

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

**March 2021 - June 2021**

**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 Roger Truelove** – Leader and Cabinet Member for Finance  
**Councillor Mike Baldock** – Deputy Leader and Cabinet Member for Planning  
**Councillor Richard Palmer** – Cabinet Member for Community  
**Councillor Monique Bonney** - Cabinet Member for Economy and Property  
**Councillor Julian Saunders** - Cabinet Member for Environment  
**Councillor Angela Harrison** – Cabinet Member for Health and Wellbeing  
**Councillor Ben J Martin** – Cabinet Member for Housing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

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

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Revisions to the Covert Surveillance and Access to Communications Data Policy</p> <p>To approve the revised policy.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Richard Palmer - Cabinet Member for Community</p> <p>Gary Rowland</p>
	<p>Award of Contract - Refurbished Play Area at Millfield Open Space, Faversham</p> <p>To award the contract to remove existing play equipment and install a new play area at Millfield Open Space, Faversham to Sutcliffe Play Ltd.</p>	<p>Cabinet 17 March 2021</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which</p>	<p>Open</p>		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Robert Lucas</p>

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			the decision relates.			
	SANS and Hosts Hardware Replacement	Cabinet 17 March 2021	Key	Open	Item for Forward Plan SANS and Hosts Hardware Replacement	Councillor Roger Truelove - Leader and Cabinet Member for Finance  Julie May
	<p>Reactive and Planned Term Maintenance Contract - Extension of contract</p> <p>This report seeks Cabinet's approval to extend the current contract for Planned and Reactive Term Maintenance for a further two years. This will allow the existing contract to continue when the three-year term ends on 30th September 2021. It is anticipated that the annual contract value will exceed the £100,000 threshold for officer decision.</p>	Cabinet 17 March 2021	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	Open		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Deborah Hardy</p>
	<p>Swale House Refurbishment</p> <p>To present a business case on the Swale House refurbishment.</p>	Cabinet 17 March 2021	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of</p>	Open		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Anne Adams</p>

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			savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			
	<p>Master's House, Sheerness - low carbon refurbishment</p> <p>Cabinet is requested to approve the allocation of capital funds to the low carbon refurbishment of Master's House, the former Council offices in Trinity Road, Sheerness to allow it to be operated as a community/business hub.</p>	Cabinet 17 March 2021	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	Open		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Anne Adams</p>
	<p>Borden Parish Conservation Areas Review</p> <p>To adopt the appraisal and management plan document for development management purposes following any appropriate changes made to it in relation to public consultation.</p>	Cabinet 17 March 2021	<p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to</p>	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>

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			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>Tonge Conservation Area Review</p> <p>To adopt the appraisal and management plan document for development management purposes following any appropriate changes made to it in relation to public consultation.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>

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	<p>Health and Wellbeing Improvement Plan</p> <p>Report seeks adoption of the draft Health and Wellbeing Improvement Plan 2020-2023.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Jennifer Kenningham</p>
	<p>Financial Management Report: April – December 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 9, covering the period from April to December 2020.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Recommendations from the Local Plan Panel meeting held on 18 February 2021</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision as the making and adoption of the LDF will ultimately</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>

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			be considered and decided by full Council.			
	Recommendations from the Swale Joint Transportation Board meeting held on 1 March 2021	Cabinet 17 March 2021	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		