



Forward Plan of Key Decisions

1 February 2012 – 31 May 2012

[This updated version of the Forward Plan supersedes all other versions issued in previous months.]

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Leader of the Council

16 January 2012

Forward Plan 2011/12 – 1 February 2012 to 31 May 2012

Key Decisions 2011/12	Item	Portfolio Holder	Scrutiny	Cabinet	Council
1	Preparation of the Land Allocations Document	Environment, Waste and Planning	To be determined at key milestones	February 2010 to April 2013	February 2010 to April 2013
2	To consider progress on the delivery of Dover Town Centre Investment Zone (St James)	Economy and Special Projects	To be determined	March-May 2012 and ongoing	March/May 2012 and ongoing
3	To agree the principles of the North Deal Regeneration Initiative and approve the proposals	Economy and Special Projects	March-May 2012	March-May 2012	Executive Function
4	To approve proposals for the Dover Waterfront together with possible strategic supporting proposals at Western Heights and Farthingloe linked to the town centre	Economy and Special Projects	March-May 2012	March-May 2012	March/May 2012
5	To consider the Harbour Revision Order and possible Transfer of the Port of Dover	Economy and Special Projects	March-May 2012	March-May 2012	March/May 2012
6	Preparation of the Deal Transportation Flood Alleviation Models	Economy and Special Projects	April 2012	16 April 2012	16 May 2012
7	To consider making available part of the Council's landholdings for the positioning of Towers 2 and 3 for the proposed Cable Car	Economy and Special Projects	March-May 2012	March-May 2012	Executive Function
8	Connaught Barracks Supplementary Planning Document	This entry has been withdrawn from the Forward Plan as it is not due to be considered by Cabinet again until 2013 when it will be reinstated.			
9	Joint Venture/Collaboration Agreement with Major Landowner	Economy and Special Projects	To be determined	March-May 2012	Executive Function
10	Preparation of Addendum to the Affordable Housing Supplementary Planning Document (SPD)	Environment, Waste and Planning	Not applicable	6 December 2010 and 4 July 2011	27 July 2011
11	Report on proposals for the provision of PV Panels to the Council's housing stock	Community, Housing and Youth	This entry has been withdrawn as it was taken as a decision between Cabinet meetings by the Portfolio Holder for Community, Housing and Youth on 30 November 2011.		

Key Decisions 2011/12	Item	Portfolio Holder	Scrutiny	Cabinet	Council
12	Cancellation of parking refund scheme	Access and Property Management	21 June 2011 and 20 September 2011	6 June 2011 and 5 September 2011	Executive Function
13	To seek approval for the implementation of the facility element of the revised Dover District Play Strategy 2012-2026	Community, Housing and Youth	18 October 2011	3 October 2011 and 5 March 2012	7 March 2012
14	Approval of the implementation of a Kent Common Housing Assessment Framework to be used in the allocation of social housing in the district	This entry has been withdrawn from the Forward Plan as it has now been overtaken by the Housing Allocations Policy (see entry no 31)			
15	Approval of the Youth Homelessness Strategy Review and Update	Community, Housing and Youth	14 September 2011	5 September 2011	Executive Function
16	Delimitation of Hackney Carriage Vehicles	Access and Property Management	Not applicable	3 October 2011	Executive Function
17	Preparation of the Shop Fronts and Signage within Conservation Areas Supplementary Planning Document	Environment, Waste and Planning	February-March 2012	3 October 2011	7 March 2012
18	Preparation of Charging Schedule for the purposes of the Community Infrastructure Levy	This entry has been withdrawn from the Forward Plan as it is not due to be considered by Cabinet again until 2013 when it will be reinstated.			
19	Proposed Hackney Carriage Fare Increase	Access and Property Management	Not applicable	3 October 2011 and 5 December 2011	Executive Function
20	Adoption of the Sexual Entertainments Venues Policy	Access and Property Management	Not applicable	5 December 2011	Executive Function
21	Revision of the Housing Assistance Policy	Community, Housing and Youth	14 December 2011	5 December 2011 and 5 March 2012	Executive Function
22	Disposal of Deal Town Hall	Access and Property Management	13 December 2011	5 December 2011	Executive Function
23	Disposal of The Quarterdeck	This entry has been withdrawn as a (confidential) decision was taken by the Portfolio Holder for Access and Property Management on 19 December 2011 as a matter of urgency.			
24	To set the Council's budgets for 2012/13	Leader of the Council	21 February 2012	6 February 2012	7 March 2012
25	Fees and charges – agreement on levels for 2012/13	Corporate Resources and Performance	17 January 2012	9 January 2012	Executive Function

