Notice of Forthcoming Key Decisions

Public Document Pack

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

Publication Date: 1 October 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
Council Offices
White Cliffs Business Park
Whitfield
Dover
Kent CT16 3PJ
Telephone: 01304 872303
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 O C de R Richardson	Deputy Leader
Councillor M Bates	Portfolio Holder for Transport, Licensing and Regulatory Services
Councillor N S Kenton	Portfolio Holder for Planning and Environment
Councillor D P Murphy	Portfolio Holder for Social Housing and Port Health
Councillor O C de R Richardson	Portfolio Holder for Community and Corporate Property
Councillor C A Vinson	Portfolio Holder for Finance, Governance, Digital and Climate Change

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

Key Decisions 2021/22	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, Governance, Digital and Climate Change or Strategic Director (Corporate Resources))	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
2	To inform Cabinet of inherited issues concerning contract management that relate to housing stock and seek authorisation to amend certain contracts.	1 November 2021	Head of Assets & Building Control	Social Housing & Port Health
3	Approval of projects to purchase and develop properties for use as affordable housing	Ongoing (decisions to be taken by Cabinet or Strategic Director (Corporate Resources) in consultation with Portfolio Holder for Social Housing and Port Health)	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
4	Revision of Housing Assistance Policy	7 June 2021	Head of Regulatory Services	Social Housing & Port Health
5	Hackney Carriage and Private Hire Licensing Policy 2016-21 Review	6 December 2021	Head of Regulatory Services	Transport, Licensing & Regulatory Services
6	To consider whether the Council, in partnership with English Heritage, should progress development of detailed designs for a cable car	1 November 2021	Head of Inward Investment	Leader of the Council
7	Approval to accept Future High Street Fund award from Ministry of Housing, Communities and Local Government	Special Cabinet 19 July 2021	Head of Inward Investment	Leader of the Council
8	Dover Economic Growth Strategy	This entry has been removed and will be reinstated when	Head of Inward Investment	Leader of the Council

Agenda Item No 2

Key Decisions 2021/22	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
		timings have been confirmed		
9	Development at Bench Street	This entry has been removed and will be reinstated when timings have been confirmed	Head of Inward Investment	Leader of the Council
10	To award the contract for heating, electrical and water safety management of Council's housing stock	5 July 2021	Head of Assets & Building Control	Social Housing & Port Health
11	To update Cabinet on progress in the Market Square renovation project, seek approval to appoint a contractor and propose an approach to place-making event delivery	Special Cabinet 19 July 2021	Head of Inward Investment	Leader
12	To approve the draft Dover District Council Tenancy Strategy and Tenancy Management Policy and agree that the process of statutory consultation for both be started.	5 July 2021	Head of Housing	Social Housing & Port Health
13	Redevelopment of Stembrook car park and former Co-op building, Dover	1 November 2021 (to be confirmed)	Head of Assets & Building Control	Community & Corporate Property
14	Decision to 'make' the Ash Neighbourhood Development Plan 2018–2037	6 September 2021 (Cabinet) 15 September 2021 (Council)	Head of Planning, Regeneration and Development	Planning & Environment
15	Public Sector Decarbonisation Fund Project	June 2021 (Delegated Decision)	Head of Assets & Building Control	Community & Corporate Property
16	Award of contract for provision of new museum store	9 September 2021 (decision to be taken by Strategic Director (Operations & Commercial) in consultation with Portfolio Holder for Social Housing & Port Health	Head of Assets & Building Control	Community & Corporate Property
17	To approve highway works for the Sandwich Guildhall Forecourt Project	6 September 2021	Head of Assets & Building Control	Community & Corporate Property

Key Decisions 2021/22	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
18	To seek approval for appointment of a contractor and update Cabinet on revenue implications for the Market Square renovation project	4 October 2021	Head of Inward Investment	Community & Corporate Property
19	To award the contract for external decoration and associated repairs to the Council's housing stock	6 September 2021	Head of Assets & Building Control	Community & Corporate Property
20	Approval to enter into a design and build contract for development of interim housing at Poulton Close, Dover	4 October 2021	Head of Housing	Social Housing & Port Health
21	To approve an update to the Local Development Scheme	1 November 2021	Head of Planning, Regeneration & Development	Planning & Environment
22	Fees and Charges – agreement on levels for 2022/2023	17 January 2022	Head of Finance & Investment	Finance, Governance, Digital & Climate Change

