

Agenda

Council Meeting

Date: Wednesday, 1 April 2026

Time 7.00 pm

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

Quorum = 16

Pages

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1. Emergency Evacuation Procedure

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- (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.
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- (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 Council Meetings held on 28 January 2026 ([Minute Nos. 657 - 673](#)) and 18 February 2026 ([Minute Nos. 726 - 740](#))) 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. Mayor's Announcements

6. Questions submitted by the Public

To consider any questions submitted by the public. (The deadline for questions is 4.30 pm on the Wednesday before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

7. Questions submitted by Members

To consider any questions submitted by Members. (The deadline for questions is 4.30 pm on the Monday the week before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

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Issued on 24 March 2026

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

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Motion to Full Council – supported bus services

This Council notes:

- That Kent County Council is the local highway authority and has responsibility for supported bus services across Kent.
- The support the government has given to bus travel through £78m in funding to KCC and the extended bus fare cap.
- Ongoing concerns from Swale residents regarding the reliability, frequency, and coverage of local bus services, particularly in rural areas and outside peak hours.
- The importance of accessible public transport in supporting employment, education, healthcare access, social inclusion, and reducing carbon emissions.

This Council believes:

- That reliable and affordable bus services are vital to the economic, social, and environmental wellbeing of Swale.
- That poor bus provision disproportionately affects young people, older residents, disabled residents, and those without access to a car.

This Council therefore resolves to:

1. Lobby Kent County Council to:

Protect existing bus services in Swale from further reductions;

Work with bus operators to improve reliability, frequency, and coverage of services across the borough;

2. Prioritise connections between neighbourhoods, rail connections and communities with limited or no public transport.

3. Requests that the Leader of the Council and relevant committee chair writes formally to Kent County Council setting out the Council's concerns and requesting urgent engagement.

Proposed: Cllr Dolley Wooster

Seconded: Cllr Ashley Wise

Water Supply provision in Swale and Kent

This Council notes that:

1. Residents and businesses across Swale Borough have experienced repeated, prolonged and, in some cases, severe failures in water supply in recent years.
2. The scale, frequency and duration of these incidents go beyond isolated or exceptional events and point to systemic shortcomings.
3. Across areas of Kent including within Swale, residents, including vulnerable individuals, families, schools, and care settings, have been placed in unacceptable situations as a result of these failures.

This Council believes that:

1. Reliable access to clean water is a fundamental public service and persistent service failure is unacceptable.
2. Without decisive intervention and investment, there is a real risk of continued disruption and further erosion of public trust.

This Council resolves to:

1. Formally state its dissatisfaction with the performance of South East Water and Southern Water in relation to water supply provision within Swale Borough.
2. Write to the Chief Executives and Boards of South East Water and Southern Water to:
 - Demand a comprehensive written account of the causes of recent failures.
 - Require a clear explanation of why existing contingency and resilience plans were insufficient.
 - Seek firm, time-bound commitments to infrastructure investment, operational improvement and enhanced customer communication.
3. Request South East Water and Southern Water to attend a public meeting or relevant Council committee, at senior executive level, to:
 - Account publicly for recent service failures.
 - Respond to questions from councillors.
 - Set out how confidence will be restored and future failures prevented.
 - Explain how they plan to supply the 17,875 new dwellings that form the Swale Local Plan housing need target to 2042.
4. Escalate the Council's concerns to Ofwat, the Environment Agency, and the Drinking Water Inspectorate, requesting:
 - Formal scrutiny of South East Water's and Southern Water's performance in Swale.
 - Consideration of enforcement action where standards have not been met.
5. Request that Council officers assess whether further representations should be made jointly with other affected Kent authorities to strengthen the call for regulatory intervention.
6. Commit to keeping residents informed of outcomes arising from this motion and to continue to press for tangible improvements until a reliable and resilient water supply is demonstrably achieved.

Proposed by: Cllr Bowen

Seconded: Cllr Speed

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Full Council	
Meeting Date	1 st April 2026
Report Title	Local Plan Review - Growth Strategy and Sites for Allocation
EMT Lead	Emma Wiggins Director of Regeneration and Neighbourhoods
SMT Lead	Joanne Johnson Head of Place
Lead Officer	Stuart Watson Project Manager, Planning Policy
Classification	Open
Recommendations	• To agree Growth Option 4 as the growth strategy for the drafting of the Regulation 19 Local Plan consultation. • To agree the non-strategic allocations set out in appendices I to VI for the drafting of the Regulation 19 Local Plan consultation: ○ Non-strategic housing allocations. ○ Gypsy and Traveller allocations. ○ Employment land allocations.

1. Introduction and Executive Summary

- 1.1 This report sets out the background to the recommendation that Full Council agree Growth Option 4 and a suite of non-strategic allocations (as set out in appendices I to VI) in order to progress the Local Plan to the Regulation 19 stage.

2. Background

- 2.1 These recommendations follow consideration by Policy and Resources Committee (P&R) on 11th March 2026 (informed by Planning and Transportation Policy Working Group (PTPWG) who debated these recommendations on 22nd January 2026).
- 2.2 Discussions were informed by previously discussed growth options (see Table 1, below), what housing delivery could indicatively be delivered against each option after known existing supply had been considered and what the balance of housing need would be on non-strategic sites for allocation. Prior reports set out a number of live planning applications for strategic sites, their proposed development, potential planning committee dates and how they would align with the growth options. Appendices set out the non-strategic sites members could consider for

the Local Plan, taken from the Housing and Employment Land Availability Assessment (HELAA).

- 2.3 At the P&R meeting members discussed in depth the growth strategy options (Table 1 below). Members of P&R voted to recommended to Full Council Growth Option 4, “Strategic sites in east and west of Borough/settlement hierarchy hybrid”.
- 2.4 Members of P&R chose to recommend to Full Council the non-strategic sites for housing, gypsy and traveller and employment need as set out in appendices I to VI.

Table 1. Growth Options – strategic and non-strategic housing contributions

	Growth option	Strategic contribution (potential dwellings)	Potential strategic site options	Residual required from non strategic sites
1	Continue Bearing Fruits Local Plan approach	0	N/A	8,068
2	Strategic site in west of Borough/settlement hierarchy hybrid	2,500	22/503654 Land to the west of Bobbing (2,500 dwellings)	5,568
3	Strategic site in east of Borough/settlement hierarchy hybrid	2,500	23/505533 South East Faversham (2,500 dwellings)	5,568
4	Strategic sites in east and west of Borough/settlement hierarchy hybrid	5,000	23/505533 South East Faversham (2,500 dwellings) 22/503654 Land to the west of Bobbing (2,500 dwellings)	3,068
5	Strategic scale new settlement/settlement hierarchy hybrid	2,000 ¹	21/503914 Highsted (south 750 dwellings) 21/503906 Highsted (north 1,250 dwellings)	6,068

¹ This figure is corrected from 2,500 to 2,000 as previously set out in the PTPWG and P&R reports. The residual need figure is accordingly amended from 5,568 to 6,068.

6	Very large strategic site in east of Borough/settlement hierarchy hybrid	4,000	23/505533 South East Faversham (2,500 dwellings) +one or two major sites totalling 1,500 dwellings	4,068
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2.4 As part of the discussion on growth options and non-strategic sites members of P&R were reminded of the tight timetable for submitting a Local Plan under the current plan-making system of 31 December 2026 and that any delays now would result in either:

- the need for delegated authority for officers to submit the Local Plan for examination at the Regulation 19 stage (following consultation), or,
- the need to amend the timetable for preparing the Local Plan, and to submit for examination under the new plan-making system. Any Local Plan developed under the new plan-making system will likely be adopted after local government reorganisation and subsequently Swale Borough Council will no longer be the decision maker.

3. Recommendations

3.1 To agree Growth Option 4 as the growth strategy for the drafting of the Regulation 19 Local Plan consultation.

3.2 To agree the non-strategic allocations set out in appendices I to VI for the drafting of the Regulation 19 Local Plan consultation:

- Non-strategic housing allocations.
- Gypsy and Traveller allocations.
- Employment land allocations.

4. Alternative Options Considered and Rejected

4.1 Members could choose a different growth option and different allocations to those recommended by P&R. It should be noted that PTPWG had recommended Growth Option 6 to P&R. A change is not recommended, as these recommendations are the result of considerable deliberation at P&R.

4.2 Members could choose not to select a growth option or non-strategic allocations. Members have previously rejected the option of not submitting a Local Plan under the current plan making system (as part of agreeing the Council's Local Development Scheme in July 2025) so this option is not recommended.

5. Consultation Undertaken or Proposed

- 5.1 The report's recommendations are the result of considerable debate by PTPWG and P&R.
- 5.2 Moving forward, the Local Plan Regulation 19 consultation documents will be subject to scrutiny with members when they are considered by PTPWG, P&R and Full Council this summer where the decision is intended to be made regarding the launch of the Local Plan's public consultation. As part of the consultation members of the public, other stakeholders and key infrastructure providers will be urged to comment on the Local Plan.

6. Implications

Issue	Implications
Corporate Plan	The proposals in the report align with the following Corporate Plan action: • A Local Plan with local needs and capacity at its heart.
Financial, Resource and Property	The Local Plan work program is fully funded across a combination of base budget, committed reserves and a contribution from the Government's Local Plans Delivery Fund.
Legal, Statutory and Procurement	The timetable for the consultation is set out in the Council's Local Development Scheme (LDS) that was adopted in July 2025. The LDS is a legal requirement of the Council and must be kept up to date. It notifies key stakeholders, interested parties and members of the public of the Council's intentions toward Local Plan making. Not providing a growth and sites steer at this time will make completing the documentation for Summer consultation impossible and this would require an update to the Council's LDS. The only potential mitigation action would be for Full Council to delegate to officers the submission of the Reg 19 document following public consultation. P&R members were not supportive of this (although no recommendation was made / vote taken in this regard). Should revisions to the LDS set out that there is not enough time to submit a Local Plan for examination under the existing plan-making system, the Council would need to commence plan-making under the Government's new system.

	Swale Borough Council would not exist under the local government reorganisation proposals and subsequently would not be the decision making authority for the adoption of a Local Plan under the new system. The Secretary of State has wide-ranging plan-making intervention powers under the Planning and Compulsory Purchase Act 2004. Secretary of State intervention can range from giving a direction in relation to the preparation or revision of a Local Plan to taking awaiting responsibility for Plan making from the Local Authority.
Crime and Disorder	There are no direct crime and disorder impacts arising from this report. There will be policies within the Local Plan that will positively affect crime and disorder within Swale.
Environment and Climate/Ecological Emergency	The Local Plan will be supported by its own Sustainability Appraisal and Habitats Regulation Assessment at each key stage in decision making and these assess the environmental impact of the Local Plan as a whole. Five expanded and innovative climate change policies are proposed on: • Sustainable design and adaptation principles, • Net zero operational carbon in new build residential development, • Net zero operational carbon in new build non-domestic development, • Embodied carbon and waste and • Renewable energy development and infrastructure.
Health and Wellbeing	There are no direct health and wellbeing impacts arising from this report. There will be policies within the Local Plan that will positively affect the health and wellbeing of local residents. The recently declared Mental Health Emergency has been referred to within the Reg 18 Local Plan.
Safeguarding of Children, Young People and Vulnerable Adults	No implications identified at this stage.
Risk Management and Health and Safety	The risks of delaying a Local Plan have been highlighted in previous reports and include Ministerial intervention and the growth of speculative applications on non-allocated land.
Equality and Diversity	None identified at this stage, although the Local Plan Review itself will be subject to equality impact assessment at the next stage – Regulation 19.

Privacy and Data Protection	No implications identified at this stage.
Local Government Reorganisation	The agreed timetable for the Local Plan sets out that the Local Plan will be examined in public by the government's Planning Inspectorate before implementation of local government reorganisation.

7. Appendices

Appendix I: Housing sites allocations list

Appendix II: Housing site allocation maps

Appendix III: Gypsy and Traveller site allocations list

Appendix IV: Gypsy and Traveller site allocation maps

Appendix V: Employment site allocations list

Appendix VI: Employment allocation maps

Appendix VII: Local Plan Review high level timetable to December 2026

8. Background Documents

8.1 [PTPWG report Housing Economic Land Availability Assessment 2025 findings, Local Plan growth strategy and sites for allocation 22 January 2026](#)

8.2 [Planning and Transportation Policy Working Group draft minutes 22 January 2026](#)

8.3 [P&R Local Plan Review Growth Strategy and sites for allocation report 11 March 2026](#)

8.4 P&R minutes to follow

8.5 [Local Development Scheme July 2025](#)

Appendix I: Housing sites allocations list

SHELAA ID	Site_address	Ward	Parish	Location type	Settlement hierarchy proposed 2020	BF/GF	Site size	Confirmed site area (ha)	Final capacity (dwellings)	Mixed use	5 years HLS? possible contribution	ELR identified employment land	Employment land loss (ha)
SHELAA/258	Bell House, Bell Road	Homewood	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.8	120			Y	0.8
SHELAA/262	Former Bus Depot, East Street	Roman	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.37	22			Y	0.37
SHELAA/351	The Classic Cinema, High Street, Sittingbourne, ME10 4PE	Chalkwell	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.11	50			N	
SHELAA/332	10-14 High Street, Sittingbourne, ME10 1PD	Chalkwell	Sittingbourne	Urban/Urban fringe/ Rural	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.07	3		100%	N	
SHELAA/270	Land at Tonge Road	Murston	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Greenfield	1 hectare or less	0.49	19		100%	N	
SHELAA/396	St Michaels House and Langs Bar, St Michaels Road, Sittingbourne	Chalkwell	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.15	9		100%	Y	0.15
SHELAA/267	ISP, Church Street	Chalkwell	Sittingbourne	Urban	Sittingbourne - tier 1 Principal Town	Brownfield	1 hectare or less	0.25	15			Y	0.25
SHELAA/293	Land between A2 Bapchild and existing Northern Relief Road (Highsted north)	Teynham and Lynsted Ward (82.35%) / West Downs Ward (16.94%) / Murston Ward (0.7%)	Tonge CP (82.35%) / Bapchild CP (16.94%) / Unparished (0.7%)	Urban fringe	Bapchild - tier 5 small villages	Greenfield	Major site	91.68	1250	Y Employment 0.416 (ha) Primary school 0.25 (ha) Sports and Community Facilities 0.09 (ha)	10%	N	
SHELAA/225	South East Sittingbourne (Highsted South)	West Downs / Teynham and Lynsted / Woodstock / Roman / Murston	Rodmersham/Tonge/Bapchild/Tunstall/Teynham/Milstead/Bredgar	Urban fringe	Sittingbourne - tier 1 Main borough urban centre	Greenfield	Strategic site	800.69	750	Y Other uses in Plan period to be confirmed	5%	Y	
SHELAA/081	Lady Dane Farm Buildings, Love Lane		Faversham	Urban	Faversham - tier 2 Secondary towns	Greenfield	1 hectare or less	0.64	25		50%	N	
SHELAA/111	Land at Graveney Road, East of Faversham (Site A)		Faversham/Graveney with Goodnestone	Urban fringe	Faversham - tier 2 Secondary towns	Greenfield	Major site	8.41	177		50%	Y	8.41
SHELAA/393	Land at Lion Field	Watling	Faversham	Urban fringe	Faversham - tier 2 Secondary towns	Greenfield	Major Site	2.25	68		50%	N	
SHELAA/381	Syndale Park, London Road, Faversham, Kent, ME13 0RH	East Downs	Ospringe	Rural	Faversham - tier 2 Secondary towns	Greenfield	1 hectare or less	0.72	9		100%	N	
SHELAA/418	Land at West Minster off of Brielle Way, Sheerness	Sheerness	Sheerness	Urban	Sheerness - Tier 2 Secondary Town	Greenfield	Major Site	1.9	76		50%	Y	1.9
SHELAA/421	Land Brielle Way, Sheerness	Sheerness	Sheerness	Urban	Sheerness - Tier 2 Secondary Town	Greenfield	Major Site	2.16	76		50%	Y	2.16

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SHELAA/244	Halfway Houses Primary School, Southdown Rd	Queenborough & Halfway	non parished	Urban	Minster and Halfway - tier 3 Urban Service Centre	Mixed	Major site	1.51	60		50%	N	
SHELAA/402	Hollybush Farm Caravan Park, Oak Lane, Minster-on- Sea, ME12 3QR	Minster Cliffs	Minster	Rural	Minster and Halfway - tier 3 Urban Service Centre	Brownfield	Major Site	3.87	124		50%	N	
SHELAA/408	Estuary View, Bell Farm Lane, Minster-on-Sea, ME12 4JA	Sheppey East	Minster	Rural	Minster and Halfway - tier 3 Urban Service Centre	Brownfield	1 hectare or less	0.38	15		100%	N	
SHELAA/412	Golden Leas Holiday Park, Bell Farm Lane, Minster-on-Sea, ME12 4JA	Sheppey East	Minster	Urban fringe	Minster and Halfway - tier 3 Urban Service Centre	Brownfield	Major Site	8.29	232		30%	N	
SHELAA/216	Land at West Street	Queenborough & Halfway	Queenborough	Urban	Queenborough & Rushenden - Tier 3 Urban Service Centre	Brownfield	Major site	1.45	80			N	
SHELAA/217	South of Queenborough Creek	Queenborough & Halfway	Queenborough	Urban	Queenborough & Rushenden - Tier 3 Urban Service Centre	Brownfield	Major site	7.03	380	Y Employment 1 (ha)		N	
SHELAA/218	Former Istil site Rushenden Road/Thomsett Way with yield of 240 residential units	Queenborough & Halfway	Queenborough	Urban	Queenborough & Rushenden - Tier 3 Urban Service Centre	Brownfield	Major site	4	240			N	
SHELAA/220	West of Rushenden Road, Queenborough	Queenborough & Halfway	Queenborough	Urban	Queenborough & Rushenden - Tier 3 Urban Service Centre	Brownfield	Major site	10.52	278			N	
SHELAA/223	The Foundary, Rushenden Road	Queenborough & Halfway	Queenborough	Urban	Queenborough & Rushenden - Tier 3 Urban Service Centre	Brownfield	1 hectare or less	0.37	37			N	
SHELAA/344	Land adjacent to Leysdown Road, Eastchurch, ME12 4BN	Sheppey East	Eastchurch	Urban Fringe	Eastchurch- tier 4 Village Service Centre	Greenfield	Major Site	3.7	62		50%	N	
SHELAA/143	Land south of Little Groves, Leysdown Road	Sheppey East	Leysdown	Rural	Leysdown - tier 4 Village Service Centre	Mixed	Major site	2.58	53		50%	N	
SHELAA/323	Sheppey Beach Villas, Manor Way, ME12 4QQ	Sheppey East	Leysdown	Urban Fringe	Leysdown - tier 4 Village Service Centre	Brownfield	Major Site	3.8	133			N	
SHELAA/415	Land at Church Lane, Newington	Hartlip, Newington & Upchurch	Newington	Urban fringe	Newington - tier 4 Village Service Centre	Greenfield	Major Site	4.88	90		100%	N	
SHELAA/346	Digswell, Lower Hartlip Road, Hartlip, ME9 7SX	Hartlip, Newington and Upchurch	Hartlip/Newington	Rural	Newington - tier 4 Village Service Centre	Predominantly Brownfield	1 hectare or less	0.36	11			N	

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SHELAA ID	Site_address	Ward	Parish	Location type	Settlement hierarchy proposed 2020	BF/GF	Site size	Confirmed site area (ha)	Final capacity (dwellings)	Mixed use	5 years HLS? possible contribution	ELR identified employment land	Employment land loss (ha)
SHELAA/368	Amethyst Horticulture, Land at Newington Nurseries, London Road, Newington, ME9 7NY	Hartlip, Newington and Upchurch	Newington	Rural	Newington - tier 4 Village Service Centre	Greenfield	Major Site	4.9	52			N	
SHELAA/277	Barrow Green Farm, Barrow Green	Teynham & Lynsted	Teynham	Urban	Teynham - tier 4 Village Service Centre	Greenfield	Major site	1.09	30		30%	N	
SHELAA/286	Land Adjoining Mayfield, London Road	Teynham and Lynsted	Teynham	Urban	Teynham - tier 4 Village Service Centre	Greenfield	1 hectare or less	0.33	13		80%	N	
SHELAA/153	Land at Claxfield Road	Teynham and Lynsted	Lynsted with Kingsdown	Urban fringe	Teynham - tier 4 Village Service Centre	Greenfield	Major site	6.04	127		50%	N	
SHELAA/154	Land at Claxfield Road (Site 2)	Teynham and Lynsted	Lynsted with Kingsdown	Urban fringe	Teynham - tier 4 Village Service Centre	Greenfield	1 hectare or less	0.52	12		100%	N	
SHELAA/037	Land off Colonels Lane	Boughton & Courtenay	Boughton-under-Blean	Urban	Boughton - tier 4 village Service Centre	Greenfield	1 hectare or less	0.75	15		100%	N	
SHELAA/044	The Former Garden Hotel (no 169), The Street		Boughton-under-Blean	Urban	Boughton - tier 4 village Service Centre	Mixed	1 hectare or less	0.73	10		100%	N	
SHELAA/246	Land at Norton Ash Garden Centre	Teynham and Lynsted	Norton	Rural	Lewson Street - tier 5 Small Villages	Greenfield	Major site	9.06	100		50%	N	
SHELAA/022	Land at Street Farm, Pond Farm Road (Site B)	Borden and Grove Park	Borden	Rural	Borden- tier 5 small villages	Greenfield	1 hectare or less	0.63	15		100%	N	
SHELAA/119	Land west of Lower Hartlip Road/Munn's Lane	Hartlip, Newington & Upchurch	Hartlip	Urban fringe	Hartlip - tier 5 small villages	Greenfield	Major site	5.59	26		100%	N	
SHELAA/324	Home Farm, Breach Lane, Lower Halstow, ME9 7DB	Bobbing, Iwade and Lower Halstow	Lower Halstow	Rural	Lower Halstow - tier 5 Small Villages	Greenfield	1 hectare or less	0.5	16		100%	N	
SHELAA/306	Land at Forge Lane, Upchurch	Hartlip, Newington & Upchurch	Upchurch	Urban fringe	Upchurch - tier 5 Small Villages	Greenfield	1 hectare or less	0.85	20		80%	N	
SHELAA/308	Land south of Forge Lane and Holywell Primary School and East of Chaffes Lane	Hartlip, Newington & Upchurch	Upchurch	Urban fringe	Upchurch - tier 5 Small Villages	Greenfield	Major site	3.98	84		50%	N	
SHELAA/310	Land adjacent to Oak Lane - Chaffes Lane (Site B)	Hartlip, Newington & Upchurch	Upchurch	Urban fringe	Upchurch - tier 5 Small Villages	Mixed	Major site	1.66	40		50%	N	
SHELAA/312	Land off Chaffes Lane	Hartlip, Newington & Upchurch	Upchurch	Urban fringe	Upchurch - tier 5 Small Villages	Greenfield	1 hectare or less	0.57	14		100%	N	

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SHELAA ID	Site_address	Ward	Parish	Location type	Settlement hierarchy proposed 2020	BF/GF	Site size	Confirmed site area (ha)	Final capacity (dwellings)	Mixed use	5 years HLS? possible contribution	ELR identified employment land	Emplyment land loss (ha)
SHELAA/319	Land at Long Field, Chaffes Lane	Hartlip, Newington & Upchurch	Upchurch	Urban fringe	Upchurch - tier 5 Small Villages	Greenfield	Major site	2.38	50		50%	N	
SHELAA/321	Land west of Warden	Sheppey East	Warden	Urban fringe	Warden - tier 5 Small Village	Greenfield	Major site	6.62	139		30%	N	

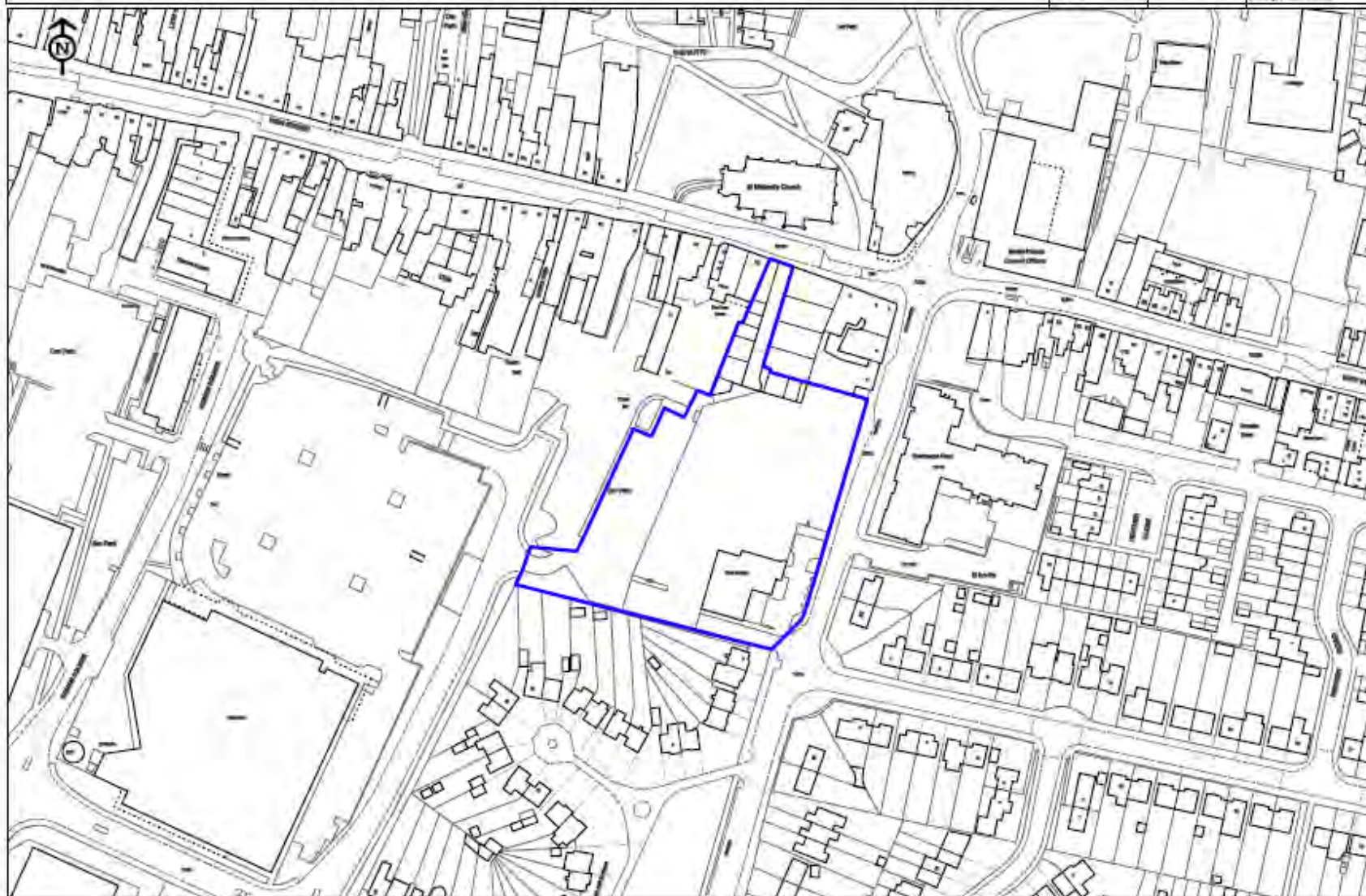
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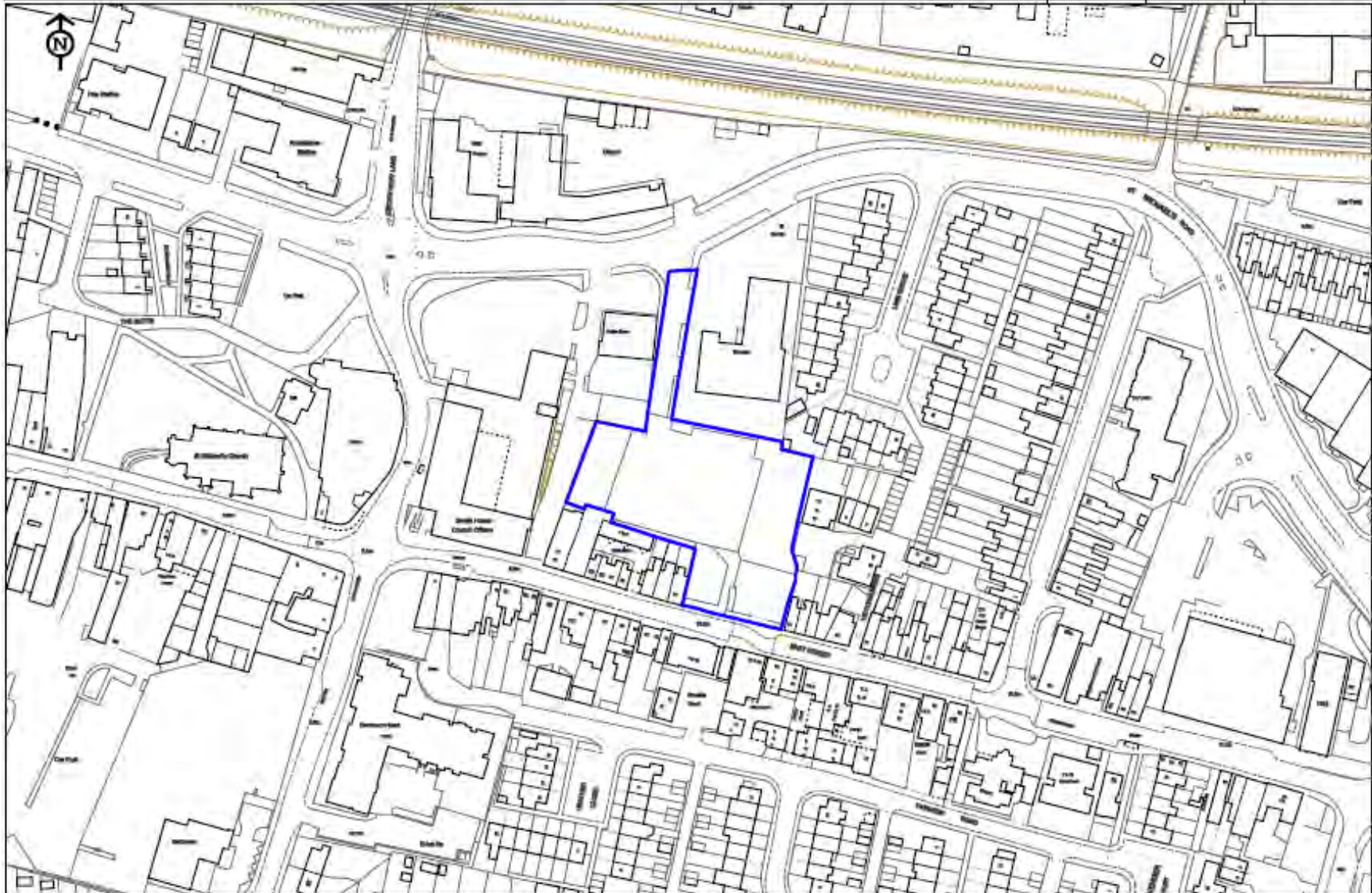
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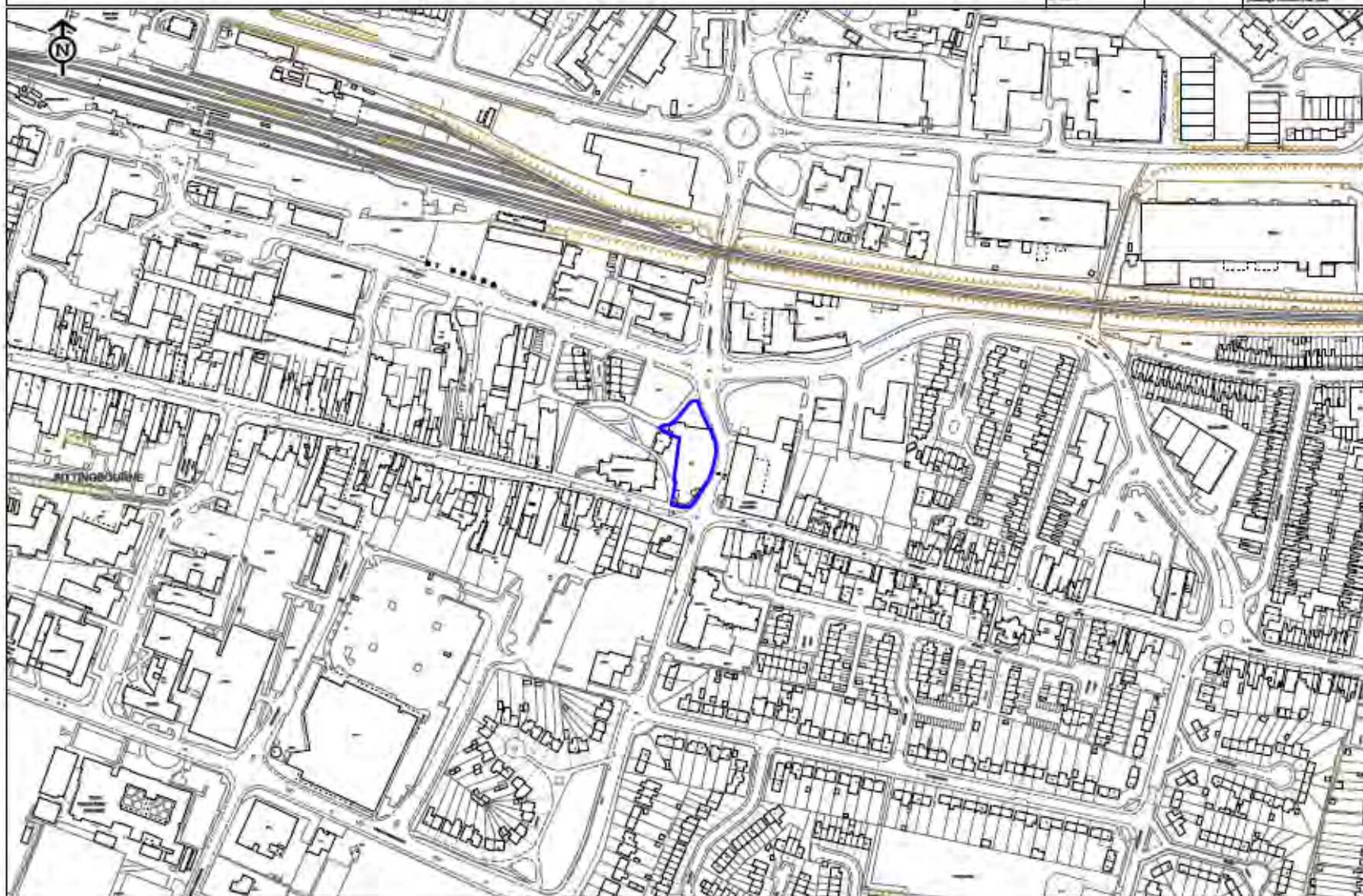
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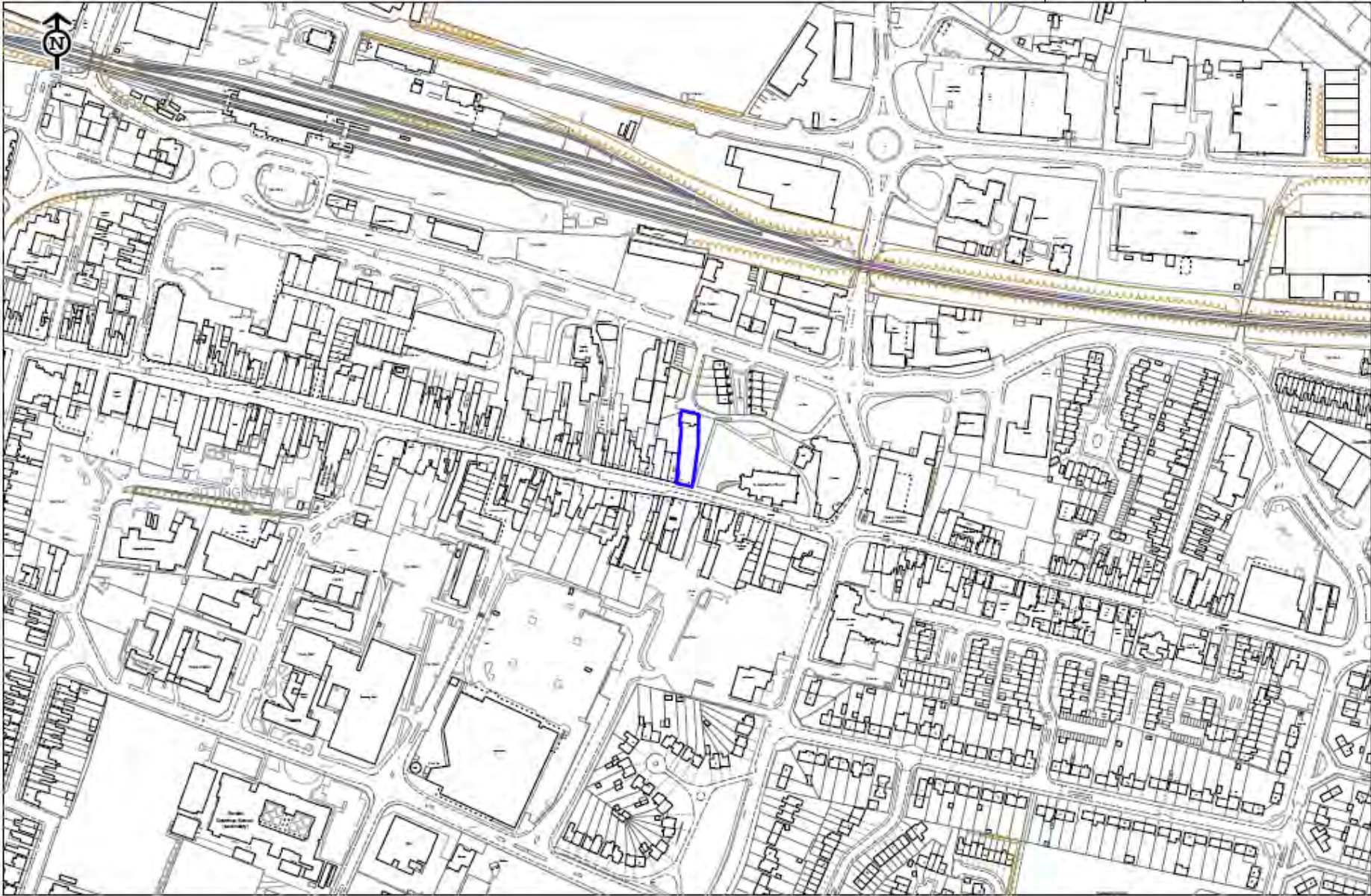
Housing sites recommended by PTPWG for allocation

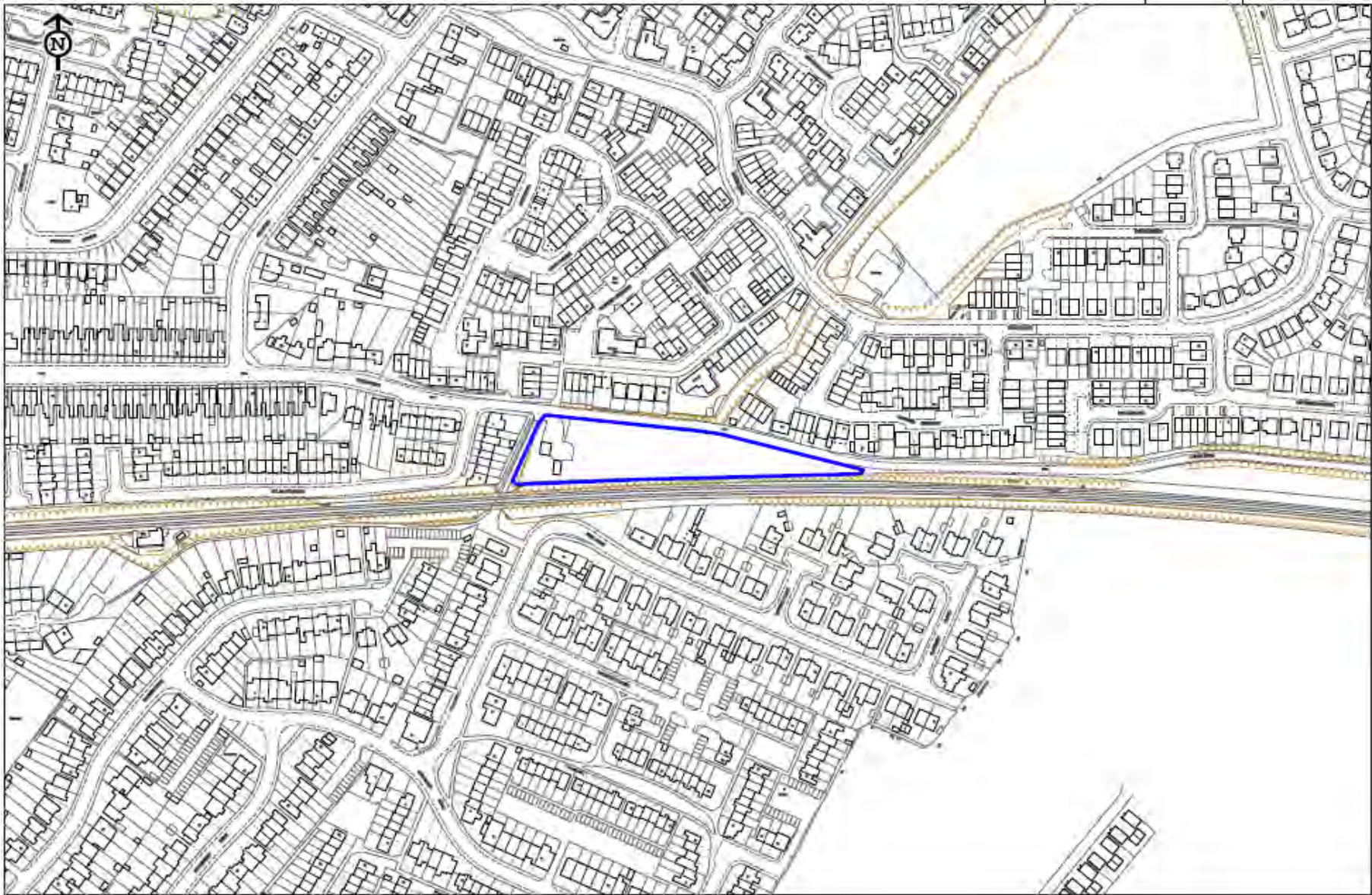
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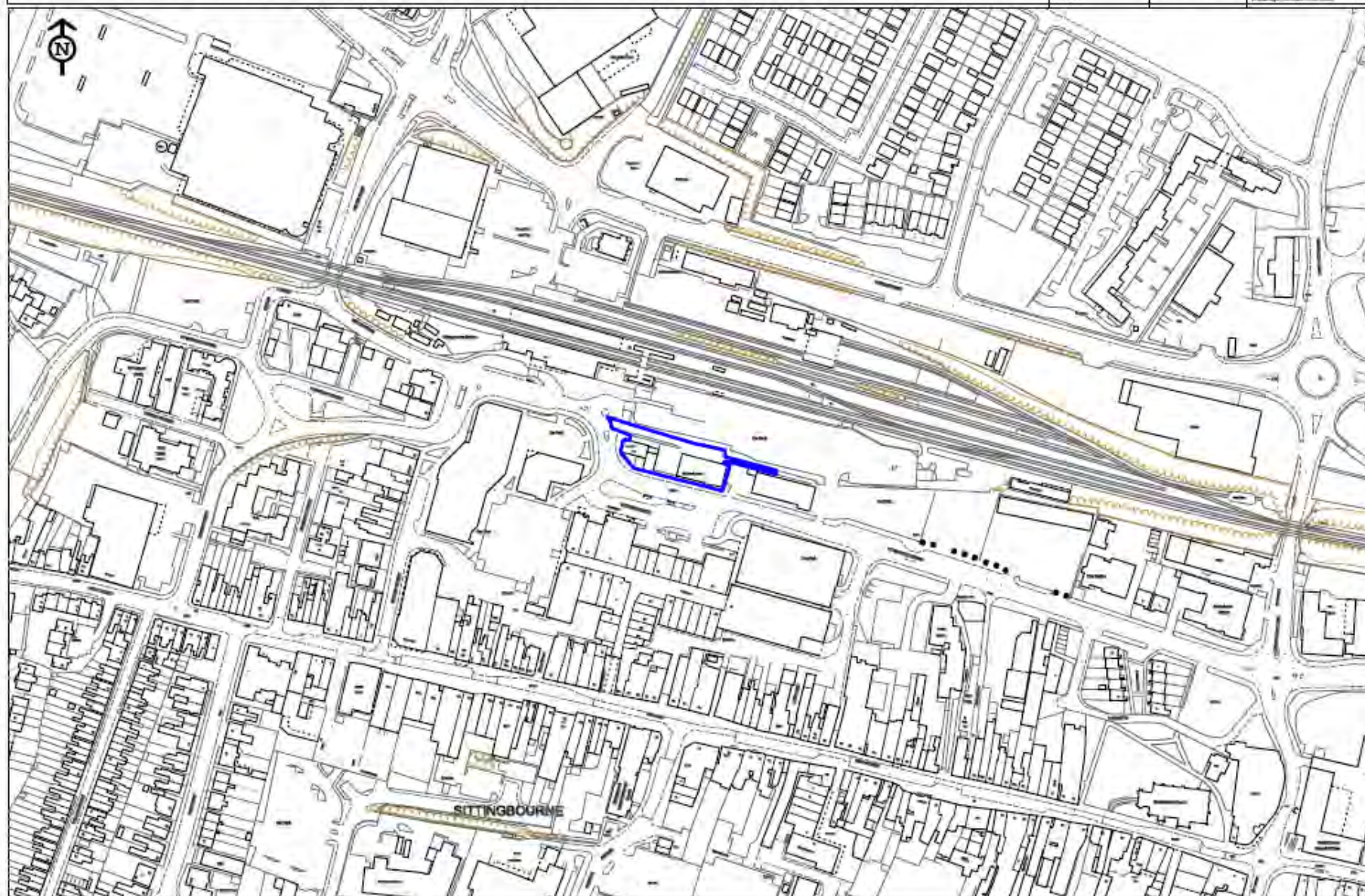


