

# Agenda

## Policy and Resources Committee Meeting

Date: Wednesday, 10 September 2025  
Time 7.00 pm  
Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT

### Membership:

Councillors Mike Baldock, Lloyd Bowen (Vice-Chair), Charles Gibson, Tim Gibson (Chair), Angela Harrison, James Hunt, Elliott Jayes, Mark Last, Rich Lehmann, Ben J Martin, Kieran Mishchuk, Richard Palmer, Julien Speed, Ashley Wise and Dolley Wooster.

Quorum = 5

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### Pages

#### Recording and Privacy Notice

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This meeting may be recorded. The recording will be retained in accordance with the Council's data retention policy and may be published on the Council's website. By entering the chamber and by speaking at a meeting, whether in person or online, you are consenting to being recorded and to the recording being published.

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#### 1. Emergency Evacuation Procedure

Visitors and members of the public who are unfamiliar with the building and procedures are advised that:

- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- (b) Exit routes from the chamber are located on each side of the room, one directly to a fire escape, the other to the stairs opposite the lifts.

- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of the car park. Do not leave the assembly point or re-enter the building until advised to do so. Do not use the lifts.
- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 12 June 2025 (Minute Nos. 49 – 68) and the [Minutes](#) of the Extraordinary Meeting held on 21 July 2025 (Minute Nos. 208 – 212) as correct records.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIS) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

5. Matters Arising

Update from the Chair on any matters from the previous meeting or upcoming agenda items relating to this committee.

**Items for Noting**

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| 6. | Recommendations from the Planning and Transportation Policy Working Group Meeting held on 15 July 2025 | 5 - 6 |
| 7. | Forward Decisions Plan   | 7 - 8 |

**Items for Decision by the Committee**

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|----|--|--------|
| 8. | Revisions to the Covert Surveillance and Access to Communications Data Policy and Guidance Notes | 9 - 38 |
|----|--|--------|

9.	Public Consultation Policy Statement, Member guidance, public guidance and officer toolkit	39 - 70
10.	Treasury Management Strategy 2025/26 Update	71 - 80
11.	Annual Delivery Plan 2025/26	81 - 92
12.	New and Amended Fees for Applications made to the Planning Service	93 - 116
13.	Hackney Carriage and Private Hire Licensing Policy 2025 - 2030	117 - 216
14.	Constitution Update	217 - 222
15.	Leisure Contract Capital Investment	223 - 228
16.	Procurement of Build Contract for Cockleshell Walk, Sittingbourne	229 - 234
17.	Exclusion of the Press and Public	

To decide whether to pass the resolution set out below in respect of the following item:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3.

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

18.	Exempt Appendices I and II - Procurement of Build Contract for Cockleshell Walk, Sittingbourne	235 - 240
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**Issued on Tuesday, 2 September 2025**

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