

AGENDA

POLICY DEVELOPMENT AND REVIEW COMMITTEE MEETING

Date: Wednesday, 20 January 2016

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Monique Bonney, Andy Booth (Vice-Chairman), Lloyd Bowen (Chairman), Katy Coleman, Alan Horton, James Hunt, Peter Marchington, George Samuel, Ben Stokes and Roger Truelove.

Quorum = 3

	Pages
1. Emergency Evacuation Procedure	
<p>The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.</p> <p>The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.</p> <p>The Chairman will inform the meeting that:</p> <p>(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and</p> <p>(b) the lifts must not be used in the event of an evacuation.</p> <p>Any officers present at the meeting will aid with the evacuation.</p> <p>It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.</p>	
2. Apologies for Absence and Confirmation of Substitutes	
3. Minutes	

To approve the Minutes of the Meeting held on 18 November 2015 (Minute Nos. 346 - 351) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part B reports for the Committee to decide

5. Corporate Plan Action Plan

To consider and review the Corporate Plan Action Plan and decide whether to make any recommendations. The Cabinet Member for Performance and the Policy and Performance Manager are attending for this item.

6. Committee Work Programme

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The Committee is asked to review and discuss the Committee's Work Programme (attached) for the remainder of the year.

Issued on Monday, 11 January 2016

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**Director of Corporate Services Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Policy Development and Review Committee - Policies, plans and strategies due for review in 2015/16

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
Corporate Plan Annual Update	Policy and Performance	March 2016	20 January 2016	
Busking Policy	Economy and Communities	[March 2016]	24 February 2016	
Revised Community Safety Plan	Economy and Communities	By March 2016	24 February 2016	The Plan will ultimately be approved by the Swale Community Safety Partnership
Complaints Policy	Legal	?	24 February 2016	These items could be taken as a single agenda item.
Unreasonably Persistent and Vexatious Contact Policy	Legal	?	24 February 2016	
Review of Council's policy on use of Section 215 of the Town and Country Planning Act 1990 powers	Planning Services	-	24 February 2016 or possible additional meeting to be scheduled in March 2016	Section 215 of the Town and Country Planning Act 1990 provides local planning authorities with a power to require land to be cleaned up when its condition adversely affects

Policies, plans and strategies	Service unit	Due date for publication of new/revised policy, plan or strategy	Policy Development and Review Committee dates	Commentary
				the amenity of an area.
Revised Property Asset Strategy 2016-19	Property Services	May 2016	24 February 2016 or possible additional meeting to be scheduled in March 2016	
Corporate Equalities Strategy	Policy and Performance	July 2016	Possible additional meeting to be scheduled in March 2016	The Committee considered an earlier report on this on 18/03/15.
Open Spaces Strategy, incorporating Play Policy	Commissioning and Customer Contact		2016/17	

Policy Development and Review Committee dates 2015/16:

Committee meeting	Deadline for reports
Wednesday 24 February 2016	Friday 12 February 2016