



## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Thursday, 24 February 2022

Time: 7.00 pm

Venue: Virtual Meeting - Via Microsoft Teams\*

Membership:

Councillors Lloyd Bowen (Chairman), Steve Davey, Mike Dendor (Vice-Chairman), Oliver Eakin, Tim Gibson, James Hall, Mike Henderson, Carole Jackson, Denise Knights, Pete Neal, Ken Pugh, Bill Tatton and Corrie Woodford.

Quorum = 4

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Pages

#### Information for the Public

\*Members of the press and public may follow the proceedings of this meeting live via a weblink which will be published on the Swale Borough Council website.

Link to meeting: To be added.

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1. Apologies for Absence and Confirmation of Substitutes

2. Minutes

To approve the Minutes of the [Meeting](#) held on 26 January 2022 (Minute Nos. 553 - 588) and the [reconvened Meeting](#) held on 2 February 2022 (Minute Nos. 563 - 565) as correct records.

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary Interests (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the meeting while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any

item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

### **Part One - Substantive Items**

- |    |  |         |
|----|--|---------|
| 4. | An update on the greening of Swale House | 5 - 10  |
| 5. | Performance Monitoring Report            | 11 - 18 |

The Committee is asked to consider the Performance Monitoring Report for the third quarter of 2021/2022 (October – December 2021).

### **Part Two - Business Items**

- |    |                      |         |
|----|----------------------|---------|
| 6. | Cabinet Forward Plan | 19 - 22 |
|----|----------------------|---------|

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

## **Issued on Wednesday, 16 February 2022**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

**Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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<b>Scrutiny Committee</b>	
<b>Meeting Date</b>	24 <sup>th</sup> February 2022
<b>Report Title</b>	Greening of Swale House
<b>Cabinet Member</b>	Cllr Monique Bonney, Cabinet Member for Economy & Property
<b>SMT Lead</b>	Emma Wiggins, Director of Regeneration & Neighbourhoods
<b>Head of Service</b>	Joanne Johnson, Head of Regeneration & Economic Development
<b>Lead Officer</b>	Jeremy Pilgrim, Interim Property Manager

## 1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to advise Swale Borough Council Scrutiny Committee regarding the works, progress and the financial propriety of the Greening of Swale House project and the related Cabinet report and approval, dated 17<sup>th</sup> March 2021 allocating capital funds to the Low Carbon Refurbishment of Swale House encompassing **renewal of the roof, provision of new double glazing and insulation to the under-croft.**

## 2 Background

- 2.1 A progress report that was presented to Cabinet on 9 December 2020 provided the background to the project, detailed the appointment of the project/consultancy team and set out the key objectives for the project The key objects of the project were
- To contribute towards the delivery of the Climate and Ecological Emergency Action Plan by creating a low carbon building
  - To create a modern and efficient working environment for the organisation and
  - To support the Council's Economic Improvement Plan and Recovery Plan by providing opportunities for businesses to locate at Swale House.
- 2.2.1 A detailed feasibility study, proposals and costing for this extensive project concluded that the cost circa £6 million could not be afforded partly due to the fact that the anticipated grant funding under the Public Sector Decarbonisation Scheme awarded was substantially less than expected. (A cap was placed on applications due to high application numbers. The cap being based upon a formula of the amount of carbon that would be saved each year).

2.2.2 It was recommended and agreed at Cabinet meeting dated 17<sup>th</sup> March 2021 to:- *Authorise the Chief Finance Officer to borrow either internally or externally up to £1.9 million and allocate the funding to installing double glazed windows, LED lighting, repairing and insulating the roof, insulating the under-croft and carrying out minor internal alterations.* These works were considered necessary to bring the building up to a reasonable standard of repair and condition, as a priority over any decarbonisation benefits. As proposed the necessary wholesale re-roofing incorporates insulation to the roof and the double-glazing and as specified will provide significant improvements to the reduction of heating costs within the building.

### 2.3 ***Public Sector Decarbonisation Scheme***

2.4 In the previous report dated 9<sup>th</sup> December 2020 it was explained that the scope of the project and amount of funding to be recommended would be dependent upon whether the grant application had been successful. The very short timescales were also set out.

