

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

**November 2015 - February 2016**

**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>Adoption of a revised Data Protection Policy</p> <p>To introduce an updated policy to address the Council's obligations under the Data Protection Act 1998 (and subsequent related legislation).</p>	<p>Cabinet 4 November 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>Cabinet Member for Performance</p> <p>Mark Radford markradford@swale.gov.uk</p>
	<p>Council Tax Support Scheme 2016/17</p> <p>Council Tax Support gives those residents on a low income help towards their Council tax. We are required to review our Council Tax Support Scheme on an annual basis by 31 January 2015. This report reviews the current scheme and puts forward recommendations for the 2016/17 scheme.</p>	<p>Cabinet 4 November 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>Cabinet Member for Finance</p> <p>Zoe Kent</p>

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	<p>Sale of Land at Ceres Court, Murston</p> <p>This report seeks approval for the sale of a parcel of existing open space land to AmicusHorizon to be incorporated into their proposed redevelopment of the existing flats on the terms provisionally agreed.</p>	<p>Cabinet 4 November 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>Fully exempt</p>		<p>Cabinet Member for Finance  Kent Parker</p>
	<p>Health and Safety Policy Review</p> <p>The report will present a revised health and safety policy for Cabinet approval.</p>	<p>Cabinet 4 November 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</p>	<p>Open</p>		<p>Cabinet Member for Finance  Emma Larkins</p>

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			comprising two or more wards or electoral divisions in the area of the local authority.			
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during September 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 4 November 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfield
	Mid Kent Planning Support Review Following Tunbridge Wells Borough Council's decision to withdraw from the shared support service (subject to confirmation from Tunbridge Wells Borough Council Cabinet on 28 June 2015), the report will review options and way forward for Swale Borough Council.	Cabinet 5 November 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.	Open		Cabinet Member for Planning  James Freeman
	Environmental Health Service Enforcement Policy Cabinet delegated decision 20 October 2015. As a regulatory	Cabinet 2 December 2015	Non-Key This is not a key decision because is it not likely to	Open		Cabinet Member for Environmental and Rural Affairs  Tracey Beattie

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	<p>service environmental health needs to ensure that the steps that lead to formal enforcement action are in line with national guidance. This includes the Enforcement Concordat, the Regulators' Code issued in 2014 and relevant regulatory guidance specific to the offence. The enforcement policy is in line with these documents and reflects good practice.</p>		<p>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>Sittingbourne Town Centre - Footpath Creation Order The report identifies an existing ad-hoc walkway between St Michael's Road and the High Street that would be an ideal opportunity for the Council to provide a permanent public footpath linking the entrance to the proposed multi-storey car park with the high street. Part of the route is over unregistered land and a small section is owned by adjacent landowners so the Council will need to implement a footpath creation order in order to create a new public footpath.</p>	<p>Cabinet 2 December 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 Regeneration  Pete Raine peteraine@swale.gov.uk</p>

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	<p>Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2016/17 for submission to Council. Charges will take effect from 1 April 2016.</p>	<p>Cabinet 2 December 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>Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.</p>	<p>Cabinet 2 December 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 Localism, Sport, Culture and Heritage  Len Mayatt</p>
	<p>Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2016/17 Budget.</p>	<p>Cabinet 2 December 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</p>	<p>Open</p>		<p>Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk</p>

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			relates.			
	Minutes of the Swale Rural Forum held on 17 November 2015	Cabinet 2 December 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie kelliemackenzie@swale.gov.uk
	Financial Management Report: April to September 2015	Cabinet 2 December 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
	Faversham Recreation Ground - Proposed Heritage Lottery Fund Bid The purpose of this report will be to seek Members agreed to a draft masterplan and bid to the Heritage Lottery Fund for approximately £1.6m to improve Faversham Recreation Ground.	Cabinet 6 January 2016	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.	Open		Cabinet Member for Environmental and Rural Affairs  Graeme Tuff

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	<p>Minutes of the Local Development Framework Panel held on 3 December 2015</p> <p>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.</p>	<p>Cabinet 6 January 2016</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning  Gill Harris</p>
	<p>Local Engagement Forum Update</p> <p>To note and consider the discussion and outcomes of the three Local Engagement Fora held during December 2015. To suggest topics as agenda items for future local Engagement Fora.</p>	<p>Cabinet 3 February 2016</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfield</p>
	<p>Award of Contract for Collection and Distribution of Mail</p> <p>To consider the award of contract for collection and distribution of mail.</p>	<p>Cabinet 3 February 2016</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 Finance  Anne Adams</p>



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	<p>Treasury Management Strategy Statement and Investment Strategy 2015/16</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2016/17. It will be proposed to Council at the meeting on 17 February 2016.</p>	<p>Cabinet 3 February 2016</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</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Medium Term Financial Plan and 2016/17 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.</p>	<p>Cabinet 3 February 2016</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</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Financial Management Report: April - December 2015</p> <p>This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 9, covering the period from April to December 2015.</p>	<p>Cabinet 2 March 2016</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Minutes of the Local Development Framework Panel held on 11 February 2016</p> <p>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.</p>	<p>Cabinet 2 March 2016</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>

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	Minutes of the Swale Rural Forum held on 23 February 2016	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie kelliemackenzie@swale.gov.uk
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during February/March 2016. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 25 May 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfeld