

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

**October 2019 - January 2020**

**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 Roger Truelove** – Leader and Cabinet Member for Finance  
**Councillor Mike Baldock** – Deputy Leader and Cabinet Member for Planning  
**Councillor Richard Palmer** – Cabinet Member for Community  
**Councillor Monique Bonney** - Cabinet Member for Economy and Property  
**Councillor Tim Valentine** - Cabinet Member for Environment  
**Councillor Harrison** – Cabinet Member for Health and Wellbeing  
**Councillor Ben J Martin** – Cabinet Member for Housing

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>The Lodge Faversham Recreation Ground - Lease to Faversham Rugby Club</p> <p>This report seeks approval for the draft heads of terms and delegation to the Head of Property for the final terms for a new 10 year lease to Faversham Rugby for the Lodge at Faversham Recreation Ground.</p>	<p>Cabinet 25 September 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>Open</p>		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Graeme Tuff</p>
	<p>Safeguarding Policy 2019-20 refresh</p> <p>This report is to seek approval from Cabinet to adopt the revised Safeguarding Policy.</p>	<p>Cabinet 25 September 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>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Steph Curtis</p>

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	<p>Sittingbourne Town Centre Scheme</p> <p>To review progress regarding the scheme</p>	<p>Cabinet 25 September 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>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Emma Wiggins</p>
	<p>Landholdings Review - Proposed Sale of Land, North Road, Queenborough</p> <p>This report seeks approval for the sale by auction of a small parcel of surplus land with potential as a infill housing building plot subject to planning permission.</p>	<p>Cabinet 25 September 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>Fully exempt</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Kent Parker</p>
	<p>Council Tax Support Scheme 2020/21</p> <p>The Council must put in place its Council Tax Support scheme to give help to those residents on a low income. A consultation will</p>	<p>Cabinet 25 September 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>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Zoe Kent</p>

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	need to be completed by December 2019 and the scheme must be approved by Members by 28 February 2020.					
	<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.</p>	Cabinet 25 September 2019	<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>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Sophia Ramm</p>
	<p>Contract award for the supply of water and sewerage services</p> <p>A mini-competition is being undertaken through the Laser Framework Agreement for the supply of Swale Borough Council's water and sewerage services. This report seeks approval to award the contract to</p>	Cabinet 25 September 2019	<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</p>	Open		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Charlotte Knowles</p>

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	the successful supplier for a duration of five years with option to extend by a further two years.		the local authority's budget for the service or function to which the decision relates.			
	<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>	<p>Cabinet 25 September 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>	Part exempt		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Kent Parker</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.</p>	<p>Cabinet 25 September 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</p>	Open		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Sophia Ramm</p>

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			communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Recommendations from the Swale Joint Transportation Board meeting held on 9 September 2019	Cabinet 25 September 2019	Non-Key	Open		
	Financial Management Report: April - June 2019  This report shows the revenue and capital projected outturn for 2019/20 as at the end of period 3, covering the period from April to June 2019.	Cabinet 25 September 2019	Non-Key This is not a key decision as it is for information only.	Open		Councillor Roger Truelove - Cabinet Member for Finance  Nick Vickers
	Recommendations from the Local Plan Panel meeting held on 25 July 2019	Cabinet 25 September 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		Councillor Mike Baldock - Cabinet Member for Planning

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	<p>Contract for the External Enforcement Agents for Mid-Kent Services</p> <p>In 2014 Maidstone Borough Council were the Lead Authority in the procedure of a panel of companies to provide Enforcement Services for the collection of unpaid Council Tax, Non-Domestic Rates for the Revenues and Benefits Section and Penalty Charge Notices for Parking Services Departments. In 2016 an internal Enforcement team were set-up however some debts still need to be transferred to an external company. A procurement process has been carried out and the new contract is being put forward for approval.</p>	<p>Cabinet 30 October 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>Open</p>		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Zoe Kent</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 2020/21 for submission to Council. Charges will take effect from 1 April 2020.</p>	<p>Cabinet 30 October 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</p>	<p>Open</p>		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>

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	<p>Fuel and Water Poverty Outreach Worker</p> <p>To get Cabinet's approval to go to tender for a third sector organisation to deliver fuel and water poverty advice to our most vulnerable residents</p>	Cabinet 30 October 2019	<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 electoral divisions in the area of the local authority.</p>	Open		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Janet Hill</p>
	Recommendations from the Local Plan Panel meeting held on 17 October 2019	Cabinet 30 October 2019	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		Councillor Mike Baldock - Cabinet Member for Planning
	Recommendations from the Swale Joint Transportation Board meeting held on 2 December 2018	Cabinet 11 December 2019	<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</p>	Open		



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			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>Financial Management Report April to September 2019</p> <p>This report shows the revenue and capital projected outturn for 2019/20 as at the end of period 6, covering the period from April to September 2019.</p>	<p>Cabinet 11 December 2019</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2020/21 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2020/02 Budget.</p>	<p>Cabinet 11 December 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>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Treasury Management Strategy Statement and Investment Strategy 2020/21</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy</p>	<p>Cabinet 12 February 2020</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>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>

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	and Investment Strategy for the Council in 2020/21. It will be proposed to Council at the meeting on 26 February 2020.					
	<p>Medium Term Financial Plan and 2020/21 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2020/21 Budget.</p>	Cabinet 12 February 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Financial Management Report: April - December 2019</p> <p>This report show the revenue and capital projected outturn for 2019/20 as at the end of period 9, covering the period from April to December 2019.</p>	Cabinet 18 March 2020	Non-Key This is not a key decision as it is for information only.	Open		<p>Councillor Roger Truelove - Cabinet Member for Finance</p> <p>Nick Vickers</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>Decision date to be agreed.</p>	Cabinet	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		<p>Councillor Richard Palmer - Cabinet Member for Community</p> <p>Mike Marsh</p>

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	<p>Corporate Plan</p> <p>This report recommends cabinet to propose a new corporate plan to council focused on the political priorities of the coalition administration.</p> <p>Decision date to be confirmed.</p>	Cabinet	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Councillor Roger Truelove - Leader</p> <p>David Clifford</p>