2.5 The amount of funding that the Council was able to apply for was considerably less than at first envisaged due to the cap that was placed on applications. The cap was based on the amount of carbon that would be saved each year and, in our case, that resulted in a maximum grant of £1.1m.

2.6 The grant funding also had other criteria that proved impossible to meet with the amount of match funding available. The installation of an air source heat pump was an essential requirement of the grant and for this to be an effective method of heating Swale House, it would require high levels of thermal insulation to the fabric of the building. The level of the necessary work to meet the grant criteria has been estimated as £6m excluding fees. This is without consideration of the refurbishment programme originally proposed.

2.7 At the same time as submitting the grant bid for Swale House, we also submitted a bid for the refurbishment of Master's House, Sheerness. As the committee is aware, the funding application for Master's House bid was successful. The Grant funding the bid for Swale House was subsequently withdrawn.

### 2.8 ***BREEAM accreditation***

2.9 In the previous report, it was recommended that the BREEAM accreditation be used to measure the success of the low carbon measures due to it being a widely recognised accreditation scheme which allows comparisons to be made against other buildings. The reduced scope of the proposed work now means that it will not be possible to meet the criteria required for the accreditation. Other options for measuring the success of the low carbon measures are being investigated.

2.10 The nature of the proposed work, which is primarily essential maintenance work, does not require a BREEAM accreditation.

### 2.11 ***Workplace planning***

- 2.12 Our consultant Spacelab has carried out an extensive engagement exercise to establish the needs of the organisation post-Covid. This has demonstrated that around one third of the building could potentially be freed up for third party occupiers.
- 2.13 The extensive refurbishment works were quoted at approximately £5 million, in addition to the repair works and it was agreed in light of the reduced specification for carbon reduction works and the uncertainty of the outcome of the demands for space post Covid pandemic both for the Council's own use and that of third parties to review options.

### **3 Proposals**

- 3.1 In light of that decision the Council is currently reviewing future opportunities taking account of its programme of New Ways of Working (NWoW)
- New ways of working, e.g., greater home and flexible working,
  - Improved social experience between teams, e.g., More open plan office areas, use of break out spaces away from the desk,
  - Delivering services digitally whilst continuing to be accessible, approachable and customer centred.
  - Focusing on opportunities: opening up part of the building for external paying tenants to generate rental income.

The council is currently reviewing options to rationalise Swale House office space over the longer term to ensure NWOW is effective

- 3.2 Due principally to the Covid Pandemic the repair and refurbishment proposals were delayed and following unprecedented rise in construction costs it was agreed that formal tenders be sought to an agreed revised specification as listed above.
- 3.3 It was further agreed that whilst the report dated 17<sup>th</sup> March 2021 authorized the Chief Officer to borrow up to £1.9m and allocate funding accordingly, due to the variation to the proposed specification and increased costs a further report will be submitted to Cabinet in March 2022 confirming the results of tender submissions, currently being evaluated by Officers and seeking additional resources if required to undertake these necessary works of repair.

### **4 Financial Implications**

- 4.1 The table below sets out the proposed work that is recommended to be carried out during 2022/23, subject to confirmation of costs, lead-in times and construction periods. The proposed works will be undertaken to cause as little disturbance to occupiers as possible, but it may be necessary to vary office working during works. A full consultation will take place with Members, staff and third party occupiers to allow for continuity of occupation.

<b>Element</b>	<b>Justification</b>	<b>Estimated Capital cost</b>	<b>Running cost implications</b>
Replace window with double-glazed units	Anticipated annual carbon reductions Improved comfort conditions for staff	£1,000,000	Reduction in heating costs
Roof repair and insulation (including provisional sum for strengthening roof slab)	Essential repairs due to poor condition of roof structure and coverings. Anticipated annual carbon reductions	£850,000	Reduction to heating costs and making building wind and water tight
Insulation of under-croft	Anticipated annual carbon reductions (tbc) Improved comfort conditions for staff	£233,000	TBC
Minor internal alterations to free up space for tenants	Supporting the Council's Economic Improvement Plan and Recovery Plan by providing opportunities for businesses	£200,000	TBC but tenants would contribute towards running costs (service charges) as well as paying rent.
LED lighting (excluding cables and controls)	Anticipated annual carbon reductions of 16 tonnes	£75,000	£9,500 (cost of electricity savings)

4.2 Due to increases in costs once tenders are evaluated the further report and recommendations will be sought from Cabinet.

