

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 16 November 2016

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mark Ellen, Mick Galvin, Mike Henderson, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Peter Marchington and Ben Stokes.

Quorum = 4

Pages

1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meeting held on 12 October 2016 (Minute Nos. 929 - 937) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part One - Substantive Item

5. Review of Fees and Charges 1 - 30

The Committee is asked to consider the Review of Fees and Charges. The Cabinet Member for Finance and Performance and Head of Finance have been invited to attend for this item.

Part Two - Business Items

6. Reviews at Follow-up Stage and Log of Recommendations 31 - 32

The Committee is asked to review the updated log of recommendations.

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

8. Committee Work Programme

33 - 34

The Committee is asked to review and discuss the Committee's Work Programme for the remainder of the year.

9. Cabinet Forward Plan

35 - 52

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

10. Urgent Business Requests

The Committee is asked to consider any requests from Committee Members to commence a review.

Issued on Monday, 7 November 2016

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**Director of Corporate Services, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Scrutiny Committee		Agenda Item:
Meeting Date	16 December 2016	
Report Title	Review of Fees and Charges	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance	
SMT Lead	Nick Vickers, Head of Finance	
Head of Service	Nick Vickers, Head of Finance	
Lead Officer	Caroline Frampton, Principal Accountant	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	1. To note the proposed fees and charges for 2017/18 as set out in this report for submission to Council.	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18. Charges will take effect from 1 April 2017.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2017/18 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the income from fees and charges for services in 2015/16, and the budget for 2016/17.
- 1.3 We have continued to focus on a small number of services each year where the Council sets the charges for a detailed review. For 2017/18 these have been burial services and hackney carriages charges.
- 1.4 We do need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2016/17 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3.6m.
- 2.2 Managers were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for

discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2017/18; and Appendix II those that are set by Government or another external body.
- 3.2 Table 1 below lists those charges set by the Council where an increase is not recommended at this time, and any increase in income shown here is due to volume not price increase. Table 2 lists those charges set by the Council where an increase is recommended. Table 3 lists those charges where some changes are proposed, with the majority of charges not changing. Table 4 lists proposed new charges for 2017/18.

Table 1: Fees & Charges where an increase is not being recommended for 2017/18

Fee or Charge	Comments
Bootcamp Licences	Scheme not fully implemented in 2016/17 so will review once up and running.
Garden Waste Collections (brown bins – domestic)	£35 is in line with Mid-Kent partners as at 15/08/2016.
Bulky Waste Collection	£23 is in line with Mid-Kent partners as at 15/08/2016.
Radar Key for Disabled Toilets	No reason to increase other than inflation, which stood at 0.5% CPI indexation June 2016. Applying this will only add 1p.
Travelling Fairs and Fetes	Review of land hire for events being undertaken in 2017/18.
Access over Open Space Licence	Take up of this fee is very limited, two or three each year. The licence functions to reduce the need to organise access. The current fee strikes a balance between preventing convenience enquiries, while trying to remain reasonable for neighbours that really do require access.
Traffic Regulation Order Applications	This charge was only introduced last year, with a significant increase on the previous 'informal' charges, so it is considered appropriate to leave these as they are for 2017/18.

Fee or Charge	Comments
Licensing - Gambling / Liquor/ Scrap Metal/ Sex Establishment/ Street Trading	Charges reviewed and comparable with neighbours.
Requests for Environmental Information (e.g. planning, contaminated land)	The hourly charge is based on advice from the Information Commissioner.
Annual Animal Licensing (plus cost of vet inspection)	Set in line with government guidance on what we can charge.
Environmental – Fixed Penalty Notices	Fee already set at maximum allowable amount.
Pest Control	Increased last year, and we have recently tendered for them at this price (in line with market research and MBC).
King George's Pavilion	Equivalent to other hall charges in the area.
Guildhall	Equivalent to other hall charges in the area.
Advertising Fees for Inside Swale	Fees set at level to be attractive and competitive to advertisers.
Room Hire of Swale House	Usage and levels of income have been reviewed. Virtually all the bookings are made by organisations that are exempt from paying fees. For capacity reasons we would not want to market the rooms more widely. It is therefore recommended that the charges remain the same for 2017/18.
Staying Put Handyperson Rates	These fees were agreed with Supporting People in our bid of October 2012. They have not agreed an increase, and the bid will be reviewed in October 2017.
Pre-Application Planning Advice	A full review of the pre-app service and the associated charges will be completed by the end of the year with a view to increasing charges, particularly with regard to significant 'major' planning applications, and in line with charges being set with other neighbouring Local Planning Authorities.
Complaints Made under the High Hedges Legislation	Minimal use – max one per year – represents costs of handling such a complaint.
Planning Photocopying Charges	This is a limited revenue source. The charges reflect the cost of providing the service.

Fee or Charge	Comments
Local Land Charges	A review will be taking place over the coming year jointly with the shared service partners – TWBC and MBC – noting that the service charges should only be set in order to recover the costs of providing the service, usually looking at a three to five year rolling time frame.
Car Parks Fixed Penalty Notice	The fee/charge is not changing – statutory charge.
Purchase of Electoral Register	The fee/charge is not changing – statutory charge.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014	New powers with fine levels agreed by Members in May 2016.

3.3 The following is a list of charges where an increase is recommended.

Table 2: Fees & Charges where an increase is being recommended for 2017/18

Fee or Charge	Comments
Residents' Parking Permits (on street)	To control the number of permits it is recommended to increase the charge.
Street Naming & Numbering	Increased costs of software, purchasing equipment and process of implementing.
Sports Facilities	Increased to offset costs of maintaining the areas and utility increases.
Allotments	The Council now only manages Sittingbourne allotments following the asset transfer of other sites. Increases in utilities necessitate a small increase.
Cemeteries Burial Fees	A comprehensive comparison of fees and charges around the county has been undertaken, which shows Swale at the lower end of the pricing scale. Burial prices have been raised in line with the average costs across the County. Child burials remain free of charge. Admin charges remain the same. Currently considering new charges on different options in time for the opening of the new cemetery at Iwade.
Seafront Memorial Bench	Small inflationary charge to offset rise in cost of benches.
Food Export Certificate	Certificate fee increase of 3% is in line with the increase across the Mid Kent Environmental Health Service for charges at Maidstone and Tunbridge Wells for this service.

