



Notice of Forthcoming Key Decisions

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

Publication Date: Friday, 12 March 2021

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 872305
E-mail: 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	May 2021	Head of Community & Digital Services	Finance, Governance & Digital
21	Approval of fees and charges for 2021/22	11 January 2021 (virtual meeting)	Head of Finance & Investment	Finance, Governance & Digital
22	Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation	11 January 2021 and 10 May 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 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
26	Kent & Medway Energy & Low Emissions Strategy	11 January 2021 (virtual meeting)	Head of Assets & Building Control	Environment & Corporate Property
27	Climate Change Strategy & Action Plan	11 January 2021 (virtual meeting)	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 (virtual meeting)	Head of Regulatory Services	Planning & Regulatory Services
29	To determine the future use of the Co-Innovation Centre site (former Co-op) at Stembrook, Dover.	1 March 2021 (virtual meeting)	Head of Inward Investment and Tourism	Inward Investment & Tourism
30	To seek permission to consult on merging and amending existing Public Spaces Protection Orders (PSPOs)	April/May 2021	Head of Regulatory Services	Planning & Regulatory Services
31	Approval of Kearsney Abbey Contingency Fund Use	12 April 2021	Head of Commercial Services	Environment & Corporate Property
32	Public Sector Decarbonisation Fund Project	12 April 2021	Head of Assets & Building Control	Environment & Corporate Property
33	Adoption of the Kent Downs AONB Management Plan Review 2021-2026	10 May 2021	Head of Planning, Regeneration and Development	Planning & Regulatory Services
34	To inform Cabinet of inherited issues concerning contract management that relate to housing stock and seek authorisation to amend certain contracts.	12 April 2021	Head of Assets & Building Control	Housing & Health
35	Discovery Centre Refurbishment	12 April 2021	Head of Assets & Building Control	Environment & Corporate Property
36	Approval of projects to purchase and develop properties for use as affordable housing	Ongoing (decisions to be taken by Strategic Director (Corporate Resources) in consultation with Portfolio Holder for Housing and Health)	Head of Finance and Investment	Finance, Governance & Digital

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 1/20/21 (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
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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<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) May 2021</p> <p>(4) Abi Robinson, Digital Services Manager - 01304 872471; abi.robinson@doover.gov.uk</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>
Brief Details of Item: (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>			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) <p>May 2021 - to approve the project.</p>			

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KEY 22/20/21 (1) Approval of a draft Dover Homelessness and Rough Sleeping Strategy for consultation (2) Cabinet (3) (i) 11 January 2021 and (ii) 10 May 2021 (4) Louise Taylor, Head of Housing, louisej.taylor@dover.gov.uk tel: 01304 872258	(5) Key stakeholders have already been consulted during the scoping of the draft strategy (6) Not applicable	(7) Louise Taylor, Head of Housing, louisej.taylor@dover.gov.uk tel: 01304 872258. (8) 23 November 2020	(9) Report of the Head of Housing with draft strategy attached. (10) Unrestricted. (11) 6 November 2020
Brief Details of Item: (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. A further report will go before Cabinet in May with the results of the consultation, and approval will be sought to agree the final version of the strategy.			
Deadline for Item: (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.			

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Key 30/20/21 (1) To seek permission to consult on merging and amending existing Public Spaces Protection Orders (PSPOs) (2) Cabinet (3) April/May 2021 (4) Paul Neagle paul.neagle@doover.gov.uk 01304 872291 AJ Kluczynski Andrzej.kluczynski@doover.gov.uk 01304 872096 Shaun Taylor Shaun.taylor@doover.gov.uk 01304 872164	(5) Not applicable (6) Not applicable	(7) Paul Neagle paul.neagle@doover.gov.uk 01304 872291 AJ Kluczynski Andrzej.kluczynski@doover.gov.uk 01304 872096 Shaun Taylor Shaun.taylor@doover.gov.uk 01304 872164 (8) Ongoing.	(9) Draft PSPO with suggested amendments and additions, current PSPO re dog control, current PSPO are public alcohol consumption (10) Unrestricted (11) 29 January 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) Local authorities have powers to make Public Spaces Protection Orders (PSPOs) to address activities carried out in public spaces which have a detrimental effect on the quality of life of those in the locality. PSPOs run for 3 years unless extended and/or varied. Variations can increase or reduce controls and add new requirements. There are currently two PSPOs in place in the district. One relating to dogs and the other relating to alcohol consumption in public places. The proposal is to merge the current PSPOs whilst retaining the existing controls and, pending consultation, to consider additional elements covering other forms of anti-social behaviour in the District.			

Deadline for Item:

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

There is a statutory requirement to go out to public consultation when making/varying a PSPO. If permission to consult is granted, the aim is to do so over a period of at least 2 weeks before coming back to Cabinet with the results with a view of putting the new PSPO into place in July 2021.

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KEY 31/20/21 (1) Approval of Kearsney Abbey Contingency Fund use. (2) Cabinet (3) 12 April 2021 (4) Jenny Coller, Parks and Open Space Kearsney Park Project Manager Jennifer.Coller@Dover.gov.uk 07528 360 922	(5) DDC (6) Report	(7) Jenny Coller, Parks and Open Space. Kearsney Park Project Manager Jennifer.Coller@Dover.gov.uk 07528 360 922 (8) April 2021	(9) Cabinet report (10) Unrestricted (11) 12 March 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) Request is for approval to cover the final project costs to facilitate the project completion, and the report outlines the reasons for the extra costs due to contractor delays, and additional works to listed building fabric and landscape due to ground conditions and ecology and contractor workmanship issues. Contingency for Kearsney Abbey and Russell Gardens was included in the current Medium-Term Financial Plan £250k and £100k general/generic contingency.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) April 2021 – Proposed Final Accounts due to be paid to contractors.			