Key Decisions 2011/12	Item	Portfolio Holder	Scrutiny	Cabinet	Council
26	To award the contract for undertaking building operations at Dover Museum for the integration of the Visitor Information Centre	Access and Property Management	Not applicable	This decision will be taken by the Portfolio Holder for Access and Property Management at a date to be advised	Executive Function
27	To agree the Deed of Variation to Aylesham Village Expansion Scheme	Leader of the Council	11 January 2012	9 January 2012 and 18 January 2012	Executive Function
28	Award of Insurance Contract	Corporate Resources and Performance	Not applicable	5 March 2012	Executive Function
29	Review of Garden Waste Collection Service	Environment, Waste and Planning	17 January 2012	9 January 2012	Executive Function
30	To approve a 3-year lease and management contract on Dover Town Hall	Access and Property Management	17 January 2012	9 January 2012	Executive Function
31	Key principles of a draft revised Allocations Policy which sets out how the Council will allocate social rented housing in the district	Community, Housing and Youth	11 January 2012	To be determined (following new Government guidance and consultation)	Executive Function
32	Review of On and Off-Street Parking Charges	Access and Property Management	17 January 2012	9 January 2012	Executive Function
33	Approve the implementation approach taken by the District Council in relation to the National Food Hygiene Rating Scheme (NFHRS) (formerly Scores on the Doors)	Health, Well-Being and Public Protection	To be determined	6 February 2012	Executive Function
34	To approve an updated enforcement policy for the Private Sector Housing function	Community, Housing and Youth	To be determined	16 April 2012 and September 2012	Executive Function
35	Publication of the Annual Monitoring Report (AMR)	Environment, Waste and Planning	Not applicable	6 February 2012	Executive Function

Key Decisions 2011/12	Item	Portfolio Holder	Scrutiny	Cabinet	Council
36	To agree to proposals for future funding and management arrangements at the former Betteshanger Colliery Site and Fowlmead Country Park	Leader of the Council	To be determined	5 March 2012	Executive Function
37	To make available land at Western Heights to enable the processing of comprehensive proposals for the regeneration of this locality	Leader of the Council	To be determined	5 March 2012	Executive Function

- (Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Forward Plan.
- (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 Forward Plan. Members of the public can find out whether any alterations have been made and may also inspect copies of Cabinet and Council agenda papers at the Council's website (www.dover.gov.uk.)



FORWARD PLAN OF KEY DECISIONS

1 FEBRUARY 2012 TO 31 MAY 2012

The Forward Plan of Key Decisions contains information about all the Key Decisions which the Leader has reason to believe will be taken by the Cabinet* within the next four months, as far as they are known. The plan is reviewed monthly and rolled forward for each subsequent four month period. Each plan supersedes the previous one and becomes effective on the first working day of each month, although it will be publicly available 14 days before that date. 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 (ie 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 Forward Plan 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 Forward Plan of Key Decisions is available for inspection by the public at all Area Offices and Libraries in the District and the Council's web site, www.dover.gov.uk.

* This includes the Cabinet, a committee of the Cabinet, individual members of the Cabinet, officers, area committees or under joint arrangements.