4.3 The Estimated Capital costs are budget costs provided by the Project Manager and professional advisers.

## **5.0 Project Delivery**

5.1 The timescale for delivery of the work will be dependent upon the extent of work carried out. It is anticipated that the work to the windows, roof and under-croft would be carried out late summer.

5.2 The essential repairs and the internal alterations work are all potentially disruptive to staff, members and tenants so careful planning will be required and work carried out on a phased basis if possible, to accommodate continuing use of the building for normal office working and in particular for the holding of Member meetings which are required to take place in person.



## **6 Conclusion**

- 6.1 Officers have considered the options and re-evaluated the proposals outlined in the report to Cabinet dated 17<sup>th</sup> March 2021. Due to the Covid Pandemic and the uncertainty in the economy, it has been necessary to re-evaluate the proposed works and reduce the specification to only provide a building which will provide a better working environment, still reduce energy costs and keep the building in a wind and water-tight condition for the foreseeable future.
- 6.2 The proposed works will provide an opportunity for the Council to provide an environmentally improved building that will be able to encourage staff to return to the office environment and encourage third party users to consider accommodation in Swale House.
- 6.3 Subject to financing and demand, further low-cost open plan refurbishment can be evaluated upon a phased basis subject to funding and income.

## **7 Background Papers**

Cabinet report 17<sup>th</sup> March 2021

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<b>Scrutiny Meeting</b>	
<b>Meeting Date</b>	24 February 2022
<b>Report Title</b>	<b>Performance Monitoring – 2021/22 Quarter 3</b>
<b>Cabinet Member</b>	Cllr Roger Truelove, Leader and Cabinet Member for Finance
<b>SMT Lead</b>	David Clifford, Head of Policy, Communications and Customer Services
<b>Lead Officer</b>	Tony Potter, Policy and Performance Support Officer

## 1 Purpose of Report and Executive Summary

- 1.1 This report presents the quarterly performance management report for the third quarter of 2021/2022 (October – December 2021), details as previously reported to CLT on 1 February 2022 and informal Cabinet on 14 February 2022 (attached as Appendix I).
- 1.2 Members will note the format of the report presented to CLT has been simplified but has the same content and detail as previous reports presented to Scrutiny Members, except for the Planning Performance Designation section which had been removed.
- 1.3 Planning Performance Designation was added to the original report in 2013. It was introduced as measure to manage authorities' underperformance in the quality and timeliness of decision making on Major (and later Non-Major) planning applications. Swale has consistently performed a minimum 40% above all designation target levels since 2013, so it was removed from the report but would be reinstated should performance deteriorate towards designation target levels.
- 1.4 At the informal Cabinet meeting on 14 February, Cabinet Members asked that the Planning Designation section of the report continues to appear in their report so this will also be reinstated for future performance reports to Scrutiny.

## 2 Background

- 2.1 This report's detail follows previous performance reports for the current financial year.

## 3 Proposal

- 3.1 Scrutiny are asked to **note** the Corporate Performance Management Headlines Report for December 2021 and 2021/2022 Q3 as attached at Appendix I.

## 4 Appendices

4.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Corporate Performance Management Headlines Report for December 2021 and 2021/2022 Q3

