Update	6 July 2020 (virtual meeting)	Head of Inward Investment	Transport & Licensing
44	Approval to award a contract for beach works at Kingsdown and North Deal	Delegated Decision to be taken by Strategic Director (Operations	Head of Assets & Building Control	Environment & Commercial Services

Key Decisions 2019/20	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
		and Commercial) in June 2020		
45	Strategic Land Purchases	6 July 2020 (virtual meeting)	Head of Inward Investment	Leader of the Council
46	Approval of project to construct 26 units of affordable housing on a site at Napchester Road, Whitfield	6 July 2020 (virtual meeting)	Head of Finance & Housing	Housing & 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).

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 ☒ ☎	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of Consultation	(7) Name of person(s) to whom representations can be made ☒ ☎ (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt (10) Date first entered in Notice
KEY 1/19/20 (1) Property Acquisitions (2) Councillor Stephen Manion, Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources) (3) Ongoing (decisions to be taken by Portfolio Holder for Finance and Governance or Strategic Director (Corporate Resources)) (4) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107	(5) Residential and Commercial Investment Project Advisory Groups (6) Meetings	(7) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107 (8) Ongoing	(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) (10) 6 January 2017
Brief Details of Item: (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.			
Deadline for Item: (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 34/19/20 (1) To consider a proposed increase in Hackney Carriage fares (2) (i) Leader of the Council (ii) Cabinet (3) (i) May (ii) To be confirmed (4) Mike Davis, Strategic Director (Corporate Resources) - mike.davis@dover.gov.uk ; 01304 872107)	(5) All Hackney Carriage operators, private hire operators, stakeholders, public (6) E-mail, website, letter and newspaper advert	(7) Rebecca Pordage, Licensing Team Leader - licensing@dover.gov.uk ; 01304 872295) (8) 20 January 2020	(9) Cabinet report (10) Unrestricted (11) 3 January 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) To consider a variation to the Hackney Carriage tariff proposed by the licensed trade.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) As soon as possible – non-statutory			

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KEY 38/19/20 (1) Authority to enter into and sign a voluntary undertaking with the Social Housing Regulator (2) Strategic Director (Corporate Resources) (3) June 2020 (4) Louise Taylor, Strategic Housing Manager - Louisej.taylor@dover.gov.uk ; 01304 872258	(5) Not applicable. (6) Not applicable.	(7) Louise Taylor - Louisej.taylor@dover.gov.uk ; 01304872258 (8) To be confirmed	(9) Cabinet report (10) Unrestricted (11) 6 March 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) As a consequence of failures in service delivery at East Kent Housing, the Council completed a self-referral to the Regulator for Social Housing (RSH). Following investigation, the RSH concluded that the Council was non-compliant with the requirements set out in the Home Standard and issued a Regulatory Notice in September 2019. The notice remains 'live' for 12 months or until full compliance is achieved. A voluntary undertaking follows the regulatory notice issued and sets out the Council's full commitment to achieving full compliance with all statutory and best practice requirements for social landlords.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) This is to meet the requirements of the Social Housing Regulator. No deadline has currently been set.			

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<p>KEY 41/19/20</p> <p>(1) Award of waste collection and street cleansing contract</p> <p>(2) Cabinet</p> <p>(3) 6 July 2020</p> <p>(4) Roger Walton, Strategic Director (Operations and Commercial) - roger.walton@dover.gov.uk; 01304 872420</p>	<p>(5) Not applicable</p> <p>(6) Not applicable</p>	<p>(7) Roger Walton, Strategic Director (Operations and Commercial) – roger.walton@dover.gov.uk; 01304 872420</p> <p>(8) 15 June 2020</p>	<p>(9) Report to Cabinet (restricted)</p> <p>(10) Exempt</p> <p>(11) 1 May 2020</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To agree the award of the waste collection and street cleansing contract which is due to start on 16 January 2021 and run for an 8-year period until 2029.</p>			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Operational – Cabinet approval will be needed following the evaluation of the final tender submission for the waste collection and street cleansing contract in order to ensure that mobilisation can be met for January 2021.</p>			

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KEY 42/19/20 (1) Inter-Authority Agreement with Kent County Council for recycling and waste collection (2) Cabinet (3) 6 July 2020 (4) Roger Walton, Strategic Director (Operations and Commercial) - roger.walton@dover.gov.uk ; 01304 872420	(5) Not applicable (6) Not applicable	(7) Roger Walton, Strategic Director (Operations and Commercial) – 01304 872420; roger.walton@dover.gov.uk (8) 15 June 2020	(9) Cabinet report and Inter-Authority Agreement between KCC and DDC (10) Unrestricted (11) 1 May 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) To agree the Inter-Authority Agreement between Kent County Council and Dover District Council for recycling and waste collections.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Operational - agreement will need to be made prior to the current agreement between Kent County Council and Dover District Council expiring in January 2021.			

