

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

**November 2020 - February 2021**

**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>Extension to Matrix Contract</p> <p>The report also provides the additional information requested by SMT regarding feedback from managers on their experience of the Matrix service.</p> <p>The report recommends to extend the Matrix contract by 1 year in December 2020 on the existing framework arrangements. To re-tender the service in 2021 to allow the necessary time to undertake the tendering and implementation process for the Managed Service Provider contract.</p>	<p>Cabinet 28 October 2020</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>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Debbie Fallis</p>
	<p>Proposed Sale of Land, Whitstable Road, Faversham</p> <p>This report seeks approval for the sale of a parcel of surplus land, part of the former railway embankment, to an adjoining owner subject to planning permission for car parking use.</p>	<p>Cabinet 28 October 2020</p>	<p>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</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Kent Parker</p>

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			comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Local Housing Company</p> <p>The report seeks authority to establish a Local Housing Company, adopt the business plan and appoint directors.</p>	<p>Cabinet 28 October 2020</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. 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 Ben J Martin - Cabinet Member for Housing</p> <p>Charlotte Hudson</p>

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	<p>Housing Allocations Policy</p> <p>The report seeks authority to approve the Housing Allocations Policy.</p>	<p>Cabinet 28 October 2020</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 Ben J Martin - Cabinet Member for Housing</p> <p>Roxanne Sheppard</p>
	<p>Council Tax Support Scheme 2020/21</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 2021.</p>	<p>Cabinet 28 October 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 - Leader and 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 2021/22 for submission to Council. Charges will take effect from 1 April 2021.</p>	<p>Cabinet 28 October 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 - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Visitor Economy Framework Action Plan</p> <p>Report seeks endorsement of the Visitor Economy Framework</p>	<p>Cabinet 28 October 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Lyn Newton</p>

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	Action Plan to 2023.		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.			
	Economic Improvement Plan  Report seeks adoption of the draft Economic Improvement Plan 2020-2023.	Cabinet 28 October 2020	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		Councillor Monique Bonney - Cabinet Member for Economy and Property  Kieren Mansfield

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	<p>Swale Borough Local Plan Review Regulation 19</p> <p>Consultation document Regulation 19 document is the Council's pre-submission development plan that, if agreed by full Council on 6th January 2021, will be consulted upon under the Town and Country Planning (Local Planning)(England) Regulations 2012</p>	<p>Cabinet 9 December 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 Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Clean Air Zone (CAZ)</p> <p>This report will present the results of the CAZ Feasibility Study to Members and will recommend a decision as to which (if any) of the modelled option(s) should be taken forward to present to Kent County Council for further consideration.</p>	<p>Cabinet 9 December 2020</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</p>	<p>Open</p>		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Julie Oates</p>

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			electoral divisions in the area of the local authority.			
	Recommendations from the Local Plan Panel meeting held on 29 October 2020	Cabinet 9 December 2020	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		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman
	Recommendations from the Local Plan Panel meeting held on 19 November 2020	Cabinet 9 December 2020	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		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman
	Recommendations from the Local Plan Panel meeting held on 2 December 2020	Cabinet 9 December 2020	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		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman

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	Recommendations from the Swale Joint Transportation Board meeting held on 7 December 2020	Cabinet 9 December 2020	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		
	Adoption of the Kent and Medway Energy and Low Emissions Strategy  KCC working with Medway and all Kent LAs has developed an Energy and Low Emissions Strategy. All Kent LAs have been asked to adopt it.	Cabinet 9 December 2020	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		Councillor Tim Valentine - Cabinet Member for Environment  Janet Hill



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	<p>Swale House Refurbishment</p> <p>To update on progress on the Swale House refurbishment</p>	<p>Cabinet 9 December 2020</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 Monique Bonney - Cabinet Member for Economy and Property</p> <p>Anne Adams</p>
	<p>Financial Management Report April to September 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 6, covering the period from April to September 2020.</p>	<p>Cabinet 9 December 2020</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	<p>Cabinet 9 December 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 - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>

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	<p>Overarching enforcement policy</p> <p>The policy is intended as an umbrella policy and applies to all service areas of the Council with enforcement activity. The policy sets out what those who are on the receiving end of enforcement action should expect from the Council in how it discharges its responsibilities.</p>	<p>Cabinet 9 December 2020</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 - Leader</p> <p>Bob Pullen</p>
	<p>Swale House Refurbishment</p> <p>To present a business case on the Swale House refurbishment.</p>	<p>Cabinet 10 February 2021</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</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Anne Adams</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.			
	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	Cabinet 10 February 2021	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	Recommendations from the Local Plan Panel meeting held on 28 January 2021	Cabinet 10 February 2021	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	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>

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			in the area of the local authority.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2021/22</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2021/22. It will be proposed to Council at the meeting on 24-2-21</p>	<p>Cabinet 10 February 2021</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 - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Financial Management Report: April – December 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 9, covering the period from April to December 2020.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>