



Notice of Forthcoming Key Decisions

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

Publication Date: 3 February 2023

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 & 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 Property Assets	Community & Corporate Property
4	Award of Contract for MS365 Licensing	4 July 2022	Head of Transformation	Finance, Governance, Digital & Climate Change
5	To consider consultation on the draft Indoor Sports Facility Strategy 2022	4 July 2022 and 5 June or 3 July 2023	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	7 November 2022	Head of Place, Growth, Investment & Creative Services	Leader of the Council
8	To approve an update to the Local Development Scheme	5 September 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	Decision taken by Strategic Director (Corporate Resources) on 12 August 2022	Head of Housing	Social Housing, Port Health, Skills & Education
12	Update on Dover Beacon Project (the Council's application to the Levelling Up Fund)	6 March 2023	Head of Place, Growth, Investment & Creative Services	Leader of the Council
13	Crematorium Access Road	This entry has been withdrawn	Head of Commercial Services	Community & Corporate Property
14	Energy Company Obligation 4 (ECO4) – Procurement of Contractor	5 September 2022	Head of Property Assets	Finance, Governance, Digital & Climate Change
15	Adoption of Housing Neighbourhood Management Policy	19 September 2022 Decision to be taken by Strategic Director (Corporate Resources)	Head of Housing	Social Housing, Port Health, Skills & Education
16	Identification of proposals and route forward for Dover Town Centre Regeneration delivery	This entry has been removed as it was largely a duplicate of Entry 12	Head of Place, Growth, Investment & Creative Services	Leader of the Council
17	To consider an increase in Hackney Carriage fares	3 October 2022	Head of Regulatory Services	Transport, Licensing & Regulatory Services
18	To consider proposals for the garden waste service 2023	5 December 2022	Head of Commercial Services	Planning & Environment
19	To progress a project to develop self-build plots on Council-owned land	3 October 2022	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
20	To award a four-year contract for re-roofing the Council's housing stock	7 November 2022	Head of Property Assets	Social Housing, Port Health, Skills & Education

Key Decisions 2022/23	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
21	Approval of draft Mobility Scooter Policy for operational use by Housing Management team	7 November 2022	Head of Housing	Social Housing, Port Health, Skills & Education
22	Approval to conduct a Housing Needs survey	7 November 2022	Head of Housing	Social Housing, Port Health, Skills & Education
23	Agreement of St Margaret's Bay Conservation Area Character Appraisal	7 November 2022 and 6 March 2023	Head of Planning & Development	Planning & Environment
24	Free Christmas Parking in Council car parks	7 November 2022	Head of Commercial Services	Community & Corporate Property
25	To accept £400,000 from the Government's Rural England Prosperity Fund and develop an investment plan	7 November 2022	Head of Place, Growth, Investment & Creative Services	Leader of the Council
26	To agree the Infrastructure Funding Statement 2021-22	5 December 2022	Head of Planning & Development	Planning & Environment
27	To temporarily suspend the housing register to new applications from June to July 2023	16 January 2023	Head of Housing	Social Housing, Port Health, Skills & Education
28	Future High Streets Fund – A20 Underpass Project	6 March 2023	Head of Place, Growth, Investment & Creative Services	Leader of the Council
29	Home Upgrade Grant 2 – Approval to spend funds (if granted) and authorise the Strategic Director (Place and Environment) to take decisions to progress scheme	5 December 2022	Head of Property Assets	Finance, Governance, Digital & Climate Change
30	Fees and Charges – agreement on levels for 2023/24	6 February 2023	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
31	Approval for draft Dour Street, Dover Conservation Area Character Appraisal	6 February 2023 and date to be confirmed	Head of Planning & Development	Planning & Environment
32	Recommendation to Council of draft Budget 2023/24 and Medium-Term Financial Plan 2023/24-2026/27 and approval by Cabinet of various delegations within the Budget	6 and 27 February 2023	Head of Finance & Investment	Finance, Governance, Digital & Climate Change
33	Review of current provision for litter and dog-fouling enforcement	16 January 2023	Head of Regulatory Services	Transport, Licensing & Regulatory Services