Fee or Charge	Comments
CIEH Level 2 Award Training in Food Safety in Catering	The fee will be in line with the charges for training course provided by T&M, Sevenoaks, and Dartford as well as Maidstone and Tunbridge Wells.
Registration Fee under the Local Government (Miscellaneous Provision) Act	A 3% increase in fee is in line with the increase across the Mid Kent Environmental Health Service, and comparable to fees charged at Maidstone and Tunbridge Wells.
Stray Dog Collection	Administration fee for collection/returned stray dogs and the out-of-hours administration fee are both increasing to cover admin, officer time and transport. (NB – the statutory collection charge is not changing as it is set in line with government guidance on what we can charge.)
Alleygate Key	Cost of keys have increased.
Legal Charges for Third Parties	This comprises a change in approach whereby Legal will simply state an hourly rate of £210 for all legal work undertaken on behalf of external third parties, rather than a more complicated regimen of varying fees, hourly rates and minimum charges.
Home Inspection for Immigration Application Fee	This charge is in line with other Kent authorities.
Houses in Multiple Occupation Licensing	Only costs incurred can be charged.
Mobile Home Site Licence Fee	Only costs incurred can be charged so these will be increased in line with actual costs.

3.4 The following is a list of charges where some changes to fees are proposed or recommended with the majority of charges not changing.

Table 3: Fees & Charges where some changes are proposed to charges for 2017/18, with the majority of charges not changing

Fee or Charge	Comments
Car Parks & Season Tickets	Recommended increase to bring season ticket pricing in line with Pay & Display increase last year. Remainder of charges not changing as Cabinet did commit to no increase.
Wheeled Bins	Charge increasing for lid in lid 140 litre food waste bin from £35 to £38, to bring in line with 140 litre bin. Remainder of charges not changing.

Fee or Charge	Comments
Beach Huts	The purchase of beach huts is new to this report. The remainder of fees were set for a two to three year period to allow assessment of demand. Therefore, fees will be reviewed next year following completion of the Leysdown scheme.

3.5 The following is a list of charges where a new charge is proposed.

Table 4: Fees & Charges where a new charge is proposed for 2017/18

Fee or Charge	Comments
Taxi Licensing	Several new charges are being proposed as currently the Council does not charge for this work. Increases to existing charges are to bring them more in line with the Kent average.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	The new fee of £50 is for supplementary treatments registered by a business, to cover the additional officer time spent during the assessment of the business processes to protect public health and prevent infection.
Environmental – Fixed Penalty Notices (fly tipping)	A new legislative tool to deal with small scale fly-tipping. Maximum allowable amount to set fee at is £400.
Environmental – Fixed Penalty Notices (Public Space Protection Orders)	FPNs to be introduced when new orders are in place.
Environmental – Fixed Penalty Notices (abandoned vehicles)	Introduction to FPN to enforce against abandoned vehicles.
Environmental – Fixed Penalty Notices (smoking in an enclosed vehicle carrying a juvenile)	Introduction of FPN to enforce against smoking in an enclosed vehicle carrying a juvenile.
Environmental – Fixed Penalty Notices (refuse left out inappropriately)	Introduction of FPN to enforce against refuse left out inappropriately.
Stray Dog Collection	Transport fee for returning dog to owner is a new charge. New contract starting next year will offer this service.
Smoke and Carbon Monoxide Regulations 2015	New powers with fine levels agreed by Members in May 2016. Not to be reviewed until 2017/18.

Fee or Charge	Comments
Town Centre Licence	Town Centre Licence for large events.

3.6 Below is a list of fees and charges set by the Government. Where relevant, charges have been amended to reflect the current policy/advice.

- Planning fees;
- Penalty charge notices for car parking/environmental response;
- Statutory collection charge for stray dogs;
- Liquor and gambling licences;
- Environmental Protection Act fees; and
- Electoral Services (including the purchase of the electoral register or edited register).

4. Alternative Options

4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives are not recommended as they would fail to take into account statutory requirements, individual circumstances, or the increased cost of delivering services.

5. Consultation Undertaken or Proposed

5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.

5.2 There will be specific consultation required on changes to hackney carriages charges.

5.3 Scrutiny Committee will be considering the proposals on 16 November before submission to Council on 23 November.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council's budget and supports the achievement of corporate priorities, including "A council to be proud of".
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal and Statutory	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Sustainability	None identified.

Issue	Implications
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.

7. Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Proposed fees and charges for 2017/18 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2016/17 budget.

