

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 22/22/23</p> <p>(1) Approval to conduct a Housing Needs Survey</p> <p>(2) Cabinet</p> <p>(3) 7 November 2022</p> <p>(4) Mike Davis, Strategic Director (Corporate Resources) - Mike.Davis@dover.gov.uk; 01304 872107</p>	<p>(5) The following teams will have been consulted on:</p> <ul style="list-style-type: none"> • Housing (Management & Options) • Private Sector Housing • Assets & Building Control • Planning <p>(6) Questionnaire</p> <ul style="list-style-type: none"> • Online (via website) • Paper (if required) • In-person (via Housing Surgeries at community events) 	<p>(7) Rachel Collins, Strategic Housing Manager (Rachel.Collins@dover.gov.uk) & Perry DeSouza, Housing Policy Officer (Perry.DeSouza@dover.gov.uk)</p> <p>(8) 3 November 2022</p>	<p>(9) Report to Cabinet and appendices</p> <p>(10) Unrestricted</p> <p>(11) 22 September 2022</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>A Housing Needs Survey (HNS) is a research document that identifies the need for affordable housing on a local level. They obtain primary evidence by asking residents directly, rather than by making assumptions via the analysis of a range of secondary data. The Surveys provide information about current and future local housing requirements and are used by local authorities to determine the type of affordable housing needed, the type of housing-related services required, and inform the development of housing strategies and policies to meet these requirements.</p> <p>The research gathered from the Survey will be used to inform the development of a renewed Affordable Housing 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>Once approval from Cabinet has been given, the survey will be open for an 8-week period, with the aim of starting the survey in mid-November and ending in early to mid-January. The data from the survey will be analysed and a report will be published in April/May 2023. A proposed timescale for the roll-out of the Survey and subsequent development of the new Housing Strategy will be provided as an appendix to the Cabinet report.</p>			