

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

**October 2021 - January 2022**

**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

**Councillor Tim Valentine** – Cabinet Member for Climate and Ecological Emergency

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>Draft Planning Enforcement Strategy and Charter – 2021</p> <p>To consider and agree this new document following an 8 week consultation period, noting that the document aims to inform Councillors and the local community on helping them to understand how planning enforcement works given the constraints and regulations on how officers handle cases.</p>	<p>Cabinet 22 September 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Andrew Jeffers</p>
	<p>SBC Holding Company 1 Limited</p> <p>To change the named Directors on the company for Swale Borough Council.</p>	<p>Cabinet 22 September 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Phil Wilson</p>
	<p>Masters House Award of Contract</p>	<p>Cabinet 22 September 2021</p>	<p>Key</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Jeremy Pilgrim</p>
	<p>Community Asset Transfer - The Walled Garden, Faversham</p> <p>To grant a 25-year lease to Brogdale CIC on a peppercorn rent to develop and manage the asset for community benefit.</p>	<p>Cabinet 22 September 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Richard Palmer - Cabinet Member for Community</p> <p>Lyn Newton</p>

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	<p>Cashless Payments in Off-Street Car Parks</p> <p>To approve to enter into a joint contract with Maidstone Borough Council and the preferred cashless parking supplier following a tender process on behalf of the Swale/Maidstone Parking Partnership.</p>	<p>Cabinet 22 September 2021</p>	<p>Key</p>	<p>Open</p>		<p>Councillor Richard Palmer - Cabinet Member for Community</p> <p>Jeff Kitson</p>
	<p>Listing Criteria for Local Heritage list</p> <p>To adopt the listing criteria for the purpose of developing a borough wide local heritage list following any appropriate changes made to it in relation to public consultation.</p>	<p>Cabinet 22 September 2021</p>	<p>Key</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Jhilmil Kishore</p>
	<p>Financial Management Report: April - June 2021</p> <p>This report shows the revenue and capital projected outturn for 2021/22 as at the end of period 3, covering the period from April to June 2021.</p>	<p>Cabinet 22 September 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Minor Maintenance and cleansing of public conveniences' contract extension</p> <p>To approve an extension to the existing contract as per the terms</p>	<p>Cabinet 22 September 2021</p>	<p>Key</p>	<p>Open</p>		<p>Julian Saunders</p> <p>Alister Andrews</p>

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	and conditions of the contract.					
	Recommendations from the Local Plan Panel meeting held on 8 September 2021	Cabinet 22 September 2021	Non-Key	Open		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman
	Award of Arboriculture Contract  Decision to award to winning company following recent tender evaluation.	Cabinet 22 September 2021	Key	Open		Councillor Julian Saunders - Cabinet Member for Environment  Jay Jenkins
	Award of Grounds Maintenance Contract  To award to winning company following recent tender evaluation.	Cabinet 22 September 2021	Key	Open		Councillor Julian Saunders - Cabinet Member for Environment  Jay Jenkins
	Recommendations from the Swale Joint Transportation Board meeting held on 6 September 2021	Cabinet 22 September 2021	Non-Key	Open		
	Swale House refurbishment - Award of Contracts	Cabinet 27 October 2021	Key	Open		Councillor Monique Bonney - Cabinet Member for Economy and Property  Jeremy Pilgrim

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	<p>Queenborough &amp; Rushenden Twyford Pumping Station – HIF Funded Contractor Appointment</p> <p>To approve the appointment of a contractor to deliver the HIF funded Twyford Pumping Station works as part of the Queenborough &amp; Rushenden regeneration scheme.</p>	Cabinet 27 October 2021	Key	Open		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Debbie Townrow</p>
	Recommendations from the Local Plan Panel meeting held on 7 October 2021	Cabinet 27 October 2021	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Review of Fees and Charges 2022/23</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 2022/23 for submission to Council. Charges will take effect from 1 April 2022.</p> <p>It will be proposed to Council at the meeting on 12 January 2022.</p>	Cabinet 27 October 2021	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Milstead Conservation Area Appraisal and Management Plan</p> <p>To adopt the appraisal and</p>	Cabinet 27 October 2021	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>Simon Algar</p>

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	management plan document for development management purposes following any appropriate changes made to it in relation to public consultation.					
	Sittingbourne Conservation Area Appraisal and Management Plan  To adopt the appraisal and management plan document for development management purposes following any appropriate changes made to it in relation to public consultation.	Cabinet 27 October 2021	Key	Open		Councillor Mike Baldock - Cabinet Member for Planning  Simon Algar
	<b>Commissioning and Procurement Policy</b> To adopt the new Commissioning and Procurement Policy.	<b>Cabinet</b> <b>27 October 2021</b>	<b>Non-Key</b>	<b>Open</b>		<b>Councillor Roger Truelove - Leader</b>  <b>Charlotte Knowles</b>
	Awarding of Contract - Pay Unit Replacement in Off-Street Car Parks  To approve to enter into a contract with the preferred pay unit supplier following a tender process.	Cabinet 8 December 2021	Key	Open		Councillor Richard Palmer - Cabinet Member for Community  Jeff Kitson
	Safeguarding Policy Refresh 2021 This report is to seek approval from Cabinet to adopt the revised Safeguarding Policy.	Cabinet 8 December 2021	Non-Key	Open		Councillor Angela Harrison - Cabinet Member for Health and Wellbeing  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
	<p>Healthy and Active Lives Framework To agree the final draft version of the framework and go out for an eight-week consultation.</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing  Russell Fairman</p>
	<p>Medium Term Financial Plan and 2022/23 Budget This report set out the Council's Medium Term Financial Plan and proposals for the 2022/23 Budget.</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance  Phil Wilson</p>
	<p>Recommendations from the Local Plan Panel meeting held on 25 November 2021</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning  James Freeman</p>
	<p>Recommendations from the Swale Joint Transportation meeting held on 6 December 2021</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		
	<p>Recommendations from the Local Plan Panel meeting held on 27 January 2022</p>	<p>Cabinet 9 February 2022</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning  James Freeman</p>

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	<p>Treasury Management Strategy Statement and Investment Strategy 2022/23</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2022/23. It will be proposed to Council at the meeting on 23-2-22.</p>	<p>Cabinet 9 February 2022</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Medium-Term Financial Plan and 2022/23 Budget</p> <p>This report set out the Council's Medium-Term Financial Plan and proposals for the 2022/23 Budget.</p> <p>It will be proposed to Council at the meeting on 23 February 2022 as an appendix to the Council Tax Resolution.</p>	<p>Cabinet 9 February 2022</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Financial Management Report: April - December 2021</p> <p>This report shows the revenue and capital projected outturn for 2021/22 as at the end of period 9, covering the period from April to December 2021.</p>	<p>Cabinet 16 March 2022</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Healthy and Active Lives Framework</p> <p>To adopt the final version fo the framework to guide internal work</p>	<p>Cabinet 16 March 2022</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p>

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	and support external partners.					Russell Fairman
	Recommendations from the Swale Joint Transportation Board meeting held on 28 February 2022	Cabinet 16 March 2022	Non-Key	Open		
	Recommendations from the Local Plan Panel meeting held on 24 March 2022	Cabinet	Non-Key	Open		Councillor Mike Baldock - Cabinet Member for Planning  James Freeman