



Notice of Forthcoming Key Decisions

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

Publication Date: 8 July 2022

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, Port Health, Skills and Education
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 2022/23	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	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, Port Health, Skills & Education)	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
3	To consider options for the refurbishment or rebuilding of wetside and health & fitness facilities at Tides Leisure Centre, Deal	4 July 2022	Head of Assets & Building Control	Community & Corporate Property
4	Award of Contract for MS365 Licensing	4 July 2022	Head of Community & Digital Services	Finance, Governance, Digital & Climate Change
5	To consider consultation on the draft Indoor Sports Facility Strategy 2022	4 July and November/December 2022	Head of Planning & Development	Planning & Environment
6	Award of Contract for Kent Homechoice housing options system	4 July 2022	Head of Housing	Social Housing, Port Health, Skills & Education
7	Aylesham Development Update	5 September 2022	Head of Investment, Growth & Tourism	Leader of the Council
8	To approve an update to the Local Development Scheme	3 October 2022	Head of Planning & Development	Planning & Environment

Agenda Item No 2

Key Decisions 2022/23	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
9	Approval of Local Plan for publication and submission	3 October 2022	Head of Planning & Development	Planning & Environment
10	Tenant Engagement Strategy and agreement of proposed consultation programme	3 October 2022	Head of Housing	Social Housing, Port Health, Skills & Education
11	Acceptance of grant funding to purchase three units of accommodation under Rough Sleeper Accommodation Programme	9 August 2022 Decision to be taken by Strategic Director (Corporate Resources)	Head of Housing	Social Housing, Port Health, Skills & Education
12	Identification of procurement route for Dover Beacon project (the Council's application to the Levelling Up Fund)	5 September 2022	Head of Investment, Growth & Tourism	Leader of the Council
13	Crematorium Access Road	5 September 2022	Head of Commercial Services	Community & Corporate Property

- 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).

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<p>KEY 1/22/23</p> <p>(1) Property Acquisitions</p> <p>(2) Councillor Chris Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change or Strategic Director (Corporate Resources)</p> <p>(3) Ongoing (decisions to be taken by Portfolio Holder for Finance, Governance, Digital and Climate Change or Strategic Director (Corporate Resources))</p> <p>(4) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107</p>	<p>(5) Residential and Commercial Investment Project Advisory Groups</p> <p>(6) Meetings as required by the Portfolio Holder</p>	<p>(7) Mike Davis, Strategic Director (Corporate Resources); Tel: 01304 872107</p> <p>(8) Ongoing</p>	<p>(9) Reports to Portfolio Holder/Strategic Director.</p> <p>(10) The information will be restricted as it relates to the financial or business affairs of any particular person (including the Council)</p> <p>(10) 6 January 2017</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>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.</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>Ongoing – This relates to an ongoing programme.</p>			

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<p>KEY 2/22/23</p> <p>(1) Approval of projects to purchase and develop properties for use as affordable housing.</p> <p>(2) Cabinet or Mike Davis – Strategic Director (Corporate Resources) in consultation with the Portfolio Holder for Social Housing, Port Health, Skills and Education</p> <p>(3) Ongoing (decisions to be taken by Cabinet or Strategic Director (Corporate Resources) in consultation with Portfolio Holder for Social Housing, Port Health, Skills and Education)</p> <p>(4) Rachel Collins, Housing Development Manager - Rachel.collins@dover.gov.uk; 01304 872254</p>	<p>(5) None</p> <p>(6) Not applicable</p>	<p>(7) Rachel Collins, Housing Development Manager - Rachel.collins@dover.gov.uk; 01304 872254</p> <p>(8) Ongoing</p>	<p>(9) Affordable Housing Delivery report (Cabinet 7 September 2020) and ongoing reports to Strategic Director/Portfolio Holder</p> <p>(10) Exempt</p> <p>(11) 12 March 2021</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>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.</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>Ongoing.</p>			

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<p>KEY 5/22/23</p> <p>(1) To consider consulting on the Draft Indoor Sports Facility Strategy 2022</p> <p>(2) Cabinet</p> <p>(3) 4 July and November/December 2022</p> <p>(4) Laura Corby, Strategic Development Lead (Leisure) - laura.corby@dover.gov.uk; 01304 872448</p>	<p>(5) Portfolio Holders, stakeholders such as Sport England, National Governing Bodies of Sport, Local clubs and facility operators</p> <p>(6) Meetings, telephone and online discussions via emails and Microsoft Teams</p>	<p>(7) Laura Corby – 01304 872448; Laura.corby@dover.gov.uk</p> <p>Carly Petit – Carly.petit@dover.gov.uk</p> <p>(8) 25 May 2022</p>	<p>(9) Cabinet report and Draft Indoor Sports Facility Strategy 2022</p> <p>(10) Unrestricted</p> <p>(11) 6 May 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p>			
<p>Dover District Council has commissioned consultants to update the Indoor Sports Facility Strategy 2016. This document is used to guide potential decisions around rationalisation and investment; community use of school facilities; planning policy; encouraging greater flexibility of facility usage and determine strategic leisure objectives for the District that meets adopted planning policies and timelines for the emerging review of the District’s Local Plan. Consultation on the draft document will involve comprehensive engagement with stakeholders and members of the public, with a second report to Cabinet following analysis of the consultation results and their consideration in the final draft Indoor Sports Facility Strategy 2022.</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>It is a statutory requirement to consult on a draft planning policy document before this can be formally adopted by the Council. A decision is required to seek permission to consult with stakeholders and the public on the draft Indoor Sports Facility Strategy 2022 so that representations can be considered before a final draft document is considered for formal adoption (probably November/December).</p>			