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KEY 32/20/21 (1) Public Sector Decarbonisation Fund Project. (2) Cabinet (3) 12 April 2021 (4) Martin Leggatt 01304 872455/ 07740 560903 Martin.leggatt@dover.gov.uk	(5) CMT/Portfolio Holder (6) n/a	(7) Martin Leggatt 01304 872455/ 07740 560903 Martin.leggatt@dover.gov.uk (8) 16 March 2021	(9) Draft Cabinet report to be submitted in accordance with governance rules/procedures (10) Unrestricted (11) 12 March 2021

Brief Details of Item:

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

Following a successful Low Carbon Skills Fund bid in late 2020, a consultant specialising in carbon reduction technologies assisted Dover District Council to put together a bid for the Public Sector Decarbonisation Fund, administered by Salix on behalf of the Department for Business Energy and Industrial Strategy. The bid comprised a suite of works to significantly reduce carbon emissions at the Whitfield Offices and Dover Museum. On 15th February the award of £830k was announced. The tight time deadlines associated with both formal acceptance of the award and the project start date of 31st March 2021 meant that a delegated decision was taken to accept the award and release limited funds to allow design work and enabling surveys to happen, which constitute a start before 31st March in accordance with the award conditions.

This report will consider the proposed project that emanates from the grant award and will seek cabinet approval to progress with the project.

Deadline for Item:

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

The time-line for decision making is driven by the extremely tight delivery timetable of the PSDF and precludes any delay beyond April.

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KEY 33/20/21 (1) Adoption of the Kent Downs AONB Management Plan Review 2021-2026 (2) Cabinet (3) 10 May 2021 (4) Ashley Taylor Ashley.taylor@dover.gov.uk 07926076110	(5) n/a (6) n/a	(7) n/a (8) n/a	(9) Kent Downs AONB Management Plan 2021 - 2026 (10) Unrestricted (11) 12 March 2021
Brief Details of Item: The Countryside and Rights of Way (CROW) Act 2000 requires local authorities to produce, adopt and keep under review Management Plans for Areas of Outstanding Natural Beauty (AONB). Working with other authorities in the Kent Downs AONB and the Kent Downs AONB Unit, a review has been undertaken to update the current plan for the period 2021 – 2026.			
Deadline for Item: The adoption of the Plan needs to be co-ordinated with all other local authorities in the Kent Downs AONB with the aim of the Plan being adopted at the same time and at the earliest opportunity.			

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KEY 34/20/21 (1) To inform Cabinet of inherited issues concerning contract management that relate to housing stock and seek authorisation to amend certain contracts. (2) Cabinet (3) 12 April 2021 (4) Martin Leggatt 01304 872455/ 07740 560903 Martin.leggatt@dover.gov.uk	(5) CMT/Portfolio Holder (6) n/a	(7) Martin Leggatt 01304 872455/ 07740 560903 Martin.leggatt@dover.gov.uk (8) 16 March 2021	(9) Draft Cabinet report to be submitted in accordance with governance rules/procedures (10) Exempt (11) 12 March 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) When the housing service transferred to the direct control of Dover District Council it emerged that the contract management processes used by East Kent Housing had broken down as had the information systems that supported them. The result has been that the expected governance supporting contractual decisions does not currently exist and this report seeks to address those governance issues, albeit retrospectively.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) This report seeks to regularise a situation that Dover District Council inherited in October 2020 and hence there is no forthcoming deadline. The report is being brought forward at the earliest practicable opportunity.			

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KEY 35/20/21 (1) Discovery Centre Refurbishment (2) Cabinet (3) 12 April 2021 (4) Roger Walton, Strategic Director (Operations & Commercial) 01304 872420	(5) None (6) N/A	(7) Roger Walton, Strategic Director (Operations & Commercial) 01304 872420 (8) 2 April 2021	(9) Report to Cabinet (10) Unrestricted (10) 12 March 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) The Council has been working in partnership with Kent County Council in developing plans for the refurbishment of the Discovery Centre in Dover, which will include the development of a local archive search room. The report will seek agreement to the allocation of funds from the capital programme to the project.			
Deadline for Item: (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 the project and by the allocation of funds to enable the project to progress.			

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KEY 36/20/21 (1) Approval of projects to purchase and develop properties for use as affordable housing. (2) Mike Davis – Strategic Director (Corporate Resources) in consultation with the Portfolio Holder for Housing and Health (3) Ongoing (decisions to be taken by Strategic Director (Corporate Resources) in consultation with Portfolio Holder for Housing and Health.) (4) Rachel Collins Rachel.collins@dover.gov.uk 01304 872254	(5) None (6) NA	(7) Rachel Collins Rachel.collins@dover.gov.uk 01304 872254 (8) Ongoing	(9) Affordable Housing Delivery report (Cabinet 7 September 2020) and ongoing reports to Strategic Director/Portfolio Holder. (10) Exempt (11) 12 March 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) This is a Delegated Decision. Cabinet decision taken 7th September 2020 for the approval of projects to purchase and develop new affordable housing in the Dover District by the Council for local residents.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Ongoing			