



Notice of Forthcoming Key Decisions

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

Publication Date: 2 February 2024

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 and 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	Head of Planning & Development	Planning & Built Environment
4	Consultation on draft Green Infrastructure Strategy	6 March 2023 and 8 April 2024	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	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	Leader of the Council
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

Agenda Item No 2

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
8	Adoption of Procurement Strategy 2023-26	3 July 2023	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
9	Approval to convert garden waste collection service from sacks to wheeled bins	4 September 2023	Head of Waste Services	Planning & Built Environment
10	Acquisition of affordable housing at Buckland Hospital site	This item has been withdrawn	Head of Finance & Investment	Housing, Skills & Education
11	Sale of land at Astley Avenue, Dover	8 April 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
12	Permission to go out to formal consultation on variation of (Dover District Council) Public Spaces Protection Order 2022 and approval of final Order	4 September 2023 and 15 January 2024	Head of Port Health & Environmental Services	Transport, Licensing & Environmental Services
13	Provision of interim housing for Ukrainian refugees via Local Authority Housing Fund	4 September 2023	Head of Finance & Investment	Housing, Skills & Education
14	Approval of draft Cultural Strategy for consultation	4 March 2024	Head of Place & Growth	Community & Corporate Property
15	To approve publication of Infrastructure Funding Statement 2022/23	2 October 2023	Head of Planning & Development	Planning & Built Environment
16	Identification of proposals and route forward for Dover town centre regeneration delivery (Western Heights, Roman Painted House & Stembrook car park/former Co-op site)	4 March 2024	Head of Place & Growth	Leader of the Council
17	Dover town centre regeneration – project enabling and delivery related approvals	Ongoing (decisions to be taken by the Leader of the Council or Strategic Director (Place & Environment))	Head of Place & Growth	Leader of the Council
18	Aylesham Development Update	February 2024 Delegated decision to be taken by Strategic Director (Place & Environment)	Head of Place & Growth	Leader of the Council
19	Changes to Council's Events Policy and Memorandum of Understanding to occupy Council land for events	4 March 2024	Heads of Community & Digital Services and Property Assets	Community & Corporate Property

Key Decisions 2023/24	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)	Head of Service	Portfolio Holder
20	To consider the update on alternative solutions or sources of external funding that might provide a possible phased way forward in delivering the Tides Leisure Centre project	4 March 2024	Head of Place & Growth	Community & Corporate Property
21	Free Christmas Parking in Council's car parks	6 November 2023	Head of Community & Digital Services	Community & Corporate Property
22	Publication of Housing Needs Survey 2023 results	This item has been withdrawn	Head of Housing	Housing, Skills & Education
23	Seeking an amendment to period of Exclusive Right of Burial granted at Council-owned cemeteries	4 December 2023	Head of Parks, Open Spaces & Countryside	Community & Corporate Property
24	Parking Charges Review	15 January 2024	Head of Community & Digital Services	Community & Corporate Property
25	Fees and Charges – agreement on levels for 2024/25	15 January 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
26	Adoption of new Housing Revenue Account Rent-Setting Policy	4 March 2024	Head of Housing	Housing, Skills & Education
27	Adoption of proposed Leasehold Management Policy	5 February 2024	Head of Housing	Housing, Skills & Education
28	Approval and adoption of updated version of Shared Ownership Policy	5 February 2024	Head of Housing	Housing, Skills & Education
29	Recommendation to Council of the draft 2024/25 Budget and Medium-Term Financial Plan 2024/25-2027/28 and approval by Cabinet of various delegations within the Budget	5 and 26 February 2024	Head of Finance & Investment	Finance, Governance, Climate Change & Environment
30	Approval of award of contract for repointing and associated works to Council's housing stock	4 March 2024	Head of Property Assets	Housing, Skills & Education
31	Issue of tender for election and electoral registration-related printing and automated response service for Register of Electors	4 March 2024	Head of Corporate Services & Democracy	Finance, Governance, Climate Change & Environment
32	Award of contract for remediation work to land at Poulton Close, Dover in relation to affordable housing development	4 March 2024	Head of Housing	Housing, Skills & Education
33	Approval of Safeguarding Policy and Person in a Position of Trust Policy	8 April 2024	Head of Community & Digital Services	Community & Corporate Property
34	Renewal of Housing Management Software Contract	13 May 2024	Head of Housing	Housing, Skills & Education