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<p>KEY 1/11/12</p> <p>(1) Preparation of the Land Allocations Document.</p> <p>(2) Cabinet and Council.</p> <p>(3) February 2010 to December 2012.</p> <p>(4) Mike Ebbs, Regeneration Delivery Manager, extension 2472.</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) Mike Ebbs, Regeneration Delivery Manager, extension 2472</p> <p>(8) To be confirmed.</p>	<p>(9) Local Development Scheme (Cabinet 3 October 2011)</p> <p>(10) 19 May 2003</p>																
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p>																			
<p>The role of the Land Allocations Document is to identify specific sites for future development and how the long term vision that has been established in the Adopted Core Strategy will be put into action. When the Council consulted on the preferred option version of the Land Allocations Document in 2008 work had not progressed on undertaking an audit of the existing open space and recreational facilities in the District. This work has now been completed and a review has been undertaken of the existing open space standards that are contained in the Adopted Local Plan as part of the work on the District Council's Green Infrastructure Strategy. In order to provide the general public and organisations with an opportunity to comment it is proposed to hold a focused consultation on the proposed open space standards, to be completed by the end of 2011. This would then enable the Council to include the revised open space standards into the final version of the Land Allocations Document with the benefit of consultation views on the revised standards.</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 Local Development Scheme (LDS) is the document that outlines the programme for preparing the Local Development Framework:</p> <table data-bbox="91 1098 2141 1361"> <tr> <td data-bbox="91 1098 1227 1129">Adoption of the Core Strategy</td> <td data-bbox="1238 1098 2141 1129">8 February 2010 (Cabinet)/24 February 2010 (Extraordinary Council)</td> </tr> <tr> <td data-bbox="91 1129 1227 1161">Land Allocations Document – Interim Consultation</td> <td data-bbox="1238 1129 2141 1161">November/December 2010</td> </tr> <tr> <td data-bbox="91 1161 1227 1193">Cabinet agrees public consultation on open space standards</td> <td data-bbox="1238 1161 2141 1193">3 October 2011</td> </tr> <tr> <td data-bbox="91 1193 1227 1225">Public consultation on Open Space standards</td> <td data-bbox="1238 1193 2141 1225">October/November/December 2011</td> </tr> <tr> <td data-bbox="91 1225 1227 1257">Cabinet reports on Open Space Standards</td> <td data-bbox="1238 1225 2141 1257">April/May 2012</td> </tr> <tr> <td data-bbox="91 1257 1227 1289">Publication of the Land Allocations Submission Document</td> <td data-bbox="1238 1257 2141 1289">April/May 2012</td> </tr> <tr> <td data-bbox="91 1289 1227 1321">Examination of the Land Allocations Document</td> <td data-bbox="1238 1289 2141 1321">November/December 2012</td> </tr> <tr> <td data-bbox="91 1321 1227 1361">Cabinet agrees to adopt the Land Allocations Document</td> <td data-bbox="1238 1321 2141 1361">April 2013</td> </tr> </table>				Adoption of the Core Strategy	8 February 2010 (Cabinet)/24 February 2010 (Extraordinary Council)	Land Allocations Document – Interim Consultation	November/December 2010	Cabinet agrees public consultation on open space standards	3 October 2011	Public consultation on Open Space standards	October/November/December 2011	Cabinet reports on Open Space Standards	April/May 2012	Publication of the Land Allocations Submission Document	April/May 2012	Examination of the Land Allocations Document	November/December 2012	Cabinet agrees to adopt the Land Allocations Document	April 2013
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<p>KEY 2/11/12</p> <p>(1) To consider progress on the delivery of Dover Town Centre Investment Zone (St James).</p> <p>(2) Cabinet (and Council if the issues and advice relating to legal processes require).</p> <p>(3) March-May 2012 and ongoing</p> <p>(4) Tim Ingleton, Head of Inward Investment, extension 2423.</p>	<p>(5) Statutory organisations, Stakeholders and other interested parties who have interests in the proposals.</p> <p>(6) Various – as required.</p>	<p>(7) Tim Ingleton, Head of Inward Investment, extension 2423.</p> <p>(8) 1 February 2012.</p>	<p>(9) DDC Files – these are restricted documents containing information relating to commercial and financial issues.</p> <p>(10) 13 June 2007 (decisions related to earlier progress also included in previous editions of the FP).</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To advise on progress of the delivery of Dover Town Centre Investment Zone (St James) and, in particular, options around continued land acquisition, appropriation of the land holdings within the scheme for the purposes of enabling the development, a resolution for a potential compulsory purchase order, a resolution in respect of the associated stopping-up of highways and related traffic and parking orders, land requisitions and access for completion of archaeological surveys and soil investigations.</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 – to meet anticipated programme and delivery aspirations.</p>			

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<p>KEY 3/11/12</p> <p>(1) To agree the principles of the North Deal Regeneration Initiative and approve the proposals.</p> <p>(2) Cabinet.</p> <p>(3) March-May 2012</p> <p>(4) Tim Ingleton, Head of Inward Investment, extension 2423.</p>	<p>(5) North Deal Community Partnership/Public Consultation</p> <p>(6) Various – adverts/distribution of literature and stakeholder/community events.</p>	<p>(7) Tim Ingleton, Head of Inward Investment, extension 2423.</p> <p>(8) 31 January 2009</p>	<p>(9) North Deal Files – restricted on the basis that they contain information relating to financial issues</p> <p>(10) 3 December 2008</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 working with the landowner, North Deal Community Partnership and other key bodies and agencies, including English Partnerships, to explore and develop proposals for a mixed-use community and residential development at the site of the former Timber Yard at Cannon Street, Deal. This site has been included in the National Coalfields Programme in order to enable and facilitate improvements in the area while supporting the re-use of a contaminated brownfield site.</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>May 2012 - in order to align with the programmes and requirements of the other agencies.</p>			

