

**Agenda Item No:** 13

**Report To:** CABINET

**Date:** 14<sup>TH</sup> SEPTEMBER 2017

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

**Report Author and Job Title:** Danny Sheppard, Senior Member Services Officer

**Portfolio Holder:** Portfolio Holders are individually specified in the attached Schedule.



<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

**Significantly 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

**Legal Implications:** n/a

**Equalities Impact Assessment** n/a

**Other Material Implications:** Nil

**Exempt from publication:** No

**Background** None

**Papers:**

**Contacts:**

danny.sheppard@ashford.gov.uk – Tel: 01233 330349

**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; Gareth Bradford; Paul Clokie; Graham Galpin; Alan Pickering; Neil Shorter; and Gerald White.

*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 The Town Hall, 24 High Street, Tenterden, during opening hours, or at [www.ashford.gov.uk/councillors\\_and\\_committees.aspx](http://www.ashford.gov.uk/councillors_and_committees.aspx)*

<b>Decision Item</b>	<b>Report Summary</b>	<b>Relevant Portfolio Holder</b>	<b>Report Author</b>	<b>Open or Exempt</b>	<b>Added to Schedule</b>
<b>14<sup>th</sup> September 2017</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-Peck	Open	11/8/16
Corporate Commercial Property – Annual Report	<i>To advise of the revenue performance of the Council's corporate property portfolio during the last financial period and to advise of proposals to increase profitability in the coming financial period.</i>	Cllr Shorter	Stewart Smith	Open	11/8/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/16

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Tenancy Strategy and Tenancy Policy/Procedure	<i>To set out the changes brought in by the Housing and Planning Act 2016 and explain the implications to Ashford Borough Council's Tenancy Strategy and Tenancy Policy.</i>	Cllr White	Anthony Crossley	Open	15/5/17
Purchase of Light Industrial Estate	<i>To recommend to Council the purchase of an off-plan proposed new light industrial estate comprised of 28 units varying in size from 750 to 3500 square feet at a derelict site on Carlton Road, Cobbs Wood.</i>	Cllrs Galpin/Shorter	Phil Bond	Open (Exempt Appendix)	27/1/17
<b>12<sup>th</sup> October 2017</b>					
Commercial Investment Strategy	<i>To obtain Cabinet approval to the proposed Real Estate Investment Strategy.</i>	Cllr Galpin	Stewart Smith	Open (Exempt Appendix)	18/5/17
Taxi Licensing Policy – Response to Consultation	<i>To agree to the adoption of a finalised version of the 'Taxi Licensing Policy 2017-2022</i>	Cllr Bradford	Trevor Ford	Open	15/6/17
Ashford Heritage Strategy – Adoption following Consultation	<i>To ask Members to recommend the final Ashford Heritage Strategy for adoption by the Council, and to grant delegated authority to the Head of Planning Policy to agree final formatting and minor editing of the Strategy prior to publication.</i>	Cllr Bennett	Matthew Nouch	Open	15/6/17

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Disabled Facilities Grant	<i>To ask Cabinet to approve the proposal of a dedicated OT within the department for an initial 6 months, after which there will be a review and assessment of whether an extension of a further 12 months is required. (£23,500). A one off increase in capital funding for 2017/18 is also recommended.</i>	Cllr White	Sharon Williams	Open	18/5/17
Ashford College Update	<i>To update members on the progress made by Ashford College, both in terms of the new campus developments as well as improvements to the curriculum offer.</i>	Cllr Clarkson	Andrew Osborne	Open	2/8/17
Self and Custom Build Register – Charging of Fees	<i>To recommend that a fee is charged for entry onto the Self and Custom Build Register to fully cover the Council’s reasonable costs. Cabinet will also be asked to grant delegated authority to the Head of Planning Policy to establish the fee amount for initial entry onto the register, and the amount of the annual renewal fee. These fees would be reviewed on an annual basis, with the Council reserving the right to alter these to take account of variations in administrative burden.</i>	Cllr Clokie	Matthew Nouch	Open	9/8/17
Business Continuity Policy	<i>To present a new policy for approval.</i>	Cllr Bradford	Jo Fox	Open	17/8/17