Key Decisions 2022/23	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
34	Consultation on draft Green Infrastructure Strategy	6 March and 4 September 2023 (to be confirmed)	Head of Planning & Development	Planning & Environment
35	Award of contract for asbestos surveying, sampling and removal services	6 March 2023	Head of Property Assets	Social Housing, Port Health, Skills & Education
36	Provision of interim housing for Ukrainian and Afghan refugees	6 March 2023	Head of Housing	Social Housing, Port Health, Skills & Education
37	To consider the Hackney Carriage Unmet Demand Survey	6 March 2023	Head of Regulatory Services	Transport, Licensing & Regulatory Services
38	Provision of interim housing and support for Afghan refugees via the Afghan Relocations and Assistance Programme	3 April 2023	Head of Housing	Social Housing, Port Health, Skills & Education
39	Award of 5-year contract for servicing and maintenance of heating systems and appliances (including a gas boiler replacement programme) in the Council's housing stock	3 April 2023	Head of Property Assets	Social Housing, Port Health, Skills & Education
40	Bench Street (Future High Streets Fund project) – Decisions related to project progression and delivery	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place, Growth, Investment & Creative Services	Leader of the Council
41	Levelling Up Fund – Dover Beacon, Bench Street, Dover – Decisions relating to project progression and delivery	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place, Growth, Investment & Creative Services	Leader of the Council





- 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
<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take Decision</p> <p>(3) Give Date or Period within which Decision is to be taken</p> <p>(4) Directorate Contact ☒ ☎</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of Consultation</p>	<p>(7) Name of person(s) to whom representations can be made ☒ ☎</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt</p> <p>(10) Date first entered in Notice</p>
<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 2022 and 5 June or 3 July 2023</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) 19 December 2022</p>	<p>(9) Cabinet reports 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 June or July 2023).</p>			

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<p>KEY 12/22/23</p> <p>(1) Update on the Dover Beacon project (Council's application to the Levelling Up Fund)</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023</p> <p>(4) Emma-Jane Allen (Major Projects & Programme Manager) and Jennifer Coller (Project 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 and Jennifer Coller - investmentandprojects@dover.gov.uk; 01304 872408</p> <p>(8) 14 December 2022</p>	<p>(9) Cabinet reports</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 has submitted a successful bid to the Levelling Up Fund (LUF) Round 2 and purchased property in Bench Street, Dover in order to bring forward regeneration of this priority area. As outlined in public engagement activities during the week commencing 13 June 2022, the proposal comprises land assembly and regeneration at Bench Street. 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>The Council was notified at the end of January that its bid had been successful. Funding awarded through the LUF programme must be spent by March 2025, a challenging timescale for this ambitious project. It is necessary to select a procurement route for partner organisations and the professional consultant team so that the Council is in a position to appoint partners, consultants and contractors as quickly as possible. The report will discuss possible procurement routes, recommend a preferred procurement option, identify budget requirements and will provide an update on site preparation.</p>			

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<p>KEY 23/22/23</p> <p>(1) Cabinet considers the results of the public consultation and adopts the St Margaret's Bay Conservation Area Character Appraisal</p> <p>(2) Cabinet</p> <p>(3) 7 November 2022 and 6 March 2023</p> <p>(4) Alison Cummings, Principal Heritage Officer – alison.cummings@dover.gov.uk; 01304 872464</p>	<p>(5) Statutory organisations, public, private and voluntary sector organisations</p> <p>(6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement</p>	<p>(7) Sarah Platts, Head of Planning and Development – sarah.platts@dover.gov.uk; 01304 872398</p> <p>(8) 20 February 2023</p>	<p>(9) Cabinet reports</p> <p>(10) Unrestricted</p> <p>(11) 7 October 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Dover Heritage Strategy identified a need for all of the district's conservation areas to be appraised to assist with understanding their importance and in formulating plans to ensure their special character is maintained or enhanced where appropriate. The draft St Margaret's Bay Conservation Area Character Appraisal has been subject to public consultation for a period of 6 weeks (as agreed by Cabinet on 7 November). The results of the formal public consultation exercise will be reported back to Cabinet and agreement sought to approve the Appraisal as a material consideration for planning purposes.</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>6 March 2023 - Cabinet approves the St Margaret's Bay Conservation Area Character Appraisal.</p>			

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<p>KEY 28/22/23</p> <p>(1) Future High Streets Fund - A20 Underpass Project Update</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023</p> <p>(4) Emma-Jane Allen - emma.allen@dover.gov.uk; 01304 872408 or Victoria Scott - Victoria.scott@dover.gov.uk; 01304 872408</p>	<p>(5) National Highways, Kent County Council, Dover Harbour Board, Environment Agency, Dover Town Council</p> <p>(6) Site visits, 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) 23 January 2023</p>	<p>(9) Cabinet Reports of 4 April 2022 and 6 March 2023</p> <p>(10) Exempt</p> <p>(11) 1 November 2022</p>
<p>Brief Details of Item:</p> <p>In July 2021 the Council accepted an award of £3.2 million of funding from the Ministry of Levelling Up, Housing and Communities for two town centre regeneration projects: improvements to the A20 underpass and construction of a creative centre on Bench Street, Dover. The grant funding must be committed for expenditure by March 2024. This report will present options for works to the underpass, to enable the specification to be finalised. The report will also discuss consultant appointments and the procurement route.</p>			
<p>Deadline for Item:</p> <p>The specification needs to be finalised in a timely manner to enable the project to progress and meet the funder's deadline.</p>			