8. Background Papers

8.1 None.

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks and Season Tickets	Some Change					
Short Stay Covering:						
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)						
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only)						
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields						
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00
Season per quarter (short/long stay car park)	179.16	35.84	215.00	195.83	39.17	235.00
Long Stay Covering:						
Faversham: Partridge Lane, Queens Hall						
Sittingbourne: Spring Street, St Michael's Road, Bell Road						
Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road						
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00
Over 4 hours	4.17	0.83	5.00	4.17	0.83	5.00
Season per month (long stay car park)	66.66	13.34	80.00	73.33	14.67	88.00
Season per quarter (short/long stay car park)	179.16	35.84	215.00	195.83	39.17	235.00
Long Stay Covering:						
Sittingbourne: Cockleshell Walk						
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.66	0.34	2.00	1.67	0.33	2.00
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Season per month (long stay car park)	66.66	13.34	80.00	73.33	14.67	88.00
Season per quarter (short/long stay car park)	179.16	35.84	215.00	195.83	39.17	235.00
Residents Only (5pm-9am evenings, weekends and bank holidays)						
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place)						
Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)						
Per quarter	16.67	3.33	20.00	16.67	3.33	20.00
Sheerness: Delamark Road car park (residents only)						
All day	8.75	1.75	10.50	8.75	1.75	10.50
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)						
Up to 4 hours	1.75	0.35	2.10	1.75	0.35	2.10
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Minster Shingle Bank						
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Season tickets (to be used at any long stay car park throughout the Borough)						
Season per quarter	188.33	37.67	226.00	208.33	41.67	250.00
Note: Shellness and Shingle Bank car parks will be free in 2017/18.						
Residents' Parking Permits (on street)						Change
Per annum	40.00	0.00	40.00	45.00	0.00	45.00
Visitors permit book (10 days)	10.00	0.00	10.00	11.00	0.00	11.00
Visitors parking permits (per day)	1.00	0.00	1.00	1.10	0.00	1.10
Hourly scratchcards (per hour)	1.00	0.00	1.00	1.10	0.00	1.10
Hourly scratchcards (per book of 10 hours)	8.00	0.00	8.00	10.00	0.00	10.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Street Naming & Numbering			Change			
Changing or requesting new property	60.00	0.00	60.00	63.00	0.00	63.00
New street name	100.00	0.00	100.00	105.00	0.00	105.00
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	40.00	0.00	40.00	42.00	0.00	42.00
Provision of historical information relating to street naming & numbering	25.00 (plus copying)	0.00	25.00 (plus copying)	26.25	0.00	26.25
Changing street name	600.00	0.00	600.00	630.00	0.00	630.00
Taxi Licensing			Some Change & New Charges			
Vehicle licence (1 year)	160.00	0.00	160.00	290.00	0.00	290.00
Private Hire operator licence (one payment for 5 years)	100.00	0.00	100.00	430.00	0.00	430.00
Intermediate (6 monthly licence for additional test when vehicle over 5 years old)	60.00	0.00	60.00	60.00	0.00	60.00
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00
Knowledge test – initial	20.00	0.00	20.00	25.00	0.00	25.00
Knowledge test – re-sit	N/A/	N/A	N/A	25.00	0.00	25.00
Private Hire licence (1 year)	50.00	0.00	50.00	115.00	0.00	115.00
Hackney Driver licence (3 years)	120.00	0.00	120.00	150.00	0.00	150.00
Plate deposit (refundable)	100.00	0.00	100.00	100.00	0.00	100.00
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00
Change of address	N/A/	N/A	N/A	10.00	0.00	10.00
Change of ownership licensed vehicle	N/A/	N/A	N/A	35.00	0.00	35.00
DBS search fee	N/A/	N/A	N/A	44.00	0.00	44.00
Vehicle test	N/A/	N/A	N/A	45.75	9.15	54.90
Vehicles partial re-test	N/A/	N/A	N/A	22.83	4.57	27.40
Driver Badge replacement	N/A/	N/A	N/A	9.50	0.00	9.50
Replacement Licence Certificate	N/A/	N/A	N/A	10.50	0.00	10.50
Change from Private Hire to Hackney	N/A/	N/A	N/A	90.00	0.00	90.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Change from Hackney to Private Hire	N/A/	N/A	N/A	70.00	0.00	70.00
Failure to attend the vehicle test (10 minutes prior to the test start time)	N/A/	N/A	N/A	27.40	0.00	27.40
Bootcamp Licence Fees (per annum) No Change						
Once a week (1-15 people)	150.00	0.00	150.00	150.00	0.00	150.00
2-4 times a week (1-15 people)	300.00	0.00	300.00	300.00	0.00	300.00
5+ times a week (1-15 people)	500.00	0.00	500.00	500.00	0.00	500.00
Once a week (16-35)	350.00	0.00	350.00	350.00	0.00	350.00
2-4 times a week (16-35 people)	600.00	0.00	600.00	600.00	0.00	600.00
5+ times a week (16-35 people)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Garden Waste Subscription (brown bins – domestic) No Change						
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	35.00	0.00	35.00	35.00	0.00	35.00
Bulky Waste Collections No Change						
Charge covers up to 4 bulky items. If fridge/fridge-freezer charge covers only one item, but any size	23.00	0.00	23.00	23.00	0.00	23.00
Wheeled Bins Some Change						
Wheeled bins 140 litre	38.00	0.00	38.00	38.00	0.00	38.00
Wheeled bins 180 litre	43.00	0.00	43.00	43.00	0.00	43.00
Wheeled bins 240 litre	43.00	0.00	43.00	43.00	0.00	43.00
Wheeled bins 1,100 litre	435.00	0.00	435.00	435.00	0.00	435.00
Lid in lid 140 litre food waste bin	35.00	0.00	35.00	38.00	0.00	38.00
Food waste container 23 litre	5.00	0.00	5.00	5.00	0.00	5.00
Kitchen caddy 5 litre	1.00	0.00	1.00	1.00	0.00	1.00
Radar Key for Disabled Toilets No Change						
Fee	3.00	0.00	3.00	3.00	0.00	3.00
Sports Facilities Change						
With changing facilities and showers						
- Senior	55.83	11.17	67.00	58.33	11.67	70.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
- Under 18s	16.67	3.33	20.00	17.50	3.50	21.00
- Under 16s & mini soccer	12.50	2.50	15.00	13.13	2.62	15.75
<i>With changing facilities only</i>						
- Senior	45.83	9.17	55.00	48.33	9.67	58.00
- Under 18s	14.17	2.83	17.00	15.00	3.00	18.00
- Under 16s & mini soccer	11.67	2.33	14.00	12.50	2.50	15.00
<i>With no facilities</i>						
- Senior	28.33	5.67	34.00	28.75	5.75	34.50
- Under 18s	12.50	2.50	15.00	12.92	2.58	15.50
- Under 16s & mini soccer	8.33	1.67	9.50	8.33	1.67	10.00
Block bookings of 10 or more series of lets is VAT exempt						
Allotments						Change
Plots of 10 rods & pro rata	34.00	0.00	34.00	40.00	0.00	40.00
Plots of 10 rods & pro rata (OAPs/Disabled)	17.00	0.00	17.00	20.00	0.00	20.00
Cemeteries Burial Fees						Change
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>						
1 st Burial Sittingbourne, Faversham & Murston	1,360.00	0.00	1,360.00	1,834.00	0.00	1,834.00
1 st Burial Sheppey	1,230.00	0.00	1,230.00	1,681.00	0.00	1,681.00
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	730.00	0.00	730.00	730.00	0.00	730.00
1 st Burial if no use of previously purchased grave Sheppey	600.00	0.00	600.00	600.00	0.00	600.00
2 nd Burial Sittingbourne, Faversham & Murston	645.00	0.00	645.00	755.00	0.00	755.00
2 nd Burial Sheppey	500.00	0.00	500.00	624.00	0.00	624.00
3 rd Burial Sittingbourne, Faversham & Murston	500.00	0.00	500.00	624.00	0.00	624.00
<i>Cremated Remains</i>						
<i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>						
1 st Burial	460.00	0.00	460.00	577.00	0.00	577.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
1 st Burial (where no use has been made of previously purchased grave)	210.00	0.00	210.00	210.00	0.00	210.00
2 nd Burial	210.00	0.00	210.00	210.00	0.00	210.00
3 rd Burial	210.00	0.00	210.00	210.00	0.00	210.00
4 th Burial	210.00	0.00	210.00	210.00	0.00	210.00
Child Coffin Burial						
Under 12 years of age in child's plot (resident of Swale)	0.00	0.00	0.00	0.00	0.00	0.00
Under 12 years of age in adult's plot (resident of Swale)	210.00	0.00	210.00	210.00	0.00	210.00
Under 12 years of age in child's plot (non-resident of Swale)	140.00	0.00	140.00	140.00	0.00	140.00
Under 12 years of age in adult's plot (non-resident of Swale)	340.00	0.00	340.00	340.00	0.00	340.00
Ancillary Services						
Issue of letter of confirmation where deed is lost	55.00	0.00	55.00	55.00	0.00	55.00
Use of chapel in Sittingbourne	80.00	0.00	80.00	80.00	0.00	80.00
Use of chapel in Faversham	110.00	0.00	110.00	110.00	0.00	110.00
Planted grave (per annum)	110.00	0.00	110.00	110.00	0.00	110.00
Turfed grave	At cost			At cost		
Transfer of deed ownership	55.00	0.00	55.00	55.00	0.00	55.00
Record search & certificate (each grave)	30.00	0.00	30.00	30.00	0.00	30.00
Scattering of ashes	75.00	0.00	75.00	95.00	0.00	95.00
Extra cost of large coffin or casket (measuring 30 inches or more)	150.00	0.00	150.00	150.00	0.00	150.00
Exhumation of coffin	1,230.00	0.00	1,230.00	1,400.00	0.00	1,400.00
Exhumation of cremated remains	125.00	0.00	125.00	280.00	0.00	280.00
Other services (vatable)	At cost			At cost		
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)						
Seafront Memorial Bench						Change
Memorial bench and installation	429.17	85.83	515.00	437.50	87.50	525.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Travelling Fairs and Fetes			No Change			
Pitch premium for days open to the public only (per day)	800.00	0.00	800.00	800.00	0.00	800.00
On site fee payable whether or not open to the public (including arrival and departure days)	56.00	0.00	56.00	56.00	0.00	56.00
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00
Fetes	50.00	0.00	50.00	50.00	0.00	50.00
Refundable deposit	62.00	0.00	62.00	62.00	0.00	62.00
Beach Hut Charges			New Charge			
Ground rental	300.00	0.00	300.00	300.00	0.00	300.00
Licence fee	791.67	158.33	950.00	791.67	158.33	950.00
Purchase of beach hut	N/A	N/A	N/A	8,333.33	1,666.67	10,000.00
Access Over Open Space Licence			No Change			
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00
Traffic Regulation Order Applications			No Change			
<i>On application (yellow lines and changes to existing orders)</i>						
Small (1-30 consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00
<i>On application (loading bays, single bays)</i>						
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	750.00	0.00	750.00	750.00	0.00	750.00
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
<i>No objections received (yellow lines and changes to existing orders)</i>						
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Large (50+ consultations)	500.00	0.00	500.00	500.00	0.00	500.00
<i>No objections received (loading bays, single bays)</i>						
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Objections received (JTB report)						
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Progress/implement scheme (yellow lines and changes to existing orders)						
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	600.00	0.00	600.00	600.00	0.00	600.00
Large (50+ consultations)	700.00	0.00	700.00	700.00	0.00	700.00
Progress/implement scheme (loading bays, single bays)						
Small (1-30 consultations)	100.00	0.00	100.00	100.00	0.00	100.00
Medium (31-50 consultations)	100.00	0.00	100.00	100.00	0.00	100.00
Large (50+ consultations)	100.00	0.00	100.00	100.00	0.00	100.00
Street Trading Licensing			No Change			
Annual consents (not events)	100.00	0.00	100.00	100.00	0.00	100.00
6 month consents (not events)	50.00	0.00	50.00	50.00	0.00	50.00
One off consent	30.00	0.00	30.00	30.00	0.00	30.00
Event Consents						
1-19 stalls	65.00	0.00	65.00	65.00	0.00	65.00
20-49 stalls	130.00	0.00	130.00	130.00	0.00	130.00
50+ stalls	200.00	0.00	200.00	200.00	0.00	200.00
Gambling Licensing			No Change			
New Applications/Applications for Provisional Statement						
Bingo club	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00
Betting premises	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00
Tracks	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Family entertainment centres	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Adult gaming centre	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Licence Applications (Provisional Statement Holders)						
Bingo club	935.00	0.00	935.00	935.00	0.00	935.00
Betting premises	935.00	0.00	935.00	935.00	0.00	935.00
Tracks	935.00	0.00	935.00	935.00	0.00	935.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Family entertainment centre	772.00	0.00	772.00	772.00	0.00	772.00
Adult gaming centre	935.00	0.00	935.00	935.00	0.00	935.00
Annual Fee						
Bingo club	703.00	0.00	703.00	703.00	0.00	703.00
Betting premises	450.00	0.00	450.00	450.00	0.00	450.00
Tracks	703.00	0.00	703.00	703.00	0.00	703.00
Family entertainment centres	610.00	0.00	610.00	610.00	0.00	610.00
Adult gaming centre	703.00	0.00	703.00	703.00	0.00	703.00
Application to Vary						
Bingo club	1,550.00	0.00	1,550.00	1,550.00	0.00	1,550.00
Betting premises	1,308.00	0.00	1,308.00	1,308.00	0.00	1,308.00
Tracks	1,186.00	0.00	1,186.00	1,186.00	0.00	1,186.00
Family entertainment centres	800.00	0.00	800.00	800.00	0.00	800.00
Adult gaming centre	800.00	0.00	800.00	800.00	0.00	800.00
Application to transfer	860.00	0.00	860.00	860.00	0.00	860.00
Application for re-instatement	860.00	0.00	860.00	860.00	0.00	860.00
Copy licence	26.50	0.00	26.50	26.50	0.00	26.50
Notification of change	26.50	0.00	26.50	26.50	0.00	26.50
Permit Fees (FEC gaming machine and prize gaming)						
Application fee	300.00	0.00	300.00	300.00	0.00	300.00
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00
Change of name	25.00	0.00	25.00	25.00	0.00	25.00
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue) No Change						
Application fee and 1 st licence	4,200.00	0.00	4,200.00	4,200.00	0.00	4,200.00
Annual licence renewal	650.00	0.00	650.00	650.00	0.00	650.00
Application to vary	750.00	0.00	750.00	750.00	0.00	750.00
Transfer of licence	25.00	0.00	25.00	25.00	0.00	25.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00
Scrap Metal Dealers Licensing			No Change			
Site licence	450.00	0.00	450.00	450.00	0.00	450.00
Site licence renewal	425.00	0.00	425.00	425.00	0.00	425.00
Collections licence, grant or renewal	210.00	0.00	210.00	210.00	0.00	210.00
Variation – collector to site	70.00	0.00	70.00	70.00	0.00	70.00
Variation – site to collector	50.00	0.00	50.00	50.00	0.00	50.00
Variation (minor administration, such as change of address)	30.00	0.00	30.00	30.00	0.00	30.00
Change of site manager	100.00	0.00	100.00	100.00	0.00	100.00
Food Export Certificate			Change			
For businesses in Swale	80.00	0.00	80.00	82.00	0.00	82.00
Food in transit	80.00	0.00	80.00	30.00	0.00	30.00
CIEH Level 2 Award Training in Food Safety in Catering			Change			
Fee charged to food handlers for training in food hygiene	60.00	0.00	60.00	65.00	0.00	65.00
Registration Fee under the Local Government (Miscellaneous Provision) Act			Change			
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard fee	286.00	0.00	286.00	294.00	0.00	294.00
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	N/A	N/A	N/A	50.00	0.00	50.00
Requests for Environmental Information (e.g. contaminated land)			No Change			
Charge per hour	25.00	0.00	25.00	25.00	0.00	25.00
Charges for photocopying apply at 10p per page plus postage						
Environmental - Fixed Penalty Notices			New Charges			
Fly tipping	N/A	N/A	N/A	400.00*	0.00	400.00*
Abandoning a vehicle	N/A	N/A	N/A	120.00	0.00	120.00
Smoking in an enclosed vehicle carrying a juvenile	N/A	N/A	N/A	50.00	0.00	50.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Refuse left out inappropriately	N/A	N/A	N/A	100.00	0.00	100.00
Littering and graffiti	80.00	0.00	80.00	80.00	0.00	80.00
Dog fouling and other dog control orders	80.00	0.00	80.00	80.00	0.00	80.00
Fly posting	80.00	0.00	80.00	80.00	0.00	80.00
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00
Smoking in a smoke free premises or vehicle	50.00**	0.00	50.00**	50.00**	0.00	50.00**
Failure to display no smoking signs in smoke free premises or vehicle	200.00#	0.00	200.00#	200.00#	0.00	200.00#
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00
Breach of any Public Space Protection Orders (PSPOs)	N/A	N/A	N/A	100.00	0.00	100.00
*Reduced to £300 if paid in full within 7 days						
**Reduced to £30.00 if paid within 15 days						
#Reduced to £150.00 if paid within 15 days						
Annual Animal Licensing (plus cost of vet inspection)			No Change			
All animal boarding establishment licences and pet shop licences shall relate to the calendar year in which it is granted (or to the following year). These licences will expire at the end of the calendar year for which they were issued. Vet fees will also be applicable for licences.						
Dangerous wild animals	250.00	0.00	250.00	250.00	0.00	250.00
Breeding of dogs	250.00	0.00	250.00	250.00	0.00	250.00
Animal boarding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Riding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Pet shops	250.00	0.00	250.00	250.00	0.00	250.00
Zoo licence	950.00	0.00	950.00	950.00	0.00	950.00
Performing animal registration	135.00 (one-off cost)	0.00	135.00 (one-off cost)	135.00 (one-off cost)	0.00	135.00 (one-off cost)
Stray Dog Collection			Change			
Statutory collection charge	25.00	0.00	25.00	25.00	0.00	25.00
Administration fee for collection/ returned stray dogs	15.00	0.00	15.00	30.00	0.00	30.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Out of hours administration fee or collection/returned stray dogs	30.00	0.00	30.00	40.00	0.00	40.00
Transport fee for returning dog to owner	N/A	N/A	N/A	25.00	0.00	25.00
Pest Control			No Change			
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00
Rats (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00
Mice (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00
Wasps per nest	48.75	9.75	58.50	48.75	9.75	58.50
Wasps per additional nest	8.33	1.67	10.00	8.33	1.67	10.00
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Ants, insects etc.	25.00	5.00	30.00	25.00	5.00	30.00
Ants, insects etc. – clients on benefits	25.00	5.00	30.00	25.00	5.00	30.00
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	233.33	46.67	280.00
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive		To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive			
For treatments outside of normal office hours (hourly rate)	As above		As above			
Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)		Price on application (surveys required)			

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
King George's Pavilion (minimum 1 hour hire)			No Change			
Main hall/tea room (hourly rates) (minimum hire 1 hour)						
Main hall/tea room (hourly rates)						
Mon-Fri (9am-5pm)	10.00	0.00	10.00	10.00	0.00	10.00
Mon-Fri (5pm-12am)	10.00	0.00	10.00	10.00	0.00	10.00
Sat (9am-5pm) minimum 4 hours	10.00	0.00	10.00	10.00	0.00	10.00
Sat (5pm-12am) minimum 4 hours	10.00	0.00	10.00	10.00	0.00	10.00
Playgroups (per morning)						
	25.00	0.00	25.00	25.00	0.00	25.00
Tea room – for children's parties only (per hour) minimum 3 hours hire						
	8.00	0.00	8.00	8.00	0.00	8.00
Caretaking services – set up and clear away: standard tables and/or chairs						
	6.00	0.00	6.00	6.00	0.00	6.00
Refundable deposits						
	150.00	0.00	150.00	150.00	0.00	150.00
Bank Holidays, New Year's Eve						
	2 times the Saturday rate		2 times the Saturday rate			
Guildhall (minimum 1 session hire)			No Change			
Main hall (minimum 1 session)						
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00
Refundable deposits						
	50.00	0.00	50.00	50.00	0.00	50.00
Bank Holidays, New Year's Eve						
	40.00 per session	0.00	40.00 per session	40.00 per session	0.00	40.00 per session
Alleygate Key			Change			
Fee	13.33	2.67	16.00	15.86	3.17	19.03
Town Centre Licence			New Charge			
Licence for large events of 10,000 people or more	N/A	N/A	N/A	500.00	0.00	500.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Advertising Fees for Inside Swale (residents magazine)				No Change		
Discounts are applied for multiple advertisers: 2 issues 5% 3 issues 7.5% 4 issues 10%						
Outside back cover	650.00	130.00	780.00	650.00	130.00	780.00
Internal full page	495.00	99.00	594.00	495.00	99.00	594.00
Half internal page (portrait or landscape)	275.00	55.00	330.00	275.00	55.00	330.00
Quarter internal page	150.00	30.00	180.00	150.00	30.00	180.00
Double internal page	895.00	179.00	1,074.00	895.00	179.00	1,074.00
Room Hire of Swale House				No Change		
Non-Commercial						
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00
Commercial						
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00
Charity groups or meetings where Swale residents will benefit	No cost			No cost		
Legal Charges for Third Parties				Change		
Hourly rate	Various charges	0.00	Various charges	210.00	0.00	210.00
<i>Note: VAT may be chargeable depending on the lease</i>						

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Home Inspection for Immigration Application Fee						Change
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	92.00	0.00	92.00	95.00	19.00	114.00
Staying Put Handyperson Rates						No Change
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00
Pre-Application Planning Advice						No Change
Meetings						
Very large major	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Major	416.67	83.33	500.00	416.67	83.33	500.00
Minor	208.33	41.67	250.00	208.33	41.67	250.00
Other (excluding householders and listed buildings)	83.33	16.67	100.00	83.33	16.67	100.00
Householder	41.67	8.33	50.00	41.67	8.33	50.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
Letters						
Very large major	416.67	83.33	500.00	416.67	83.33	500.00
Major	208.33	41.67	250.00	208.33	41.67	250.00
Minor	104.17	20.83	125.00	104.17	20.83	125.00
Other (excluding householders and listed buildings)	41.67	8.33	50.00	41.67	8.33	50.00
Householder	20.83	4.17	25.00	20.83	4.17	25.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares						
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² – 9,999m ² or less than 2 hectares						

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare						
Complaints made under the High Hedges Legislation						No Change
Standard fee	450.00	0.00	450.00	450.00	0.00	450.00
Planning Photocopying Charges						No Change
	Charges per page			Charges per page		
A4 Black/white	0.08	0.02	0.10	0.08	0.02	0.10
A3 Black/white	0.16	0.04	0.20	0.16	0.04	0.20
A2 Or larger	2.50	0.50	3.00	2.50	0.50	3.00
A4 Colour	0.62	0.13	0.75	0.62	0.13	0.75
A3 Colour	1.25	0.25	1.50	1.25	0.25	1.50
Local Land Charges						No Change
Residential Property						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one parcel of land or property (Con29)	79.20	15.80	95.00	79.20	15.80	95.00
Standard residential full search fee	115.50	0.00	115.50	115.50	0.00	115.50
Commercial/Non-Domestic Property						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one commercial parcel of land or property	94.70	0.00	94.70	94.70	0.00	94.70
Standard commercial full search fee	131.00	0.00	131.00	131.00	0.00	131.00
Residential & Commercial Properties						
Each additional parcel of land or property on (LLC1) certificate	3.00	0.00	3.00	3.00	0.00	3.00
Each additional parcel of land or property on requisition (Con 29)	9.00	1.80	10.80	9.00	1.80	10.80
Total for each additional parcel of land or property on one full search	12.00	0.00	12.00	12.00	0.00	12.00
Each printed Part II enquiry	16.00	0.00	16.00	16.00	0.00	16.00

Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Each additional enquiry of your own	21.00	0.00	21.00	21.00	0.00	21.00

Fees and charges set nationally by Government

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks Fixed Penalty Notices (rate depends on offence) No Change						
<i>Lower Penalty System</i>						
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00
<i>Higher Penalty System</i>						
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00
Liquor Licensing No Change						
<i>Main Application Fees for Premises and Personal Liquor Licensing</i>						
Rateable Value B and A	100.00	0.00	100.00	100.00	0.00	100.00
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00
<i>Main Annual Charge for Premises and Personal Liquor Licensing</i>						
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00
Transfers	23.00	0.00	23.00	23.00	0.00	23.00
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00

Fees and charges set nationally by Government

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Purchase of Electoral Register						No Change
<i>Full Register and the Notices of Alteration</i>						
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	10.00	0.00	10.00
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50
<i>List of Overseas Electors</i>						
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	10.00	0.00	10.00
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50
<i>Edited Register</i>						
<i>(Available for purchase by anyone)</i>						
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	10.00	0.00	10.00
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50
Houses in Multiple Occupation Licensing						Change
<i>New Application</i>						
Non-accredited landlord	626.00	0.00	626.00	632.00	0.00	632.00
Accredited landlord	513.00	0.00	513.00	518.00	0.00	518.00
<i>Renewal of Application</i>						
Non-accredited landlord	472.00	0.00	472.00	477.00	0.00	477.00
Accredited landlord	359.00	0.00	359.00	363.00	0.00	363.00

Fees and charges set nationally by Government

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Mobile Home Site Licence Fee						Change
<i>New Mobile Home Site Licence Application Fee</i>						
1-5 mobile homes on site	141.00	0.00	141.00	142.00	0.00	142.00
6-24 mobile homes on site	194.00	0.00	194.00	196.00	0.00	196.00
25-99 mobile homes on site	246.00	0.00	246.00	248.00	0.00	248.00
100+ mobile homes on site	282.00	0.00	282.00	285.00	0.00	285.00
<i>Annual Mobile Home Site Inspection Fee</i>						
Relevant sites occupied solely by owners and family members	No charge			No charge		
1-5 mobile homes on site	No charge			No charge		
6-24 mobile homes on site	158.00	0.00	158.00	160.00	0.00	160.00
25-99 mobile homes on site	194.00	0.00	194.00	196.00	0.00	196.00
100+ mobile homes on site	229.00	0.00	229.00	231.00	0.00	231.00
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>						
Transfer or amend mobile home site licence	88.00	0.00	88.00	89.00	0.00	89.00
<i>Fee for the Deposit of Mobile Home Site Rules</i>						
Deposit of mobile home site rules	88.00	0.00	88.00	132.00	0.00	132.00
Smoke and Carbon Monoxide Regulations 2015						New Charge
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)						
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	N/A	N/A	N/A	5,000.00	0.00	5,000.00
The Redress Scheme for Lettings Agency Work & Management Work Order 2014						No Change
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)						
Penalty charge for non-compliance of Redress Scheme for Letting Agents Order	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00

List of income from fees and charges for 2016/17 budgets

Service	Charge	2016/17 Budget £
Commissioning & Customer Contact	Car parks and season tickets	1,674,900
Commissioning & Customer Contact	Garden waste collections (brown bins)	367,500
Commissioning & Customer Contact	Residents parking permits (including voucher parking for visitors parking in residential bays)	97,000
Commissioning & Customer Contact	Cemeteries burial fees	114,960
Commissioning & Customer Contact	Bulky waste collections	57,000
Commissioning & Customer Contact	Residential wheeled bins	20,500
Commissioning & Customer Contact	Street naming and numbering	15,000
Commissioning & Customer Contact	Beach hut charges	0
Commissioning & Customer Contact	Seafront memorial bench	1,000
Commissioning & Customer Contact	Travelling fetes & fairs and access over open space licence	11,780
Commissioning & Customer Contact	Sports facilities	11,500
Commissioning & Customer Contact	Allotments	1,000
Commissioning & Customer Contact	Radar keys for disabled toilets	210
Corporate Services	Taxi (Hackney Carriage) licensing	64,300
Corporate Services	Legal services charges, including S106 application fees	28,660
Corporate Services	Hire of meeting rooms at Swale House	100
Economic & Cultural Services	Fixed penalty notices – environmental response	3,000
Economic & Cultural Services	King George's Pavilion	13,980
Economic & Cultural Services	Advertising fees for Inside Swale	5,000
Economic & Cultural Services	Annual animal licences	10,500
Economic & Cultural Services	Stray dog collection	9,000
Economic & Cultural Services	Pest control treatments	2,000
Economic & Cultural Services	Alleygate key	50
Economic & Cultural Services	Guildhall	600
Economic & Cultural Services	Town Centre Licence	0
Housing	Stayput handyperson charges	2,200
Housing	Home inspection for immigration application fee	100

List of income from fees and charges for 2016/17 budgets

Service	Charge	2016/17 Budget £
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	500
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	1,500
Mid-Kent Environmental Health Service	Request for environmental information	1,000
Mid-Kent Environmental Health Service	Food export certificate	100
Planning	Local land charges	210,000
Planning	Pre-application planning advice fees	60,000
Planning	S106 Monitoring fees	65,000
Planning	Photocopying charges	2,000
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	668,800
Total fees and charges agreed as part of this report		3,562,720

Charges set by Government or an External Body		
Commissioning & Customer Contact	Fixed penalty notices – parking	474,890
Corporate Services	Licences (premises and liquor, street trading, sex establishments and scrap metal)	99,500
Corporate Services	Purchase of electoral register	1,500
Housing	Houses in multiple occupation	500
Housing	Mobile home site licence fee	0
Housing	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	0
Total fees and charges set nationally and by external bodies		576,390

OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	MKS Governance and Communications	4	Creation of Mid Kent Services Director post should be considered favourably.	Accepted	A.Kara	Ongoing	Steve McGinnes (the Head of Mid-Kent Revenues and Benefits), has been appointed until a permanent postholder is in place. The recruitment process is being run by Maidstone (who will be line managing the post). Interviews will be taking place on 23 and 24 November.
Scrutiny	MKS Governance and Communications	7	That a toolkit is created to assist managers in their role as internal clients of shared services.	Accepted	A.Kara	Ongoing	This is already happening through the maturing of the Shared Service Boards and the role of the Mid Kent Services Director. A review of the overarching governance document (including moving to the Partnership existing in perpetuity with appropriate break clauses; changing the name of the Partnership from MKIP to MKS; and agreeing new the objectives and strategic priorities) and model collaboration agreement has taken place with those changes being formally approved at a co-located meeting on 4 July 2016. There is now a standard reporting template for co-located meetings, the MKS Board and Shared Service Boards.
Scrutiny	STC Regeneration	1	That Cabinet considers appointing a Scrutiny Committee representative to sit on the Strategic Board to feed into the meeting and ensure that the Scrruity Committee discipline is recognised.	Rejected	E.Wiggins	N/A	Cabinet's response was: "The report to Scrutiny is clear that the governance of the development comprises a Strategic Board and an Operational Board. The Strategic Board is called the "STC Project Board" that meets on a bi-monthly basis, and the operational board is called the "Key Officer Group" that meets on a monthly basis. It is also unclear what 'Scrutiny Discipline' means, and what it is that is lacking at present. Regardless, Cabinet can see no arguments for Scrutiny representation on either of these Boards."
Scrutiny	STC Regeneration	2	That for the next twelve months, there be an update directly from a representative of the Strategic Board at each Scrutiny Committee.	Rejected	E.Wiggins	N/A	Cabinet's response was: "Scrutiny already has the right to request attendance by Cabinet members and relevant officers at its meetings to present or update on matters that are on the aganeda, subject to their reasonable availability. It is therefore for Scrutiny to set its agendas and for Cabinet and relevant officers to attend as they are able to."
Scrutiny	STC Regeneration	3	That a monthly update to questions, in a format to be agreed in conjunction with the Scrutiny Committee Chairman and Policy and Performance Officer, be provided by the Cabinet Member for Regeneration to all Members in the form of a bulletin.	Accepted	E.Wiggins	Ongoing	Cabinet's response was: "Cabinet agree on the principle of regular updating to members, in a standard 'bulletin' format to be agreed. However, monthly updating is not considered reasonable, and instead reporting every two months, shortly after the STC Project Board meeting, is considered to be more practicable. These can be timed to coincide with the regular face-to-face updates for Group Leaders that the Cabinet Member has agreed to continue."
Scrutiny	Leisure and tourism	1	Promotion and marketing - to commit a minimum of £25,000 to the tourism base budget to allow for substantial marketing and promotion of Swale as a tourist destination	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	2	Promotion and marketing - to agree an objective of growing Swale tourism by 5 – 10% over the next four years	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	3	Promotion and marketing - to consider as part of the future tourism plans the best forms of branding of Swale	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	4	Visitors and local infrastructure - SBC should identify and provide sufficient coach parking in convenient locations to meet the demands of all visitors to Swale	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	5	Visitors and local infrastructure - SBC should work closely with tourist attractions to ensure the Borough has a comprehensive coverage of up to date "brown tourist signs", including on strategic routes	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	6	Visitors and local infrastructure - provision of more local signs	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	7	Visitors and local infrastructure - consideration given to whether the funding of these signs could be supported by SBC, either through a new fund, Member grants, Section 106 grants or a combination of these	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	8	Visitors and local infrastructure - SBC should make sustained efforts to influence KCC Highways and Highways England to fulfil their responsibilities to keep roads clean, and do the same with Network Rail in relation to the approaches to local stations	Pending	C.Hudson	N/A	

Scrutiny	Leisure and tourism	9	Working with the local tourism sector - that SBC facilitates the establishment of collaborative groups preferably led by the private sector and/or voluntary sector	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	10	Working with the local tourism sector - that SBC establishes a challenge fund of £3,000 to support new activities or events	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	11	Research and intelligence - to conduct a full economic assessment of tourism in Swale. It is understood that this has been arranged to cover 2015 using "Destination Research". This should be repeated strictly every three years which has not recently been met	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	12	Research and intelligence - additionally extra information should be sought from useful reports available on the tourism market	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	13	Research and intelligence - to make contact with several other similar Boroughs to develop a benchmarking programme to seek the best ways of increasing the economic and cultural effects of tourism. A minimum of £2,000 pa should be set aside for research	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	14	Financial and other support to the sector - SBC to proactively assist local tourist organisations to find and bid for grants to increase tourism	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	15	Financial and other support to the sector - consider the creation and promotion of a challenge fund worth around £5,000, subject to future review, which local tourism businesses could bid for	Pending	C.Hudson	N/A	
Scrutiny	Leisure and tourism	16	Financial and other support to the sector - that SBC increases the availability of officer time to ensure the best possible potential achievement of all the recommendations made by the Scrutiny Committee	Pending	C.Hudson	N/A	
Key to status							
	Pending: Awaiting cabinet decision on whether to accept or reject.						
	Rejected: Recommendation not accepted by cabinet.						
	Accepted: Recommendation accepted, still within target date for implementation.						
	Implemented: Recommendation accepted, implementation complete.						
	Overdue: Recommendation accepted, target date for implementation exceeded.						

Scrutiny Committee work programme

Review title	Reviewers	Status	16-Nov	12-Jan	26-Jan	08-Feb	22-Mar
Quarterly budget monitoring	Committee	Live			√		√
Quarterly performance monitoring	Committee	Live		√			√
Scrutiny of 2017/18 Budget proposals	Committee	Live			2017/18 Budget scrutiny		
Scrutiny of 2017/18 Fees and Charges proposals	Committee	Live	√				
Housing Services	Task and Finish Group	Live		√			
Development Management	Task and Finish Group	Live					
Leisure and Tourism	Task and Finish Group	Complete					
Regeneration update	Committee	Update					

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

December 2016 - March 2017

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 Gerry Lewin – Deputy Leader and Cabinet Member for Planning

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance and Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor David Simmons – Cabinet Member for Environment and Rural Affairs

Councillor Alan Horton – Cabinet Member for Safer Families and Communities

Councillor Ken Pugh – Cabinet Member for Housing and Wellbeing

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>Sittingbourne Town Centre Regeneration Project - variations to the development agreement</p> <p>Cabinet to approve the variations that are required to the development agreement.</p>	Cabinet 7 December 2016	<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>Cabinet Member for Regeneration</p> <p>Emma Wiggins</p>
	Kent and Medway Air Quality Network Data Monitoring Contract 2017-	Cabinet 7 December 2016	<p>Key It is significant in terms of its</p>	Open		Cabinet Member for Environment and Rural Affairs

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>2020</p> <p>The report consists of the background and a description of the process to appoint a contractor to run the Kent and Medway Air Quality data management network.</p> <p>The report describes Swale Borough Council as the new lead authority to run the Kent and Medway (K&M) Air Quality Network from April 2017. This involves the appointment of a new contractor to carry out the collection and data ratification of all continuous air quality monitoring sites in the K& M Network, as well as maintaining the Kent Air and Care for Kent websites that accompany the network.</p>		effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			Steve Wilcock
	<p>Scrutiny Committee report on the Leisure and Tourism Review</p> <p>The report contains the</p>	Cabinet 7 December 2016	Non-Key This is not a key decision because is it	Open		Cabinet Member for Regeneration Bob Pullen

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>findings of a Task and Finish Group's scrutiny review of Leisure and Tourism. The report has been adopted by the Scrutiny Committee and it contains a number of recommendations for Cabinet's consideration.</p> <p>The report is being submitted to Cabinet to note at this stage, with a request that Cabinet consider and respond to the recommendations at a subsequent Cabinet meeting.</p>		<p>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>Lease of land at The Meadows to Aspire Free School</p> <p>This report seeks approval to enter into a 125 year lease with Grove Park Academies/Aspire Free School on a site at The</p>	<p>Cabinet 7 December 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>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
	Meads for the provision of a school for children with Autistic Spectrum Disorders (ASD).		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>Approval of new play area, trim trail and play area improvements</p> <p>This report recommends contract awards following a tendering process for the installation of a Toddler and Junior Play Area at Thistle Hill (£180,000), Exercise Trim Trail at Thistle Hill Community Woodland (£35,000) and play area improvements at King George Playing Field, Sittingbourne (£5,300). Projects funded from Capital</p>	Cabinet 7 December 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	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Daniel Gooch</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
	budget (developer contributions and external funding).		which the decision relates.			
	<p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p>	Cabinet 7 December 2016	<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>Cabinet Member for Environment and Rural Affairs</p> <p>Lyn Newton</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
	Grounds Maintenance Extension of Contract Grounds Maintenance extension of Contract.	Cabinet 7 December 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 Environment and Rural Affairs Alan Turner
	Stray Dog Kennel and Re-homing Contract The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.	Cabinet 1 February 2017	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	Open		Cabinet Member for Safer Families and Communities Alister Andrews

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
			service or function to which the decision relates.			
	<p>Contract for the provision of a pest control service within Swale</p> <p>The current pest control contract ends on 31 December 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	Cabinet 7 December 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		<p>Cabinet Member for Safer Families and Communities</p> <p>Alister Andrews</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>Minutes of the Local Development Framework Panel on 1 December 2016</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Planning</p> <p>Gill Harris</p>
	<p>Financial Management Report - April to September 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18</p>	Cabinet 7 December 2016	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</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
	Budget.					
	<p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal</p> <p>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>	Cabinet 11 January 2017	<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>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>
	Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016	Cabinet 11 January 2017	<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</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</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
			£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 Joint Transportation Board meeting held on 19 December 2016	Cabinet 11 January 2017	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	Open		Cabinet Member for Regeneration Dave Thomas

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
			communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2017/18</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.</p>	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance Nick Vickers
	Extension to CCTV Partnership Agreement is to be sought to extend existing CCTV	Cabinet 15 March 2017	Key It is significant in terms of its effect on	Open		Cabinet Member for Safer Families and Communities Steph Curtis

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
	Partnership Agreement with Medway Council for 1 year to 31 March 2018, with possibility to extend a subsequent year.		communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance Nick Vickers
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service Co-located meeting to be arranged.</p> <p>To consider adopting a single employing authority</p>	Cabinet	Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in	Open		

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
	for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.		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.			
	Housing and Homelessness Strategy Review 2017 The Council is refreshing it's 2010-2015 Housing Strategy and will combine with the Homelessness Strategy 2014-2017 that is due for review next year.	Cabinet 15 March 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Housing and Wellbeing Rebecca Walker
	Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring	Open		Cabinet Member for Regeneration Lyn Newton

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
			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>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	Cabinet 15 March 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers

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 Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 2017	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 Regeneration Dave Thomas
	Minutes of the Local Development Framework Panel on 9 February 2017 This is not a key decision as	Cabinet 15 March 2017	Non-Key This is not a key decision as the making	Open		Cabinet Member for Planning Gill Harris

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
	the making and adoption of the LDF will ultimately be considered and decided by Full Council		and adoption of the LDF will ultimately be considered and decided by full Council.			
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 May 2017	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	Open		Cabinet Member for Localism, Sport, Culture and Heritage James Freeman

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
			area of the local authority.			