

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

**December 2015 - March 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>Urgent Item added 26 November 2015 - Reduction of the Benefits functions at Faversham Area office Urgent Item added 26 November 2015.</p> <p>The purpose of this report is to give consideration to a proposal to reduce the Housing Benefit presence at the AmicusHorizon premises in Stone Street, Faversham.</p>	Cabinet 2 December 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		Cabinet Member for Finance  Ginny Wilkinson
	<p>New Road Industrial Estate - Claim for Dilapidations This report seeks authority to allocate a budget from the Council's reserves to fund the claim for dilapidations at New Road Industrial Estate. it is recommended that delegated authority be granted to the Head of Property Services in consultation with the Head of Finance and the Cabinet Member for Finance to agree the final figure.</p>	Cabinet 2 December 2015	<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</p>	Open		Cabinet Member for Finance  Kent Parker

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			the decision relates.			
	<p>CCTV Effectiveness Review A review of all existing CCTV camera locations in the Borough has been undertaken to determine their effectiveness and whether any sites should be decommissioned.</p> <p>This report presents those locations for consideration for decommissioning and a proposed consultation process.</p>	Cabinet 2 December 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 Community Safety and Health  Steph Curtis
	CCTV shared service - alternative delivery model Medway Council, who are contracted to deliver a shared service across Medway Council, Maidstone Borough Council, Gravesham Borough Council and Swale Borough Council CCTV infrastructures through a CCTV Partnership are proposing to	Cabinet 3 February 2016	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	Part exempt		Cabinet Member for Community Safety and Health  Charlotte Hudson

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	create a new delivery model to carry out the CCTV Partnership service.		local authority.			
	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.	Cabinet 2 December 2015	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Regeneration  Kathryn Carr
	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.	Cabinet 2 December 2015	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		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
	<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 relates.</p>	<p>Open</p>		<p>Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Financial Management Report: April to September 2015</p>	<p>Cabinet 2 December 2015</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  Nick Vickers nickvickers@swale.gov.uk</p>
	<p>Minutes of the Swale Rural Forum held on 17 November 2015</p>	<p>Cabinet 2 December 2015</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie kelliemackenzie@swale.gov.uk</p>
	<p>LEF and Rural Forum review Cabinet Delegated Decision on 8 December 2015.  To commit to using resources for public consultation, as</p>	<p>Cabinet Delegated Decisions 8 December 2015</p>	<p>Key It is significant in terms of its effect on communities living or working in an area</p>	<p>Open</p>		<p>Leader  Natalie Earl</p>

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	recommended by the Policy Development and Review Committee on 18 November 2015.		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 out for consultation.	Cabinet 3 February 2016	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  Len Mayatt
	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 3 February 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

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>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>Adoption of a revised Data Protection Policy Report to introduce an updated policy to address the Council's obligations under the Data Protection Act 1998 (and subsequent related legislation).</p>	<p>Cabinet 3 February 2016</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 Performance  Mark Radford markradford@swale.gov.uk</p>
	<p>Supplementary environmental enforcement for litter and dog fouling - Tender Award Tenders were invited to provide a supplementary service to tackle</p>	<p>Cabinet 3 February 2016</p>	<p>Key It is likely to result in the Council incurring expenditure</p>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs  Alister Andrews alisterandrews@swale.gov.uk</p>

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	litter and dog fouling by way of issuing Fixed Penalty Notices to offenders. A pilot project has been running which resulted in positive outcomes. This paper recommends the award of the contract to the preferred supplier.		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.			
	Local Engagement Forum Update 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.	Cabinet 3 February 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
	Award of Contract for Collection and Distribution of Mail To consider the award of contract for collection and distribution of mail.	Cabinet 3 February 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 Finance  Anne Adams



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	<p>Treasury Management Strategy Statement and Investment Strategy 2016/17  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   Nick Vickers  nickvickers@swale.gov.uk</p>
	<p>Medium Term Financial Plan and 2016/17 Budget  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   Nick Vickers  nickvickers@swale.gov.uk</p>
	<p>Payment Collection Service Contract  To seek authorisation from Cabinet to allocate the current Payment Collection Service contract to a supplier under a Framework Agreement for Bill Payments.</p>	<p>Cabinet  2 March 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</p>	<p>Open</p>		<p>Cabinet Member for Finance   Nick Vickers  nickvickers@swale.gov.uk</p>

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			function to which the decision relates.			
	Financial Management Report: April - December 2015 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.	Cabinet 2 March 2016	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
	Minutes of the Local Development Framework Panel held on 11 February 2016 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.	Cabinet 2 March 2016	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.	Open		Cabinet Member for Planning  Gill Harris
	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	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 Butfield

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	items for future local Engagement Fora.					