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 1/21/22 (1) Property Acquisitions (2) Councillor Chris Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change or Strategic Director (Corporate Resources) (3) Ongoing (decisions to be taken by Portfolio Holder for Finance, Governance, Digital and Climate Change 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 as required by the Portfolio Holder	(7) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107 (8) Ongoing	(9) Reports to Portfolio Holder/Strategic Director. (10) 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 a Property Investment 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.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
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KEY 2/21/22 (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) 1 November 2021 (to be confirmed) (4) Martin Leggatt, Head of Assets and Building Control - 01304 872455/07740 560903; Martin.leggatt@dover.gov.uk	(5) Not applicable (6) Not applicable	(7) Martin Leggatt, Head of Assets and Building Control - 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 3/21/22 (1) Approval of projects to purchase and develop properties for use as affordable housing. (2) Cabinet or Mike Davis – Strategic Director (Corporate Resources) in consultation with the Portfolio Holder for Social Housing and Port Health (3) Ongoing (decisions to be taken by Cabinet or Strategic Director (Corporate Resources) in consultation with Portfolio Holder for Social Housing and Port Health) (4) Rachel Collins, Housing Development Manager - Rachel.collins@dover.gov.uk; 01304 872254	(5) None (6) Not applicable	(7) Rachel Collins, Housing Development Manager - 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.)

These are decisions which were delegated by Cabinet at its meeting held on 7 September 2020, and involve 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.

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KEY 5/21/22 (1) Hackney Carriage and Private Hire Licensing Policy 2016-21 Review (2) Cabinet (3) 6 December 2021 (4) Rebecca Pordage, Licensing Manager - Rebecca.pordage@dover.gov.uk; 01304 872279	(5) Not applicable (6) Not applicable	(7) Rebecca Pordage, Licensing Manager - Rebecca.pordage@dover.gov.uk; 01304 872279 (8) Not applicable	(9) Cabinet report (10) Unrestricted (11) 9 April 2021

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

The Hackney Carriage and Private Hire Licensing Policy 2016-21 is due for review. The report will seek authority from Cabinet to commence a period of formal public consultation.

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

December 2021 – policy due for review.

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KEY 6/21/22 (1) To consider whether the Council, in partnership with English Heritage, should progress development of detailed designs for a cable car (2) Cabinet (3) 1 November 2021 (4) Emma-Jane Allen, Strategic Delivery Manager (Infrastructure) - emma.allen@dover.gov.uk; 01304 872120	(5) English Heritage, Historic England, Highways England (6) MS Teams meetings, emails, telephone calls	(7) Emma-Jane Allen - emma.allen@dover.gov.uk; 01304 872120 (8) 10 October 2021	(9) Report to Cabinet of December 2020 (10) Unrestricted (11) 9 April 2021

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

In December 2020 Cabinet considered a feasibility appraisal of a cable car between Dover Town Centre and Dover Castle which identified that such a project could be financially viable provided the Council worked in partnership with English Heritage. The two organisations entered into a memorandum of understanding and have worked in partnership to develop an approach to governance, strategic definition, procurement and similar matters. The report will provide an update, and Cabinet will be requested to consider whether the project should be progressed further.

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 before the findings of the feasibility appraisal (including high level costings) become outdated.

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KEY 13/21/22 (1) Redevelopment of Stembrook car park and former Co-op building, Dover (2) Cabinet (3) 1 November 2021 (4) Dave Robinson - (01304) 872121; Dave.robinson@dover.gov.uk	(5) Not applicable (6) Not applicable	(7)Dave.robinson@dover.gov.uk; (01304) 872121 (8) To be confirmed	(9) Report on development proposals and associated land/property transactions (10) Restricted (11) 6 August 2021

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

A proposal has been submitted to the Council for the redevelopment of this site. This requires a decision to approve the proposals and related financial matters.

