



Agenda

South Thames Gateway Building Control Joint Committee Meeting

Date: Thursday, 18 June 2026

Time: 10.00 am,

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

Membership:

Councillors John Burden, Simon Curry, Pat Edwards and Tim Gibson.

Quorum = 3

Pages

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1. Election of Chairman
2. Election of Vice-Chairman

3. Emergency Evacuation Procedure

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

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

4. Apologies for Absence

5. Record of Meeting

To approve the record of the [meeting](#) held on 7 May 2026.

6. Declarations of Interest

Members are invited to declare any interests in relation to any agenda item in accordance with the Code of Conduct adopted by their Authority.

7. Urgent Matters by Reason of Special Circumstances

The Chairman will announce any late items which do not appear on the main agenda but which he/she has agreed should be considered by reason of special circumstances to be specified in the report.

8. Administrative Arrangement for 2026-27

5 - 6

9. Exclusion of the Press and Public

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

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

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

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

10.	Business Plan 2026-2029	7 - 70
11.	Annual Report 2025-2026	71 - 106
12.	Report on Pay Structure Review	107 - 128

Issued on Wednesday, 10 June 2026

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact democraticservices@swale.gov.uk. To find out more about the work of the Committee, please visit www.swale.gov.uk

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

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South Thames Gateway Building Control Joint Committee

18 June 2026

South Thames Gateway Building Control Partnership Administrative Arrangements for 2026-27

Report from: Tim Neal, Senior Democratic Services Officer, Swale Borough Council

Summary

This report sets out the proposed administrative arrangements and schedule of meetings for the 2026/27 municipal year.

The Joint Committee is being asked to consider and note these arrangements to provide some certainty for Members, and the Partner Authorities.

1. Recommendations

- 1.1. The Committee is asked to note the schedule of meetings for the 2026-27 municipal year as set out in section 4 of the report.
- 1.2. The Committee is asked to note that Swale Borough Council will provide administrative support to the Committee for the 2026-27 municipal year.

2. Budget and policy framework

- 2.1. Canterbury, Gravesham, Medway and Swale Councils have agreed to delegate their respective building control functions to the Joint Committee. The report outlines the meeting dates and membership for the current municipal year.

3. The membership of the Committee for 2026/27

- 3.1. Canterbury City Council
Cllr Pat Edwards (sub Cllr Dan Smith)
- 3.2. Gravesham Borough Council
Cllr John Burden (sub Cllr Lee Croxton)
- 3.3. Medway Council
Cllr Simon Curry (sub Cllr Louwella Prenter)
- 3.4. Swale Borough Council
Cllr Tim Gibson (sub Cllr Claire Martin)

4. Meeting dates for the 2026-27 municipal year

- 4.1. The meetings of the Committee will take place at 10 am at Swale Borough Council, East Street Sittingbourne ME10 3HT on the following dates:

Thursday 18 June 2026
Thursday 17 September 2026
Thursday 10 December 2026
Thursday 11 March 2027

5. Finance and Legal Implications

- 5.1. There are no financial implications arising from this report.

6. Risk Management

- 6.1. There are no risks within this report.

Lead officer contact

Tim Neal
Senior Democratic Services Officer
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Swale Borough Council

Appendices

None

Background papers

None

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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