

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

**February 2015 - May 2015**

**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, Sport, Culture and Heritage

**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](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>Newington Car Park Retaining Wall</p> <p>To consider what action should be taken to repair the failed retaining wall following the advice received from Counsel.</p>	<p>Cabinet 4 February 2015</p>	<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>	<p>Part exempt</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Brian Planner brianplanner@swale.gov.uk</p>
	<p>Forum Shopping Centre, Sittingbourne</p> <p>Proposal to purchase share in the Forum Shopping Centre, Sittingbourne, including a request to borrow for that purpose</p>	<p>Cabinet 4 February 2015</p>	<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 the local authority's budget for the service or function to which</p>	<p>Fully exempt</p>		<p>Cabinet Member for Regeneration</p> <p>Pete Raine peteraine@swale.gov.uk</p>

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			the decision relates.			
	Scrutiny Committee Recommendations To consider the Scrutiny Committee (27.11.14) recommendations in relation to the Discretionary Housing Payment Policy.	Cabinet 4 February 2015	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		Cabinet Member for Finance  Bob Pullen bobpullen@swale.gov.uk
	Transfer of allotments to Faversham Town Council This report will request authority to transfer the freehold of the Borough Council's allotment sites in Faversham, to the Town Council.	Cabinet 4 February 2015	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Len Mayatt

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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.			
	Transfer of allotments to Queenborough Town Council This report will request authority to transfer the freehold of the Borough Council's allotment sites in Queenborough to the Town Council. .	Cabinet 4 February 2015	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		Cabinet Member for Localism, Sport, Culture and Heritage  Len Mayatt

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	<p>Swale Borough Council, Tree Policy</p> <p>This report will present Swale Borough Council's Policy for managing the trees in it's ownership.</p>	<p>Cabinet 4 February 2015</p>	<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>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Graeme Tuff</p>
	<p>Corporate Plan 2015-2018</p> <p>The Corporate Plan is the overarching statement of the Council's strategic objectives for the period April 2015 to March 2018. It sets out the organisation's high-level priorities and objectives, articulating both local political aspirations and the Council's response to anticipated changes in its wider operating environment. The plan's primary purpose is to ensure that council resources are coherently allocated in support of agreed priorities. The objectives established in the plan will thus determine the focus of the Council's activities and expenditure for the duration of the plan, although they are intended to cover areas for change and development rather than encompassing everything that the</p>	<p>Cabinet 4 February 2015</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</p>

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	Council does. They are supported by more detailed action-planning and budgeting processes, including the medium-term financial plan, strategies for tackling individual issues, and the annual budget-setting and service-planning rounds.					
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 4 February 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	Building Control Partnership: Business Plan 2015-2018 and agreement in principle to Canterbury City Building control joining the Partnership To consider the Building Control Partnership: Business Plan 2015-2018 and agreement in principle to Canterbury City Building Control joining the Partnership.	Cabinet 4 February 2015	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		Cabinet Member for Planning  James Freeman

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	<p>Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.</p>	<p>Cabinet 4 February 2015</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>Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Necessity Test and TEEP Assessment The report sets out the Council's position with regard to The Waste (England &amp; Wales) Regulations. Regulation 13 deals with the collection of glass, metals, plastic and paper. Regulation 13 states that from 1 January 2015 these four streams should be collected separately, but may be collected on a different basis where it can be shown that it is technically, economically or environmentally practicable to do so.</p>	<p>Cabinet 4 February 2015</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 Environmental and Rural Affairs  Alan Turner</p>
	<p>Revenues and Benefits Service Debt Recovery Policy In a previous internal audit it was recommended that the Revenues and Benefits service should have its own debt recovery policy in addition to the corporate policy. A policy has therefore been written to ensure that residents and especially vulnerable persons are treated equally and fairly when</p>	<p>Cabinet 4 February 2015</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</p>	<p>Open</p>		<p>Cabinet Member for Finance  Zoe Kent</p>

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	collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of collection.		effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 4 February 2015	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		Cabinet Member for Localism, Sport, Culture and Heritage  Charlotte Hudson
	Swale Fisherman's Association - Lease Proposal to offer Swale Fisherman's Association a twenty year lease for the moorings and	Cabinet 4 February 2015	Non-Key This is not a key decision because is it not likely to result in the local	Open		Leader  Len Mayatt



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	quayside for the Fisherman's Quay at Queenborough.		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.			
	Local Engagement Forum Update To receive an update on the quarterly Local Engagement Forum.	Cabinet 4 February 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage
	Swale Borough Council's Statement of Intent for supporting Town and Parish Councils The draft Statement of Intent has been developed to provide clear guidance for the level of support parish and town councils can expect from Swale Borough Council.	Cabinet 11 March 2015	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Bob Pullen bobpullen@swale.gov.uk

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	The Meads Community Centre Asset Transfer	Cabinet 11 March 2015	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		Cabinet Member for Localism, Sport, Culture and Heritage  Charlotte Hudson
	Guidance on policy/strategy development, consultation and adoption This guidance is aimed at officers who have been asked to write a council policy or strategy. It offers advice on the most appropriate routes through the Council's	Cabinet 11 March 2015	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	Open		Leader  David Clifford davidclifford@swale.gov.uk

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	sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.		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.			
	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
	Treasury Management Services Contract To advise Members of the results of the Treasury Management Services tender evaluations and to make decisions as to which of	Cabinet 15 April 2015	Key It is likely to result in the Council incurring expenditure above £100,000	Fully exempt		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk

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	the offered options should be accepted.		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.			
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Cabinet Member for Localism, Sport, Culture and Heritage