

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

March 2014 to June 2014

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 Kenneth Pugh - Cabinet Member for Community Safety and Health

Councillor David Simmons - Cabinet Member for Environmental and rural affairs

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance

Councillor John Wright - Cabinet Member for Housing

Councillor Mike Whiting - Cabinet Member for Localism

Councillor Ted Wilcox - Cabinet Member for Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor Gerry Lewin - Deputy Leader and Cabinet Member for Planning

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.

Decision item and background information	Key Decision	Decision maker, date and time of meeting	Will the report be exempt or have any exempt appendices?	If any part of the report is exempt please state the reasons and the exempt paragraph number(s)	List of the documents submitted to the decision maker	Lead Officer
Environmental Health Shared Service	No	Cabinet Delegated Decisions - 19 February 2014 10:00	No			Jane Clarke, Mid Kent Improvement Partnership Programme Manager.
Grant of Easement for Right of Way - Access Road Rear of Former Victoria Working Men's Club, Broadway, Sheerness - To approve terms agreed for the grant of an easement for a right of way over the Council owned rear access road.	No	Cabinet Delegated Decisions - 24 February 2014 10:00	Yes	not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains information regarding the financial or business affairs of any particular person.		Kent Parker
Request for capital budget allocation for Customer Service telephony system replacement - Proposal to jointly procure replacement system with MKIP partners.	No	Cabinet - 12 March 2014 19:00	No		Report	Dave Thomas

<p>This is a request for a capital budget allocation to replace the telephony systems in the Customer Service Centre, which are now at the end of their life. It will be a joint procurement with our MKIP partners, Maidstone and Tunbridge Wells Borough Councils. All partners would be using a common system in future which adds more flexibility and resilience to our service provision.</p> <p>This is not a key decision as it does not meet the significant effects on communities living or working in an area comprising two or more wards and will not incur expenditure exceeding 100,000.</p>						
<p>Minutes of the Local Development Framework Panel held on 20 February 2014.</p>	<p>Yes</p>	<p>Cabinet - 12 March 2014 19:00</p>	<p>No</p>			<p>Kellie Mackenzie, Democratic Services Officer, extension 417328.</p>

Minutes of the Swale Rural Forum held on 11 February 2014.	No	Cabinet - 12 March 2014 19:00	No			Kellie Mackenzie, Democratic Services Officer, extension 417328.
Iwade Barn Asset Transfer - We are in the process of negotiating a 125 year lease with a new Trust representing the local community, who would like to use the barn at Iwade as a community facility. It is not a key decision as the value is less than 100,000 and it only affects one ward.	No	Cabinet - 12 March 2014 19:00	No	N/A		Len Mayatt
Queenborough Allotment Asset Transfer. This report will be seeking approve to transfer the three allotment sites within Queenborough to Queenborough Town Council as a Community Asset Transfer with a 125 year lease. This is not a key	No	Cabinet - 12 March 2014 19:00	No			Len Mayatt

decision as it only affects one ward and is not in excess of the 100,000 threshold.						
Lease for Queenborough Town Quay and ancillary land - Confirm the lease between Swale Borough Council and Queenborough Harbour Trust for the Queenborough Quayside and other operational land used by the Trust for the operation of the Queenborough Mooring Service.	No	Cabinet - 12 March 2014 19:00	No		Cabinet Report	Len Mayatt Commissioning & Open Spaces Manager
Transfer of Faversham Allotments to consider a report on discussions with Faversham Town Council and the Allotment Associations regarding a potential Asset Transfer of the allotments. This is key decision as it has an impact on two or more wards.	Yes	Cabinet - 12 March 2014 19:00	No	N/A		Len Mayatt, Commissioning and Open Spaces Manager, 01795 417020, lenmayatt@swale.g ov.uk

<p>Annual Refresh of the Corporate Plan - This report will set out some recommendations for refreshing the corporate plan priority actions and activity areas.</p> <p>This is not a key decision as the decision will be made by Council.</p>	No	Cabinet - 16 April 2014 19:00	No			Abdool Kara, Chief Executive, 01795 7394, abdoolkara@swale.gov.uk
<p>Faversham Gym Club - to consider to extend the current 25 year lease to a new 125 year lease.</p> <p>This is a key decision as it affects more than one ward.</p>	Yes	Cabinet - 16 April 2014 19:00	No			Anne Adams
<p>Financial Management Report April to February 2014 - Cabinet is asked to consider the report which sets out the revenue and capital projected outturn for the period from April to February 2014.</p> <p>This is not a key</p>	No	Cabinet - 16 April 2014 19:00	No			Nick Vickers, Head of Finance, 01795 417267

decision as it is an on-going monitoring report.						
Minutes of the Swale Joint Transportation Board meeting held on 10 March 2014.	No	Cabinet - 16 April 2014 19:00	No			Philippa Davies, Democratic Services Officer, 01795 417329, philippadavies@swale.gov.uk
Swale Homelessness Strategy - The 2002 Homelessness Act places a legal duty on local authorities to develop a Homelessness Strategy and to undertake a review of homelessness across the borough every five years. The existing Swale Homelessness Strategy was published in 2008 and therefore needs up dating. The new Strategy will set out the strategic vision for tackling homelessness across the borough, focusing on activities to prevent homelessness and how the local authority	Yes	Cabinet - 16 April 2014 19:00	No			Roxanne Sheppard, Housing Options Manager x7624

<p>can ensure sufficient provision of accommodation and support for those who become homeless or who are at risk of becoming homeless. The new Strategy will also consider the potential impacts of new government policies such as the ability to discharge the statutory homelessness duty in the private rented sector and the introduction of welfare reform.</p> <p>This is a key decision as it will cover the whole of the Borough and therefore affect every ward in Swale.</p>						
---	--	--	--	--	--	--