

**Agenda Item No:** 14  
**Report To:** CABINET  
**Date:** 12<sup>TH</sup> MAY 2016



**Report Title:** SCHEDULE OF KEY DECISIONS TO BE TAKEN

**Report Author:** Head of Legal and Democratic Services

<b>Summary:</b>	To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council.
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**Key Decision:** NO

**Affected Wards:** Where appropriate, individual Wards are indicated.

**Recommendations :** **That the Cabinet receive and note the latest Schedule of Key Decisions.**

**Policy Overview:** Under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, there is no longer a legal requirement to publish a Forward Plan of Key Decisions, however there is still a requirement to publish details of Key Decisions 28 clear days before the meeting they are to be considered at. The Council maintains a live, up to date rolling list of decision items on the Council's website, and that list will be presented to the Cabinet each month, in its current state, for Members' information.

**Financial Implications:** Nil

**Other Material Implications:** Nil

**Exemption Clauses:** Nil

**Background Papers:** None

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**CABINET  
SCHEDULE OF KEY DECISIONS TO BE TAKEN**

The following Key Decisions will be taken by Ashford Borough Council's Cabinet on the dates stated.

Ashford Borough Council's Cabinet is made up of: - Councillors Gerry Clarkson; Neil Bell; Clair Bell; Mike Bennett; Jessamy Blanford; Paul Clokie; Graham Galpin; Bernard Heyes; Jane Martin; Neil Shorter.

*Copies of the reports and any other relevant documents that are submitted to the Cabinet in connection with a proposed decision will be available for inspection, or on screen, five clear days before the decision date at the Civic Centre, Tannery Lane, Ashford and at Tenterden Gateway, 2 Manor Row, Tenterden, during opening hours, or at [www.ashford.gov.uk/councillors\\_and\\_committees.aspx](http://www.ashford.gov.uk/councillors_and_committees.aspx)*

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>12<sup>th</sup> May 2016</b>					
The Draft Planning & Development Local Enforcement Plan		Cllr Bennett	Richard Alderton	Open	26/1/16
ABC Street Lighting	<i>To propose that the Council fund a capital investment programme to replace its lighting columns to adoptable KCC standard in order to transfer as many assets as possible.</i>	Cllr Bradford	Jo Fox	Open	26/2/16
Public Conveniences	<i>To propose a Community Toilet Scheme designed specifically for residents of Ashford.</i>	Cllr Mrs Bell	Tracey Butler	Open	14/3/16

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Council Tax Support Scheme 2017 – Draft for Consultation	<i>To agree a draft scheme that will form the basis of a consultation exercise that will seek to view of stakeholders on the options for the new scheme. Cabinet will then receive a report in the Autumn with the final recommendations for the scheme which once agreed and adopted will then form one of the elements of the 2017/18 budget.</i>	Cllr Shorter	Ben Lockwood	Open	31/3/16
<b>9<sup>th</sup> June 2016</b>					
Final Outturn 2015/16	<i>Final budget outturn for previous financial year</i>	Cllr Shorter	Ben Lockwood	Open	12/6/15
Quarterly Performance Report	<i>Standard Quarterly Performance Report</i>	Cllr Shorter	Nicholas Clayton	Open	4/4/16
Data Protection Policy	<i>To Approve the revised Data Protection and Information Security Policies which have been brought up to date to align with changes in national policy and current best practice.</i>	Cllr Knowles	Nicholas Clayton	Open	6/4/16
Corporate Delivery Plan		Cllr Clarkson	Kirsty Hogarth	Open	26/2/16
Anti-Social Behaviour and Enforcement		Cllr Bradford	James Hann/ Alison Oates	Open	7/12/15

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Litter and Dog Enforcement	<i>To propose a externally provided service pilot of one year and, subject to anticipated successful outcomes, procurement within the year to ensure continuity</i>	Cllr Bradford	Tracey Butler	Open	7/12/15
Housing Enforcement Policies	<i>To present the Housing Policies that contain enforcement actions and how these are consistent with the corporate approach. Member approval will be sought for the adoption of each policy.</i>	Cllr Clokie	Sharon Williams/ Jennifer Shaw	Open	7/12/15
Chilmington Design Code – Adoption as a Supplementary Planning Document	<i>To analyse all representations received following recent public consultation and seek approval to adopt the Codes as a Supplementary Planning Document to the 2013 Chilmington Green Area Action Plan, subject to any recommended amendments.</i>	Cllr Bennett	Mark Chaplin	Open	31/7/15
Publication Draft Local Plan to 2030	<i>To seek approval of the new Local Plan as a basis for wide public consultation for a period of eight weeks.</i>	Cllr Bennett	Simon Cole	Open	15/1/16
Draft Community Infrastructure Levy (CIL) Charging Schedule	<i>To seek agreement to the preliminary draft Charging Schedule and a programme of consultation on it. The intention is that this will be formally examined in parallel with the local plan timetable so that adoption of a CIL Charging Schedule would occur in late 2017 with CIL revenues to start flowing thereafter.</i>	Cllr Bennett	Simon Cole	Open	14/3/16

