

Agenda

Policy and Resources Committee Meeting

Date: Wednesday, 13 May 2026

Time 7.30 pm (or on the rising of Annual Council whichever is later)

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

Membership: To be confirmed at Annual Council.

Quorum = 5

	Pages
1. Election of Vice-Chair	
To agree the Vice-Chair of the Policy and Resources Committee.	
2. Membership of the Planning and Transportation Policy Working Group	3 - 6
To agree membership, Chair and Vice-Chair of the Planning and Transportation Working Group.	

Issued on Tuesday, 5 May 2026

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

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Policy and Resources Committee	
Meeting Date	13 May 2026
Report Title	Membership of the Planning and Transportation Policy Working Group
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	The Policy and Resources Committee is asked to: 1. Determine the number of members who should sit on the Planning and Transportation Policy Working Group. 2. Agree the membership of the Planning and Transportation Policy Working Group based on the Groups' nominations for membership at Appendix I. 3. Agree the Chair and Vice Chair of the Planning and Transportation Working Group for agenda setting purposes, until the Working Group elect a Chair and Vice Chair at the first meeting.

1 Purpose of Report and Executive Summary

- 1.1 This report asks the Policy and Resources Committee to agree the membership of the Planning and Transportation Policy Working Group based on the Groups' nominations.

2 Background

- 2.1 Under Part 2.1.1.8 of the Council's constitution, the Policy and Resources Committee must establish a working group to make recommendations to it on the following areas, to be known as the Planning and Transportation Policy Working Group:
 - i. The development of planning policy including policies forming the local plan for recommendation to Council;
 - ii. Section 106 and community infrastructure levy;
 - iii. Building and development control;
 - iv. Transport; and
 - v. Land charges.

3 Proposals

- 3.1 The Planning and Transportation Policy Working Group will report to the Policy and Resources Committee, but its membership does not have to be drawn from the Committee. The political balance rules do not strictly apply to working groups, but the constitution sets out that they will operate in an open and transparent way and membership will be drawn from members who are from different political groups on the Council and should be proportionate. The table below provides information on proportionality of Committee seats:

Group	Number of Members	Overall proportionality
Labour	15	32%
Conservative	10	21%
SIA	8	17%
Lib Dem	5	11%
Reform UK	4	9%
Green	2	4%
Independent*	2	4%
Restore Britain**	1	2%
Total	47	100%

*Independent Councillors not a group

*Restore Britain Councillor not a group

- 3.2 In order to provide as much flexibility to service committees as possible in establishing working groups, the constitution does not specify a number of members to sit on such groups. It is therefore for the Committee to determine the number of members on the Planning and Transportation Policy Working Group.
- 3.3 In the civic year 2025/26 the Planning and Transportation Policy Working Group was made up of 11 members. Based on the current proportionality, it may be that the Committee will wish to appoint the same number of members to the working group, noting that in order to be proportionate there should be 3 members from the Labour Group, 2 seats to Conservative group, 2 seats to the SIA group, 1 seat each for Liberal Democrats, Reform UK, Green parties and 1 seat gifted to one of the Independent Councillors or the Restore Britain Councillor. It is usual for council committees, subcommittees and working groups to have an uneven number of members in order to reduce the likelihood of tied votes.
- 3.4 The Policy and Resources Committee is now **recommended** to determine the number of members who should sit on the Planning and Transportation Policy Working Group, and then to agree the membership of the working group based on the nominations as set out in Appendix I and to agree the Chair of the Planning and Transportation Working for Agenda setting purposes, until the Working Group elect a Chair and Vice Chair at the first meeting.

4 Alternative Options

- 4.1 The constitution obliges the Policy and Resources Committee to establish a Planning and Transportation Policy Working Group, so there are no meaningful alternative options.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on the Planning and Transportation Policy working group.

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	As with the parent committee and all service committees, the working group will need to operate within the budget framework adopted each year by Council.
Legal, Statutory and Procurement	The establishment of the Planning and Transportation Policy Working Group is set out in the Council's constitution.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

Local Government Reorganisation	The Local Government Reorganisation does not affect the current position as a full recalculation of the political balance and membership of committees will be required once the new authority is established and its governance arrangements and membership are confirmed.
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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: Groups' Nominations for the Planning and Transportation Policy Working Group

8 Background Papers

8.1 There are no background papers.