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<p>KEY 7/22/23</p> <p>(1) Aylesham Development Update</p> <p>(2) Cabinet</p> <p>(3) 5 September 2022</p> <p>(4) Emma-Jane Allen, Major Projects & Programme Manager - emma.allen@dover.gov.uk; 01304 872408 or Victoria Scott, Project Manager - Victoria.scott@dover.gov.uk; 01304 872408</p>	<p>(5) Development partners at Aylesham</p> <p>(6) Meetings and emails</p>	<p>(7) Emma-Jane Allen - emma.allen@dover.gov.uk; 01304 872408 or Victoria Scott - Victoria.scott@dover.gov.uk; 01304 872408</p> <p>(8) 14 April 2022</p>	<p>(9) Cabinet report</p> <p>(10) Exempt</p> <p>(11) 8 April 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Council entered into an agreement with Persimmon and Barratts for development at Aylesham in April 2007. Since that time 917 houses have been constructed and strategic infrastructure including construction and environmental improvements to Ratling Road has been delivered. The last major report to Cabinet was considered in July 2019 and it is therefore timely to provide an update about the project. In addition, the Council's development partners have requested a deed of amendment to the agreement, to accommodate delays caused by Natural England's objections to the most recent reserved matters applications regarding concerns over possible nitrate contamination at Stodmarsh nature reserve.</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>A timely response to the request for an extension is required.</p>			

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<p>KEY 8/22/23</p> <p>(1) To approve an update to the Local Development Scheme</p> <p>(2) Cabinet</p> <p>(3) 3 October 2022</p> <p>(4) Ashley Taylor, Planning Policy and Projects Manager - Ashley.taylor@dover.gov.uk; 07926076110</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Not applicable.</p> <p>(8) Not applicable.</p>	<p>(9) Cabinet report and Local Development Scheme 2022</p> <p>(10) Unrestricted</p> <p>(11) 7 January 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Local Development Scheme (LDS) is a statutory document which sets out the timetable for the preparation and revision of development plan documents which includes 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 the Dover District.</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>October 2022 - Decision required to enable the Regulation 19 pre-submission Local Plan consultation to commence as soon as possible.</p>			

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<p>KEY 9/22/23</p> <p>(1) Approval of Local Plan for publication and submission</p> <p>(2) Cabinet and Council</p> <p>(3) (i) Cabinet – 3 October 2022 (ii) Council – to be confirmed</p> <p>(4) Ashley Taylor, Planning Policy and Projects Manager - Ashley.taylor@dover.gov.uk; 07926076110</p>	<p>(5) Not applicable (consultation with local residents, town/parish councils, statutory agencies, businesses and other interested groups to take place after decision is made)</p> <p>(6) Not applicable</p>	<p>(7) Not applicable</p> <p>(8) Not applicable</p>	<p>(9) Cabinet report and publication of draft Local Plan; Local Plan Sustainability Appraisal; Habitats Regulations Assessment; Summary and response to key issues raised to the Reg 18 consultation</p> <p>(10) Unrestricted</p> <p>(11) 7 January 2022</p>
<p>Brief Details of Item:</p> <p>The Council is in the process of preparing a new Local Plan for the District. The Local Plan will set out a vision and policy framework for the future development of Dover District up to 2040. A consultation on the first draft (Regulation 18) took place between January and March 2021. The next stage in the process is the preparation and consultation on the Publication (Regulation 19) draft of the Local Plan. This is required to be subject to consultation for a minimum of 6 weeks. Following the consultation, the Plan will be submitted to the Secretary of State for examination.</p>			
<p>Deadline for Item:</p> <p>October 2022 – decision required to enable consultation to commence in October 2022. This will enable the Council to meet the deadline set by government for having an up-to-date Plan in place before the end of 2023.</p>			

