

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

July 2018 - October 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 Alan Horton – Deputy Leader and Cabinet Member for Housing and Safer Communities

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 Sarah Aldridge – Cabinet Member for Health 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 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 Delegated Decision - date to be confirmed - Easement for New Water Main, Kemsley - DS Smith Paper</p> <p>This report is to seek approval for the grant of an easement over various parcels of Council owned land to install a replacement for part of the water pipe from Sonora Fields in Sittingbourne to the paper mill in Kemsley.</p>	Cabinet Delegated Decisions	<p>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.</p>	Part exempt		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>Property Investment</p> <p>Property Investment</p>	Cabinet 11 July 2018	<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</p>	Fully exempt		<p>Cabinet Member for Regeneration</p> <p>Nick Vickers</p>

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			the decision relates.			
	<p>Landholdings Review - Sale of Land at Oak Road, Murston</p> <p>This report seeks approval for the sale of a small parcel of land as a potential site for housing development subject to planning permission.</p>	<p>Cabinet 11 July 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>Fully exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>17/17A Station Street, Sittingbourne - options for future</p> <p>This report sets out the options for the future of 17/17A Station Street and recommends that Cabinet decides to convert the building to temporary homeless accommodation.</p>	<p>Cabinet 11 July 2018</p>	<p>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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>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>Consultation to develop a draft Swale Cycling and Walking Framework</p> <p>The report is to seek approval from Cabinet to launch an eight week consultation on cycling and walking in Swale, seeking ways to promote this form of transport and suggestions to develop appropriate facilities in the Borough. The results of the consultation will then be used to develop a new Cycling and Walking Framework.</p>	Cabinet 11 July 2018	<p>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.</p>	Open		Cabinet Member for Regeneration Charlotte Hudson
	<p>Use of Affordable Housing Commuted Sums</p> <p>This report seeks approval to allocate the remaining £180,000 commuted sum to Optivo Housing Association towards the costs of delivering affordable homes on</p>	Cabinet 11 July 2018	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which</p>	Open		Cabinet Member for Housing and Safer Communities Rebecca Walker

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	two Council owned sites at Evergreen Close, Iwade and Colegates Close, Oare.		are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Staying Put Contractor Framework Agreement</p> <p>To seek approval of the extension of the existing Staying Put Contractor Framework for a period of two years from 1 October until 30 September 2020.</p>	Cabinet 11 July 2018	<p>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.</p>	Open		<p>Cabinet Member for Housing and Safer Communities</p> <p>Rebecca Walker</p>
	<p>Shellness Local Council Tax Discount</p> <p>The hamlet of Shellness is not covered by the planning restrictions restricting occupation</p>	Cabinet 11 July 2018	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>

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	<p>of holiday sites through the winter months which allow the Council to exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The Cabinet Member for Finance and the Revenues and Benefits Manager have visited the site and have ascertained that the hamlet is not suitable for permanent occupation 12 months of the year so it is proposed to award a local discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday accommodation.</p>		<p>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>Planned and reactive term maintenance contract - award of contract</p> <p>This report seeks authority to delegate the decision to award the contract, for reasons of urgency, to the Head of Property Services in consultation with the Cabinet Member for Finance and Performance and the Chief Financial Officer.</p>	<p>Cabinet 11 July 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>Open</p>		<p>Cabinet Member for Finance and Performance Anne Adams</p>

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	<p>Economic Regeneration Framework</p> <p>The Council's new policy framework, setting out its priorities for regeneration in the Borough.</p>	<p>Cabinet 11 July 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Regeneration Kieren Mansfield</p>
	<p>Swale Strategic Air Quality Action Plan 2018 – 2022</p> <p>A review and quantitative assessment has been made of the proposed measures 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>	<p>Cabinet 11 July 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs Tracey Beattie</p>

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	<p>Cabinet's response to recommendations of Scrutiny Committees review of Development Management</p> <p>Cabinet's formal response to the recommendations brought forward by the Scrutiny Committees review of Development Management.</p>	<p>Cabinet 11 July 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning James Freeman</p>
	<p>Financial Management report - financial outturn report 2017/18</p> <p>Cabinet is asked to consider this report which shows the revenue and capital outturn for 2017/18 and to approve rollovers into 2018/19.</p>	<p>Cabinet 11 July 2018</p>	<p>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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance Nick Vickers</p>

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			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 25 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the Local Plan Panel held on 20 September 2018	Cabinet 26 September 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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 10 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Regeneration
	Financial Management Report: April - June 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 3, covering the period from April to June 2018.	Cabinet 26 September 2018	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers

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	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2019/20 for submission to Council. Charges will take effect from 1 April 2019.</p>	<p>Cabinet 31 October 2018</p>	<p>Non-Key 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>Minutes of the Local Plan Panel held on 29 November 2018</p>	<p>Cabinet 12 December 2018</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Financial Management Report: April to September 2018</p> <p>This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 6, covering the period from April to September 2018.</p>	<p>Cabinet 12 December 2018</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	<p>Cabinet 12 December 2018</p>	<p>Non-Key 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>

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	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	<p>Cabinet 6 February 2019</p>	<p>Non-Key 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>Treasury Management Strategy Statement and Investment Strategy 2019/20</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2019/20. It will be proposed to Council at the meeting on 20 February 2019.</p>	<p>Cabinet 6 February 2019</p>	<p>Non-Key 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>Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018</p>	<p>Cabinet 6 February 2019</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p>
	<p>Minutes of the Local Plan Panel held on 31 January 2019</p>	<p>Cabinet 6 February 2019</p>	<p>Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>

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			and decided by full Council.			
	Minutes of the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration
	Financial Management Report: April - December 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 9, covering the period from April to December 2018.	Cabinet 20 March 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers