



AGENDA

CABINET MEETING

Date: Wednesday, 16 March 2022

Time: 7.00 pm

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

Membership:

Councillors Mike Baldock (Vice-Chairman), Monique Bonney, Angela Harrison, Ben J Martin, Richard Palmer, Julian Saunders, Roger Truelove (Chairman) and Tim Valentine.

Quorum = 3

Pages

Information for the Public

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Meeting Link: To be added.

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1. Emergency Evacuation Procedure

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The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

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

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

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 9 February 2022 (Minute Nos. 579 - 586) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or

other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary Interests (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

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

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part B Reports for Decision by Cabinet

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15. Recommendations from the Swale Joint Transportation Board meeting held on 28 February 2022 - to follow

16. Exclusion of the Press and Public

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

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

17. Exempt Appendix - Levelling-up Fund

299 -
300

Issued on Tuesday, 8 March 2022

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 DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

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

Cabinet Meeting	Agenda Item:
Meeting Date	16 th March 2022
Report Title	Procurement of the design and installation of new play area at Millfield Open Space Faversham
Cabinet Member	Cllr. Angela Harrison, Cabinet Member for Health and Wellbeing
SMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhood
Head of Service	Martyn Cassell, Head of Commissioning, Environment & Leisure
Lead Officer	Rob Lucas, Greenspace Technical Officer
Key Decision	Yes
Classification	Open
Recommendations	1. That the Cabinet approves the award of contract to company B for the design and installation of a new play area at Millfield Open Space Faversham.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to inform Cabinet of the outcome of the recently undertaken tender process for the design, and installation of a new play area at Millfield Open Space Faversham.

2 Background

- 2.1 As part of Swale Borough Council's Play Improvement Plan significant investment has been made in the refurbishment of priority play equipment across the Borough.
- 2.2 The existing play equipment at Millfield Open Space was installed in 1989 with some minor upgrade work completed in 2001. The equipment provides moderate play value across the toddler, junior and teenage ranges. The equipment is now showing significant signs of wear and is subject to regular visits by both the Play Area Inspection and Maintenance Officers and external sub-contractors to affect repairs. During the recent annual independent inspection 'class A' defects were identified resulting in the play area having to be temporarily closed and further expensive repairs having to be carried out.
- 2.3 A specification was drawn up to increase the play value across all the age ranges, meet all relevant EN/BS standards and guidance, be inclusive for all and to allow access in line with DDA requirements.

The specification included:

- The removal of all toddler, junior and teen play equipment, bins, furniture, fence lines, gates, play surfaces and subterranean bases (where necessary).

- Installation of a 1m high fence, 2x access gates, 1x maintenance gates, 1x bin, 1x picnic bench, 2x seats, 6x pieces of toddler equipment, 3x pieces of junior equipment, 3 pieces of teen equipment, sub-terranean bases (where necessary), safer surfacing around all equipment and 500 linear metres of 1.2metre wide ‘eco-mulch’ pathway for access.
- 2.4 A maximum budget of £155,000.00 was set with funding from:
- £59,000.00 – KCC funding for Community Parks from COMF
 - £96,000.00 – S106 funding
- 2.5 The opportunity was advertised in accordance with current contract standing orders, with interested parties asked to complete an Invitation to Tender. Two tenderers replied with both detailed designs and submissions.
- 2.6 The tenders were evaluated using a 40% price and 60% quality scoring criteria to ensure design considerations, play value (accessibility, challenge, sensory engagement, social engagement, learning), guarantees and social value were given sufficient weighting.
- 2.7 A panel of 3, consisting of the Leisure & Technical Services Manager, Greenspaces Manager and Greenspace Technical Officer was set up to evaluate each submission against the set criteria.
- 2.8 The evaluation scores for each project were as follows:

Company	Tender Price (£)	Price Score	Quality Score	Overall Score
A	151,000.00	40.00	50.35	90.35
B	154,902.67	38.99	52.57	91.56

- 2.9 This was a very technical tender, and a large amount of scrutiny was undertaken on both the design and the responses to the quality questions.

3 Proposals

- 3.1 Cabinet is requested to approve the proposal to enter into a contract agreement with company B for the removal of the existing play equipment and the installation of new play areas as outlined in their design and tender submission.

4 Alternative Options

- 4.1 A decision could be taken to re-tender on a reduced price however this is not recommended as the play value and social value provided would be greatly reduced, furthermore we have achieved external funding to delivery at this level.
- 4.2 A decision could be taken not to proceed with the project however this is not recommended as both the existing equipment is beyond its life expectancy which

is resulting in both costly maintenance and repairs and, a continuing shortfall in DDA compliance.

5 Consultation Undertaken or Proposed

- 5.1 Swale Borough Council engaged with the Millfield Community Group to liaise with local residents, schools, stakeholders, and interest parties. Feedback from the liaison process fed into the specification requirements listed.
- 5.2 Cabinet Member for Health and Wellbeing was kept informed throughout the process.

6 Implications

Issue	Implications
Corporate Plan	For the Corporate Plan, this issue will fall under the public realm improvements. The project is part of the coalition’s priority on improving the public realm and facilities available to residents.
Financial, Resource and Property	<p>Funding for the scheme comprises of: £95,902.67 – S106 contribution funding £59,000.00 – KCC funding for Community Parks from COMF</p> <p>Ongoing maintenance of the new site will be within the Council’s existing revenue budgets</p>
Legal, Statutory and Procurement	<p>Swale Borough Council’s Legal Team will provide the necessary support to complete the contracts using the Council’s current standard Terms and Conditions.</p> <p>There were no TUPE considerations for this contract.</p> <p>The tender was undertaken following the Council’s Commissioning and Procurement Policy and Contract Standing Orders.</p> <p>Public Services (Social Value) Act 2012 – Economic, Environmental and Social Values were considered and evaluated as part of the ITT submission.</p>
Crime and Disorder	As is the nature of all open space it does provide opportunity for vandalism/anti-social behaviour however the provision of appropriate facilities for children and young adults will hopefully assist in achieving the targets for the reduction of vandalism and other crime and disorder.
Environment and Climate/Ecological Emergency	The chain management of the steel to be used has been evaluated as part of the tender submission.

	Suppliers exhibited their environmental credentials as part of the tender covering supply of materials, local sub-contractors, recycling of materials etc.
Health and Wellbeing	The provision of improved outdoor facilities for toddlers, juniors and young adults of all abilities with a range of equipment will encourage healthy activity, social interaction and mental wellbeing.
Safeguarding of Children, Young People and Vulnerable Adults	<p>During installation the area will be closed off with 2m temporary fencing.</p> <p>Play area will be enclosed with 1.2m fencing and equipped with self-closing gate mechanisms.</p> <p>Equipment for toddlers, juniors and teens will be set within their own zones with areas for appropriate adults to attend included.</p>
Risk Management and Health and Safety	<p>CDM 2015 regulations will apply to the removal of old equipment and the installation of the new play area design. This will be monitored by Council staff throughout the build process and hand over period.</p> <p>Once installed the equipment will fall under the current play area inspection regime which follows EN1176.2.6.2 guidance. This includes:</p> <ul style="list-style-type: none"> • Weekly visual inspections by Environmental Wardens • Monthly formal inspections by Play Area Inspectors • Annual external inspection by SBC Insurers <p>Any identified faults will be repaired, initially through the warranty process and subsequently by the Play Area Inspectors.</p> <p>Play Areas are cleansed 5 times a week (April to September) and 3 times a week (October to March) by the Council's Waste contractor.</p>
Equality and Diversity	Specification has been designed and scored to best benefit the widest selection of children and young adults as well as meeting disability and access requirements.
Privacy and Data Protection	N/A

7 Appendices

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

- Appendix 1: Design Images of play area facilities
- Appendix 2: Design Images of overhead view

8 Background Documents

Not applicable.