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<p>KEY 10/22/23</p> <p>(1) Approval of the draft Tenant Engagement Strategy and agreement of the proposed consultation programme</p> <p>(2) Cabinet</p> <p>(3) 3 October 2022</p> <p>(4) Louise Taylor, Head of Housing - louise.j.taylor@dover.gov.uk; Telephone 01304 872258</p>	<p>(5) Dover District Tenant Group</p> <p>(6) Meetings</p>	<p>(7) Louise Taylor - louise.j.taylor@dover.gov.uk; Telephone 01304 872258</p> <p>(8) 1 April 2022</p>	<p>(9) Cabinet report of 3 October 2022</p> <p>(10) Unrestricted</p> <p>(11) 4 March 2022</p>
<p>Brief Details of Item:</p> <p>The Regulator of Social Housing, Tenant Involvement and Empowerment Standard requires registered providers of social housing to ensure that their tenants are given a wide range of opportunities to influence and be involved in their services. This includes opportunities to scrutinise their performance, be involved in the formulation of housing-related policies and strategic priorities and helping to make decisions about how housing-related services are delivered, including the setting of service standards. The draft Tenant Engagement Strategy sets out how Dover District Council intends to encourage tenants and leaseholders to engage with the housing service and the opportunities available for this.</p>			
<p>Deadline for Item:</p> <p>There is no specific deadline but for operational reasons it is important that the strategy is adopted as early as possible.</p>			

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<p>KEY 11/22/23</p> <p>(1) Acceptance of grant funding to purchase three units of accommodation under the Rough Sleeper Accommodation Programme</p> <p>(2) Mike Davis, Strategic Director (Corporate Resources)</p> <p>(3) 9 August 2022</p> <p>(4) Louise Taylor, Head of Housing - Louise.j.taylor@dover.gov.uk; 01304 872258</p>	<p>(5) None.</p> <p>(6) Not applicable.</p>	<p>(7) Louise Taylor, Head of Housing - Louise.j.taylor@dover.gov.uk; 01304 872258</p> <p>(8) 5 August 2022</p>	<p>(9) Cabinet-style report</p> <p>(10) Unrestricted</p> <p>(11) 8 July 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Rough Sleeper Accommodation Programme (RSAP) was introduced in 2020 by the Government to support rough sleepers into long-term accommodation. The programme provides capital funding to deliver additional move-on properties for individuals who have experienced rough sleeping, and revenue funding to provide support to them. Dover District Council has successfully bid for funding to purchase three units of accommodation through the Rough Sleeper Accommodation Programme and now needs to enter into a grant agreement for this.</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>For operational reasons, and to enter into the grant agreement, it is important that this decision is taken as soon as possible.</p>			

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<p>KEY 12/22/23</p> <p>(1) Identification of a procurement route for the Dover Beacon project (the Council's application to the Levelling Up Fund)</p> <p>(2) Cabinet</p> <p>(3) 5 September 2022</p> <p>(4) Emma-Jane Allen, Major Projects & Programme Manager - investmentandprojects@dover.gov.uk; 01304 872408</p>	<p>(5) Potential delivery partners and potential contractors</p> <p>(6) E-mails, telephone calls</p>	<p>(7) Emma-Jane Allen - investmentandprojects@dover.gov.uk; 01304 872408</p> <p>(8) 10 August 2022</p>	<p>(9) Cabinet report of 5 September and Levelling Up Fund Cabinet report of 6 June 2022</p> <p>(10) Exempt</p> <p>(11) 8 July 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Council is preparing a bid for the Levelling Up Fund (LUF) Round 2. As outlined in public engagement activities during the week commencing 13 June, the proposal comprises land assembly and regeneration at Bench Street, Dover. Outputs will include a circa 2,000m2 creative campus providing training opportunities in creative and digital industries, business, a circa 700m2 business centre providing flexible affordable facilities, expansion of the Dover Cycle Scheme, 450m2 of public Electric Vehicle parking and charging and 800m2 public open space.</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>Any funding awarded through the LUF programme must be spent by March 2025, a challenging timescale for this ambitious project. A decision regarding the funding application is expected during Autumn 2022, but it is necessary to select a procurement route for partner organisations and the professional consultant team in advance in order to ensure that the Council is in a position to appoint partners, consultants and contractors as quickly as possible.</p>			

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<p>KEY 13/22/23</p> <p>(1) Crematorium access road</p> <p>(2) Cabinet</p> <p>(3) 5 September 2022</p> <p>(4) Roger Wragg, Head of Commercial Services – roger.wragg@dover.gov.uk; 01304 872054</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Roger Wragg - roger.wragg@dover.gov.uk; 01304 872054</p> <p>(8) 26 August 2022</p>	<p>(9) Cabinet report of 5 September 2022</p> <p>(10) Exempt</p> <p>(11) 8 July 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Cabinet will be requested to make a decision on whether to proceed to a Compulsory Purchase Order for the land required for the crematorium access road.</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>5 September 2022 - operational</p>			