- 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 1/23/24</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 4/23/24</p> <p>(1) Consultation on draft Green Infrastructure Strategy</p> <p>(2) Cabinet</p> <p>(3) 6 March 2023 and 8 April 2024</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 March 2023 - to enable consultation to take place before the strategy is adopted in 2024 (probably 8 April).</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 11/23/24</p> <p>(1) Sale of land at Astley Avenue, Dover</p> <p>(2) Cabinet</p> <p>(3) 8 April 2024</p> <p>(4) Rachel Collins, Strategic Housing Manager - Rachel.collins@dover.gov.uk; 01304 872254</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins - rachel.collins@dover.gov.uk; 01304 872254</p> <p>(8) 17 August 2023</p>	<p>(9) Cabinet reports</p> <p>(10) Restricted</p> <p>(11) 4 August 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>On 6 February 2023 Cabinet considered a report on ‘Sale of land at Roman Road and adjacent to Astley Avenue, Dover. It was agreed that the decision should be deferred in order to obtain independent advice on the proposed agreement from a person with the appropriate expertise, and that a report presenting the findings be brought to Cabinet in due course. The additional information has been obtained, and it is now appropriate to provide an update for Cabinet and request a decision on the sale of the land.</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>April 2024 – for commercial reasons in relation to the sale.</p>			

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<p>KEY 14/23/24</p> <p>(1) Approval of draft Cultural Strategy for consultation</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Roger Walton, Strategic Director (Place and Environment) - 01304 872420; roger.walton@dover.gov.uk or Chris Townend, Head of Place and Growth - 01304 872423; christopher.townend@dover.gov.uk</p>	<p>(5) Stakeholder groups and individuals have been consulted prior to this Cabinet report (see below).</p> <p>(6) Thorough research and internal and external stakeholder consultation has already taken place. This included informal consultation from February 2023 (ongoing). We have also worked with colleagues to include findings from the Creative Centre/Bench Street public consultations during April 2023.</p>	<p>(7) Christopher Townend, Head of Place and Growth - 01304 872094; Christopher.townend@dover.gov.uk</p> <p>(8) As soon as possible</p>	<p>(9) Cabinet Report Working Draft of 'Cultural Strategy for Dover 2023'</p> <p>(10) Unrestricted</p> <p>(11) 4 August 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 previously recognised the strategic and regenerative importance of culture with the publication of the Cultural Framework in 2009, and its synergy to wider corporate objectives, policies, planning and ambitions. Since 2009, Dover has undergone a number of significant developments and the town centre is currently a priority place for regeneration. Arts Council England have also identified Dover as one of their priority places in England.</p> <p>It has been proposed that the Council should adopt and deliver a new and ambitious, overarching Cultural Strategy for Dover. This will sit alongside the developing Place Plan for Dover. In order to finalise and adopt the new Cultural Strategy and maintain a launch date by the end of 2023, a month of public consultation will be undertaken, followed by final amendments and editing in response to consultation.</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>4 March 2024 - operational</p>			

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<p>KEY 16/23/24</p> <p>(1) Identification of proposals and a route forward for Dover Town Centre Regeneration delivery (Western Heights, Roman Painted House & Stembrook car park/former Co-op site)</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Christopher Townend, Head of Place and Growth - Christopher.townend@dover.gov.uk; 01304 872094</p>	<p>(5) Potential delivery partners and potential developers</p> <p>(6) E-mails, telephone calls, face to face meetings</p>	<p>(7) Christopher Townend, Head of Place and Growth - Christopher.townend@dover.gov.uk; 01304 872094</p> <p>(8) As soon as possible</p>	<p>(9) Cabinet reports</p> <p>(10) Exempt</p> <p>(11) 5 August 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>For Cabinet to make decisions on emerging and ambitious proposals and plans for the regeneration of Dover Town Centre. Decisions will relate to possible opportunities and interest on several Dover District Council-owned sites.</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>Operational – to be discussed at Cabinet on 4 March 2024.</p>			

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<p>KEY 17/23/24</p> <p>(1) Dover Town Centre Regeneration – Project enabling and delivery related approvals</p> <p>(2) Leader of the Council or Strategic Director (Place and Environment)</p> <p>(3) Ongoing</p> <p>(4) Christopher Townend, Head of Place and Growth - 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 and Growth - 01304 872094; christopher.townend@dover.gov.uk)</p> <p>(8) Ongoing</p>	<p>(9) Cabinet-style reports</p> <p>(10) Restricted</p> <p>(11) 4 August 2023</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 strategic and priority ambition for the regeneration of Dover Town Centre. An ambition to deliver plans, projects, interventions and improvements that will make Dover Town Centre a greater place in which to live, work, invest, learn and visit. This entry supports decisions needed to progress and deliver related project work to understand, address and deliver related strategic need and market failure within Dover Town Centre.</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 18/23/24</p> <p>(1) Aylesham Development Update</p> <p>(2) Delegated Decision to be taken by Strategic Director (Place and Environment)</p> <p>(3) February 2024</p> <p>(4) Victoria Scott, Project Manager - Vicky.Scott@dover.gov.uk; 01304 872408</p>	<p>(5) Development partners at Aylesham, DDC Planning</p> <p>(6) Meetings and emails</p>	<p>(7) Victoria Scott - Vicky.Scott@dover.gov.uk; 01304 872408</p> <p>(8) 13 November 2023</p>	<p>(9) Cabinet-style report</p> <p>(10) Exempt</p> <p>(11) 1 September 2023</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. Cabinet was last updated in November 2022 when the project was subject to delays caused by Natural England's concerns over possible nitrate contamination at Stodmarsh nature reserve. At that time, the Strategic Director (Operations and Commercial), in consultation with the Leader of the Council, was authorised to agree and finalise a revised programme for completing the development. This report will provide a project update and seek agreement to enter into a deed of variation to the Development Agreement to formalise the revised programme.</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>Amendments to the Development Agreement must be finalised to enable the construction and occupation of new homes in Aylesham.</p>			





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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 19/23/24</p> <p>(1) Changes to Events Policy and Memorandum of Understanding to occupy DDC's land for events</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Rebecca Dyer, Principal Community Development Officer - rebecca.dyer@dover.gov.uk; 01304 872421</p>	<p>(5) Events Safety Advisory Group</p> <p>(6) Not applicable.</p>	<p>(7) Rebecca Dyer, Principal Community Development Officer - rebecca.dyer@dover.gov.uk; 01304 872421</p> <p>(8) 30 September 2023</p>	<p>(9) Cabinet report Events Policy and appendices Memorandum of Understanding to occupy DDC's land</p> <p>(10) Unrestricted</p> <p>(11) 1 September 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Due to the fatality that occurred in Pencester Gardens in 2022, and the subsequent Coroner's Inquest into the incident, the Council's Events Policy and Memorandum of Understanding to occupy Dover District Council's (DDC) land has been updated and amended to address the recommendations made by the Coroner and issues identified as a result of the incident.</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>4 March 2024</p>			

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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 20/23/24</p> <p>(1) To consider the update on alternative solutions or sources of external funding that might provide a possible phased way forward in delivering the Tides Leisure Centre project</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Laura Corby, Strategic Project Manager - Laura.corby@dover.gov.uk; 01304 872448</p>	<p>(5) Portfolio Holder and stakeholders including leisure operators and external developers</p> <p>(6) Meetings, telephone, online discussions via email and Microsoft teams</p>	<p>(7) Laura Corby, Strategic Project Manager – laura.corby@dover.gov.uk; 01304 872448</p> <p>(8) 12 January 2024</p>	<p>(9) Cabinet reports of July 2018, February 2020, July 2022, November 2023 and March 2024</p> <p>(10) Unrestricted</p> <p>(11) 15 December 2024</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>In November 2023, Cabinet noted the findings from the RIBA Stage 2 detailed feasibility summary report and the challenges posed to the viability of the project by the wider economic climate. Members agreed to approve the additional spend of £20,000 from the existing Tides Replacement capital project to explore whether there are any solutions or sources of external funding that might provide a possible way forward for the project. This report is being prepared to inform Cabinet Members of how this work has progressed and to decide how and whether the project should progress in its current form to the next stage of development or otherwise.</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>Tides Leisure Centre wetside is reaching its end of life and the health & fitness offer is very poor. A decision is required to direct future proposals for Tides Leisure Centre and Members are asked to consider alternative solutions or sources of external funding being explored and to determine how best to direct the next stages of project development.</p>			

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<p>KEY 26/23/24</p> <p>(1) To seek Cabinet's approval to adopt the new Housing Revenue Account Rent Setting Policy</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Mike Davis, Strategic Director (Finance & Housing) - mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Internal consultation: Accounts, Legal</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins, Head of Housing - rachel.collins@dover.gov.uk; 01304 872254</p> <p>Perry DeSouza, Housing Policy Officer - perry.desouza@dover.gov.uk; 01304 872137</p> <p>(8) 12 January 2024</p>	<p>(9)</p> <ul style="list-style-type: none"> •HRA Rent Setting Policy (draft) •Cabinet report •Equality Impact Assessment <p>(10) Unrestricted</p> <p>(11) 15 December 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The current Rent Setting and Income Recovery Policy (2020) needs to be reviewed as there have been several key legislative and regulatory changes.</p> <p>The proposed Housing Revenue Account (HRA) Rent Setting Policy explains how the Council will calculate, charge and manage rent for all residential properties within our HRA and service charges (where these are applicable) in accordance with the Rent Standard 2023, and takes account of the changes in the Social Housing (Regulation) Act 2023. Failure to set rents correctly would put the Council at risk of non-compliance with the Standard, and impact on our ability to maximise income, thereby putting the services we provide to our residents at risk.</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 are no statutory deadlines. Once the policy has been approved and adopted by the Council it can be implemented across the organisation.</p>			