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<p>KEY 30/22/23</p> <p>(1) Fees and Charges – agreement on levels for 2023/24</p> <p>(2) (i) Cabinet (ii) Regulatory and Licensing Committees (iii) Planning Committee</p> <p>(3) (i) 6 February 2023 (ii) 22 November/19 October 2022 (iii) 17 November 2022</p> <p>(4) Mike Davis, Strategic Director (Finance and Housing) – mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Service users, stakeholders</p> <p>(6) Consultation between Directors and Portfolio Holders using the Member and Officer framework for formulating the charge proposals</p>	<p>(7) Mike Davis, Strategic Director (Finance and Housing) – mike.davis@dover.gov.uk; 01304 872107</p> <p>(8) 23 January 2023</p>	<p>(9) Report to Cabinet and calculation of charges</p> <p>(10) Unrestricted</p> <p>(11) 1 November 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 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. 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.</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>These fees and charges need to be agreed before the 2023/24 budget is set in March 2023.</p>			

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<p>KEY 31/22/23</p> <p>(1) To seek Cabinet approval for public consultation on the draft Dover - Dour Street Conservation Area Character Appraisal and then formal adoption at a date to be advised</p> <p>(2) Cabinet</p> <p>(3) 6 February 2023 and date to be confirmed</p> <p>(4) Alison Cummings, Principal Heritage Officer – alison.cummings@dover.gov.uk; 01304 872464</p>	<p>(5) Statutory organisations, public, private and voluntary sector organisations</p> <p>(6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement</p>	<p>(7) Sarah Platts, Head of Planning and Development – sarah.platts@dover.gov.uk; 01304 872398</p> <p>(8) 16 December 2022</p>	<p>(9) Cabinet reports</p> <p>(10) Unrestricted</p> <p>(11) 2 December 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 has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review its conservation areas ‘from time to time’. The Dover District Heritage Strategy has recognised that most of the district’s conservation areas do not have an approved character appraisal, and it recommends that the Council should encourage local community groups to carry out such appraisals in conjunction with the Council.</p> <p>The Dover Society has prepared a draft conservation area character appraisal for the Dover - Dour Street Conservation Area and Cabinet’s agreement is now sought to carry out a formal public consultation exercise on the draft document. The results of the consultation exercise will be reported back to Cabinet at a date to be advised.</p>			

Deadline for Item:

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

Cabinet agrees the draft Dover - Dour Street Conservation Area Character Appraisal for public consultation – 6 February 2023

Cabinet considers results of public consultation and decides whether to adopt the Appraisal – to be confirmed

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<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p>	<p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p>
<p>KEY 32/22/23</p> <p>(1) Recommendation to Council of the draft 2023/24 Budget and Medium-Term Financial Plan 2023/24-2026/27 and approval by Cabinet of various delegations within the Budget</p> <p>(2) (i) Cabinet (ii) Council</p> <p>(3) (i) 6 February and 27 February 2023 (ii) 1 March 2023</p> <p>(4) Mike Davis, Strategic Director (Finance & Housing) - mike.davis@dover.gov.uk</p>	<p>(5) Portfolio Holders and Budget Managers</p> <p>(6) Various briefings</p>	<p>(7) Mike Davis, Strategic Director (Finance & Housing) - (mike.davis@dover.gov.uk)</p> <p>(8) 31 January 2023</p>	<p>(9) Cabinet reports and Budget and Medium-Term Financial Plan 2023/24–2026/27</p> <p>(10) Unrestricted</p> <p>(11) 2 December 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Budget will determine the Council Tax for 2023/24 and the revenue and capital resources available to the Council for the 2023/24 financial year. It is a statutory requirement upon the Council, as the Billing Authority for all Council Tax in the Dover District, to approve the Council Tax resolution by 1 March 2023.</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>1 March 2023 - statutory</p>			