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Ashford College Funding Phase 1a		Cllrs Clarkson/ Shorter	Ben Lockwood	Open	14/3/16
Ashford International Model Railway Education Centre – (AIMREC): Proposed new Major Visitor Attraction	<i>To describe the unique economic &amp; tourism investment proposal to (a) build an international visitor attraction on the former Klondyke railway works site in keeping with priorities 1 &amp; 4 of the corporate plan 2015-2020 and (b) regenerate the former Klondyke railway works and town centre tourism offer.</i>	Cllr Mrs Bell	Christina Fuller	Open	17/3/15
A Review of T-CAT's Role and Options for the Future	<i>To propose a review of T-CAT which will determine: - the current functions of the Team; categories of functions carried out by T-CAT and their worth; who tasks T-CAT and how that tasking is done; what else needs to be done (now and during the next five years) and who should do it; what resources need to be available to do this work, and where they should come from.</i>	Cllr Mrs Blanford/ Galpin	Kirsty Hogarth	Open	9/5/14
Removal of High Street Parking Charges	<i>To agree changes to parking charges within the Borough aimed at ensuring that the Council's arrangements are fit for purpose in the current climate and supportive of wider corporate objectives.</i>	Cllr Bradford	Jo Fox	Open	26/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>14<sup>th</sup> July 2016</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	10/7/15
Update on Landscaping Contract		Cllr Mrs Bell	Christina Fuller	Open	26/2/16
Affordable Housing Provider Protocol		Cllr Clokie	Jennifer Shaw	Open	31/3/16
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding</i>	Cllr Bennett	Lois Jarrett	Open	12/6/15
Procurement and Appointment of External Audit		Cllr Shorter	Paul Naylor	Open	31/3/16
Annual Report	<i>The Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Knowles	Nicholas Clayton	Open	10/7/15

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Waste & Recycling – Costed Forward Education & Promotion Strategy	<i>Further to the report received by the Cabinet in February 2016, presentation of a costed forward education and promotion strategy, including forward recycling options and targets be approved.</i>	Cllr Mrs Bell	Julie Rogers	Open	13/2/16
Annualised Hours Policy		Cllr Knowles	Michelle Pecci	Open	28/4/16
<b>11<sup>th</sup> August 2016</b>					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’.</i>	Cllr Shorter	Nicholas Clayton	Open	28/7/15
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	28/7/15
<b>8<sup>th</sup> September 2016</b>					
Cemetery Memorial Safety Policy	<i>Report back on adoption of policy and set of operational guidelines to manage the forward process relating to the safe management of memorials in Ashford.</i>	Cllr Mrs Blanford	Julie Rogers	Open	26/2/16
Homelessness Strategy	<i>To update Members on the outcome of consultation and to seek approval for adoption.</i>	Cllr Clokie	Jennifer Shaw	Open	19/4/16

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<b>13<sup>th</sup> October 2016</b>					
<b>10<sup>th</sup> November 2016</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Seddon	Open	13/11/15
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’</i>	Cllr Shorter	Nicholas Clayton	Open	13/11/15
<b>8<sup>th</sup> December 2016</b>					
Draft Budget 2017/18	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&amp;S Task Group and public consultation.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	4/12/15
Council Tax Base	<i>To present for approval the estimated 2017/18 Council tax base calculation for the Borough and each parished area, on which the major preceptors and local Parish Councils will base their requirements.</i>	Cllr Shorter	Ben Lockwood	Open	4/12/15



Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>12<sup>th</sup> January 2017</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	16/1/15
<b>9<sup>th</sup> February 2017</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/2/16
Revenue Budget 2017/18	<i>To present the draft revenue budget for 2017/18 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	13/2/16
Corporate Performance Report	<i>The report seeks to give members and the Borough's residents an overview of how the Council is performing. It seeks to do this in a transparent and easily-accessible manner, giving a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton	Open	13/2/16
Climate Change and Sustainable Environment – Annual Progress Report	<i>This report summarises actions and initiatives undertaken throughout the authority during the last year in the complementary areas of a sustainable environment, carbon and energy reduction and responding to the threat of climate change. These had been brought together previously within the Council's Position Statement.</i>	Cllr Mrs Blanford	Paul Naylor	Open	13/2/16

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Domestic Abuse Annual Report	<i>Sets out for comment the progress the Council and its partners are making on projects focusing on domestic abuse over the past 12 months since the agreement by the Council to allocate up to £50,000 per year for three years to support the work on tackling domestic abuse.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	13/2/16
<b>9<sup>th</sup> March 2017</b>					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Knowles	Ian Smith	Open	11/3/16
<b>6<sup>th</sup> April 2017</b>					

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;  
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3/5/16