

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

**March 2015 - June 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>Fixed Penalty Notice Pilot Waiver and Charge Change</p> <p>1. A request to waiver the procurement process for the agreed 6 month littering pilot in order to progress the initiative promptly and due to a limitation in suitable service providers.</p> <p>2. A request is made to remove the reduction in the charge for all environmental fixed penalty notices that are paid within the first 7 days.</p>	<p>Cabinet 11 March 2015</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>Cabinet Member for Environmental and Rural Affairs</p> <p>Alister Andrews alisterandrews@swale.gov.uk</p>
	<p>Faversham Creek Basin Project</p> <p>A request to fund £200k capital towards the improvement works at the Faversham Creek basin.</p>	<p>Cabinet 11 March 2015</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>Cabinet Member for Regeneration</p> <p>Debbie Townrow</p>

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 Mill Project A request to fund £200k capital towards the construction of a skate park on the Mill site in Sittingbourne.</p>	<p>Cabinet 11 March 2015</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>Cabinet Member for Localism, Sport, Culture and Heritage  Emma Wiggins emmawiggins@swale.gov.uk</p>
	<p>Refurbishment of Faversham Pools A request to fund £150k capital towards the refurbishment of the changing village and toilets at Faversham Pools.</p>	<p>Cabinet 11 March 2015</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>Cabinet Member for Localism, Sport, Culture and Heritage  Anne Adams</p>

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>Revenues and Benefits Service Debt Recovery Policy</p> <p>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 collecting debt. The policy outlines how debts will be collected covering the processes and possible methods of collection.</p>	<p>Cabinet 11 March 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>Open</p>		<p>Cabinet Member for Finance</p> <p>Zoe Kent</p>
	<p>Transfer of allotments to Faversham Town Council</p> <p>This report will request authority to transfer the freehold of the Borough Council's allotment sites in Faversham, to the Town Council.</p>	<p>Cabinet 11 March 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</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Len Mayatt</p>

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
			comprising two or more wards or electoral divisions in the area of the local authority.			
	Forum Shopping Centre, Sittingbourne Proposal to purchase share in the Forum Shopping Centre, Sittingbourne, including a request to borrow for that purpose	Cabinet 11 March 2015	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.	Fully exempt		Cabinet Member for Regeneration  Pete Raine peteraine@swale.gov.uk
	Newington Car Park Retaining Wall To consider what action should be taken to repair the failed retaining wall following the advice received from Counsel.	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	Part exempt		Cabinet Member for Environmental and Rural Affairs  Brian Planner brianplanner@swale.gov.uk

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
			living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed and now needs to be consulted on for 12 weeks.	Cabinet 11 March 2015	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		Cabinet Member for Localism, Sport, Culture and Heritage  Emma Wiggins emmawiggins@swale.gov.uk
	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	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 in an area comprising two or	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Charlotte Hudson

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
			more wards or electoral divisions in the area of the local authority.			
	<p>Swale Borough Council's Statement of Intent for supporting Town and Parish Councils</p> <p>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.</p>	<p>Cabinet 11 March 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 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>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Bob Pullen bobpullen@swale.gov.uk</p>
	<p>The Meads Community Centre Asset Transfer</p> <p>To consider the asset transfer of The Meads Community Centre.</p>	<p>Cabinet 11 March 2015</p>	<p>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>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Charlotte Hudson</p>

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
			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>Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption Cabinet Delegated Decision to be taken by the Leader.</p> <p>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 sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.</p>	Cabinet 11 March 2015	<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>	Open		<p>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</p>



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
	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
	Minutes of the Local Development Framework Panel held on 2 March 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
	Staying Put Framework	Cabinet 11 March 2015	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.	Fully exempt		Cabinet Member for Housing  Jo Purvis
	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 the offered options should be	Cabinet 15 April 2015	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of	Fully exempt		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk

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
	accepted.		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