



# **Notice of Forthcoming Key Decisions**

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

Publication Date: Thursday, 10 December 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 872305  
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 & Portfolio Holder for Inward Investment and Tourism
Councillor N J Collor	Portfolio Holder for Transport, Licensing and Community
Councillor N S Kenton	Portfolio Holder for Planning and Regulatory Services
Councillor C A Vinson	Portfolio Holder for Finance, Governance and Digital
Councillor D P Murphy	Portfolio Holder for Housing and Health
Councillor O C de R Richardson	Portfolio Holder for Environment and Corporate Property

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

Key Decisions 2020/21	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 & Investment	Finance, Governance & Digital
2	Inter-Authority Agreement with Kent County Council for recycling and waste	9 November 2020 (virtual meeting)	Head of Commercial Services	Planning & Regulatory Services
3	To approval consultation on and, following consultation, consider a proposed increase in Hackney Carriage fares	(i) Leader Decision (20 August 2020) (ii) Cabinet (7 December 2020)	Head of Regulatory Services	Planning & Regulatory Services
4	Provision of staff resources to support the delivery of affordable housing	7 September 2020 (virtual meeting)	Head of Finance & Investment	Housing & Health
5	External repairs and decorations to council homes at Aycliffe	7 September 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
6	Provision of new museum store	9 November 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
7	Award of communal cleaning contract	7 September 2020 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
8	Authority to enter into and sign a voluntary undertaking with the Social Housing Regulator	5 October 2020 (virtual meeting)	Head of Housing	Housing & Health
9	Adoption of housing policies to support operational activity of Council's in-house housing management service	Delegated Decision taken by Strategic Director (Corporate Resources) on 28 September 2020	Head of Assets & Building Control	Housing & Health
10	Discharge and release of East Kent Housing Limited from obligation to repay a loan	Delegated Decision taken by Strategic Director (Corporate Resources) on 15 September 2020	Head of Housing	Housing & Health

Key Decisions 2020/21	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
11	Approval of unauthorised encampments procedures and processes	5 October 2020 (virtual meeting)	Head of Community & Digital Services	Transport, Licensing & Community
12	Approval of revised Safeguarding Policy	5 October 2020 (virtual meeting)	Head of Community & Digital Services	Transport, Licensing & Community
13	Council's proposed response to Government's consultation on Planning White Paper	5 October 2020 and 19 October 2020 (to consider Member briefing feedback) (virtual meeting)	Head of Planning, Regeneration & Development	Planning & Regulatory Services
14	To secure option to purchase property in Dover	5 October 2020 (virtual meeting)	Head of Inward Investment & Tourism	Inward Investment & Tourism
15	To allocate funds to enable plans to be developed for cable car project consultation	7 December 2020 (virtual meeting)	Head of Inward Investment & Tourism	Inward Investment & Tourism
16	Securing option to purchase land for Dover Fastrack project	9 November 2020 (virtual meeting)	Head of Inward Investment & Tourism	Transport, Licensing & Community
17	Regeneration of Maison Dieu (Dover Town Hall)	Decision taken by Leader of the Council on 27 October 2020	Head of Assets & Building Control	Environment & Corporate Property
18	To agree Infrastructure Funding Statement 2019/20	9 November 2020 (virtual meeting)	Head of Planning, Regeneration & Development	Planning & Regulatory Services
19	Revision of Private Sector Housing Enforcement Policy	9 November 2020 (virtual meeting)	Head of Regulatory Services	Housing & Health
20	Approval of ICT infrastructure project	January/February 2021	Head of Community & Digital Services	Finance, Governance & Digital
21	Approval of fees and charges for 2021/22	11 January 2021	Head of Finance & Investment	Finance, Governance & Digital
22	Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation	11 January 2021 & 1 March 2021	Head of Housing	Housing & Health
23	To approve and update the Local Development Scheme	7 December 2020 (virtual meeting)	Head of Planning, Regeneration & Development	Planning & Regulatory Services
24	To approve consultation on the Draft Local Plan (regulation 18)	7 December 2020 (virtual meeting)	Head of Planning, Regeneration & Development	Planning & Regulatory Services

Key Decisions 2020/21	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
25	Disposal of Land adjoining 107 Sandwich Road, Whitfield	11 January 2021	Head of Assets & Building Control	Environment & Corporate Property
26	Kent & Medway Energy & Low Emissions Strategy	11 January 2021	Head of Assets & Building Control	Environment & Corporate Property
27	Climate Change Strategy & Action Plan	11 January 2021	Head of Assets & Building Control	Environment & Corporate Property
28	To seek approval to go out to tender on provision of a contract with a private sector company to provide enforcement services for environmental crime offences, e.g. litter and dog fouling	11 January 2021	Head of Regulatory Services	Planning & Regulatory 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
<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 1/20/21  (1) Property Acquisitions  (2) Councillor Chris Vinson, Portfolio Holder for Finance, Governance and Digital or Strategic Director (Corporate Resources)  (3) Ongoing (decisions to be taken by Portfolio Holder for Finance, Governance and Digital 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
<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.			



