

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

**November 2018 - February 2019**

**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](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 Delegated Decision - Shellness Local Council Tax Discount Cabinet Delegated Decision – date to be confirmed.</p> <p>The hamlet of Shellness is not covered by the planning restrictions restricting occupation 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>	Cabinet	<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 Finance and Performance  Zoe Kent</p>
	Minutes of the South Thames Gateway Building Control Joint Committee on 20 September 2018	Cabinet 31 October 2018	<p>Non-Key Non-key - South Thames Gateway Building Control Partnership minutes for Cabinet to note.</p>			<p>Cabinet Member for Planning  James Freeman</p>

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	<p>Council Tax Support Scheme 2019/20</p> <p>We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by March 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>Zoe Kent</p>
	<p>Warden Bay Land (junction Imperial Drive and Cliff Drive), Community Asset Transfer</p> <p>This report seeks approval for the community asset transfer of land located on the junction of Imperial Drive and Cliff Drive, Warden Bay to the Warden Bay Parish Council.</p>	<p>Cabinet 31 October 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 Finance and Performance</p> <p>Sophia Ramm</p>
	<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>

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	<p>Complaints, compliments and comments annual report 2017/2018</p> <p>Summary of complaints, compliments and comments received by Swale Borough Council during the year of April 2016-March 2017</p>	<p>Cabinet 31 October 2018</p>	<p>Non-Key</p>	<p>Open</p>		<p>Leader  Carol Sargent</p>
	<p>Sale of Land at Gas Road, Milton Regis</p> <p>This report seeks approval for the sale of vacant open storage land.</p>	<p>Cabinet 31 October 2018</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>Fully exempt</p>		<p>Cabinet Member for Finance and Performance  Kent Parker</p>
	<p>Endorsement of the Kent Resource Partnership Waste Strategy</p> <p>To provide an update on the recent refresh of the Kent Joint</p>	<p>Cabinet 31 October 2018</p>	<p>Key</p> <p>It is significant in terms of its effect on communities living or working</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs  Martyn Cassell</p>

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	Municipal Waste Management Strategy (KJMWMS) and for the Council to consider formally adopting the strategy up to 2020/21.		in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Air Quality Action Plan Consultation This report follows the update in July to Cabinet and asks for agreement to consult on the action plan following additional transport modelling.	Cabinet 31 October 2018	Non-Key	Open		Cabinet Member for Environment and Rural Affairs  Steve Wilcock
	Health and Safety Policy V5 To agree the Health and Safety Policy V5. This policy is reviewed every 3 years.	Cabinet 12 December 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 Finance and Performance  Emma Larkins

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	<p>Draft Swale Cycling and Walking Framework</p> <p>An eight week consultation was carried out between the 10 August and 5 October 2018 seeking public views on ways to improve cycling and walking in the borough and suggestions to develop appropriate facilities. This report will present a summary of the comments received and will ask Cabinet for approval to adopt the Swale Cycling and Walking Policy Framework 2018-2022.</p>	<p>Cabinet 12 December 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 Regeneration</p> <p>Charlotte Hudson</p>
	<p>IT Strategy</p> <p>The IT strategy will lay out the objectives, priorities and mission for Mid-Kent IT over the next 5 years (2018-2023).</p>	<p>Cabinet 12 December 2018</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</p>	<p>Fully exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Chris Woodward</p>

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			relates.			
	Minutes of the Local Plan Panel held on 29 October 2018	Cabinet 12 December 2018	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
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	Financial Management Report: April to September 2018 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.	Cabinet 12 December 2018	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers

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>Medium Term Financial Plan and 2019/20 Budget 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  Nick Vickers</p>
	<p>Minutes of the South Thames Gateway Building Control Joint Committee</p>	<p>Cabinet 6 February 2019</p>	<p>Non-Key Non-key - South Thames Gateway Building Control Partnership minutes for Cabinet to note.</p>	<p>Open</p>		<p>Cabinet Member for Planning  James Freeman</p>
	<p>Medium Term Financial Plan and 2019/20 Budget 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  Nick Vickers</p>
	<p>Corporate Plan 2019-2022 Adoption of the new Corporate Plan 2019-2022, which will replace the current plan "Making Swale a Better Place". The plan forms part of the Council's overarching policy framework, and adoption is therefore a matter for Full Council. Cabinet Members and officers will work on the Plan through the second half of 2018, and this will include consultation with all members via Policy</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>Leader  David Clifford davidclifford@swale.gov.uk</p>

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	Development and Review Committee and group leaders.					
	Treasury Management Strategy Statement and Investment Strategy 2019/20 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.	Cabinet 6 February 2019	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
	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Finance and Performance
	Minutes of the Local Plan Panel held on 28 February 2019	Cabinet 20 March 2019	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 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration

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	<p>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.</p>	<p>Cabinet  20 March 2019</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   Nick Vickers</p>
	<p>Minutes of the South Thames Gateway Building Control meeting held on 14 March 2019</p>	<p>Cabinet  20 March 2019</p>	<p>Non-Key  Non-key - South Thames Gateway Building Control Partnership minutes for Cabinet to note.</p>	<p>Open</p>		<p>Cabinet Member for Planning   James Freeman</p>