

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

August 2015 - November 2015

Notes:

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at 100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet the Members of the Cabinet are:

Councillor Andrew Bowles - Leader
Councillor Kenneth Pugh - Cabinet Member for Community Safety and Health
Councillor David Simmons - Cabinet Member for Environmental and rural affairs
Councillor Duncan Dewar-Whalley - Cabinet Member for Finance
Councillor John Wright - Cabinet Member for Housing
Councillor Mike Whiting - Cabinet Member for Localism, Sport, Culture and Heritage
Councillor Ted Wilcox - Cabinet Member for Performance
Councillor Mike Cosgrove - Cabinet Member for Regeneration
Councillor Gerry Lewin - Deputy Leader and Cabinet Member for Planning

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

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

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Cabinet Delegated Decision - Assembly Rooms, Faversham Release of Covenant and Legal Charge Report detailing transfer of surety from Swale Borough Council to commercial funders.</p> <p>Meeting to be held on Tuesday 14 July 2015.</p>	<p>Cabinet 15 July 2015</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Finance Peter Bell</p>
	<p>Cabinet Delegated Decision - Dockyard Church, Sheerness - Transfer of Covenant Report detailing transfer of responsibilities from the Spitalfields Historic Buildings Trust to the Sheerness Dockyard Preservation Trust.</p> <p>Cabinet Delegated Decision 14 July 2015</p>	<p>Cabinet 15 July 2015</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working</p>	<p>Open</p>		<p>Cabinet Member for Finance Peter Bell</p>

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Cabinet Delegated Decision - Guidance on policy/strategy development, consultation and adoption Cabinet Delegated Decision to be taken by the Leader.</p> <p>This guidance is aimed at officers who have been asked to write a council policy or strategy. It offers advice on the most appropriate routes through the Council's sometimes complex decision-making processes, as well as establishing a standard Council approach to external consultation on new policies and strategies.</p>	Cabinet 15 July 2015	<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>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</p>
	<p>Swale's Sports Facilities Strategy 2015 - 2025 A draft sports facilities strategy for Swale has been developed and now needs to be consulted on for 8 weeks</p>	Cabinet 2 September 2015	<p>Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or</p>	Open		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Len Mayatt</p>

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	<p>Teynham Car Park - Community Asset Transfer</p> <p>This report seeks approval for the transfer under the Community Asset Transfer Policy of the car park to Teynham Parish Council who already manage the car park under a short-term lease.</p>	<p>Cabinet 2 September 2015</p>	<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 be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Kent Parker</p>
	<p>Swale's Playing Pitch Strategy</p> <p>A draft playing pitch strategy for Swale has been developed and now needs to be consulted on for 8 weeks.</p>	<p>Cabinet 2 September 2015</p>	<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</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Len Mayatt</p>

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	Minutes of the Swale Rural Forum held on 25 August 2015	Cabinet 2 September 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs Kellie MacKenzie kelliemackenzie@swale.gov.uk
	Financial Management Report: April - June 2015 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 3, covering the period from April to June 2015.	Cabinet 2 September 2015	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during June 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 2 September 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage Brooke Butfield

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	<p>The Meads Community Centre Asset Transfer</p> <p>This report seeks approval for the transfer of The Meads Community Centre to The Meads Community Centre Trust.</p>	<p>Cabinet 7 October 2015</p>	<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 be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Charlotte Hudson</p>
	<p>Mid Kent Planning Support Review</p> <p>Following Tunbridge Wells Borough Council's decision to withdraw from the shared support service (subject to confirmation from Tunbridge Wells Borough Council Cabinet on 28 June 2015), the report will review options and way forward for Swale Borough Council.</p>	<p>Cabinet 7 October 2015</p>	<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</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>

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			relates.			
	Minutes of the Local Development Framework Panel held on 17 September 2015	Cabinet 7 October 2015		Open		Cabinet Member for Planning Gill Harris
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during September 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 4 November 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage Brooke Butfield
	Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2016/17 for submission to Council. Charges will take effect from 1 April 2016.	Cabinet 4 November 2015	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2016/17 Budget.	Cabinet 2 December 2015	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk

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	Minutes of the Swale Rural Forum held on 17 November 2015	Cabinet 2 December 2015	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs Kellie MacKenzie kelliemackenzie@swale.gov.uk
	Financial Management Report: April to September 2015	Cabinet 2 December 2015	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Local Development Framework Panel held on 3 December 2015	Cabinet 6 January 2016		Open		Cabinet Member for Planning Gill Harris

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	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during December 2015. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 3 February 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage Brooke Butfield
	Treasury Management Strategy Statement and Investment Strategy 2015/16 This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2016/17. It will be proposed to Council at the meeting on 17 February 2016.	Cabinet 3 February 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Medium Term Financial Plan and 2016/17 Budget This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.	Cabinet 3 February 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance Nick Vickers nickvickers@swale.gov.uk
	Financial Management Report: April - December 2015 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 9, covering the period from April to December 2015.	Cabinet 2 March 2016	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 Finance Nick Vickers nickvickers@swale.gov.uk

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	Minutes of the Local Development Framework Panel held on 11 February 2016	Cabinet 2 March 2016		Open		Cabinet Member for Planning Gill Harris
	Minutes of the Swale Rural Forum held on 23 February 2016	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs Kellie MacKenzie kelliemackenzie@swale.gov.uk
	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during February/March 2016. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 25 May 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage Brooke Buttfield