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Millfields Play Area



Site Feature :

- Climbing
- Traversing
- Bouncing
- Spinning
- Exploring
- Inclusive
- Social
- Rocking
- Sliding
- Balancing
- Agility
- Play Panels
- Jumping

Equipment list:

1. SWB062Z 1.8m High Swing with 2 x Pod Seats
2. SSB170 Bee Springie
3. MTU010 Sensory Flower
4. DZW075 Climb & Slide
5. SWD450 Wipe Out
6. FWS001 Four Way Seesaw
7. COB001 Cobra Swing
8. FUT000R Inclusive Square Table & Chairs
9. SIR000 Inclusive Roundabout (with Seat & Scooter)
10. FUB000R 2 x Benches

11. PZW781 Chin Up Bar
12. TZU119 Balance Beam
13. SBN085Z 2.4m high Swing with 2 x bumpers
14. CZW212 1 x Rubber Nest
15. DZA175 Foxfire (blue)
16. PZW580AG 2 x Stepping Pods
17. SZU050 Hand Over Hand (Green)
18. SZU040 Goal with Side Panels & Cricket Stumps
19. SWD700 Goal End
20. --- Whirlybob
- Glasdon Brunel Litter Bin (Black) *

Not Illustrated*



54+
Features

76+
Users



Through innovative design, our aim is to provide opportunities for children of all abilities to play together.

Foxfire



- Play features:**
- Puzzle Panel
 - Climb up Ramp
 - Ring Climber
 - Binoculars
 - 1.2m Slide
 - Square Decks
 - Bridge

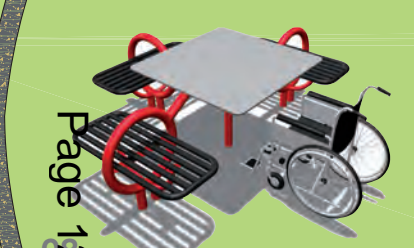


Anti-wrap swing bearings included on our swings as standard

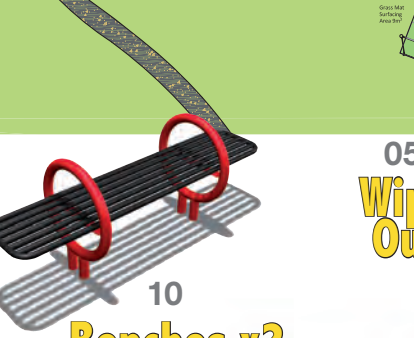


- Play features:**
- Slide Bars
 - Hand and foot holds
 - Twisted Climber
 - climbing wall
 - Rope climber
 - Standing platform
 - Spin Pole

PLAN
not to scale



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- Equipment list:**
- | | |
|--------------|---|
| 1. SWB062Z | 1.8m High Swing with 2 x Pod Seats |
| 2. SSB170 | Bee Springie |
| 3. MTU010 | Sensory Flower |
| 4. DZW075 | Climb & Slide |
| 5. SWD450 | Wipe Out |
| 6. FWS001 | Four Way Seesaw |
| 7. COB001 | Cobra Swing |
| 8. FUT000R | Inclusive Square Table & Chairs |
| 9. SIR000 | Inclusive Roundabout (with Seat & Scooter) |
| 10. FUB000R | 2 x Benches |
| 11. PZW781 | Chin Up Bar |
| 12. TZU119 | Balance Beam |
| 13. SBN085Z | 2.4m high Swing with 2 x bumpers
1 x Rubber Nest |
| 14. CZW212 | Foxfire (blue) |
| 15. DZA175 | 2 x Stepping Pods |
| 16. PZW580AG | Hand Over Hand (Green) |
| 17. SZU050 | Goal with Side Panels & Cricket Stumps |
| 18. SZU040 | Goal End |
| 19. SWD700 | Whirlybob |
| 20. ---- | Glasdon Brunel Litter Bin (Black) * |

Not Illustrated*

Millfields Play Area

Swale Borough Council

Quote No. 6401727C

Dwn DB/JP Scale 1:100@A1 11.01.2022

Do not scale from this drawing

TOTAL - REMOVALS
 Remove PCC edging - 74LM
 Remove tarmac - 15m
 Remove equipment - 71
 Remove timber fencing - 48.6LM
 Remove rebound fence - 8LM
 Remove 3 x gates
 Reinstate holes with base wetpour - 32

SAFAMULCH SURFACING
TOTAL - 426m²
TOTAL chascut - 152LM
 Equipment Safamulch - Total 426m²
 397.3m² @SafaG2.5
 28.7m² @SafaC2.5
 perimeter - 152LM

WETPOUR
TOTAL - 66.8m²
 40mm coloured - 36.3m²
 60mm coloured - 27.1m²
 70mm coloured - 3.4m²

SUDSBOND
TOTAL - 171.7m²
 Perimeter - 285LM

GRASSMAT
TOTAL - 25.5m²

Equipment List		
No.	Code	Description
01	SWB062Z	1.8m High Swing with 2x Pod Seats
02	SSB170	Bee Springie
03	MTU010	Sensory Flower
04	DZW075	Climb & Slide
05	SWD450	Wipe Out
06	FWS001	Four Way Seesaw
07	COB001	Cobra Swing
08	FUT000R	Inclusive Square Table & Chairs
09	SIR000	Inclusive Roundabout (with Seat & Scooter)
10	FUB000R	2x Benches
11	PZW781	Chin Up Bar
12	TZU119	Balance Beam
13	SBN085Z	2 Bay Swing with 2x Bumper Seats & 1x Rubber Nest Seat
14	CZW212	Foxfire (Blue)
15	DZA175	2x Stepping pods
16	PZW580AG	Hand Over Hand (green) Goal End with Side Panels & Cricket Stumps
17	SZU050	Goal End
18	SZU040	Whirlybob
19	SWD700	Whirlybob
20	---	Glasdon Brunell Litter bin (black)

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Cabinet	Agenda Item:
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Meeting Date	16 th March, 2022
Report Title	Proposed Rodmersham Church Street Conservation Area
Cabinet Member	Cllr. Mike Baldock - Cabinet Member for Planning
SMT Lead	James Freeman – Head of Planning Services
Head of Service	James Freeman – Head of Planning Services
Lead Officer	Simon Algar – Conservation & Design Manager
Recommendations	<ol style="list-style-type: none"> 1. To note the content of the public consultation draft of the character appraisal and management strategy document produced for the assessment relating to the proposed new conservation area, and the representations made on this by interested parties, the details of which are set out in the report appendices. 2. To agree the changes to the assessment document proposed by officers in response to the representations received during the course of the public consultation. 3. In light of 1 and 2 above, to resolve that the area in question is of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance, and that as such, that it should be designated as a conservation area in accordance with section 69 of the Planning (Listed Buildings and Conservation Areas) Act, 1990. 4. In light of 1 and 2 above, to resolve that the boundary to the proposed new conservation area be re-drawn as indicated in the amended character appraisal and management plan document, and that this document for the proposed new conservation area be formally adopted for development management purposes. 5. To agree that the proposed new conservation area should be formally known/referenced as the Rodmersham Church Street Conservation Area.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to make the Cabinet aware of a proposed new conservation area designation following the recent conservation area review work in the same parish (of Rodmersham) and the adjacent parish (of Tunstall). In the event of the Cabinet agreeing this proposed new designation forward, the proposed conservation area would need to be formally designated under section 69 of the Planning (Listed Buildings and Conservation Areas) Act, 1990.

- 1.2 The assessment document in support of the proposed designation includes a detailed character appraisal and associated management plan in line with current good practice for the management of conservation areas. It is recommended that the Cabinet agrees the changes to the review document set out in **Appendix i** (consultation response table) and as reflected in **Appendix ii** (tracked changes version of the character appraisal and management plan document).

2 Background

- 2.1 Rodmersham Green Conservation Area was first designated in September 1973. The conservation area has, according to the available records, not been subject to any systematic review since that time. Up until now, this conservation area has therefore lacked a detailed appraisal or management strategy to underpin its continued designation. Case law concerning conservation area designation indicates that continued designation could be quashed by a legal challenge on the basis for its original designation not being fully evidenced.
- 2.2 The Council is now in receipt of two linked speculative major development applications (refs. 21/503906/EIOUT and 21/503914/EIOUT) for what amounts in combination, to a new settlement proposal to the east and southeast of Sittingbourne, referenced by the applicants, Quinn Estates Ltd, et al, as 'Highsted Park'. The application for the larger application site area on the south side of the A2 (which also extends south beyond the M2 and includes a new motorway junction) has the potential to impact on a large number of designated and non-designated heritage assets, including to the wider setting of Rodmersham Green Conservation Area. It is therefore considered that having a detailed up-to-date character appraisal and management strategy in place for this conservation area should help to ensure that any strategic decisions concerning future development and infrastructure provision in this wider area can be made on a properly informed basis taking into account the need to conserve the setting and special interest of this longstanding conservation area, as far as reasonably possible, as well as the Council's requirement to deliver new homes and support employment opportunities.
- 2.3 In reviewing the Rodmersham Green Conservation Area and giving consideration to its wider setting, it became apparent that the cluster of buildings and associated spaces around the parish church of St. Nicholas was of heritage interest and worthy of conservation area designation, but is also too distant from the nearest point of the former to be considered as a possible extension to its boundary, given that the intervening space (consisting of agricultural land) holds no material heritage significance in its own right. As such, the decision was taken to assess the area around the parish church of Rodmersham as a possible new

conservation area. Priority has been given to this over exploring possible new conservation areas elsewhere and/or reviewing other existing conservation areas long overdue a review given the fact that assessment of this area would assist the Council in forming a properly informed view on the overall extent of heritage impact from the Highsted Park proposals, and how this should be reflected in reaching an overall decision on the above stated applications.

- 2.3 The related review work on the existing Rodmersham Green and Tunstall conservation areas has since been completed and the subsequent public consultation on this concluded on the 5th December 2021. The public consultation on the proposed new Rodmersham Church Street Conservation Area finished on the 16th January, and it is anticipated that it will be possible to re-designate and adopt the appraisal and management plan documents for the Rodmersham Green and Tunstall conservation areas ahead of the Council reaching its decision on the Highsted Park planning applications. Also, that a decision can be made on whether to designate a new conservation area at Rodmersham Church Street ahead of determining the aforementioned major development scheme applications.

3 Proposal

- 3.1 The proposal is to designate the area around Rodmersham Parish Church as a conservation area (proposed to be known as Rodmersham Church Street Conservation Area) and to equip it with a detailed character appraisal and a complementary management strategy which will assist with development management and heritage conservation purposes for the area in question over the next decade or so. It is for the Cabinet to decide whether to designate the said area as a conservation area and to adopt the prepared Character Appraisal and Management Plan (as appropriately amended following consultation feedback, or otherwise).
- 3.2 The one proposed change to the boundary of the proposed conservation area is shown in **Appendix ii** to this report. The boundary change in question (to extend further northwards to include Ashgores House) has been made in response to related feedback provided during the public consultation period. It should be noted that there were also requests (including from Rodmersham Parish Council) to also extend the boundary to the south to take in grade II listed Rodmersham House and associated farm building and cottages, but this was not considered, on balance to be appropriate. The considerations relating to these possible boundary changes have been clearly set out in **Appendix i** to this report.

- 3.3 It is recommended that the Cabinet agrees the proposed conservation area designation and the amended boundary for it, which as far as reasonably possible, takes into account valued constructive feedback from the parish council and local residents. It should be noted that the tracked changes version of the document provided at **Appendix ii** is set out purely to show how the changes to the document (which officers consider should be made) are to be incorporated. Final formatting of the document using professional editing software (which will also eliminate any remaining typos and grammatical errors) will be applied to the PDF version of the document which will form the adoption version, and which will be placed on the Council's website for public viewing.

