

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

**February 2016 - May 2016**

**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](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>The Mill Project A request to release the £200k capital towards the construction of a skate park on the Mill site in Sittingbourne and lift the conditions placed on releasing the funding made at Cabinet on 11 March 2015.</p>	<p>Cabinet 2 March 2016</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 the decision relates.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage  Emma Wiggins emmawiggins@swale.gov.uk</p>
	<p>Beach huts in Leysdown Proposal to implement a further phase of ten beach huts at Leysdown after the successful implementation of Phases I and II at Minster.</p>	<p>Cabinet 2 March 2016</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</p>	<p>Open</p>		<p>Cabinet Member for Regeneration  Dave Thomas</p>

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	<p>Dolphin Barge Museum – Option agreement for land transfer to Swale Borough Council from Essential Land and a proposed new lease to the Dolphin Barge Museum</p> <p>The report provides members with information about an option for the Council to acquire land on the Wharf Site in Sittingbourne that will be leased to the Dolphin Barge Museum for them to construct a new museum building. The trustees of the Dolphin Barge Museum have funding from an insurance claim and a satisfactory planning permission allowing them to proceed with construction in the very near future.</p>	Cabinet 2 March 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 Localism, Sport, Culture and Heritage</p> <p>Peter Binnie</p>
	<p>Award of tender for Newington Car Park wall rebuilding works</p> <p>Following the collapse of the retaining wall on the boundary of the car park, these works will result in the removal of the damaged wall section and the rebuilding of a new retaining wall.</p>	Cabinet 2 March 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</p>	Open		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Dave Thomas</p>

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			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>25 year lease for Hut at Minster Leas</p> <p>The current Licence for the occupation of the hut for use as a Sweet Hut ends on 31/03/2016. It is therefore proposed that the Council grants a 25 year lease commencing on 01/04/2016 following the advertisement of the opportunity and invitation for expressions of interest.</p>	<p>Cabinet</p> <p>2 March 2016</p>	<p>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>Part exempt</p>		<p>Cabinet Member for Finance</p> <p>Anne Adams</p>

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	Award of Contract for Collection and Distribution of Mail To consider the award of contract for collection and distribution of mail.	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 having regard to the local authority's budget for the service or function to which the decision relates.	Open		Cabinet Member for Finance  Anne Adams
	CCTV shared service - alternative delivery model Medway Council, who are contracted to deliver a shared service across Medway Council, Maidstone Borough Council, Gravesham Borough Council and Swale Borough Council CCTV infrastructures through a CCTV Partnership are proposing to create a new delivery model to carry out the CCTV Partnership service.	Cabinet 2 March 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.	Part exempt		Cabinet Member for Community Safety and Health  Charlotte Hudson
	Adoption of Kent Environment Strategy Swale Borough Council adopted the previous Kent Environment Strategy	Cabinet 2 March 2016	Key It is significant in terms of its effect on communities living or working	Open		Cabinet Member for Environmental and Rural Affairs  Janet Hill

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			in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Corporate Plan Action Plan and Corporate Performance Indicators To consider the Corporate Plan action plan.	Cabinet 2 March 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Leader  David Clifford
	Payment Collection Service Contract To seek authorisation from Cabinet to allocate the current Payment Collection Service contract to a supplier under a Framework Agreement for Bill Payments.	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 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
	Financial Management Report: April - December 2015 This report shows the revenue and capital projected outturn for	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information	Open		Cabinet Member for Finance  Nick Vickers

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	2015/16 as at the end of period 9, covering the period from April to December 2015.		only.			
	Minutes of the Local Development Framework Panel held on 11 February 2016 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.	Cabinet 2 March 2016	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 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
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.	Cabinet 25 May 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 Localism, Sport, Culture and Heritage  Graeme Tuff

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>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.</p>	<p>Cabinet 25 May 2016</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Butfield</p>
	<p>CCTV Effectiveness Review A review of all existing CCTV camera locations in the borough has been undertaken to determine their effectiveness, along with consultation having been undertaken with the community.  This report presents those locations for consideration for decommissioning or movement, based upon the findings of this review and consultation.</p>	<p>Cabinet 25 May 2016</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Community Safety and Health  Steph Curtis</p>