

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

**February 2018 - May 2018**

**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>Landholdings Review - Sale of Various Sites</p> <p>This report seeks approval for the sale by auction of various small parcels of land as potential buildings plots subject to planning permission.</p>	<p>Cabinet 7 February 2018</p>	<p>Key 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>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>Sale of Land at Minster Cliffs Estate</p> <p>This report seeks approval for the sale of land to be developed for housing subject to planning permission and on the terms provisionally agreed.</p>	<p>Cabinet 7 February 2018</p>	<p>Key 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>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>

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	Minutes of the South Thames Gateway Building Control Joint Committee held on 7 December 2017	Cabinet 7 February 2018	Non-Key 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 Planning  James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 18 December 2017	Cabinet 7 February 2018	Non-Key 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	Open		Cabinet Member for Regeneration

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			comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Visitor Economy Strategy This sets-out an investment framework and priority actions for the tourism sector in Swale from 2018 to 2023.</p> <p>The Council will maximise the contribution of the visitor economy to Swale through six key priorities – Identity, marketing and promotion; Infrastructure and connectivity; Public realm improvements; Sector support; Developing the cultural offer; Market segmentation and information management.</p>	Cabinet 7 February 2018	Key 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  Lyn Newton
	<p>Treasury Management Strategy Statement and Investment Strategy 2018/19 This report sets-out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2018/19. It will be proposed to Council at the meeting on 21 February 2018.</p>	Cabinet 7 February 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers

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	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	<p>Cabinet</p> <p>7 February 2018</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 Finance and Performance</p> <p>Nick Vickers</p>
	<p>South Thames Gateway Building Control Partnership Business Plan 2018 - 2021</p>	<p>Cabinet</p> <p>7 February 2018</p>	<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>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Swale Regeneration Framework</p> <p>The Council's new policy framework, setting out its priorities for regeneration in the Borough.</p>	<p>Cabinet</p> <p>7 March 2018</p>	<p>Key</p> <p>It is significant in terms of its effect on communities living or working in an area comprising two or more wards or</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Kieren Mansfield</p>

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			electoral divisions in the area of the local authority.			
	<p>Approval of Active Lives Framework for consultation</p> <p>The Active Lives Framework is the overarching document for Sport and Physical Activity in the borough to address the issues of inactivity and increase participation in sport and leisure.</p>	<p>Cabinet 7 March 2018</p>	<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>	<p>Open</p>		<p>Cabinet Member for Housing and Wellbeing</p> <p>Russell Fairman</p>
	<p>Financial Management Report: April - December 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 9, covering the period from April to December 2017.</p>	<p>Cabinet 7 March 2018</p>	<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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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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.			
	Minutes of the Local Development Framework Panel held on 8 February 2018	Cabinet 7 March 2018	Non-Key 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  Gill Harris
	Minutes of the Swale Joint Transportation Board meeting held on 19 March 2018	Cabinet 30 May 2017	Non-Key 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	Open		Cabinet Member for Regeneration

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	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	Cabinet 30 May 2018	Non-Key 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 Planning  James Freeman
	Debt Recovery Policy The Council has a duty to ensure that all revenue due to the Council is collected efficiently and effectively for the benefit of all council tax payers. The policy will ensure that a standardised system is in place for both financial stewardship and audit	Cabinet 30 May 2018	Non-Key	Open		Cabinet Member for Finance and Performance  Zoe Kent



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	<p>purposes.</p> <p>The policy will detail the Revenues and Benefits Service's approach to recovery. Best practice will be applied to all debt collection activities within appropriate legal powers.</p>					
	<p>Discretionary Housing Payment Policy</p> <p>Discretionary Housing Payments are provided to top up the difference between Housing Benefit /Universal Credit Housing Costs and rent costs. They are used to alleviate poverty, encourage and sustain people in employment and to prevent homelessness. The policy was last updated in 2013.</p>	<p>Cabinet 30 May 2018</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>
	<p>Digital Strategy</p> <p>The Swale Borough Council Digital Strategy describes how digital technologies will impact on our organisation's approaches to delivering services and contribute to strategic priorities.</p>	<p>Cabinet 30 May 2018</p>	<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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p>

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			living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Swale Strategic Air Quality Action Plan 2018 - 2022 A review and quantitative assessment has been made of the proposed measure put forward in the current Interim Air Quality Action Plan.</p> <p>The measures have been reviewed and endorsed by the Air Quality Steering Group and now require Cabinet approval before being submitted to Defra. These measures provide the basis on which Swale intends to improve air quality within the declared Air Quality Management Areas and the wider district. It identifies the actions Swale and its partners can take to achieve this improvement within the context of other strategic tools.</p>	Cabinet 30 May 2018	Key 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.	Open		Cabinet Member for Environment and Rural Affairs  Tracey Beattie