

AGENDA

POLICY DEVELOPMENT AND REVIEW COMMITTEE MEETING

Date: Wednesday, 16 October 2019

Time: 7.00pm

Venue: Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Lloyd Bowen, Mike Dendor, Alastair Gould (Chairman), Ann Hampshire, Benjamin Martin, Ken Pugh, Ken Rowles, Julian Saunders, Sarah Stephen, Ghlin Whelan (Vice-Chairman) and Corrie Woodford.

Quorum = 3

Pages

1. Emergency Evacuation Procedure

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.

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.

The Chairman will inform the meeting that:

(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

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

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.

2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the [Minutes](#) of the Meeting held on 24 September 2019 (Minute Nos. 236 - 241) 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.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

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 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. Constitution Review - Area Committees

To receive a report back from the Area Committees Working Group and provide feedback on the first draft of the proposals for recommendations the Committee will be asked to adopt at the next meeting scheduled for 20 November 2019.

6. Swale Active Travel Strategy - initial discussion

Committee Members are asked to come to the meeting with ideas on how the Council could promote a modal shift in transport, away from personal car use.

7. Marine Assets Strategy - initial discussion

Committee Members are asked to come to the meeting with ideas on how the Council could promote tourism and recreational use of Swale's marine assets.

8. Committee Work Programme

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

Issued on Tuesday, 8 October 2019

The reports included in this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about this Committee please visit www.swale.gov.uk

Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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Policy Development and Review Committee - Policies, plans, strategies and decisions due for review in 2019/20

Policies, plan, strategy or decision	Lead Cabinet Member/Service unit	Due date for publication of new/revised policy, plan, strategy or decision	Policy Development and Review Committee dates	Commentary
Area Committees	Cllr Mike Baldock, Deputy Leader and Cabinet Member for Planning Policy, Communications and Customer Services	To be confirmed	16 October 2019	The Committee will consider feedback from the working group who are due to meet on 8 October 2019
Swale Active Travel Strategy Page 5	Cllr Alastair Gould, Deputy Cabinet Member for Planning Housing, Economy and Community Services	To be confirmed	16 October 2019	Committee members have been asked to come to the meeting with ideas on how the Council could promote a modal shift in transport, away from personal car use
Marine Assets Strategy	Cllr Mike Baldock, Deputy Leader and Cabinet Member for Planning Housing, Economy and Community Services	To be confirmed	16 October 2019	Committee members have been asked to come to the meeting with ideas on how the Council could promote tourism and recreational use of Swale's marine assets
Area Committees	Cllr Mike Baldock, Deputy Leader and Cabinet Member for Planning Policy, Communications and Customer Services	To be confirmed	20 November 2019	The Committee will agree a report and recommendations to Cabinet on whether it thinks the Council should introduce Area Committees and if so, in what form

Policies, plan, strategy or decision	Lead Cabinet Member/Service unit	Due date for publication of new/revised policy, plan, strategy or decision	Policy Development and Review Committee dates	Commentary
Air Quality and Public Health Policy	Cllr Tim Valentine, Cabinet Member for Environment Resources – Environmental health	To be confirmed	20 November 2019	
Corporate Plan 2020-2023	Cllr Roger Truelove, Leader Policy, Communications and Customer Services	To be confirmed	29 January 2020	PDRC considered a Corporate Plan discussion paper on 24 September 2019. They will be invited to consider a pre-consultation draft of the Plan
Sole Heritage Strategy	Cllr Mike Baldock, Deputy Leader and Cabinet Member for Planning Planning Services	Cabinet – 18 March 2020	29 January 2020	The draft Strategy and Action Plan will be considered by the Local Plan Panel on 30 January 2020
Climate Change and Ecological Emergency Action Plan	Cllr Tim Valentine, Cabinet Member for Environment Policy, Communications and Customer Services	Council – 1 April 2020	4 March 2020	
OTHER AREAS FOR CONSIDERATION/SCHEDULING				
Equality and diversity	Cllr Roger Truelove, Leader Policy, Communications and Customer Services	-	-	Follow-up action to implement Council motion

Policies, plan, strategy or decision	Lead Cabinet Member/Service unit	Due date for publication of new/revised policy, plan, strategy or decision	Policy Development and Review Committee dates	Commentary
Electric Vehicle Charging Strategy	Cllr Tim Valentine, Cabinet Member for Environment Commissioning, Environment and Leisure Services	-	-	
Housing Allocations Policy	Cllr Ben Martin, Cabinet Member for Housing Housing, Economy and Community Services	-	-	Could also be considered by Scrutiny Committee in terms of effectiveness of existing policy
Contaminated land	Cllr Tim Valentine, Cabinet Member for Environment Environmental Protection	-	-	

Remaining Policy Development and Review Committee dates 2019/20:

- 16 October 2019;
- 20 November 2019;
- 29 January 2020; and
- 4 March 2020

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