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<p>KEY 4/11/12</p> <p>(1) To approve proposals for the Dover Waterfront together with possible strategic supporting proposals at Western Heights and Farthingloe linked to the town centre.</p> <p>(2) (i) Cabinet (ii) Council</p> <p>(3) (i) March-May 2012 (ii) March/May 2012</p> <p>(4) Tim Ingleton – Head of Inward Investment Extension 2423</p>	<p>(5) Key organisations and stakeholders have been working together to develop and analyse the opportunities for the scale and form of development.</p> <p>(6) Initial consultations have been undertaken by Dover Harbour Board and by DDC through the Local Development Framework Process. This is to be extended as an integral part of the development process as this proceeds to the next stage through the development of a Masterplan and individual planning applications.</p>	<p>(7) Tim Ingleton – Head of Inward Investment, Extension 2423</p> <p>(8) 31 January 2009</p>	<p>(9) Restricted information on the basis that it relates to commercial considerations.</p> <p>(10) 18 July 2007</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The report will detail the progress that has been made in analysing and examining the options for development of the Waterfront together with supporting strategic proposals at Western Heights and Farthingloe linked to the Town Centre and will seek approval for a programme for implementation and delivery.</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>May 2012 - to meet operational needs associated with progressing the proposals.</p>			

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<p>KEY 5/11/12</p> <p>(1) To consider the Harbour Revision Order and possible Transfer of the Port of Dover</p> <p>(2) Cabinet and Council</p> <p>(3) March-May 2012 and March/May 2012</p> <p>(4) Mike Dawson, Director of Regeneration and Development, extension 2460 or Tim Ingleton, Head of Inward Investment, extension 2423</p>	<p>(5) To be determined according to the advice from the Department for Transport and provisions of the enabling legislation.</p> <p>(6) The Harbour Revision Order has been subject to a 42-day consultation period and has been subject to advertisement and key stakeholders have been contacted directly. The possible Transfer of the Port has also been subject to consultation by the Department for Transport.</p>	<p>(7) Mike Dawson, Director of Regeneration and Development (HRO), extension 2460 or Tim Ingleton, Head of Inward Investment (Transfer), extension 2423.</p> <p>(8) The period for representations to be made in respect of the HRO and the Transfer was the 4 and 25 of March respectively.</p>	<p>(9) Report to Cabinet 8 February and Council 24 February 2010. Background papers contain exempt information.</p> <p>(10) 12 April 2010.</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Dover Harbour Board (DHB) has submitted a draft Harbour Revision Order to the Department of Transport for the expansion of the Western Docks (Terminal 2). This has been formally advertised through a 42-day consultation period and the District Council has responded accordingly. The Government's Operational Efficiency Review (OER) has acknowledged that major trust ports in England and Wales are exploring options for the commercialisation of their assets. The OER further acknowledges that the largest trust port, The Port Of Dover, is the furthest advanced. DDC has also responded to these proposals in accordance with the earlier resolution of Cabinet and is continuing to negotiate with Dover Harbour Board and liaise with the Department for Transport.</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 item is a Statutory and operational matter which will also be considered in the context of the requirements of other agencies. The timescales will be determined by the processes in due course.</p>			





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<p>KEY 6/11/12</p> <p>(1) Preparation of the Deal Transportation Flood Alleviation Models</p> <p>(2) Cabinet and Council</p> <p>(3) 16 April 2012 and 16 May 2012.</p> <p>(4) Mike Ebbs, Regeneration Delivery Manager, extension 2472</p>	<p>(5) Statutory organisations, public sector, private and voluntary organisations.</p> <p>(6) Workshops, meetings and advertisement.</p>	<p>(7) Mike Ebbs, Regeneration Delivery Manager, extension 2472</p> <p>(8) To be determined by the programme.</p>	<p>(9) None.</p> <p>(10) 12 April 2010.</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Access to and within Deal is constrained by the nature of the A258. There are significant limitations within the urban area of Deal due to the historical pattern, layout and alignment of the road network which severely impacts on the present day access needs to existing land uses while constraining future opportunities. In addition, there are also significant flood risk issues in the northern part of Deal. The Adopted Local Development Framework (LDF) commits to an investigation on how these issues should be overcome. This requires the construction of a detailed transportation and hydrological model which can then be used to quantify development choices, investment needs, assist delivery and provide certainty to the community.</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>To be determined by the overall LDF implementation and delivery programme – operational and to assist the requirements of other agencies. Work on this project commenced in January 2011 and will run for approximately 12-18 months.</p>			