4 Alternative Options

- 4.1 One option would be to not take this conservation area assessment work any further and effectively abandon it. This is not recommended however because it would call into question the competence of the Council in instigating this assessment work in the first instance, and would also hinder the Council in forming an overall properly informed view of the level and nature of overall heritage impact harm arising from the Highsted Park development proposal for the application site area south of the A2.
- 4.2 A second possible option would be to suspend the work on this review until some point in the future. Whilst this option would not result in wasted consultancy fees and officer time, it could lead to the Highsted Park (south/main site) application being determined without a full understanding of heritage impact, which depending on which way the outcome goes, could either result in the Council not having the strongest possible heritage case to defend in the event of an appeal, or missing out on the opportunity to negotiate some important mitigations to limit visual harm to setting.
- 4.3 A third possible option would be to ignore some elements, or all of the feedback received, in terms of the suggested boundary change(s) and suggested additions to the factual information provided in the assessment document. However, whilst it is considered that the appraisal and management plan (to support the proposed designation of the conservation area) is essentially sound, the feedback provided from the local community in good faith and in a constructive vein is valuable and to ignore any of this feedback without sound reasons to do so would call the value of the consultation process into question and potentially deliver a reputational blow to the Council.

5 Consultation Undertaken or Proposed

- 5.1 As agreed in advance with the relevant Cabinet Member, Councillor Baldock, a 7-week public consultation exercise ran from Monday the 29th November, 2021 until Sunday the 16th January, 2022. The normal 6-week consultation period was extended to 7 weeks to make an allowance for the consultation period running over the Christmas break.
- 5.2 All those parties with property within, immediately outside, or overlapping the current conservation area boundary and within or overlapping the proposed extensions to it, were notified in writing of the area assessment and were invited to comment on it, as were key relevant organisations including Kent County Council and Historic England. Rodmersham Parish Council and the relevant ward councillor (West Downs Ward – Cllr. Bonney) were also consulted.
- 5.3 Restrictions on movement imposed due to the Coronavirus pandemic meant that the normal practice of providing hard copies of the review document at Swale House could not be followed, but the review document was available to view/download on-line via the Council's website for the duration of the 7-week public consultation period. Hard copies of the review document were made available to view at Sittingbourne Library, and at the more local level, on request via the Rodmersham Parish Council Clerk. In addition, officers designed a public consultation poster, copies of which were placed on the Swale House public notice board, public notice boards at Rodmersham and on the notice board at Sittingbourne Library in order to help further publicise the review work.
- 5.4 A total of 10 consultation responses have been received. Six of these have been from local residents, with three of these more or less simply stating their support for the proposed conservation area. The other three responses from local residents suggested changes to the assessment document, including the provision of additional factual information and changes to the proposed boundary.
- 5.5 In addition to the 6 local resident consultation responses referred to above, Rodmersham Parish Council has responded to the consultation advising that it fully supports the proposed conservation area designation and also that it considers the assessment document to on the whole be entirely appropriate. Its concerns about the alignment of the boundary for the proposed conservation area overlap with some of the local residents whom have responded and officers have attempted to taken on board the parish council's suggestions as fully as possible within the Historic England guidance framework on designating conservation areas (which includes advice on boundary alignment). A full copy of the Rodmersham Parish Council response forms **Appendix iii** to this report.

- 5.6 Historic England has responded and made some suggestions to alter the structure of the assessment document to essentially make it clearer, more convincing and more useful from a development management perspective and also in terms of supporting the development of the Swale Local List. I have been able to more or less take on board all of the constructive feedback from Historic England, as can be seen from the commentary in the consultation response table at Appendix i.
- 5.7 The Kent County Council Rights of Way & Access Service responded to confirm that there is a public right of way running into and from the proposed conservation area, and essentially that protecting the route of this needs to be taken into account in managing the area into the future. There was also some commentary on related public footpath signage, which it would appear has been taken somewhat out of context in relation to the commentary in the assessment document on highway signage more generally. The commentary in the consultation response table at Appendix i, refers.
- 5.8 Montagu Evans (ME) responded to the consultation on behalf of Quinn Estates and advised, inter-alia, that the designation proposal should take into account its client's major development proposal for the area, which in particular would have a relatively close physical and visual relationship with the proposed conservation area. ME advised that the major development proposal has been amended since submission to take into account concerns raised about the visual impact on the area of heritage interest around and including Rodmersham Parish Church, and that it now essentially considers the impacts in that regard to be adequately mitigated. Officers responses to the points made by ME can be found in relation to representation no. 7 in consultation response table at Appendix I, whilst a full copy of the ME consultation response letter is provided at **Appendix iv** to this report.
- 5.9 Finally, it should be noted that Kent County Council's Heritage Conservation Team are contracted by the Council to provide archaeological advice on development proposals and in support of area appraisal work, as the Council, in line with most other local planning authorities does not have an in-house specialist in this respect. As such, there is no consultation response from the county's Heritage Conservation Team as the Council's consultant liaised with the county's Principal Archaeologist at the outset of this review exercise, and his input was incorporated into the public consultation document. Kent County Council in its function as the Highway Authority was consulted on the conservation area review but provided no feedback in this respect. No response was received either from the county's Ecology Team (which was also consulted).