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<p>KEY 34/22/23</p> <p>(1) Consultation on draft Green Infrastructure Strategy</p> <p>(2) Cabinet</p> <p>(3) 6 March and 4 September 2023 (to be confirmed)</p> <p>(4) Ashley Taylor, Principal Planning & Projects Manager - (Ashley.taylor@dover.gov.uk; 01304 972409)</p>	<p>(5) Not applicable (consultation to take place post decision)</p> <p>(6) Not applicable.</p>	<p>(7) Ashley Taylor - Ashley.taylor@dover.gov.uk; 01304 972409</p> <p>(8) 25 January 2023</p>	<p>(9) Cabinet Report and draft Green Infrastructure Strategy Consultation document</p> <p>(10) Unrestricted</p> <p>(11) 6 January 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Green Infrastructure Strategy and Action Plan will identify the needs and opportunities across the District to protect and enhance green infrastructure, helping to guide the investment and delivery of green infrastructure and to realise its associated benefits for people and nature. It will help the Council meet the requirements of the Environment Act 2021 and supports the delivery of the Council's emerging Local Plan. Cabinet will be asked to agree a draft strategy for consultation. Following consultation, the final strategy will be brought back to Cabinet for adoption later in 2023.</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>6 March 2023 - to enable consultation to take place before the strategy is adopted later in 2023 (probably September).</p>			

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<p>KEY 35/22/23</p> <p>(1) To award the contract for asbestos surveying, sampling and removal services for the Council's housing stock</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023</p> <p>(4) Roger Walton, Strategic Director (Place and Environment) – 01304 872420</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Frank Thompson, Asset Manager - frank.thompson@dover.gov.uk Tim Goss, Principal Planned Works Officer - Tim.goss@dover.gov.uk</p> <p>(8) 24 February 2023</p>	<p>(9) Cabinet report</p> <p>(10) Exempt</p> <p>(11) 27 January 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To ensure the health and safety of residents and contractors carrying out works on the instruction of the Council, all the necessary information must be provided including confirmation of presence of asbestos. In order to comply with this, the Council requires a contract to be in place with a specialist contractor to carry out surveying, sampling and removal works. This element of work also forms part of the Council's overall compliance responsibilities.</p> <p>We intend to utilise a procurement framework to appoint PA Group to allow the same processes to continue whilst research is carried out into alternative approaches during 2023.</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 necessary to award this contract to ensure the continuation of this work following the expiry of the current contract on 31 March 2023.</p>			

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<p>KEY 36/22/23</p> <p>(1) Provision of interim housing for Ukrainian and Afghan refugees through the Government's Local Authority Housing Fund</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023</p> <p>(4) Rachel Collins, Strategic Housing Manager - 01304 872254; rachel.collins@dover.gov.uk</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins - 01304 872254; rachel.collins@dover.gov.uk</p> <p>(8) 2 February 2023</p>	<p>(9) Cabinet report (CMT report dated 10 January 2023)</p> <p>(10) Unrestricted</p> <p>(11) 27 January 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Department for Levelling Up, Housing and Communities (DLUHC) has released funding to support local authorities to provide interim housing for refugees arriving in the UK via the Ukrainian and Afghan resettlement schemes. The Council has been awarded capital funding to deliver 10 properties to be used as interim housing for the lifetime of these schemes, and subsequently to be allocated as general needs Council Housing. A decision is sought to accept this funding, and to acquire and allocate properties in line with the DLUHC requirements of the fund.</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 decision needs to be made before the end of the 2022/23 financial year to meet the requirements of the Department for Levelling Up, Housing and Communities, as set out in the prospectus for the capital funding.</p>			

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<p>KEY 37/22/23</p> <p>(1) To consider the Hackney Carriage Unmet Demand Survey</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023</p> <p>(4) Louise May, Strategic Director (Corporate and Regulatory) - louise.may@dover.gov.uk</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rebecca Pordage, Licensing Manager - licensing@dover.gov.uk; 01304 872295</p> <p>(8) 2 February 2023</p>	<p>(9) Cabinet report Unmet Demand Survey report completed by LVSA Dover District Council Hackney Carriage and Private Hire Licensing Policy 2022-2027</p> <p>(10) Unrestricted</p> <p>(11) 27 January 2023</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 maintains a limit on the number of Hackney Carriage plates that are issued. Every 3 years a survey is carried out and the results are required to be presented to Cabinet.</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>The survey is a statutory requirement.</p>			