## **5 Background Papers**

- Previous SMT performance reports

## Appendix I

### Corporate Performance Management Headlines Report

Period: December 2021 and 2021-22 Quarter 3

Lead Officer: Tony Potter

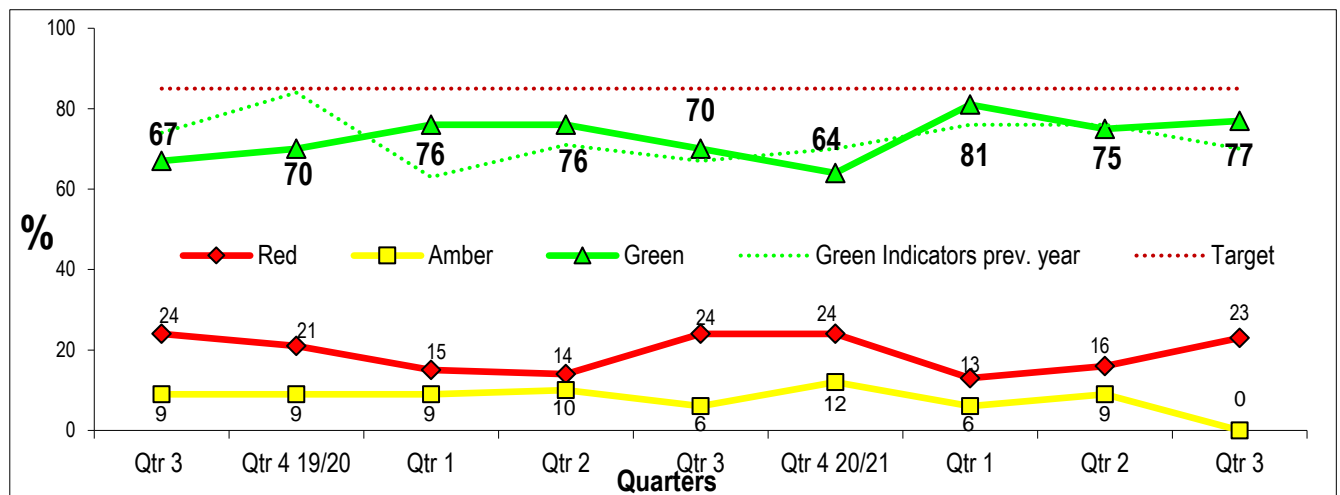
Action: Note only

#### 1. Performance summary:

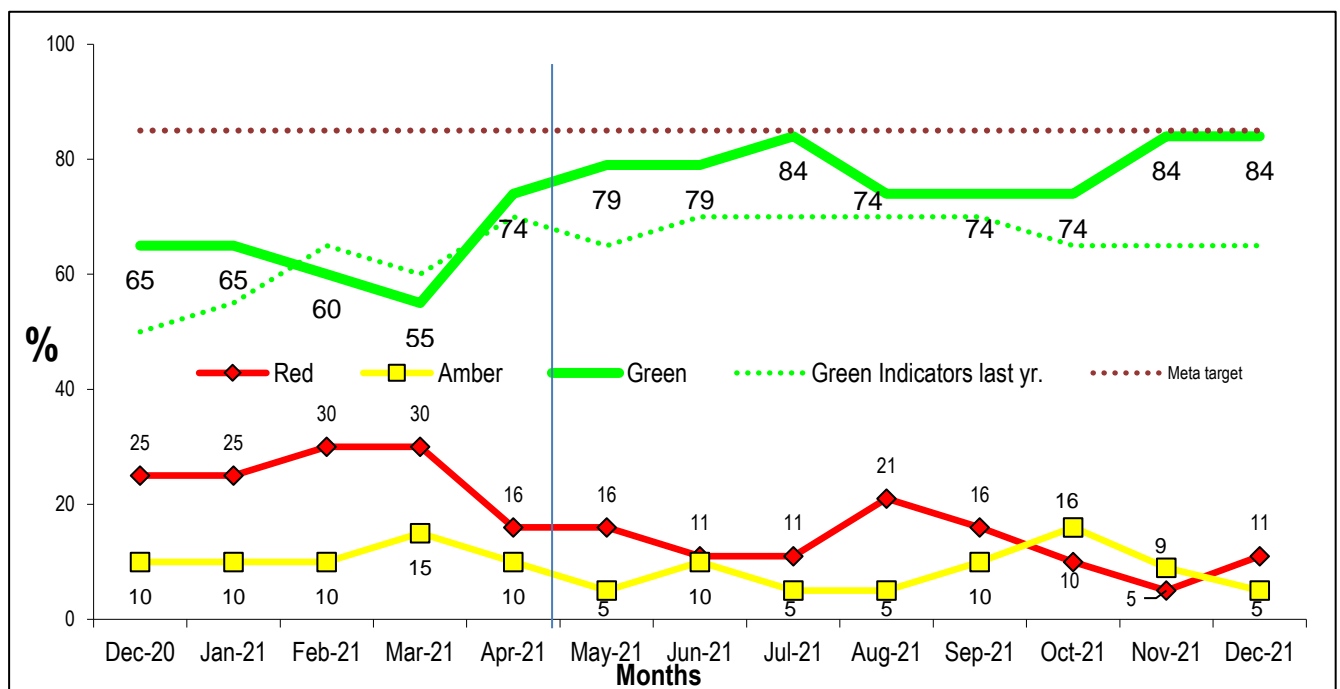
Combined result of 19 monthly and 13 quarterly indicators

