

**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 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>Environmental Health Service Enforcement Policy</p> <p>As a regulatory 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>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>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Tracey Beattie</p>
	<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</p>	<p>Fully exempt</p>		<p>Cabinet Member for Finance</p> <p>Kent Parker</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Health and Safety Policy Review The report will present a revised health and safety policy for Cabinet approval.	Cabinet 4 November 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 Emma Larkins
	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 Buttfeld

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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 4 November 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</p>
	<p>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.</p>	<p>Cabinet 5 November 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 Planning James Freeman</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</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 Kathryn Carr</p>

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	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.					
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.	Cabinet 2 December 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 Len Mayatt
	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.	Cabinet 2 December 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 Finance Nick Vickers

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	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
	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
	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 Nick Vickers</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 Nick Vickers</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 Nick Vickers</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 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
	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 Butfield