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SWAN Centre Pavilion	<i>To seek authority to proceed with a project to replace the outdated and inadequate football changing facilities at the Swan Centre in South Willesborough and replace them with new fit for purpose facilities by working with the local community football club and Kent County Football Association.</i>	Cllr Bennett	Len Mayatt	Open	15/6/17
<b>9<sup>th</sup> November 2017</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-Peck	Open	11/11/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/11/16
Mid Kent Joint Waste Partnership; Ashford's progress		Cllr Mrs Bell	Tracey Butler	Open	18/7/17
Repton Connect Community Centre (Leisure Land)	<i>To seek approval to proceed with the project. Officers will apply for a planning application and work with the Repton Community Trust to deliver the landscaping project; through the use of S106 funds and from the Repton Park Community Centre Commuted Sum funding pot to enable the planned works to be delivered.</i>	Cllr Bennett	Simon Harris	Open	17/7/17

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Playing Pitch and Sports Facilities Strategies (2017 – 2030)	<i>To seek adoption of the draft strategies and following public consultation.</i>	Cllr Bennett	Len Mayatt	Open	20/4/17
Open Spaces Strategy – Response to Consultation		Cllr Bennett	Christina Fuller	Open	15/6/17
Digital Transformation Strategy		Cllr Shorter	Michelle Pecci	Open	17/8/17
Commercialisation of Garages		Cllr Galpin	Paul McKenner	Open	17/8/17
Primary Authority Partnerships		Cllr Bradford	Linda Golightly	Open	18/8/17
<b>7<sup>th</sup> December 2017</b>					
Draft Budget 2018/19	<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	Ben Lockwood	Open	9/12/16

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Council Tax Base	<i>To present for approval the estimated 2018/19 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	9/12/16
Housing Revenue Account (HRA) Business Plan 2016 – 2046	<i>An annual update of the HRA Business Plan financial projections. This report updates the position for the period 2016-46.</i>	Cllr White	Sharon Williams	Open	9/12/16
Homeless Reduction Strategy		Cllr White	Rebecca Wilcox	Open	15/6/17
Chilmington Community Development Strategy		Cllr Clokie	SallyAnne Logan	Open	31/8/17
<b>11<sup>th</sup> January 2018</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	13/1/17
<b>8<sup>th</sup> February 2018</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	10/2/17



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Revenue Budget 2018/19	<i>To present the draft revenue budget for 2018/19 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Ben Lockwood	Open	10/2/17
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-Peck	Open	10/2/17
Annual Report of Work Undertaken on Domestic Abuse and to Support Victims of Domestic Abuse	<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.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	10/2/17
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 Bell	Tracey Butler	Open	26/2/16
<b>8<sup>th</sup> March 2018</b>					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Pickering	Michelle Pecci	Open	10/3/17
<b>12<sup>th</sup> April 2018</b>					

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<b>10<sup>th</sup> May 2018</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	12/5/17
<b>14<sup>th</sup> June 2018</b>					
Final Outturn 2017/18	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Ben Lockwood	Open	16/6/17
Annual Report and Quarter 4 Performance Report 2017/18	<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>	Cllrs Clarkson/ Shorter	Nicholas Clayton-Peck	Open	16/6/17
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 Clokie	Lois Jarrett	Open	16/6/17
<b>12<sup>th</sup> July 2018</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	14/7/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Town Centre Annual Report		Cllr Galpin	Jo Wynn-Carter	Open	14/7/17
<b>9<sup>th</sup> August 2018</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-Peck	Open	11/8/17
Corporate Commercial Property – Annual Report	<i>To advise of the revenue performance of the Council's corporate property portfolio during the last financial period and to advise of proposals to increase profitability in the coming financial period.</i>	Cllr Shorter	Stewart Smith	Open	11/8/17
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/17

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;  
first name.surname@ashford.gov.uk***

6/9/17