Performance Status	No. indicators	Percentage
Red	5	16%
Amber	1	3%
Green	26	81%











##### a. Quarterly indicators






##### b. Monthly indicators



## 2. Red Indicators this period

This month / qtr	Last month/ qtr	Ref	Description	YTD	2021-22 target
		LI/DC/DC E/007	Planning Enforcement - Informing complainant within 21 days	60%	95%
Recent performance has been affected by illness in the small team with two members off sick each for over a week, another off sick for a couple of days, whilst another had a period of self-isolating. On a positive note, we have recently managed to recruit to two vacant posts, however both have no direct experience and therefore require a period of training so that we can see performance meeting targets in the new financial year.					
		LI/LS/LC C01	Percentage of all Local Land Searches completed in 5 working days	89.2%	95%
Maintaining land charges performance has been challenging given the staffing issues being experienced within the small Land Charges Team. Two posts are currently being advertised and it is hoped that we may be in a position to see new staff in place by early March and performance meeting targets for the new financial year. It should be noted that 100% of land charge requests were handled within ten working days.					
		LI/HS/01	Number of long-term empty homes brought back into use	41	65 ytd
Delays in probate, conveyancing and difficulties with materials and contractors. Officer who dealt with empties left employment with SBC at the end of Quarter 3 and we are looking to replace as soon as possible.					
		LI/EH/001	Percentage of Planning consultations responded to in 21 days	85%	90%
Q3 presented EP with several large and complex/technical planning applications that required extended consultations between consultation/liaison with planning officers, consultants, agents etc. It is often not possible to finalise the consultation responses for these larger developments within the 21 days.					
		LI/EH/002	Food Hygiene – The percentage of food inspections completed that were due.	60%	90%
Inspection priority for Q3 has been achieved, including more than 80 inspections of new food businesses. Priority for Q4 will focus on new and high-risk food businesses. The impact of the pandemic on local food businesses is reflected in both our capacity to undertake inspections when due (sickness absence of key staff in Q3) and business closure during lockdown in the first two quarters of 2021.					

## 3. Amber Indicators this period

YTD Status	This month	Last month	Ref	Description	YTD	2020/21 target	Variance
			BV218a	Abandoned vehicles- % investigated within 24hrs	96.74 %	99.75%	3% of target

#### 4. Monitored indicators this period

	Ref	Description	Previous value	Current value
Monthly	NI 156	Number of households living in temporary accommodation	323	323
	LI/CSC/006	Long-term working days lost due to sickness absence	3.27	3.68
	LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	98	100
	LI/EC/MON10	Swale Means Business – Website analytics	272	179
	LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	28	7
	LI/EC/MON28	Swale VCS – Number of enquiries received	46	18
	LI/EC/MON2	No. of enquiries to the business support service	92	49
	LI/HO/MON9	Rough Sleepers in Accommodation	40	45
	LI/DC/DCE/006	Refused Planning Applications	11.7	16.5
Quarterly	NI155	Number of affordable homes delivered (total year to date)	110	145
	LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	4%	11%
	CSP/0001	All crime per 1000 population	96.1	98.1
	HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	64%	63%
	HO/MON8	Percentage of households who secured accommodation at the end of relief duty	26%	33%
	EC/MON33	Safeguarding training (% of training modules completed)	56.8%	51.6%
	LI/CEL/001	No. of visits to Council owned or supported leisure centres	107,927	89,892
	LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	52%	57%

5. KPI Year to Date overview N.B. Where monthly result differs to cumulative year-to-date result, monthly performance is indicated by \*R (Red) ,\*A (Amber) or \*G (Green)