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<p>KEY 7/11/12</p> <p>(1) To consider making available part of the Council's landholdings for the positioning of Towers 2 and 3 for the proposed Cable Car</p> <p>(2) Cabinet</p> <p>(3) March-May 2012</p> <p>(4) Tim Ingleton, Head of Inward Investment, Extension 2423</p>	<p>(5) Stakeholders including other landowners and SEEDA</p> <p>(6) Various – as required</p>	<p>(7) Tim Ingleton, Head of Inward Investment, extension 2423</p> <p>(8) 6 June 2010</p>	<p>(9) DDC files – these are restricted documents containing information relating to commercial and financial issues</p> <p>(10) 17 May 2010</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To consider making available land at Granville Gardens and at Dover Leisure Centre for the positioning of Towers 2 and 3 for the proposed Cable Car link between the Dover Waterfront development and Dover Castle, and the Council's wider role in enabling the project.</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>May 2012 – to meet the anticipated programme and delivery aspirations.</p>			

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<p>KEY 9/11/12</p> <p>(1) Joint Venture/Collaboration Agreement with Major Landowner</p> <p>(2) Cabinet</p> <p>(3) March-May 2012</p> <p>(4) Dave Robinson, Principal Projects and Infrastructure Officer, extension 2121.</p>	<p>(5) N/A</p> <p>(6) N/A</p>	<p>(7) Dave Robinson, Principal Projects and Infrastructure Officer, extension 2121.</p> <p>(8) 31 July 2010</p>	<p>(9) Heads of Terms and Turnkey proposal – Exempt information</p> <p>(10) 14 June 2010</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>A major landowner within the York Street/Bench Street area is seeking to enter into a collaboration agreement with the Council to develop the site known as York Gate. On 1 March 2010, Cabinet agreed to explore proposals and agree terms for a joint venture. As the terms of this joint venture will involve the inclusion of land owner by the Council, the Heads of Terms will need to be considered by Cabinet for approval.</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 is an operational matter and the deadline is expected to be May 2012.</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 Forward Plan</p>
<p>KEY 13/11/12</p> <p>(1) To seek approval for the implementation of the facility element of the revised Dover District Play Strategy 2012-2026</p> <p>(2) (i) Cabinet and (ii) Council</p> <p>(3) (i) 3 October 2011/5 March 2012 (ii) 7 March 2012</p> <p>(4) Laura Corby, Principal Community and Leisure Officer extension 2448, or Emma-Jane Allen, Senior Infrastructure and Delivery Officer extension 2120</p>	<p>(5) Property Services, Portfolio Holder, Play Partnership, Stakeholders including Town and Parish Councils, Play Area Community Groups, General Public</p> <p>(6) Meetings, e-mails, website</p>	<p>(7) Laura Corby, Principal Community and Leisure Officer extension 2448, or Emma-Jane Allen, Senior Infrastructure and Delivery Officer extension 2120</p> <p>(8) November 2011</p>	<p>(9) Report to Cabinet on 5 September 2011 to gain permission for consultation and final report with recommendations to Council on 18 January 2012.</p> <p>(10) 11 July 2011</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Following a report to Council in May 2005, a programme was developed to improve a network of strategic play areas and skate parks as set out in Dover District Play Strategy 2007-2012. The work was financed through the Special Project Reserve and a number of external funding sources, such as the Big Lottery Children's Play Programme and Play Builder. A review of the facility element of the Strategy is needed to consider proposals for future provision in line with forthcoming planning policies such as the Council's draft Green Infrastructure Strategy. A robust policy is required to underpin the provision of play areas, multi-use games areas (MUGAs) and skate parks that will enable the Council to maximise opportunities to secure external funding and in particular possible developer contributions.</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 is an operational matter and contributes to forthcoming planning policies being developed by the Council. The planning policies will be examined externally in 2012, on a date to be confirmed.</p>			