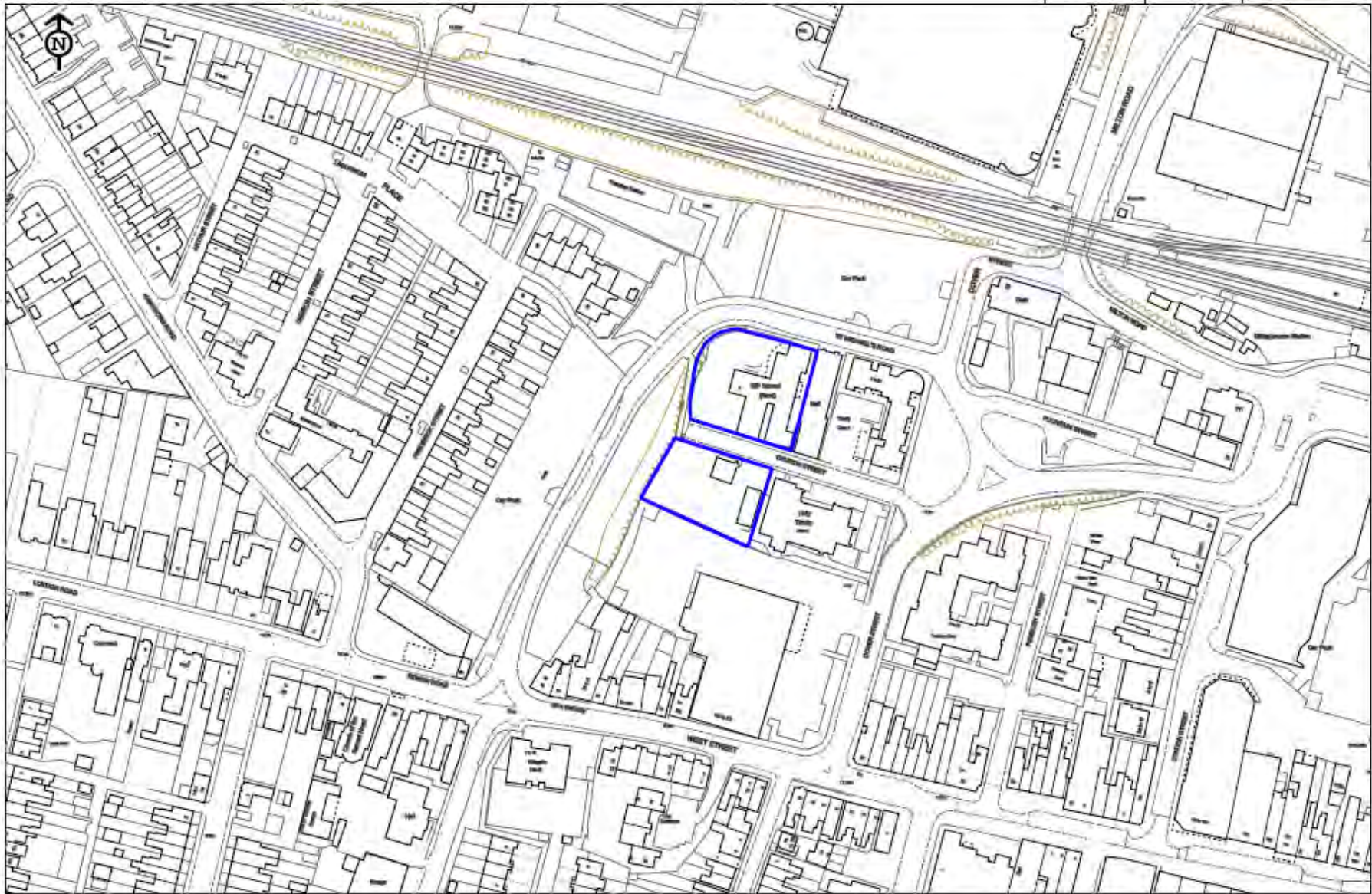


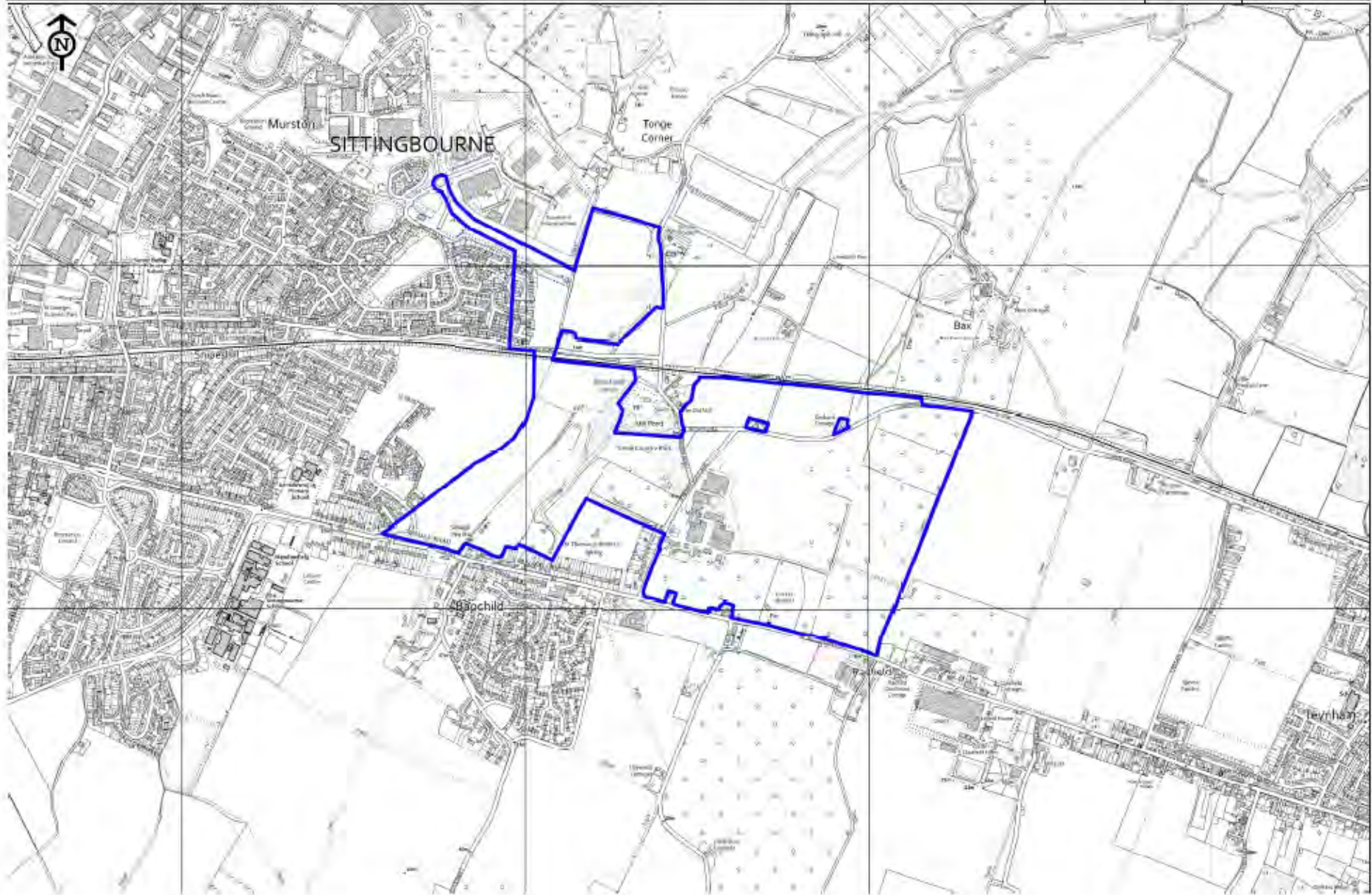


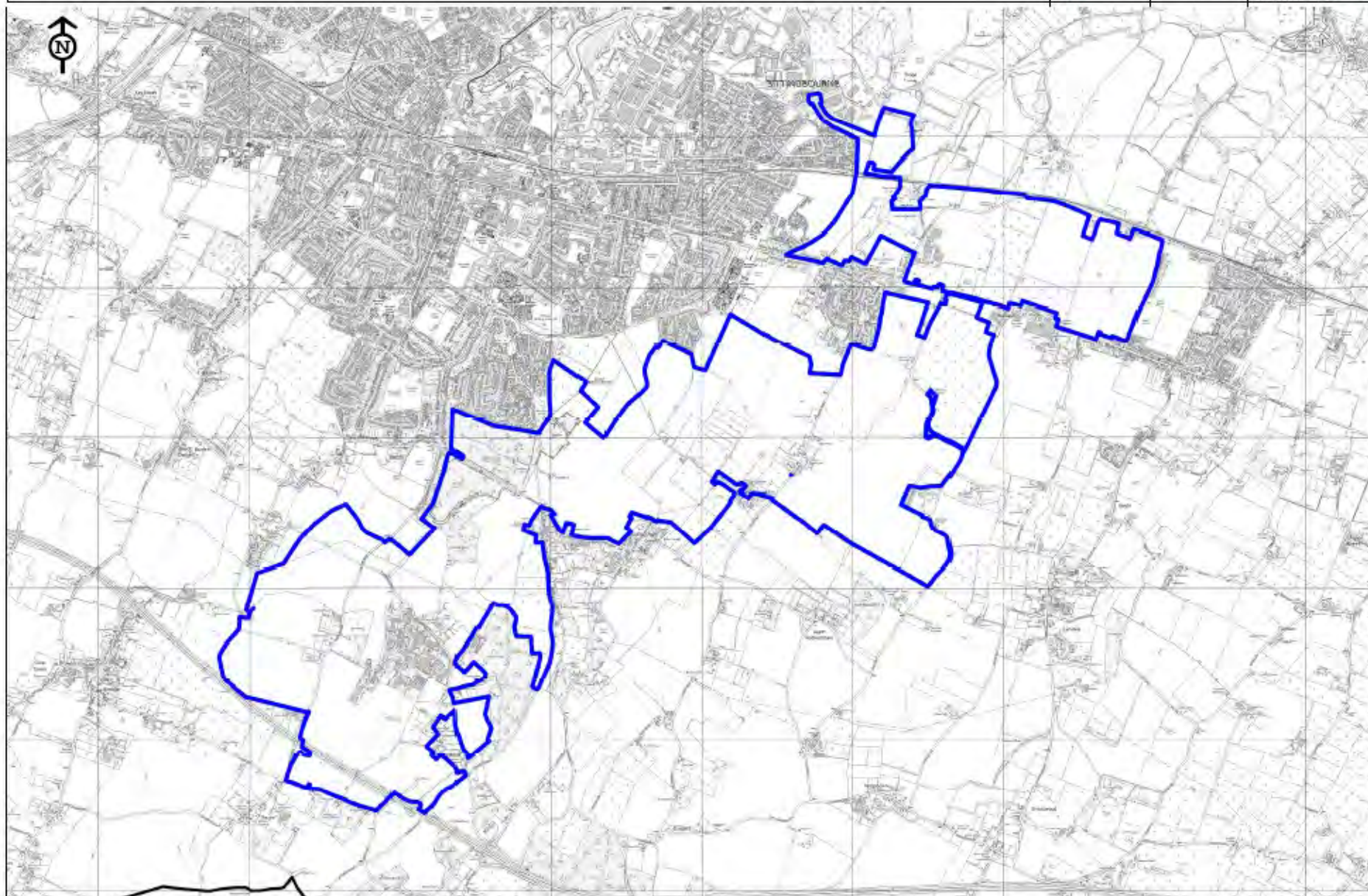


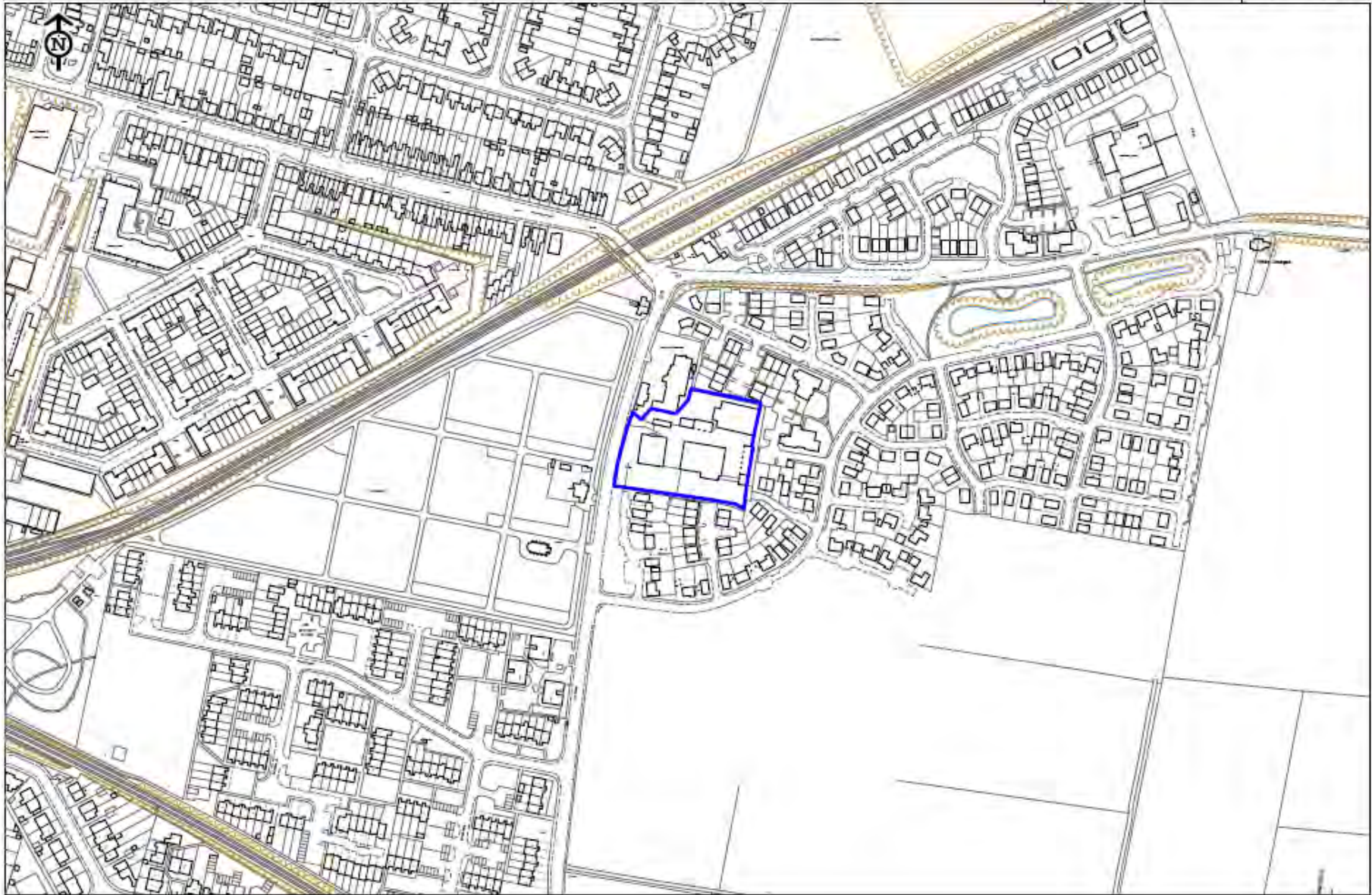


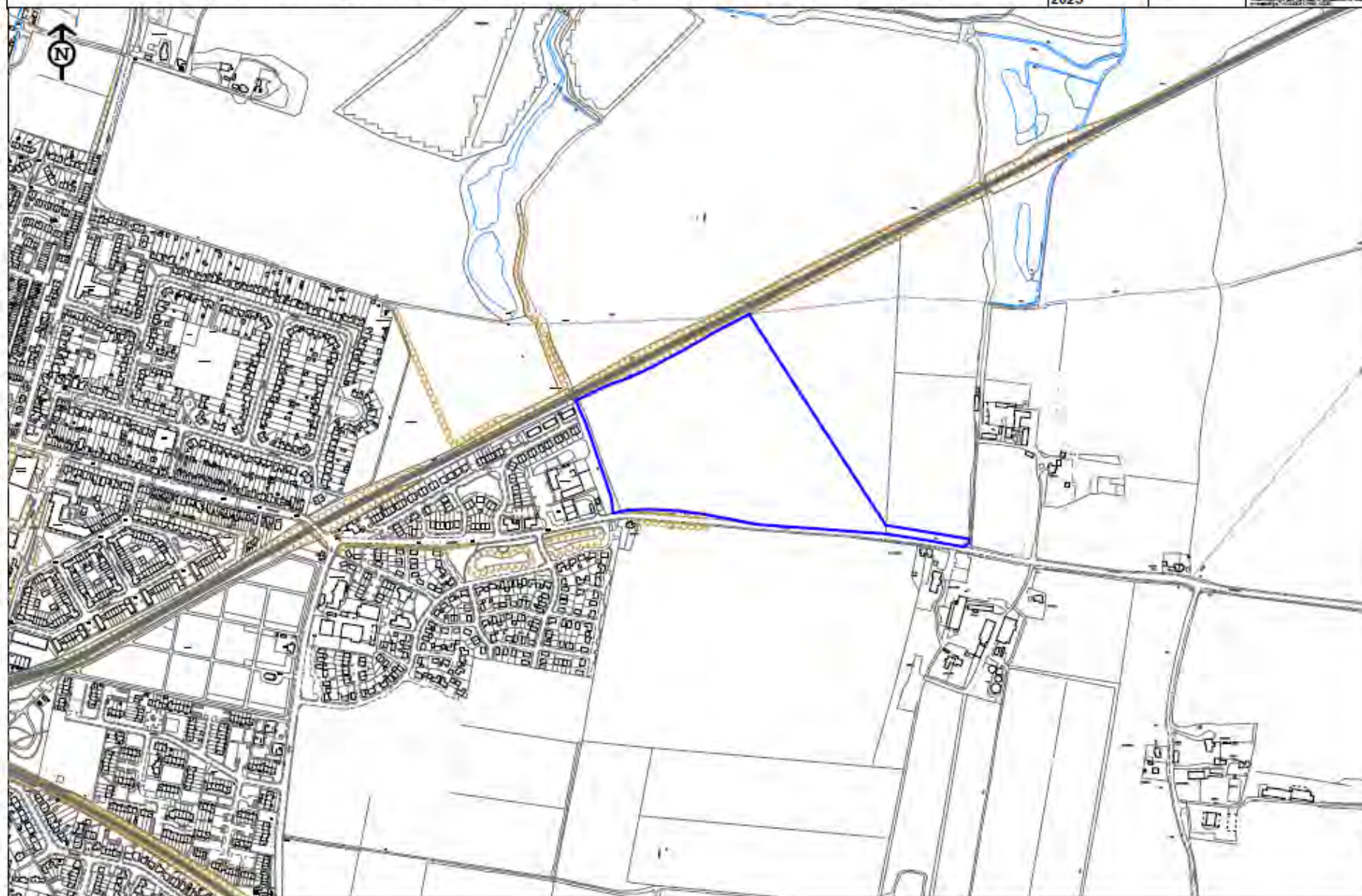


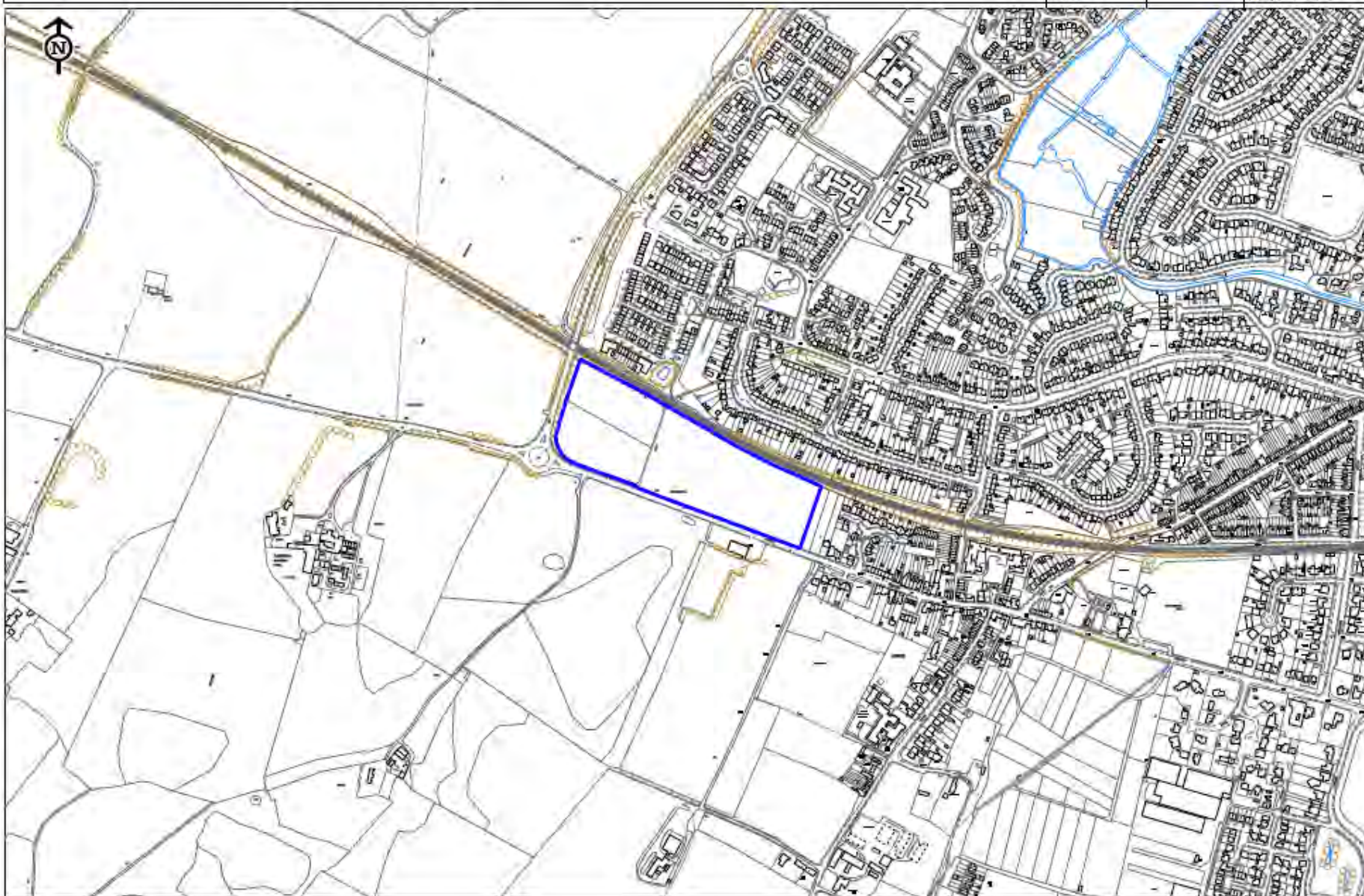


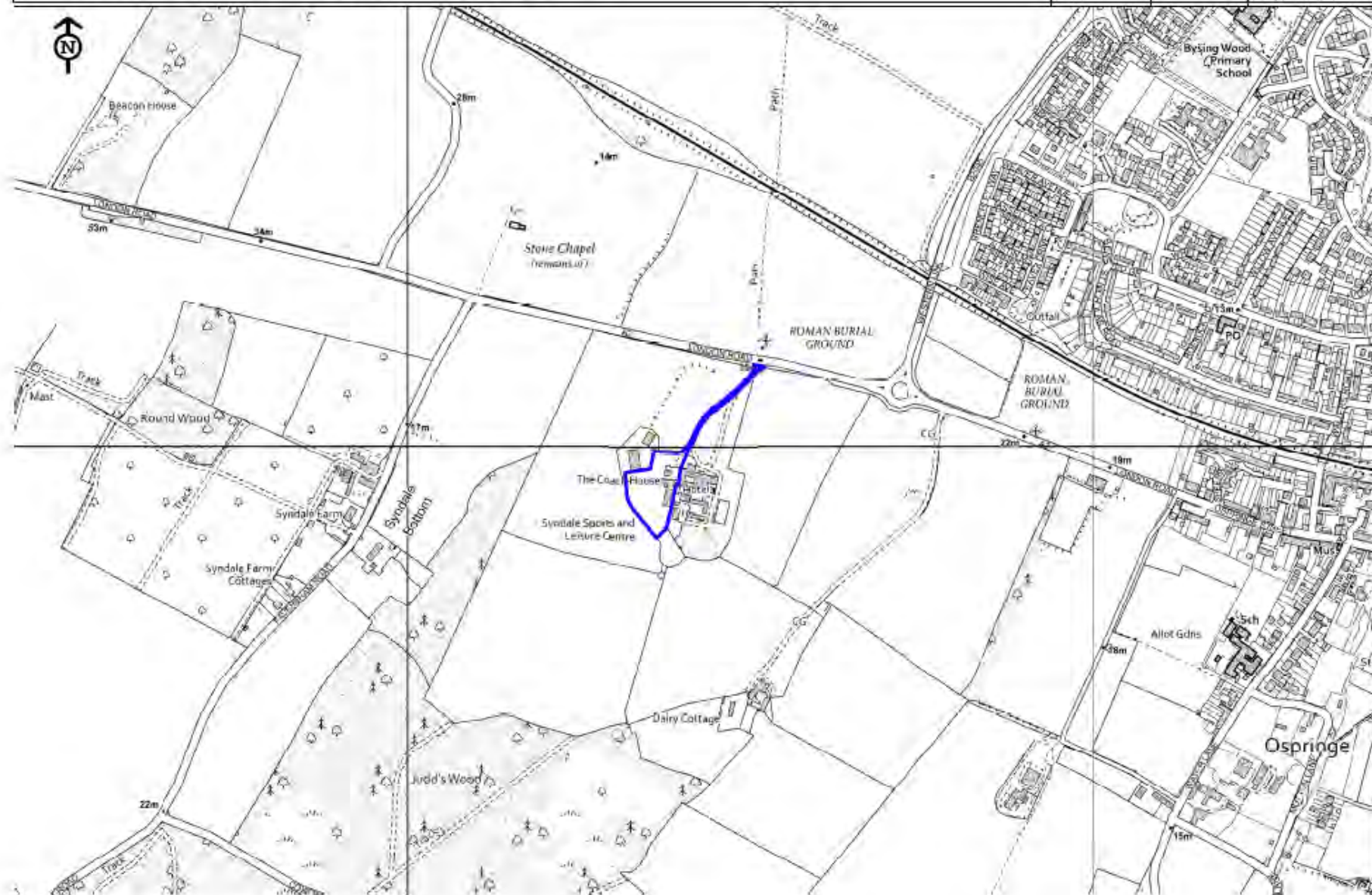


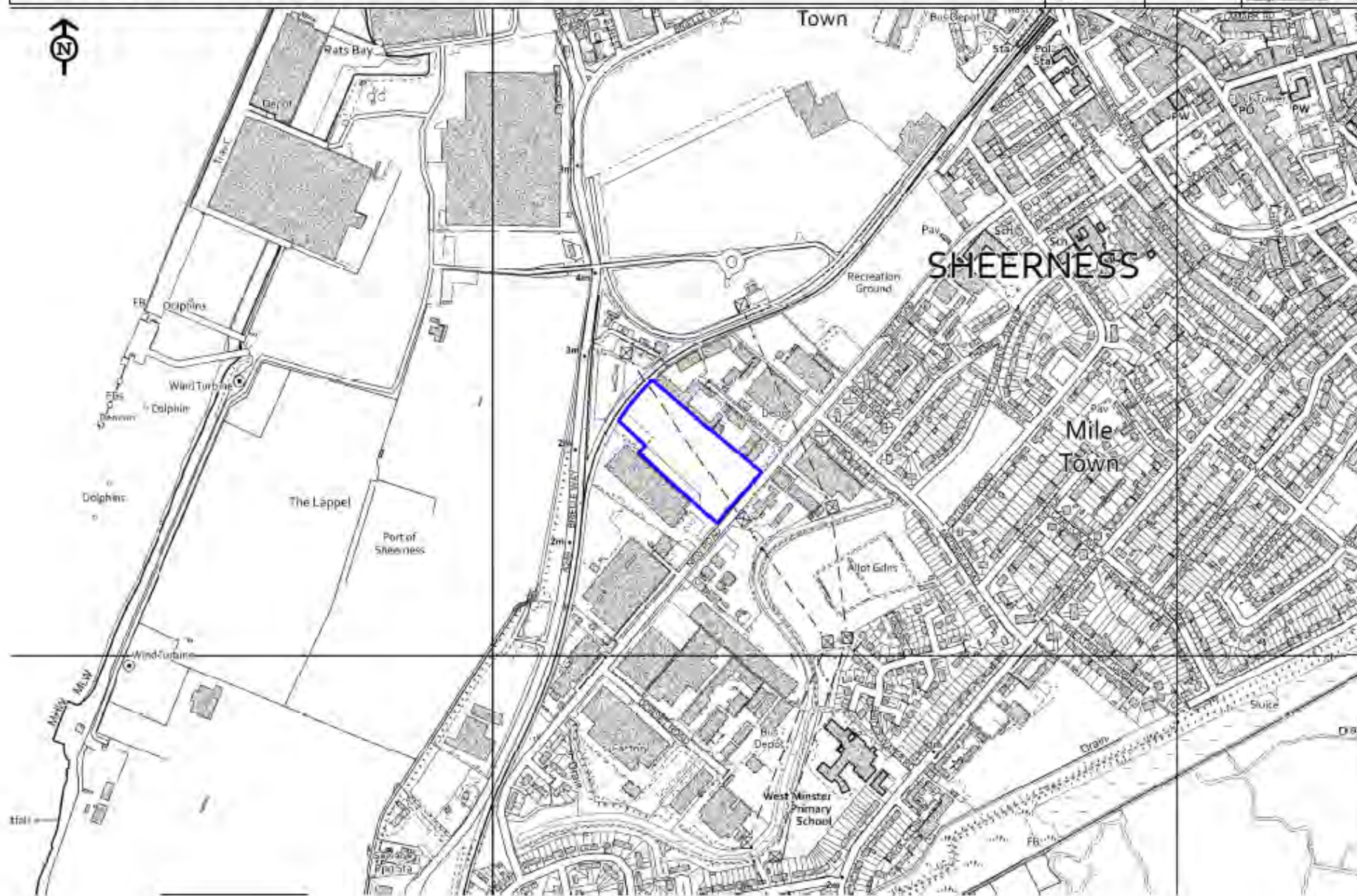


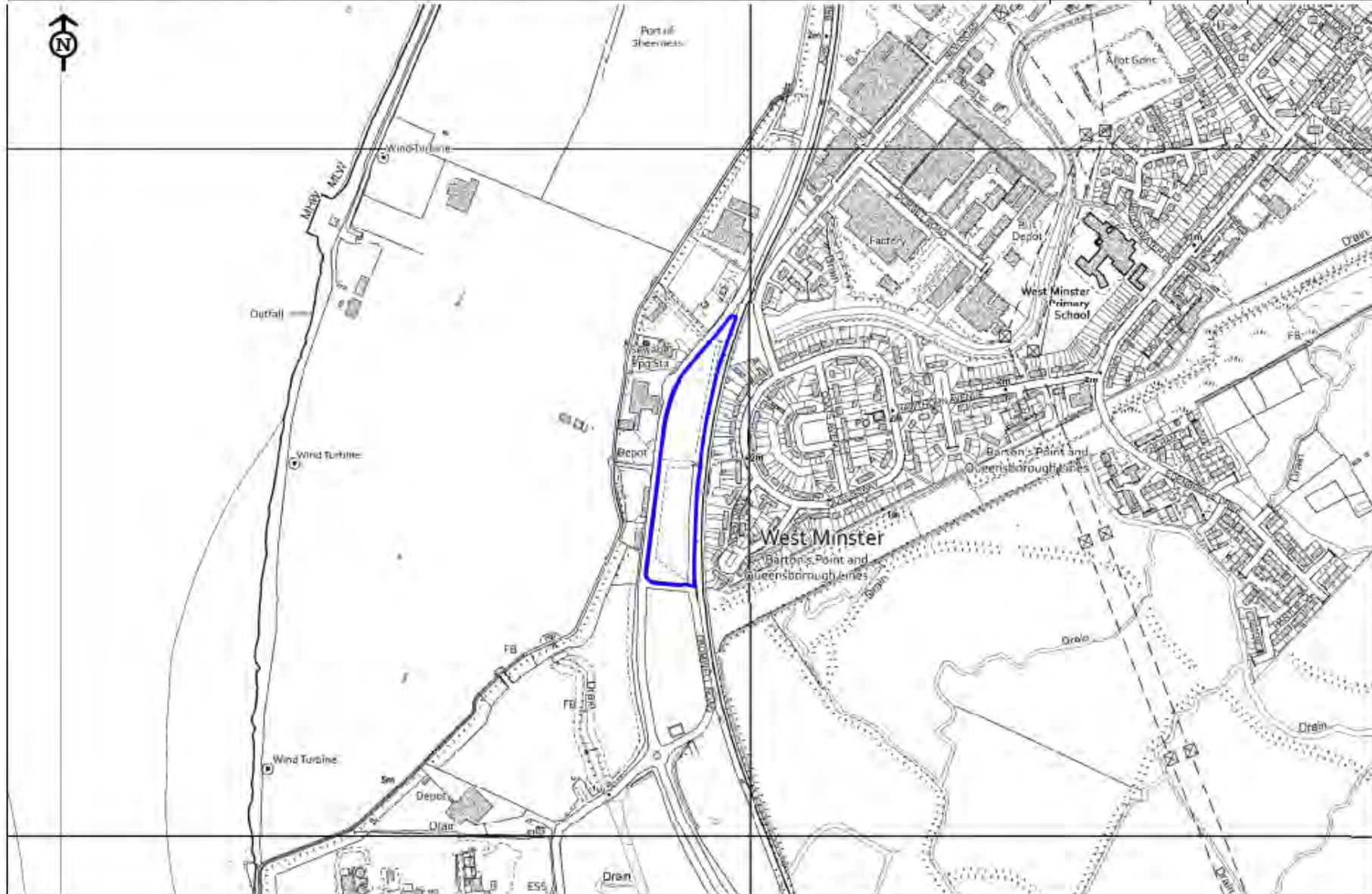


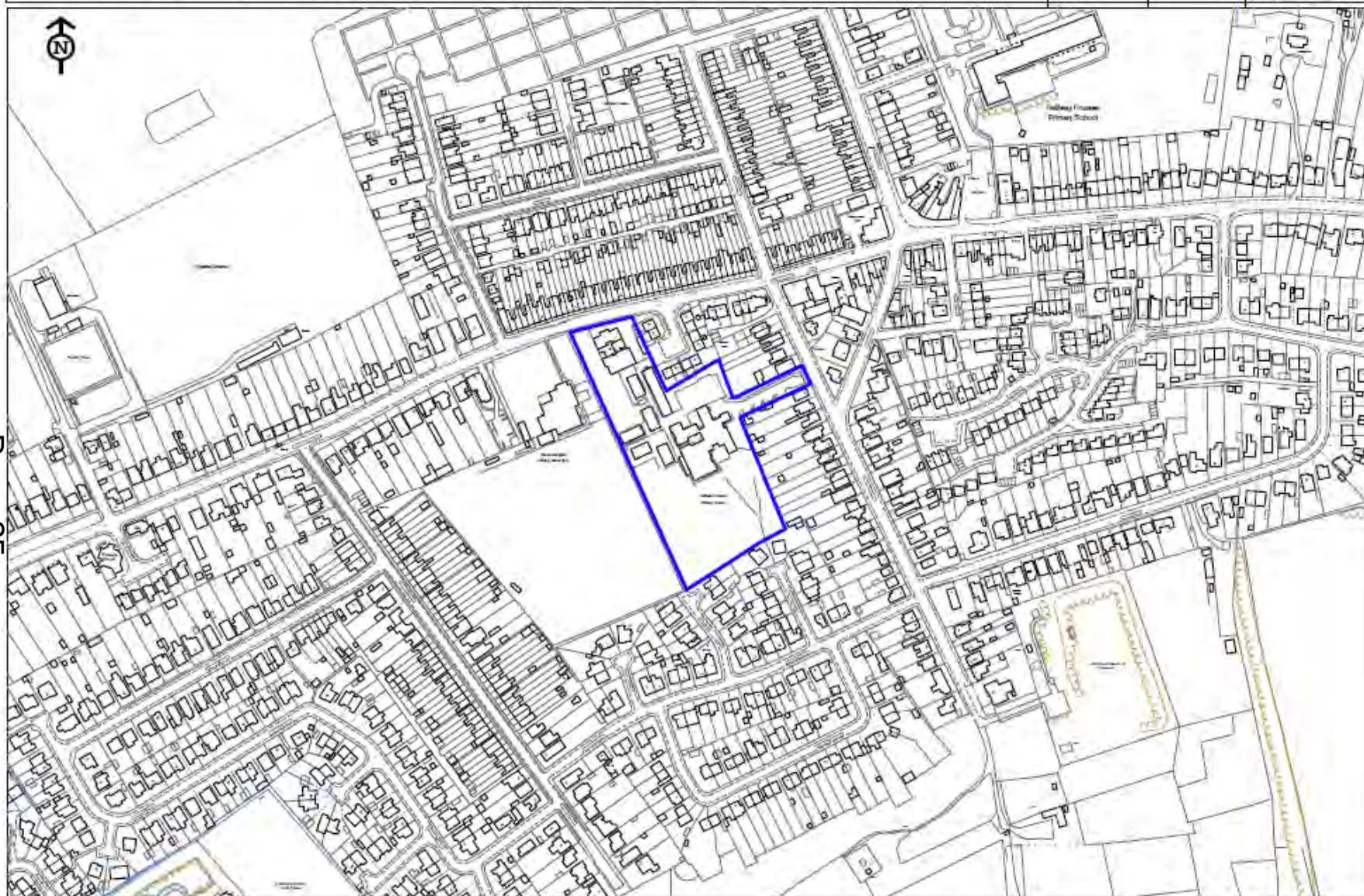


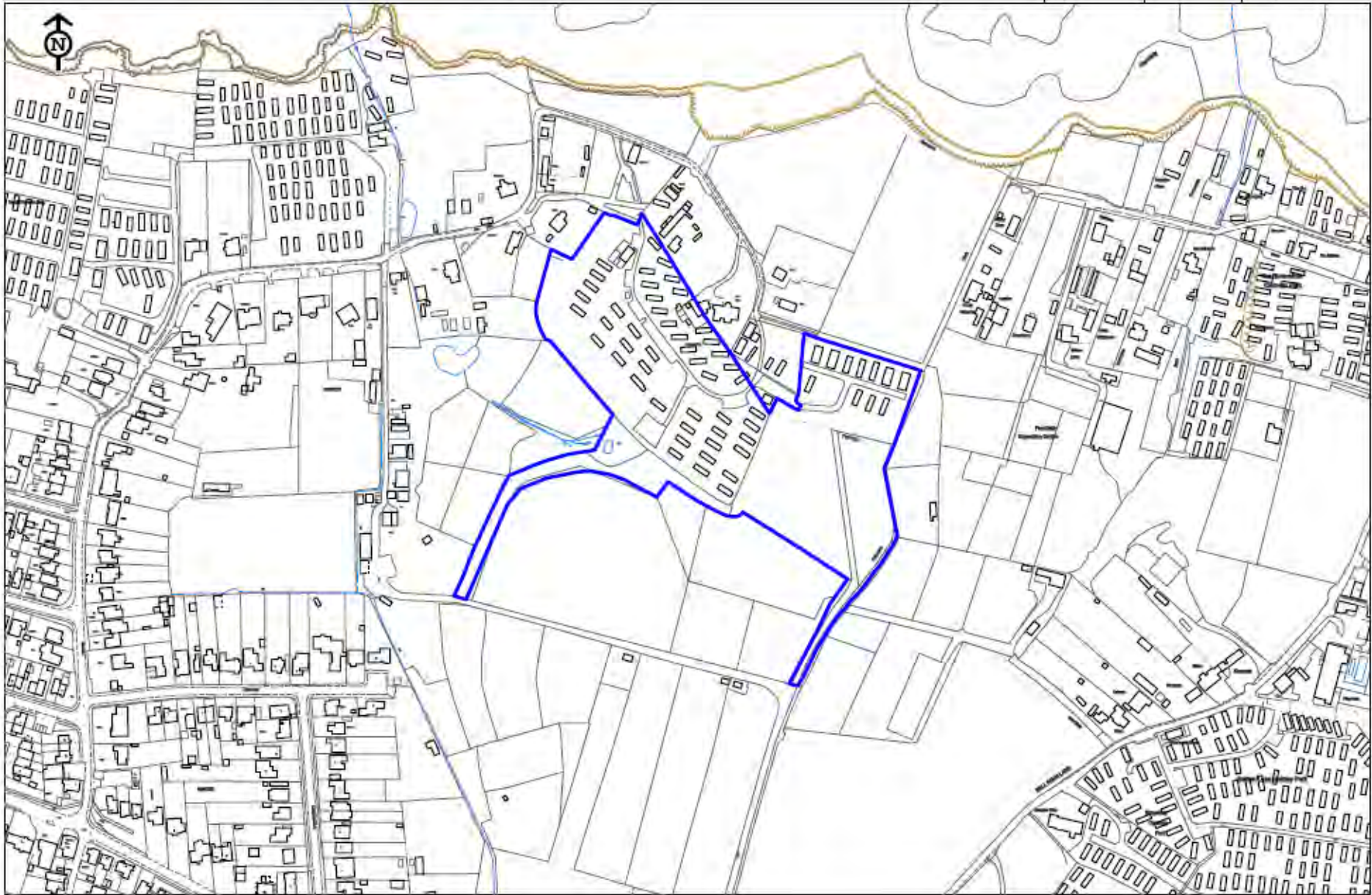


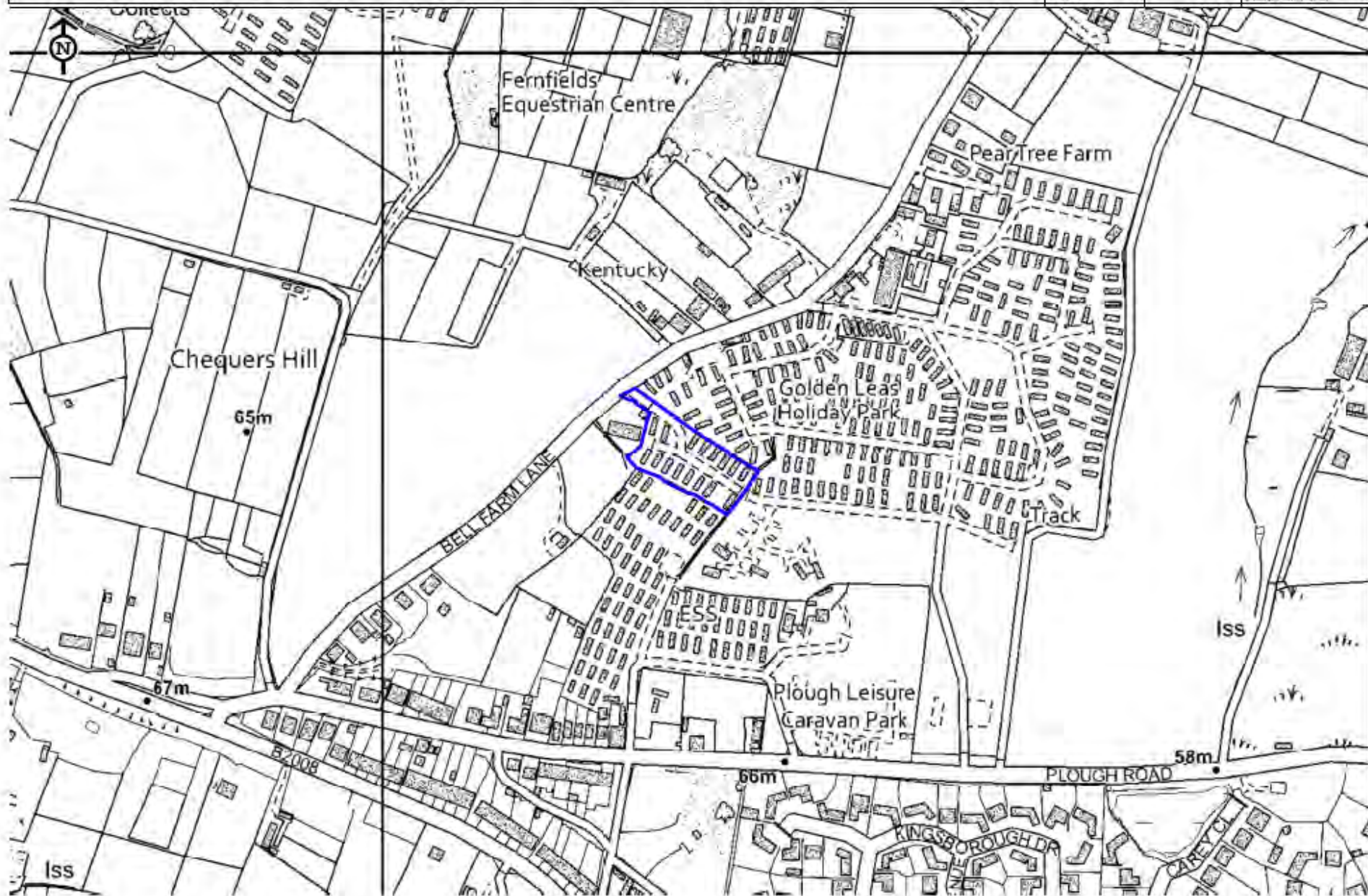


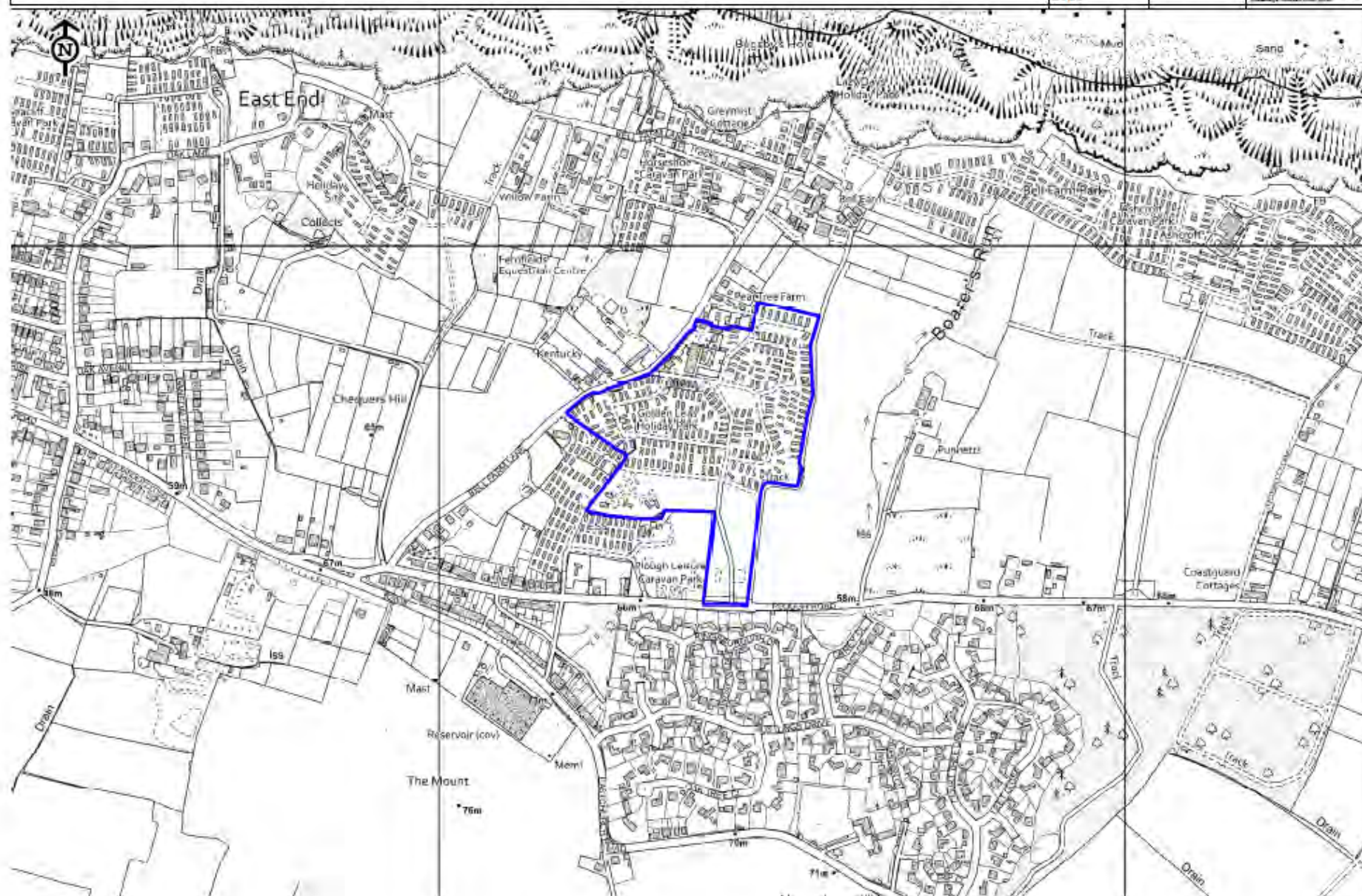




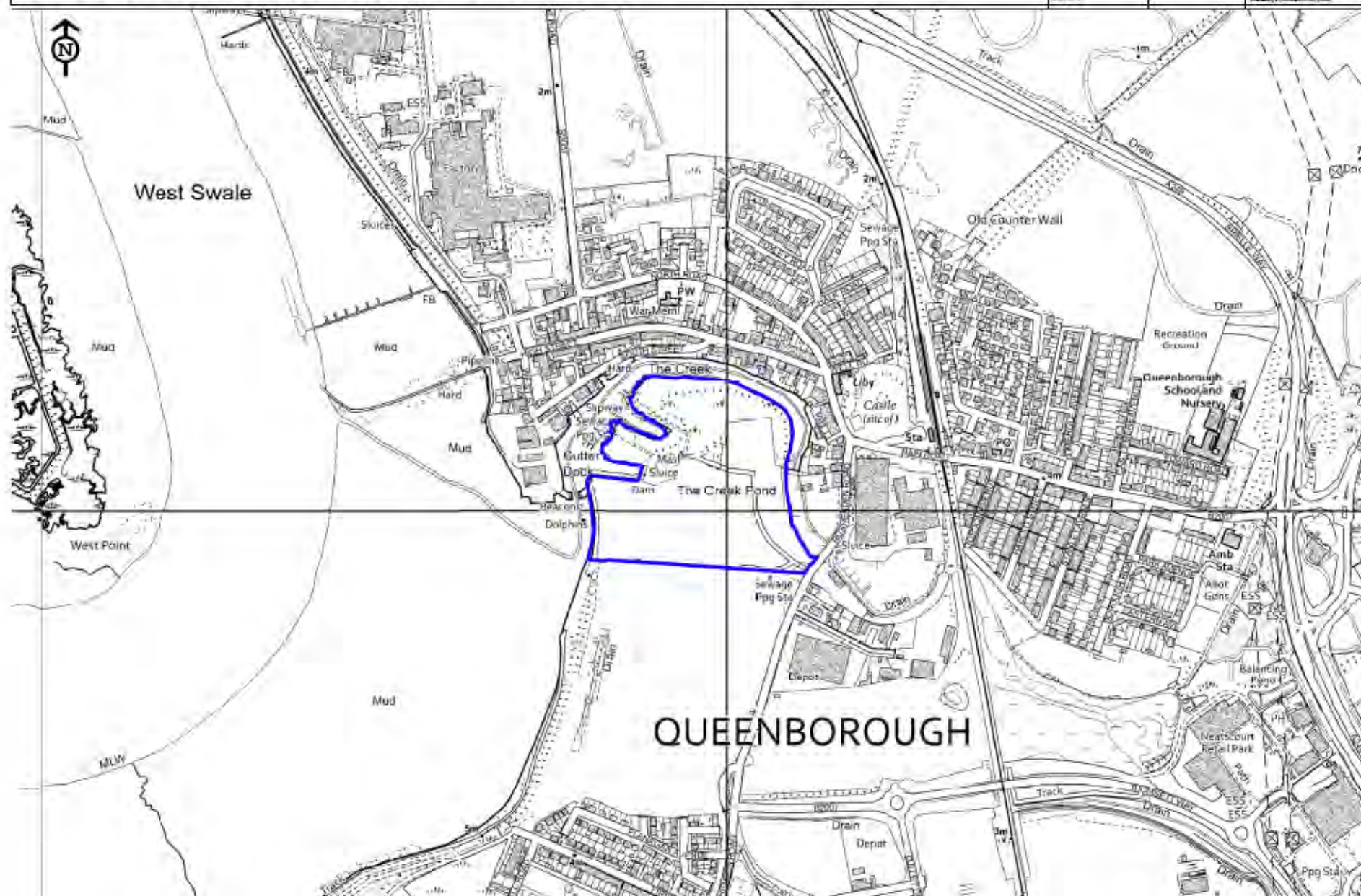


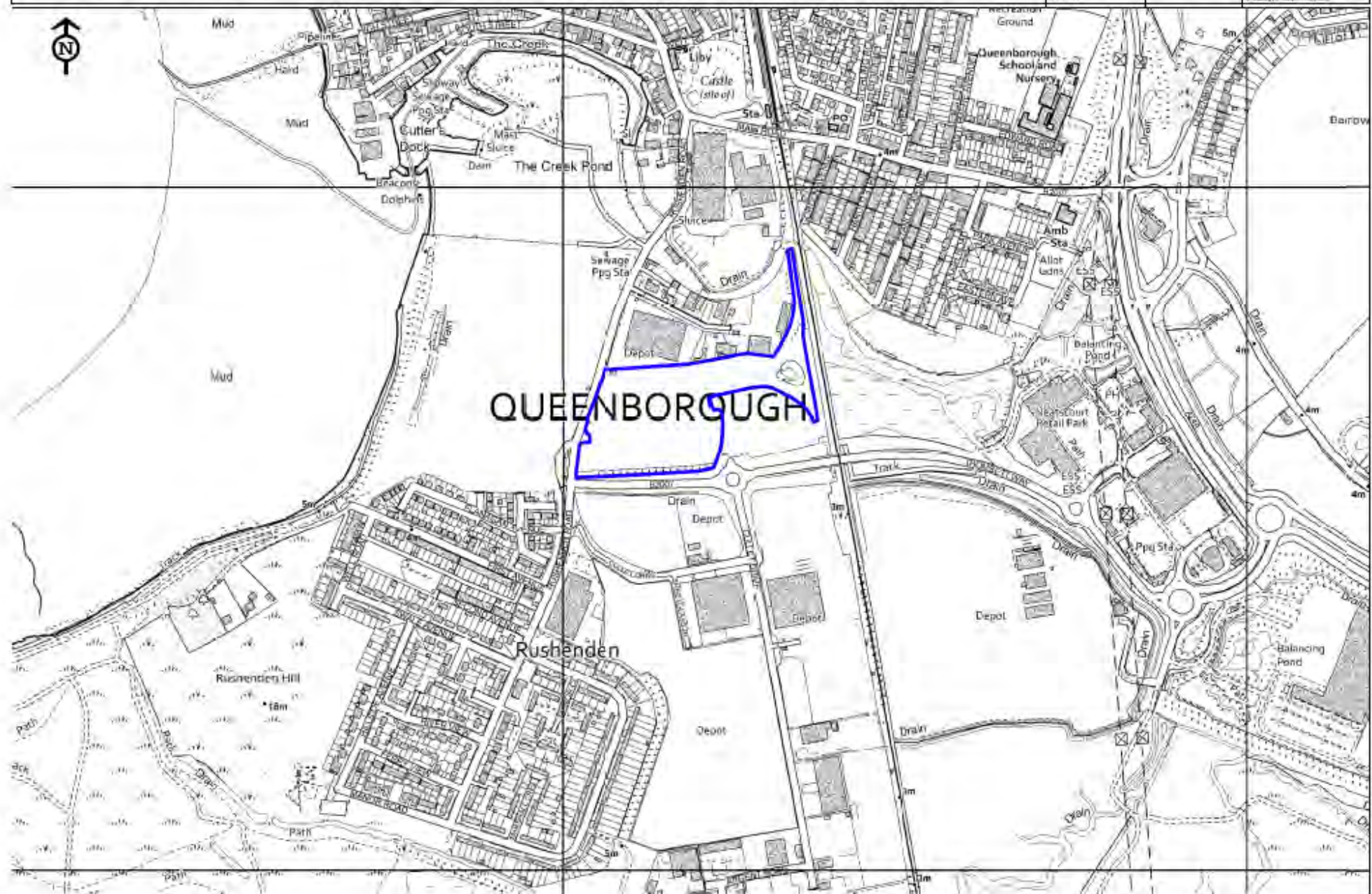






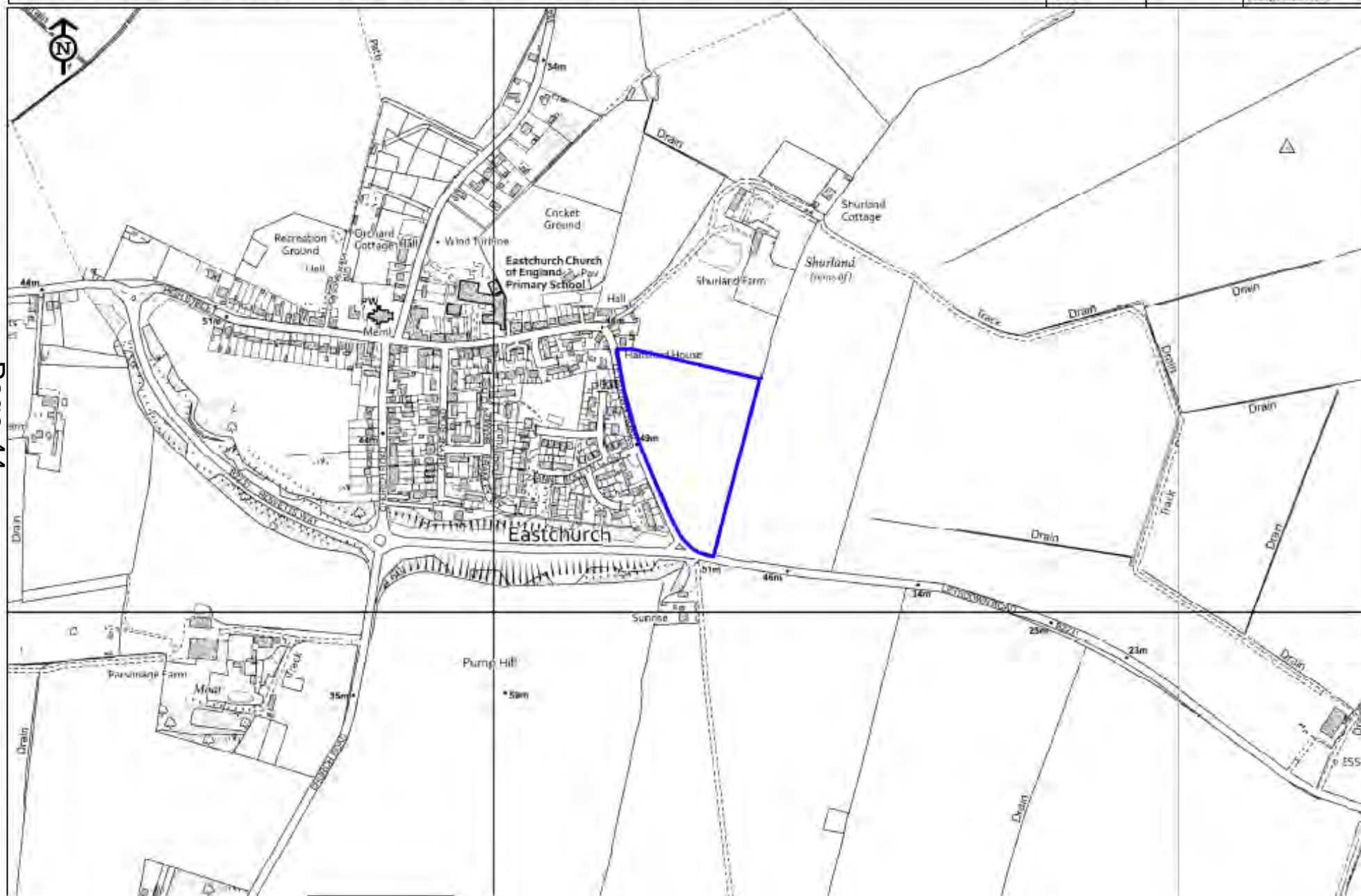




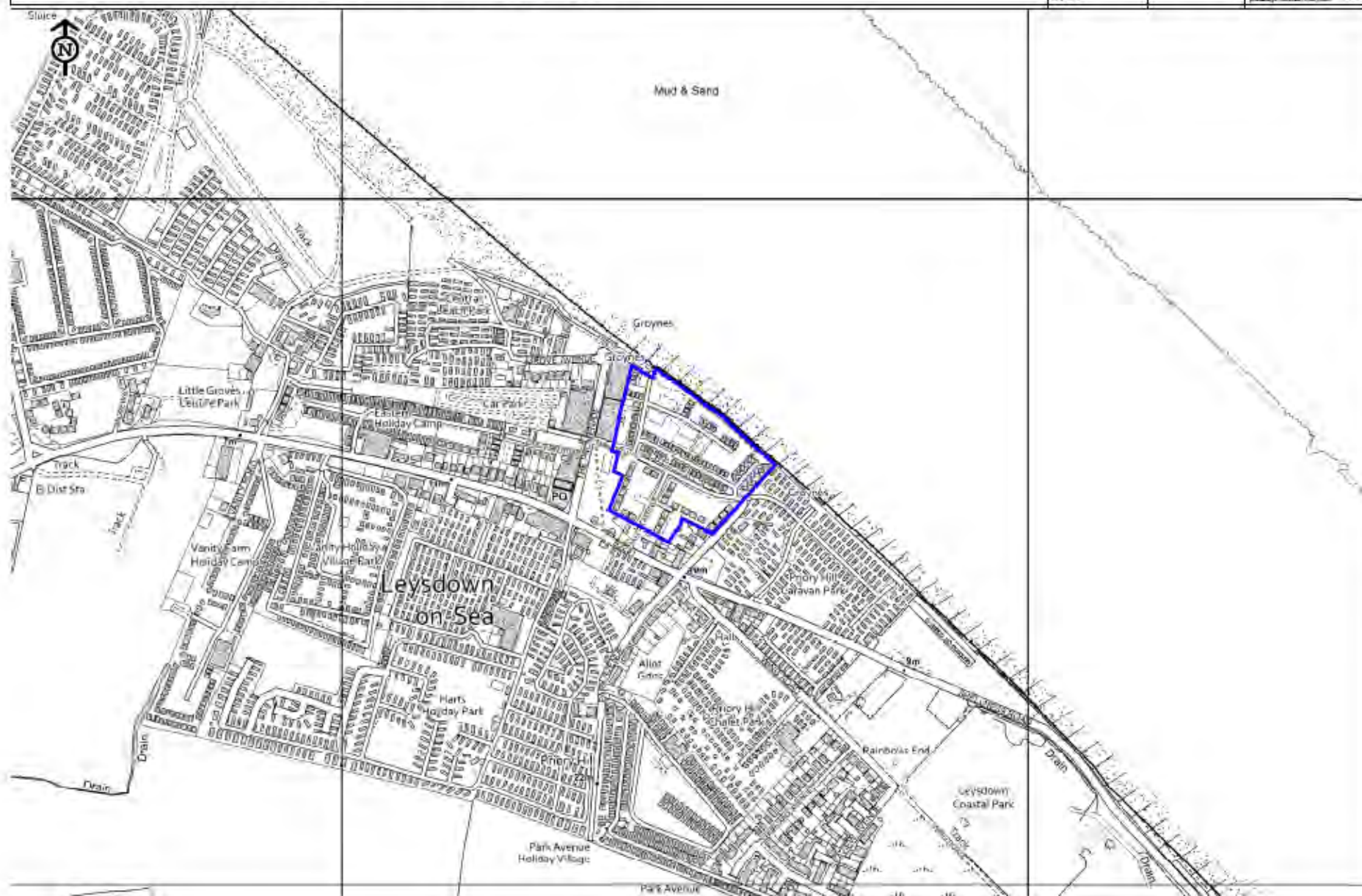


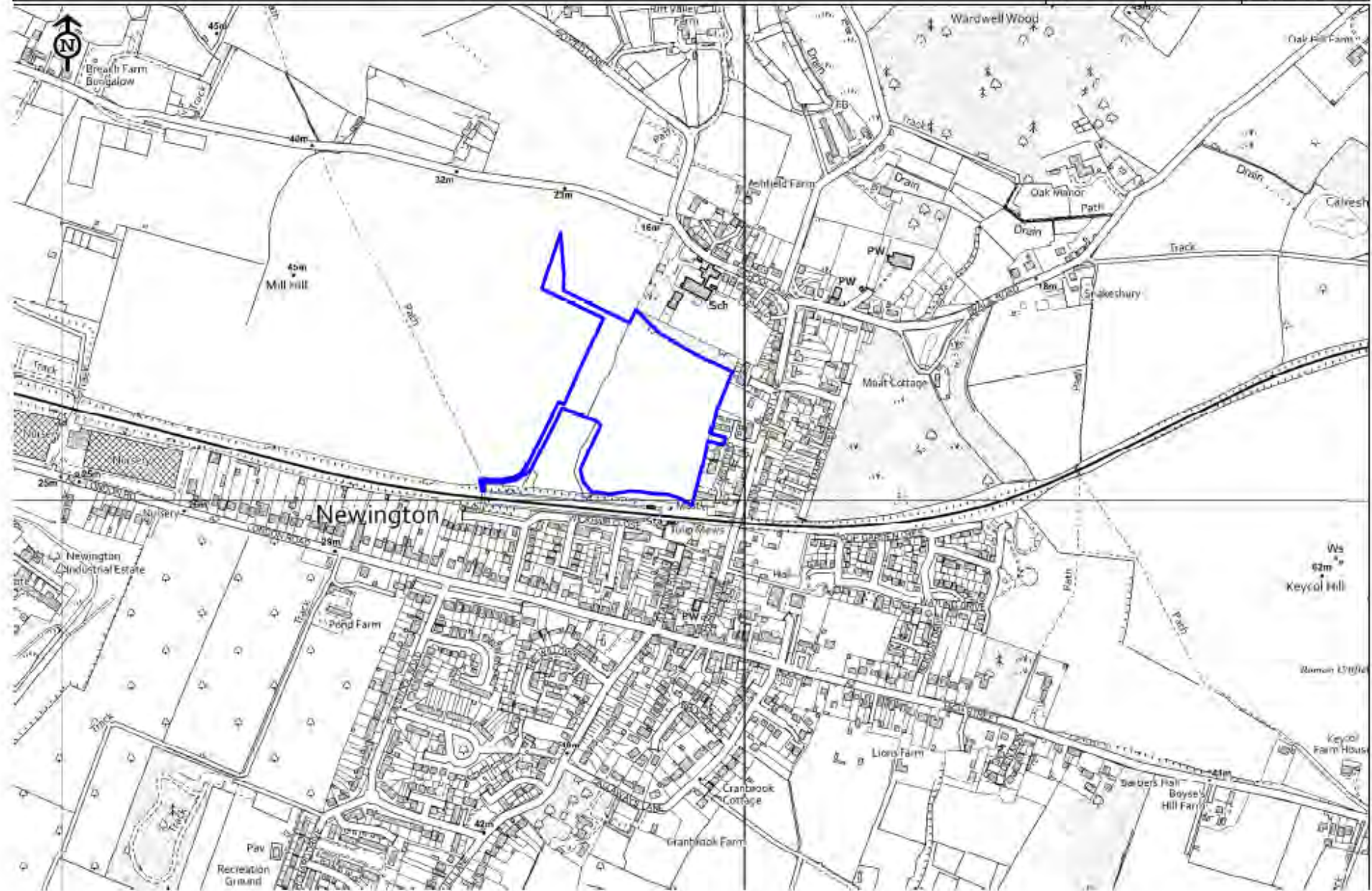


