

**SWALE BOROUGH COUNCIL  
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

**February 2017 - May 2017**

**Notes:**

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at £100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

**Councillor Andrew Bowles** - Leader

**Councillor Gerry Lewin** – Deputy Leader and Cabinet Member for Planning

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance and Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor David Simmons** – Cabinet Member for Environment and Rural Affairs

**Councillor Alan Horton** – Cabinet Member for Safer Families and Communities

**Councillor Ken Pugh** – Cabinet Member for Housing and Wellbeing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

| Item | Decision item and background information   | Decision maker, date of meeting    | Key Decision  | Will the report be exempt or have any exempt appendices? | List of the documents submitted to the decision maker | Lead Member and Lead Officer                               |
|------|--|------------------------------------|---|--|---|--|
|      | <p>Cabinet's response to recommendations of Scrutiny Review of Leisure and Tourism Cabinet's formal response to the recommendations brought forward by the Scrutiny Committee held on 12 October 2016.</p> | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | <p>Open</p>  |   | <p>Cabinet Member for Regeneration<br/><br/>Lyn Newton</p> |
|      | <p>Compulsory Purchase Order for Crown Quay Lane Development allocation</p>  | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working</p>  | <p>Open</p>  |   | <p>Cabinet Member for Planning<br/><br/>James Freeman</p>  |

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|      |  |                                    | in an area comprising two or more wards or electoral divisions in the area of the local authority.  |  |   |  |
|      | <p>South Thames Gateway Building Control Partnership - Business Plan 2017 to 2020</p> <p>To agree the annual rolling three year business plan (2017 to 2020) and accompanying delivery plan for the shared building control service.</p> | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | <p>Open</p>  |   | <p>Cabinet Member for Planning<br/><br/>James Freeman</p>              |
|      | <p>Repairs to historic wall at Minster Abbey Churchyard</p> <p>This report seeks authority to allocate funding and enter into a contract to carry-out essential repairs to a historic wall in Minster Abbey churchyard.</p>              | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess</p>  | <p>Open</p>  |   | <p>Cabinet Member for Finance and Performance<br/><br/>David Brown</p> |

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|      |   |                                 | of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.  |  |   |   |
|      | Sittingbourne Town Centre Regeneration Project - variations to the development agreement<br>Cabinet to approve the variations that are required to the development agreement. | Cabinet<br>1 February 2017      | Non-Key<br>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority. | Open   |   | Cabinet Member for Regeneration<br><br>Emma Wiggins |

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|      | <p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy<br/>Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p> | Cabinet<br>1 February 2017      | <p>Key<br/>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | Open   |   | <p>Cabinet Member for Environment and Rural Affairs<br/><br/>Lyn Newton</p>  |
|      | <p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal<br/>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>   | Cabinet<br>1 February 2017      | <p>Key<br/>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | Open   |   | <p>Cabinet Member for Environment and Rural Affairs<br/><br/>Alan Turner</p> |
|      | Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016   | Cabinet<br>1 February 2017      | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess</p>  | Open   |   | <p>Cabinet Member for Planning<br/><br/>James Freeman</p>                    |

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|      |  |                                 | of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.  |  |   |  |
|      | Minutes of the Swale Joint Transportation Board meeting held on 19 December 2016 | Cabinet<br>1 February 2017      | Non-Key<br>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority. | Open   |   | Cabinet Member for Regeneration<br><br>Dave Thomas |

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|      | <p>The Mill Project<br/>This report request authority to award the Contract for the Design and Build of the skatepark at The Mill site Sittingbourne. The report also seeks approval to transfer the skatepark to Brogdale CIC under the Asset Transfer Policy.</p>                           | <p>Cabinet<br/>1 February 2017</p> | <p>Key<br/>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p> | <p>Open</p>  |   | <p>Cabinet Member for Finance and Performance<br/><br/>Charlotte Hudson</p> |
|      | <p>Treasury Management Strategy Statement and Investment Strategy 2017/18<br/>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.</p> | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision as it will be considered and decided by full Council.</p>  | <p>Open</p>  |   | <p>Cabinet Member for Finance and Performance<br/><br/>Nick Vickers</p>     |
|      | <p>Medium Term Financial Plan and 2017/18 Budget<br/>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>  | <p>Cabinet<br/>1 February 2017</p> | <p>Non-Key<br/>This is not a key decision as it will be considered and decided by full Council.</p>  | <p>Open</p>  |   | <p>Cabinet Member for Finance and Performance<br/><br/>Nick Vickers</p>     |

