

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) (2) Who will take decision (3) Give date or period within which decision is to be taken (4) Directorate contact (include e-mail and telephone)	(5) Principal Groups/Organisations to be consulted before decision is made (6) Method of consultation (external only [if applicable])	(7) Name of person(s) to whom representations can be made (e-mail/telephone) (8) When should they be made by (closing date)	(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision (10) Is this information unrestricted or exempt? (11) Date first entered in Notice
KEY 17/21/22 (1) To agree the highway works for the Sandwich Guildhall Forecourt Project. (2) Cabinet (3) 6 September 2021 (4) David Parish, Principal Design Services Officer - david.parish@dover.gov.uk 01304 872433	(5) Property Services (Assets & Building Control), Portfolio Holder and Stakeholders; DDC, STC, KCC (6) Meetings, e-mails	(7) David Parish, Principal Design Services Officer david.parish@dover.gov.uk 01304 872433 (8) August 2021	(9) Reports to Cabinet of 6 September 2021 and 5 October 2020 (10) Exempt (11) 6 August 2021
Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.) This work forms part of the Sandwich Guildhall Square project (reported to Cabinet on 5 October 2020). A decision is required to allow the highway works tender to be accepted and the works to be undertaken. The Highway Works will be completed using DDC's Partnership Agreement with KCC and Amey plc which allows us to undertake Highway Works through KCCs Highway Term Maintenance Contract 2011.			
Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.) Decision is required at Cabinet on 6 September to enable the roadwork element of the project to commence and be completed before Christmas 2021.			