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 (include e-mail and telephone)</b>	<b>(5) Principal Groups/Organisations to be consulted before decision is made</b> <b>(6) Method of consultation (external only [if applicable])</b>	<b>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</b> <b>(8) When should they be made by (closing date)</b>	<b>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</b> <b>(10) Is this information unrestricted or exempt?</b> <b>(11) Date first entered in Notice</b>
<p>KEY 20/20/21</p> <p>(1) Approval of proposals to move the Council's ICT infrastructure to a Cloud provider, including the tender exercise and award of contract</p> <p>(2) Cabinet</p> <p>(3) January/February 2021</p> <p>(4) Abi Robinson, Digital Services Manager - 01304 872471;  <a href="mailto:abi.robinson@doover.gov.uk">abi.robinson@doover.gov.uk</a></p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Abi Robinson, Digital Services Manager - 01304 872471;  abi.robinson@doover.gov.uk</p> <p>(8) Not applicable.</p>	<p>(9) Report to Cabinet</p> <p>(10) Exempt</p> <p>(11) 9 October 2020</p>
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.) <p>Dover District Council will undertake a procurement exercise to move the Council's on-premises infrastructure to a chosen Cloud provider, subject to a tender exercise. Cabinet will be requested to approve the budget, the tender exercise and to award the contract to the chosen provider.</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>January/February 2021 - to approve the project.</p>			

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 21/20/21  (1) Fees and Charges – Agreement on Levels for 2021/22  (2) (i) Cabinet (ii) Regulatory and Licensing Committees (iii) Planning Committee  (3) (i) 11 January 2021 (ii) 17 November 2020/21 October 2020 (iii) 19 November 2020  (4) Mike Davis, Strategic Director (Corporate Resources) – <a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a> ; 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, Strategic Director (Corporate Resources) – <a href="mailto:mike.davis@dover.gov.uk">mike.davis@dover.gov.uk</a> ; 01304 872107  (8) 20 November 2020	(9) Calculation of charges and Cabinet report (unrestricted)  (10) 9 October 2020
<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 of 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 2021/22 budget is set in March 2021.			

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 persons(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.</b> <b>(10) Is this information unrestricted or exempt</b> <b>(11) Date first entered in Notice</b>
KEY 22/20/21  (1) Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation  (2) Cabinet  (3) 7 December 2020  (4) Louise Taylor, Head of Housing, extension 2258	(5) Key stakeholders have already been consulted during the scoping of the draft strategy  (6) Not applicable	(7) Louise Taylor, Head of Housing, extension 2258.  (8) 23 November 2020	(9) Report of the Head of Housing with draft strategy attached.  (10) Unrestricted.  (10) 6 November 2020
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The report will be seeking cabinet approval of a recommendation to consult on a new homelessness and rough sleeping strategy for Dover. Local housing authorities are required by legislation to publish a homelessness strategy. The previous strategy was developed on an East Kent basis in partnership with Canterbury, Shepway and Thanet councils. This strategy has expired and the councils have drafted their own individual strategies. Some consultation has already taken place with key stakeholders in scoping the draft document.			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  There is a statutory requirement to have an up to date homelessness and rough sleeping strategy and the previous strategy has expired.			

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 (include e-mail and telephone)</b>	<b>(5) Principal Groups/Organisations to be consulted before decision is made</b> <b>(6) Method of consultation (external only [if applicable])</b>	<b>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</b> <b>(8) When should they be made by (closing date)</b>	<b>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</b> <b>(10) Is this information unrestricted or exempt?</b> <b>(11) Date first entered in Notice</b>
<p>KEY 25/20/21</p> <p>(1) Disposal of Land adjoining 107 Sandwich Road, Whitfield</p> <p>(2) Cabinet</p> <p>(3) 11 January 2021</p> <p>(4) Rob Reid-Easton, Estate Valuation Officer <a href="mailto:rob.reid-easton@doover.gov.uk">rob.reid-easton@doover.gov.uk</a>; 01304 872257</p>	<p>(5) Not applicable</p> <p>(6) Not applicable</p>	<p>(7) Rob Reid-Easton, Estate Valuation Officer rob.reideaston@doover.gov.uk; 01304 872257</p> <p>(8) 9 December 2020</p>	<p>(9) Cabinet report and Location Plan</p> <p>(10) Exempt</p> <p>(11) 10 December 2020</p>
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  The report will consider the disposal of land adjoining 107 Sandwich Road Whitfield. The reason for the decision is that the consideration is likely to exceed £200.000			
<b>Deadline for Item:</b> (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)  The report is due to go to the next Cabinet in January 2021 for operational reasons.			

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 persons(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.</b> <b>(10) Is this information unrestricted or exempt</b> <b>(11) Date first entered in Forward Plan</b>
KEY 26/20/21  (1) Kent & Medway Energy & Low Emissions Strategy  (2) Cabinet  (3) 11 January 2021  (4) Roger Walton, Strategic Director (Operations & Commercial) rogerwalton@dover.gov.uk; 01304 872420	(5) Not applicable  (6) Not applicable	(7) Roger Walton, Strategic Director (Operations & Commercial) roger.walton@dover.gov.uk; 01304 872420  (8) 24 December 2020	(9) Report to Cabinet  (10) Unrestricted  (11) 10 December 2020
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Councils across Kent have been working on the development of an Energy & Low Emissions Strategy in response to the Climate Emergency. The final draft has now been prepared and Cabinet are being asked to adopt the strategy.			
<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 to confirm the Council's commitment to reducing carbon emissions and the steps needed to achieve this.			

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 persons(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.</b> <b>(10) Is this information unrestricted or exempt</b> <b>(11) Date first entered in Forward Plan</b>
KEY 27/20/21  (1) Climate Change Strategy & Action Plan  (2) Cabinet  (3) 11 January 2021  (4) Roger Walton, Strategic Director (Operations & Commercial) <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, Strategic Director (Operations & Commercial) <a href="mailto:roger.walton@dover.gov.uk">roger.walton@dover.gov.uk</a> ; 01304 872420  (8) 24 December 2020	(9) Report to Cabinet  (10) Unrestricted  (11) 10 December 2020
<b>Brief Details of Item:</b> (Please provide information about the contents of this item and the reason for decision.)  Further to the decision by Council to declare a Climate Emergency in November 2019, the Climate Change Working Group has now agreed a Strategy & Action Plan for consideration by Cabinet, which sets out the Council's proposed response to this issue.			
<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 to confirm the Council's commitment to reducing carbon emissions and the steps needed to achieve this.			

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 (include e-mail and telephone)</b>	<b>(5) Principal Groups/Organisations to be consulted before decision is made</b> <b>(6) Method of consultation (external only [if applicable])</b>	<b>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</b> <b>(8) When should they be made by (closing date)</b>	<b>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</b> <b>(10) Is this information unrestricted or exempt?</b> <b>(11) Date first entered in Notice</b>
<p>KEY 28/20/21</p> <p>(1) To seek approval to go out to tender on provision of a contract with a private sector company to provide enforcement services for environmental crime offences, e.g. litter and dog fouling.</p> <p>(2) Cabinet</p> <p>(3) 11 January 2021</p> <p>(4) Paul Neagle, Environmental Protection Manager, <a href="mailto:envhealth@dover.gov.uk">envhealth@dover.gov.uk</a>; 01304 872291</p>	<p>(5) Portfolio Holder, other Council departments</p> <p>(6) Email</p>	<p>(7) Paul Neagle, Environmental Protection Manager, <a href="mailto:envhealth@dover.gov.uk">envhealth@dover.gov.uk</a>; 01304 872291</p> <p>(8) 6 January 2021</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 10 December 2020</p>
<b>Brief Details of Item:</b>  Dover District Council have previously engaged private contractors to patrol the District and issue fixed penalty notices for environmental crime offences. Trials were carried out with 2 different companies. This resulted in the issuing of 4497 FPNs and 444 between 3 April 2017 and 23 March 2020. We now seek to go out to tender for longer-term concessionary contract at no cost to the Council.			
<b>Deadline for Item:</b>  Cabinet report to be submitted 23 December 2020 for Cabinet meeting on 11 January 2021. This is not a statutory function but is requested further to successful trials and in line with the corporate priorities of a cleaner sustainable environment and protection of our environment and open spaces.			