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|      | <p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service<br/>Co-located meeting to be held at Maidstone Borough Council.</p> <p>To consider adopting a single employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.</p> | <p>Cabinet<br/>22 February 2017</p> | <p>Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | <p>Open</p>  |   |   |
|      | <p>Property Asset Strategy 2017 - 2020<br/>The report asks Cabinet to approve the Property Asset Strategy 2017 - 2020.</p>   | <p>Cabinet<br/>15 March 2017</p>    | <p>Non-Key<br/>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working</p>  | <p>Open</p>  |   | <p>Cabinet Member for Finance and Performance<br/><br/>Anne Adams</p> |



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|      |  |                                     | in an area comprising two or more wards or electoral divisions in the area of the local authority.  |  |   |   |
|      | <p>Stray Dog Kennel and Re-homing Contract</p> <p>The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p> | <p>Cabinet</p> <p>15 March 2017</p> | <p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p> | <p>Open</p>  |   | <p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</p> |
|      | <p>Fees for the Pre-Application Planning Advice Service</p> <p>To review the current fees and charges for the Council's pre-application advice service for the next financial year.</p>                                  | <p>Cabinet</p> <p>15 March 2017</p> | <p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>  | <p>Open</p>  |   | <p>Cabinet Member for Planning</p> <p>Andrew Jeffers</p>                        |
|      | <p>Extension of the Bailiff Framework Agreement</p> <p>To consider the proposal to extend the bailiff services</p>   | <p>Cabinet</p> <p>15 March 2017</p> | <p>Key</p> <p>It is significant in terms of its effect on communities</p>   | <p>Open</p>  |   | <p>Cabinet Member for Safer Families and Communities</p> <p>Jeff Kitson</p>     |

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|      | framework agreements relating to the recovery of unpaid Penalty Charge Notices and the collection of unpaid Council Tax and Non-domestic rates for a further two years.  |                                 | living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.   |  |   |  |
|      | <p>Lakeview Village Hall Asset Transfer</p> <p>This report seeks approval for the transfer of The Lakeview Village Hall to The Lakeview Village Hall Trust.</p>  | Cabinet<br>15 March 2017        | <p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p> | Open   |   | <p>Cabinet Member for Finance and Performance</p> <p>Charlotte Hudson</p>    |
|      | <p>Extension to CCTV Partnership Agreement</p> <p>Agreement is to be sought to extend existing CCTV Partnership Agreement with Medway Council for 1 year to 31 March 2018, with possibility to extend a subsequent</p> | Cabinet<br>15 March 2017        | <p>Key</p> <p>It is significant in terms of its effect on communities living or working in an area comprising two or</p>   | Open   |   | <p>Cabinet Member for Safer Families and Communities</p> <p>Steph Curtis</p> |

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|      | year.   |                                 | more wards or electoral divisions in the area of the local authority.  |  |   |  |
|      | Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.   | Cabinet<br>15 March 2017        | Key<br>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates. | Open   |   | Cabinet Member for Regeneration<br><br>Lyn Newton              |
|      | Financial Management Report: April - December 2016<br>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016. | Cabinet<br>15 March 2017        | Non-Key<br>This is not a key decision as it is for information only.   | Open   |   | Cabinet Member for Finance and Performance<br><br>Nick Vickers |
|      | Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017  | Cabinet<br>15 March 2017        | Non-Key<br>This is not a key decision because is it not likely to result in the local  | Open   |   | Cabinet Member for Regeneration<br><br>Dave Thomas             |

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|      |   |                                 | authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority. |  |   |   |
|      | Minutes of the Local Development Framework Panel on 9 February 2017<br>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council | Cabinet<br>15 March 2017        | Non-Key<br>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.  | Open   |   | Cabinet Member for Planning<br><br>Gill Harris                                |
|      | Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017  | Cabinet<br>24 May 2017          | Non-Key<br>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in  | Open   |   | Cabinet Member for Localism, Sport, Culture and Heritage<br><br>James Freeman |

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|      |  |                                 | terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority. |  |   |                              |