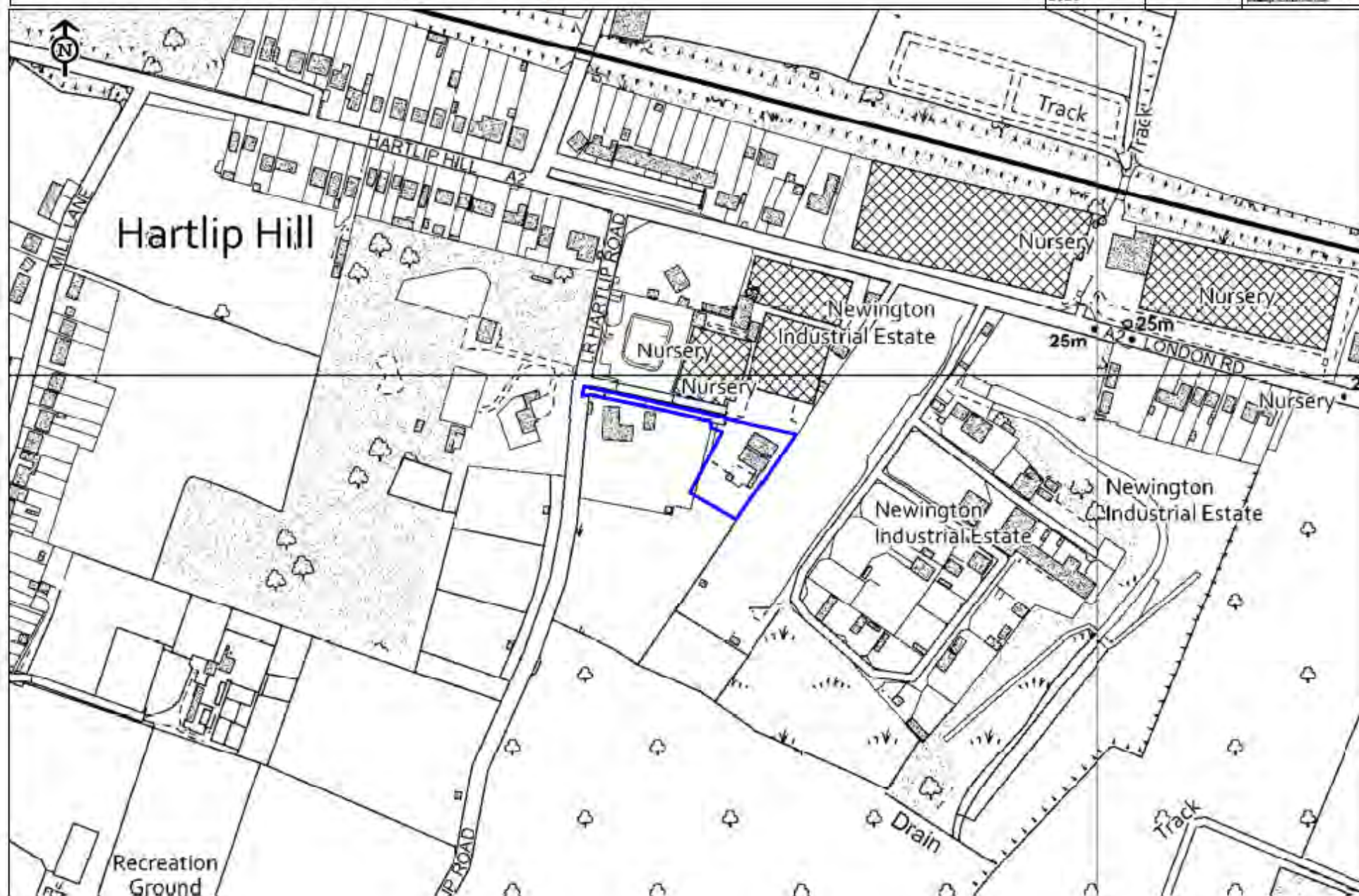


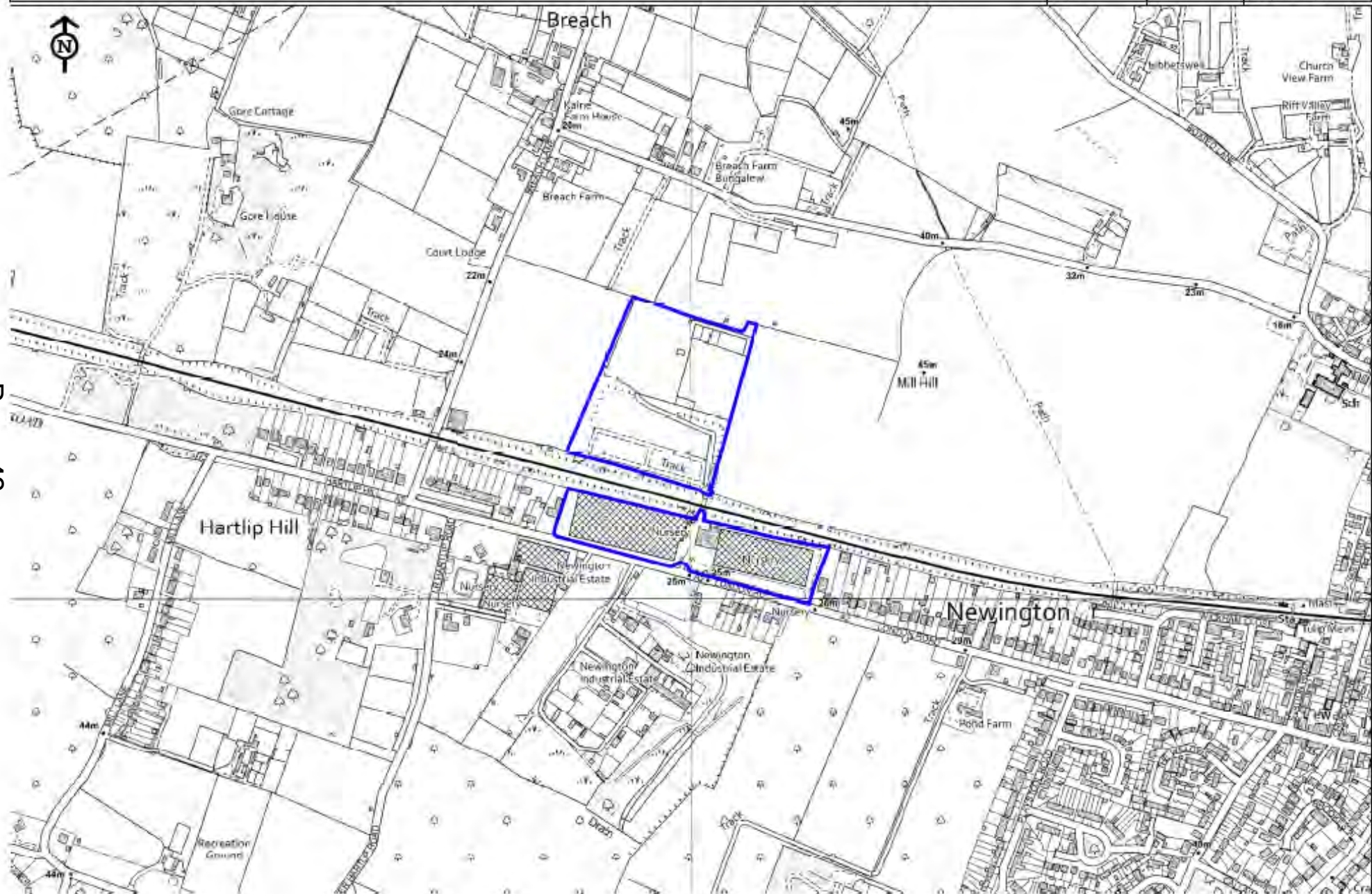


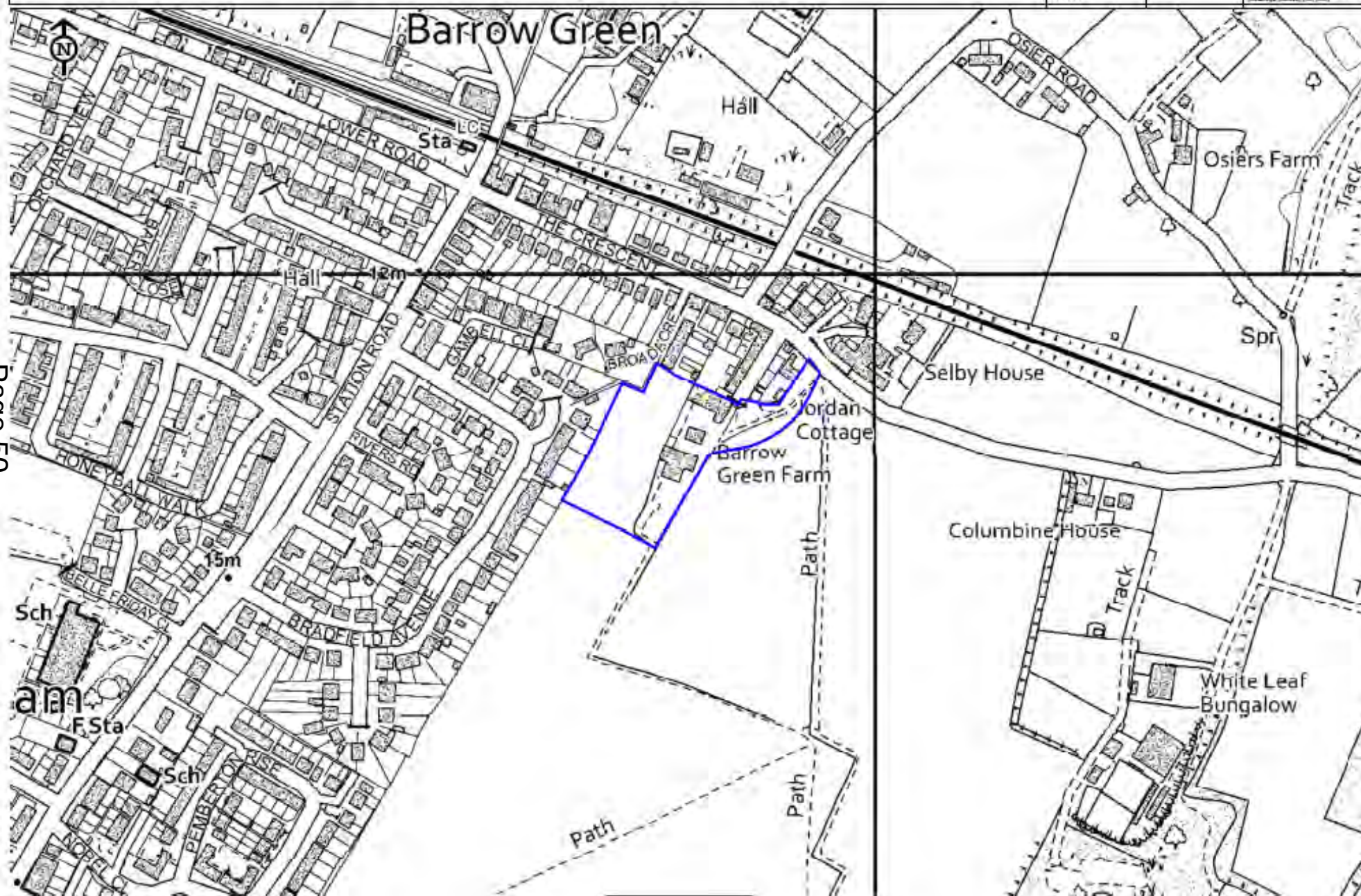


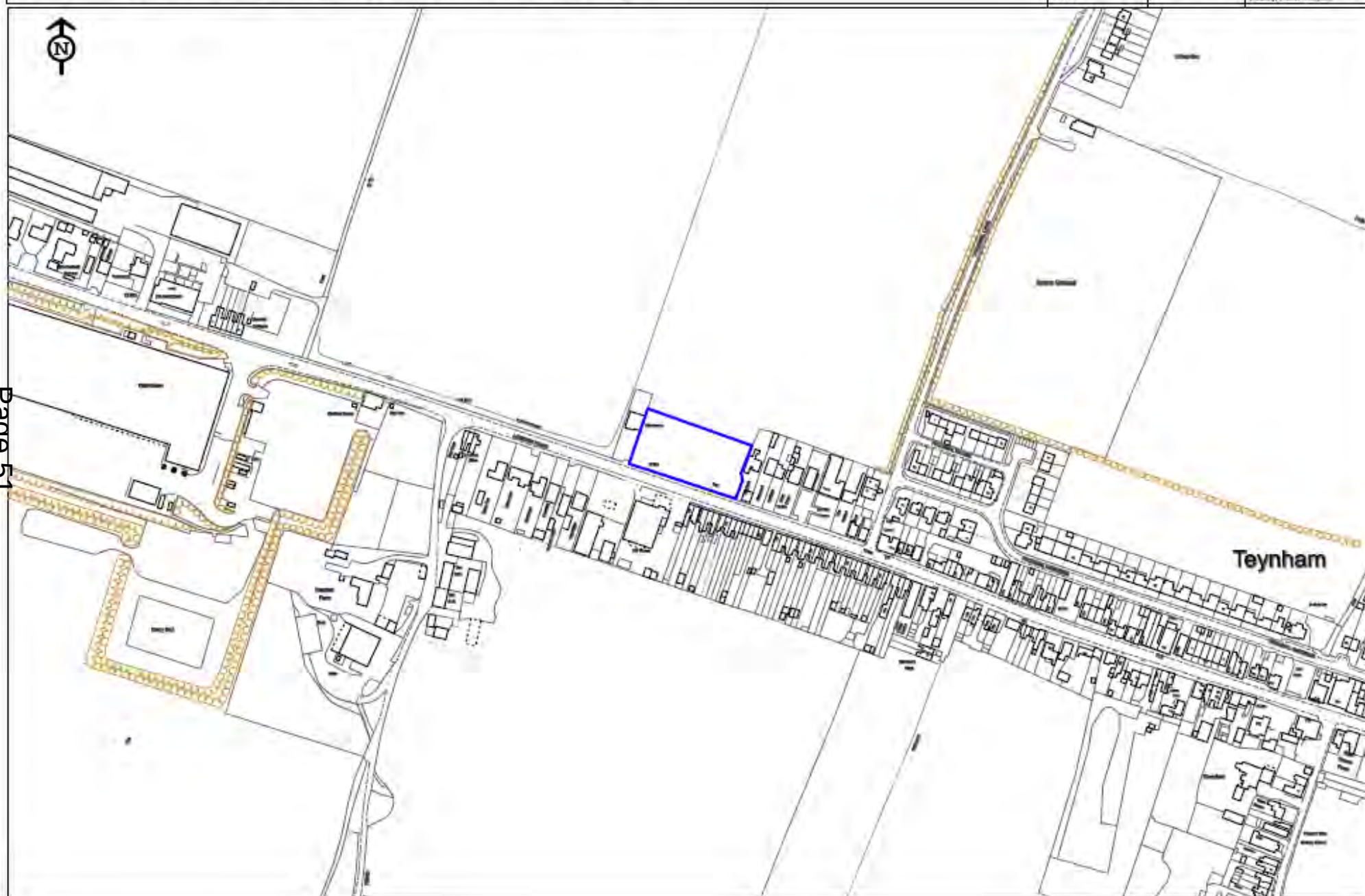


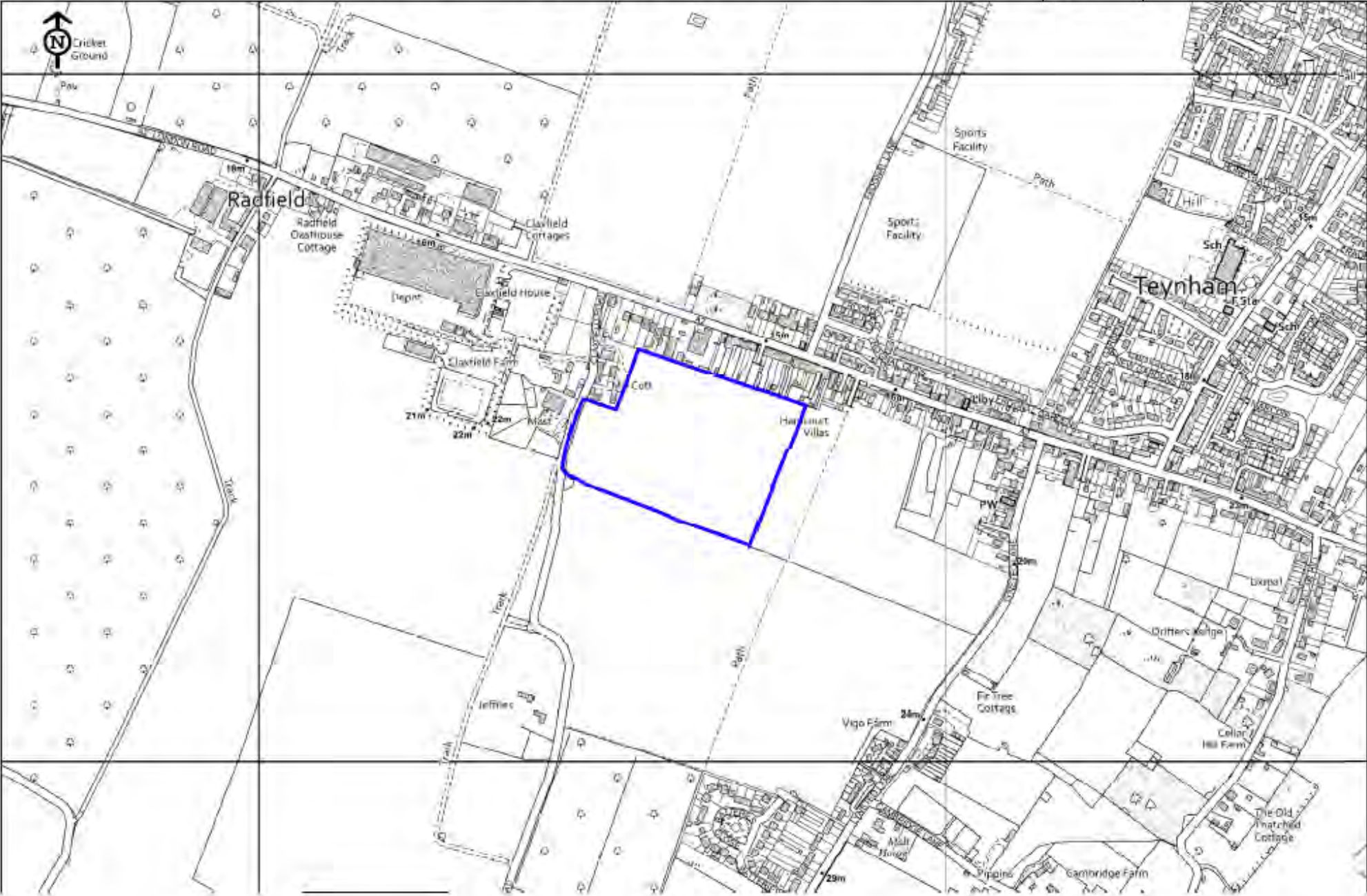


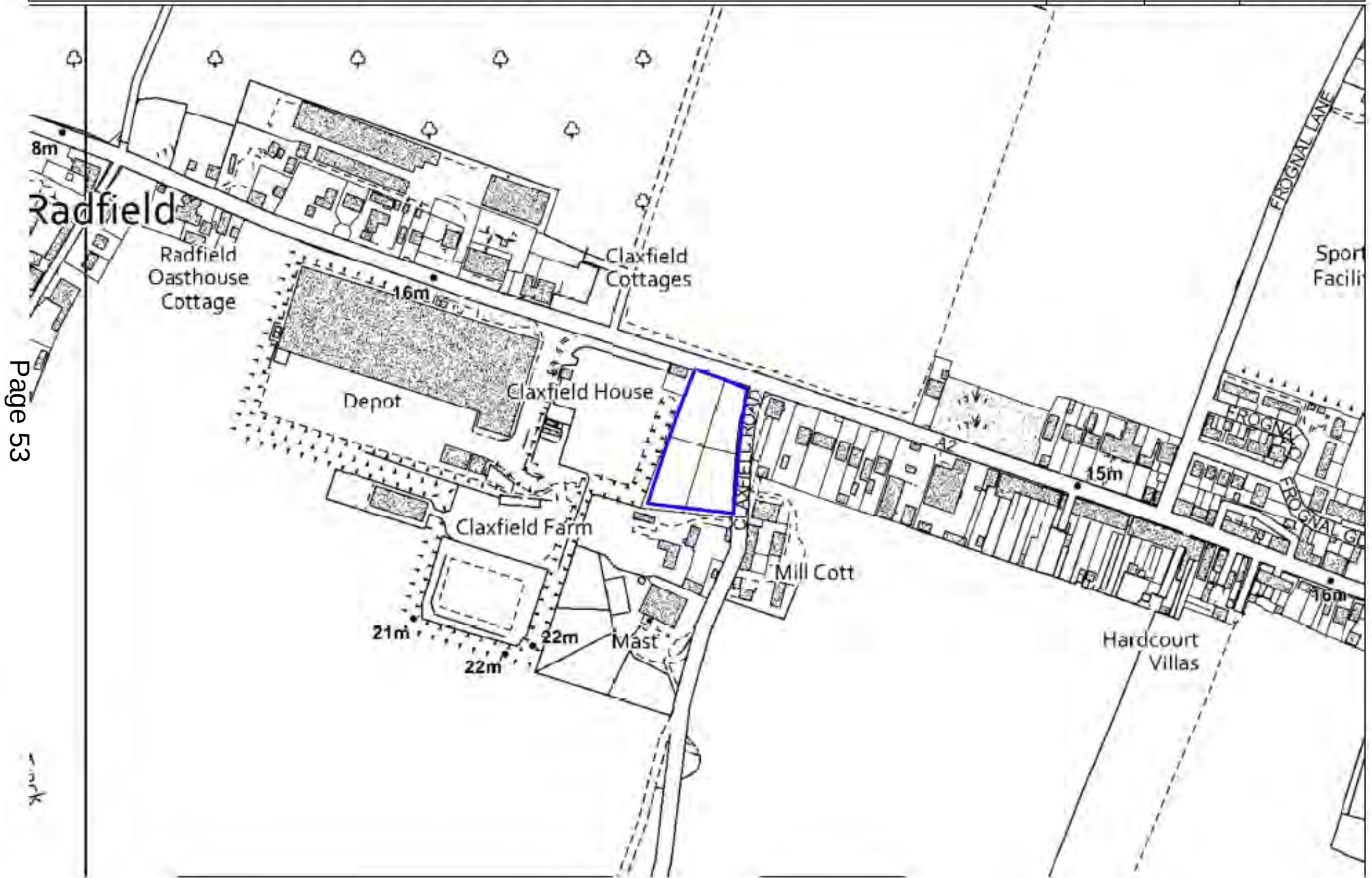


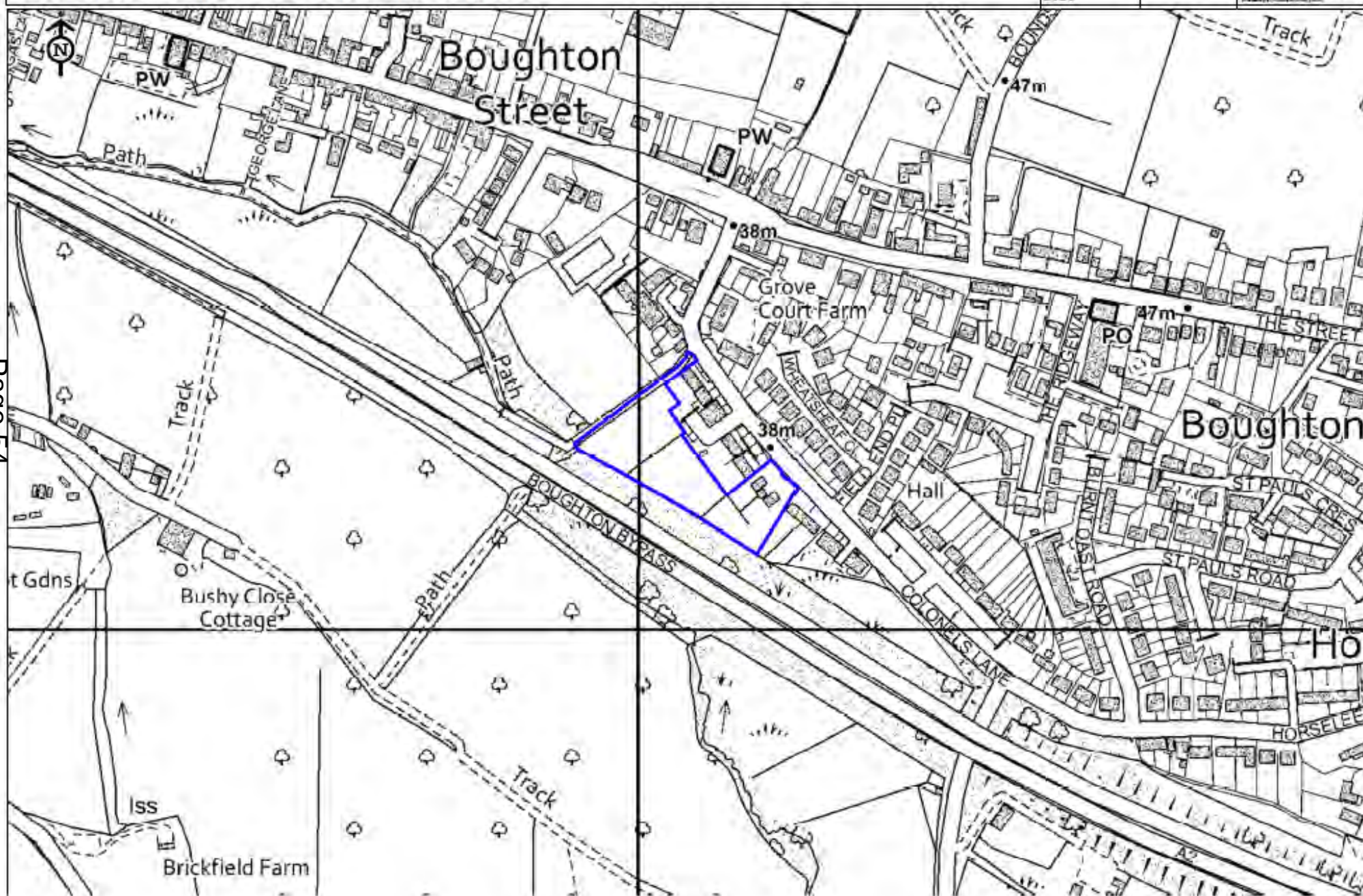


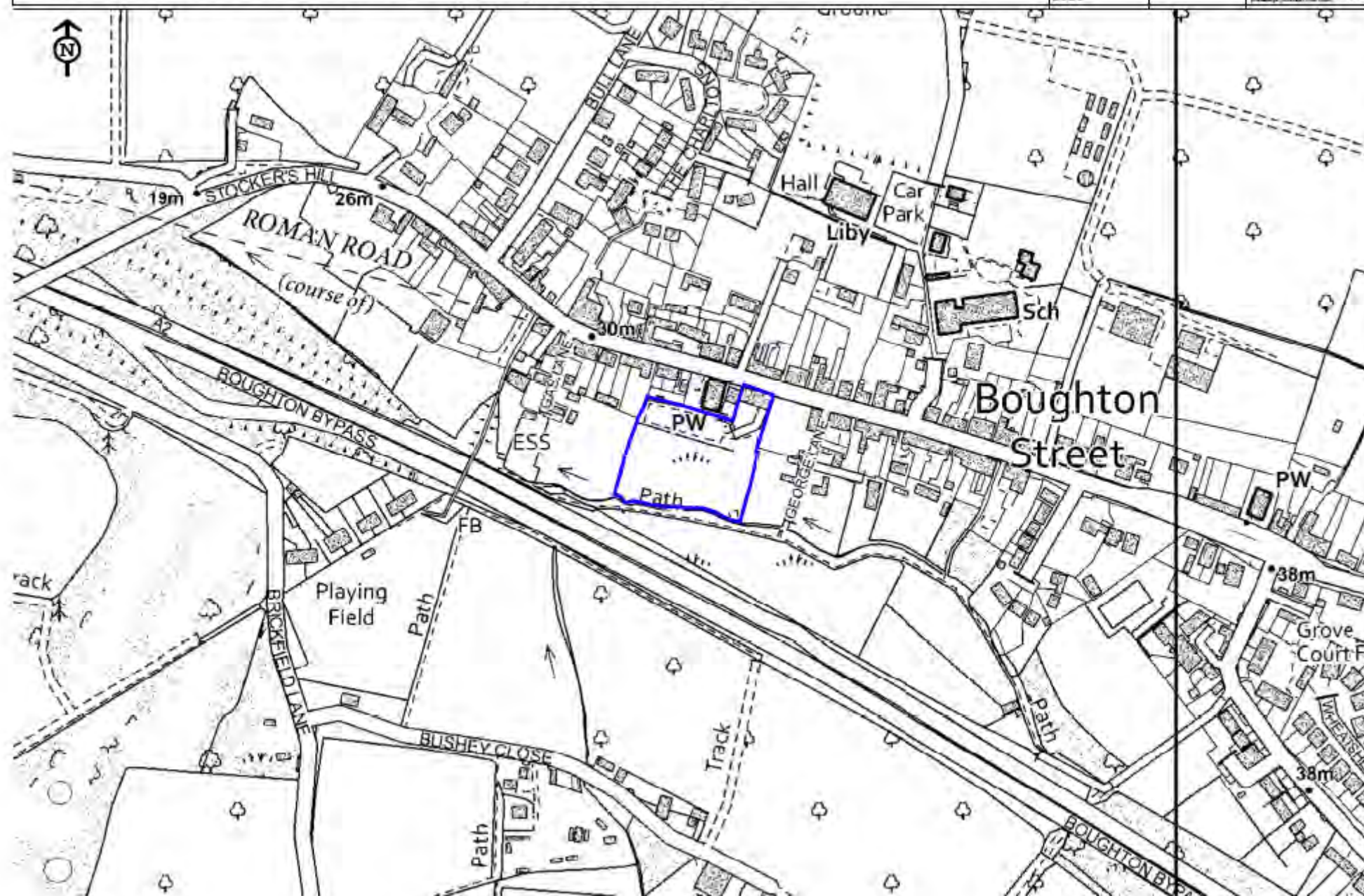


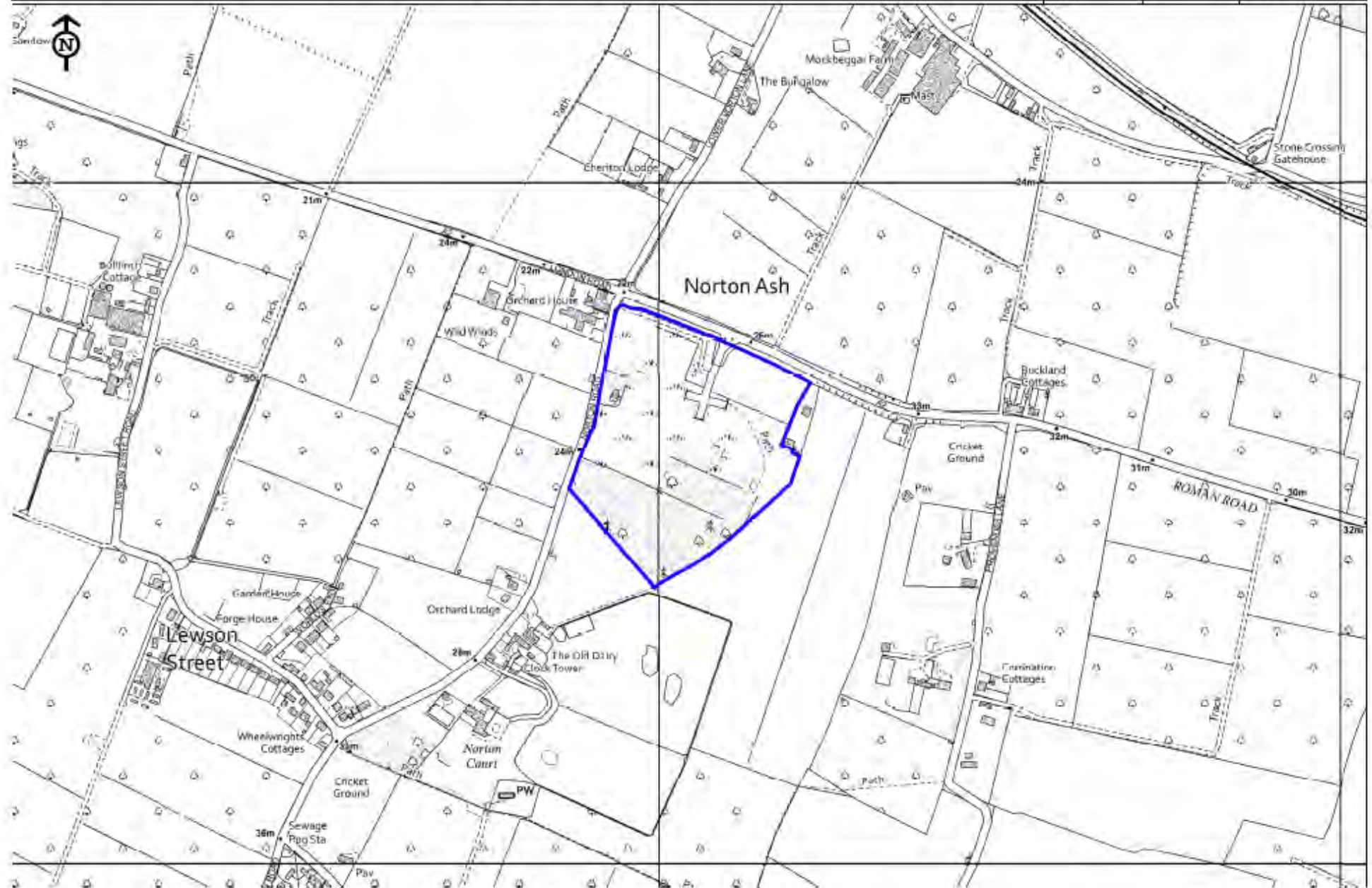




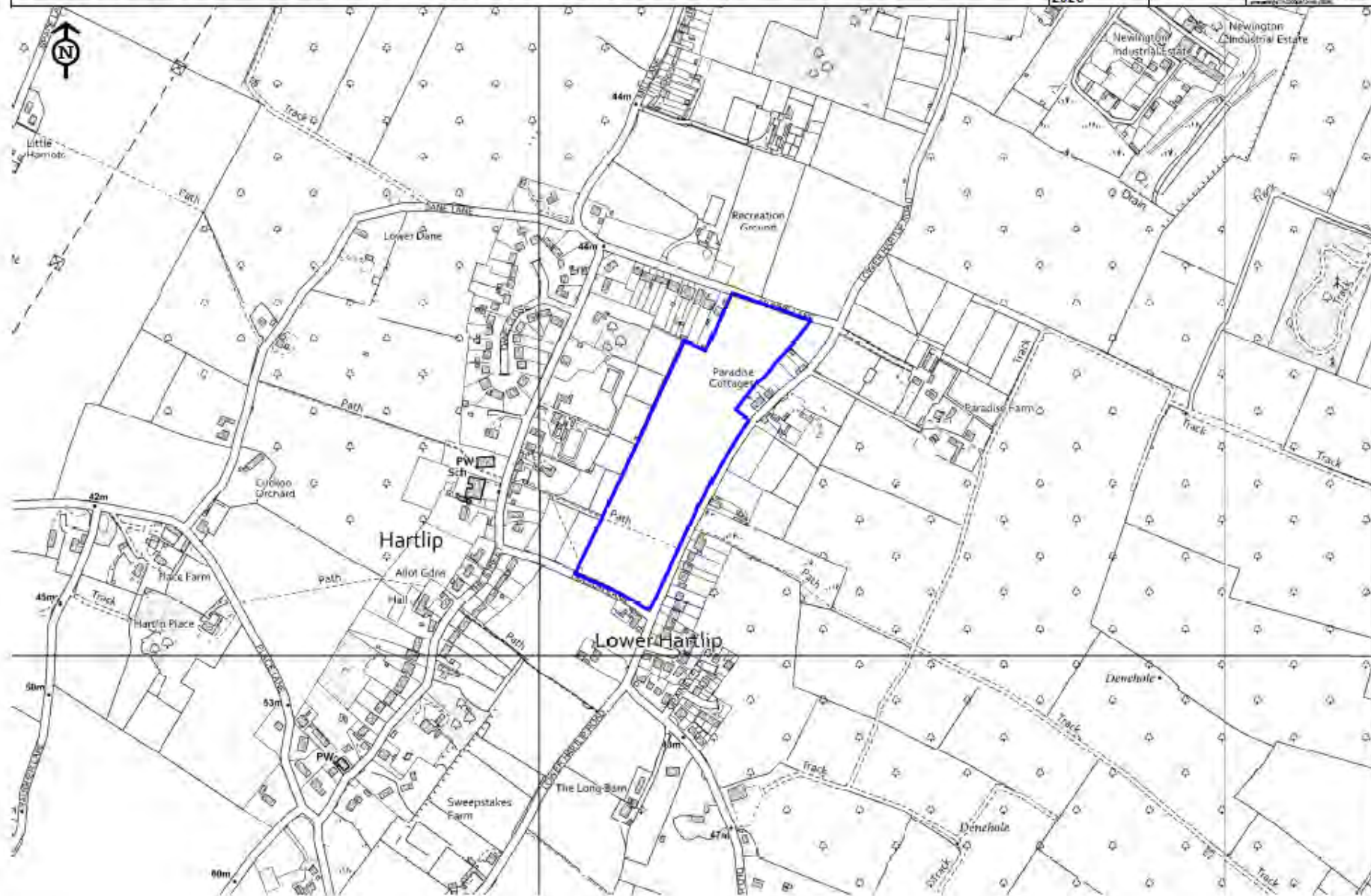


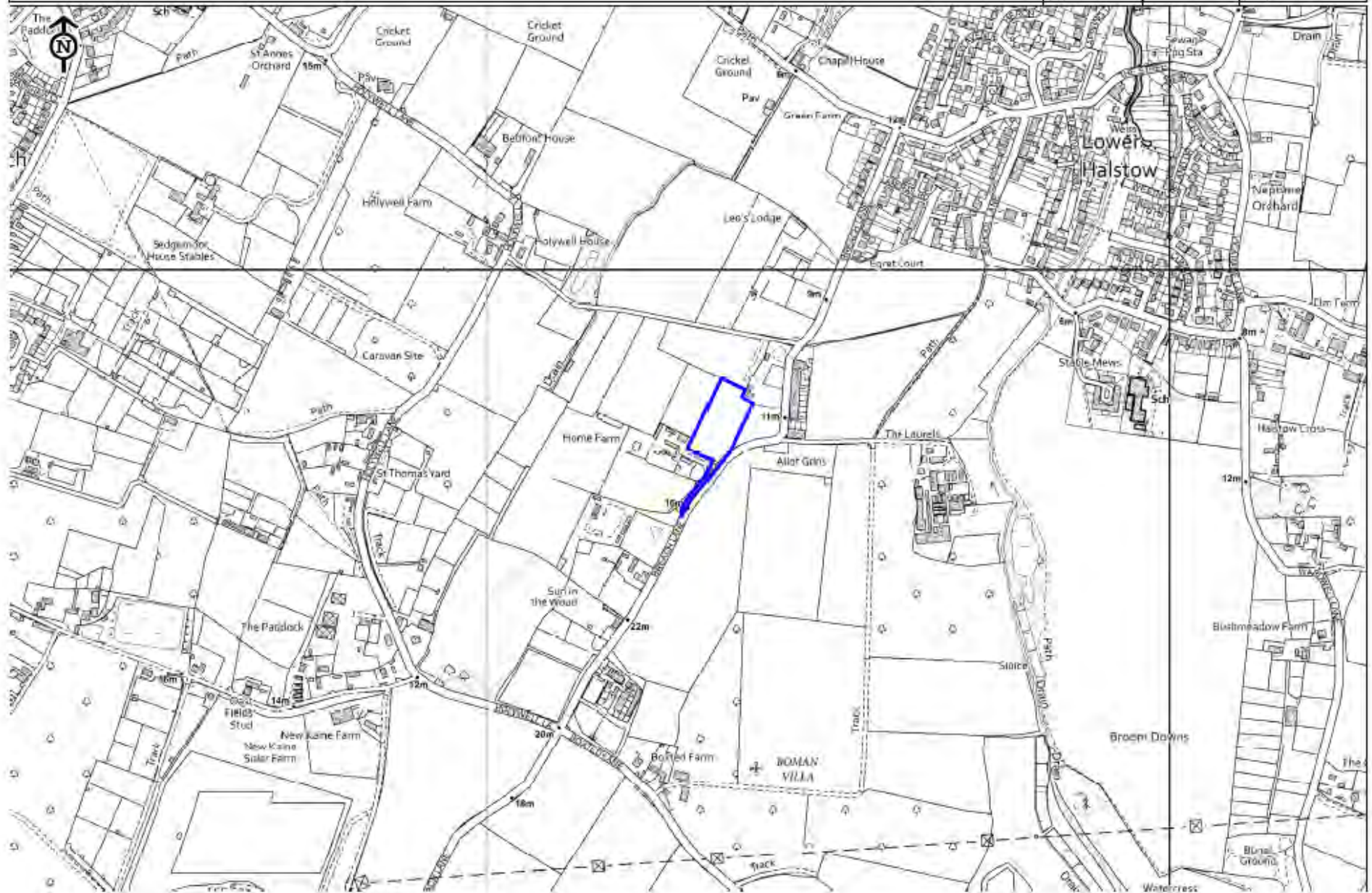


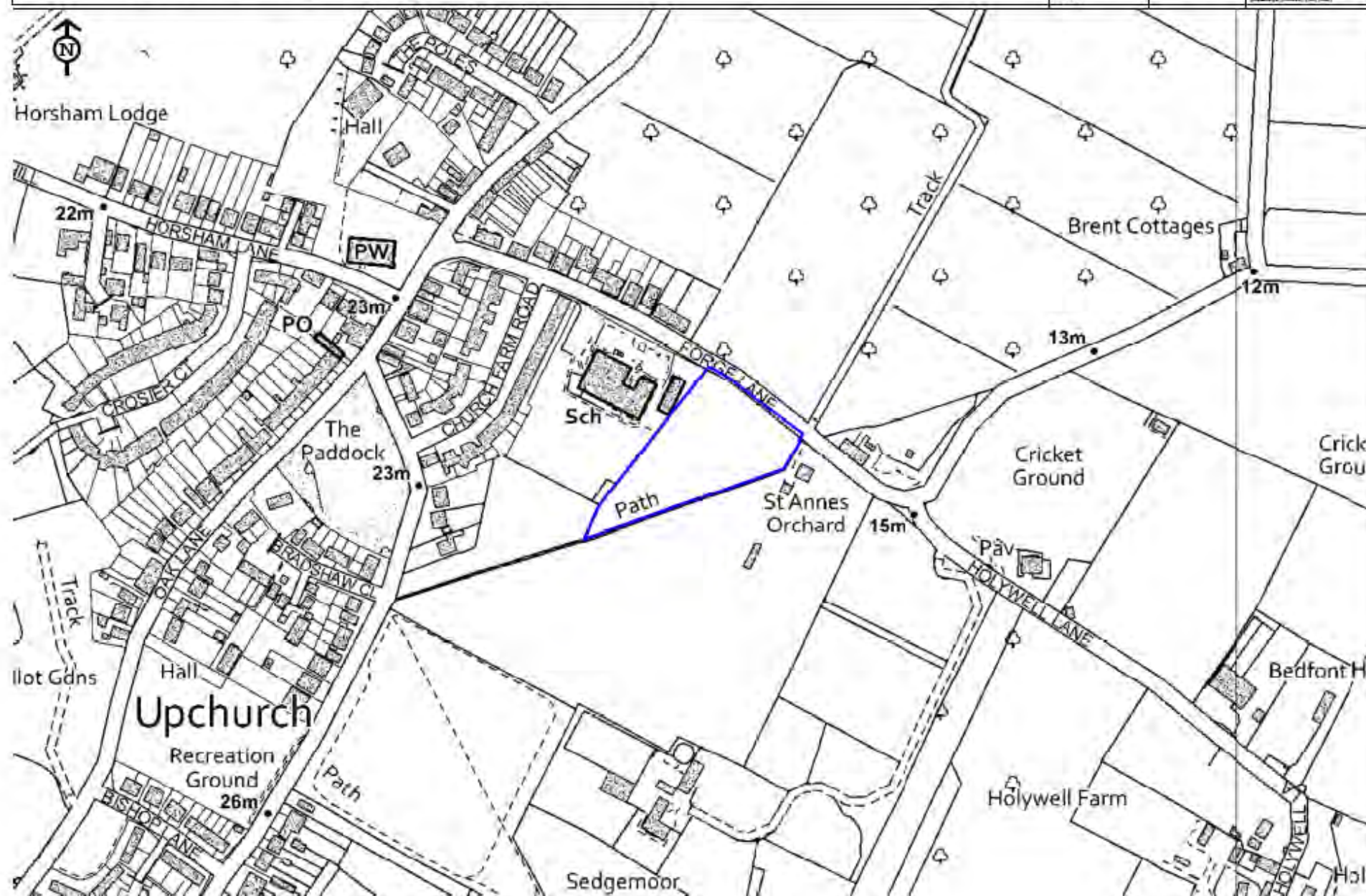


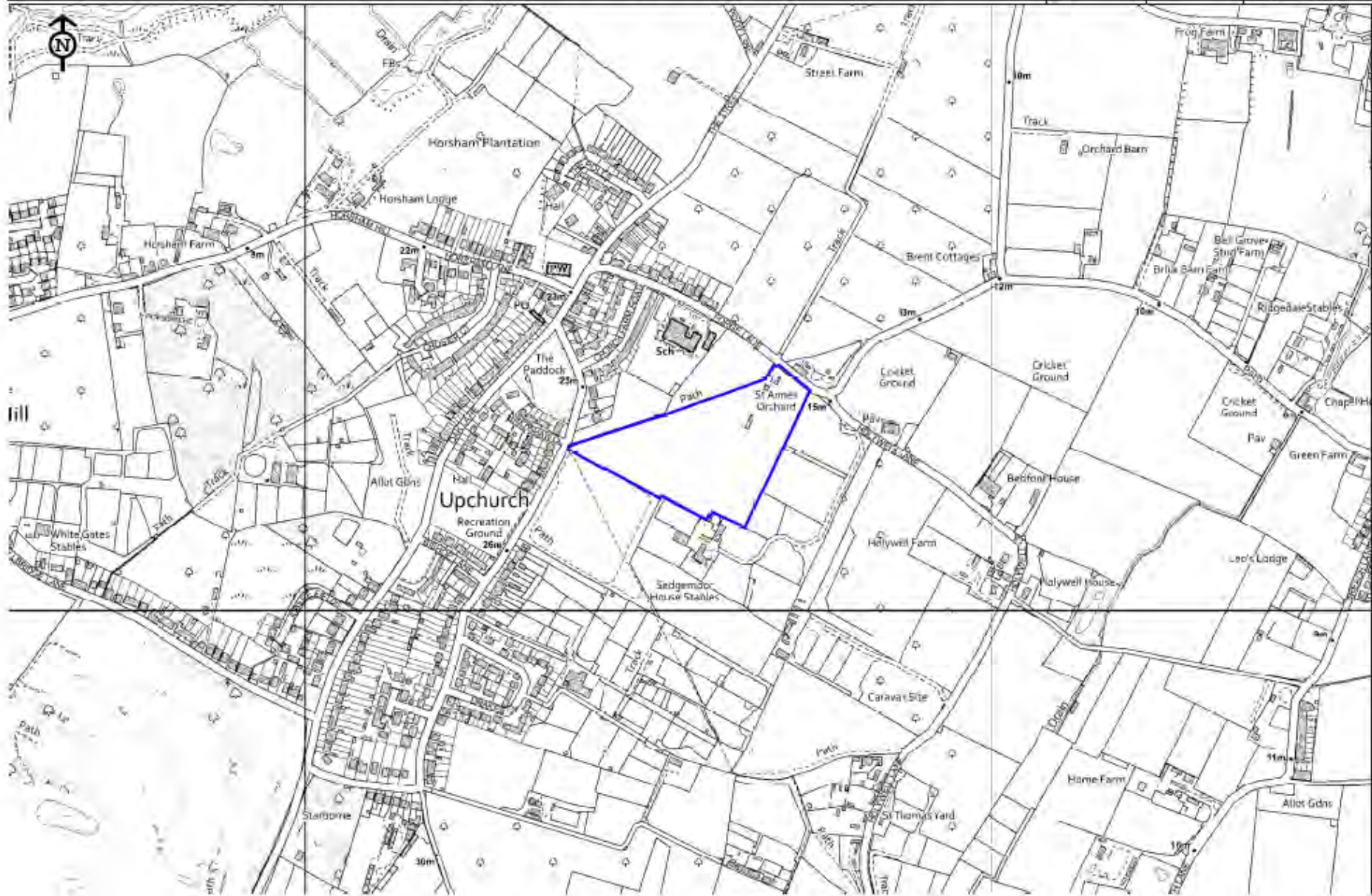






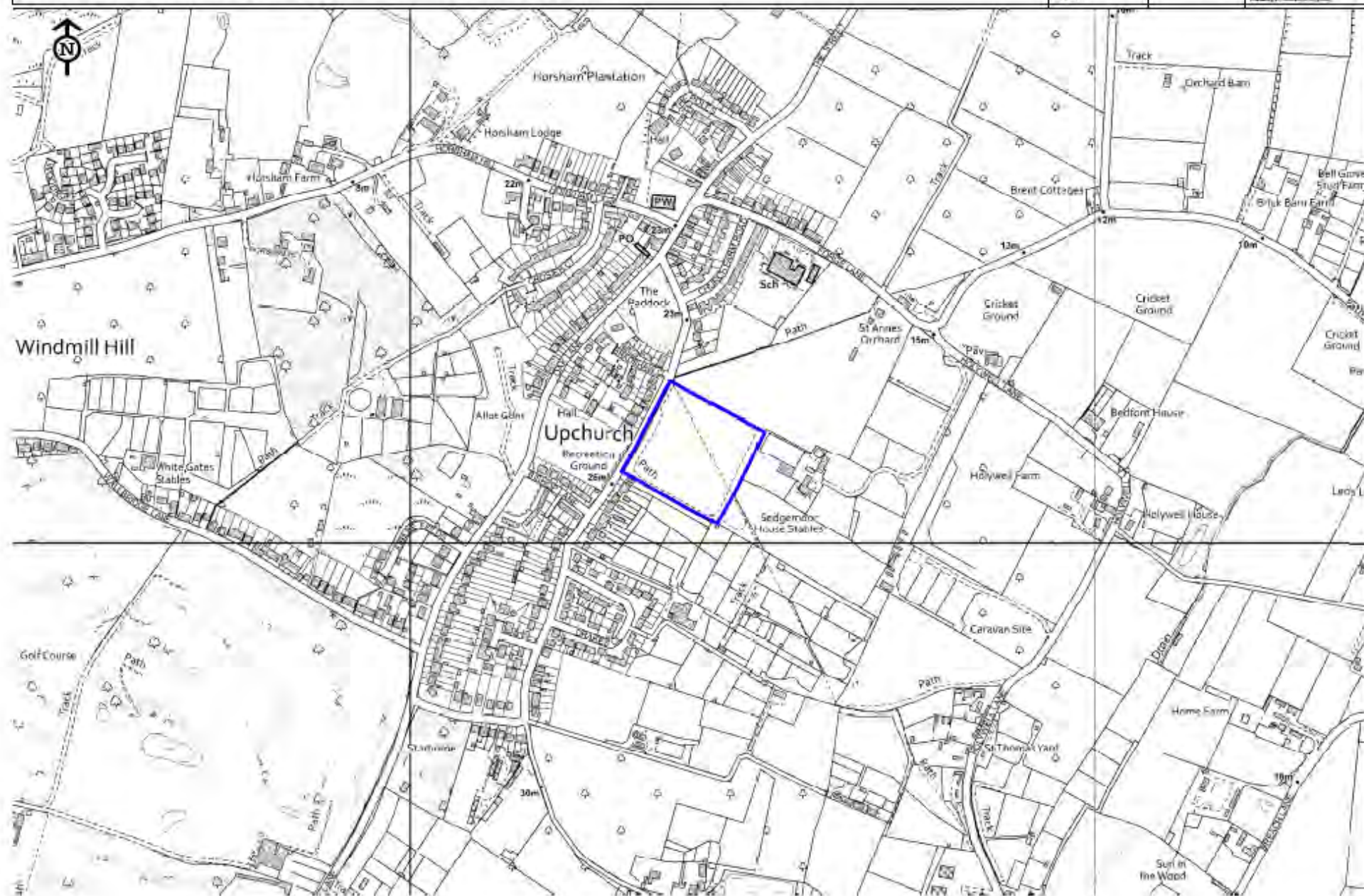


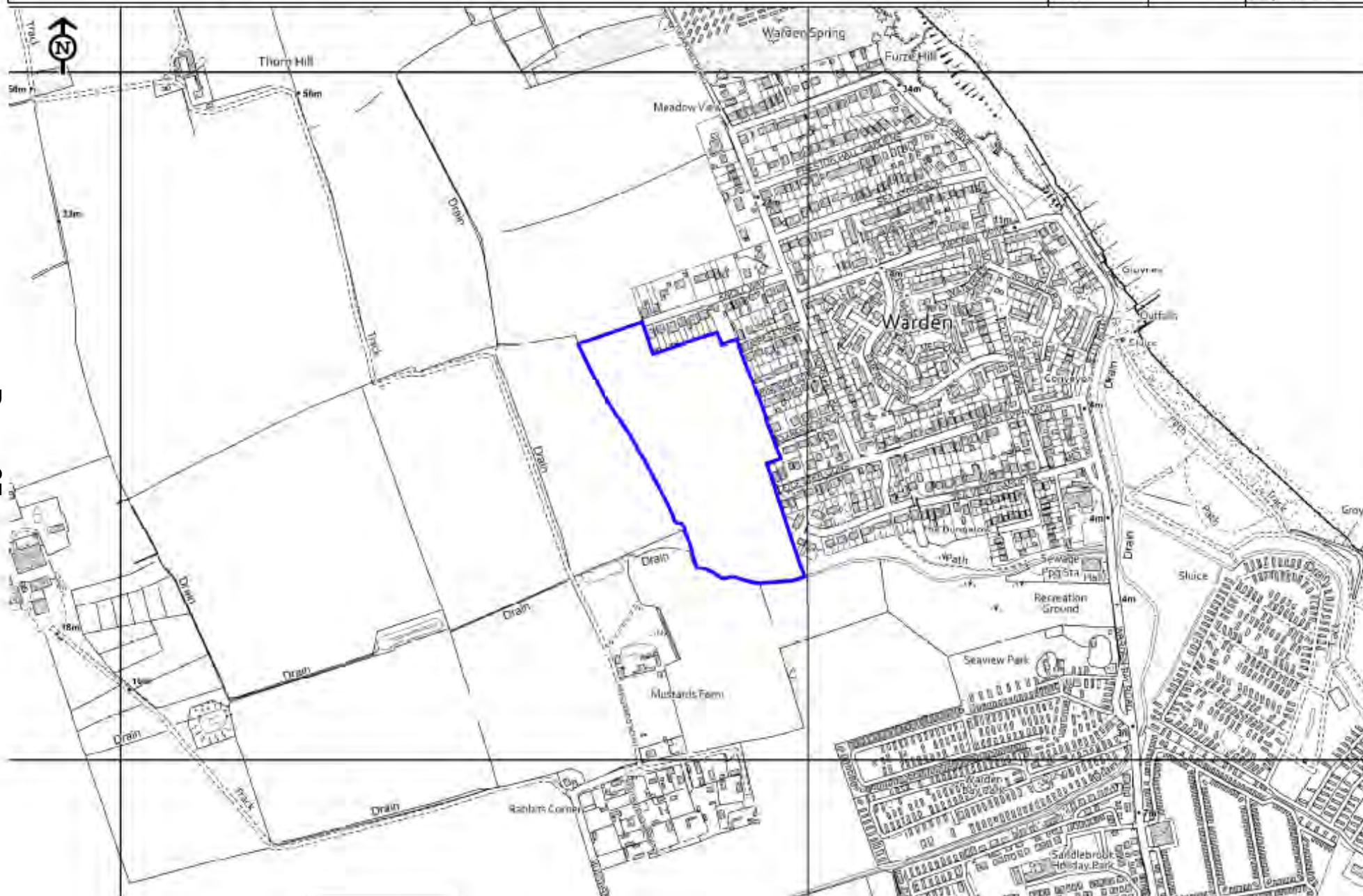












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Appendix III: Gypsy and Traveller site allocations list

