



Notice of Forthcoming Key Decisions

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

Publication Date: 2 June 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 K Mills	Leader of the Council
Councillor J L Pout	Deputy Leader
Councillor J L Pout	Portfolio Holder for Transport, Licensing and Environmental Services
Councillor E A Biggs	Portfolio Holder for Planning and Built Environment
Councillor P M Brivio	Portfolio Holder for Housing, Skills and Education
Councillor C D Zosseder	Portfolio Holder for Community and Corporate Property
Councillor S H Beer	Portfolio Holder for Finance, Governance, Climate Change and Environment

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

Key Decisions 2023/24	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, Climate Change & Environment or Strategic Director (Finance & Housing))	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
2	Approval of projects to purchase and develop properties for use as affordable housing	Ongoing (decisions to be taken by Cabinet or Strategic Director (Finance & Housing) in consultation with Portfolio Holder for Housing, Skills & Education)	Head of Finance & Investment	Housing, Skills & Education
3	Approval of draft Dour Street, Dover Conservation Area Character Appraisal	6 February and 4 September 2023 (to be confirmed)	Head of Planning & Development	Planning & Built Environment
4	Consultation on draft Green Infrastructure Strategy	6 March and 6 November 2023 (to be confirmed)	Head of Planning & Development	Planning & Built Environment
5	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
6	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

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
7	To seek approval for a variation to the current responsive repairs, voids and associated services contract and to report on proposals for a new contract	3 July 2023	Head of Property Assets	Housing, Skills & Education
8	Adoption of Procurement Strategy 2023-26	3 July 2023	Head of Finance & Investment	Finance, Governance, Climate Change & Environment

- 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 (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 1/23/24</p> <p>(1) Property Acquisitions</p> <p>(2) Councillor S H Beer, Portfolio Holder for Finance, Governance, Climate Change and Environment or Strategic Director (Finance and Housing)</p> <p>(3) Ongoing (decisions to be taken by the above)</p> <p>(4) Mike Davis, Strategic Director (Finance and Housing) – mike.davis@dover.gov.uk; 01304 872107 or Helen Lamb, Head of Finance and Investment – helen.lamb@dover.gov.uk; 01304 872063</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Mike Davis, Strategic Director (Finance and Housing) – mike.davis@dover.gov.uk; 01304 872107 or Helen Lamb, Head of Finance and Investment – helen.lamb@dover.gov.uk; 01304 872063</p> <p>(8) Ongoing</p>	<p>(9) Reports to Portfolio Holder/Strategic Director</p> <p>(10) Restricted</p> <p>(11) 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 January 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>This relates to an ongoing programme.</p>			

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<p>KEY 2/23/24</p> <p>(1) Approval of projects to purchase and develop properties for use as affordable housing.</p> <p>(2) Mike Davis – Strategic Director (Finance and Housing) in consultation with the Portfolio Holder for Housing, Skills and Education</p> <p>(3) Ongoing (decisions to be taken by Strategic Director (Finance and Housing) in consultation with Portfolio Holder for Housing, Skills and Education)</p> <p>(4) Rachel Collins, Strategic Housing Manager - Rachel.collins@dover.gov.uk; 01304 872254</p>	<p>(5) Not applicable. (6) Not applicable.</p>	<p>(7) Rachel Collins, Strategic Housing 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 decisions were delegated by Cabinet on 7 September 2020 which gave its approval for 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 3/23/24</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) 16 January and 4 September 2023 (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) 21 August 2023</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 – 16 January 2023

Cabinet considers results of public consultation and decides whether to adopt the Appraisal – September 2023 (to be confirmed)

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<p>KEY 4/23/24</p> <p>(1) Consultation on draft Green Infrastructure Strategy</p> <p>(2) Cabinet</p> <p>(3) 6 February and 6 November 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) 23 October 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 February 2023 - to enable consultation to take place before the strategy is adopted later in 2023 (probably November).</p>			

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<p>KEY 5/23/24</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 Transformation, Place-Making and Inward Investment) 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 6/23/24</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 Transformation, Place-Making and Inward Investment) 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>			

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<p>KEY 7/23/24</p> <p>(1) To seek approval for a variation to the current responsive repairs, voids and associated services contract and to report on the proposals for a new responsive repairs, voids and associated services contract</p> <p>(2) Cabinet</p> <p>(3) 3 July 2023</p> <p>(4) Frank Thompson, Head of Property Assets – frank.thompson@dover.gov.uk; 01304 872237</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Frank.thompson@dover.gov.uk and Tim Goss, Principal Planned Works Officer - Tim.goss@dover.gov.uk</p> <p>(8) 13 June 2023</p>	<p>(9) Cabinet report</p> <p>(10) Exempt</p> <p>(11) 2 June 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>On 1 July 2011, Dover District Council let a Responsive Repairs, Voids and Associated Services contract for the maintenance of its social housing stock which had an initial contract period of 3.75 years and included provision for two 5-year extensions subject to good performance. Shortly after East Kent Housing (EKH) was formed to manage the stock with three other neighbouring local authorities and thereafter, until EKH was disbanded, this contract was managed by them.</p> <p>The contract was extended for 5 years in 2015 and then again for 5 years on 1 October 2020 just before the responsibility for managing the housing stock returned to the four local authorities. The Responsive Repairs, Voids and Associated Services contract is due to expire in March 2025 and so the planning and consultation has commenced to put what is a substantial and essential contract in place ready for the expiry of the current contract.</p> <p>The report will detail progress made and measures taken to improve the responsive repairs and voids service since being managed “in house”, and will seek approval for a variation to the existing contract. The report will also advise Members on the proposals for a new Responsive Repairs, Voids and Associated Services contract which needs to be in place for March 2025.</p>			

Deadline for Item:

A decision needs to be made as soon as possible as the Responsive Repairs, Voids and Associated Services contract is ongoing and essential to the safety and wellbeing of the Council's tenants.

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<p>KEY 8/23/24</p> <p>(1) To adopt the Procurement Strategy 2023-2026</p> <p>(2) Cabinet</p> <p>(3) 3 July 2023</p> <p>(4) Mike Davis, Strategic Director (Finance and Housing) – mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Portfolio Holder, Heads of Service and East Kent Audit</p> <p>(6) Not applicable.</p>	<p>(7) Dean Coulls, Procurement Manager - dean.coulls@dover.gov.uk; 01304 872424</p> <p>(8) 30 June 2023</p>	<p>(9) Cabinet report and Procurement Strategy 2023-2026</p> <p>(10) Unrestricted</p> <p>(11) 2 June 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To approve and adopt the Council's Procurement Strategy 2023-2026.</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>July 2023 (Operational) - to meet timetable for proposed Action Plan.</p>			