

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

March 2019 - June 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 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>Lorry Parking in the Borough</p> <p>This report seeks authority to continue to explore options to alleviate the problem of inappropriate lorry parking in the Borough.</p>	<p>Cabinet 20 March 2019</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>Fully exempt</p>		<p>Leader</p>
	<p>Housing Enforcement Civil Penalties Policy - An alternative to prosecution for certain housing legislation offences</p> <p>The report proposes the adoption of a housing enforcement civil penalties policy. The report outlines how the Council will implement the enforcement powers introduced in the Housing and Planning Act 2016. The policy will allow financial penalties to be imposed as an alternative to prosecution for certain housing offences under the Housing Act 2004 and for a breach of a banning order under the Housing and Planning Act 2016.</p> <p>The introduction of civil penalty policy will provide an additional enforcement tool to improve</p>	<p>Cabinet 20 March 2019</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 Housing and Safer Communities</p> <p>Glyn Pritchard</p>

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	accommodation in the private rented sector. It will add to the options available for effective enforcement against criminal landlords.					
	<p>Council Tree Policy</p> <p>This report seeks approval for the updated Tree Policy setting out how the Council manages it's trees, provides clarity on the limits of the Council's responsibilities and advice on how residents are able to help themselves.</p>	<p>Cabinet 20 March 2019</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 Environment and Rural Affairs</p> <p>Mike Marsh</p>
	<p>Council Beach Hut Policy</p> <p>The report sets out the future policies for the Council to support investment to increase beach hut provision in Swale, improved localised infrastructure which will help grow our tourism offer and operational and charging policies for hut users.</p>	<p>Cabinet 20 March 2019</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</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Mike Marsh</p>

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			function to which the decision relates.			
	<p>Tender award report for Multi-Function Devices (MFDs) and specialist printing machines</p> <p>Maidstone Borough Council on behalf of itself, Swale Borough Council and Tunbridge Wells Borough Council conducted a tender exercise to award a contract for the provision of MFDs and specialist printing machines, across the three Authorities. This report seeks approval to award the Swale element.</p>	Cabinet 20 March 2019	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 Finance and Performance Martyn Cassell
	<p>Swale Strategic Air Quality Action Plan 2018-22</p> <p>This report includes the amended Air Quality Action Plan 2018-22 following public consultation undertaken between 20 November and 29 January 2019 on the draft plan.</p>	Cabinet 20 March 2019	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	Open		Cabinet Member for Environment and Rural Affairs Steve Wilcock

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			the decision relates.			
	<p>Potential disposal of closed public conveniences</p> <p>This report is to consider the potential disposal of closed public conveniences in Queenborough.</p>	<p>Cabinet 12 June 2019</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>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>Recommendations from the Local Plan Panel held on 14 March 2019</p>	<p>Cabinet 20 March 2019</p>	<p>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>

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	Recommendations from the Swale Joint Transportation Board meeting held on 4 March 2019	Cabinet 20 March 2019	Non-Key	Part exempt		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
	Approve the refresh of the Covert Surveillance and Access to Communications Data Policy and Guidance Notes Cabinet Delegated Decision (meeting date to tbc). The policy has been refreshed to include recommendations from the Investigatory Powers Commissioner's Office (IPCO) following their inspection at Tunbridge Wells Borough Council. It also incorporates up-to-date guidance produced by the Surveillance Commission and the amendments to the Regulation of Investigatory Powers Act (RIPA) in relation to communications data.	Cabinet Delegated Decisions	Non-Key This is not a key decision because it is 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 Gary Rowland

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	<p>Warden Bay Land (junction Imperial Drive and Cliff Drive) Community Asset Transfer Date for decision to be confirmed.</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>	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</p> <p>Sophia Ramm</p>
	<p>Disposal of 17/17A Station Street, Sittingbourne</p> <p>This report is to consider the potential disposal of the property formerly occupied by the Citizens Advice Service and is now surplus to requirements.</p>	Cabinet 12 June 2019	<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</p>	Part exempt		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>

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			relates.			
	<p>Corporate performance indicators and targets 2019/2022</p> <p>This report proposes additions and deletions to the set of KPIs and targets used to manage and monitor corporate performance for 2019 - 2022.</p> <p>Meeting date to be confirmed.</p>	Cabinet	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Tony Potter</p>