Monthly Performance Indicators CUMMULATIVE YEAR TO DATE RESULT		21/22 Target	Apr 21	May 21	Jun 21	July 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	2021 Outcome
BV8	Percentage of invoices paid on time (within 30 days)	97%				*A									99.7%
BV9	Percentage of Council Tax collected	94													95.5%
BV10	Percentage of Non-domestic Rates collected	90													93.4%
BV12b	Short-term working days lost due to sickness absence	3.2 days													1.0 days
BV78a	Speed of processing – new Housing /Council Tax Benefit claims	20 days													12.9 days
BV78b	Speed of processing - changes of circumstances for HB/CTB claims	9days													5.4 days
BV109a	Processing of planning apps: Major Applications (within 13 weeks)	89%													88.2%
BV109b	Processing of planning apps: Minor Applications (within 8 weeks)	82%													91.7%
BV109c	Processing of planning apps: Other Applications (within 8 weeks)	91%													98.8%
BV218a	Abandoned vehicles - % investigated within 24hrs	99.75%				*R		*G	*G		*G				98.4%
LI/DC/DCE/004	Percentage of delegated decisions (Officers)	86.5%													91.5%
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days	95%				*A									84.7%
LI/IC/CSC/002	Percentage of abandoned calls	8.5%													6.5%
LI/IC/CSC/004	Percentage of calls to Customer Contact Centre answer. in 20secs	75%			*A	*A			*G						66.7%
LI/LS/LCC01	Percentage of all Local Land Searches completed in 5 working days	95%		*A		*A	*G		*G	*G					94.3%
LI/CC/01	Number of missed bins per annum	2301			*R	*R	*G	*G	*G						3489
LI/TBC/02	Proportion of Major Planning Applications overturned at appeal	10%													2.0%
NI 191	Residual household waste per household	528kgs			*R										504kgs
NI 192	Percentage of household waste sent for reuse, recycling and comp	42%					*A			*A	*R				41.6%
<b>MONTHLY INDICATOR RESULTS (x 19)</b>			14G 2A 3R	15G 1A 3R	15G 2A 2R	16G 1A 2R	14G 1A 4R	14G 2A 3R	14G 3A 2R	16G 2A 1R	16G 1A 2R				

Quarterly Performance Indicators CUMMULATIVE YEAR TO DATE RESULT		21/22 Target	Q1	Q2	Q3	Q4	2020/21 Outcome
LI/ICT/0006	Website availability	99%					99.8
BV79b(j)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	80%		*R			100.0
LI/CSC/003	Complaints responded to within 10 working days	90%					92.9
LI/HS/01	Number of long-term empty homes brought back into use	90					74
NI188	Planning to Adapt to Climate Change	3					3
NI195i	Improved street and environmental cleanliness: Litter % at Grade B standard	95%					96
NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	93%					90
LI/EH/001	Percentage of Planning consultations responded to in 21 days	90%		*G			94.7
LI/EH/002	Food Hygiene – The percentage of food inspections completed that were due.	90%			*G		52.0
LI/IA/004	Audit recommendations implemented	95%					100
LI/CEL/002	Percentage of beach huts occupied	75%					88.5
LI/CEL/003	Percentage of disabled parking bay applications processed within 3 months	95%					100
LI/PAR/001	Civil enforcement officer accuracy rate	98%					99.8
<b>QUARTERLY INDICATORS (x13)</b>			11G 0A 2R	10G 1A 2R	10G 0A 3R		
<b>COMBINED INDICATOR RESULTS (x32) (Monthly + Quarterly KPIs)</b>			26G 2A 4R	24G 3A 5R	26G 1A 5R		



## 6. MPI overview

Monthly MPIs – Monitored Performance Indicators (no targets / performance not managed)		20/21 Mth Ave	A-M-J / Q1			J-A-S / Q2			O-N-D / Q3			J-F-M / Q4		
NI 156	Number of households living in temporary accommodation	279	279	269	281	315	314	321	324	323	323			
BV12a	Long-term working days lost due to sickness absence	0.44	0.51	0.99	1.44	1.91	1.96	2.23	2.81	3.27	3.68			
LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	95%	97	91	100	100	93	100	100	98	100			
LI/EC/MON10	Swale Means Business – Website analytics	323	586	194	273	202	263	178	243	272	179			
LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	29	44	16	14	10	4	4	4	28	7			
LI/EC/MON28	Swale VCS – Number of enquiries received	23	20	9	9	13	6	9	12	46	18			
LI/EC/MON2	No. of enquiries to the business support service	372	438	253	239	74	61	31	45	92	49			
LI/HO/MON9	Rough Sleepers in Accommodation	54	43	38	36	35	34	36	31	40	45			
LI/DC/DCE/006	Refused Planning Applications	16.6%	21.9	14.9	11.0	9.6	13.8	13.6	13.2	11.7	16.5			

Quarterly MPIs – Monitored Performance Indicators (no targets / performance not managed)		20/21 grt. ave.	Q1	Q2	Q3	Q4
NI155	Number of affordable homes delivered (total year to date)	70	36	110	145	
LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	6%	7%	4%	11%	
DSP/0001	All crime per 1000 population	100.7	95.9	96.1	98.1	
LI/NO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	58%	50%	64%	63%	
LI/NO/MON8	Percentage of households who secured accommodation at the end of relief duty	26%	30%	26%	33%	
EC/MON33	Safeguarding training (% of training modules completed)	53.3%	56.2%	56.8%	51.6%	
LI/CEL/001	No. of visits to Council owned or supported leisure centres	18,247	62,287	107,927	89,892	
LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	50%	54%	52%	57%	

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

**March 2022 - June 2022**

**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 Julian Saunders** - Cabinet Member for Environment

**Councillor Angela Harrison** – Cabinet Member for Health and Wellbeing

**Councillor Ben J Martin** – Cabinet Member for Housing

**Councillor Tim Valentine** – Cabinet Member for Climate and Ecological Emergency

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>Award of Contract - Refurbished Play Area at Millfield Open Space, Faversham</p> <p>To award the contract to remove existing play equipment and install a new play area at Millfield Open Space, Faversham to Sutcliffe Play Ltd.</p>	Cabinet 16 March 2022	Key	Open		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Robert Lucas</p>
	<p>Rodmersham Church Street Conservation Area</p> <p>Confirmation that the area in question can be designated as a conservation area, and the associated character appraisal and management plan adopted for development management purposes.</p>	Cabinet 16 March 2022	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>
	<p>Rodmersham Green Conservation Area</p> <p>Confirmation that the area in question can be re-designated as a conservation area, and the associated character appraisal and management plan adopted for development management purposes.</p>	Cabinet 16 March 2022	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>
	<p>Tunstall Conservation Area Review</p> <p>To confirm that the area in question can be re-designated as</p>	Cabinet 16 March 2022	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>

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	a conservation area, and the associated character appraisal and management plan adopted for development management purposes.					
	Environmental Enforcement Team Policy To agree the refreshed policy.	Cabinet 16 March 2022	Non-Key	Open		Councillor Julian Saunders - Cabinet Member for Environment  Jo Mapp
	Health & Wellbeing Action Plan Annual Review To review progress to-date and approve the 2022/23 action plan proposal.	Cabinet 16 March 2022	Non-Key	Open		Councillor Angela Harrison - Cabinet Member for Health and Wellbeing  Zach Evans
	Post-Procurement Report: Replacement of Parking Payment Terminals To appoint the successful bidder following a completed procurement process and proceed with implementation of new parking payment terminals.	Cabinet 16 March 2022	Key	Open		Councillor Richard Palmer - Cabinet Member for Community  Alex Wells
	Levelling-up Fund application	Cabinet 16 March 2022	Non-Key	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance  Joanne Johnson

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
	Financial Management Report: April - December 2021 This report shows the revenue and capital projected outturn for 2021/22 as at the end of period 9, covering the period from April to December 2021.	Cabinet 16 March 2022	Non-Key	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance  Phil Wilson
	Swale House Refurbishment Project	Cabinet 16 March 2022	Key	Part exempt	Swale House Refurbishment Project	Councillor Monique Bonney - Cabinet Member for Economy and Property  Jeremy Pilgrim
	Recommendations from the Swale Joint Transportation Board meeting held on 28 February 2022	Cabinet 16 March 2022	Non-Key	Open		
	Waste Contract Possible update/decisions on the implications of Government changes to waste legislation.	Cabinet 13 April 2022	Key	Open		Councillor Julian Saunders - Cabinet Member for Environment  Martyn Cassell
	Recommendations from the Local Plan Panel meeting held on 24 March 2022	Cabinet 13 April 2022	Non-Key	Open		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman