

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 11 October 2017

Time: 7.00 pm

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

Membership:

Councillors Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mick Galvin, June Garrad, Mike Henderson, Lesley Ingham, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Ben Stokes and Roger Truelove.

Quorum = 4

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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 30 August 2017 (Minute Nos. 175 - 186) 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 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 Items**

5. Sittingbourne Town Centre Regeneration Update 1 - 2

The Cabinet Member for Regeneration, Interim Director of Regeneration, the Special Projects Manager and the Sittingbourne Town Centre Regeneration Scheme Manager have been invited to attend for this item.

**Part Two - Business Items**

6. Reviews at Follow-up Stage and Log of Recommendations 3 - 4

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

7. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

8. Committee Work Programme

5 - 6

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

9. Cabinet Forward Plan

7 - 18

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, 2 October 2017**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Scrutiny Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

**Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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## Sittingbourne Town Centre Regeneration Scheme

### Update to Scrutiny Committee 11<sup>th</sup> October 2017

	Update
SBC Team and Governance	<ul style="list-style-type: none"> <li>• Procurement continues for a QS and Employers Agent to manage the MSCP construction.</li> <li>• The monitoring surveyor (Ward Williams Associates) continues to manage finances and approvals under the Funding Agreement. Monthly monitoring reports are being produced by Spirit and by the councils monitoring surveyor to address spend to date, delivery to work programme, issues log.</li> <li>• Spirit have now clarified communication channels for Site 6, the Highway and Utility works and Site 4. Board meetings, Key Officer Group meetings and Internal Officer Group meetings continue.</li> </ul>
Development Agreement	<ul style="list-style-type: none"> <li>• Spirit continues to provide information to go unconditional on the leisure site in the near future.</li> <li>• Phase 1 of the highways work to West Street, Station Street and St Michael's Road and the St Michael's Road car park are progressing under a letter of intent and agreement with KCC Highways.</li> <li>• Unconditionality for the leisure site will be formally signed off by the Interim Director of Regeneration when the relevant information to satisfy DA conditions has been provided and approved.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Spirit has made an amended application for revisions to the bus stops and pedestrian area adjacent to the Forum.</li> <li>• Spirit is continuing to provide planners with information to satisfy pre-commencement conditions for the Hotel and main planning applications.</li> </ul>
Construction	<ul style="list-style-type: none"> <li>• Spirit's contractor is on site at the retail site and work is progressing well with the steel frame, blockwork</li> </ul>

	<p>walls and roof complete, and the facing brickwork and drainage connection underway to Costa and the steel frame complete and roof purlin installation and blockwork underway to retail units 1 &amp; 2. Currently there is a 5 week delay caused by unforeseen site conditions and the installation of a retaining wall but the contractor is confident that works can be complete by March 2018 due to float within the programme.</p> <ul style="list-style-type: none"> <li>• Spirit's contractor continues with phase 1 of the roadworks to West Street, Station Street &amp; St Michael's Road with excavation of the existing surface, installation of new drains &amp; gullies and new kerb lines. Works are currently behind programme due to the requirement for utility diversions in West Street and the discovery of an old buried storage/interceptor tank in St. Michael's road.</li> <li>• Work to the MSCP is still planned to start at the end January 2018 early February 2018 once the utility diversions within Phase 1 are complete and the stopping up order is signed and has been through the review period. A pre-start meeting is taking place with the contractor on 4<sup>th</sup> October.</li> <li>• Work to the leisure units, comprising the Hotel, Cinema and Restaurants is planned to start in May 2018 once the associated highway works are complete.</li> </ul>
Utility Services	<ul style="list-style-type: none"> <li>• At the St.Michaels Road/Station Street site the storm water diversion is currently underway and is anticipated to complete by 29<sup>th</sup> September. Clancy Docwra are due to start installing the water main diversion week commencing 2<sup>nd</sup> October.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Spirit continue to update their website and the Highway works are on the KCC Highways web site. Spirit's communication team will start to develop their strategy for Phase 2 of the Highway works.</li> </ul>

**OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS**



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
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." Updates provided to Scrutiny Committee - alternatively in person and through a written report at each meeting. All Members received a briefing on 28 June and the first of the STC bulletins the same day. Bulletins to be released quarterly through the delivery phase of the project in addition to being discussed at Scrutiny Committee.
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	Ongoing	A Visitor Economy Strategy is currently being developed and will identify tourism priorities and make budget recommendations. The Task and Finish Group met with the consultant commissioned by the Council to develop the Visitor Economy Strategy on 6 June 2017. Visitor Economy Strategy is progressing well and to timetable. Commenced in May with evidence gathering, desk research and online survey. June and July saw stakeholder engagement events across the Borough and 1-2-1 interviews along with focus groups including an internal Officer group meeting. Draft Strategy due to be considered by Policy Development and Review Committee on 28 November.
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	Ongoing	Visitor Economy Strategy will set out target market segments in conjunction with industry
Scrutiny	Leisure and tourism	3	Promotion and marketing - to consider as part of the future tourism plans the best forms of branding of Swale	Accepted	C.Hudson	Ongoing	To be included as part of the work to be undertaken on the Visitor Economy Strategy
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	Accepted	C.Hudson	Ongoing	Internal discussions with parking team underway on this critical issue
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	Accepted	C.Hudson	Ongoing	Technical help is provided to visitor attractions through Visit Swale and Visit Kent using national visitor guidance and will continue
Scrutiny	Leisure and tourism	6	Visitors and local infrastructure - provision of more local signs	Accepted	C.Hudson	Ongoing	Will be reviewed as part of Visitor Economy Strategy
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	Accepted	C.Hudson	Ongoing	Will be reviewed as part of Visitor Economy Strategy
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	Accepted	C.Hudson	Ongoing	Establish high level tourism stakeholder group to monitor Visitor Economy Strategy including external drivers impacting on tourism, leisure and hospitality
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	Ongoing	This is a model that has worked well in other LA areas where Visitor Economy Strategies and/or Destination Management Plans have been developed
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	Ongoing	Will be reviewed as part of Visitor Economy Strategy
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	Accepted	C.Hudson	Ongoing	Model has been run based on 2015 data and the Visitor Economy Strategy will contain performance measures including volume and value data: noted requirement for performance monitoring every three years
Scrutiny	Leisure and tourism	12	Research and intelligence - additionally extra information should be sought from useful reports available on the tourism market	Accepted	C.Hudson	Ongoing	Council is in membership of Visit Kent and British Destinations Association and has access to tourism research and data on demand. The services of these and other agencies will be used in the preparation of the Visitor Economy Strategy

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	Accepted	C.Hudson	Ongoing	Districts meet twice a year through Visit Kent and the matter can be considered through this Forum
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	Ongoing	Noted
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		C.Hudson	Ongoing	State Aid rules may apply and a review will be undertaken to see how/if this might be best achieved
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		C.Hudson	Ongoing	Will be reviewed as part of the Visitor Economy Strategy
Scrutiny	Housing Services	1	Cabinet should consider what more the Council can do to help housing associations to provide more affordable and social housing in Swale		A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	2	Cabinet should consider ways to provide housing associations a closer role in planning applications for housing developments, e.g. by routinely consulting them	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	3	Cabinet considers whether it should make further capital investments into selective housing stock	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	4	Cabinet considers whether the Council is doing enough to alleviate social housing pressures, and whether Swale should follow the lead of other councils and adopt a less risk adverse approach to property acquisition	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	5	That the Housing Team, supported by the Cabinet Member for Housing and Wellbeing, bid for capital funding should any empty properties become available that owners agree to let the Council use	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	6	Cabinet should consider whether the residency criteria (i.e. living in Swale for four years out of five) in Swale's housing allocations policy is a help or hindrance towards helping those in housing need, and if the latter, whether the policy should be reviewed	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
Scrutiny	Housing Services	7	That Cabinet can be encouraged to write to the Secretary of State for Communities and Local Government drawing attention to the severe pressure Swale was facing in housing homeless families	Pending	A.Christou		Cabinet due to discuss and agree response on Wednesday 4 October.
<b>Key to status</b>							
	<b>Pending:</b> Awaiting cabinet decision on whether to accept or reject.						
	<b>Rejected:</b> Recommendation not accepted by cabinet.						
	<b>Accepted:</b> Recommendation accepted, still within target date for implementation.						
	<b>Implemented:</b> Recommendation accepted, implementation complete.						
	<b>Overdue:</b> Recommendation accepted, target date for implementation exceeded.						

## Scrutiny Committee work programme - 2017/18

Review title	Reviewers	Status	11-Oct	15-Nov	11-Jan	25-Jan	28-Feb	22-Mar
Quarterly budget monitoring	Committee	Live				2nd Qtr		3rd Qtr
Quarterly performance monitoring	Committee	Live		1st Qtr	2nd Qtr			3rd Qtr
Scrutiny of 2018/19 Budget proposals	Committee	Live				√		
Scrutiny of 2018/19 Fees and Charges proposals	Committee	Live		√				
STC update - Cabinet Member and officers present	Committee	Live	√		√			√
STC update - written report only	Committee	Live		√			√	
Development Management	Task and Finish Group	Live						√
Planning Enforcement	Committee	Live		√			√	
Presentation by waste team	Committee	Live					√	
Non STC regeneration activity	Task and Finish Group	Not scoped						
CCTV	Task and Finish Group	Not scoped						

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

**November 2017 - February 2018**

**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](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the South Thames Gateway Building Control Joint Committee held on 21 September 2017	Cabinet 8 November 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 Planning  James Freeman
	Complaints, compliments and comments annual report 2016/17	Cabinet 8 November 2017	Non-Key This is not a key decision	Open		Leader  Carol Sargent

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
	Summary of complaints, compliments and comments received by Swale Borough Council during the year of April 2016 - March 2017.		as it is for information only.			
	<p>Council Tax Support Scheme 2018/19</p> <p>We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by 31 January 2018. A consultation was approved by Cabinet this will close on 11 September 2017.</p>	Cabinet 8 November 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  Zoe Kent
	<p>Visitor Economy Strategy</p> <p>This sets-out priority actions for the tourism sector in Swale from 2017 to 2020.</p>	Cabinet 8 November 2017	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant	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
			having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2018/19 for submission to Council. Charges will take effect from 1 April 2018.</p>	Cabinet 8 November 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
	Minutes of the Local Development Framework Panel meeting held on 30 November 2017	Cabinet 6 December 2017	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered	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
			and decided by full Council.			
	<p>Financial Management Report April to September 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 6, covering the period from April to September 2017.</p>	Cabinet 6 December 2017	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	Cabinet 6 December 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
	Minutes of the South Thames Gateway Building Control Joint Committee held on 7 December 2017	Cabinet 10 January 2018	Non-Key This is not a key decision because is it not likely to	Open		Cabinet Member for Planning  Carol Sargent

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
			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.			
	Minutes of the Swale Joint Transportation Board meeting held on 18 December 2017	Cabinet 10 January 2018	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or	Open		Cabinet Member for Regeneration

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
			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>Treasury Management Strategy Statement and Investment Strategy 2018/19</p> <p>This report sets-out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2018/19. It will be proposed to Council at the meeting on 21 February</p>	<p>Cabinet 7 February 2018</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 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
	2018.					
	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	<p>Cabinet 7 February 2018</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 and Performance</p> <p>Nick Vickers</p>
	<p>Financial Management Report: April - December 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 9, covering the period from April to December 2017.</p>	<p>Cabinet 7 March 2018</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</p>	<p>Open</p>		<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
			working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Minutes of the Local Development Framework Panel held on 8 February 2018	Cabinet 7 March 2018	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	Minutes of the Swale Joint Transportation Board meeting held on 19 March 2017	Cabinet 23 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	Open		Cabinet Member for Regeneration

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
			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.			
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2017	Cabinet 23 May 2018	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	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
			effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			

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