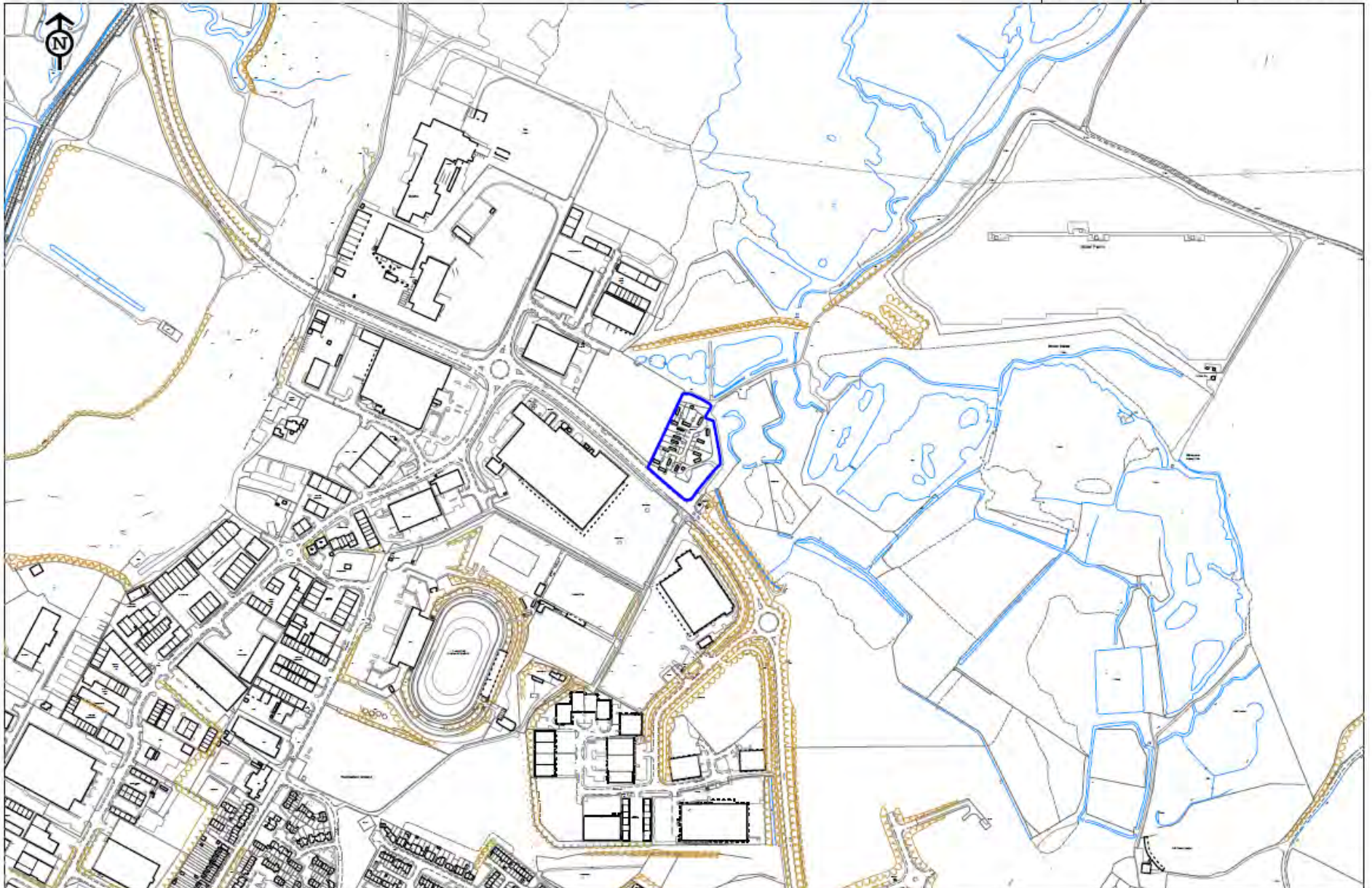
SHELAA ID	Site_address	Settlement hierarchy proposed 2020	BF/GF	Site size	Confirmed site area (ha)	Final capacity (pitches)
HELAA/435	Three Lakes Park, Church Road, ME10 3NL	Sittingbourne	BF	Major	0.99	4
HELAA/424	Bakers Place, Lomas road, ME9 8BB	Sittingbourne	BF	Minor	0.1	2
HELAA/434	Emley Road, ME12 3SS	Minster rural	BF	Minor	0.08	1
HELAA/432	The Peartree, Greyhound Road, ME 12	Minster rural	BF	Minor	0.28	1
HELAA/436	15 The Laurels, Bell Farm Lane, ME12 4JA	Minster rural	BF	Minor	0.06	3
HELAA/431	Land At Warden Road / Rear Of Orchard Cottage (Mary's Place) ME12 4GJ	Eastchurch	BF	Minor	0.42	2
HELAA/427	Keycol Farm, Keycol Hill, ME9 8NA	Newington rural	BF	Minor	0.34	2
HELAA/426	Breach Farm Paddocks, Breach Lane	Newington - tier 4 Village Service Centres	BF	Minor	0.13	1
HELAA/428	Mattsfield, Boxted Lane, ME9 7BX	Newington - tier 4 Village Service Centres	BF	Minor	0.46	4
HELAA/429	Halstow Cross, ME9 7ER	Lower Halstow	BF	Major	1.17	3
HELAA/433	Jack Russell Place, ME9 7AB	Lower Halstow	BF	Minor	0.42	3
HELAA/430	Windmill Farm, ME9 7XF	Rural	BF	Minor	0.25	3

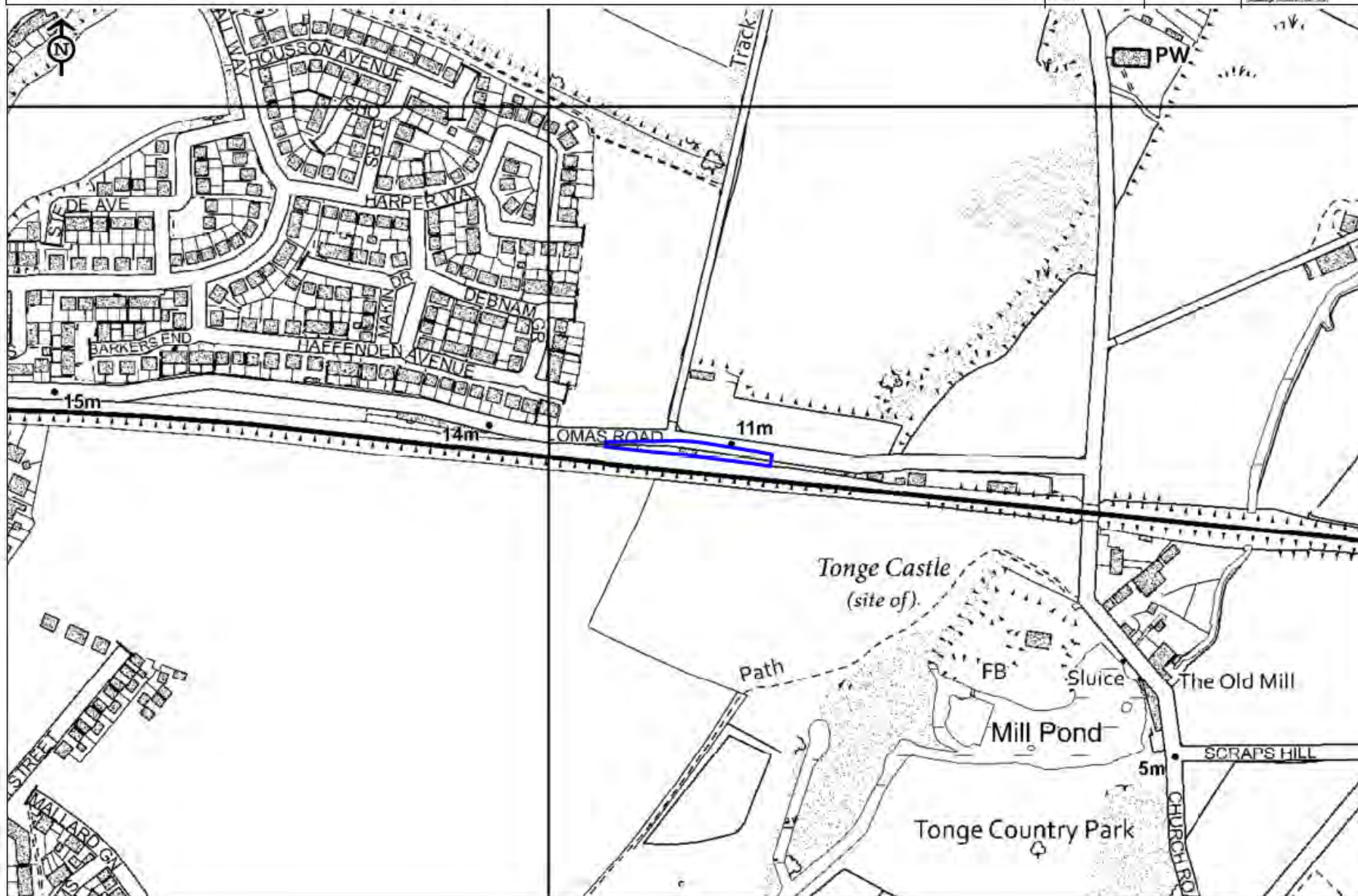
Total

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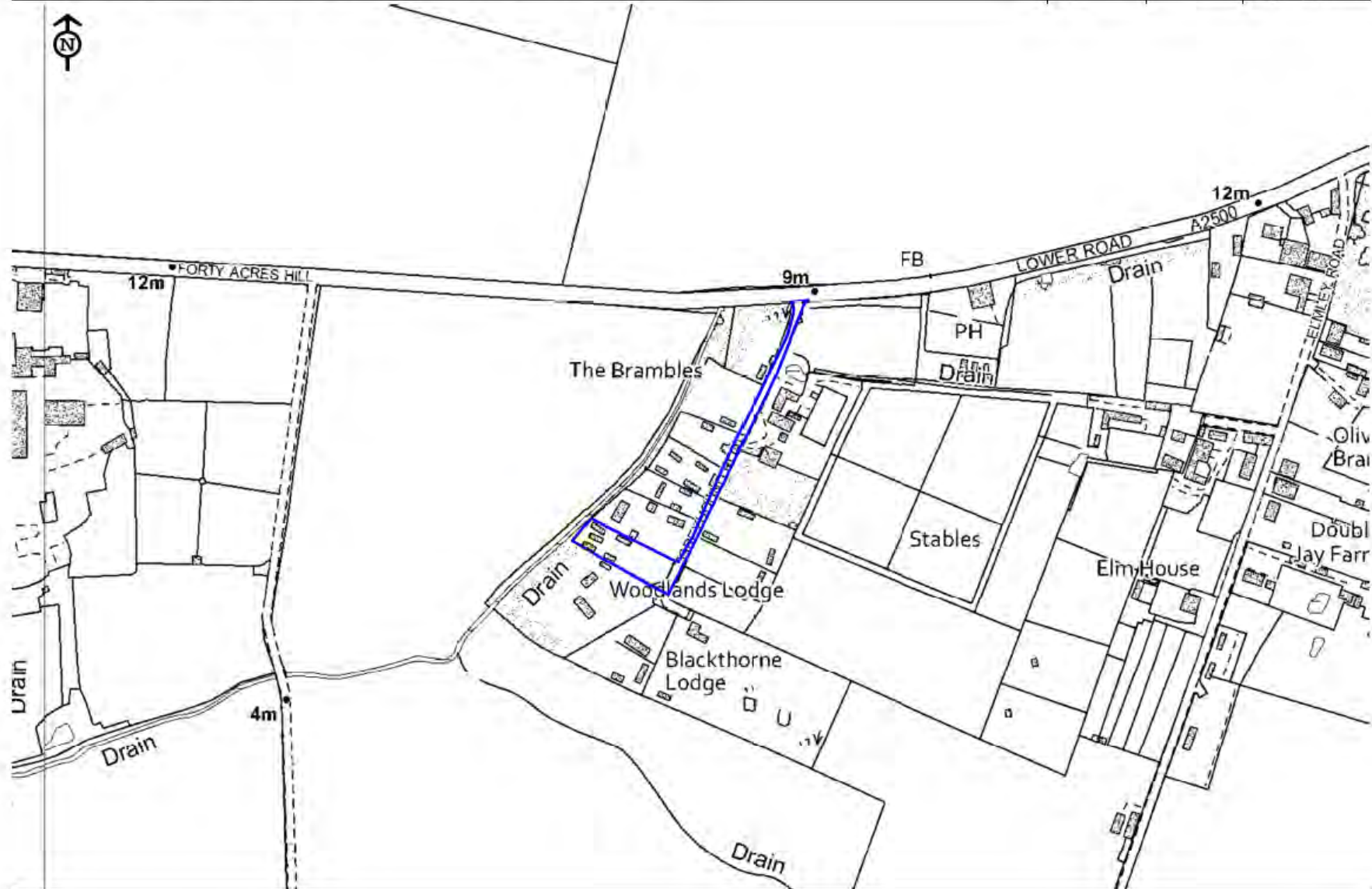
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Gypsy and Traveller sites recommended to P&R for allocation

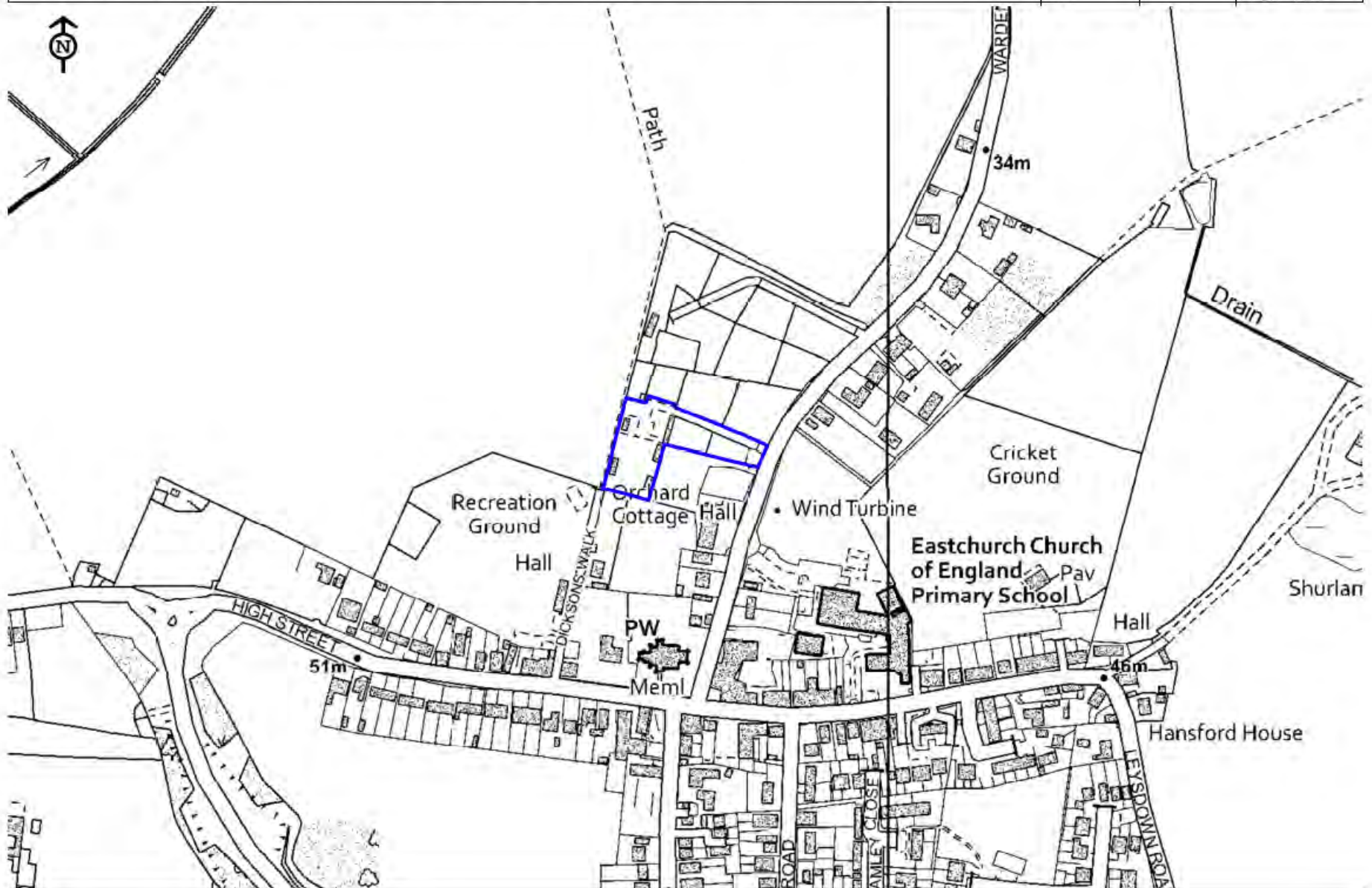








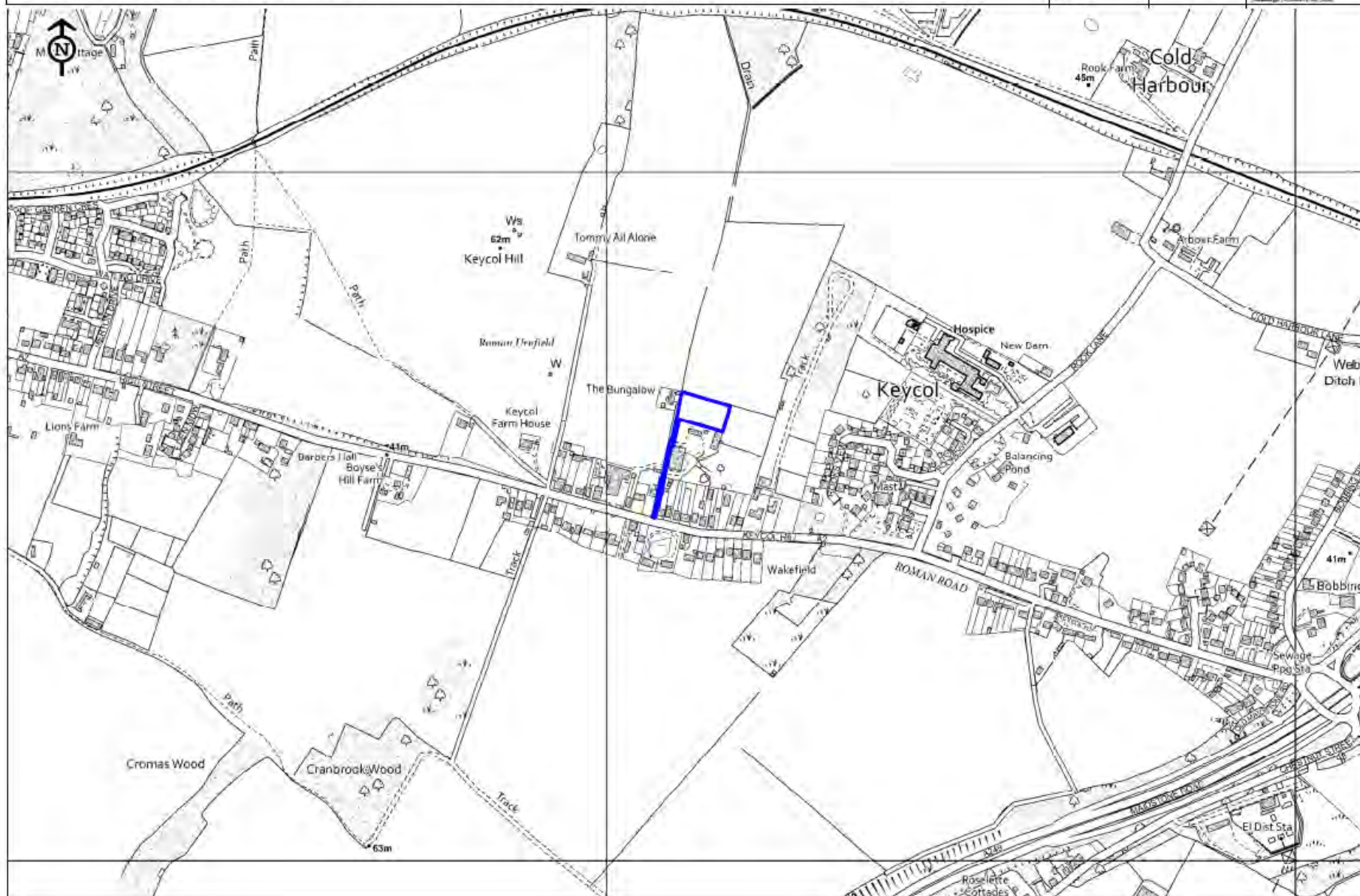


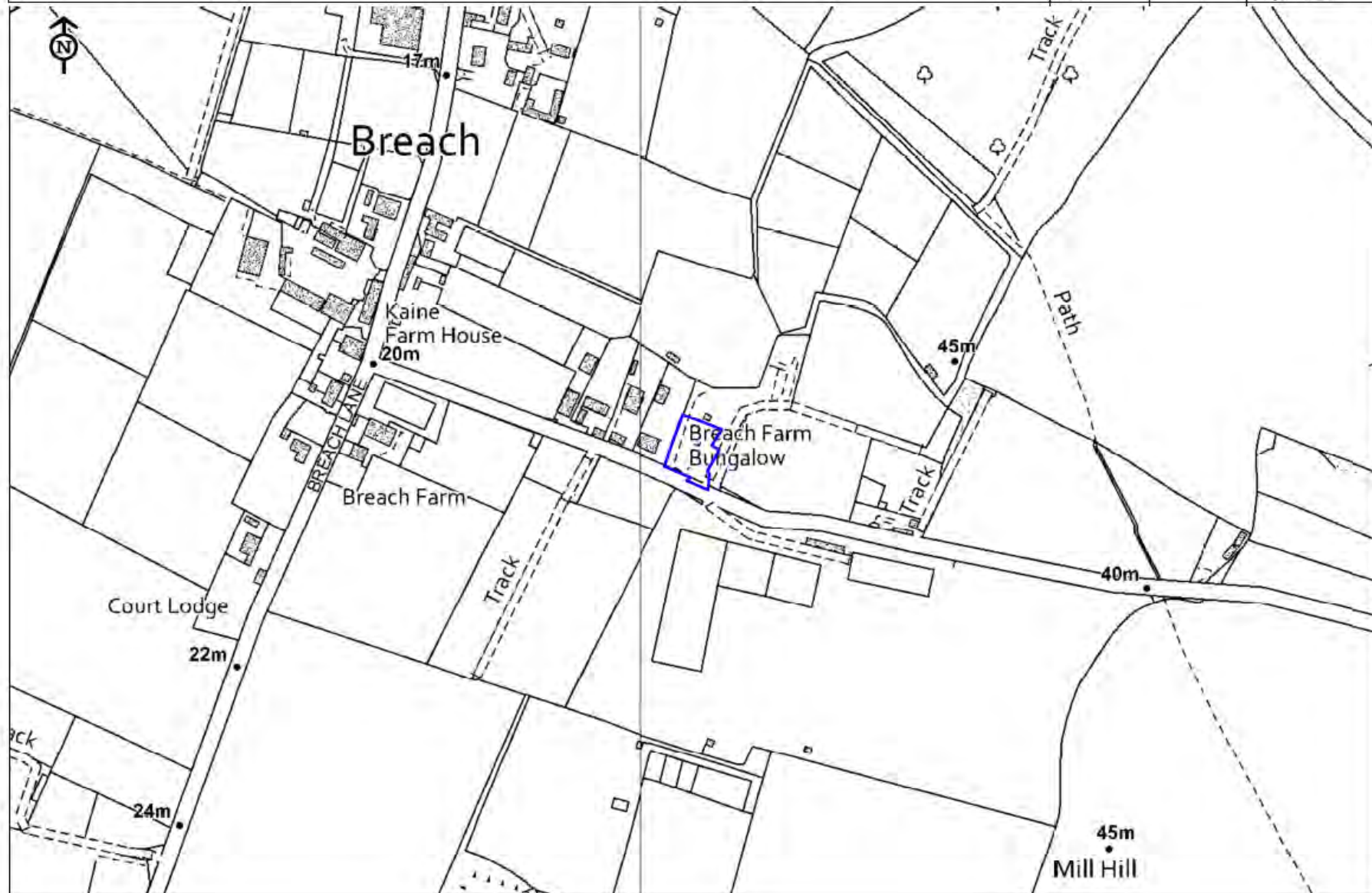


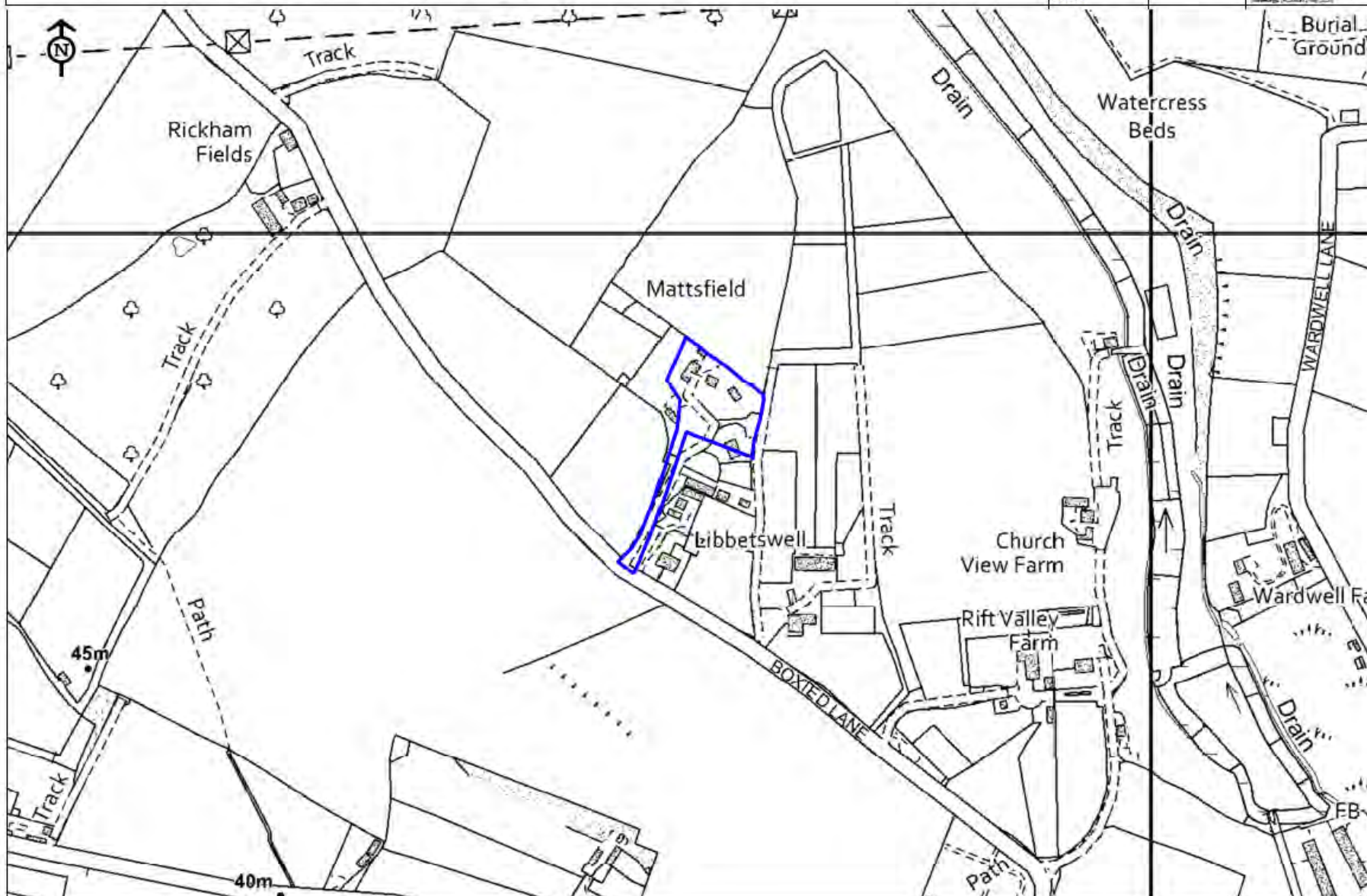
SHELAA/427 - Keycol Farm, Keycol Hill, Newington

Date: May 2025

Scale: NTS

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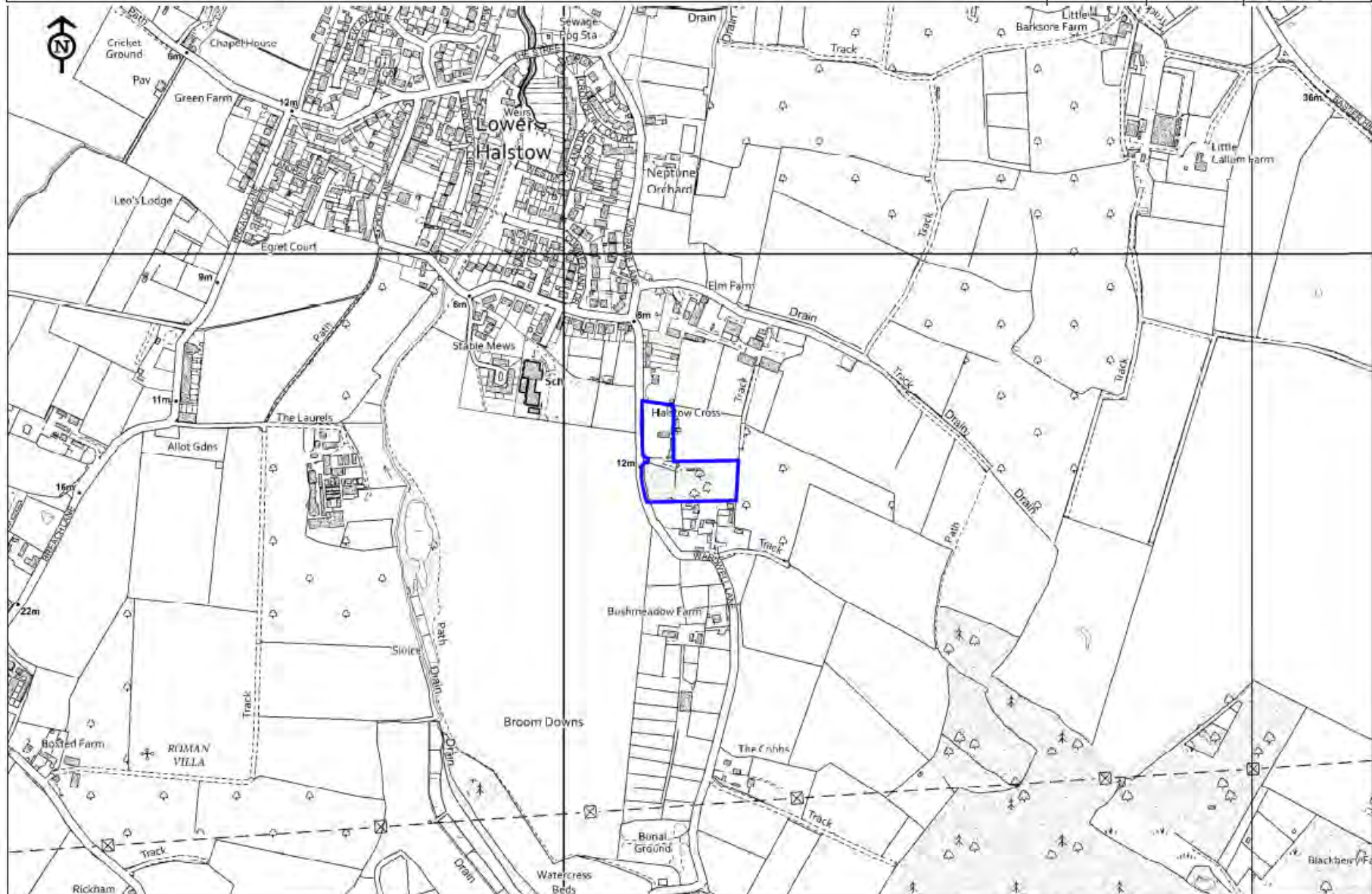


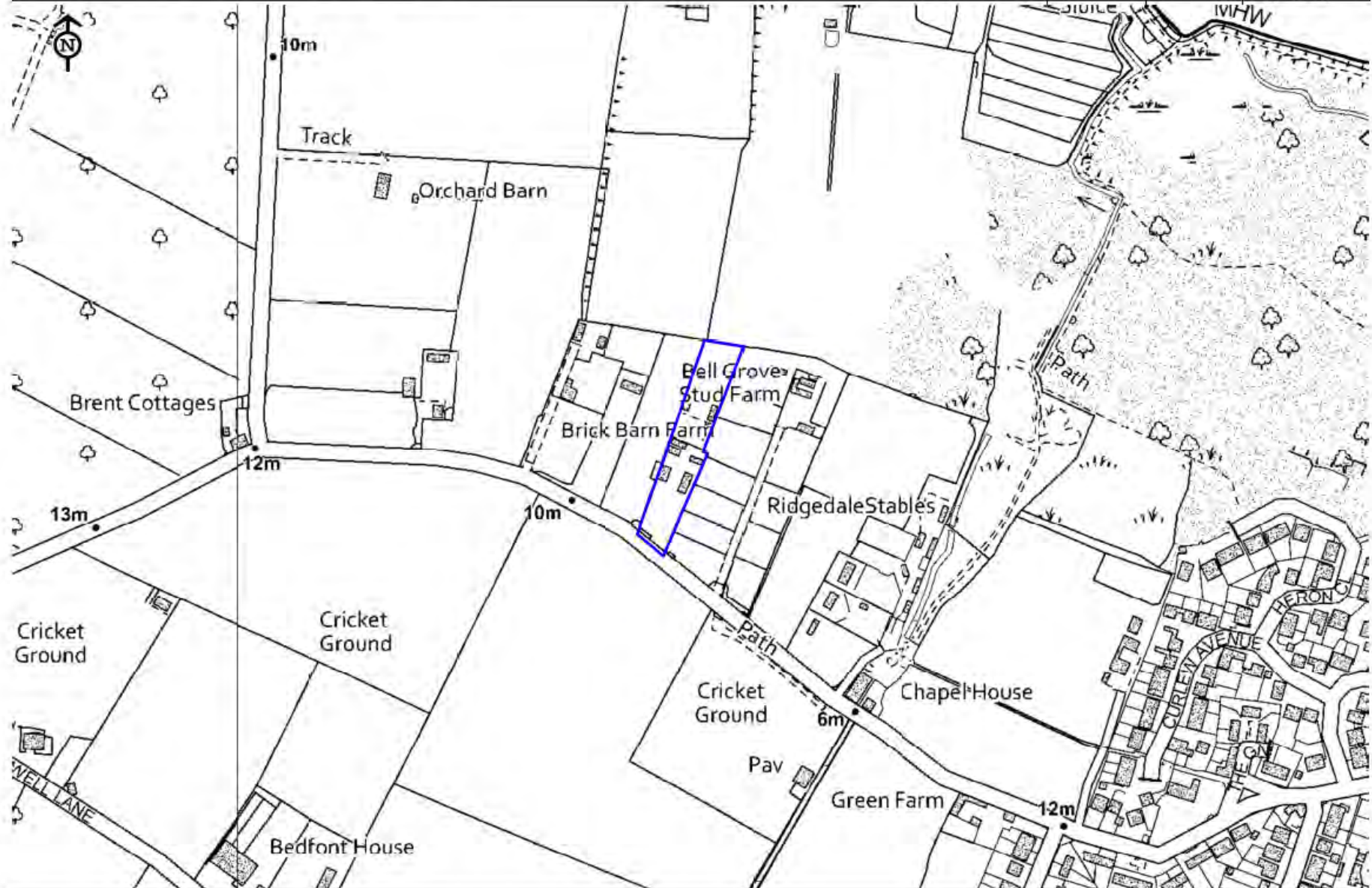
SHELAA/429 - Halstow Cross, Lower Halstow

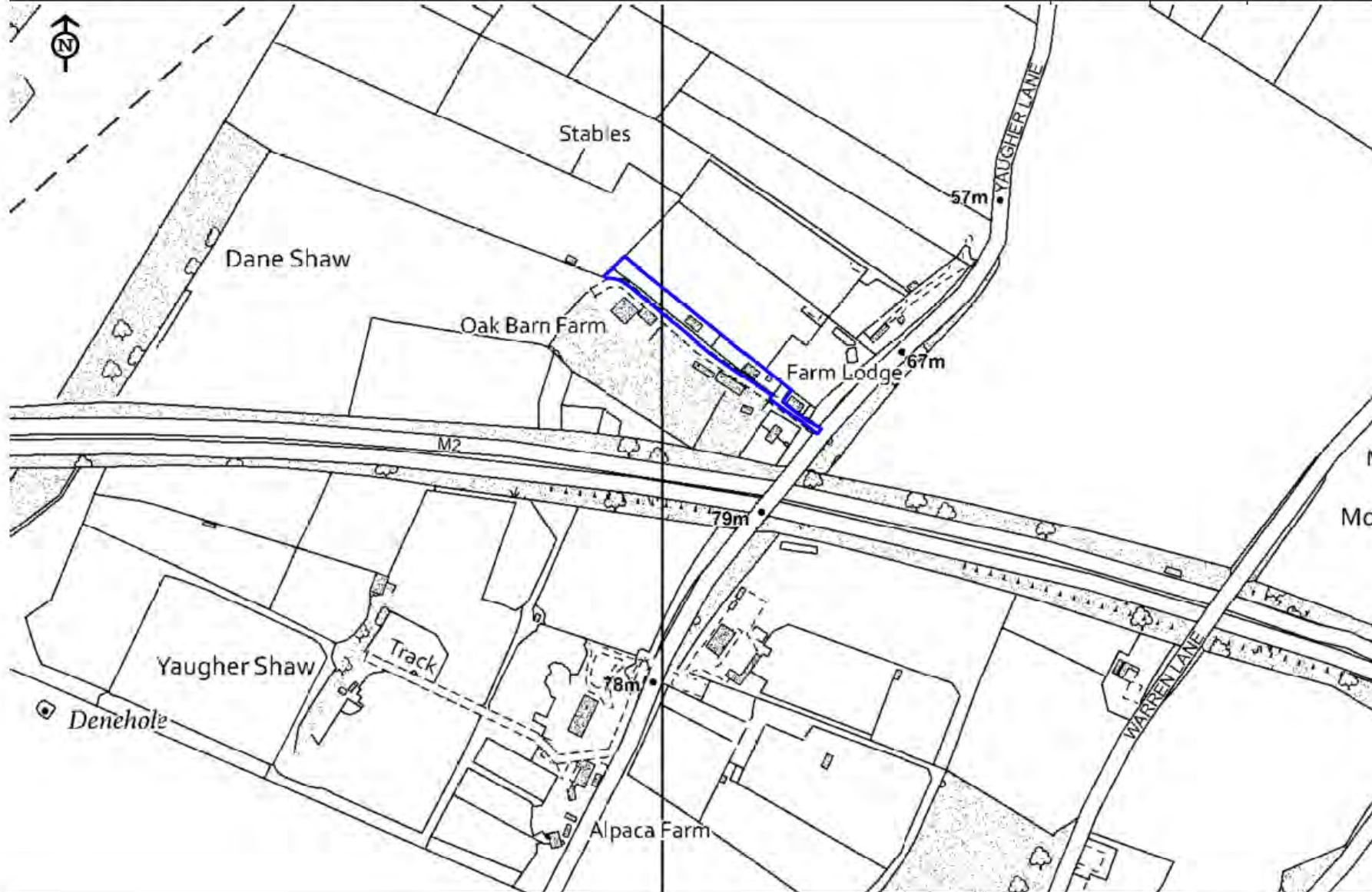
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The data is not intended for use in any other way than for the purposes of the project. It is not a guarantee of accuracy and is not intended to be used for any other purpose. The data is provided as a guide only and should not be used for any other purpose.







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Appendix V: Employment site allocations list

Site Identifier	Existing site reference	New or existing site	Name	Settlement hierarchy proposed 2020	Is the site previously developed land?	Potential employment area (Ha)	Mixed use
4	CFS24 (and R1)	Existing	Ridham Dock - redevelopment	Sittingbourne - tier 1 Principal Town	Yes	25	
6	SBC17/005	Existing	Land at Pheasant Farm (west), Howt Green, Sittingbourne	Sittingbourne - tier 1 Principal Town	No	1.6	
8	SBC17/ 008	Existing	Land fronting east side Bobbing Hill, Sittingbourne	Sittingbourne - tier 1 Principal Town	No	1	
11	CFS34	Existing	Land adj. Kemsley Substation, ME10 2FE	Sittingbourne - tier 1 Principal Town	No	5	
54	CFS2024/129	New	Smeed Dean Works, Eurolink Industrial Estate, Castle Road	Sittingbourne - tier 1 Principal Town	Yes	4.3	
60	CFS2024/188	New	Land north of Keycol Hill (Yellow/Blue parcel)	Sittingbourne - tier 1 Principal Town	No	2.96	
12	CFS50	Existing	Land East of Faversham expansion	Faversham - tier 2 Secondary towns	No	21	
13	SBC17/ 094	Existing	Land adj to A2 at Love Lane and west of Salter's Lane to Brenley Corner (the Duchy site)	Faversham - tier 2 Secondary towns	No	20	Y 2500 dwellings
24	REG31 97	Existing	Land at Marshlands Farm, Lower Road, Minster	Minster and Halfway - tier 3 Urban Service Centre	No	5.6	
42	SLA18/207	New	South of Queenborough Creek	Queenborough & Rushenden - Tier 3 Urban Service Centre	Yes	1	Y 380 dwellings
23	REG30 44 (R10)	Existing	Newington Industrial Estate - southern expansion	Newington - tier 4 Village Service Centre	No	2	
55	CFS2024/142	New	Land to the west and east of Newington Industrial Estate, Newington, ME9 7NU	Newington - tier 4 Village Service Centre	No	3.14	
31	SBC17/ 025	Existing	Land at Radfield Farm, London Road, Bapchild	Bapchild - tier 5 small villages	Yes	3	
27	SBC17/ 095	Existing	Hartlip Industrial Estate, Hartlip (extension to)	Hartlip - tier 5 small villages	No	5.9	
58	CFS2024/177	New	Grove Farm	Bobbing - tier 6 the open countryside	No	5.1	
33	LPR247 0 (R15)	Existing	Lamberhurst Farm, Yorklets - proposed southern expansion	Dargate - tier 6 small villages	No	3.2	
34	CFS5 (R8)	Existing	Waterham Industrial Estate - expansion east	Rural countryside	No	0.5	

Totals

110.3

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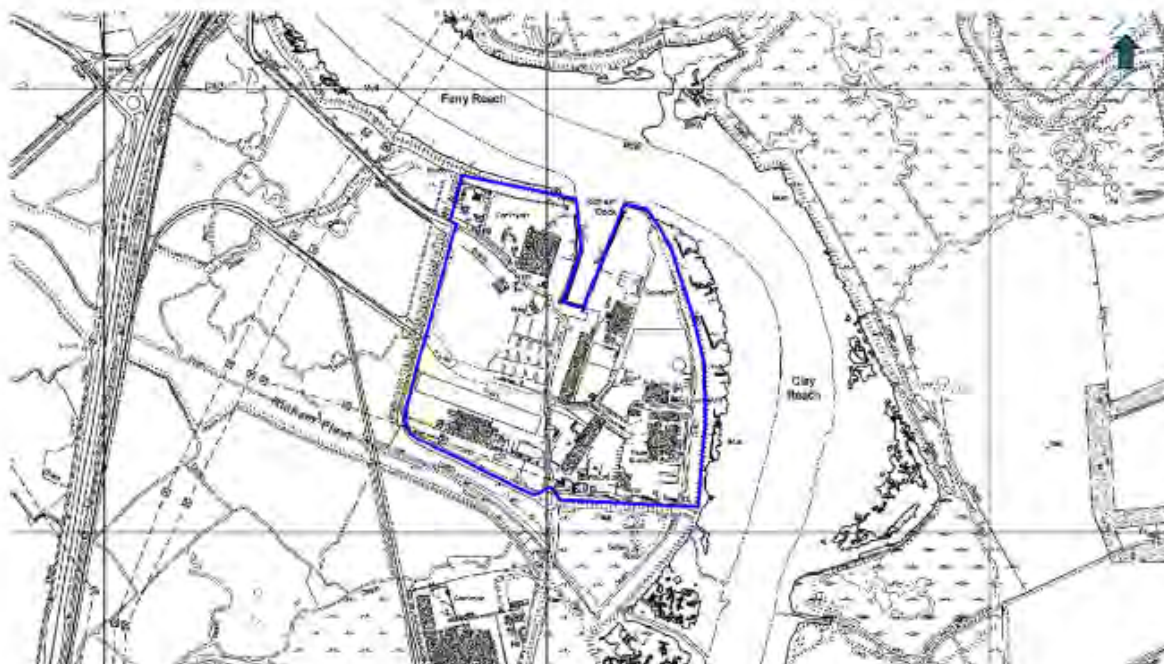
Employment sites recommended to P&R for allocation

KEY

- Existing Employment Sites —
- Yes Employment Sites —
- Possible Employment Sites —
- No Employment Sites —
- North Point ↑

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ELR/004 Ridham Dock – redevelopment



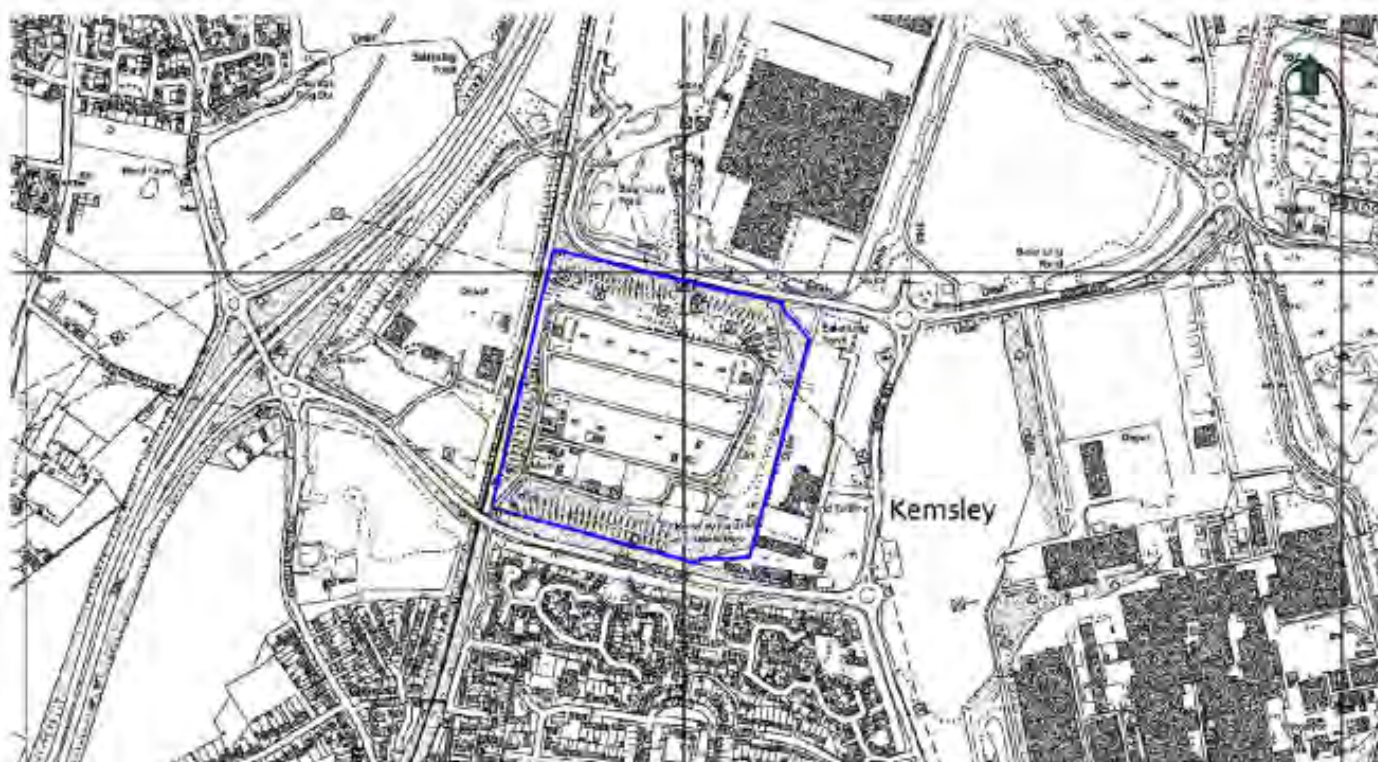
ELR/006 Land at Pheasant Farm (west), Howt Green, Sittingbourne



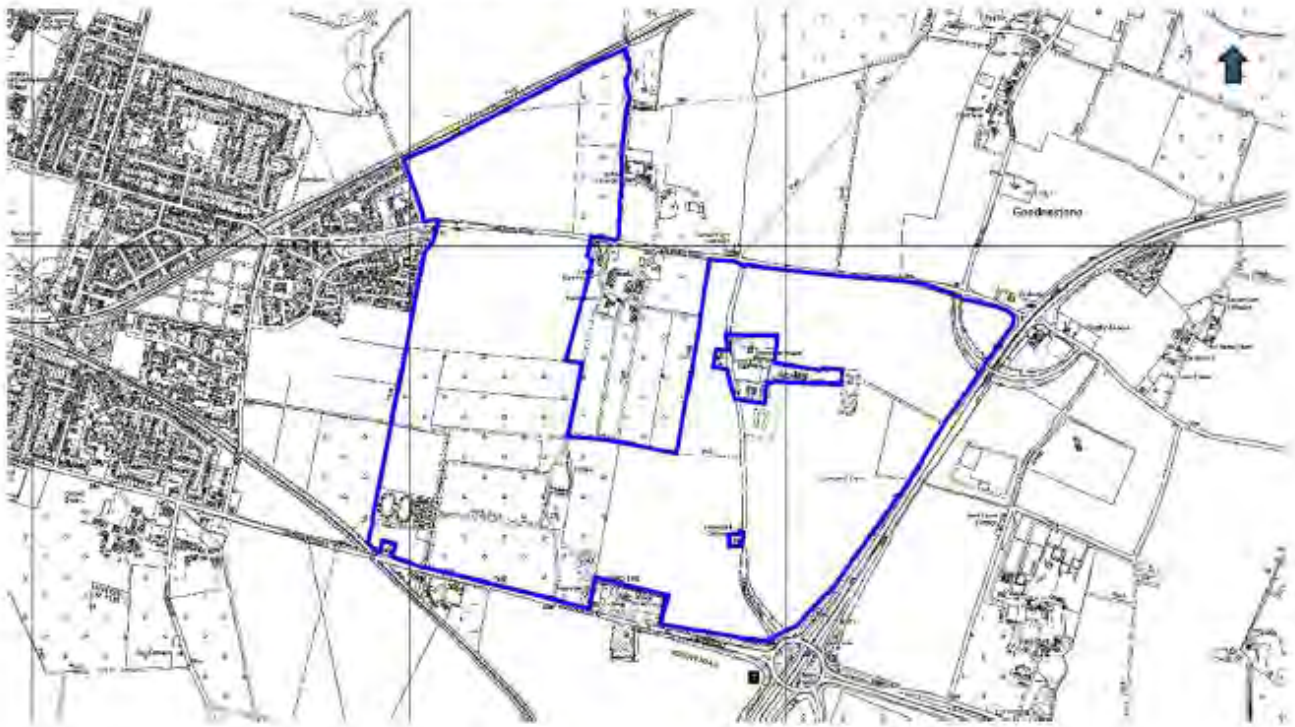
ELR/008 Land fronting east side Bobbing Hill, Sittingbourne