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KEY 43/19/20 (1) Dover Fastrack (formerly known as Bus Rapid Transit) Project Update (2) Cabinet (3) 6 July 2020 (4) Emma-Jane Allen, Strategic Delivery Manager (Infrastructure) - emma.allen@dover.gov.uk ; 01304 872120	(5) Homes England, Kent County Council (6) Meetings, email correspondence	(7) Emma-Jane Allen, emma.allen@dover.gov.uk ; 01304 872120 (8) 16 June 2020	(9) Cabinet reports of 1 July and 4 November 2019, 6 July 2020 (10) The information will be restricted as it relates to the financial or business affairs of a particular person (including the Council). (11) 5 June 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) In July 2019 Cabinet approved in principle the Dover Fastrack project (then known as Bus Rapid Transit), provided that the cost falls within the grant of £16.1m awarded by Homes England. Since that time the Council has worked with Kent County Council using the first tranche of £2m non-returnable funding to develop detailed designs and prepare an application for planning consent. An option to access much of the land required was secured before the project began, but securing access to the necessary land north of the A2 has proved to be more complicated. In November 2019, Cabinet authorised the Strategic Director (Operations and Commercial), in consultation with the Portfolio Holder for Transport and Licensing, to explore options regarding compulsory purchase to secure the land north of the A2 necessary to deliver the project. This report will provide an update on project progress including the negotiations to secure land and the impact of Covid-19 on project progress, as well as setting out options for proceeding to the delivery phase.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) The matter should be considered by Cabinet in July 2020 because the funding agreement with Homes England requires the Council to move to the second phase of the project in September.			

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<p>KEY 44/19/20</p> <p>(1) Approval to award a contract for the following works - construction of 4 rock groynes and beach recycling at Kingsdown and North Deal</p> <p>(2) Roger Walton, Strategic Director (Operations and Commercial) using delegated powers</p> <p>(3) July 2020</p> <p>(4) Keith Watson, Corporate Estate and Coastal Engineer – keith.watson@dover.gov.uk; 01304 872399</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Keith Watson - keith.watson@dover.gov.uk; 01304 872399</p> <p>(8) 30 June 2020</p>	<p>(9) Cabinet-style report and previous Cabinet report of 5 June 2017</p> <p>(10) Unrestricted</p> <p>(11) 5 June 2020</p>
<p>Brief Details of Item:</p> <p>Construction of three rock groynes along Wellington Parade, along with beach recycling to combat longshore drift and restore beach levels from recent winter storms. A fourth terminal rock groyne to be constructed off Sandown Castle in North Deal to reduce the risk of beach migrating from Deal into the Sandwich Bay's protected habitats.</p>			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>July – operational.</p>			

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KEY 45/19/20 (1) Strategic Land Purchases (2) Cabinet (3) 6 July 2020 (4) Dave Robinson, Growth and Business Development - 01034 872121; dave.robinson@dover.gov.uk	(5) Not applicable (6) Not applicable	(7) Dave Robinson, Growth and Business Development – dave.robinson@dover.gov.uk ; 01304 872121 (8) 26 June 2020	(9) Cabinet report (10) Exempt (11) 5 June 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) The Council has previously approved a budget to enable strategic land purchases, primarily to support the Aylesham development. This report seeks approval to allow any subsequent land receipts made from these strategic sites to be recycled for further regeneration projects across the District.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) July 2020 - operational			

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KEY 46/19/20 (1) To approve a project to construct 26 units of affordable housing on a site at Napchester Road, Whitfield (2) Cabinet (3) 6 July 2020 (4) Mike Davis, Strategic Director (Corporate Resources) - (mike.davis@dover.gov.uk; 01304 872107)	(5) Not applicable (6) Not applicable	(7) Rachel Collins, Housing Development Manager - Rachel.collins@dover.gov.uk ; 01304 872254 (8) 4 June 2020	(9) Report to Cabinet (10) Restricted (11) 5 June 2020
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) Cabinet has previously approved in principle a project for the provision of 26 units of affordable housing at a site at Napchester Road, Whitfield (Whitfield 1A). The report provides an update on progress, and seeks approval for the budget and for the approach to delivery of the homes.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) A start on site is required before 28 September 2020 when planning permission expires.			