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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 27/23/24</p> <p>(1) Approval and adoption of proposed Leasehold Management Policy</p> <p>(2) Cabinet</p> <p>(3) 5 February 2024</p> <p>(4) Mike Davis, Strategic Director (Finance & Housing) - Mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Internal consultation: Legal, Property Services, Housing Services, Accounts</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins, Head of Housing - Rachel.collins@dover.gov.uk; 01304 872254</p> <p>Perry DeSouza, Housing Policy Officer - Perry.desouza@dover.gov.uk; 01304 872137</p> <p>(8) 12 January 2024</p>	<p>(9)</p> <ol style="list-style-type: none"> 1. Cabinet Report 2. Leasehold Management Policy Draft 3. Equality Impact Assessment <p>(10) Unrestricted</p> <p>(11) 15 December 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Council does not currently have an established policy that sets out how the Council will manage its leasehold properties (including shared ownership) as the freeholder. The proposed policy will cover service charges, repairs and maintenance, statutory consultations, home improvements, chargeable fees, sales and the enforcement aspects of leasehold management.</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>Once the policy has been approved, it can be adopted immediately.</p>			

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<p>KEY 28/23/24</p> <p>(1) Cabinet to approve and adopt the updated version of the Shared Ownership Policy</p> <p>(2) Cabinet</p> <p>(3) 5 February 2024</p> <p>(4) Mike Davis, Strategic Director (Finance & Housing) - Mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Internal consultation: Legal, Property Services, Housing Services, Accounts.</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins, Head of Housing - Rachel.collins@dover.gov.uk; 01304 872254</p> <p>Perry DeSouza, Housing Policy Officer - Perry.desouza@dover.gov.uk; 01304 872137</p> <p>(8) 12 January 2024</p>	<p>(9)</p> <ol style="list-style-type: none"> 1. Cabinet Report 2. Shared Ownership Policy (Draft) 3. Equality Impact Assessment <p>(10) Unrestricted</p> <p>(11) 15 December 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 made some operational and financial changes in early 2023 regarding the shared ownership scheme and the Capital Funding Guide, and therefore, to take account of these changes, the Council's current Shared Ownership Policy must be renewed to reflect current guidelines.</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>Once the policy has been approved, it can be adopted immediately.</p>			

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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  </p>	<p>(5) Principal Groups/Organisations to be Consulted before Decision is made</p> <p>(6) Method of Consultation</p>	<p>(7) Name of persons(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 29/23/24</p> <p>(1) Recommendation to Council of the draft 2024/25 Budget and Medium-Term Financial Plan 2024/25-2027/28 and approval by Cabinet of various delegations within the Budget</p> <p>(2) (i) Cabinet (ii) Council</p> <p>(3) (i) 5 February & 26 February 2024 (ii) 6 March 2024</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) 15 December 2023</p>	<p>(9) Cabinet report</p> <p>(10) Unrestricted</p> <p>(11) 15 December 2023</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 2024/25 and the revenue and capital resources available to the Council for the 2024/25 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 7 March 2024.</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 upon the Council, as the Billing Authority for all Council Tax in the Dover District, to approve the Council Tax resolution by 7 March 2024.</p>			

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<p>KEY 30/23/24</p> <p>(1) Approve the award of a contract for repointing and associated works to the Council's housing stock</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Bryan Philpott, Planned Surveyor - bryan.philpott@dover.gov.uk; 07546653696</p>	<p>(5) Leaseholders</p> <p>(6) Section 20 Notice</p>	<p>(7) Bryan Philpott, Planned Surveyor - bryan.philpott@dover.gov.uk; 07546653696</p> <p>(8) 13 February 2024</p>	<p>(9) Cabinet report with tender prices and evaluation</p> <p>(10) Restricted</p> <p>(11) 15 December 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To award a contract following a competitive tendering exercise for repointing and associated works to properties within the Council's housing stock as identified by stock condition data and verified by DDC surveyors.</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 decision to award the contract needs to be taken by such a time that the delivery of the contract can commence from 1 April 2024.</p>			