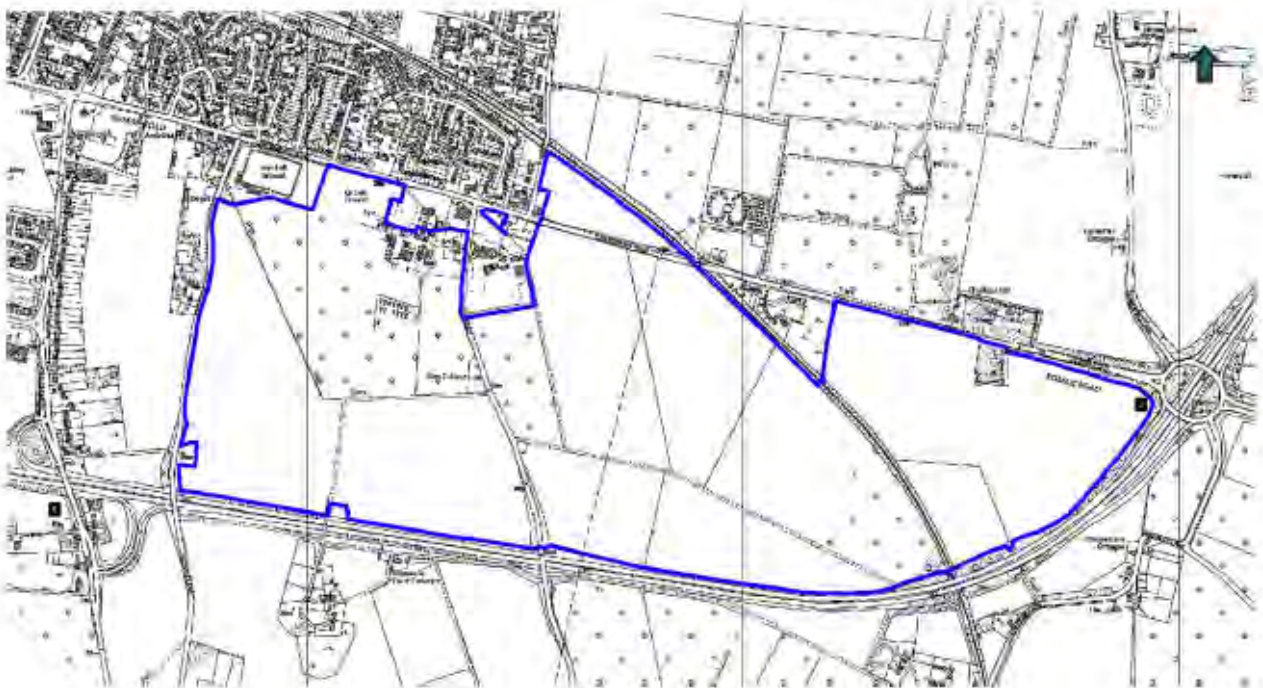
ELR/011 Land adj. Kemsley Substation



ELR/012 Land East of Faversham expansion



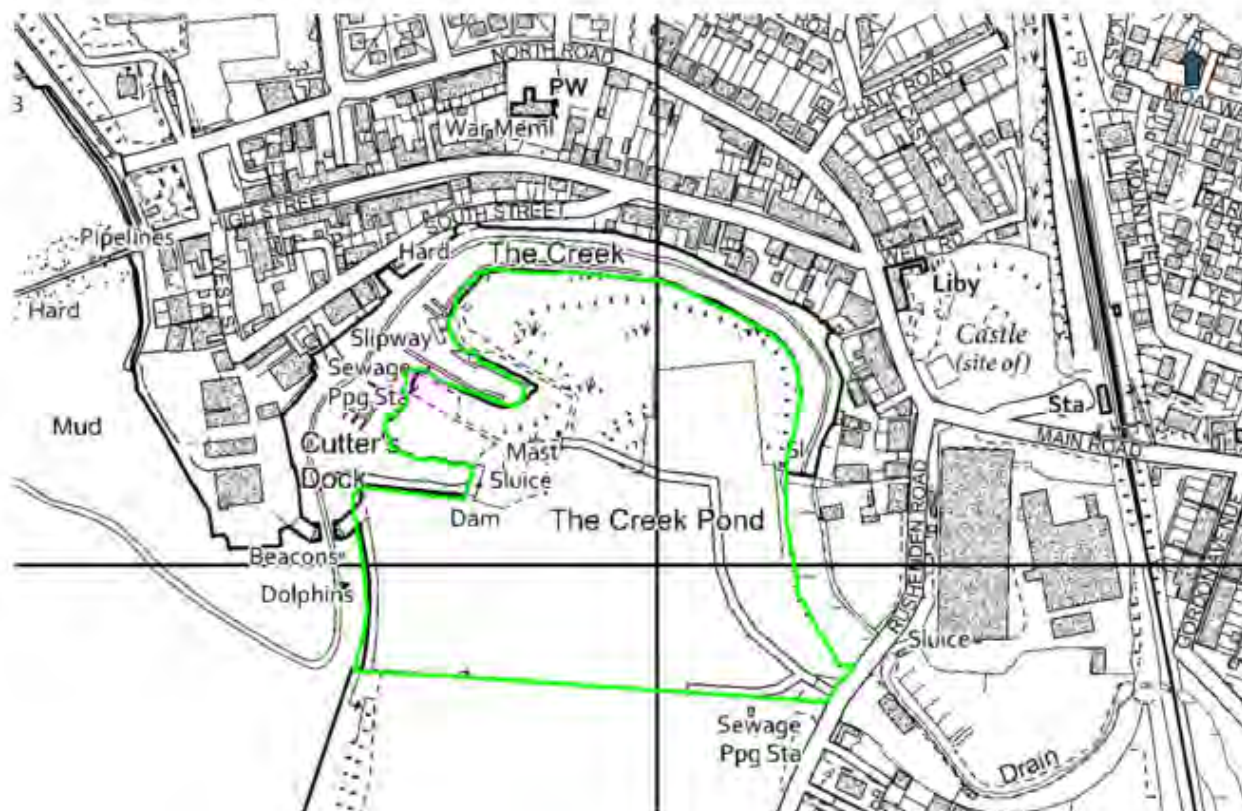
ELR/013 Land adj to A2 at Love Lane and west of Salter's Lane to Brenley Corner (the Duchy site)



ELR/024 Land at Marshlands Farm, Lower Road, Minster



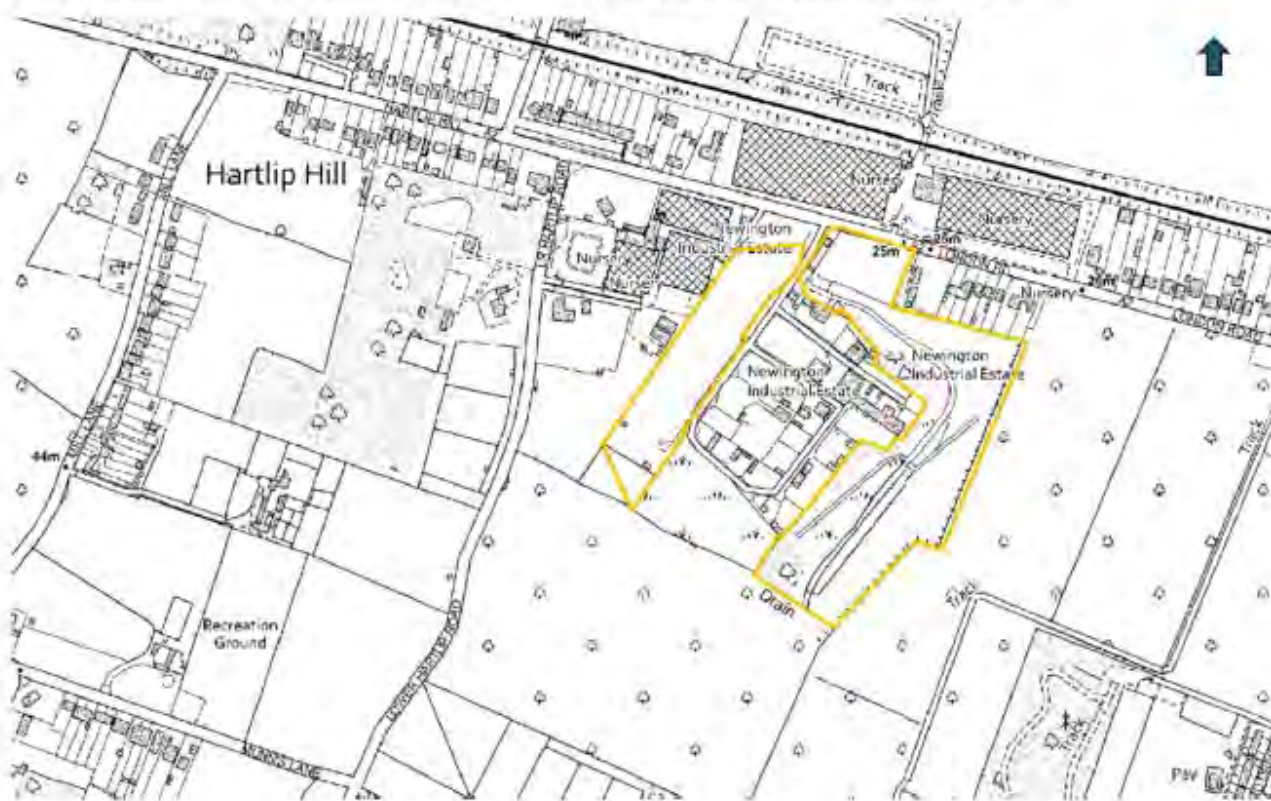
ELR/042 South of Queenborough Creek



ELR/023 Newington Industrial Estate – southern expansion



ELR/055 Land to the west and east of Newington Industrial Estate, Newington



ELR/058 Grove Farm



ELR/033 Lamberhurst Farm, Yorkletts – proposed southern expansion



Appendix VII: Local Plan Review high level timetable to December 2026

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COUNCIL	
Meeting Date	Wednesday 1 st April 2026
Report Title	Swale Community Governance Review – Second Stage Consultation Proposals
EMT Lead	Larissa Reed – Chief Executive
Head of Service	Larissa Reed – Chief Executive
Lead Officer	Stephanie Curtis, Strategic Policy and Communities Manager
Classification	Open
Recommendations	1. That Council approve the following proposals to be included within the second stage CGR consultation a) To change the name of Warden Parish Council to Warden Bay Parish Council b) To create a Halfway Parish Council for the currently unparished area of Halfway (Map 1 in appendix 2) with transfer of identified land with Minster-On Sea Parish Council (Map 2 and 3), Queenborough Town Council (Map 3 and 5) and Sheerness Town Council (map 4) c) To expand the boundary of Queenborough Town Council to include the currently unparished area of Halfway (Map 6) with transfer of identified land with Minster on Sea Parish Council and Sheerness Town Council. d) To move Lucas Close from Sheerness Town Council area to Queenborough Town Council (Map 7). e) To increase the number of councillors representing Watling Ward (Faversham Town Council Ward) from 4 to 6 (3 per ward if split occurs) f) To increase the number of councillors representing Priory Ward (Faversham Town Council ward) from 2 to 3. g) To split the existing Watling Ward (Faversham Town Council ward) into two (Map 8) h) To extend the Watling Ward (Faversham Town Council ward) to encompass Perry Court (Faversham Town Council owned land) from Ospringe parish council Map 9). i) To extend Watling Ward (Faversham Town Council ward) to cover area shown in Map 10 currently within Ospringe Parish area. j) To extend the boundary of Watling Ward (Faversham Town Council ward) to cover land within

	Boughton Under Blean Parish Council and Selling Parish Council (map 11) k) To transfer land from Faversham Town Council to Sheldwich Parish Council (Map 12) l) To extend Watling Ward (Faversham Town Council ward) to transfer School Farm along Graveney Road, Graveney Road from Graveney with Goodnestone Parish Council (Map 13) m) To amend the Iwade Parish Boundary, including that with Bobbing Parish Council (Map 14). n) To create a Murston Parish Council (Map 15) o) To create a Great Easthall Parish Council (Map 16) moving land from Tonge Parish Council. p) To merge the currently unparished area of Great Easthall with Tonge parish council (map 17) q) To create a Kemsley Parish Council (Map 18) r) To create a Milton Regis Parish Council (Map 19) s) To create a Meads Parish Council (Map 20) moving land from Bobbing Parish Council t) To extend Bobbing Parish Council to encompass all of the unparished area of the Meads (Map 21) u) To extend Bobbing Parish Council to encompass all of Grove Park (Map 22) v) To create an Urban Sittingbourne Town Council (Map 23) taking merging some land from Tunstall and the remainder of unparished areas. w) To create an Urban Sittingbourne Town Council including Grove Park (Map 24). 2. That Council agree the adoption of the updated Terms of Reference for the CGR, as shown in appendix 3.
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1 Purpose of Report and Executive Summary

- 1.1 This report summarises the results of the recent Stage 1 consultation for the Swale Community Governance Review (CGR) and puts forward a series of recommendations for the Stage 2 consultation, for agreement by Policy and Resources Committee before approval by Council.

2 Background

- 2.1 The Local Government and Public Involvement in Health Act 2007 (Chapter 3 of Part 4 of the 2007 Act) devolves the power to local authorities to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England. Before a Parish or Town Council can be created the Council is required to undertake Community Governance Review (CGR)

- 2.2 Community governance reviews provide the opportunity for principal councils (SBC is the principal council) to review and make changes to community governance within their areas. This may include creating, merging, altering or abolishing parishes/town councils; their naming; their electoral arrangements; or grouping.
- 2.3 Council agreed on the 30 July 2025 to undertake a CGR and to establish a cross-party Member Steering Group to lead this piece of work. Council agreed the Terms of Reference for the Swale CGR on the 19 November 2025.
- 2.4 A CGR must follow a two-stage consultation process. The first stage can include a series of informal options to gauge the feelings of local residents. The second stage consultation would ask for views on a series of refined, formal options. It is from this second stage consultation that the Principal Council can then formulate its final recommendations as the conclusion of the CGR.
- 2.5 The Member Steering Group met during November and December 2025 to agree the key areas of focus for the review that would be included within the Stage 1 Consultation. These were also informed by proposals from existing town and parish councils, for whom were directly invited to put forward their suggestions.
- 2.6 The proposals agreed to be considered as part of the first stage consultation were:

Isle of Sheppey:

- Name change for Warden Parish Council to Warden Bay Parish Council
- To create a new parish council for the currently unparished area of Halfway; or for it to join with an existing neighbouring town or parish council.
- Establishing a parish council for whole of the Isle of Sheppey

Sittingbourne

- Review of the existing Iwade Parish Boundary
- To create a new parish/town council to cover the whole of the existing unparished Sittingbourne area or creating smaller parishes within this area.

Faversham

- To split the existing Watling Ward (Faversham Town Council ward) into two and review the number of councillors
- To extend the boundary of Watling Ward (Faversham Town Council ward) to cover land within Ospringe Parish Council
- To extend the boundary of Watling Ward (Faversham Town Council ward) to cover land within Boughton Under Blean Parish Council and Sheldwich Parish Council.
- To increase the number of councillors representing Priory Ward (Faversham Town Council ward)

- To amend a boundary of Faversham Town Council to transfer land to Sheldwich Parish Council.
- 2.7 Faversham Town Council also submitted a proposal for a boundary change that would see land at Perry Court, now owned by Faversham Town Council, to be transferred into Faversham Town Councils Boundary. As this area didn't include any residential properties, the Member Steering Group previously agreed that this would only need to be included in the Stage 2 consultation.
- 2.8 The first stage consultation ran from 18 December 2025 to 9 February 2026 (7.5 weeks). A total of 644 responses were received which included the completion of the online/paper questionnaire and a number of written responses from existing town/parish councils. The full details of these responses were shared with the Member Steering Group.
- 2.9 Appendix 1 details the activities that took place and the engagement rate; along with a summary of the results from the consultation both from the survey and direct discussions with existing town and parish councils.
- 2.10 Questions in relation to the Sittingbourne area, included asking residents where they felt they had the strongest local connection. This information was requested to support Members in considering the boundaries of local parish/town councils for this area, if this was the preferred option from residents over a whole Sittingbourne Town Council.
- 2.11 The Member Steering Group met on the 10th and 19th February 2026 to review the results of the first stage consultation and to agree which proposals should progress to stage 2 consultation. This included detailed review of all consultation responses alongside internal legal advice.
- 2.12 In addition to the formal questions asked, residents were also asked to put forward any other suggestions for the CGR that they would like Members to consider. From the free text comments, Members considered and agreed to take forward a number of these proposals for the second stage consultation. The details of these are also summarised in Appendix 1 and the terms of reference for the review have been updated to include these additional areas (appendix 3).
- 2.13 Unfortunately, within the final days of the consultation, it was brought to the Councils attention of an administrative error on the wording of one of the proposals on the consultation form in relation to a Faversham boundary change that would affect a small number of properties. The Member Steering Group agreed to discount the stage 1 responses, but to include at stage 2 with the corrected wording. The consultation approach for stage 2 for this proposal will factor in this in its communication to residents.
- 2.14 In a previous CGR undertaken in 2022, it was agreed by Council to transfer Lucas Close from Sheerness Town Council to Queenborough Town Council as part of a boundary review. It has been identified as part of the research into previous CGR approaches by the Council, that the Order for this transfer was not

laid before Parliament. Legal advice has been sought and although the Decision remains sound and the Order could be placed, given the length of time that has passed and that some of the properties have changed hands, the CGR Member Steering Group felt it appropriate to include this proposal within the current second stage consultation before a decision is revisited.

2.15 Following the completion of Stage 1 consultation, internal legal advice was sought to ensure that the recommendations being taken forward for Stage 2 were compliant with our legal duties for the completion of CGR. It was recommended by Legal Services that the Terms of Reference for the CGR be formally updated and republished to show the new scope of the review, so that all new proposals are clearly identified. The amended Terms of Reference for the CGR are shown in Appendix 3. The amends made include:

- Revisions to section 5 of the terms of reference to include all areas under review and provide further information on parish boundaries and proposed changes;
- Update to timetable within section 8 to increase the length of time for stage 2 consultation to 9 weeks.

2.16 The proposals and amended Terms of Reference for the CGR were discussed by Policy and Resources Committee on the 11 March 2026. The Committee agreed to recommended to Council the proposals for second stage consultation; and for the amended terms of reference to be recommended to Council for approval.

3.0 Proposals

3.1 The proposals that are put forward for the Stage 2 Consultation have been identified by the Member Steering Group, based upon the Stage 1 consultation responses. The Maps that notate each proposal are shown in appendix 2.

3.2 Recommendation 1: That Council agree that the following proposals are included within the second stage CGR consultation.

- a) To change the name of Warden Parish Council to Warden Bay Parish Council
- b) To create a Halfway Parish Council for the currently unparished area of Halfway (Map 1 in appendix 2) with transfer of identified land with Minster-On Sea Parish Council (Map 2 and 3), Queenborough Town Council (Map 3 and 5) and Sheerness Town Council (map 4)
- c) To expand the boundary of Queenborough Town Council to include the currently unparished area of Halfway (Map 6) with transfer of identified land with Minster on Sea Parish Council and Sheerness Town Council.
- d) To move Lucas Close from Sheerness Town Council area to Queenborough Town Council (Map 7).
- e) To increase the number of councillors representing Watling Ward (Faversham Town Council Ward) from 4 to 6 (3 per ward if split occurs)
- f) To increase the number of councillors representing Priory Ward (Faversham Town Council ward) from 2 to 3.

- g) To split the existing Watling Ward (Faversham Town Council ward) into two (Map 8)
- h) To extend the Watling Ward (Faversham Town Council ward) to encompass Perry Court (Faversham Town Council owned land) from Ospringe parish council (Map 9).
- i) To extend Watling Ward (Faversham Town Council ward) to cover area shown in Map 10 currently within Ospringe Parish area.
- j) To extend the boundary of Watling Ward (Faversham Town Council ward) to cover land within Boughton Under Blean Parish Council and Selling Parish Council (map 11)
- k) To transfer land from Faversham Town Council to Sheldwich Parish Council (Map 12)
- l) To extend Watling Ward (Faversham Town Council ward) to transfer School Farm along Graveney Road, Graveney Road from Graveney with Goodnestone Parish Council (Map 13)
- m) To amend the Iwade Parish Boundary, including that with Bobbing Parish Council (Map 14).
- n) To create a Murston Parish Council (Map 15)
- o) To create a Great Easthall Parish Council (Map 16) moving land from Tonge Parish Council.
- p) To merge the currently unparished area of Great Easthall with Tonge parish council (map 17)
- q) To create a Kemsley Parish Council (Map 18)
- r) To create a Milton Regis Parish Council (Map 19)
- s) To create a Meads Parish Council (Map 20) moving land from Bobbing Parish Council
- t) To extend Bobbing Parish Council to encompass all of the unparished area of the Meads (Map 21)
- u) To extend Bobbing Parish Council to encompass all of Grove Park (Map 22)
- v) To create an Urban Sittingbourne Town Council (Map 23) taking merging some land from Tunstall and the remainder of unparished areas.
- w) To create an Urban Sittingbourne Town Council including Grove Park (Map 24).

3.3 Recommendation 2: That Council agree the adoption of the updated Terms of Reference for the CGR, as shown in appendix 3.

4.0 Alternative Options Considered and Rejected

- 4.1 To pause the Community Governance Review: It would be possible to pause any Community Governance Review, however having completed the Stage 1 consultation with a good level of engagement from communities on a number of the proposals, it would not be recommended to pause.
- 4.2 To reduce the number of proposals for the CGR second stage consultation: It would be possible to reduce/amend the number of proposals being recommended to progress to stage 2 consultation. However, those that have been put forward have been developed by the cross-party Member steering group following extensive review of all consultation responses for Stage 1; and are felt by the Member Steering Group to best reflect the needs of the local community that

responded. Appendix 1 details the number of responses to the individual proposals included at Stage 1 – some of these did not necessarily show a clear intent from the community and it was therefore felt by the Member Steering Group that these proposals should be asked again for clarity.

5.0 Consultation Undertaken or Proposed

- 5.1 Section 93 of the 2007 Act allows principal councils to decide how to undertake a community governance review, provided that they comply with the duties in that Act which apply to councils undertaking reviews. Swale Borough Council as the principal council will need to consult local people and take account of any representations received in connection with the review. When undertaking the review we must have regard to the need to secure that community governance reflects the identities and interests of the community in the area under review, and the need to secure that community governance in that area is effective and convenient.
- 5.2 Under the 2007 Act the council is required to consult local government electors in any area under review, and others who may have an interest in the review. Other bodies might include local businesses, local public and voluntary organisations - such as schools or health bodies. There is legal requirement on what constitutes a stage 2 consultation, but the consultation must be fair, proportionate and transparent.
- 5.3 The Plan for the Stage 2 consultation would be to follow similar activities as Stage 1 (as shown in appendix 1), but with increased focus on localised events/activities. The full consultation plan will be developed and signed off by the Member Steering Group. It will also ensure that the precept implications of any options chosen is clear for residents.
- 5.4 If approved, the Stage 2 consultation will run for a minimum of 8 weeks. It has been recommended by Legal Services that due to the complexity of the proposals and to ensure the process is fair and transparent that the consultation should run for 8-12 weeks. In order to meet the timescales required to run elections in 2027, any agreed recommendations from Council would need to be submitted to Government by summer recess to allow time for them to consider the proposals. This needs to be factored into the timetable when planning the second stage consultation dates.
- 5.5 All proposals, if agreed to be taken forward to second stage consultation, will include the option of 'no change' for residents. This will be made clear in the question wording so that residents do not feel that they are being made to make a choice that would see a new parish/town council put into place.
- 5.6 The consultation questions will include clear maps and reasoning for each proposal being put forward, along with any financial implications for residents.

6.0 Implications

Issue	Implications
Corporate Plan	The work required to carry out Corporate Governance Reviews is in the Corporate Plan
Financial, Resource and Property	The cost of undertaking the CGR has been met through existing officer resources – the officer working on Local Government Reorganisation has led this piece of work
Legal, Statutory and Procurement	The Local Government and Public Involvement in Health Act 2007 (Chapter 3 of Part 4 of the 2007 Act) devolves the power to local authorities to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England Following the completion of the stage 1 consultation and discussions in forming the proposals for stage 2 consultation, further advice was sought from internal Legal Services. To ensure procedural fairness, they have recommended that the terms of reference for the review are updated (as discussed in section 3 of this report). Any consultation documents must also be very clear if it was not included in the stage 1 consultation and how it arose from stage 1 representations. It was also confirmed that there is no prohibition on relying on stage 1 responses in addition to those received from stage 2 if they are asking identical questions with no material change. It was also advised that although there is no statute or fixed guidance on the consultation length for stage 2, the legal requirement is that it is fair, proportionate and transparent. It has been suggested that the preferred length for a stage 2 consultation runs for 8-12 weeks where proposals are numerous, complex or potentially contentious.
Crime and Disorder	There are no direct crime and disorder implications for these proposals.
Environment and Climate/Ecological Emergency	There are no direct Environmental Emergency implications for these proposals.
Health and Wellbeing	Although there is not direct Health and Wellbeing impact for these proposals, Town and Parish Councils are able to undertake work to improve Health and Wellbeing
Safeguarding of Children, Young People and Vulnerable Adults	There are no direct safeguarding implications for these proposals

Risk Management and Health and Safety	There are no direct health and safety implications for these proposals
Equality and Diversity	There are no direct Equality and Diversity implications for these proposals, however an equality impact assessment will be completed following the second stage consultation to accompany the final recommendations.
Privacy and Data Protection	There are no direct privacy or data protection implications for these proposals
Local Government Reorganisation (LGR)	The undertaking of a CGR ensures that all levels of governance within the borough have been reviewed ahead of LGR. This ensures that local government best meets the needs of local communities.

7 Appendices

Appendix 1: Swale Stage 1 CGR Consultation Summary

Appendix 2: Maps of proposed boundaries

Appendix 3: Revised Terms of Reference for Swale Community Governance Review.

8 Background Papers

CGR Full Council Decision 30 July 2025 – Agreement for Review - <https://services.swale.gov.uk/meetings/documents/g4329/Printed%20minutes%20Wednesday%2030-Jul-2025%2019.00%20Council.pdf?T=1>

CGR Full Council Decision 19 November 2025 – Terms of Reference Agreement <https://services.swale.gov.uk/meetings/documents/g4331/Printed%20minutes%20Wednesday%2019-Nov-2025%2019.00%20Council.pdf?T=1>

Lucas Close CGR Full Council Decision 2022 - (Public Pack)Agenda Document for Council, 27/07/2022 19:00

Ordnance Survey Election Maps – [Election Maps](#)

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Appendix 1: Swale Community Governance Review-Stage One Consultation Summary

The Stage One consultation launched on 18 December 2025 and closed on 9 February 2026, equating to a 7.5-week consultation period. The consultation consisted of one form split into three areas to ensure residents felt it was relevant to them but not time-consuming to complete. The areas under review and responses are as follows:

Isle of Sheppey –3 questions were asked

Should Warden Parish Council change it's name to Warden Bay Parish Council?	
Yes-change the name	14
No-keep it as it is	1
TOTAL	15
Should the unparished area of Halfway have its own parish council or merge with an existing?	
New parish	18
Merge with an existing	20
No change	4
TOTAL	42
Should the Isle of Sheppey have its own whole Island Council?	
Yes-whole island council	43
No-keep it as it is	81
Other	10
TOTAL	134

Sittingbourne-2 Questions asked

Should the currently unparished areas of Sittingbourne have it's own town council or a local parish council?	
Yes-whole town council	55
No-a local council	70
No-keep it as is	20
Other	19
TOTAL	184
Should Iwade boundary be changed?	
Yes-move the boundary	37
No-keep it as is	20
Not resident of the area	125
TOTAL	182

Faversham-4 questions asked

Should Watling Ward be split and increase the councillor numbers?	
Yes-split and increase	25
No-keep as it	12
TOTAL	37

Should Watling Ward boundary be extended to include part of Ospringle PC	
Yes-extend the boundary	17
No-keep as it	17
Not resident	27
TOTAL	61
Should Watling Ward boundary be extended to Brenley Corner area	
Yes-extend the boundary	22
No-keep as it	25
Not resident	14
TOTAL	61
Should the number of Councillors be increased in Priory Ward	
Yes-increase the number	23
No-keep as it	13
Not resident	25
TOTAL	61

Consultation engagement

Following agreement of a robust engagement plan to ensure the consultation was promoted widely across the borough, promotion began before the consultation formally opened. This included press releases, social media updates, and attendance at meetings such as area committees and local community networking groups.

The table below details the engagement reach during the consultation period:

Engagement-in person	Numbers
Warden Parish council meeting	10
Island forum meeting	58
One Swale Roadshow-Gateway	4
The Forum public engagement	15
Iwade parish council meeting	11
Queenborough town council meeting	15
Engagement-online	
Online meeting for Sittingbourne review	3
Email to stakeholder list	85
Email to KCC and SBC members	54
Email to parish/town councils	38
Social media posts	Facebook 5 posts 59,664 views Instagram 4 posts 970 views
CGR video views	5373
CGR webpage clicks	3249 views News item 233 views

2 x newsletter emails	5400
Inside Swale	All of Swale

Other promotional activity included posters in high-footfall areas across the borough, leaflet distribution, and door-knocking by individual members, parish/town councils, or community groups — particularly the Milton Regis Society, who distributed a significant number of leaflets and consultation forms and radio broadcasts.

Consultation responses breakdown

The consultation has received 644 responses:

Isle of Sheppey 300

Sittingbourne and surrounding 257

Faversham and surrounding 79

Breakdown of responses:

52 paper consultations

584 online submissions

4 email responses

4 written responses

Summary of written responses	
Borden Parish Council response	Swale Borough Council is best placed to cascade official Community Governance Review updates and information/ communications are issued directly by Swale Borough Council and distributed through appropriate channels, and not just by social media, to ensure residents receive clear, consistent, and authoritative information.
Bredgar Parish Council	We do not request any changes to the Bredgar parish boundary as part of this review. Should any changes be proposed to neighbouring parishes that may impact Bredgar, we request that BPC is consulted and given the opportunity to comment. We believe that Sittingbourne should have its own town council to represent all currently unparished areas.
Selling Parish Council	Selling Parish Council wishes to object to 'To extend the Watling ward (town council ward) boundary to the M2 and A2 London Road at Brenley Corner (map 1).' If this proposal were approved it would see a portion of land currently within the parish transferred to Faversham TC. Should the planning application from the Duchy of Cornwall go ahead, this would change. As such, we feel this is an attempt to maximise potential electors and s106 funding.
Dunkirk Parish Council	Dunkirk Parish Council agreed to support the Boughton and Dunkirk Neighbourhood Plan comments on the Community Governance Review. The Parish Council does not wish to see the Neighbourhood Plan, a legally made document being undermined by a change in the boundary for Boughton-Under-Blean.

Faversham Town Council	Faversham TC request the steering group consider a boundary change so that the entirety of Perry Court land in the TC's ownership falls within FTC's boundary.
Ospringle Parish Council	Ospringle PC considered parts of the review that both directly and indirectly impact the PC. Ospringle PC refer in detail to the potential detrimental impacts of the proposals to the council, including detailing out financial implications through loss of precept. Ospringle note concerns from residents, and advise there is an overwhelming wish for boundaries not to be moved.
Boughton and Dunkirk Neighbourhood Plan	Response includes detail on the consultation process, the terms of reference and the proposals being consulted on. They note some proposals are based on not yet determined planning applications, and with no reasonable justification for the proposals.

Residents comments for new proposals in stage 2

There were two proposals put forward by residents within the stage 1 consultation questions that hadn't previously been considered. These are for the two areas shown below.

Extension of Watling Ward to include School Farm:

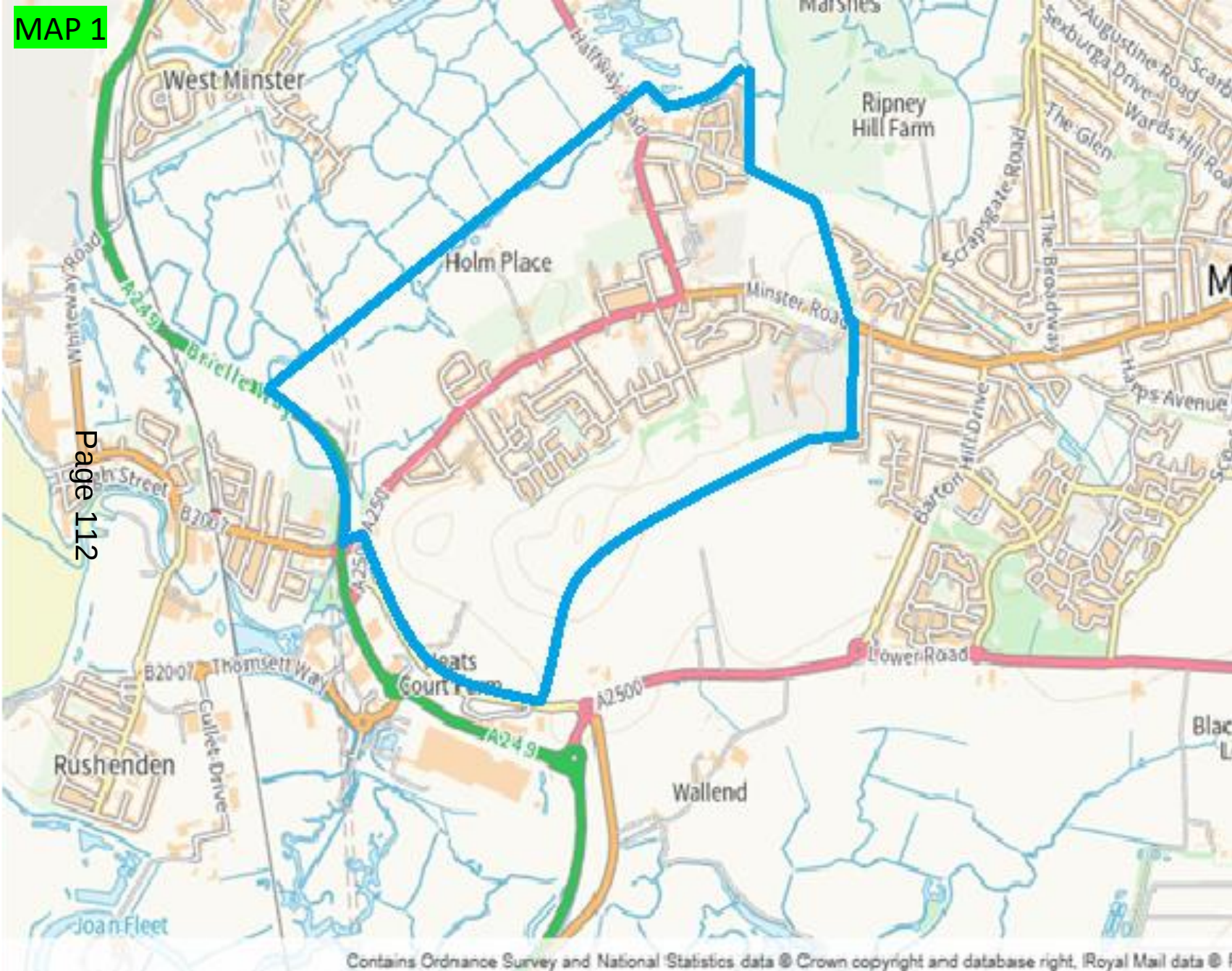
- I both live and have my scientific instrumentation business Cairn Research Ltd at School Farm on the Graveney Road. We all feel very much part of Faversham rather than Graveney, so I think it would make very good sense to extend the eastern boundary of the town so as to include us the town
- Faversham should also expand to include School Farm which was historically part of Faversham Abbey. When splitting the ward the boundary should be looked at to ensure whole areas are grouped together, currently 12 houses on Tettenhall way are in watling east while the rest of Perry court is in watling west.

Proposal for Great Easthall Parish:

- Personally think Sittingbourne Town Council should include the Meads and Grove Park, and go up to Snipeshill, and include Murston South polling district. Murston North and Great East Hall should have their own parish. Kemsley should have its own parish. Chalkwell Ward north of the railway line (except Regent Quay which should be in Sittingbourne) should join Milton in their own parish council.
- Great Easthall is a unique estate, whilst you can walk from it to Murston, you can't drive. It has its own entry and exit road via Swale Way making it effectively its own entity. We have our own unique challenges and often feel forgotten with no shops or amenities of any kind within a sensible walking distance.

Additionally, it was identified by one of the Members of the Member Steering Group that as part of the map drawn for the proposal to split Watling Ward (Faversham Town Council ward), this would actually split Tettenhall Way. It has been proposed that the map for this proposal be slightly re-drawn.

Isle of Sheppey maps

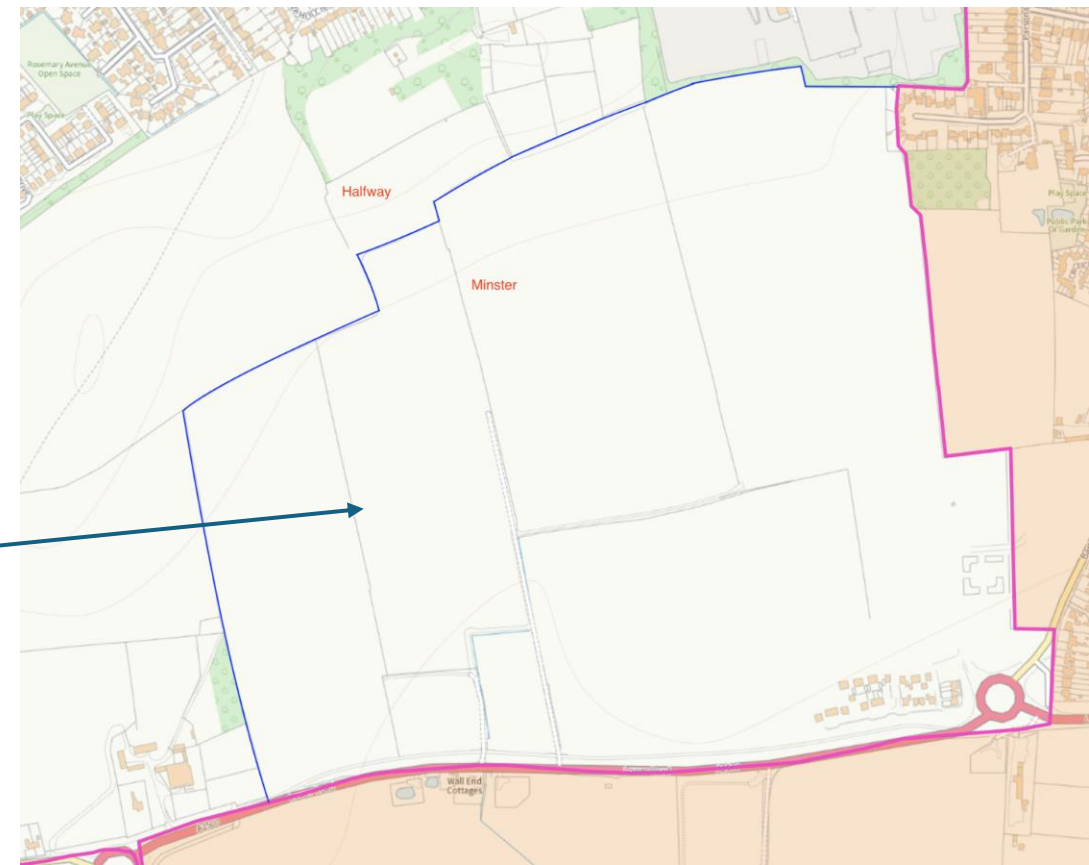


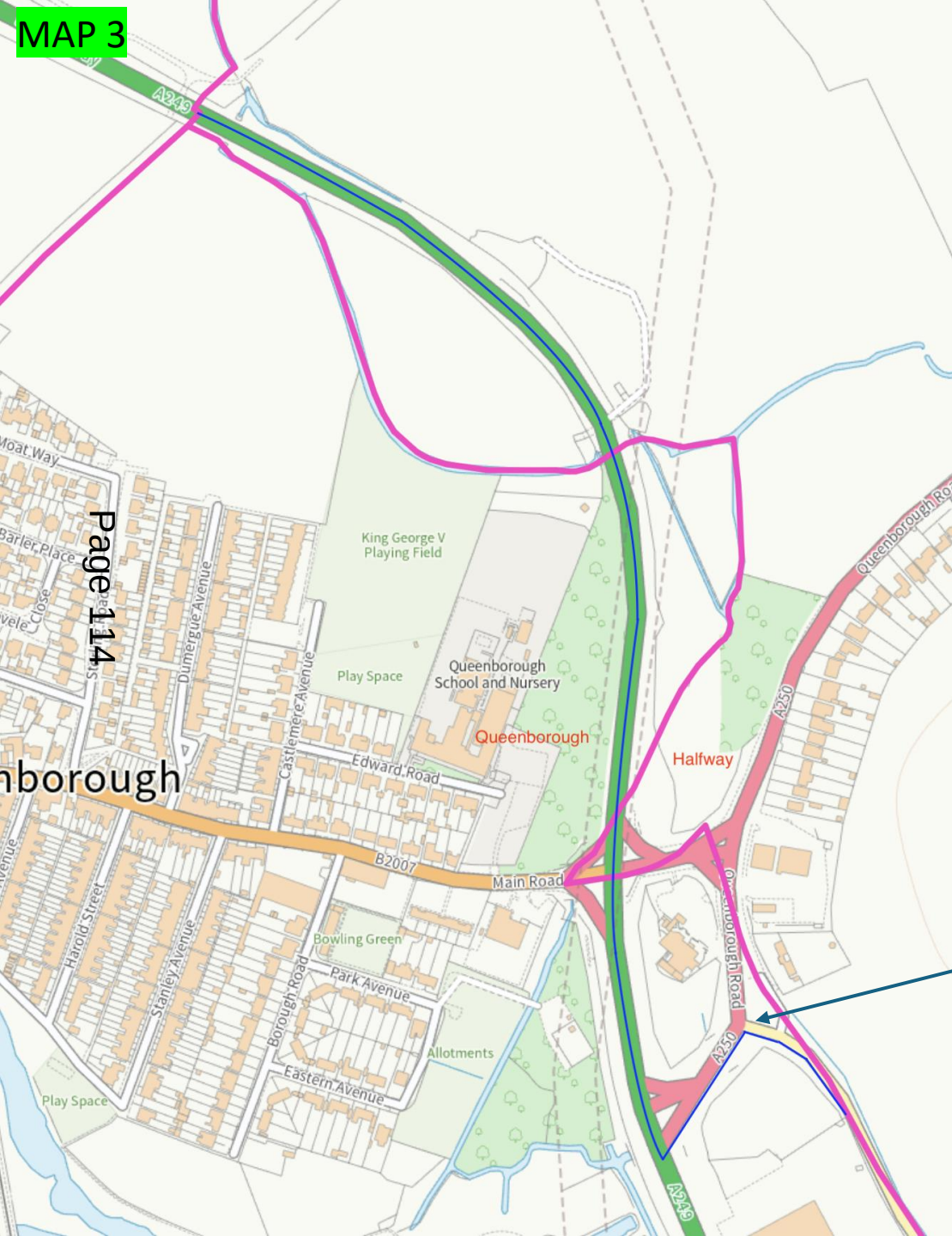
Indicative proposed Halfway Parish Council boundary –maps 2, 3 and 4 provide detail on boundary lines.



Proposal to move housing north of Power Station Road from Minster on Sea PC to Halfway. Blue line indicates proposed new boundary. Pink line indicates existing.

Proposal to move the new housing estate around Cowsted Farm and Parsonage Farm, north of the Lower Rd, to Minster on Sea PC. 650 new homes will access from the Barton Hill Drive roundabout, are currently being built on this land.

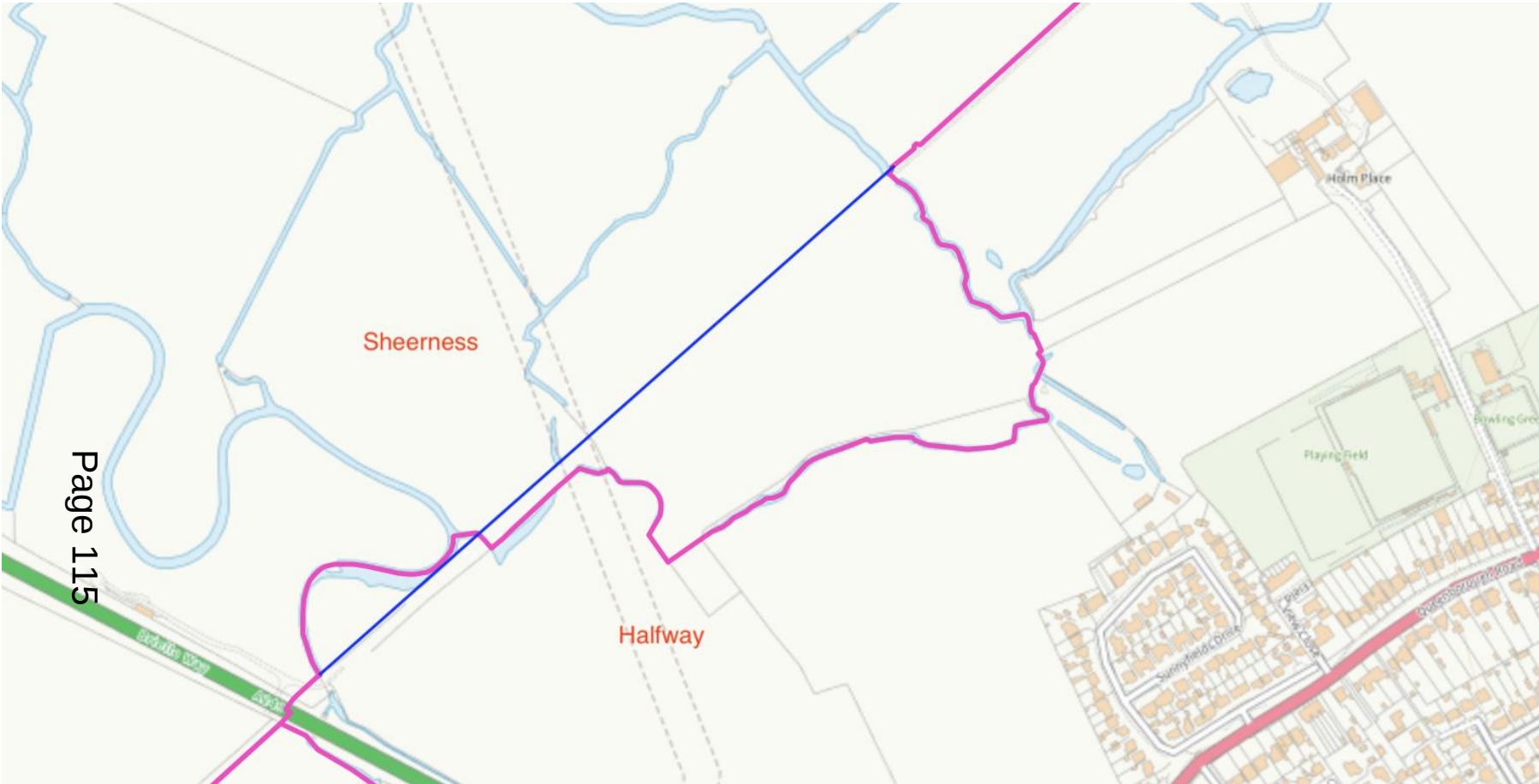




Proposed boundary to change to move remainder of the Appleford Rd estate from Halfway to Minster on Sea PC.

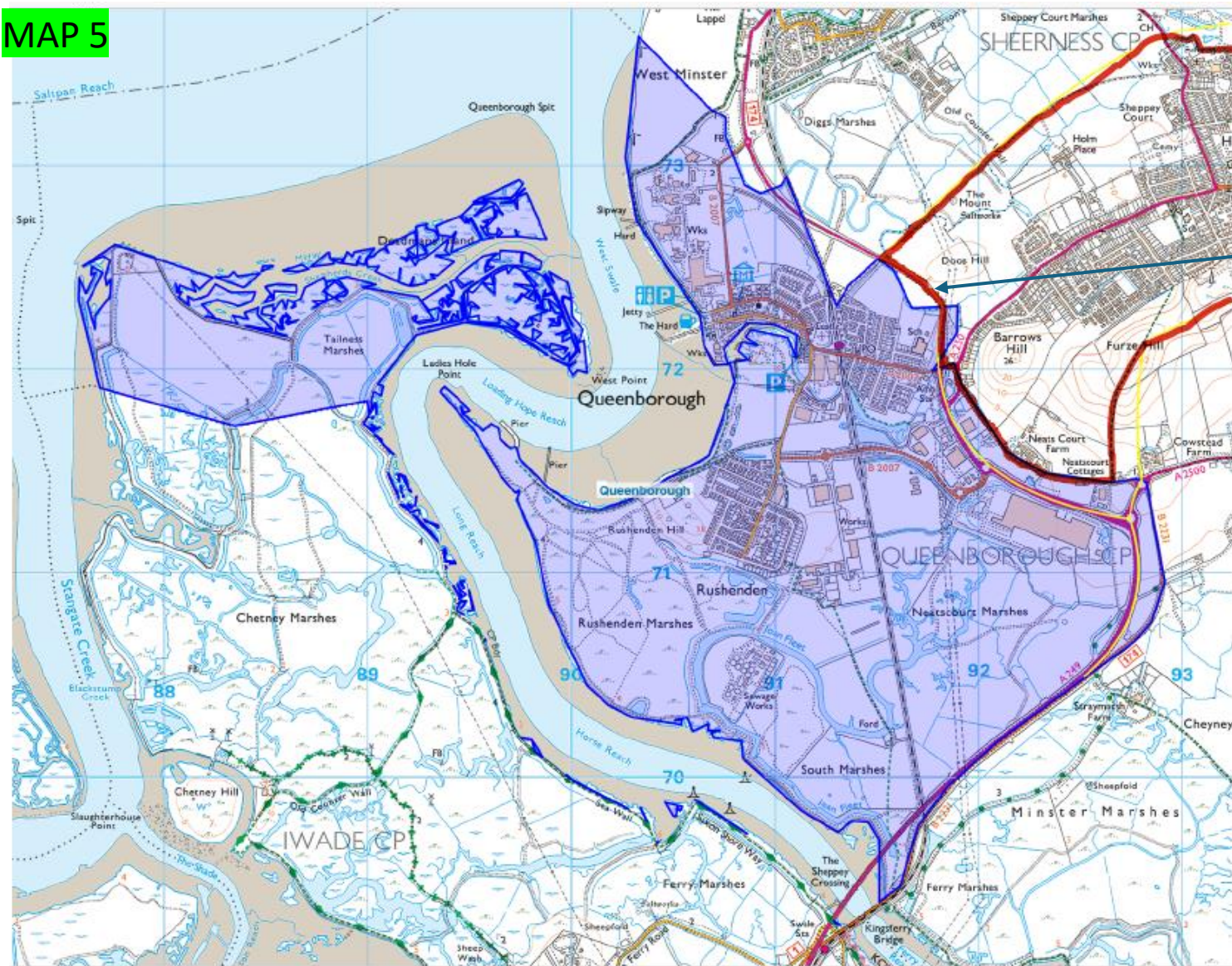
Proposal to amend existing boundary line between Halfway and Queenborough TC to follow A249.





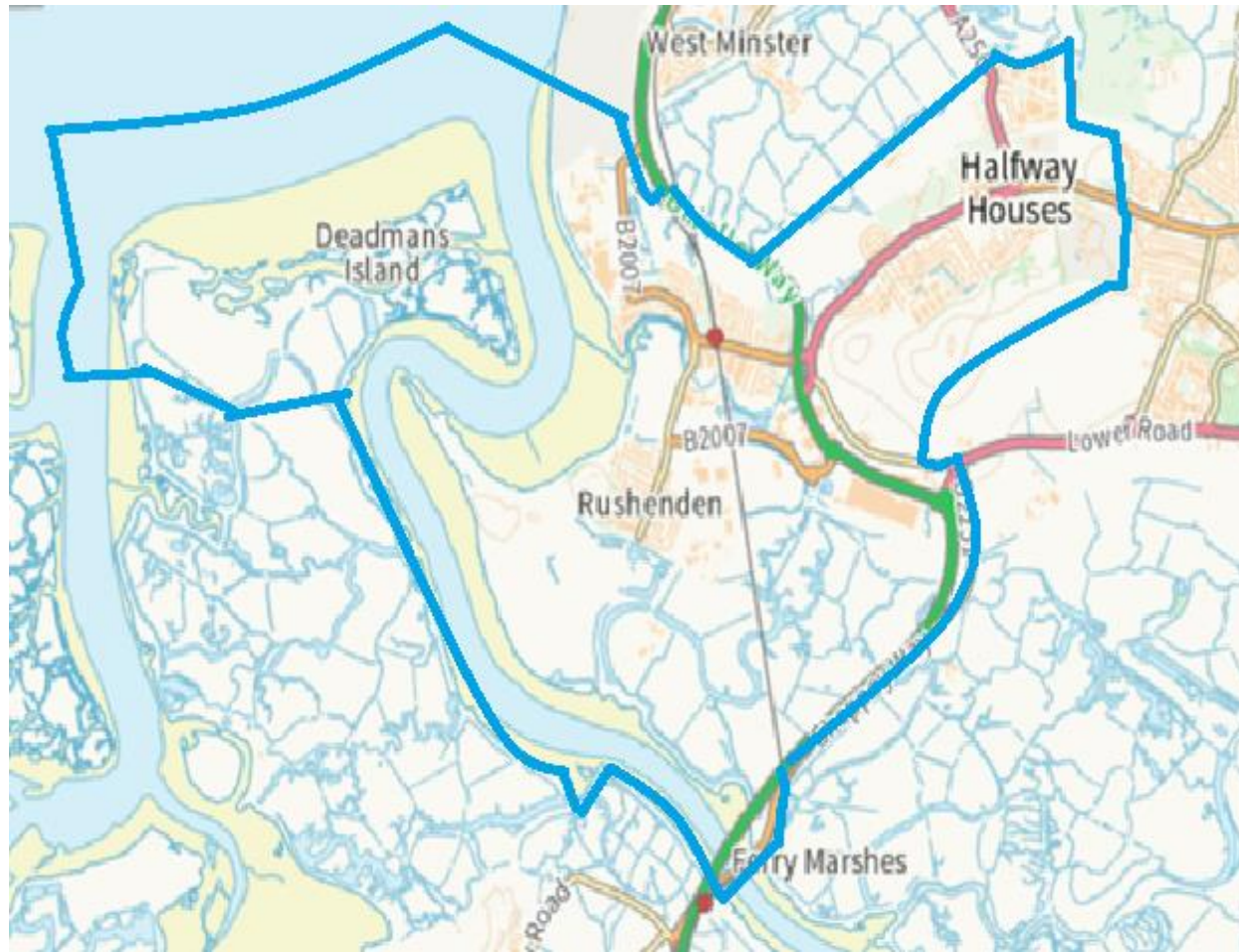
Proposed boundary change between Sheerness Town Council and Halfway, the blue line indicates with proposed change, pink is the existing.

MAP 5

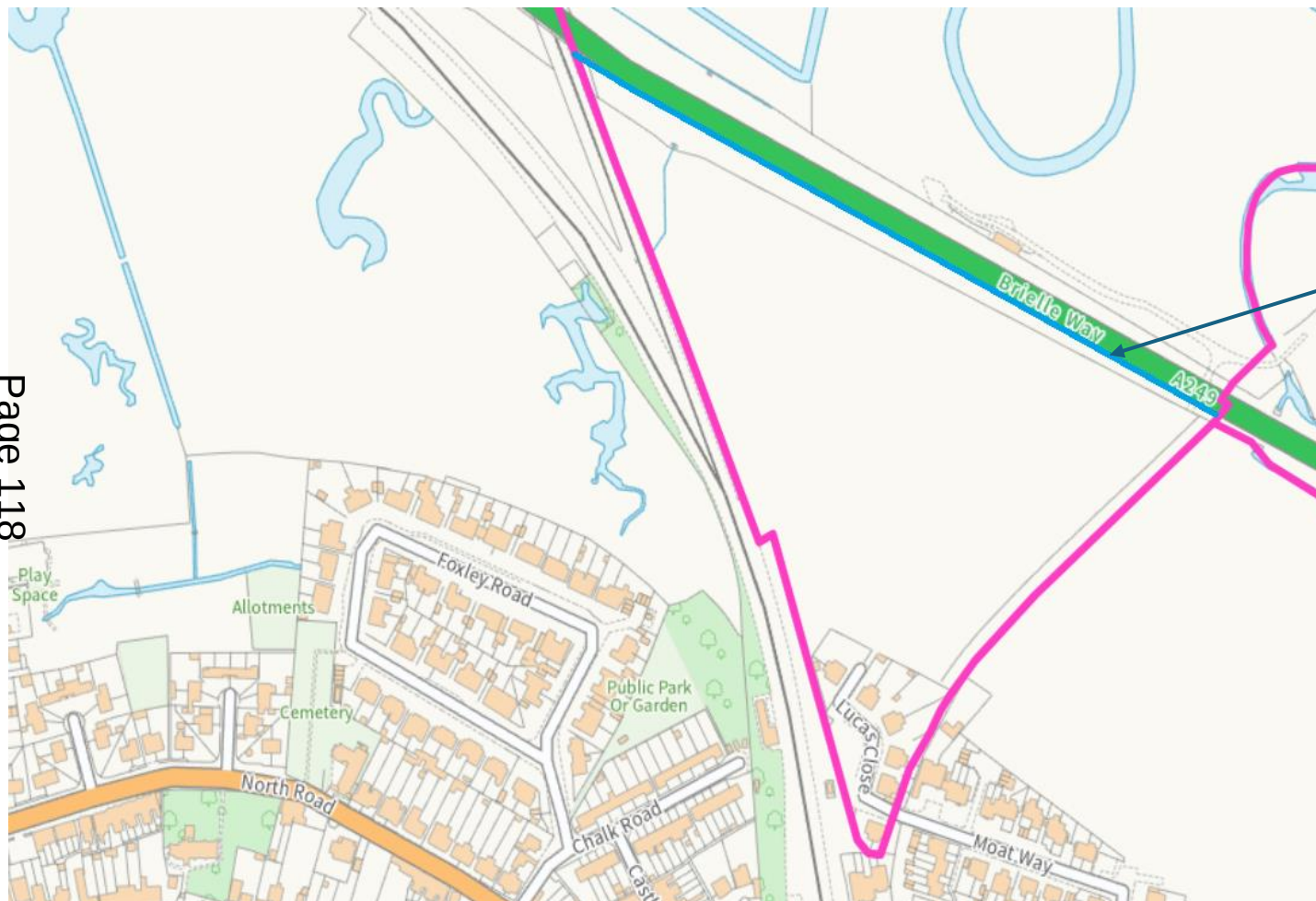


The border with Queenborough TC, shown in blue, would be unchanged except for where it runs between Queenborough Road and the old Light Railway. Here, it would run along the centre of the A249 Brielle Way, taking a small piece from QTC and giving a small piece back to QTC. No houses are affected by this change.

