

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

**December 2016 - March 2017**

**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
	<p>Sittingbourne Town Centre Regeneration Project - variations to the development agreement</p> <p>Cabinet to approve the variations that are required to the development agreement.</p>	<p>Cabinet 7 December 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 in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Regeneration  Emma Wiggins</p>
	<p>Kent and Medway Air Quality Network Data Monitoring Contract 2017-</p>	<p>Cabinet 7 December 2016</p>	<p>Key It is significant in terms of its</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</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
	<p>2020</p> <p>The report consists of the background and a description of the process to appoint a contractor to run the Kent and Medway Air Quality data management network.</p> <p>The report describes Swale Borough Council as the new lead authority to run the Kent and Medway (K&amp;M) Air Quality Network from April 2017. This involves the appointment of a new contractor to carry out the collection and data ratification of all continuous air quality monitoring sites in the K&amp; M Network, as well as maintaining the Kent Air and Care for Kent websites that accompany the network.</p>		<p>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>Steve Wilcock</p>
	<p>Scrutiny Committee report on the Leisure and Tourism Review</p> <p>The report contains the</p>	<p>Cabinet 7 December 2016</p>	<p>Non-Key This is not a key decision because is it</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Bob Pullen</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
	<p>findings of a Task and Finish Group's scrutiny review of Leisure and Tourism. The report has been adopted by the Scrutiny Committee and it contains a number of recommendations for Cabinet's consideration.</p> <p>The report is being submitted to Cabinet to note at this stage, with a request that Cabinet consider and respond to the recommendations at a subsequent Cabinet meeting.</p>		<p>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>Lease of land at The Meadows to Aspire Free School</p> <p>This report seeks approval to enter into a 125 year lease with Grove Park Academies/Aspire Free School on a site at The</p>	<p>Cabinet 7 December 2016</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Anne Adams</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
	Meads for the provision of a school for children with Autistic Spectrum Disorders (ASD).		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>Approval of new play area, trim trail and play area improvements</p> <p>This report recommends contract awards following a tendering process for the installation of a Toddler and Junior Play Area at Thistle Hill (£180,000), Exercise Trim Trail at Thistle Hill Community Woodland (£35,000) and play area improvements at King George Playing Field, Sittingbourne (£5,300). Projects funded from Capital</p>	Cabinet 7 December 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	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Daniel Gooch</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
	budget (developer contributions and external funding).		which the decision relates.			
	<p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p>	Cabinet 7 December 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 Environment and Rural Affairs</p> <p>Lyn Newton</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
	<p>Grounds Maintenance Extension of Contract Grounds Maintenance extension of Contract.</p>	<p>Cabinet 7 December 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 Environment and Rural Affairs  Alan Turner</p>
	<p>Stray Dog Kennel and Re-homing Contract</p> <p>The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	<p>Cabinet 1 February 2017</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</p>	<p>Open</p>		<p>Cabinet Member for Safer Families and Communities  Alister Andrews</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
			service or function to which the decision relates.			
	<p>Contract for the provision of a pest control service within Swale</p> <p>The current pest control contract ends on 31 December 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	<p>Cabinet 7 December 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 Safer Families and Communities</p> <p>Alister Andrews</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
	<p>Minutes of the Local Development Framework Panel on 1 December 2016</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council</p>	<p>Cabinet 7 December 2016</p>	<p>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.</p>	<p>Open</p>		<p>Cabinet Member for Planning  Gill Harris</p>
	<p>Financial Management Report - April to September 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.</p>	<p>Cabinet 7 December 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 Finance and Performance  Nick Vickers</p>
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18</p>	<p>Cabinet 7 December 2016</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  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
	Budget.					
	<p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal</p> <p>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>	Cabinet 11 January 2017	<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 local authority.</p>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>
	Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016	Cabinet 11 January 2017	<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</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</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
			£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 19 December 2016	Cabinet 11 January 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	Open		Cabinet Member for Regeneration  Dave Thomas

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
			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 2017/18</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2017/18. It will be proposed to Council at the meeting on 15 February 2017.</p>	Cabinet 1 February 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
	Extension to CCTV Partnership Agreement is to be sought to extend existing CCTV	Cabinet 15 March 2017	Key It is significant in terms of its effect on	Open		Cabinet Member for Safer Families and Communities  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
	Partnership Agreement with Medway Council for 1 year to 31 March 2018, with possibility to extend a subsequent year.		communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	Cabinet 1 February 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
	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service Co-located meeting to be arranged.</p> <p>To consider adopting a single employing authority</p>	Cabinet	Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in	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
	for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.		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.			
	Housing and Homelessness Strategy Review 2017 The Council is refreshing it's 2010-2015 Housing Strategy and will combine with the Homelessness Strategy 2014-2017 that is due for review next year.	Cabinet 15 March 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Housing and Wellbeing  Rebecca Walker
	Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring	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
			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>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	<p>Cabinet 15 March 2017</p>	<p>Non-Key This is not a key decision as it is for information only.</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
	Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017	Cabinet 15 March 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 Regeneration  Dave Thomas
	Minutes of the Local Development Framework Panel on 9 February 2017 This is not a key decision as	Cabinet 15 March 2017	Non-Key This is not a key decision as the making	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
	the making and adoption of the LDF will ultimately be considered and decided by Full Council		and adoption of the LDF will ultimately be considered and decided by full Council.			
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 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 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	Open		Cabinet Member for Localism, Sport, Culture and Heritage  James Freeman

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
			area of the local authority.			