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<p>KEY 17/11/12</p> <p>(1) Preparation of the Shop Fronts and Signage within Conservation Areas Supplementary Planning Document</p> <p>(2) (i) Cabinet and (ii) Council</p> <p>(3) (i) 3 October 2011 (ii) 7 March 2012</p> <p>(4) Clive Alexander, Principal Heritage and Urban Designer, extension 2480</p>	<p>(5) Statutory organisations, public sector, developers, Town Centre Managers and voluntary organisations</p> <p>(6) This will be undertaken in accordance with the requirements of the Statement of Community Involvement</p>	<p>(7) Clive Alexander, Principal Heritage and Urban Designer, extension 2480</p> <p>(8) To be determined by the programme</p>	<p>(9) Adopted Core Strategy</p> <p>(10) 15 August 2011</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>This SPD deals with the overall design and individual components of shop fronts and signage in Conservation Areas. The SPD would seek to ensure that the design of shop fronts and signs harmonises with and enhances the general character of individual buildings and the general street scene in Conservation Areas. The timetable for preparing this SPD is the subject of a Cabinet Report on 3 October 2011.</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>Cabinet agrees SPD for public consultation – October 2011 Public Consultation on the SPD – October/November/December 2011 Council agrees to adopt the SPD – March 2012</p>			

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<p>KEY 21/10/11</p> <p>(1) Revision of the Housing Assistance Policy.</p> <p>(2) Cabinet</p> <p>(3) 5 December 2011 and 5 March 2012</p> <p>(4) Robin Kennedy, Private Sector Housing Manager, extension 2221</p>	<p>(5) Homes Improvement Agency, voluntary groups, statutory services, letting agents, parish councils</p> <p>(6) Letter and web site</p>	<p>(7) Robin Kennedy, Private Sector Housing Manager, extension 2221</p> <p>(8) 16 December 2011</p>	<p>(9) All unrestricted. Housing Assistance Policy 2009 Dover House Condition Survey 2008 Private Sector Housing Policy 2010-15</p> <p>(10) 17 October 2011</p>
<p>Brief Details of Item:</p> <p>The existing Housing Assistance Policy reflected that government grant funding of over £1m a year had been provided to the Council for this work. This funding ended in March 2011 and a revised policy is now required to take into account the reduced level of resources available and to update existing schemes.</p>			
<p>Deadline for Item:</p> <p>This is an operational item and there is no specific deadline. Until the existing Housing Assistance Policy is revised, any further assistance is very limited. The new policy should be approved as soon as possible in order to carry on with financial assistance.</p>			





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<p>KEY 24/11/12</p> <p>(1) To set the Council's budgets for 2012/13.</p> <p>(2) Cabinet and Council.</p> <p>(3) 6 February 2012 and 7 March 2012.</p> <p>(4) Mike Davis, Director of Finance, Housing and Community, extension 2107.</p>	<p>(5) Consultation with Parish Councils, local businesses and major partners/stakeholders.</p> <p>(6) Letters, internet and telephone.</p>	<p>(7) Mike Davis, Director of Finance, Housing and Community, extension 2107.</p> <p>(8) 31 January 2012.</p>	<p>(9) Cabinet Report – 6 February 2012 Scrutiny (Policy and Performance) Committee – 21 February 2012 Cabinet – 5 March 2012</p> <p>(10) 14 November 2011.</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>To set the Council's budget and Council Tax, HRA and rents, and capital programme for 2012/13.</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>Council: 7 March 2012 – Statutory.</p>			





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<p>KEY 26/11/12</p> <p>(1) To award the contract for undertaking building operations at Dover Museum for the integration of the Visitor Information Centre</p> <p>(2) Portfolio Holder for Access and Property Management</p> <p>(3) The decision will be taken by the Portfolio Holder at a date to be advised</p> <p>(4) Roger Walton, Director of Environment and Corporate Assets, extension 2420</p>	<p>(5) Internal Stakeholders</p> <p>(6) Formal meetings and formal reports</p>	<p>(7) Roger Walton, Director of Environment and Corporate Assets, extension 2420</p> <p>(8) 23 December 2011</p>	<p>(9) Tender Reports - these are restricted documents containing information relating to financial issues</p> <p>(10) 14 November 2011</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The proposed contract is for undertaking building operations within Dover Museum to permit the relocation of the Dover Visitor Information Centre (VIC) from Dover Town Hall to the Museum.</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 February 2012 deadline is operational in order to meet the anticipated programme for delivery of the integration of the VIC from 1 April 2012.</p>			