MAPS 6



Extension of Queenborough Town Council to include the currently unparished area of Halfway, using boundaries as per Map 2



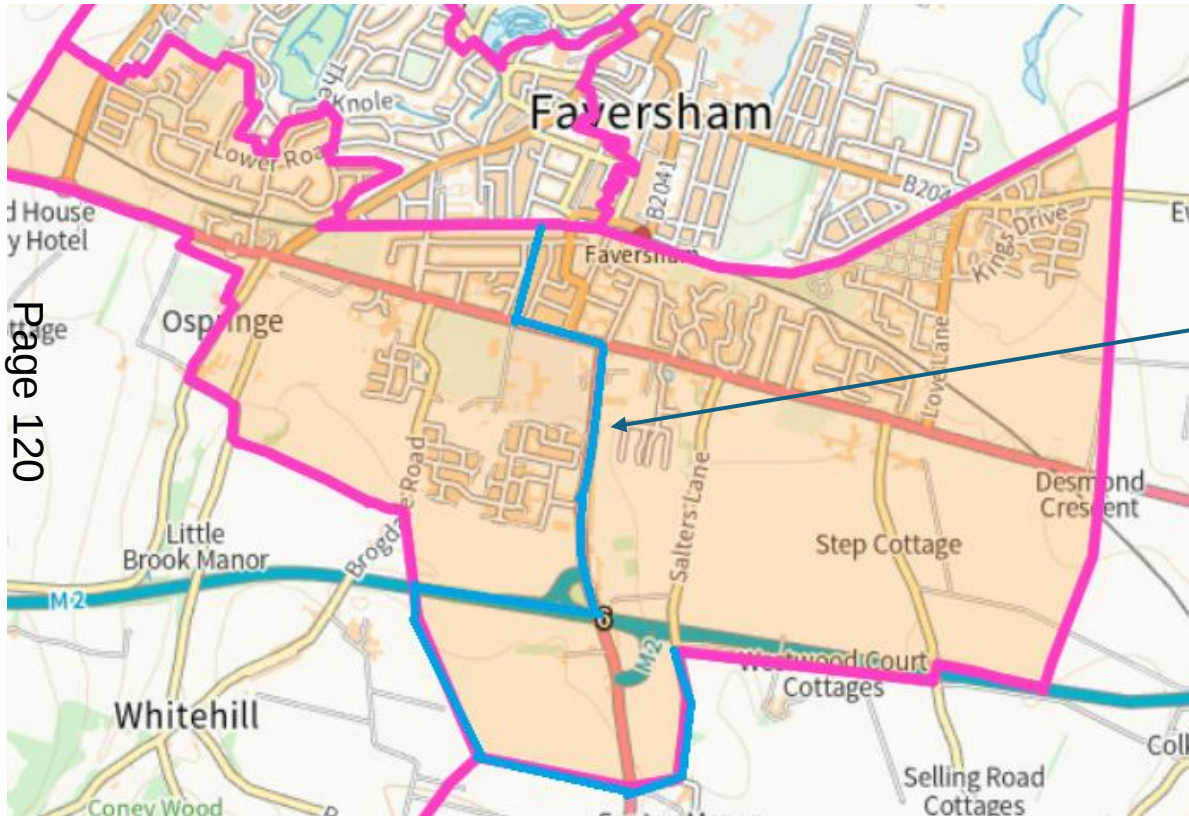
Lucas Close boundary change

Blue line indicates where the boundary will be moved to

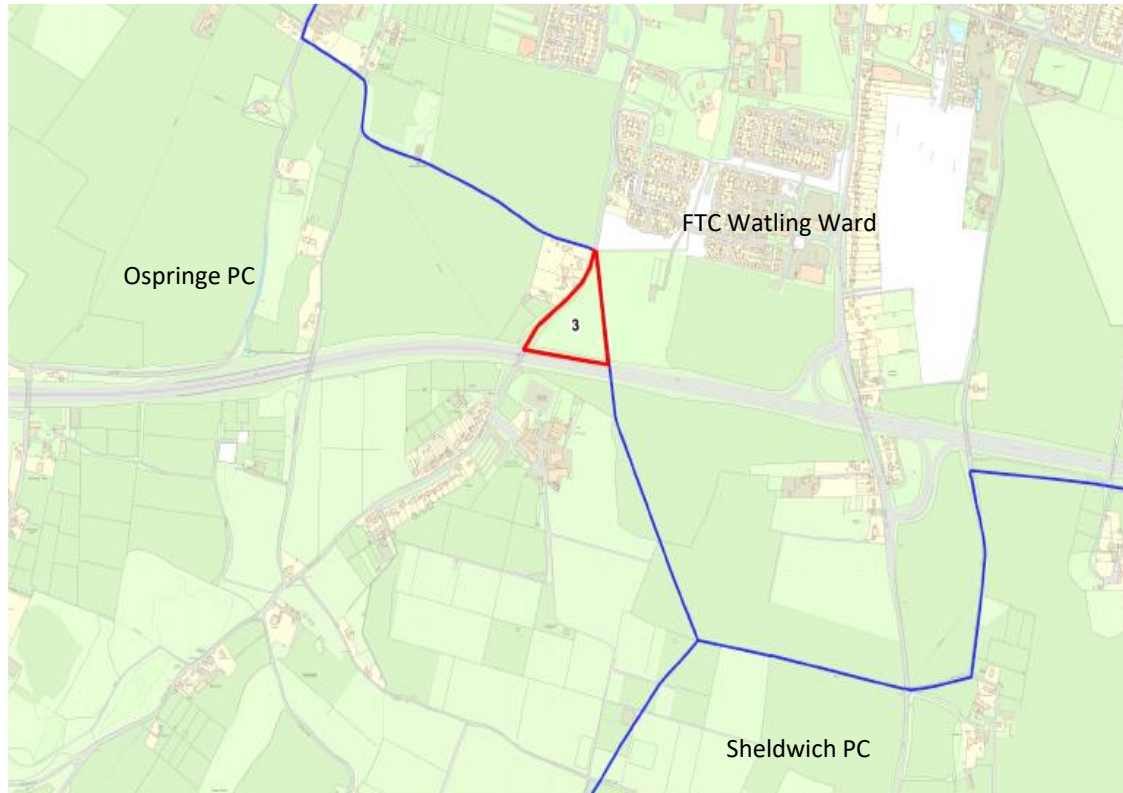
Faversham Maps

MAP 8

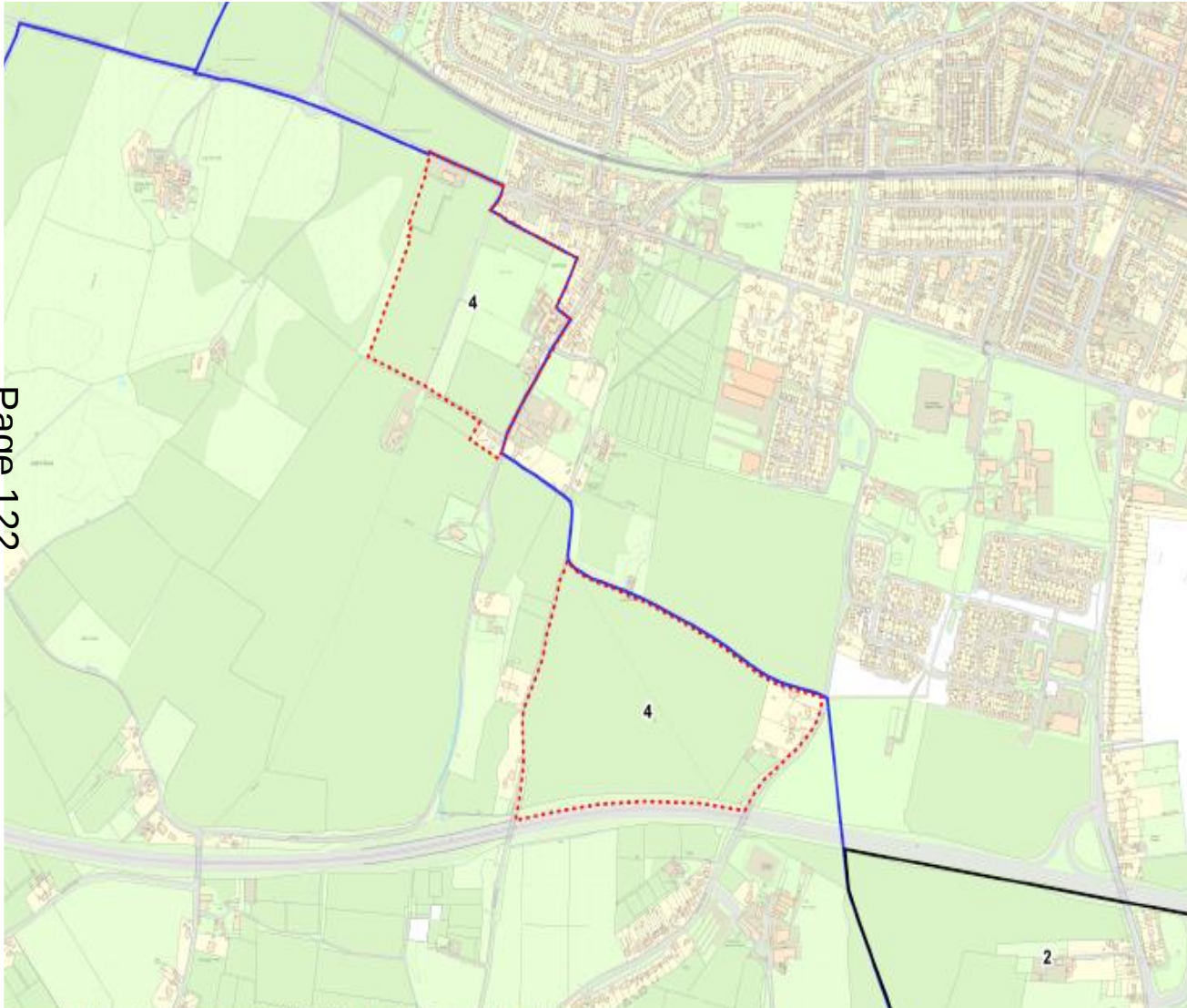
Watling Ward split



Blue line indicates ward split boundary

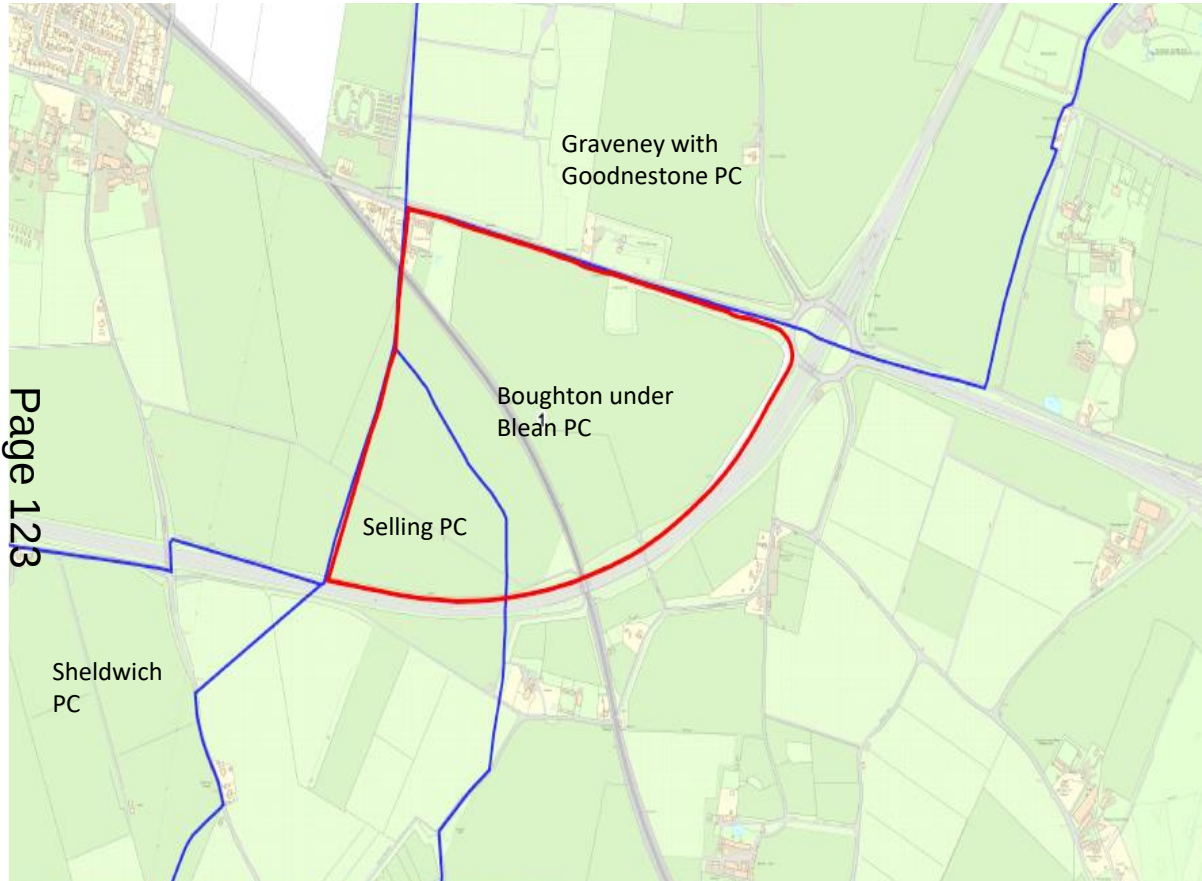


Land at Perry Court. Land is currently owned by Faversham TC in Ospringe PC. This would extend Watling Ward to move all of Perry Court within Faversham Town Council boundary.



Extension of Watling ward to encompass the remaining part of Ospringe Village - red dotted lines indicate boundary change proposal

MAP 11



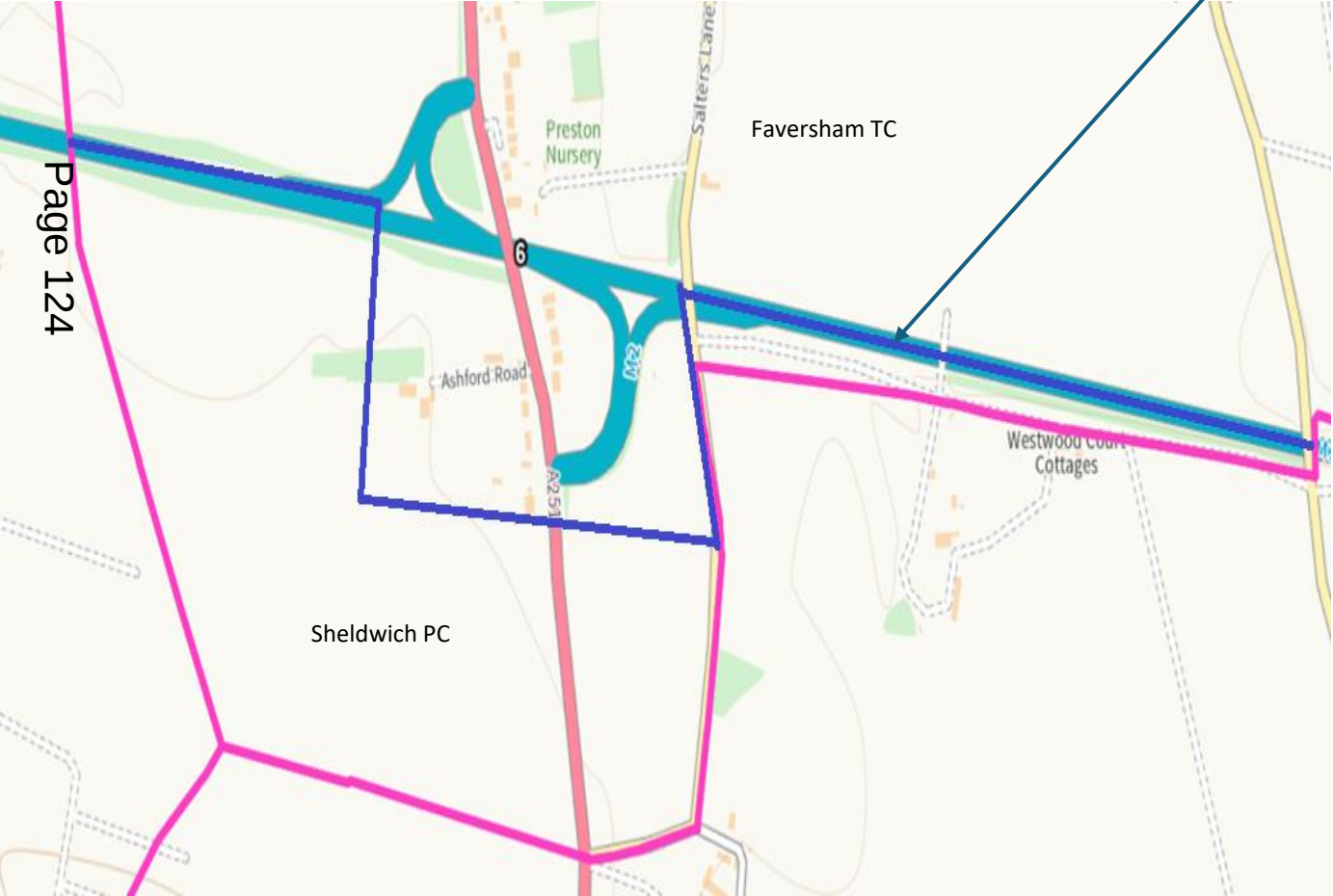
Extension of Watling ward to the M2 and A2

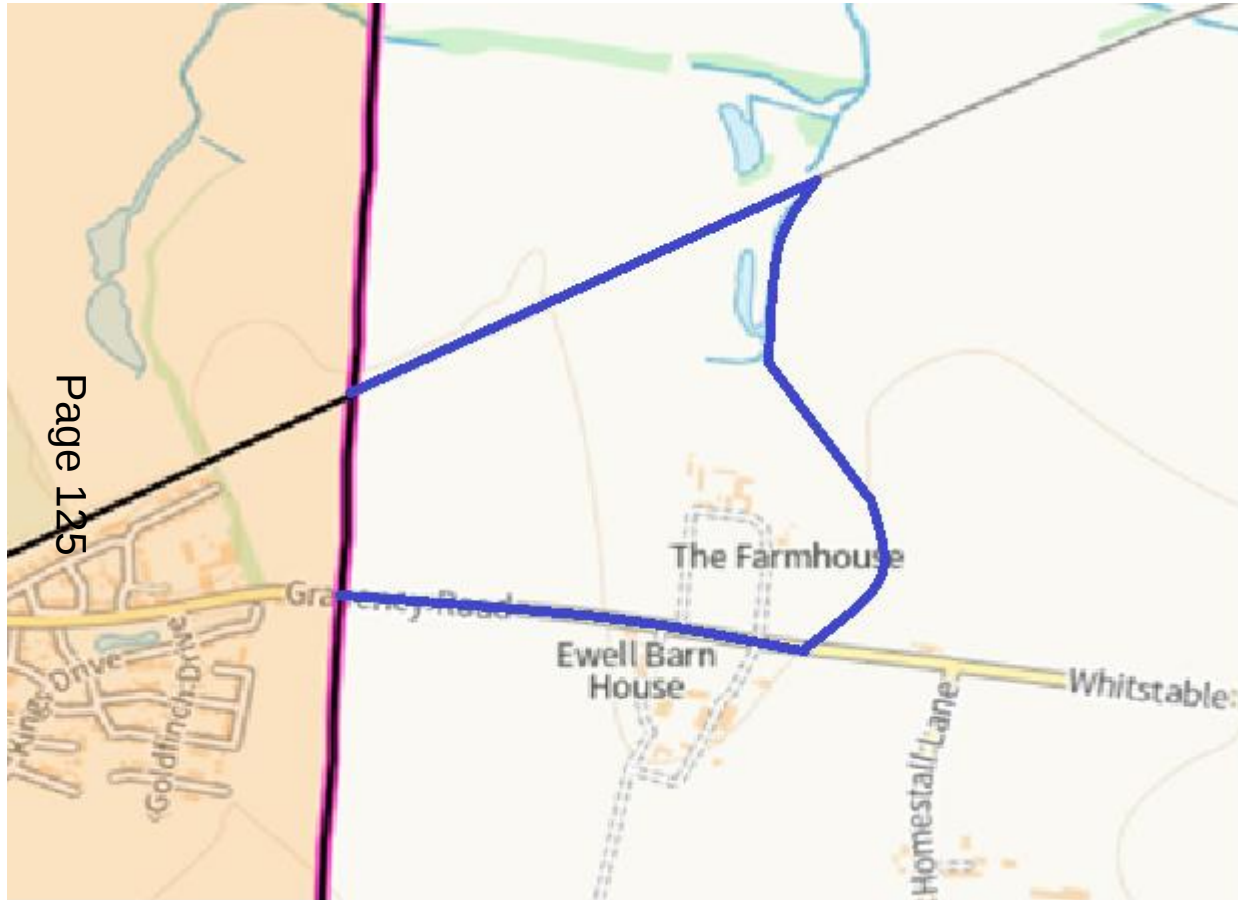
Move of land (red lines) to Faversham TC from Selling PC and Boughton under Blean PC

MAP 12

Transfer of land from Faversham Town Council to Sheldwich

Dark blue line indicates new FTC/Sheldwich boundary moving land to Sheldwich following along M2, with M2 junction remaining in FTC boundary.

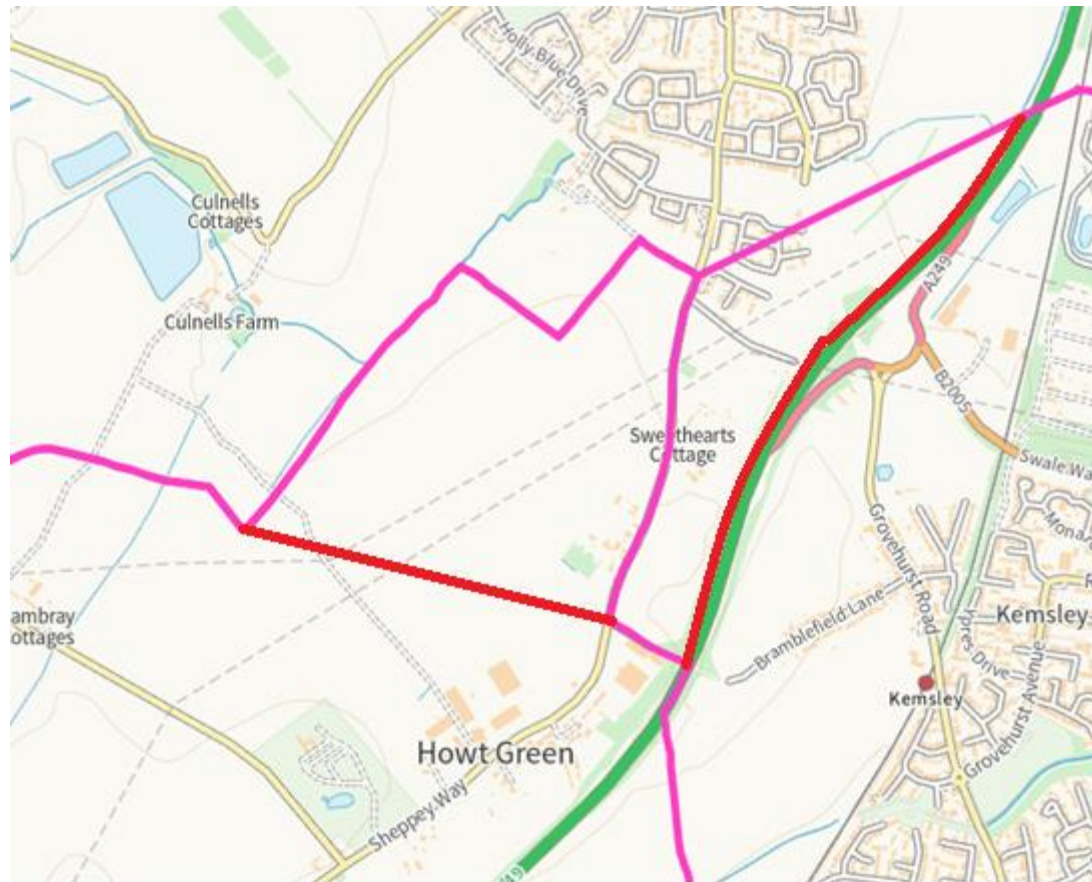




Extension of Watling Ward to include School Farm along Graveney Road following natural boundary lines (blue lines) encompassing land from Graveney with Goodnestone PC

Sittingbourne maps

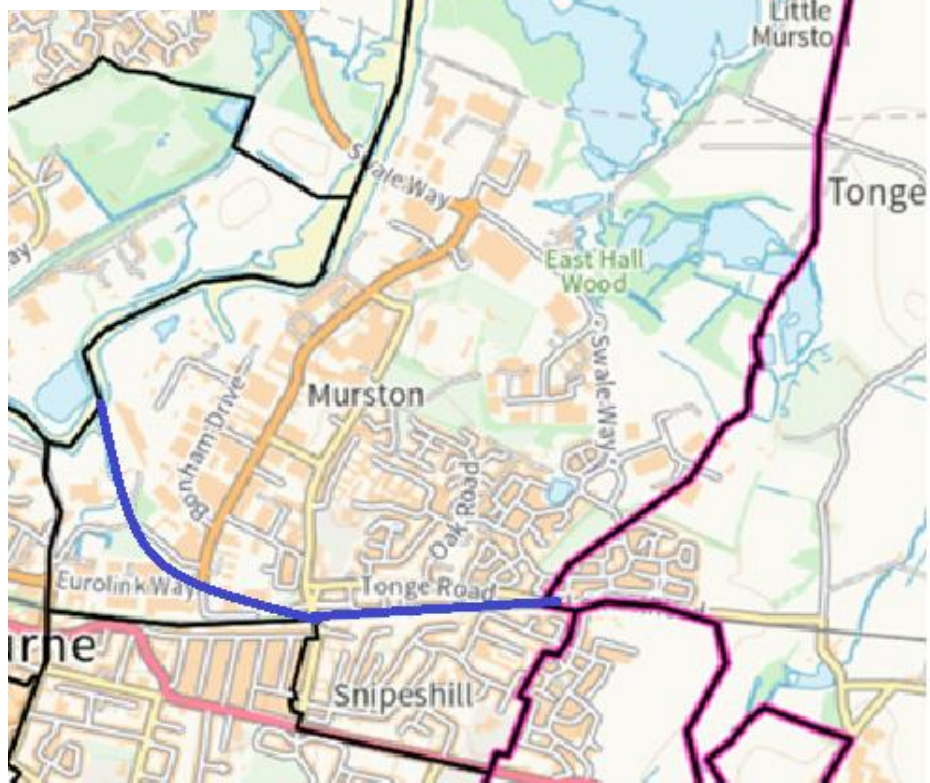
MAP 14



Iwade boundary change

MAP 15

Black=existing Ward
boundary
Pink=Existing parish
boundary
Blue=indicates
proposed change



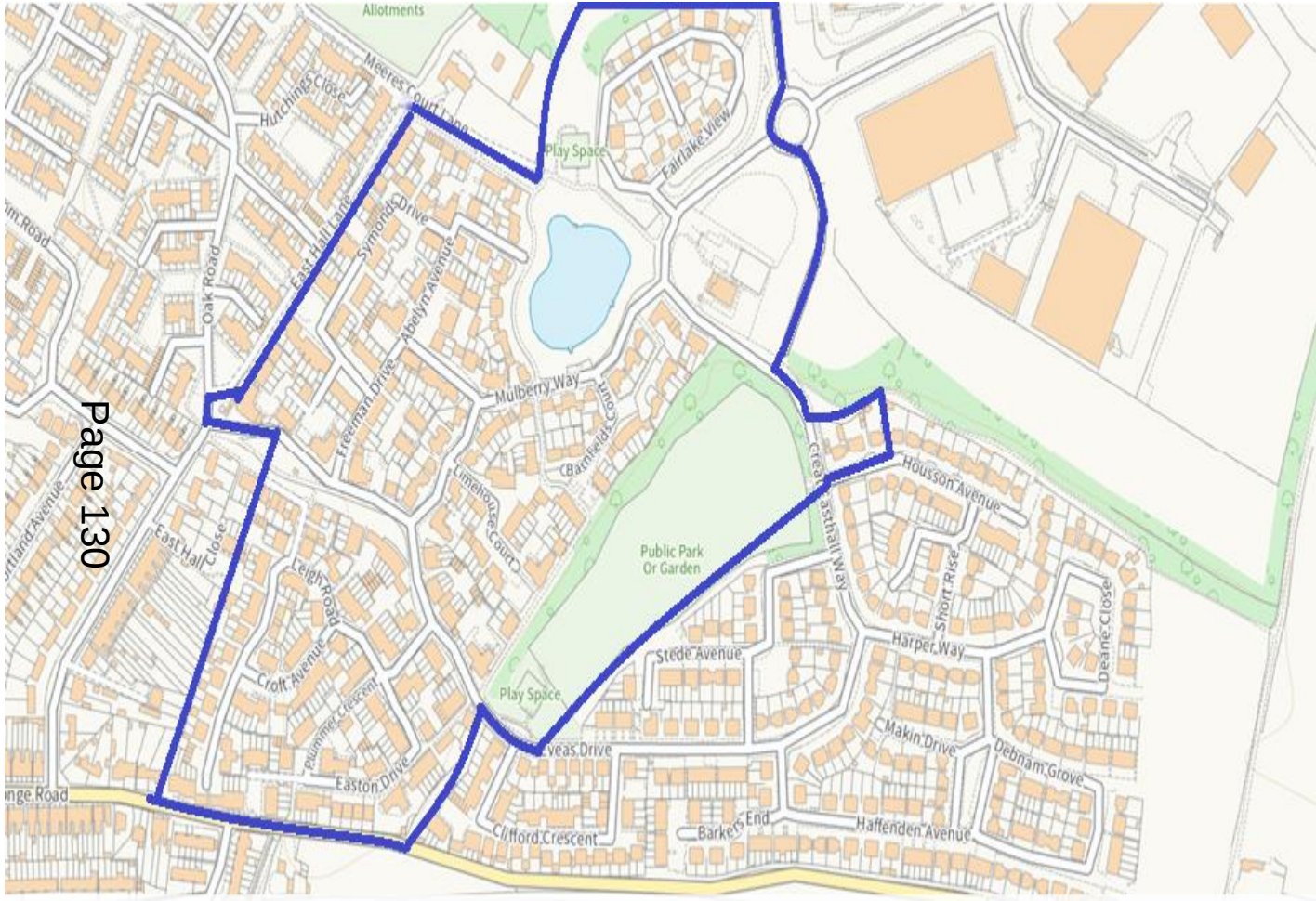
Murston



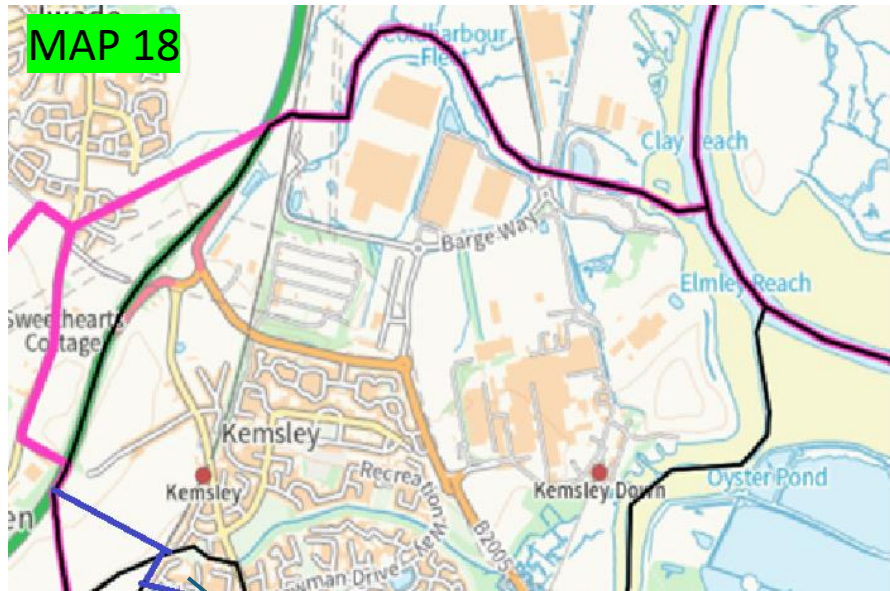
MAP 16



Great Easthall Parish Council boundary

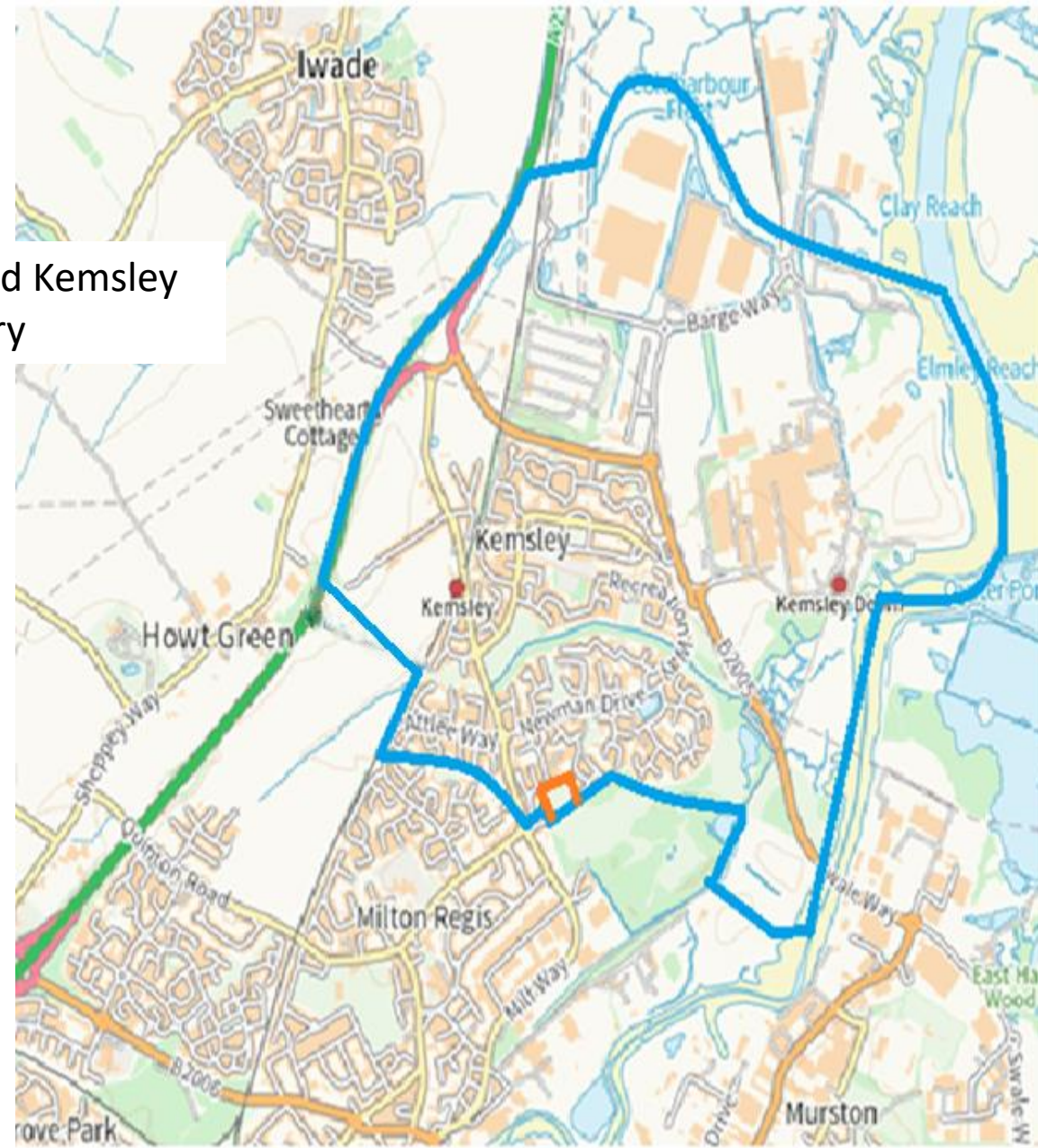


Great Easthall map
Area within the blue line
proposal to move within
Tonge PC boundary

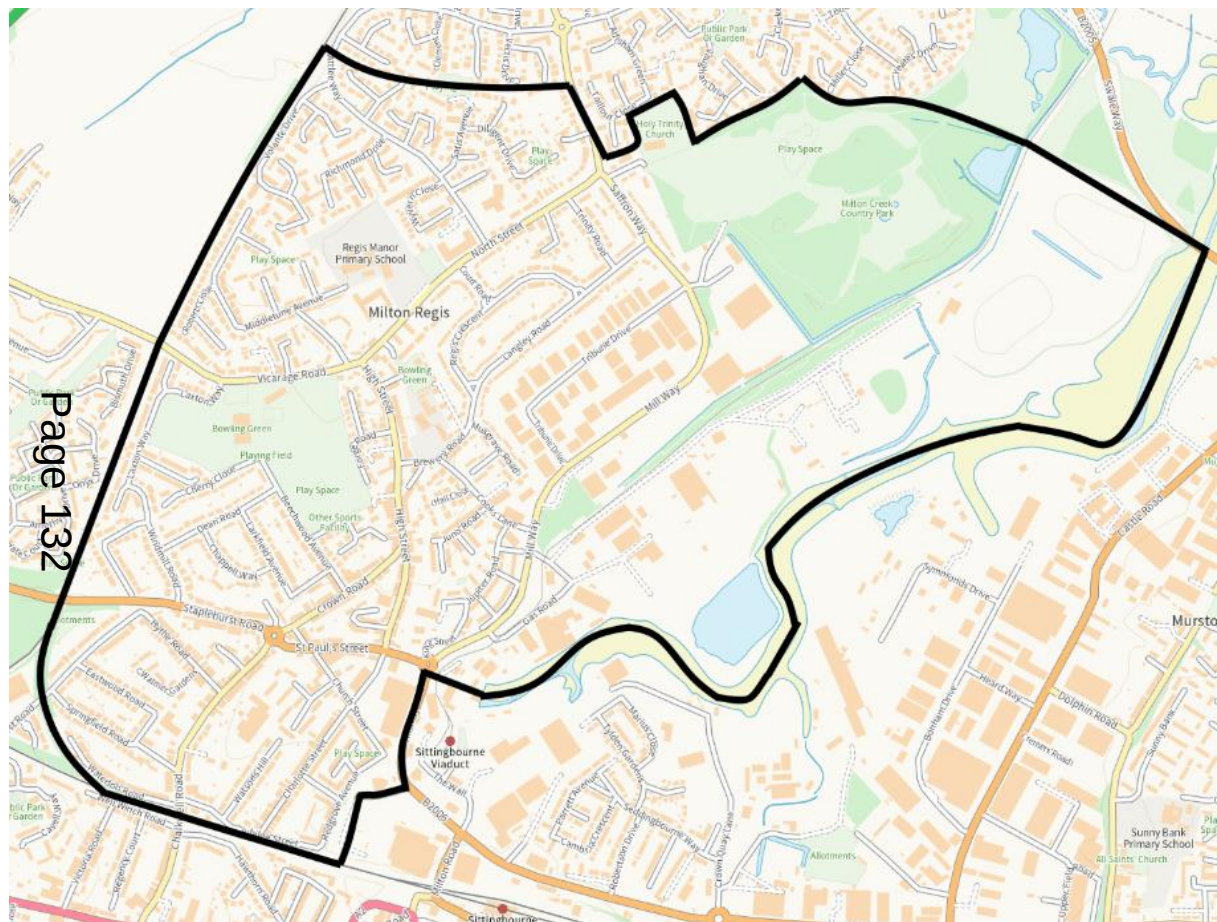


Kemsley

Proposed Kemsley boundary



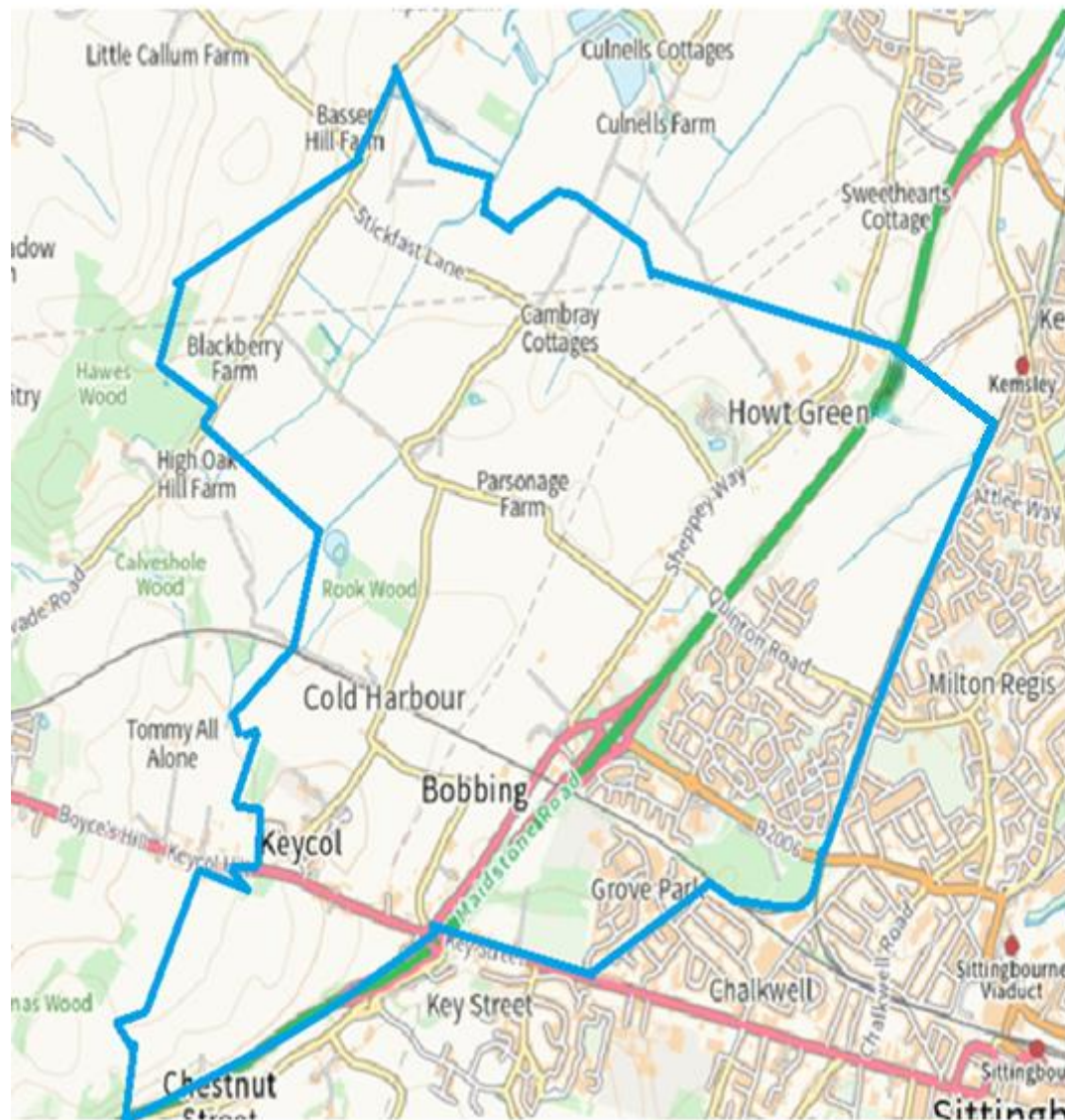
MAP 19



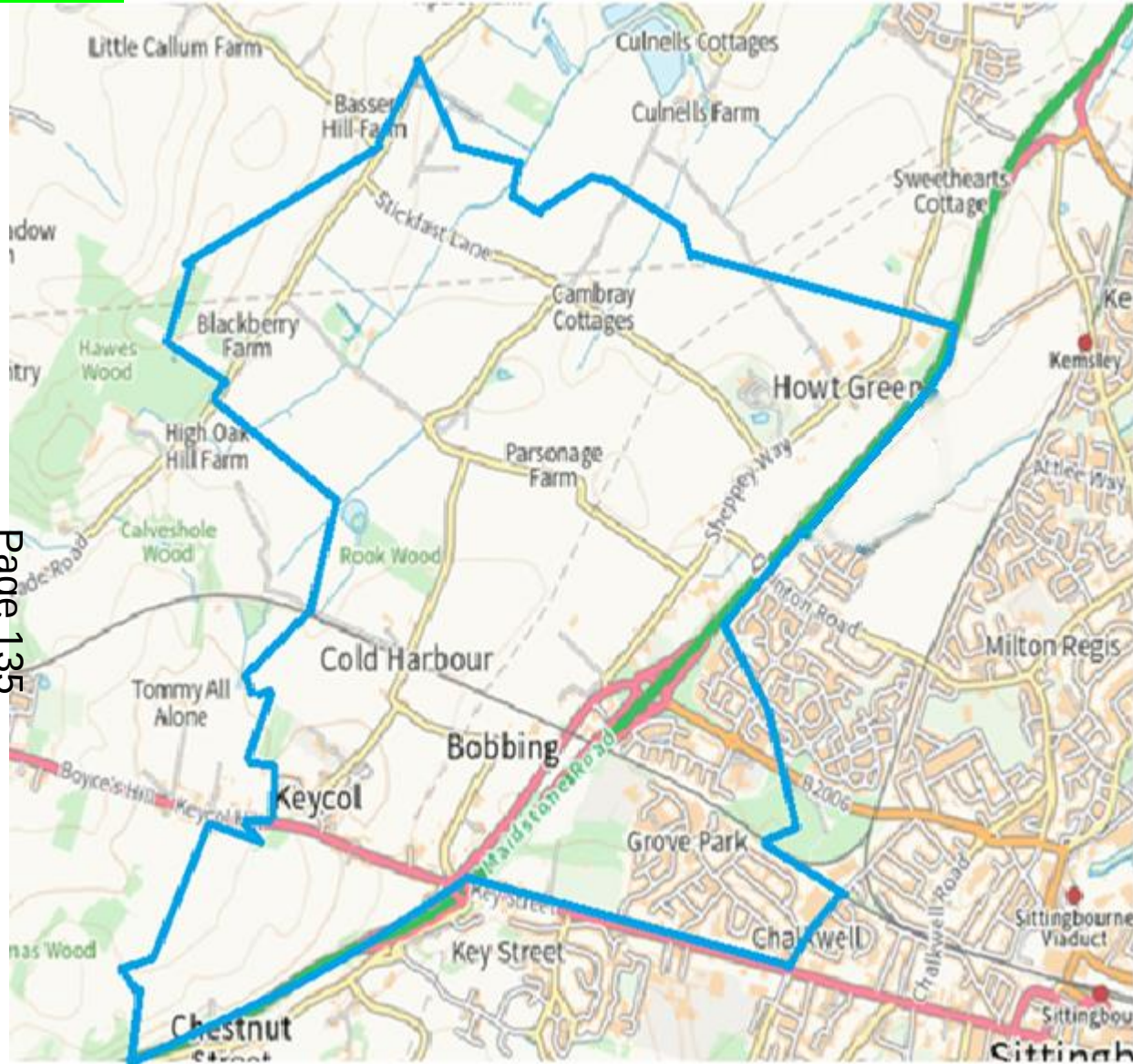
Proposed Milton Regis parish council boundary. The parish would encompass land South of the B2006 along to the roundabout on Mill Way and follow the creek on the existing ward boundary.



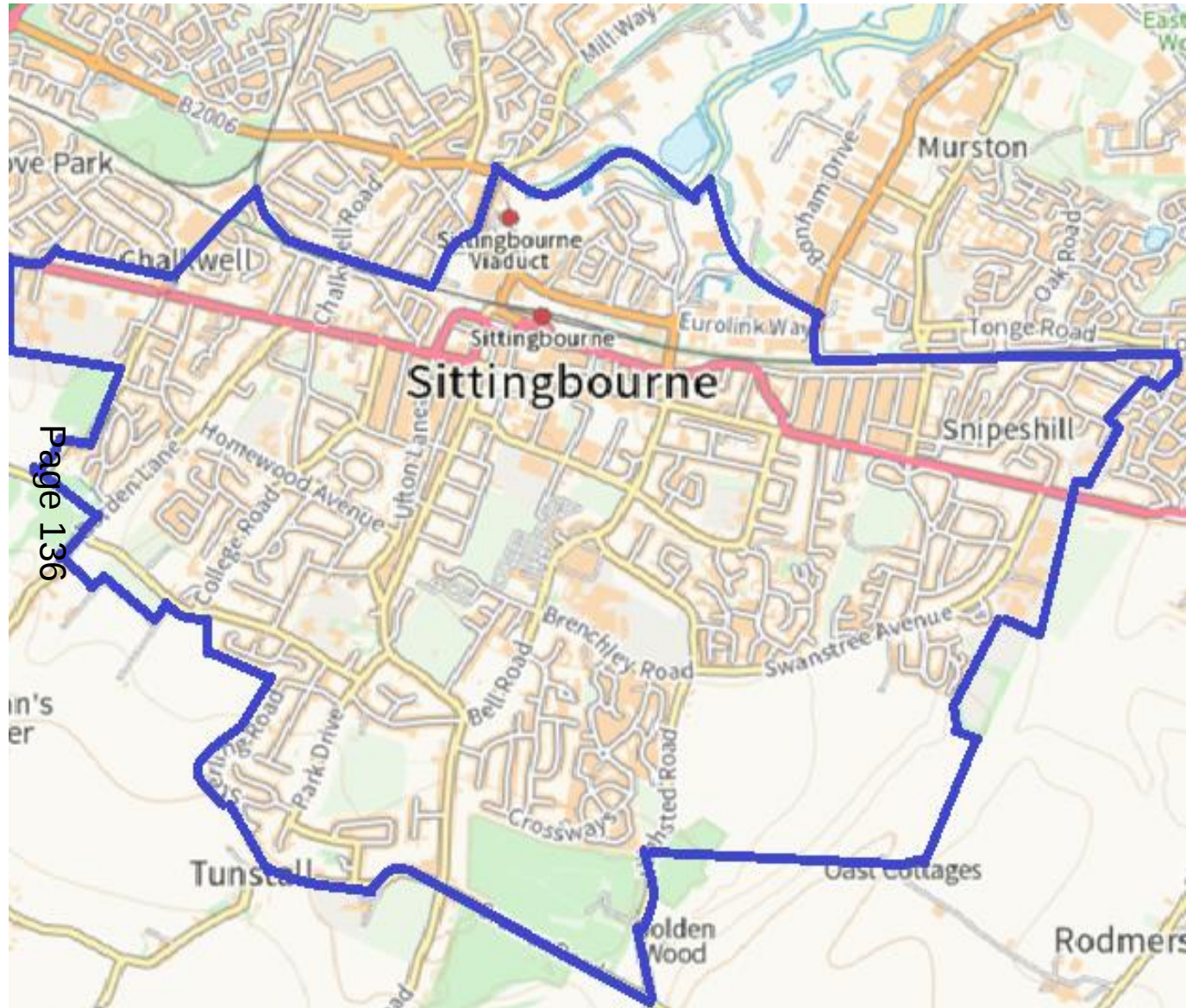
Proposed Meads Parish Council boundary



Proposed Bobbing Parish Council
boundary extending to encompass
The Meads

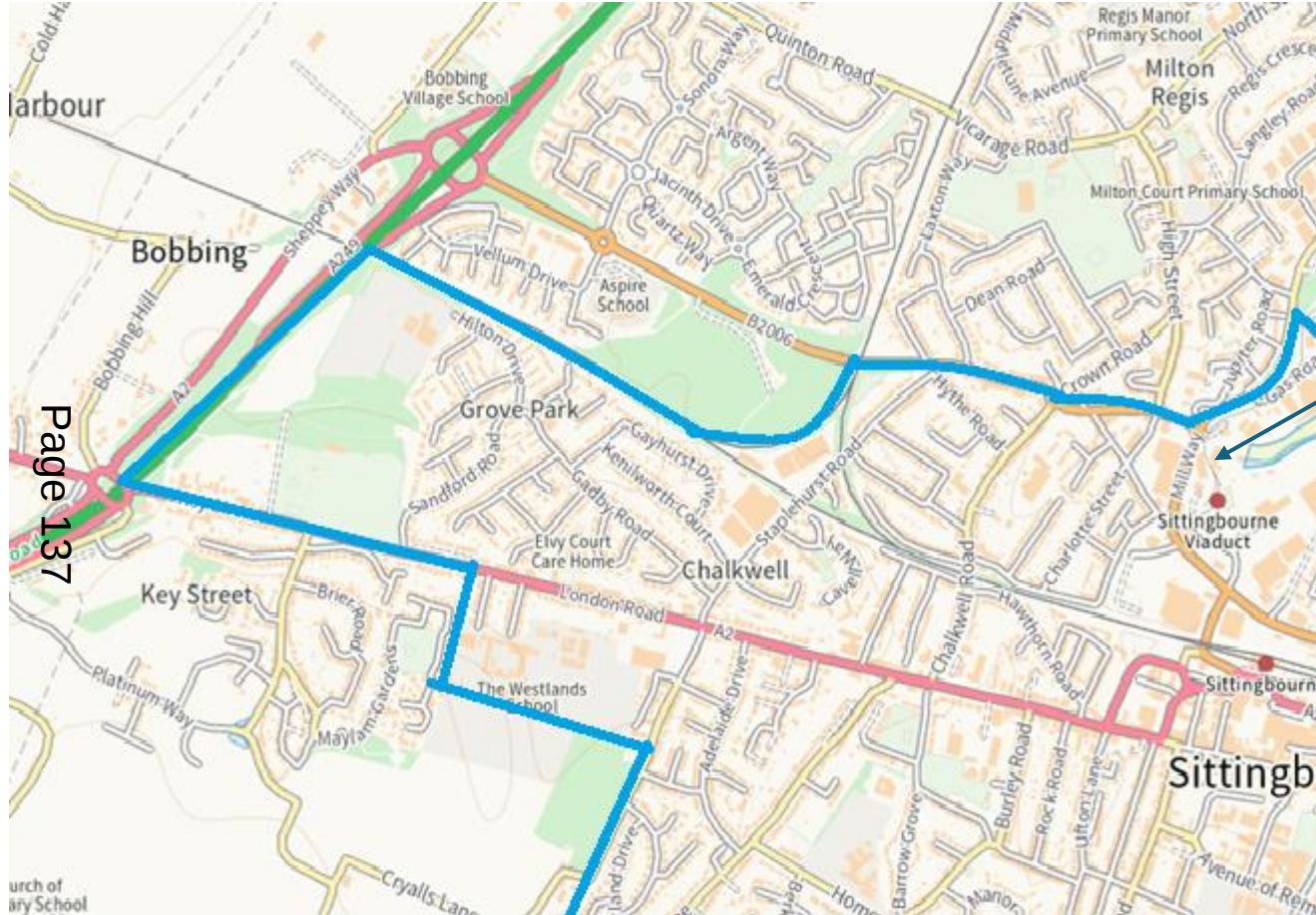


Proposed Bobbing Parish Council boundary extending to encompass Grove Park



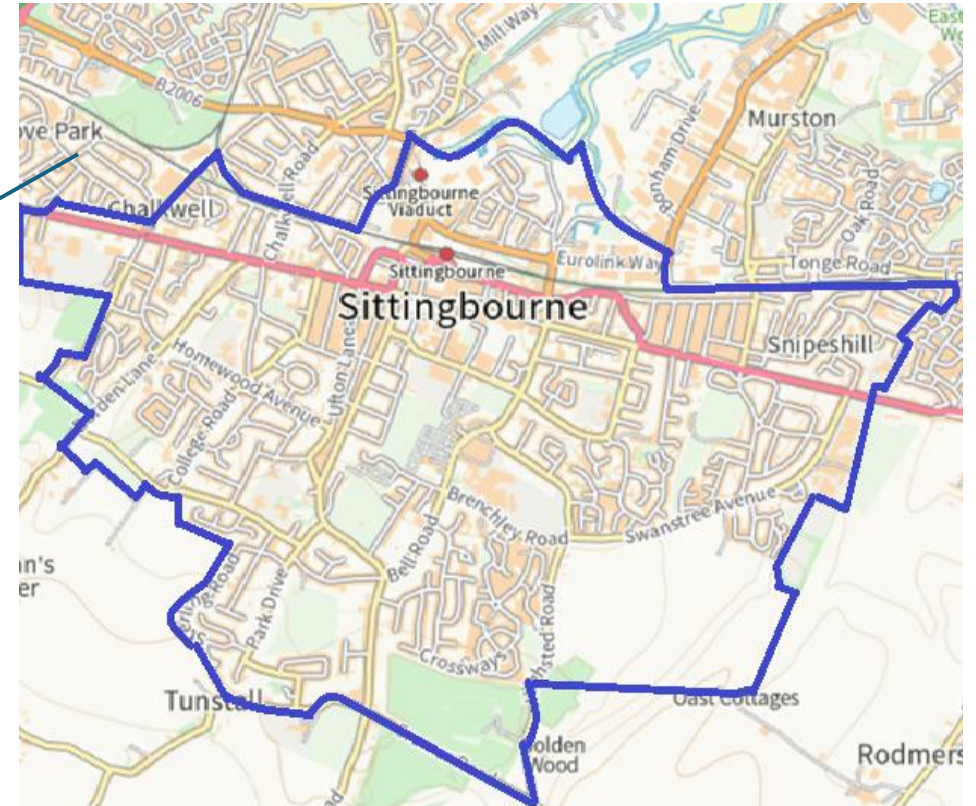
Proposed Urban Sittingbourne Council boundary

MAP 24



Page 137

Urban Sittingbourne Council including Grove Park



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Swale Borough Council

Terms of Reference

Community Governance Review 2025/2026

Version 2

The Terms of Reference have been amended since they were first published. Below is a summary of the amendments:

5. Areas under review

5.1 This section has been updated to include all the areas under review and provide further information on parish boundaries.