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<p>KEY 31/23/24</p> <p>(1) Issue of tender for election and electoral registration-related printing and automated response service for the Register of Electors</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Tracy Gibbs, Electoral Services Manager - tracy.gibbs@dover.gov.uk; 01304 872359</p>	<p>(5) Not Applicable</p> <p>(6) Not Applicable</p>	<p>(7) Tracy Gibbs, Electoral Services Manager - tracy.gibbs@dover.gov.uk; 01304 872359</p> <p>(8) Not Applicable</p>	<p>(9) Cabinet report and tender specification</p> <p>(10) Restricted</p> <p>(11) 15 December 2023</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 seeking to tender for printing for three major elections and two canvasses over the next two years (Police and Crime Commissioner, Kent County Council and Parliamentary elections) as well as any by-elections that may occur in that period. The contract will cover:</p> <p>Annual Canvass 2024 to 2026 – Printing and automated response services for the Register of Electors. Potential for printing connected to Elections Act changes involving EUVCR (European Union Citizens Voting and Candidacy Rights) & OAVA (Online Absent Vote Applications) in 2024 to 2026. Elections to 1 June 2027 – Production of Ballot Papers, Postal Vote Packs and Poll Cards.</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 will need to be taken at the end of the tender process which is expected to be in March 2024.</p>			

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<p>KEY 32/23/24</p> <p>(1) Award of contract for remediation work to land at Poulton Close, Dover</p> <p>(2) Cabinet</p> <p>(3) 4 March 2024</p> <p>(4) Rachel Collins, Head of Housing – Rachel.collins@dover.gov.uk; 01304 872254</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Peter Smith, Housing Development Officer – peter.g.smith@dover.gov.uk; 07922 293635</p> <p>(8) 19 January 2024</p>	<p>(9) Cabinet reports</p> <p>(10) Restricted</p> <p>(11) 5 January 2024</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The report seeks approval to enter into a contract to use Department for Levelling Up, Housing and Communities' (DLUHC) Brownfield Land Release Fund 2 grant funding to undertake remediation/decontamination works at the development site to support the delivery of new affordable housing.</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 signed contract must be in place with the approved remediation contractor by 31 March 2024, in line with the DLUHC's funding Terms and Conditions.</p>			

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<p>KEY 33/23/24</p> <p>(1) Approval of Council's Safeguarding Policy and supporting PiPoT (Person in a Position of Trust) Policy</p> <p>(2) Cabinet</p> <p>(3) 8 April 2024</p> <p>(4) Kayleigh Jones, Safeguarding and Resilience Officer - Kayleigh.Jones@dover.gov.uk; 07815 429755 or David Parratt, Community Safety and Resilience Manager - David.Parratt@dover.gov.uk; 07592 385831</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Kayleigh Jones, Safeguarding and Resilience Officer - Kayleigh.Jones@dover.gov.uk & 07815 429755 or David Parratt, Community Safety and Resilience Manager – David.Parratt@dover.gov.uk; 07592385831</p> <p>(8) 23 February 2024</p>	<p>(9) Cabinet report and Safeguarding Policy and supporting PiPoT (Person in Position of Trust) Policy</p> <p>(10) Unrestricted</p> <p>(11) 23 February 2024</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Following from the KMSAB (Kent and Medway Safeguarding Adults Board) SAF (Self- Assessment Framework), a number of safeguarding recommendations were made. These recommendations included the review of the current Safeguarding Policy and the addition of a supporting PiPoT (Persons in the Position of Trust) Policy which has not previously been put into place.</p> <p>The Safeguarding Policy supports the day-to-day safeguarding function being carried out by the Council's staff supporting those who live, work and visit the district.</p>			

Deadline for Item:

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

No specific deadline – seeking approval from Cabinet on 8 April 2024.

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<p>KEY 34/23/24</p> <p>(1) Renewal of Housing Management software contract</p> <p>(2) Cabinet</p> <p>(3) 13 May 2024</p> <p>(4) Rachel Collins, Head of Housing - Rachel.Collins@dover.gov.uk; 01304 872254</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Verity Johnson, Housing Services Manager - verity.johnson@dover.gov.uk; 01304 872253</p> <p>(8) 22 April 2024</p>	<p>(9) Cabinet reports of 12 May 2014 and 13 May 2024 plus NEC contract</p> <p>(10) Restricted</p> <p>(11) 2 February 2024</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Housing Services currently has a contract with NEC software developers for the Housing Management System which is due to expire on 30 July 2024. The Housing Management software is an integral means of managing DDC's social housing properties and is also a rent accounting system.</p> <p>The current housing software was inherited when the housing service was taken back in-house from East Kent Housing in October 2020. We now need to either renew our current contract with NEC or seek an alternative housing management system with another software provider.</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>Operational – deadline 30 July 2024</p>			