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<p>KEY 38/22/23</p> <p>(1) Provision of interim housing and support for Afghan refugees via the Afghan Relocations and Assistance Programme</p> <p>(2) Cabinet</p> <p>(3) 3 April 2023</p> <p>(4) Rachel Collins, Strategic Housing Manager - 01304 872254; rachel.collins@dover.gov.uk</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins - 01304 872254; rachel.collins@dover.gov.uk</p> <p>(8) 2 March 2023</p>	<p>(9) Cabinet report (CMT report dated 10 January 2023)</p> <p>(10) Unrestricted</p> <p>(11) 27 January 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Government has released funding to support local authorities in providing interim housing and support services for refugees arriving in the UK via the Afghan Relocations and Assistance Programme (ARAP). A decision is sought to accept revenue funding from Kent County Council (KCC) for support services, and to enter into arrangements to lease properties over 3 years from the Ministry of Defence, and to allocate these properties in line with the Department for Levelling Up, Housing and Communities' programme requirements.</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>There is no deadline indicated, but KCC and MOD require a decision and commitment to the programme promptly in order to meet their requirements to central Government.</p>			

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<p>KEY 39/22/23</p> <p>(1) To award a 5-year contract for servicing and maintenance of heating systems and appliances including a gas boiler replacement programme for the Council's housing stock.</p> <p>(2) Cabinet</p> <p>(3) 3 April 2023</p> <p>(4) Roger Walton, Strategic Director (Place and Environment) – 01304 872420; roger.walton@dover.gov.uk</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Andrew Peerless, Principal Compliance Officer - 07912 493252; andrew.peerless@dover.gov.uk</p> <p>(8) 2 March 2023</p>	<p>(9) Report to Cabinet</p> <p>(10) Exempt</p> <p>(11) 3 February 2023</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 4,363 dwellings of which 4,013 have gas boilers, these being either domestic or communal. To comply with the Gas Safety (Installation and Use) Regulations 1998, an annual Landlord's Gas Safety Record (LGSR) is required for each of these properties at 12-month intervals. Carrying out the required LGSR and servicing all DDC-owned gas appliances is undertaken to ensure appliances are maintained to a safe and efficient standard to ensure the health and safety of the Council's tenants. A gas boiler replacement programme will continue to be undertaken to ensure all DDC properties have had replacement boilers fitted before 2030 to future-proof the Council's housing stock prior to any further government decisions with regards to fossil fuel heating.</p> <p>Cabinet will be asked to consider the tenders submitted for a 5-year Heating, Servicing, Maintenance and Boiler Replacement programme contract and to award it to the best value bidder.</p>			

Deadline for Item:

This contract needs to be put in place to ensure that the Council complies with the requirements of the Gas Safety (Installation and Use) 1998 Regulations that place a duty on landlords to ensure that their gas installations, including fittings, appliances and flues, are inspected and maintained in a safe condition throughout the tenancy.

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<p>KEY 40/22/23</p> <p>(1) Bench Street (Future High Streets Fund Project) – Decisions related to project progression and delivery</p> <p>(2) Leader of the Council (as the Member responsible for Place, Growth, Investment and Creative Services) or the Strategic Director (Place and Environment)</p> <p>(3) Ongoing</p> <p>(4) Christopher Townend, Head of Place, Growth, Investment & Creative Services (01304 872094; christopher.townend@dover.gov.uk)</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Christopher Townend, Head of Place, Growth, Investment & Creative Services (01304 872094; christopher.townend@dover.gov.uk)</p> <p>(8) Ongoing</p>	<p>(9) Reports</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 has been awarded and accepted Future High Streets Fund funding for project works including a Creative Centre and Underpass improvements within the Bench Street area of Dover. This item supports urgent/delegated decisions taken by the Leader of the Council or the Strategic Director (Place and Environment) relating to the delivery and progression of the project in order to meet outcomes and deadlines.</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 and Operational</p>			

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<p>KEY 41/22/23</p> <p>(1) Levelling Up Fund – Dover Beacon, Bench Street, Dover – Approvals relating to project progression and delivery</p> <p>(2) Leader of the Council (as the Member responsible for Place, Growth, Investment and Creative Services) or Strategic Director (Place and Environment)</p> <p>(3) Ongoing</p> <p>(4) Christopher Townend, Head of Place, Growth, Investment & Creative Services (01304 872094; christopher.townend@dover.gov.uk)</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Christopher Townend, Head of Place, Growth, Investment & Creative Services (01304 872094; christopher.townend@dover.gov.uk)</p> <p>(8) Ongoing</p>	<p>(9) Reports</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 has been awarded Levelling Up Fund funding for project works related to the Council's successful Dover Beacon Levelling Up Fund (Round 2) application, including detailed improvements within the Bench Street area of Dover. This item supports decisions relating to the delivery and progression of the project which has a very tight delivery deadline.</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 and Operational</p>			