5.4 Provided details on all boundary changes under review at Stage 2

8. Indicative timetable

The timetable has been updated to extend 2nd Stage Consultation to 9-week period.

The remainder of the document is unchanged.

1. Introduction

1.1 A community governance review will be carried out by Swale Borough Council under the provisions of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act").

1.2 The review shall comply with the legislative requirements, have regard for the associated statutory guidance and will be conducted in accordance with these terms of reference.

2. What is a community governance review?

2.1 A community governance review provides the opportunity for Principal Councils (Swale Borough Council) to review and make changes to community governance within their areas, which reflect local identities and facilitate effective and convenient local government.

The Local Government and Public Involvement in Health Act 2007 sets out that a CGR can take place for the whole or part of the Borough and can consider one or more of the following:

- a. Creating, merging, altering or abolishing Parishes/Town Councils;
- b. The naming of Parishes and the style of new Parishes/Town Councils;
- c. The electoral arrangements for Parishes/Town Councils including: - the ordinary year of election; - the number of Councillors to be elected; and - the warding (if any) of the Parish/Town Councils;
- d. Grouping Parishes under a common Parish Council or degrouping Parishes.

2.2 The Council is required to ensure that community governance within the area under review will be:

- a. Reflective of the identities and interests of the community in that area; and

- b. Effective and convenient.

2.3 In doing so, the CGR is required to take into account:

- a) The impact of community governance arrangements on community cohesion; and
- b) The size, population and boundaries of a local community or Parish Council.

2.4 These requirements have been taken into account in defining the objectives and questions proposals will be assessed against.

3. What do Parish Councils do?

3.1 Parish Councils represent the most local form of government and can own land and assets, employ staff and provide services at a local level, this can include open space and recreation, cemeteries, grass cutting, street lighting etc. They can raise funds to meet the costs of administration and provision of services through setting a precept which forms part of council tax bills levied on council taxpayer's in the parish. Parish Councils can also provide a local voice for the community responding to consultations and raising concerns with the relevant organisations.

3.2 A Parish Council is made up of parish councillors elected by the local government electors in the parish with elections taking place every four years. Vacancies within the four-year term are filled by co-option or by election if 10 local government electors request it.

3.3 A Town Council, which is likely to be a relevant consideration in this review, has the same powers and role as a parish council, but in addition can opt to style its chairman as Mayor.

4. Who will undertake the review?

4.1 As the principal authority Swale Borough Council is responsible for undertaking any CGR within its electoral area. A politically balanced member steering group has been established and will be overseen by Policy and Resources Committee, supported by SBC officers from appropriate departments.

5. Areas under review

5.1 The review will consider the establishment of Town or Parish Councils for Sittingbourne in the following electoral wards Homewood, Roman, Murston, Kemsley, Milton Regis, Chalkwell, The Meads, Grove Park, Woodstock, with consideration of any existing local council arrangements in these areas. Boundaries for any newly established Councils will not always follow existing Ward boundaries, the parish will reflect local identity and connection to an area.

5.2 The review will also consider the establishment of Parish Council for Halfway in the electoral ward area Queenborough and Halfway or to merge Halfway with Queenborough Town Council.

5.3 The review will also consider name change for Warden Parish Council to Warden Bay Parish Council

5.4 The review will also consider boundary changes as approached by Parish Councils or residents including:

Iwade Parish Council-to amend the boundary to follow along the A249 and up into Iwade, land from Bobbing PC to Iwade PC.

Bobbing Parish Council-boundary changes dependant on establishing parish councils in Sittingbourne.

Sheerness Town Council- Lucas Close, to move boundary to include remaining properties in Lucas Close to within Queenborough Town Council. Change to STC boundary dependant on establishing a Halfway Parish Council or any other Governance arrangements.

Minster on Sea-boundary changes dependant on establishing a Halfway Parish Council or any other Governance arrangements.

Queenborough Town Council- boundary changes dependant on establishing a Halfway Parish Council or any other Governance arrangements.

Tonge Parish Council-extending Tonge PC boundary to include all of Great Easthall area.

Boughton under Blean and Selling Parish Council- to extend the boundary of Faversham Town Council's Watling Ward to cover land within these parishes.

Sheldwich Parish Council- to move land currently within Faversham Town Council boundary to be within Sheldwich PC.

Ospringle Parish Council-to extend Watling Ward to encompass whole of Perry Court (land currently owned by Faversham Town Council but outside of it's boundary)

Goodnestone with Graveney Parish Council- to extend Watling Ward to include School Farm on Graveney Road

5.5 It shall have particular regard for the need to secure that community governance within the area under review:

- reflects the identities and interests of the communities in that area; and
- is effective and convenient.

5.6 When carrying out the Community Governance Review, Swale Borough Council must also take into account other existing or potential community governance arrangements. A review does not mean there will be changes but will examine if there is a case for change.

5.7 Appendix A is a map of the borough including ward and parish boundaries for reference.

6. Assessment of proposals

6.1 Proposals will be assessed against the following objectives and questions: -

Objective 1

Support the Identities and Interests of Communities

- To recognise parishes as coming from the community, belonging to the community and requiring community support
- To listen and respond to the needs and concerns of communities
- To create fair boundaries that represent communities and avoid arbitrary differences between neighbours

Key Questions:

Does the community want a parish council and is it able to support one?

Does/would this parish represent a community or coherent communities?

Objective 2

Support Effective and Convenient Local Government

- To identify existing issues with parish boundaries and seek resolutions to them
- To minimise disruption to existing parishes through effective warding

Key Questions:

Is a parish council, or change to a parish boundary the most effective resolution to the community's needs?

Is this parish boundary practical and reasonable?

7. Consultation

7.1 The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review and to take the representations that are received into account. The Council will also identify any other person who, or body that, it feels may have an interest in the Review and write to them inviting them to submit their views at all stages of the consultation.

7.2 Before making any recommendations or publishing final proposals, a full consultation process will form part of the Review to take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:

- a) Consulting local government electors for the area under review;
- b) Consulting any other person or body (including a local authority) which appears to the Council to have an interest in the Review;
- c) Notifying and consulting Kent County Council; and
- d) Taking into account any representations received in connection with the Review.

7.3 The Council will publicise the Review by displaying a notice at the Council Offices and creating a dedicated page on the Council's website. The Council will also write to all potentially impacted Parish Councils or any other community or resident groups of which the Council is aware, Borough Councillors and the relevant County Councillors, and the MPs.

7.4 Information about each stage of the Review will be published on the Council's website. It will also be possible to view documents at: Swale Borough Council, Swale House, Sittingbourne, Kent ME10 3HT.

8. Indicative timetable

Event	Date
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Consideration of Terms of Reference by Policy and Resources Committee	5 th November
Approval of Terms of Reference by Council	10 th December
Terms of Reference published	17 th December
First consultation stage	18 th December-9th February 2026
Approval of draft recommendations by Policy and Resources Committee	11 th March
Approval of recommendations by full council	1 st April
Second consultation Stage-draft recommendations	7 th April-9 th June
Final recommendations considered by Policy and Resources Committee	July
Final recommendations approved by Council	July
If applicable Community Governance Orders made	September

9. Electorate Forecasts

9.1 When considering the electoral arrangements of the Parishes in the area the Council must consider any likely future changes in the number or distribution of electors within five years (2030 forecast).

9.2 The Review will use the latest electorate figures available at a parish level together with the estimated delivery of new dwellings within the five year period taken from the Council's most recent forecast.

10. Consequential Matters

10.1 When the required consultation has been undertaken, and the Review completed, the Council may make an Order to bring into effect any decision that it may make taking account of the role of the Local Government Boundary Commission for England. If the Council decides to take no action, then it will not be necessary to make an Order.

10.2 If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include: a) The transfer and management or custody of any property; b) The setting of a precept (Council tax levy) for the new Parish Council; c) Provision with respect to the transfer of any functions, property, rights and d) Liabilities; e) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

10.3 It may also be necessary as a consequence of this review, in cases where Ward boundaries need to change to match Parish boundaries, for the Council to submit a Requested Alteration(s) to the Local Government Boundary Commission for England in order to request a change. Further, where certain changes are required to parish wards it may be necessary to seek consent from the Local Government Boundary Commission for England.

10.4 The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new Parish Councils when setting the Council tax levy to be charged.

Following the review the Community Governance Review Steering Group shall make recommendations as to:

- whether or not to establish a new Town/Parish Council in the identified areas.
- The electoral arrangements of any new parish or town council – including the ordinary year of election, warding and number of councillors; the review shall invite and take account of submissions from all interested parties.

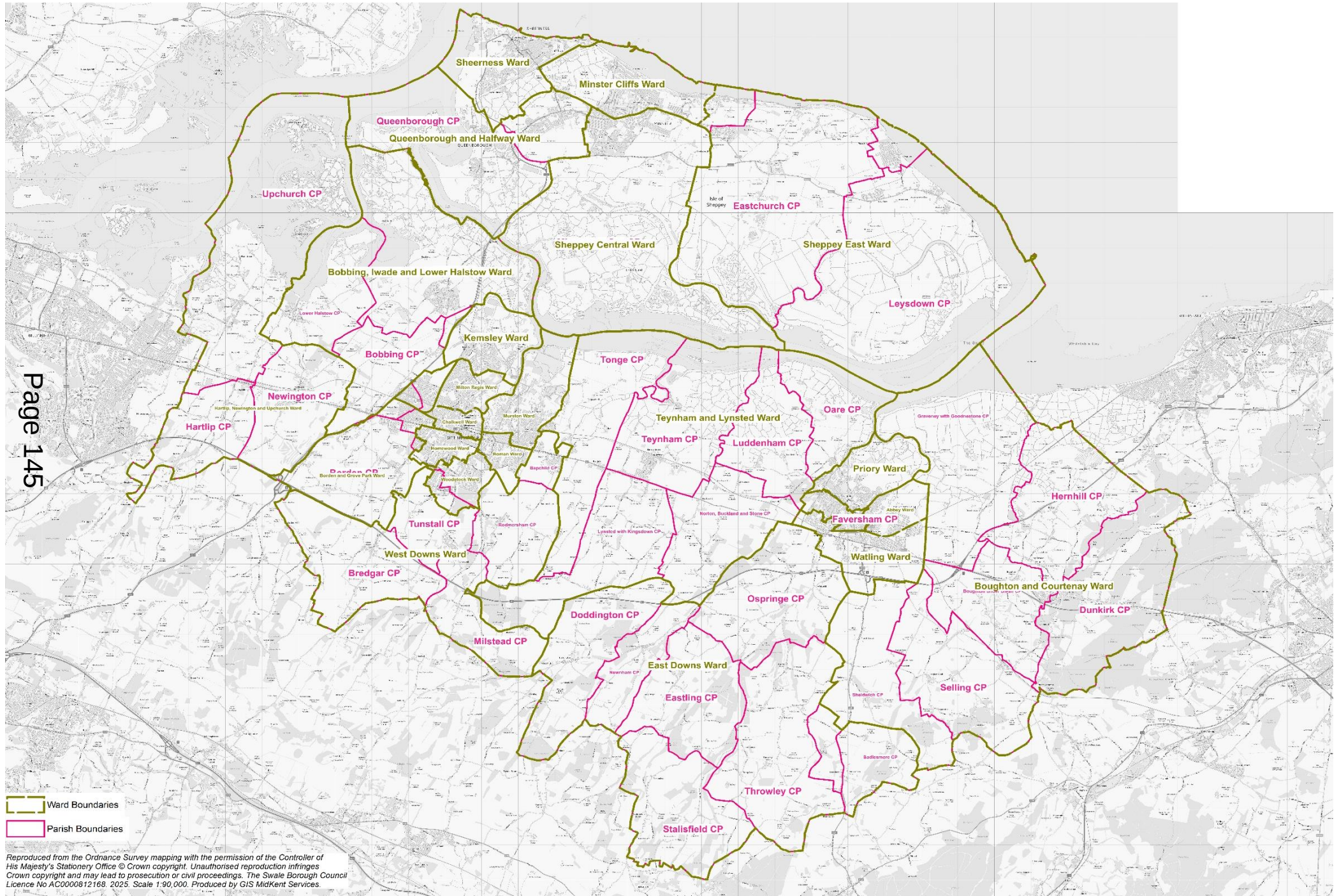
11. Representations

11.1 Swale Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included within the Review.

11.2 Representations may be made:

By post:

Swale Borough Council
Swale House
East Street
Sittingbourne
ME10 3HT



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Council Meeting	
Meeting Date	1 April 2026
Report Title	Review of Members' Allowances Scheme – Report of the Independent Remuneration Panel for Swale
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	1. That the Council considers the Members' Allowance Scheme proposed by the Independent Remuneration Panel.

1 Purpose of Report and Executive Summary

- 1.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to consider the Council's Members' Allowance Scheme and make recommendations to Full Council.
- 1.2 Allowances for the Mayor/Deputy Mayor are not subject to review by the Independent Panel and Council may consider an allowance review of these positions separately in the future.

2 Background

- 2.1 The Regulations require Councils to undertake a review of their Members' Allowances Scheme every four years. The last full review for Swale was undertaken in May 2022 when the Council moved from a Leader and Cabinet model of governance to a committee model. Council agreed to implement the IRP's recommendations at that review.
- 2.2 At the Full Council meeting held in January 2026, Members agreed the appointment of 3 local residents to act as independent members to the Remuneration panel, alongside Mark Palmer, Director of Development and Governance at South East Employers who chaired the review. The review was carried out on 2 and 3 March 2026. The panel considered the questionnaires completed by 26 members, interviewed 7 members and compared remuneration with other Kent Councils (attached at Appendix 3) and summarised below. The panel's report is attached at Appendix I.

Kent Councils Comparison Summary*

Council name	Political control	Population	Leader	Deputy Leader	Chair Audit Committee	Licensing Committee Chair	Planning Committee Chair	Committee Chair	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson
Ashford Borough Council	No Overall Control	135000	£19059.50	£12706.33	£6353.17	£1905.95	£7623.8	n/a	n/a	n/a	£293.02 per Group Member	n/a
Canterbury City Council	No Overall Control	Approx 162,400	£22513.51	£6876.05	£1109.04	£4990.68	£4990.68	£554.53	£166.36 per Cllr	£110.91per Cllr	£166.36 per Cllr	n/a
Dover District Council	No Overall Control	116400	£18000	£9000	£4500	£1125	£4500	£1125	£5061	£2250	0	0
Folkestone & Hythe District Council	No Overall Control	112500	£21842	£12812	£6697	£6697	£6697	£6697	£13106	n/a	n/a	n/a
Gravesham Borough Council	Labour	110700	£26991	£12689	£3717	£2574	£6313	n/a	£5995	n/a	n/a	n/a
Maidstone Borough Council (2024 data)	No overall control	184200	£24188.56	£14513.18	£4837.77	£4837.77	£9675.42	n/a	£n/a	n/a	£2418.82	n/a
Medway Council	Labour	292655	£41511.6	£27674.4	£9686.04	0	£16604.64	n/a	£16604.64	£8302.32	£8302.32	£8302.32
Swale Borough Council	No Overall Control	Approx 159,308	£16965	£8483	£2036	£2036	£6786	£5938	£5938	n/a	£2036	n/a
Thanet District Council	Labour	141000	£21675	£12962	£6209	£3812	£6209	Different for all committees	£9585	£3376	n/a	£3376
Tonbridge & Malling Borough Council	No Overall Control	133661	£22372	£16777	£2797	£2797	£1863	£1725	£4755	n/a	£4755	n/a
Tunbridge Wells Borough Council	Liberal Democrat	115000	£22000	0	£3500	£2800	£6000	0	£5800	0	£5800	0

*Excluding Sevenoaks, information not available

3 Proposals

- 3.1 The attached report of the panel sets out their recommendations in full and provides commentary on the reasoning behind their recommendations. Council is now asked to consider the recommendations proposed by the IRP. The table below sets out the impact of the implementation of proposals:

Role	Current	Proposal		
		Proposal from Independent Remuneration Panel	% Change	Cost Change Total ²
Basic Member Allowance (47)	£6,786	£7,335	8.1%	£25,803
Council Leader	£16,965	£18,338	8.1%	£1373
Deputy Leader	£8,483	£9,169	8.1%	£686
Chair of Planning Committee	£6,786	£7,335	8.2%	£549
Leader of the Main Opposition Group	£5,938	£6,425	8.2%	£487
Chair of Service Committees (4)	£5,938	£6,425	8.2%	£1948
Leader of the Smaller Opposition Groups¹ (2)	£2,036	£2,201	8.1%	£330
Chair Licensing Committee	£2,036	£2,201	8.1%	£165
Chair Audit Committee	£2,036	£2,201	8.1%	£165
Chair Standards Committee	£2,036	£2,201	8.1%	£165
Chair Area Committee (4)	£2,036	£1,834	-10%	-£808

¹ SRA only payable to Group Leaders with at least 10% of all Members within the Group (10% of 47 Members), 5 Members

² Actual figures may be reduced as no more than 1 SRA may be claimed by an individual Member

4 Alternative Options

- 4.1 Council is required to set a Members' Allowance Scheme and in doing so, it must have regard to the Panel's recommendations. However, the Council does not have to approve the recommendations made by the Panel. Council may choose to implement an alternative proposal.

5 Consultation Undertaken or Proposed

- 5.1 A questionnaire was circulated to all Members, in advance of the Panel meeting to seek feedback. 26 of 47 Members completed the questionnaire and the responses are attached to the IRP's report. In addition, 7 Members were interviewed as part of the Panel's review.

6 Implications

Issue	Implications
Corporate Plan	None for the purposes of this report
Financial, Resource and Property	The implications are contained within the report but should Council agree to all recommendations, the total impact on the Council's annual budget is £30,863
Legal, Statutory and Procurement	The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the rules regarding allowances schemes for Members and the requirement to establish an Independent Panel and to consider their recommendations.
Crime and Disorder	None for the purposes of this report
Environment and Climate/Ecological Emergency	None for the purposes of this report
Health and Wellbeing	None for the purposes of this report
Safeguarding of Children, Young People and Vulnerable Adults	None for the purposes of this report
Risk Management and Health and Safety	None for the purposes of this report
Equality and Diversity	Remuneration may encourage and support a greater diversity of Councillor representation.
Privacy and Data Protection	None for the purposes of this report
Local Government Reorganisation	The Local Government Reorganisation may result in uncertainty around future governance structures and member roles meaning any allowances agreed now may only be appropriate for the remainder of the current authority's term and whilst a fair scheme

	should be adopted now a further review will be required once a new authority is established
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7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Report of the Independent Remuneration Panel
- Appendix II: Questionnaire Analysis
- Appendix III: Comparative Data with other Kent authorities

8 Background Papers

Reports and Minutes considered by previous Council meetings:

[Agenda Council meeting 15 June 2022](#)

[SBC Council report to appoint indep panel mem Jan 2026](#)

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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Swale Borough Council**

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March 2026

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1. INTRODUCTION AND BACKGROUND

- 1.1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.
- 1.1.2 Swale Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.
- Dave Compton- Local resident, , Swale.
Keith Hills- Local resident, Sheppey
Linda Howard- Local resident, Swale
Mark Palmer- Director: Development & Governance, South East Employers (Chair)
- 1.1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:
- (a) the amount of basic allowance to be payable to all councillors.
 - (b) the level of allowances and whether allowances should be payable for:
 - (i) special responsibility allowances.
 - (ii) travelling and subsistence allowance.
 - (iii) dependants' carers' allowance.
 - (iv) parental leave and.
 - (v) co-optees' allowance.
- and the amount of such allowances.
- (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
 - (d) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

2. CURRENT SCHEME

- 2.1.1 The last review of councillors' allowances was undertaken by the IRP for the Council was 4th and 11th May, 2022. The Council took the decision to move from a Leader and Cabinet model of governance to that of a Committee Model. The change of governance structure prompted that review.
- 2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £6,786 per annum. The basic allowance was set following the May 2022 review and has had an indexation applied annually

since that date. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

- 2.1.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3. PRINCIPLES UNDERPINNING OUR REVIEW

3.1 The Public Service Principle

- 3.1.1 This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by all of the councillors we interviewed and in the vast majority of responses to the questionnaire completed by councillors as part of our review.
- 3.1.2 To provide transparency and increase an understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor. Further explanation of the PSD to be applied is given below in Section 4.

3.2 The Fair Remuneration Principle

- 3.2.1 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2026 continues to subscribe to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.2.2 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.2.3 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors.

¹ The former Office of Deputy Prime Minister – now the Ministry for Housing, Communities and Local Government. The Inland Revenue (now HM Revenue & Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:

- (i) the voluntary quality of a councillor's role.
- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

3.2.5 The Panel also sought to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

3.2.6 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

4. CONSIDERATIONS AND RECOMMENDATIONS

4.1 Basic Allowance

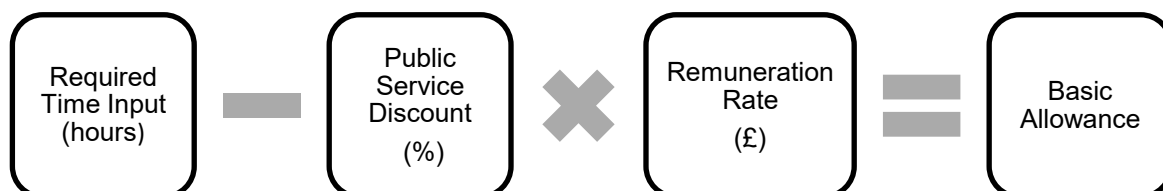
- 4.1.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, *"Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours councillors ought to be remunerated."*³
- 4.1.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors may operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.1.3 We recognise that councillors are responsible to their electorate as:
 - Representatives of a particular ward.
 - Community leaders.
 - Decision makers for the whole Council area.
 - Policy makers for future activities of the Council.

³ The former Office of Deputy Prime Minister – now the Ministry for Housing, Communities and Local Government. Inland Revenue (now HM Revenue and Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

⁴ The former Office of Deputy Prime Minister – now the Ministry for Housing, Communities and Local Government. Inland Revenue (now HM Revenue and Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.

- Scrutineers and auditors of the work of the Council; and
- Other matters required by Government.

4.1.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



4.1.5 Each of the variables is explained below.

Required Time Input

4.1.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant information. In addition, we considered further information about the number, range, and frequency of committee meetings.⁵

4.1.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is **12 hours** per week within a Committee Model of governance. This is a decrease of two hours per week since the May 2022 review recommendation. The basis for this decrease is an awareness and better understanding of the councillor role now that the governance model has been operational for a number of years.

Public Service Discount (PSD)

4.1.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of **40 per cent** to the calculation of the basic allowance. This percentage sits within the mid-range of PSDs applied to basic allowances by councils across the south -east.

Remuneration Rate

4.1.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. We came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.

⁵ The summary responses to the questionnaires are attached as Appendix 2.

- 4.1.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for the Swale Borough Council area **£19.59**⁷ per hour.

Calculating the basic allowance

- 4.1.11 After determining the amount of time required each week to fulfil the role (12 hours), the level of PSD to be applied (40%) and the hourly rate to be used (£19.59), we calculated the basic allowance as follows:

$$\begin{array}{c} \boxed{\begin{array}{l} 624 \text{ hours} \\ \text{p.a. (12} \\ \text{hours per} \\ \text{week x52} \\ \text{weeks)} \end{array}} \quad \text{---} \quad \boxed{40\%} \quad \times \quad \boxed{\pounds 19.59} \quad \text{=} \quad \boxed{\begin{array}{l} \pounds 7,334.50 \\ \text{per} \\ \text{annum} \end{array}} \end{array}$$

- 4.1.12 The gross Basic Allowance before the PSD is applied is **£12,224.16**. Following the application of the PSD this leads to a basic allowance of **£7,334.50** per annum.
- 4.1.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, division work and attendance on external bodies.
- 4.1.14 We did also note the levels of basic allowance currently allocated by other comparative district and borough councils across Kent, (see table below and Appendix 3).

Council	Kent District/Borough Councils: Basic Allowances (£) 2025⁸
Ashford Borough Council	5,829
Canterbury City Council	6,638
Dover District Council	5,000
Folkestone and Hythe District Council	6,117
Gravesham Borough Council	5,995
Maidstone Borough Council	6,047
Sevenoaks District Council	6,628
Swale Borough Council	6,786
Thanet District Council	5,475
Tonbridge and Malling Borough Council	5,592
Tunbridge Wells Borough Council	6,000
Average	6,010

- 4.1.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2025.

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2025 (October 2025).

standing, for election as councillors. The Panel was of the view the approach undertaken in this review of a transparent and clear formula for calculating the Basic Allowance will assist a future Panel in recommending a Basic Allowance.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Swale Borough Council be £7,335 per annum

4.2 Special Responsibility Allowances (SRAs)

4.2.1 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.

4.2.2 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive a SRA, the local electorate may rightly question the justification for this.⁹

4.2.3 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Chairs of Service Committees (4)
- Leader of the Opposition
- Leader of Smaller Opposition Groups
- Chair of Planning Committee
- Chair of Licensing Committee
- Chair of Audit Committee
- Chair of Standards Committee
- Chairs of Area Committees (4)
- Co-Opted Members

One SRA Only Rule

4.2.4 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.

4.2.5 Moreover, the *One SRA Only Rule* avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor, then the higher-valued allowance would be received. The *One SRA Only Rule* is common practice for many

⁹ The former Office of Deputy Prime Minister – now the Ministry for Housing, Communities and Local Government. *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted again into the new Scheme of Allowances.

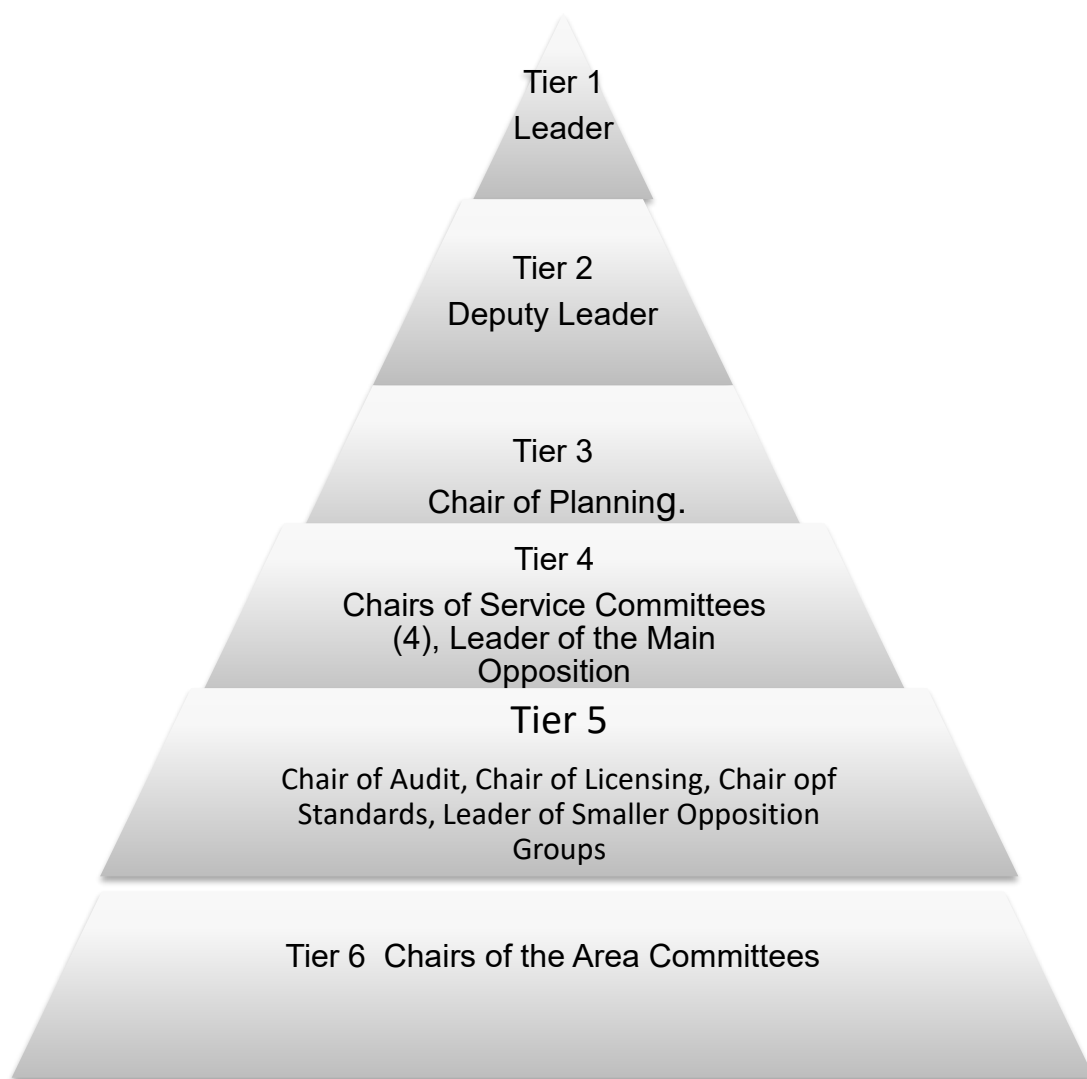
The Maximum Number of SRA's Payable

- 4.2.6 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should adhere to the principal that no more than 50% of Council Members (23) should receive an SRA at any one time

Calculating SRAs

- 4.2.7 The Panel supported the criteria and formula for calculating the Leader of the Council allowance based on a multiplier of the Basic Allowance; this role carries the most significant additional responsibilities and is the most time consuming.
- 4.2.8 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



The rationale for these six tiers of responsibility is discussed below.

Leader (Tier One)

- 4.2.9 The Council elects a Leader who also Chairs the Policy and Resources Committee. The Leader in a Committee Model of governance does not have the executive leadership responsibilities of those within a Leader and Cabinet model of governance and is therefore a smaller role in terms of legislative power, authority and impact.
- 4.2.10 The multiplier we applied to calculate the Leader's SRA is 250% (2.5 x times) the basic allowance. If the recommended option of a basic allowance with a PSD of 40% is adopted, this results in a Leader's Allowance of £18,338.

WE RECOMMEND that the Leader of the Council should receive a Special Responsibility Allowance of 250% of the recommended basic allowance, £18,388.

Deputy Leader (Tier Two)

- 4.2.11 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we consider this additional responsibility

should continue to be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be again set at 50% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £9,169.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 50% of the recommended Leader's Allowance, £9,169.

Chair of the Planning Committee (Tier Three)

- 4.2.12 The Panel was of the view that the Planning Committee is still one of the largest Committees in respect of workload and the frequency of meetings. The Panel recommends that the Chair of the Planning Committee should receive a Tier Three allowance, 40% of the recommended Leader's allowance, £7,335.

WE RECOMMEND that the Chair of the Planning Committee should receive an allowance of 40% of the recommended Leader's Allowance, £7,335.

Leader of the Opposition and Chairs of Service Committees (Tier Four)

- 4.2.13 From the evidence gathered, including questionnaire responses and face to face interviews, we continue to consider the Leader of the Main Opposition Group to be a significant role and the 2003 Regulations require that the Leader of the Opposition Group receive a Special Responsibility Allowance. The Leader of the main Opposition Group has to both ensure democratic accountability and the holding to account of the administration but also manage and develop a Group of a significant size. The Panel is therefore of the view that the Main Opposition Group Leader should receive a Special Responsibility Allowance of 35% of the recommended Leader's Allowance, £6,425.
- 4.2.14 The committee structure the Council has four service committees comprising of fifteen members in each committee. The Committees makes recommendations to the Policy and Resources Committee and has delegated authority within the area of responsibility. The Panel is of the view that the Chairs of these Committees should receive a Special Responsibility Allowance of 35% of the recommended Leader's Allowance, £6,425.

WE RECOMMEND that the Main Opposition Group Leader and the Chairs of the Service Committees receive a Tier Four Special Responsibility Allowance of 35% of the recommended Leader's Allowance, £5,425.

Leaders of Smaller Opposition Groups, Chair of Licensing Committee, Chair of Audit Committee (Tier Five)

- 4.2.15 The Leaders of the Smaller Opposition Groups continue to have a key role, and the Panel is of the view that any current or future Leader(s) of the Smaller Opposition Group(s) should receive a Special Responsibility Allowance. The Panel is of the view that the Leaders of the Smaller Opposition Groups should continue to receive a Tier Five allowance, 12% of the recommended Leader's Allowance, £2,201. The Panel is of the view that in order for a Smaller Opposition Group Leader to receive the Special

Responsibility Allowance the group should continue to constitute at least 10% of all Members (10% of 47 Members), five Members in the group.

WE RECOMMEND that the Smaller Opposition Group Leader(s), should receive a Tier Five Allowance, 12% of the recommended Leader's Allowance, £2,036. WE FURTHER RECOMMEND that in order for a Smaller Opposition Group Leader to receive the Special Responsibility Allowance the group should constitute at least 10% of all Members (10% of 47), five Members in the Group. WE ALSO RECOMMEND that the Chair of Licensing, Chair of Audit and Chair of the Standards Committee should each continue to receive a Special Responsibility Allowance of 12% of the recommended Leader's Allowance, £2,201.

Chairs of the Area Committees (Tier Six)

- 4.2.16 The Panel is of the view that the role and impact of the four Area Committees has not been as significant as the Panel concluded in 2022. The Panel is therefore of the view that the Chairs of the four Area Committees should now receive a Special Responsibility Allowance of 10% of the recommended Leader's Allowance, £1,834.

WE RECOMMEND that the Chairs of the four Area Committees should receive a Special Responsibility Allowance of 10% of the Leader's Allowance, £1,834.

Co-Optee's Allowance

- 4.2.17 The Panel continues to recommend that the Co-Optees receive an allowance of £19.59 per hour (Nomis median hourly rate for full time employees by place of residence for the Swale Borough Council area, December 2025).

WE RECOMMEND that the Co-Optees receive an allowance of £19.59 per hour. The allowance should be awarded on a per meeting basis and include payment for reasonable preparation time. The allowance should continue to be increased annually in line with the Nomis median hourly rate for full time employees by place of residence.

4.3 Travelling and Subsistence Allowance

- 4.3.1 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to Co-opted Members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

WE RECOMMEND that travelling and subsistence allowance should be payable to councillors and Co-Optees in connection with any approved duties. The amount of travel and subsistence payable shall continue to be at the maximum levels payable to council staff in line with HM Revenue and Customs' rates. We propose no changes to the current travel and subsistence allowances.

4.4 Dependent's Carers' Allowance

- 4.4.1 The dependent's carers' allowance should ensure that potential candidates are not deterred from standing for election to council and should enable

current councillors to continue despite any change in their personal circumstances. The current scheme awards reimbursement for Child Care at the rate of the Real Living Wage and more specialist care at cost.

- 4.4.2 The Panel is of the view that the Dependent's Carers' Allowance should continue be reimbursed at the rate of the Real Living Wage, £13.45 per hour for Childcare and based on the actual cost for more specialist care.
- 4.4.3 The Panel is also again of the view that the cost of more specialist care should be reimbursed at the actual cost incurred by the councillor upon production of receipts. In respect of specialist care provision medical evidence that this type of care provision is required should also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Dependent's Carers' Allowance for childcare should be based on the Real Living Wage as recommended by the Living Wage Foundation, currently £13.45 per hour and more specialist care should be based at cost upon production of receipts. In the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no daily or monthly maximum claim when undertaking Approved Councillor Duties.

WE ALSO RECOMMEND that the Council should actively promote the allowance to prospective and new councillors both before and following any election. This may assist in supporting a greater diversity of councillor representation.

4.5 Parental Leave

- 4.5.1 There is no uniform national policy to support councillors who require parental leave for maternity, paternity, or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a *'lack of maternity, paternity provision or support'* is a real barrier for women aged 18-44 to fulfil their role as a councillor.
- 4.5.2 We are aware that the council adopted a policy to supports parental leave and we support the council on this approach. The Panel is also aware that the Local Government Association (Labour Group) has developed a model policy that has been adopted by a growing number of councils across the southeast region.
- 4.5.3 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors, the Panel recommends that the Members' Allowance Scheme should continue to include provisions that clarify that:
- All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
 - Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence

- Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.
- If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance and any Special Responsibility Allowance will cease from the date they leave office.

4.5.4 The Panel is conscious that these provisions do not replicate the LGA policy, but that the current policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations continue to reflect the situation relating to Councillors and clarify for them what they can expect. Councillors however may wish to further develop the above recommendations so that they reflect the LGA (Labour Group) policy.

WE RECOMMEND that the approach outlined is again adopted as a basis of the council policy to support parental leave for councillors. The current policy on Parental Leave for Councillors should be actively promoted to prospective and current Councillors alongside the Dependents' Carers Allowance.

4.6 Indexing of Allowances

4.6.1 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. We propose no change to the current formula for the calculation of indexation. The indexation is currently linked to staff salary increases, Spinal Column Point 49.

WE THEREFORE RECOMMEND that an annual indexation of the basic allowance and each of the SRAs continue. The allowances should be increased annually in line with the percentage increase in staff salaries, Spinal Column Point 49 from April 2027 for a period of up to four years or until the council is abolished.

4.7 Revocation of current Scheme of Allowances / Implementation of the new Scheme

4.7.1 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2026-27 municipal year, at which time the current scheme of allowances will be revoked.

5. OUR INVESTIGATION

5.1 Background

- 5.1.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 26 of the 47 current councillors (55% response). The information obtained was helpful in informing our deliberations.
- 5.1.2 We interviewed seven current councillors using a structured questioning process. We are grateful to all our interviewees for their assistance.

5.2 Councillors' views on the level of allowances

- 5.2.1 A summary of the councillors' responses to the questionnaire are attached as Appendix 2.

6. APPROVED COUNCILLOR DUTIES

- 6.1.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

WE THEREFORE RECOMMEND: That no changes are made to the Approved Councillor Duties as outlined in the Members' Allowance Scheme.

**Mark Palmer (Chair of the Independent Remuneration Panel)
Director: Development and Governance, South East Employers
March 2026**

Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2025-26	Number	Recommended Allowance (40% PSD)	Recommended Allowance Calculation
Basic (BA)				
Total Basic:	£6,786	47	£7,335	

Special Responsibility:				
Leader of the Council	£16,965	1	£18,338	250% of BA
Deputy Leader	£8,483	1	£9,169	50% of Leader's Allowance
Chair of Planning	£6,786	1	£7,335	40% of Leader's Allowance
Leader of Main Opposition	£5,938	1	£6,425	35% of Leader's Allowance
Chair of Service Committees	£5,938	4	£6,425	35% of Leader's Allowance
Leader of Smaller Opposition Groups 1	£2,036	1	£2,201	12% of Leader's Allowance
Chair of Licensing	£2,036	1	£2,201	12% of Leader's Allowance
Chair of Audit	£2,036	1	£2,201	12% of Leader's Allowance
Chair of Standards	£2,036	1	£2,201	12% of Leader's Allowance
Chair of Area Committees	£2,036	4	£1,834	10% of Leader's Allowance
Co-Opted Member	£19.59 per hour		£19.59 per hour	Nomis median hourly rate for Swale Borough area

1. SRA only payable to Group Leaders with at least 10% of all Members within the Group (10% of 47 Members), 5 Members.

Q1 In a typical week how many hours do you spend on the ward councillor role?

Answered: 26 Skipped: 0

#	RESPONSES	DATE
1	3-5	2/10/2026 12:10 PM
2	20	2/10/2026 11:32 AM
3	20	2/7/2026 12:33 PM
4	8-10 hours excluding meetings at Swale House	2/3/2026 8:15 PM
5	Between 10 and 20	2/3/2026 5:09 PM
6	12	2/2/2026 8:28 PM
7	20	2/2/2026 5:23 PM
8	6 hours per week on case work and resident communication	2/2/2026 4:51 PM
9	22	2/2/2026 4:09 PM
10	10-20	2/2/2026 3:05 PM
11	30	2/2/2026 3:05 PM
12	18	2/2/2026 2:19 PM
13	20-26	2/2/2026 1:42 PM
14	min 20hrs	2/2/2026 1:20 PM
15	4-8	2/2/2026 12:54 PM
16	10	2/2/2026 12:41 PM
17	10 - 20	2/2/2026 12:39 PM
18	25	2/2/2026 12:18 PM
19	20	2/2/2026 12:12 PM
20	25	2/2/2026 12:10 PM
21	20	2/2/2026 12:09 PM
22	6	2/2/2026 12:06 PM
23	25	2/2/2026 12:02 PM
24	20	2/2/2026 11:59 AM
25	20	2/2/2026 11:56 AM
26	25	2/2/2026 11:53 AM

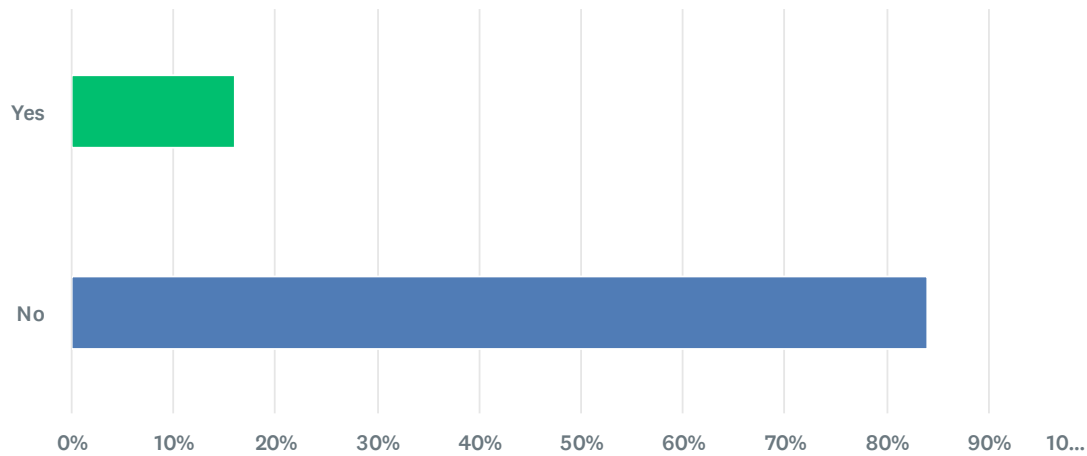
Q2 If you hold a role(s) within the Council i.e. Group Leader, Chair/Vice Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). [Please provide details separately for each role if more than one additional role is held.]Please specify specific roles below and hours spent on each role:

Answered: 18 Skipped: 8

#	RESPONSES	DATE
1	Deputy Group Leader 1-2	2/10/2026 12:10 PM
2	Group Leader	2/2/2026 5:23 PM
3	Chair eastern area committee - approx 1 hour per week. Planning committee member - approx 4 hours reading for each meeting plus 3 hours per meeting. Housing, health and community committee member - approx 2 hours reading per meeting, plus 2-3 hours attending each meeting. Policy and Resources Committee 2 hours reading per meeting plus approx 2 hours per meeting.	2/2/2026 4:51 PM
4	N/A	2/2/2026 4:09 PM
5	N/a	2/2/2026 3:05 PM
6	N/A	2/2/2026 3:05 PM
7	Leader of the main opposition Leader of the Conservative Group Vice chair P&R Chair of Constitutional Working Group	2/2/2026 2:19 PM
8	n/a	2/2/2026 1:20 PM
9	Chair of audit 1 (condensed around meetings with much pre reading but then long gaps). Chair of PTPWG - 1 hour as above	2/2/2026 12:54 PM
10	Going around to see residents Emails from residents	2/2/2026 12:41 PM
11	Mayor. Average 25 hrs which includes researching for speeches travelling to venues	2/2/2026 12:18 PM
12	10 as group leader	2/2/2026 12:12 PM
13	deputy group leader 5hr vice chair service committee 10hr area committee chair 5hrs	2/2/2026 12:10 PM
14	10	2/2/2026 12:09 PM
15	1-2	2/2/2026 12:06 PM
16	20	2/2/2026 11:59 AM
17	Vice chair - Average 1hour	2/2/2026 11:56 AM
18	10	2/2/2026 11:53 AM

Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

Answered: 25 Skipped: 1



Answer Choices	Percentage	Responses
☒ Yes	16.00%	4
☐ No	84.00%	21
Show comments		
Total		25

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Additional personal security at my property - £80p.a	2/2/2026 4:51 PM
2	Mileage to meetings in my ward or relating to my ward that are not covered by the Members Expenses policies.	2/2/2026 4:09 PM
3	So many hours spent on ward councillor role leaves few hours in the week to undertake properly remunerated work	2/2/2026 3:05 PM
4	n/a	2/2/2026 1:20 PM
5	Travel from place of work to meetings at Swale House	2/2/2026 11:53 AM

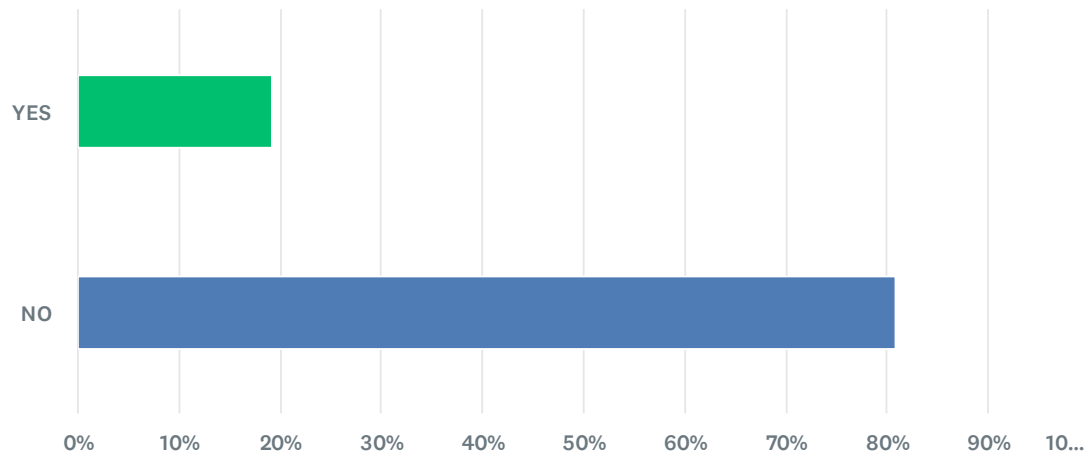
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

Answered: 26 Skipped: 0

#	RESPONSES	DATE
1	30-40%	2/10/2026 12:10 PM
2	25	2/10/2026 11:32 AM
3	10%?	2/7/2026 12:33 PM
4	50%	2/3/2026 8:15 PM
5	50%	2/3/2026 5:09 PM
6	30%	2/2/2026 8:28 PM
7	50%	2/2/2026 5:23 PM
8	33%	2/2/2026 4:51 PM
9	Zero per cent. Although the role is voluntary in the sense that it is elected, I recognise, along with the LGA, that it requires a professional level of commitment to effectively represent a community.	2/2/2026 4:09 PM
10	10 hours a week	2/2/2026 3:05 PM
11	20%	2/2/2026 3:05 PM
12	Time doing casework should be expected as a requirement Time at meetings should be covered.	2/2/2026 2:19 PM
13	10-15%	2/2/2026 1:42 PM
14	n/a	2/2/2026 1:20 PM
15	Lots of people on average volunteer 2 hours a week so this seems a reasonable number to compare to in my case 20-25%. I'm not sure I actually accept the premise of the question, choosing to run for election and be publically available is not that same as helping in a charity shop or at a scout troop so isn't a hugely fair comparison.	2/2/2026 12:54 PM
16	10%	2/2/2026 12:41 PM
17	10%	2/2/2026 12:39 PM
18	10 hrs a week.	2/2/2026 12:18 PM
19	50%	2/2/2026 12:12 PM
20	25%	2/2/2026 12:10 PM
21	30	2/2/2026 12:09 PM
22	25%	2/2/2026 12:06 PM
23	10 hrs	2/2/2026 12:02 PM
24	25%	2/2/2026 11:59 AM
25	50%	2/2/2026 11:56 AM
26	10%	2/2/2026 11:53 AM

Q5 The present level of Basic Allowance payable to all Councillors is £6,786. Do you think this is appropriate?