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<p>KEY 27/11/12</p> <p>(1) To agree the Deed of Variation to Aylesham Village Expansion Scheme</p> <p>(2) Cabinet</p> <p>(3) 9 January 2012 and 18 January 2012</p> <p>(4) Dave Robinson, Regeneration Manager, extension 2121.</p>	<p>(5) N/A</p> <p>(6) N/A</p>	<p>(7) Dave Robinson, Regeneration Manager, extension 2121.</p> <p>(8) Not applicable.</p>	<p>(9) Viability Appraisal/Deed of Indemnity/Revised Development Agreement – All exempt documents</p> <p>(10) 12 December 2011</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>As a result of the recent economic recession, the Aylesham Village Expansion scheme, under the terms of the original Development Agreement, was no longer viable. The Council agreed to enter into discussions to vary the existing development agreement. Cabinet agreement is sought for these revisions.</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 is an operational matter with a decision anticipated in January 2012 to meet the programme timetable for development.</p>			





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<p>KEY 28/11/12</p> <p>(1) Award of Insurance Contract</p> <p>(2) Cabinet</p> <p>(3) 5 March 2012</p> <p>(4) Mary Venables, Corporate Support Officer, extension 2317.</p>	<p>(5) Prospective Insurers.</p> <p>(6) Insurance Broker.</p>	<p>(7) Mary Venables, Corporate Support Officer, extension 2317.</p> <p>(8) 1 March 2012.</p>	<p>(9) None.</p> <p>(10) 12 December 2011.</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Our insurance cover runs out on 29 April 2011 and a re-tendering exercise has been undertaken to ensure that DDC is getting the best value as well as the most appropriate cover.</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>Cover runs out on 29 April 2011.</p>			





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<p>KEY 31/11/12</p> <p>(1) Key principles of a draft revised Allocations Policy which sets out how the Council will allocate social rented housing in the district.</p> <p>(2) Cabinet</p> <p>(3) To be determined (following new Government guidance and consultation)</p> <p>(4) Paul Whitfield, Housing & Community Manager, extension 2258</p>	<p>(5) Key partners, stakeholders, staff elected members, and the wider community including housing applicants, tenants and residents.</p> <p>(6) Website, surveys and focus groups</p>	<p>(7) Paul Whitfield, Housing & Community Manager, extension 2258 and Elly Toye, Housing Options Manager, extension 2259</p> <p>(8) 6 January 2012</p>	<p>(9) None</p> <p>(10) 12 December 2011</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Allocations Policy sets out our priorities for how social rented housing in Dover district is allocated, and the guidelines which determine entitlement and eligibility. The document explains how people apply for such housing and how applications are assessed and awarded priority. A decision is required to enable consultation on the proposed draft policy.</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>Section 167 of the Housing Act 1996 requires local authorities to publish an Allocations Policy which sets out how social rented housing is allocated within the district and in particular how applicants on the housing register are prioritised. The Council also has a statutory duty to review its Housing Allocations Policy from time to time and to ensure that the Policy takes into consideration changes in legislation and best practice.</p>			

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<p>KEY 33/11/12</p> <p>(1) Approve the implementation approach taken by the District Council in relation to the National Food Hygiene Rating Scheme (NFHRS) (formerly Scores on the Doors).</p> <p>(2) Cabinet</p> <p>(3) 6 February 2012</p> <p>(4) Diane Croucher, Environmental Enforcement and Protection Manager, extension 2208.</p>	<p>(5) Nationally agreed scheme.</p> <p>(6) Food Business Operators advised of the scheme as part of their routine food hygiene inspections. In addition letters will be sent to food businesses during the implementation period.</p>	<p>(7) Diane Croucher, Environmental Enforcement and Protection Manager, extension 2208.</p> <p>(8) 1 February 2012.</p>	<p>(9) Report to Cabinet meeting of 6 February 2012.</p> <p>(10) 16 January 2012.</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The National Food Hygiene Rating Scheme has now been formally agreed. In order to implement the scheme DDC have obtained a grant of £15,463.82 from the Food Standards Agency (FSA). This report seeks approval of the method of implementation by the Council. The method proposed follows that outlined and recommended in the FSA Toolkit and as implemented by other local authorities.</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>Launch April 2012.</p>			