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

Operational.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
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KEY 18/21/22 (1) To seek approval for appointment of a contractor and update Cabinet on revenue implications for the Market Square renovation project (2) Cabinet (3) 4 October 2021 (4) Jennifer Coller & Emma-Jane Allen, Jennifer.coller@Dover.gov.uk; emma.allen@dover.gov.uk; 07780 670076	(5) Kent County Council, Dover Town Council, community groups, local businesses and residents (6) Formal Traffic Regulation Order consultation, presentations at Dover Joint Transportation Advisory Board and Dover Town Council, virtual workshops, partnership working with Dover Town Team, Council web site and social media updates	(7) Jennifer Coller & Emma-Jane Allen - Jennifer.coller@Dover.gov.uk; emma.allen@dover.gov.uk;07 780 670076 (8) 15 September 2021	(9) Reports to Cabinet of December 2019 and July 2021 (10) Exempt (11) 6 August 2021

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

In December 2019 Cabinet decided to act as accountable body on behalf of Dover Town Team Ltd for a grant of £2.4m from the Ministry of Housing, Communities and Local Government's Coastal Community Fund which was awarded to improve access and public realm at Dover's Market Square. At that time Cabinet also approved expenditure of £500k as match funding. The Council then worked with partners and stakeholders to develop a deliverable design that met the aspirations of all parties. In July 2021 Cabinet approved a total budget of £3.6m, subject to seeking contributions from project partners. This report will identify a preferred contractor, set out the proposed contract sum and update members on the responses received from project partners regarding financial contributions. Permission will be sought to appoint a contractor for delivery of the works. The report will also discuss maintenance liabilities arising from the project.

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

The preferred bid was received in June 2021; if appointment is not completed in a timely manner it will no longer be valid and it would be necessary to run a second procurement process.

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KEY 20/21/22 1) Approval to enter into a Design and Build contract for the development of interim housing at Poulton Close, Dover (2) Cabinet (3) 4 October 2021 (4) Rachel Collins, Housing Development Manager - Rachel.collins@dover.gov.uk; ext 2254	(5) Not applicable (6) Not applicable	(7) Rachel Collins - Rachel.collins@dover.gov.uk; ext 2254 (8) 23 September 2021	(9) Cabinet approvals - 14 May 2018 - Development of interim housing for homeless people 7 October 2017 – Modular Interim Housing Report to Cabinet for information – 5 October 2020 – Update on project to deliver interim housing (10) Exempt (11) 3 September 2021

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

The report provides an update on progress of the previously approved project to deliver 24 new council properties to be used as interim housing at Poulton Close, Dover. The report seeks approval for the final budget for the project, and approval to enter into the Design and Build contract.

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

For the progression of the project to enable delivery of the homes, a decision is required at this meeting in order to appoint the D+B contractor to carry out the construction.

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KEY 21/21/22 (1) To approve an update to the Local Development Scheme (2) Cabinet (3) 1 November 2021 (4) Stuart Watson, Senior Policy Planning Officer (Stuart.Watson@dover.gov.uk) – stuart.watson@dover.gov.uk; 01304 872058	(5) Not applicable (6) Not applicable	(7) Stuart Watson – stuart.watson@dover.gov.uk; 01304 872058 (8) 20 October 2021	(9) Report to Cabinet and Local Development Scheme 2021 (10) Unrestricted (11) 3 September 2021

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

The Local Development Scheme (LDS) is a statutory document which sets out the timetable for the preparation and revision of development plan documents, including the Local Plan. This decision is to approve an updated LDS which sets out a revised timetable for the preparation of the new Local Plan for Dover District.

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

1 November 2021 - Decision required to enable the Regulation 19 pre-submission Local Plan consultation to commence in February 2022.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
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KEY 22/21/22 (1) Fees and Charges – agreement on levels for 2022/23 (2) (i) Cabinet (ii) Regulatory and Licensing Committees (iii) Planning Committee (3) (i) 17 January 2022 (ii) 2 November 2021/20 October 2021 (iii) 11 November 2021 (4) Mike Davis, Strategic Director (Corporate Resources) – mike.davis@dover.gov.uk; 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) – mike.davis@dover.gov.uk; 01304 872107 (8) 20 November 2021	(9) Calculation of charges Report to Cabinet of 17 January 2022 (Unrestricted) (10) 1 October 2021

Brief Details of Item:
(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.

Deadline for Item:
(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 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 2022/23 budget is set in March 2022.