Answered: 26 Skipped: 0



Answer Choices	Percentage	Responses
● YES	19.23%	5
● NO	80.77%	21
Show comments		
Total		26

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF NO, SHOULD IT BE LOWER OR HIGHER? PLEASE GIVE A REASON FOR YOUR ANSWER:	DATE
1	Needs to be higher as hasn't increased for a number of years.	2/10/2026 12:13 PM
2	Higher to reflect the time and effort put into the role. Also, the allowance has not been increasing in line with wages.	2/10/2026 11:32 AM
3	Higher, the amount of hours we work can be equal to a full time job - I had to give my job up as couldn't do both Reading papers (often 300-1000 pages long before a meeting is very time consuming. A new contract eg waste collection, increases time required considerably	2/7/2026 12:37 PM
4	Higher	2/2/2026 8:29 PM
5	Higher	2/2/2026 4:54 PM
6	It should be higher and rise in line with the national minimum wage.	2/2/2026 4:13 PM
7	HIGHER. Working 30 hours a week for 46 weeks is 1,380 hours a year. That works out at about £5 per hour. That's less than half the minimum wage! Given the pressure, responsibility and commitment required, this will be off-putting to many potential candidates. Surely we should be paid at least the minimum wage? £12.21 x 1380 = £16,850. Less a 20% discounted element = £13,500	2/2/2026 3:18 PM
8	N/a	2/2/2026 3:06 PM
9	Higher	2/2/2026 2:20 PM
10	Higher, including 15% Voluntary work, we currently receive the equivalent of less than 10hrs a week at minimum wage.	2/2/2026 1:48 PM
11	at the moment i am doing the work of two councillors as cllr clark is unable to continue in the role due to a life changing situation. Also there is a huge stress related issue for all councillors due to volume of work and lack of Government interest.	2/2/2026 1:26 PM
12	Higher	2/2/2026 12:55 PM
13	Higher. A large amount of hours is antisocial	2/2/2026 12:42 PM
14	Higher. For the amount of work and extra reading etc	2/2/2026 12:19 PM
15	higher	2/2/2026 12:12 PM
16	higher give the service committees are a lot longer than plan and meet more than planned when allowances were last reviewed	2/2/2026 12:11 PM
17	Higher	2/2/2026 12:09 PM
18	Higher	2/2/2026 12:08 PM
19	Higher	2/2/2026 12:03 PM
20	It has not kept pace with inflation	2/2/2026 11:59 AM
21	Higher, while I understand for obvious reasons that political activity cannot be paid canvassing which takes a huge amount of time is ward work and a great place to gather casework.	2/2/2026 11:58 AM
22	Higher because it doesn't equate to time given to the role	2/2/2026 11:54 AM

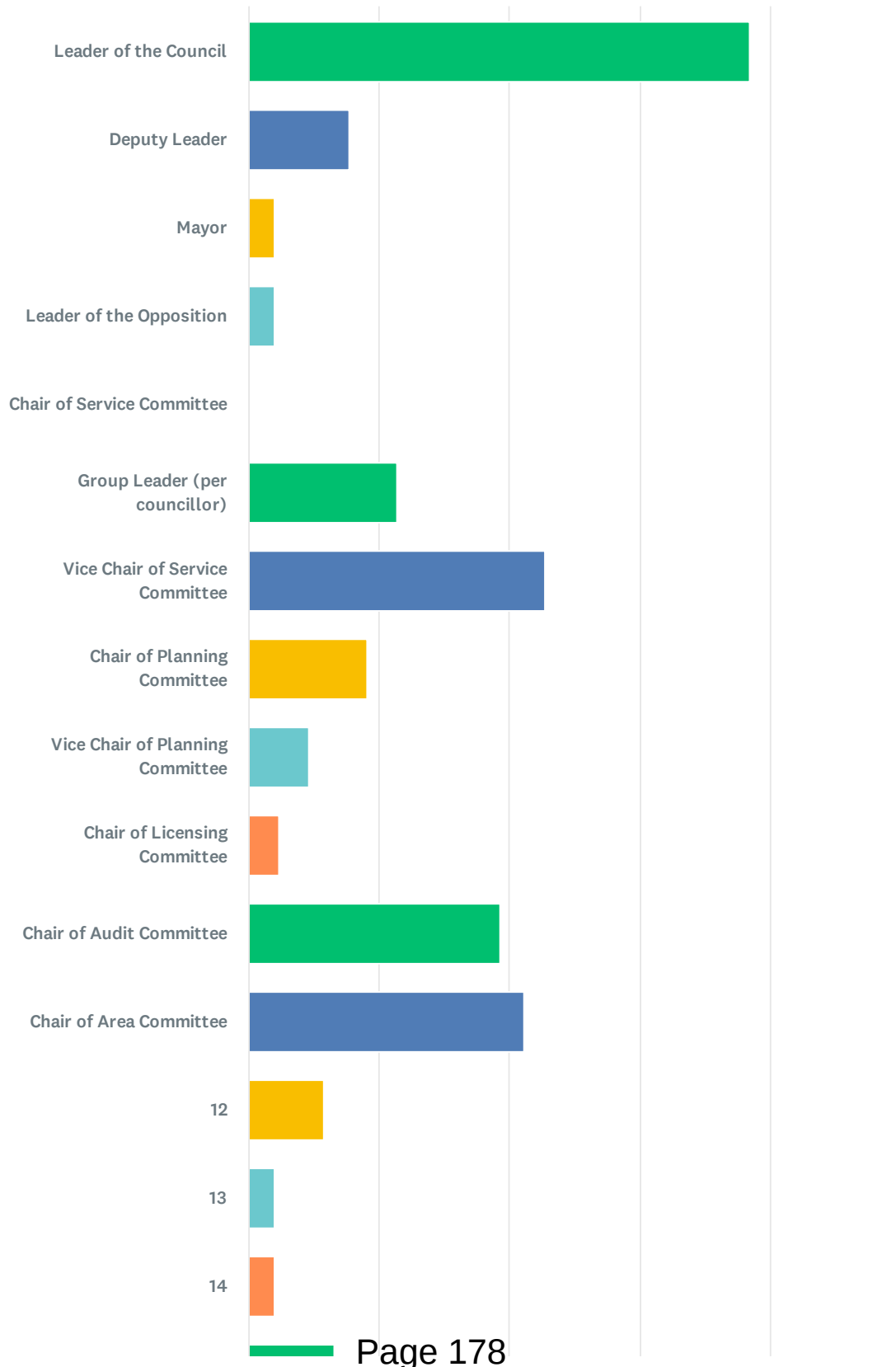
Q6 If you are able to, please indicate an appropriate level £:

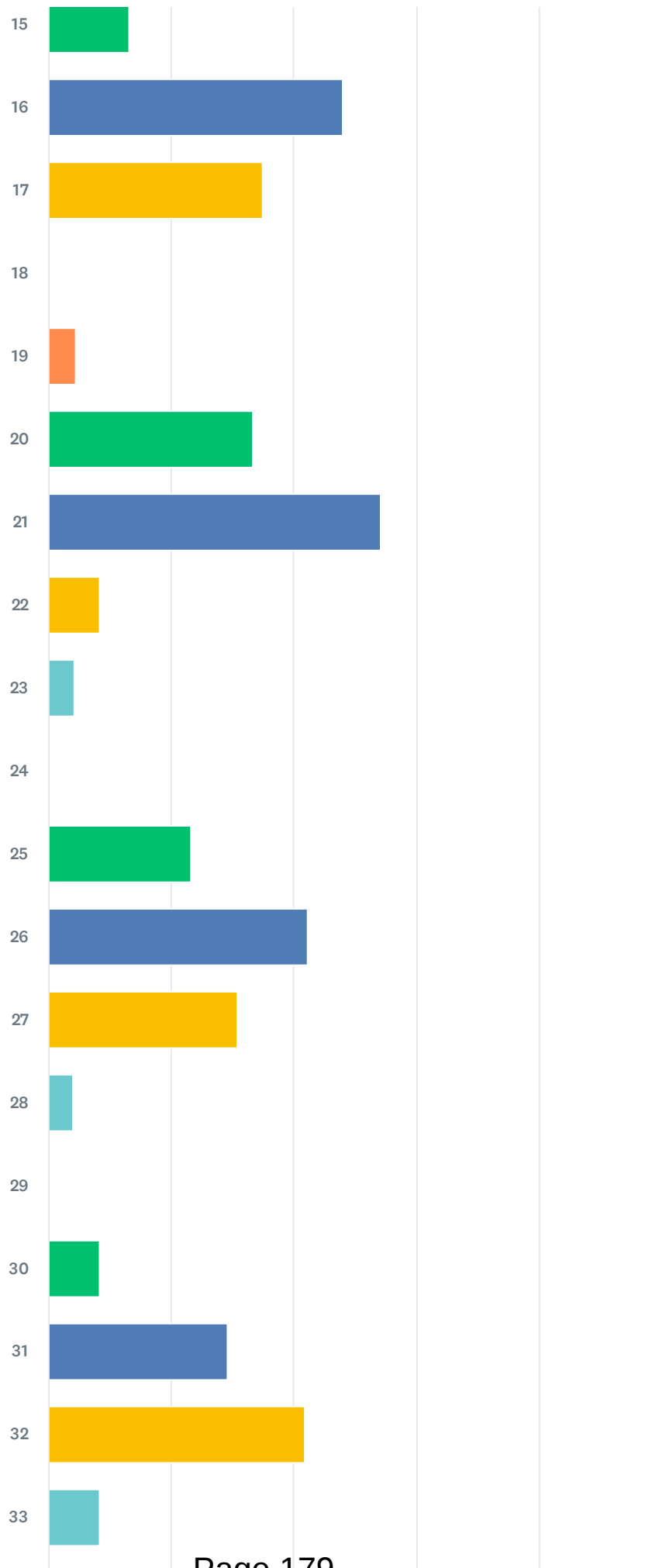
Answered: 20 Skipped: 6

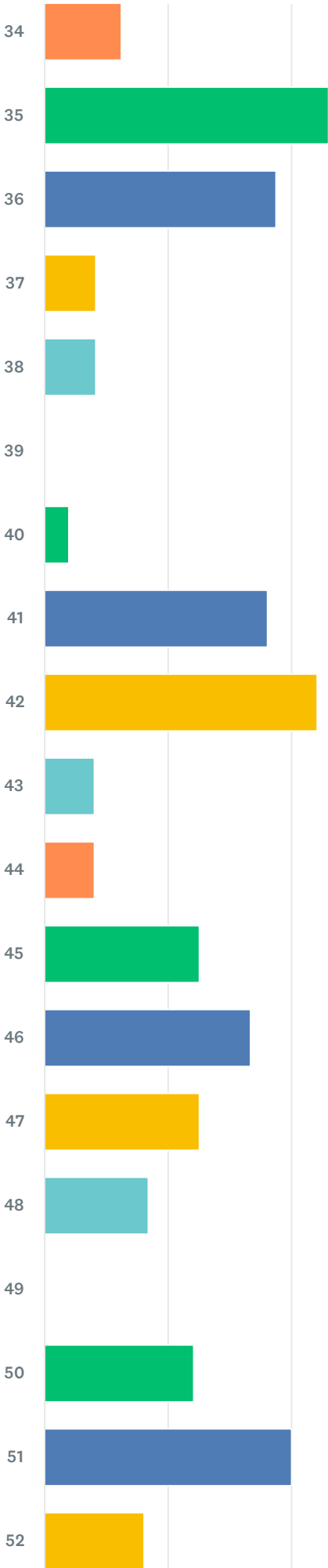
#	RESPONSES	DATE
1	£8500 - inflation over last 5 years	2/10/2026 12:13 PM
2	Closer to £20,000. The public assume you get that soet of money so expect you to be available 24/7	2/7/2026 12:37 PM
3	£8,000	2/2/2026 4:54 PM
4	£12.12 national minimum wage x 22 hours a week is £266.64 or £13,865.28 per annum.	2/2/2026 4:13 PM
5	£13,500	2/2/2026 3:18 PM
6	N/a	2/2/2026 3:06 PM
7	£7057 4% increase.	2/2/2026 2:20 PM
8	Not wanting to put too much pressure on council budget I would suggest annually £7500. This would account for nearly 12 hours a week at minimum wage (2024-25) and be nearer 50-50 for Voluntary and paid in my circumstance.	2/2/2026 1:48 PM
9	£10,000	2/2/2026 1:26 PM
10	No specific figure but should look at living wage plus transport amounts.	2/2/2026 12:55 PM
11	7,000 - 8,000	2/2/2026 12:42 PM
12	£8 000 per annum	2/2/2026 12:19 PM
13	7500	2/2/2026 12:12 PM
14	closer to 10k	2/2/2026 12:11 PM
15	10,000	2/2/2026 12:09 PM
16	£7,750	2/2/2026 12:08 PM
17	£200	2/2/2026 12:03 PM
18	10000	2/2/2026 11:59 AM
19	No idea	2/2/2026 11:58 AM
20	8,500	2/2/2026 11:54 AM

Q7 Special Responsibility Allowances (SRAs) will be considered by the IRP: To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in terms of importance.

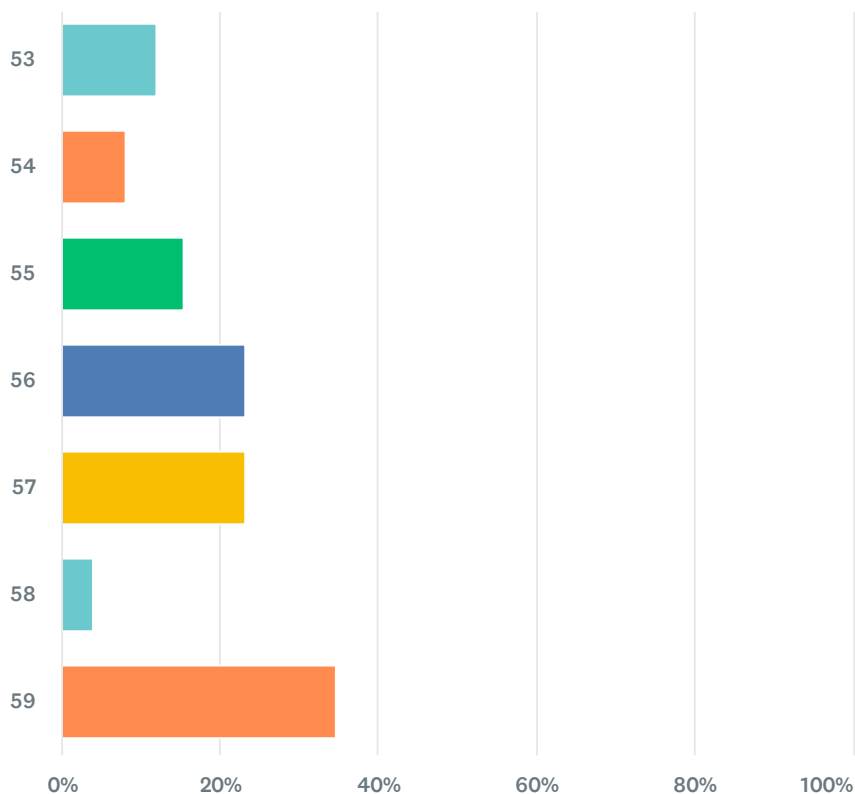
Answered: 26 Skipped: 0







Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire 2026



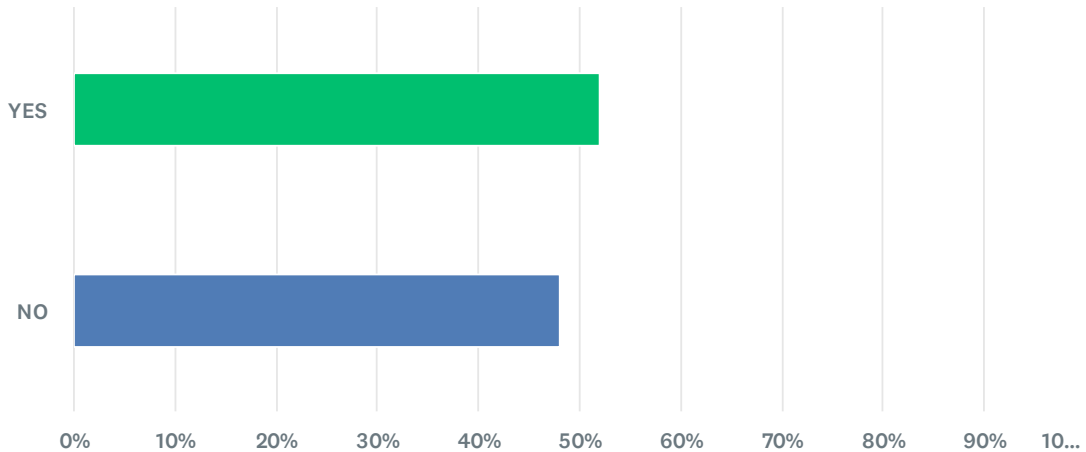
	Total
Leader of the Council	26
Deputy Leader	22
Mayor	26
Leader of the Opposition	23
Chair of Service Committee	24
Group Leader (per councillor)	26
Vice Chair of Service Committee	24
Chair of Planning Committee	24

	Total
Vice Chair of Planning Committee	25
Chair of Licensing Committee	24
Chair of Audit Committee	25
Chair of Area Committee	26
	295

 10 answers are combined

Q8 Would you like to see any of these changes made to these allowances?

Answered: 25 Skipped: 1



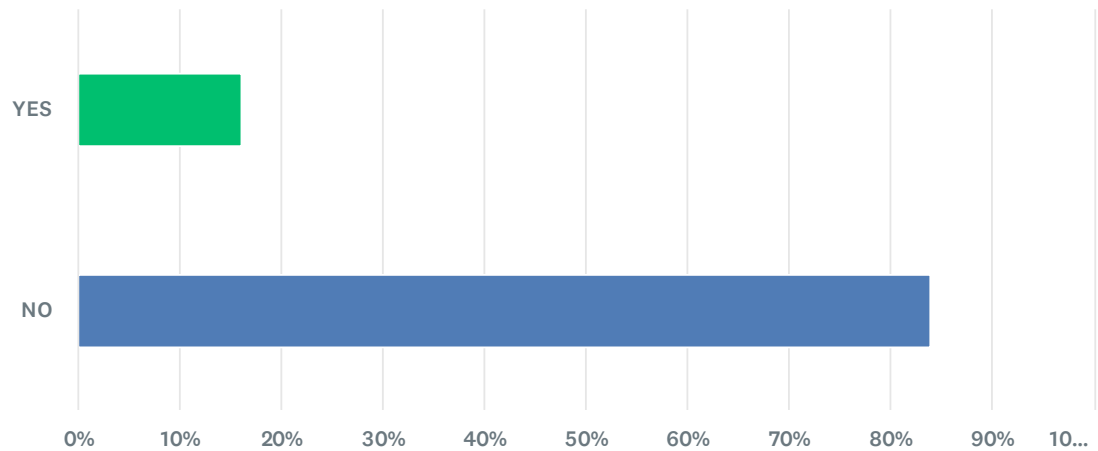
Answer Choices	Percentage	Responses
YES	52.00%	13
NO	48.00%	12
<a>Show comments		
Total		25

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Something for Vice Chairs	2/3/2026 5:11 PM
2	Unsure of amounts involved. Not enough information.	2/2/2026 8:36 PM
3	Chair of planning - increased by 25% owing the the number of meeting and the challenging nature of the committee	2/2/2026 5:26 PM
4	I think the Leader should get SRA equivalent to 10 hours at National Minimum Wage (£12.21) or £6,302.40 a year. I think the deputy leader, opposition group leaders and chairmen of service and statutory committees should get an SRA equivalent to 5 hours at National Minimum Wage (£12.21), or £3,151.20 a year. I don't think deputy-chairmen and vice-chairmen should get an SRA. I don't think non-statutory chairmen such as Area Committees or working group chairmen should get any SRA. Any member can only claim one SRA.	2/2/2026 4:30 PM
5	Do away with area committees.	2/2/2026 3:07 PM
6	Some allowances cover time spent carrying out the role, others almost feel like being paid to turn up and chair a meeting.	2/2/2026 2:23 PM
7	n/a	2/2/2026 1:28 PM
8	Committees that meet infrequently are too high	2/2/2026 12:57 PM
9	council leader reduced to 12k, 6k for deputy leader, service committee chair, leader of the opposition. remove allowance for standards committee chair and audit chair as they don't meet very often and the meetings don't last long. hold chairs of area committees and licensing chair at 2k with group leaders. Mayor's allowance should be link to or above service committee chairs given the important role and chairing full council the largest and most important meeting, deputy Mayor to get half what the mayor gets. parish chairs allowances should be based on either precept or amount of residents, 10% of swale allowance is too low for parish chairs and 5% for parish councils is also too for bigger parish and town council who do lots. these changes would allow members allowance to rise to £7127 and be cost neutral	2/2/2026 12:28 PM
10	the level of work required as a group leader is significant and currently undervalued.	2/2/2026 12:13 PM
11	No area committee remuneration	2/2/2026 12:05 PM
12	I think the Leader of the Council when you consider how much work goes into it makes the SRA terrible. It's a crucial and full time role that essentially pays minimum wage.	2/2/2026 12:02 PM
13	Planning committees have been repeatedly cancelled make the allowance disproportionate, the length of planning meetings has reduced as well.	2/2/2026 11:59 AM
14	Delete Area Committee	2/2/2026 11:55 AM

Q9 Would you like to see any new SRAs introduced?

Answered: 25 Skipped: 1



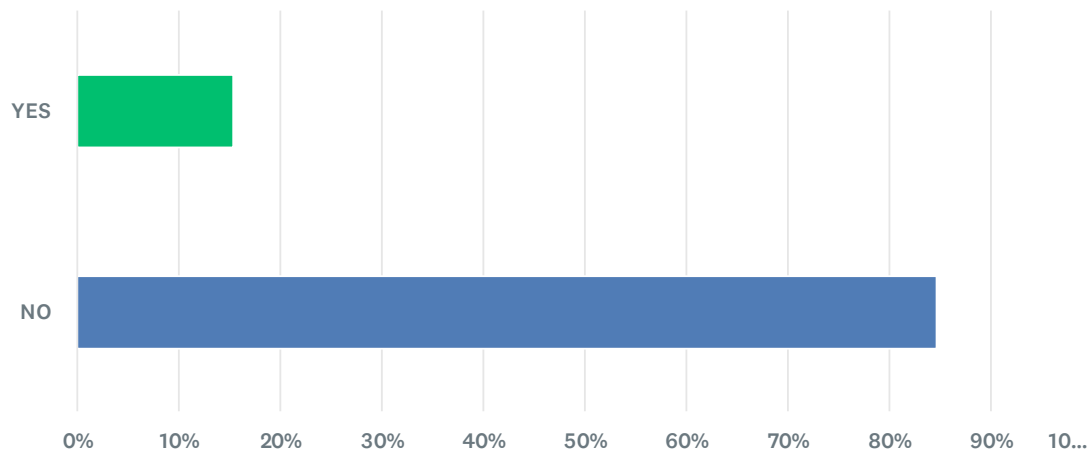
Answer Choices	Percentage	Responses
YES	16.00%	4
NO	84.00%	21
Show comments		
Total		25

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Deputies sometimes attend all meetings that a Chair would, but don't get remunerated	2/10/2026 12:15 PM
2	Deputy mayor	2/2/2026 4:55 PM
3	Working group attendance/chairing	2/2/2026 12:57 PM
4	More of a maybe than a yes or no but I feel that with all the work that has been done and will be done going forwards on the local plan there should be an SRA for the chair (although I'm not sure what the law says there)	2/2/2026 12:02 PM

**Q10 Dependent Carers' Allowance - Reimbursed at the following rates:-
Childcare- Linked to Real Living Wage, £13.45 per hour upon production
of receipts- Specialist Care - At cost upon production of receiptsWould
you like to see any changes to this allowance?**

Answered: 26 Skipped: 0



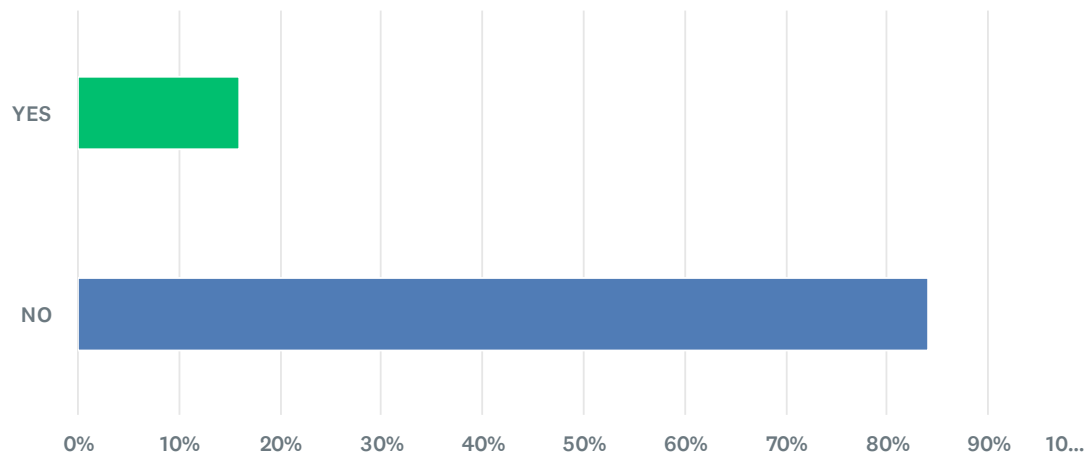
Answer Choices	Percentage	Responses
☒ YES	15.38%	4
☐ NO	84.62%	22
Show comments		
Total		26

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF YES, PLEASE INDICATE RATE AND SEASON:	DATE
1	There is no statutory requirement to pay this. The council is suffering financial hardship and we should reduce costs where we can.	2/2/2026 4:32 PM
2	As it is.	2/2/2026 3:08 PM
3	Keep link to real living wage	2/2/2026 12:08 PM
4	I cautiously suggest moving it down a little due to the increase in entitled hours for childcare from the government.	2/2/2026 12:04 PM

Q11 The current scheme of travel allowances are linked to those recommended by HMRC. The current subsistence allowances are linked to those paid to officers. Do you have any comments on the current scheme for Councillors?

Answered: 25 Skipped: 1



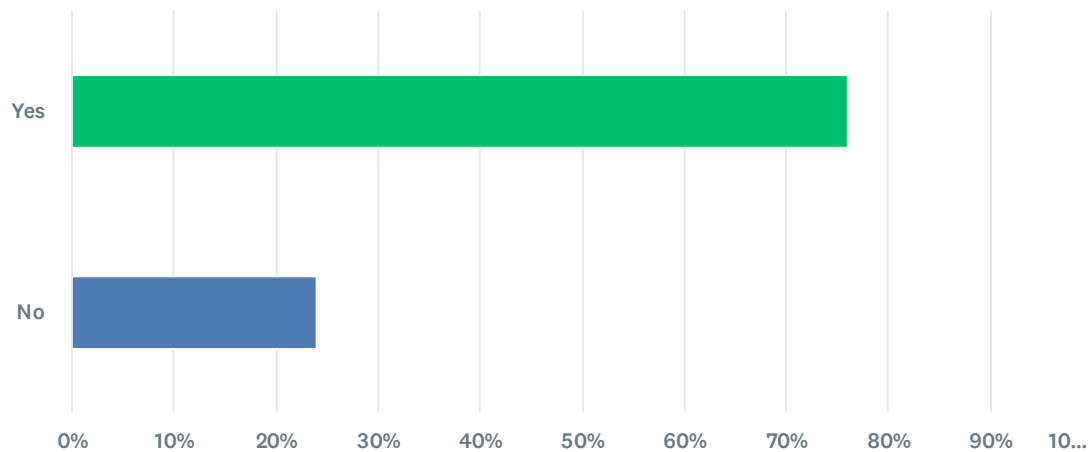
Answer Choices	Percentage	Responses
☒ YES	16.00%	4
☐ NO	84.00%	21
Show comments		
Total		25

Swale Borough Council Independent Remuneration Panel, Members' Allowances Questionnaire
2026

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Stick with what we are doing, though I would extend mileage expenses to cover all ward-related meetings, including parish council attendances.	2/2/2026 4:34 PM
2	Same for all	2/2/2026 1:31 PM
3	should stay link to staff	2/2/2026 12:28 PM
4	home to office needs tightening up.	2/2/2026 12:14 PM
5	Should be linked to what officers get	2/2/2026 11:58 AM

Q12 Parental Leave Policy for Councillors. The Council has introduced a Parental Leave Policy for Councillors, are you supportive of a Parental Leave Policy for Councillors?

Answered: 25 Skipped: 1



Answer Choices	Percentage	Responses
● Yes	76.00%	19
● No	24.00%	6
Total		25

Q13 If you have any other comments on Members' Allowances, please detail below:

Answered: 6 Skipped: 20

#	RESPONSES	DATE
1	Generally seems acceptable as they are, if the basic allowance was increased to as it should be if there were annual increases made in previous years	2/10/2026 12:17 PM
2	Given increased threats to personal safety, and the resulting impact on councillors day jobs, allowances need to reflect the increasing costs of staying safe and losses incurred on our day jobs.	2/2/2026 5:01 PM
3	Pay peanuts, get monkeys	2/2/2026 3:24 PM
4	Nothing more to add.	2/2/2026 3:08 PM
5	The allowance should not be taxed as it is there to cover our costs which is not fair.	2/2/2026 1:31 PM
6	Proof of doing the job	2/2/2026 12:06 PM

NB: some cells contain notes denoted by a red mark

2024 data included as no information provided	Data not provided or query outstanding
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*This is the principle that an important part of being a Councillor is the desire to serve the public and, therefore, not all of what a Councillor does should be remunerated; a portion of their time should be given voluntarily. The consolidated statutory guidance requires Panels to recognise this principle when arriving at the recommended Basic Allowance. So, for example, if the expectation is that a Councillor will spend nine hours per week in the role, a Public Service Discount of 33% will mean that the Councillor gives three hours 'pro bono publico' and is remunerated for the remaining six hours.

Updated - November 2025

Basic Allowances

					MINIMUM	£5,000.00	£20,610.00	30	40%	
					MAXIMUM	£6,786.00	£461,431.00	56	40%	
					AVERAGE	£6,009.74	£310,764.30	43	40%	
Council name	Type of council	County Area	Political control	Population	Basic Allowance for 2025/2026 (£)	Overall budget for Member Allowances (£)	Total number of councillors	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance	
Ashford Borough Council	District	Kent	No Overall Control	135,000	£5,828.69	£420,715.00	47	N/A	None	
Canterbury City Council	District	Kent	No Overall Control	Approx 162,400	£6,638.27	£356,193.00	39	N/A	The basic allowance rises each year in line with the staff % increase or by the average % increase when it's a fixed sum	
Dover District Council	District	Kent	No Overall Control	116,400	£5,000.00	£300,000.00	32	40%	Unchanged from previous year	
Folkestone & Hythe District Council	District	Kent	No Overall Control	112,500	£6,117.00	£285,800.00	30	N/A	None	
Gravesham Borough Council	District	Kent	Labour	110,700	£5,995.00	£340,360.00	39	N/A	None	
Maidstone Borough Council (Used 2024 data)	District	Kent	No Overall Control	184,200	£6,047.14	£20,610.00	49	N/A	We have recently reduced from 55 to 29 Councillors in the last Election May 24.	
Sevenoaks District Council	District	Kent	Conservative	121,106	£6,628.00	Not provided	54	40%	40% PSD is factored into the calculation of the base allowance	
Swale Borough Council	District	Kent	No Overall Control	Approx 159,308	£6,786.00	£106,314.00	47	N/A	None	
Thanet District Council	District	Kent	Labour	141,000	£5,475.00	£461,431.00	56	N/A	Please see here: https://democracy.thanet.gov.uk/documents/s91997/Part6MembersAllowancesScheme2526GoogleDocs.pdf	
Tonbridge and Malling Borough Council	District	Kent	No Overall Control	133,661	£5,592.00	£436,200.00	44	N/A	All but 2 members take the full basic allowance	
Tunbridge Wells Borough Council	District	Kent	Liberal Democrat	115,000	£6,000.00	£380,020.00	39	N/A	The Basic Allowance was increased on 1 April 2025 following a JIRP review in late 2024.	

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SRA²[illegible]

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Other Allowances

Council name	Type of council	County Area	Political control	Population	Travelling/mileage (pence per mile)	Electric car mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance** Provide a brief overview or insert an extract from your constitution	Carers' allowance** Provide a brief overview or insert an extract from your constitution	IT allowance	Any other allowances	Maternity/parental leave** Provide a brief overview or if possible share a copy of your policy by sending to info@seemp.co.uk
Ashford Borough Council	District	Kent	No Overall Control	135,000	£0.45	£0.45	£0.20	£6.00 (Breakfast Allowance) (£8.00 if in a hotel and not included on room price) £8.35 (Lunch Allowance) (£12.00 in London) £10.50 (Evening meal Allowance) (£12.50 (£15 in London) if in a hotel and not included on room price) In the case of an overnight absence £70.00 per night For an overnight absence in Central London or at LGA conference £100.00 per night	This Allowance is divided into two parts; namely child care and elderly/disabled care. In respect of child care, this Allowance is available to Members who are eligible at a rate of £5.50 per hour, or other rate if supported by a receipt, for up to a maximum of 15 hours per week that can include up to 5 hours per week for non-approved duties. To claim this a Member will need to: • register that they have a dependent child living with them under the age of 14. • sign a statement which declares that the childcare has been provided by a babysitter and not paid to a member of the immediate family or household. This statement will be lodged with the Monitoring Officer. With regard to the elderly and/or disabled care element of the Allowance, this is to be paid at a similar rate chargeable by the Kent County Council Social Services Department (at an agreed maximum set by the Council and/or its Officers) for provision of a Home Care Assistant. To claim this, a Member will need to:- • register that they have an elderly/disabled person living with them. • sign a statement which declares that the care has been provided by a carer and not paid to a member of the immediate family or household. This statement will be lodged with the Monitoring Officer. NB: In respect of these Allowances, a Member cannot claim for the employment of multiple carers for multiple dependants.	Each Member will be provided with a new Windows Laptop and relevant accessories for each four year term. This will be fully compatible with the Council's corporate systems and documents.	N/A	Adopted: Members Parental Leave Policy adopted
Canterbury City Council	District	Kent	No Overall Control	Approx 162,400	£0.45	£0.45	£0.24	As per the staff scheme	The rate of payment is the Real Living Wage, as defined by the Living Wage Foundation, applying for the time being, irrespective of the age of the person providing the care. They can claim for the duration of the meeting plus an hour either side.	N/A	N/A	Basic Allowance in full and SRA for a period up to six months - as per the Constitution
Dover District Council	District	Kent	No Overall Control	116,400	£0.45	£45.00	£0.20	Subsistence allowance shall only be paid for actual expenses incurred and should provide appropriate evidence of the expenditure. Claims shall not exceed: (a) In the case of absence, not involving an absence overnight, from the Member's usual place of residence: Minimum Journey Time Maximum amount of meal allowance 5 hours absence £5 10 hours absence £10 15 hours (and ongoing at 8pm) £25 (b) Members who are required to make overnight stays in the performance of their official duties should, wherever possible, pre-book accommodation of an appropriate standard and obtain approval from the Leader of the Council. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible a detailed VAT receipt MUST be obtained to substantiate the claim. Alcoholic drinks may not be included in any claim. (c) All claims for subsistence allowances must be submitted to Democratic Services within 90 days from the date on which the entitlement arises. Any claims made outside of this will not be accepted unless reasonable extenuating circumstances can be provided to the Head of Corporate Services and Democracy as to why the claim could not be submitted within 90 days	At actual expenditure incurred - subject to conditions in the Constitution	£0.00	None	Adopted: We have a policy which I will email.

Council name	Type of council	County Area	Political control	Population	Travelling/mileage (pence per mile)	Electric car mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance** Provide a brief overview or insert an extract from your constitution	Carers' allowance** Provide a brief overview or insert an extract from your constitution	IT allowance	Any other allowances	Maternity/parental leave** Provide a brief overview or if possible share a copy of your policy by sending to info@seemp.co.uk
Folkestone & Hythe District Council	District	Kent	No Overall Control	112,500	£0.45	£0.45	£0.20	Breakfast allowance (more than 4 hours away from normal place of residence before 11.00 am) up to £5.88 Lunch allowance (more than 4 hours from normal place of residence, including the lunch time between 12 noon and 2.00 pm) up to £8.13 Tea allowance (more than 4 hours away from normal place of residence, including the period 3.00 pm to 6.00 pm) up to £3.21 Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7.00 pm) up to £10.06	The allowance will be paid at either: (a) an hourly rate (or proportion thereof) equivalent to the adult national living wage applicable at the time and to a total of the costs reasonably incurred, or (b) paid on the basis of actual invoiced cost from a registered provider approved for the purposes of this scheme by the Monitoring Officer.	The Council uses electronic and digital means to conduct it's business including the distribution of reports, agendas, minutes and similar. To assist with the costs of providing and using suitable electronic equipment, Councillors are eligible to claim an annual ICT allowance of £271 which is paid monthly in instalments (on an 'opt in' basis).	SUPPORT FOR DISABLED COUNCILLORS The Council will assist disabled Councillors and both voting and non-voting co-optees in accessing financial support to carry out their role from the Department for Work and Pensions 'Access to Work' scheme and any successor scheme. Where external financial support is not available, the Council will assist with the necessarily incurred disability-related costs of being a Councillor (being costs over and above those for which the basic allowance is provided) on a case by case basis subject to (a) the approval of the Council's Monitoring Officer and at the discretion of the Monitoring Officer, (b) subject to the need being confirmed by an appropriate health professional. Where such costs relate to a support worker or similar, such reimbursement to be (a) at an hourly rate (or proportion thereof) equivalent to the adult national living wage applicable at the time and to a total of the costs reasonably incurred or (b) paid on the basis of actual invoiced costs from a registered provider approved for the purposes of this scheme by the Council's Monitoring Officer. Support under the scheme would not be for the political duties and activities of a Councillor which would include, but is not limited to; electioneering, canvassing votes, attending political rallies, attending political group meetings etc.	Adopted: In the case of absence from their Councillor duties due to maternity, adoption or shared parental leave all Councillors shall continue to receive their Basic Allowance and the ICT allowance (if it is being claimed at the time notification of parental leave is given) in full, for a period up to six months.
Gravesham Borough Council	District	Kent	Labour	110,700	45p for the first 10K business miles in the tax year, 25p thereafter.	45p for the first 10K business miles in the tax year, 25p thereafter.	0.2	The Council follows guidance set by HMRC (Subsistence Rates). Allowance rate is determined by minimum journey time away for place of work, outside of their regular commute and undertaken for official business purposes only. Minimum of a 5 hr journey - £5 max (without receipt) or £10 max (with receipt). Minimum of a 10hr journey - £5 max (without receipt) or £10 max (with receipt). Minimum journey of 15 hrs - £15 max spend.	Members are able to claim back the cost, up to current National Living Wage (NLW) hourly rate of carers when attending an approved duty.	None	None	Adopted: All members will continue to receive their allocated allowances in full for a period up to 6 months in the case of absence from their councillor duties due to leave related to maternity/paternity leave.
Maidstone Borough Council (Used 2024 data)	District	Kent	No overall control	184,200	£0.45	£0.20	£20 per head max	Child-Care Provider - To pay a reasonable amount but it must not exceed the Real Living Wage as recommended by the Living Wage Foundation, currently £12.00 per hour and reviewed on an annual basis. Specialist Carer Provider – Based at cost on production of receipts (at a minimum rate of Real Living Wage) and in the case of specialist care a requirement of medical evidence that this type of care be required.	£0.00	N/A	All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence.	Not provided
Sevenoaks District Council	District	Kent	Conservative	121,106	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided
Swale Borough Council	District	Kent	No Overall Control	Approx 159,308	£0.45	£0.45	£0.45	N/A	This shall be reimbursed to a maximum of £9.30 per hour upon production of receipts. This rate will be linked to the National Living Wage determined by the Living Wage Foundation and reviewed on an annual basis.	£0.00	N/A	Adopted: All councillors shall continue to receive their basic allowance in full for a period up to six months in the case of absence from their councillor duties due to maternity, paternity, adoption or sickness absence. In the case of a premature birth, the length of this period will be extended to cover the period between the birth and the due date plus six months from the due date.

Council name	Type of council	County Area	Political control	Population	Travelling/mileage (pence per mile)	Electric car mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance** Provide a brief overview or insert an extract from your constitution	Carers' allowance** Provide a brief overview or insert an extract from your constitution	IT allowance	Any other allowances	Maternity/parental leave** Provide a brief overview or if possible share a copy of your policy by sending to info@seemp.co.uk
Thanet District Council	District	Kent	Labour	141,000	21.69	N/A	N/A	Payment of subsistence allowances in connection with any approved duty shall be in accordance with the provisions, including the maximum amounts payable, set out in Schedule 1.	Members are entitled to claim Dependants' Carers' Allowance for expenses necessarily incurred in arranging care on account of any 'Approved Duty'. The current allowance is included in Schedule 1. 1.10 The definition of a dependant for the purpose of payment of this allowance is that used in S57A (3) of the Employment Rights Act 1996. This is a spouse or partner, a child, a parent, a person who lives in the same household but who is not an employee, tenant, lodger or boarder. 1.11 Additionally the secondary carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or the Member's spouse or any member of the Member's family who lives at the same address as the Member. Nor can it be an employee, tenant, lodger or boarder who lives at that address	N/A	N/A	Adopted: https://democracy.thanet.gov.uk/documents/s90037/Annex%201%20-%20Revised%20Members%20Allowances%20Scheme%2024_25.pdf page 6
Tonbridge and Malling Borough Council	District	Kent	No Overall Control	133,661	£0.45	45p	N/A	£0.00	Where appropriate and supported by receipts, Childcare allowance will be paid at the actual amount charged up to a maximum of £10.42 per hour per child (linked to the National Living Wage). Dependent Carer's allowance will be payable at the actual amount charged subject to a maximum rate of £18.00 per hour.	£0.00	£0.00	£0.00
Tunbridge Wells Borough Council	District	Kent	Liberal Democrat	115,000	£0.45	£0.45	£0.20	We use the subsistence allowance rates published by South East Employers for 2021/22.	Members can claim the Childcare Allowance or Dependants' Carers' Allowance to assist with any financial loss incurred by paying for care of a child or dependant relative while attending any approved duty, plus travel time. The Childcare Allowance is paid at the National Living Wage (currently £12.21) hourly rate, irrespective of the amount actually paid by the member. The maximum hourly rate claimable under the Dependants' Carers' Allowance is £19 per hour.	Members do not receive an IT allowance.	N/A	In progress: No information currently available. We are currently looking at Member Parental Pay.

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An additional information

Council name	Type of council	County Area	Political control	Population	How are current levels of SRA calculated? Please provide a brief summary (eg as a percentage of the Leader's SRA)	Date current allowances were approved?	Date of your next review	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually?	If 'yes' please detail	How did you recruit your Independent Remuneration Panellists? If you advertised, please state where.	What rate of pay do Independent Remuneration Panellists receive?	Please detail any recent changes to the structure within your authority (including number and/or political persuasion of members involved)	Is the Leader full-time?	Please detail the number of hours your Cabinet members work on average per week	Please detail any significant changes made to SRAs	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Ashford Borough Council	District	Kent	No Overall Control	135,000	As a percentage of the Leader's SRA	01/04/2025	01/04/2026	Updated	Yes	in line with staff pay award percentage	Targeted local business, voluntary an trade union sectors	Hourly rate of Chair (a retired solicitor) - other 2 Members receive 50% of that	Poltical Balance of ABC in constant flux! Current numbers - 17 Cons, 10 Green, 9 Ashford Independent, 8 Labour, 1 Reform UK, 2 individual Independents	Unknown	Unknown	N/A	1 x 12 Member Committee - ability to set up Task Groups for specific reviews and Budget Scrutiny
Canterbury City Council	District	Kent	No Overall Control	Approx 162,400	Committees categorised as major, minor or adhoc. Allowances for C and VC in each category.	07/05/2025	01/04/2026	Updated (indexed)	Yes	Basic allowance and SRAs previously increased in line with the staff pay award until the next review.	N/A	N/A	N/A	Not known	Not known	N/A	Both Overview Committee and Scrutiny Committee have 13 members (no change).
Dover District Council	District	Kent	No Overall Control	116,400	As a percentage of the Leader's SRA	05/03/2025	04/03/2026	Frozen	No	N/A	Advertisement in local press	£300 annual allowance plus a meeting allowance of £75	We have moved from a majority labour administration to no overall control with a minority labour administration.	Not monitored	Not monitored	Not applicable	10 members - 4 Conservative, 2 Non-Aligned, 1 Independent Group, 3 Labour. Chair is from the Independent Group.
Folkestone & Hythe District Council	District	Kent	No Overall Control	112,500	The levels of SRA, for the different roles, are determined by a points system related to the basic allowance. The basic allowance is worth 100 points and SRAs are expressed, in points, as a percentage of this. The point scores are also shown in Appendix 1.	07/05/2025	07/05/2026	Updated	No	N/A	Our allowances were previously reviewed by our IRP - however, we have now joined the East Kent IRP	In summary, the allowances that are paid for being a member of the EKJIRP are as follows: IRP Chairman (of which there will be one individual appointed) Supplement of £250 per annum on top of the member allowance IRP Member Allowance £300 each per annum IRP Member Attendance Allowance £75 each per meeting (no travel and subsistence claims will be paid as the attendance allowance covers this)	N/A	Yes	N/A	N/A	10 members, made up from 2 Labour, 4 Green, 2 Conservative, 1 Lib dem and Independent group and 1 independent.
Gravesham Borough Council	District	Kent	Labour	110,700	Rates for SRAs are based on multiples of the basic Member Allowance.	05/12/2023	31/10/2027	To rise in accordance with the LG Pay Award.	Yes	The report outlining the most recent review details how the allowances have been formulated: https://democracy.gravesham.gov.uk/documents/g6087/Public%20reports%20package%20Tuesday%2005-Dec-2023%2019.30%20Council.pdf?T=10 Allowances also increased in line with national pay awards	Advertising in local media	None although out of pocket expenses reimbursed.	As of October 2025, establishment of a new Group on the Council - the Reform UK Group. The Council's political balance is now Labour 22, Conservative 13 and Reform UK 4; with the Labour Group retaining the overall majority.	Not known	Not known	None	One Overview Scrutiny Committee comprising of 9 Members (5 Labour, 3 Conservative and 1 Reform UK).

Council name	Type of council	County Area	Political control	Population	How are current levels of SRA calculated? Please provide a brief summary (eg as a percentage of the Leader's SRA)	Date current allowances were approved?	Date of your next review	Have your allowances been updated since last year, or frozen?	Have you established a formula for updating the allowances annually?	If 'yes' please detail	How did you recruit your Independent Remuneration Panellists? If you advertised, please state where.	What rate of pay do Independent Remuneration Panellists receive?	Please detail any recent changes to the structure within your authority (including number and/or political persuasion of members involved)	Is the Leader full-time?	Please detail the number of hours your Cabinet members work on average per week	Please detail any significant changes made to SRAs	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Maidstone Borough Council (Used 2024 data)	District	Kent	No overall control	184,200	As a percentage of Leader's SRA	01/04/2024	01/04/2025	Updated	Yes	Indexation rises should be applied annually to these allowances, at the same rate that staff salary cost of living rises are agreed.	N/A	N/A	Reduced from 55 to 29 members.	Unknown	Unknown	N/A	13 Members including a Chair and Vice-Chair.
Sevenoaks District Council	District	Kent	Conservative	121,106	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided
Swale Borough Council	District	Kent	No Overall Control	Approx 159,308	N/A	15/06/2022	15/06/2026	Frozen	No	n/a	not sure	get charged an invoice for their work	recently the coalition disbanded and we are now a no overall control council	Yes	n/a	n/a	n/a
Thanet District Council	District	Kent	Labour	141,000	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided
Tonbridge and Malling Borough Council	District	Kent	No Overall Control	133,661	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided	Not provided
Page 202 Tunbridge Wells Borough Council	District	Kent	Liberal Democrat	115,000	Levels are set following recommendations of our Joint Independent Remuneration Panel. The Panel looks at levels paid by other authorities and works on the median level.	11/12/2024	01/04/2026	Updated	Yes	The Members' Allowances Scheme is indexed annually from 1 April 2026 and is linked to the average pay award percentage for Council officers, with the exception of the SRA for Cabinet Members, which will remain frozen until the next JIRP review.	We have a joint IRP with Sevenoaks District Council and Tonbridge & Malling Borough Council. We recruit by placing an advert on the council's websites and publicising via social media.	£15.74 per hour.	Moved from no overall control to Liberal Democrat majority in May 2024. Reduced from 48 to 39 councillors and 20 to 14 Borough Wards in May 2024 following a LGBCE review.	Information not available at time of completing survey.	Information not available at time of completing survey.	Allowances paid to the Chair of some committees had large increases to bring them in line with the median figure reported and recommended by the JIRP. A new SRA was added from 1 April 2025 for the Chair of our two Cabinet Advisory Boards.	We have one O&S committee which has 10 seats. The composition of the O&S committee is: Liberal Democrats: 5 seats Conservatives: 2 seats Labour: 2 seats Tunbridge Wells Alliance: 1 seat The Committee is chaired by the Conservatives. The vice-chair is Labour.

Council Meeting	
Meeting Date	1 April 2026
Report Title	Recalculation of Political Balance and Allocation of Committee seats
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	1. That Council is asked to agree the political balance calculation as set out in Appendix II. 2. That Council is asked to allocate seats to those Committees and to agree the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix III.

1 Purpose of Report and Executive Summary

- 1.1 This report sets out changes to the Political Balance and Committee Seat Allocations and memberships as a result of a recent changes to the membership of a political group.

2 Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 requires Local Authorities to review the allocation of seats on Committees at the annual meeting, or as soon as possible after it. Once the Council has agreed the allocation of Committee places between the political groups the Council must then appoint the nominees of the political groups to the Committees. This was last agreed at Full Council in December 2025 (Appendix I).
- 2.2 Where changes to the membership of political groups take place between elections, the Local Government (Committees and Political Groups) Regulations 1990 require the Council to recalculate the political balance and the allocation of committee seats ‘as soon as practicable’ after notice of changes to groups is delivered to the proper officer.
- 2.3 Due to changes to the Reform UK Group, the political balance has been recalculated as set out in Appendix II.
- 2.4 The following principles apply to the allocation of seats:

- (a) That not all seats on the body to which appointments are being made are allocated to the same political group;
 - (b) That the majority of seats on each Committee is allocated to a particular group if the number of persons belong to that group is a majority of the authority's membership;
 - (c) Subject to (a) and (b), that, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
 - (d) Subject to (a) and (c), that the number of seats on each Committee is as far as possible in proportion to the group's membership of the authority.
- 2.5 There are 119 seats to be allocated under the Committee System. The seat entitlement of each group, on each Committee is thus based on the group's percentage representation on the Council as detailed in Appendix II. Whilst an initial version of this can be calculated mathematically, this usually results in a discrepancy between the strict entitlement of each group and the overall number of Committee seats to be allocated, requiring 'manual' adjustment to ensure that the number seats allocated to each group is fair. This process is known as 'gifting'.
- 2.6 Following the application of the mathematical calculation for proportionality and agreed Committee size, the reduction in the size of the Reform UK group has resulted in a loss of membership on two committees, and a gain on another. Other groups have received corresponding gains to maintain the overall proportionality whilst the Liberal Democrat and Green groups' overall allocation remain unchanged.
- 2.7 Group Leaders or their representatives were provided with the mathematical calculation of the political balance with a working assumption based on previous allocations and then invited to meet and agree on a fair and proportionate approach to seat allocation.
- 2.8 To ensure overall balance, Appendix II sets out the updated political balance and proposed seats for each group as agreed during discussions held with Group Leaders or representatives. Appendix III details the appointments of Members to Committees.
- 2.9 Whilst sub-committees are also governed by the political balance rules, the overall requirement for total places to be balanced only applies to ordinary committees so sub-committee places do not need to be included in the overall calculation, but the membership of sub-committee places should be proportionate as far as is reasonably practical.
- 2.8 The Joint Transportation Board and the Planning and Transportation Policy Working Group are not committees covered by Section 101 of the Local Government Act 1972 and Section 15 of the Local Government Housing Act does not apply. The membership of the Planning and Transportation Policy Working Group was determined by the Policy and Resources Committee at its June 2025 meeting.

3 Proposals

- 3.1 That Council is asked to agree the political balance calculation as set out in Appendix II.
- 3.2 That Council is asked to allocate seats to those Committees and to agree to the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix III.

4 Alternative Options

- 4.1 In view of changes to the membership of political groups, there is no lawful alternative to the recalculation of political balance and associated committee seat allocations.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders were invited to discuss proposals and have been asked to advise Democratic Services of their nominations to seats on Committees for their respective Groups.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	The Council's Committee Structure includes Committee(s) with Financial, Resource and Property within their remits.
Legal, Statutory and Procurement	The Head of Legal has been consulted on this report. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	The Council's Committee Structure includes Committee(s) with Crime and Disorder within their remits.
Environment and Climate/Ecological Emergency	The Council's Committee Structure includes Committee(s) with Environment and Climate/Ecological Emergency within their remits.
Health and Wellbeing	The Council's Committee Structure includes Committee(s) with Health and Wellbeing within their remits.

Safeguarding of Children, Young People and Vulnerable Adults	The Council's Committee Structure includes Committee(s) with Safeguarding of Children, Young People and Vulnerable Adults within their remits.
Risk Management and Health and Safety	The Council's Committee Structure includes Committee(s) with Risk Management and Health and Safety within their remits.
Equality and Diversity	The Council's Committee Structure includes Committee(s) with Equality and Diversity within their remits.
Privacy and Data Protection	The Council's Committee Structure includes Committee(s) with Privacy and Data Protection within their remits.
Local Government Reorganisation	The political balance must be recalculated whenever there is a change in membership. However, the Local Government Reorganisation does not affect the current position, as a full recalculation will be required once the new authority is established and its governance arrangements and membership are confirmed.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Political Balance Calculation agreed at Council December 2025.
 - Appendix II: Draft Political Balance March 2026
 - Appendix III: Membership of Committees – to follow

8 Background Papers

Link to Council December 2025:

[Agenda for Council on Wednesday, 10 December 2025, 7.00 pm](#)

Political Balance Calculations

Group	Labour				Conservative				SIA				Lib Dem				Reform				Green				Strict Entitleme nt	Rounded Total				Shortfall	Total					
Number of Members	15				10				8				5				5				2											45				
Overall proportionality	33%				22%				18%				11%				11%				4%											100%				
Total entitlement	39.6667				26.4444				21.1556				13.2222				13.2222				5.2889										119					
Total rounded entitlement	40				26				21				13				13				5									1	118					
	Size	Strict Entitlement	Rounded Allocation	Roundi ng Adjust ment	d allocation	Strict Entitlement	Rounded Allocation	Roundin g Adjust ment	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust ment	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust ment	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust ment	proposed allocation	Strict Entitlement	Rounded Allocation	Roundin g Adjust ment	d allocation		Rounded Total	Proposed allocation	Transfers required	Variance						
Service Committees																																				
Policy and Resources	15	5.0000	5		5	3.3333	3		3	2.6667	3		-1	2	1.6667	2		2	1.6667	2		2	1.6667	2		2	0.6667	1		1	15	16	15	0	0	15
Housing and Community	15	5.0000	5		5	3.3333	3		3	2.6667	3			3	1.6667	2		2	1.6667	2		-1	1	0.6667	1		1	15	16	15	0	0	15			
Economy and Property	15	5.0000	5		5	3.3333	3		3	2.6667	3			3	1.6667	2		-1	1	1.6667	2			2	0.6667	1		1	15	16	15	0	0	15		
Environment & Climate Change	15	5.0000	5		5	3.3333	3		3	2.6667	3			3	1.6667	2			2	1.6667	2		-1	1	0.6667	1		1	15	16	15	0	0	15		
Regulatory Committees																																				
Licensing	15	5.0000	5		5	3.3333	3		2	5	2.6667	3		-1	2	1.6667	2		-1	1	1.6667	2			2	0.6667	1		-1	0	15	16	15	0	0	15
Planning	17	5.6667	6		-1	5	3.7778	4		4	3.0222	3			3	1.8889	2			2	1.8889	2			2	0.7556	1			1	17	18	17	0	0	17
Other Committees																																				
Audit	9	3.0000	3		3	2.0000	2		2	1.6000	2			2	1.0000	1		1	1.0000	1			1	0.4000	0		0	9	9	9	0	0	9			
Standards	11	3.6667	4		1	5	2.4444	2		2	1.9556	2			2	1.2222	1		1	1.2222	1			1	0.4889	0			0	11	10	11	0	0	11	
Urgent Decisions	7	2.3333	2			2	1.5556	2		2	1.2444	1		1	0.7778	1		1	0.7778	1			1	0.3111	0		0	7	7	7	0	0	7			
Transfers required																																				
									0					0				0				0				0		0	0	0			0			
Total Seats		119	39.6667	40	0	40	26.4444	25	2	27	21.1556	23	-2	21	13.2222	15	-2	13	13.2222	15		13	13.2222	15		13	5.2889	6	-1	5	119	124	119	0	0	119
Overall rounded total																																				
Rounding Adjustment required																																				
0																																				

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Political Balance Calculations

Group	Labour				Conservative				SIA				Lib Dem				Reform				Green				Strict Entitlement	Rounded Total				Shortfall	Total							
Number of Members	15				10				8				5				4				2											44						
Overall proportionality	34%				23%				18%				11%				9%				5%											100%						
Total entitlement	40.5682				27.0455				21.6364				13.5227				10.8182				5.4091										119							
Total rounded entitlement	41				27				22				14				11				5								1		120							
Size	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation	Strict Entitlement	Rounded Allocation	Rounding Adjust	proposed allocation		Rounded Total	Proposed allocation	Transfers required	Variance									
	Entitlement	Allocation			Entitlement	Allocation			Entitlement	Allocation			Entitlement	Allocation			Entitlement	Allocation			Entitlement	Allocation				Total												
Service Committees																																						
Policy and Resources	15	5.1136	5	5	3.4091	3		3	2.7273	3		3	1.7045	2		2	1.3636	1		1	0.6818	1		1	15	15	15	0	0	15								
Housing and Community	15	5.1136	5	5	3.4091	3		3	2.7273	3		3	1.7045	2		2	1.3636	1		1	0.6818	1		1	15	15	15	0	0	15								
Economy and Property	15	5.1136	5	0.5	6	3.4091	3	0.5	4	2.7273	3		3	1.7045	2	-1	1	1.3636	1		1	0.6818	1		1	15	15	15	0	0	15							
Environment & Climate Change	15	5.1136	5		5	3.4091	3		3	2.7273	3		3	1.7045	2		2	1.3636	1		1	0.6818	1		1	15	15	15	0	0	15							
Regulatory Committees																																						
Licensing	15	5.1136	5	0.5	6	3.4091	3	0.5	4	2.7273	3		3	1.7045	2	-1	1	1.3636	1		1	0.6818	1		-1	0	15	15	15	0	0	15						
Planning	17	5.7955	6		6	3.8636	4		4	3.0909	3		3	1.9318	2		2	1.5455	2		-1	1	0.7727	1		1	17	18	17	0	0	17						
Other Committees																																						
Audit	9	3.0682	3		3	2.0455	2		2	1.6364	2		-1	1	1.0227	1		1	0.8182	1		1	2	0.4091	0		0	9	9	9	0	0	9					
Standards	11	3.7500	4		4	2.5000	3		3	2.0000	2		2	1.2500	1		1	1.0000	1		1	0.5000	1		-1	0	11	12	11	0	0	11						
Urgent Decisions	7	2.3864	2		2	1.5909	2		2	1.2727	1		1	0.7955	1		1	0.6364	1		1	0.3182	0			0	7	7	7	0	0	7						
Transfers required				0					0					0					0					0					0					0				
Total Seats		119	40.5682	40	1	41	27.0455	26	1	27	21.6364	23	-1	22	13.5227	15	-2	13	10.8182	10	1	11	5.4091	7	-2	5	119	121	119	0	0	119						
Overall rounded total			41.0000		41	27.0000		27		22.0000		22		14.0000		14		14	11.0000		11		5.0000		5			120										
Rounding Adjustment required																																0						

Labour & Conservative Groups have agreed that 1 seat on Licensing will be allocated to Labour and 1 seat on Economy & Property will be allocated Conservative in order to balance the .5 seat allocation

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Current seats Nov 25								
		Labour	Conserv atives	SIA	Lib Dems	Reform	Greens	Total
Service Committees	Seats							
Policy and Resources	15	5	3	2	2	2	1	15
Housing and Community	15	5	3	3	2	1	1	15
Economy and Property	15	5	3	3	1	2	1	15
Environment & Climate Change	15	5	3	3	2	1	1	15
Regulatory Committees		0	0	0	0	0	0	0
Licensing	15	5	5	2	1	2	0	15
Planning	17	5	4	3	2	2	1	17
		0	0	0	0	0	0	0
Other Committees								
Audit	9	3	2	2	1	1	0	9
Standards	11	5	2	2	1	1	0	11
Urgent Decisions	7	2	2	1	1	1	0	7
	119	40	27	21	13	13	5	119

Assumption March 2026								
		Labour	Conserv atives	SIA	Lib Dems	Reform	Greens	Total
Service Committees	Seats							
Policy and Resources	15	5	3	3	2	1	1	15
Housing and Community	15	5	3	3	2	1	1	15
Economy and Property	15	6	4	3	1	1	1	15
Environment & Climate Change	15	5	3	3	2	1	1	15
Regulatory Committees								0
Licensing	15	6	4	3	1	2	0	15
Planning	17	6	4	3	2	1	1	17
								0
Other Committees								
Audit	9	3	2	1	1	2	0	9
Standards	11	4	3	2	1	1	0	11
Urgent Decisions	7	2	2	1	1	1	0	7
Transfers		0	0	0	0	0	0	0
	119	41	27	22	13	11	5	119

Change in allocation						
Labour	Conserv atives	SIA	Lib Dems	Reform	Greens	Total
0	0	1	0	-1	0	0
0	0	0	0	0	0	0
1	0	0	0	-1	0	-1
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
1	-1	1	0	0	0	1
1	0	0	0	-1	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	-1	0	1	0	0
-1	1	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
1	0	1	0	-2	0	0

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