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<p>KEY 34/11/12</p> <p>(1) To approve an updated enforcement policy for the Private Sector Housing function.</p> <p>(2) Cabinet</p> <p>(3) 16 April 2012 and September 2012</p> <p>(4) Robin Kennedy, Private Sector Housing Manager, extension 2221</p>	<p>(5) Private tenants, landlords, agents, interest groups such as Shelter, Citizens Advice Bureau.</p> <p>(6) E-mail, letter and web site.</p>	<p>(7) Robin Kennedy, Private Sector Housing Manager, extension 2221</p> <p>(8) TBA</p>	<p>(9) All unrestricted. Private Sector Housing Strategy 2010-15; Legislative and Regulatory Reform Act 2006; BERR statutory code of practice for regulators.</p> <p>(10) 16 January 2012</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The policy seeks to promote efficient and effective approaches to regulatory inspection and enforcement in respect of private sector housing, with the aim of improving regulatory outcomes without imposing unnecessary burdens. This is in accordance with the Regulator's Compliance Code.</p> <p>The policy will set out the criteria and priorities we will use when enforcing legislation so it is transparent and clear to the public to ensure our enforcement is consistent, fair, proportionate and targeted. It will also provide details of the service standards the public can expect from the service.</p> <p>The policy will also detail the charges that may be imposed for enforcement.</p>			
<p>Deadline for Item:</p> <p>This is an operational policy and there is no specific deadline.</p>			

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<p>KEY 35/11/12</p> <p>(1) Publication of the Annual Monitoring Report (AMR)</p> <p>(2) Cabinet</p> <p>(3) 6 February 2012</p> <p>(4) Mike Ebbs, Regeneration Delivery Manager, extension 2472.</p>	<p>(5) None.</p> <p>(6) None.</p>	<p>(7) Mike Ebbs, Regeneration Delivery Manager, extension 2472.</p> <p>(8) N/A</p>	<p>(9) Report to Cabinet meeting on 6 February 2012.</p> <p>(10) 16 January 2012</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The District Council is committed to producing planning policy based on the needs of residents and businesses alike. The information collected as part of the monitoring process can provide a valuable insight into how well the Council's planning strategy and policies are performing and whether the aims are being achieved. The AMR covers the period 31 March 2010 to 1 April 2011. The AMR assesses:</p> <ul style="list-style-type: none"> the extent to which policies in the local development documents are being implemented successfully; and the implementation of the Local Development Scheme (the timetable for preparing the Local Development Framework). 			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Cabinet – 6 February 2012</p>			

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<p>KEY 36/11/12</p> <p>(1) To agree to proposals for future funding and management arrangements at the former Betteshanger Colliery Site and Fowlmead Country Park</p> <p>(2) Cabinet</p> <p>(3) 5 March 2012</p> <p>(4) Tim Ingleton, Head of Inward Investment, extension 2423</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Tim Ingleton, Head of Inward Investment, extension 2423</p> <p>(8) Not applicable</p>	<p>(9) DDC Files – Exempt Information</p> <p>(10) 16 January 2012</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>Following the transfer from SEEDA, the Homes and Communities Agency (HCA) now has responsibility for Betteshanger and Fowlmead Country Park through the Coalfield Programme. The HCA is working with Hadlow College and DDC to secure long term arrangements at the site following the impending winding down of the Coalfield Programme. The report will present options.</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 HCA deadlines require confirmation of the approach by the end of March and completion of any agreed arrangements by the end of June 2012.</p>			

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<p>KEY 37/11/12</p> <p>(1) To make available land at Western Heights to enable the processing of comprehensive proposals for the regeneration of this locality.</p> <p>(2) Cabinet</p> <p>(3) 5 March 2012</p> <p>(4) Tim Ingleton, Head of Inward Investment, extension 2423 and Roger Walton, Director of Environment & Corporate Assets, extension 2420.</p>	<p>(5) Not applicable.</p> <p>(6) Not applicable.</p>	<p>(7) Tim Ingleton, Head of Inward Investment and Roger Walton, Director of Environment and Corporate Assets</p> <p>(8) Not applicable.</p>	<p>(9) DDC Files – Exempt Information</p> <p>(10) 16 January 2012</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>A major landowner in the Farthingloe and Western Heights area, CGI Ltd, is in the process of preparing comprehensive plans for the regeneration of the area. The report will consider options for the Council's landholdings and how they can be used as part of this process.</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 is an operational matter and is expected to be concluded by the end of April 2012. Other agencies are also expected to participate in the process as part of a comprehensive approach.</p>			