5.10 A report on the public consultation and same Appendix ii document showing the recommended changes to the character appraisal and management plan (following that consultation) was presented to the Local Plan Panel at its meeting on the 17th February, 2022. The Panel unanimously agreed the two officer recommendations which were:

1. To note the content of the public consultation draft of the character appraisal and management strategy document produced for the assessment relating to the proposed new conservation area, and the representations made on this by interested parties, the details of which are set out in the report appendices.
2. To support the changes to the assessment document proposed by officers in response to the representations received during the course of the public consultation.

A copy of the minutes from the Local Plan Panel meeting will be available for reference at the Cabinet meeting.

6 Implications

Issue	Implications
Corporate Plan	<p>Priority 2 of the Plan is: 'Investing in our environment and responding positively to global challenges'. Objectives 2.1, 2.4 and 2.5 of this priority are respectively to:</p> <p>(2.1) 'Develop a coherent strategy to address the climate and ecological emergencies, aiming for carbon neutrality in the council's own operations by 2025 and in the whole borough by 2020, and pursue all opportunities to enhance biodiversity across the borough'.</p> <p>(2.4) 'Recognise and support our local heritage to give people pride in the place they live and boost the local tourism industry.'</p> <p>(2.5) 'Work towards a cleaner borough where recycling remains a focus, and ensure that the council acts as an exemplar environmental steward, making space for nature wherever possible'.</p> <p>The character appraisal and management strategy document, once amended as appropriate and subsequently adopted would support all 3 of the above-stated objectives from the Corporate Plan.</p>
Financial, Resource and Property	There are no financial implications for the Council
Legal and Statutory	The Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty on every local planning authority to " <i>determine which</i>

	<i>parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance” and, from time to time, to review the functioning existing conservation areas. As such failure to follow through on this review work would mean that the council is failing to meet its statutory duties in relation to the designation and ongoing management of conservation areas.</i>
Crime & Disorder	None identified at this stage.
Environmental Sustainability	One of the three dimensions of sustainable development is its environmental role: contributing to protecting and enhancing our natural, built and historic environment. The other two dimensions are a strong economy and a healthy and socially vibrant community
Health and Wellbeing	The health and wellbeing aspects of interaction with heritage assets and heritage related projects are referenced in the adopted Swale Heritage Strategy which underpins this review work.
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.

7 Appendices

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

- **Appendix i:** Public consultation – table of representations (in summary form), and the council’s response to, and recommendation in relation to them
- **Appendix ii:** Public consultation version of the 2021 draft character appraisal and management plan document, showing alterations recommended by officers (as tracked changes)
- **Appendix iii:** Rodmersham Parish Council public consultation response
- **Appendix iv:** Montagu Evans (on behalf of Quinn Estates Ltd) public consultation response

8 Background Papers

None.

APPENDIX i: TABLE OF REPRESENTATIONS, AND THE COUNCIL'S RESPONSE AND RECOMMENDATIONS FOR ANY CHANGES TO THE ASSESSMENT DOCUMENT IN RELATION TO THEM – FOR PROPOSED RODMERSHAM CHURCH ST. C.A.

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
1	Local resident	Support the proposed designation and impressed by the thoroughness and quality of the assessment document. Confused as to why this area had not been previously designated as it outshines Rodmersham Green in some respects. Can't really fault the assessment document except for perhaps including more detail on Glebe House – whilst it isn't listed, it's still an imposing and handsome building on the edge of the proposal. The area has largely managed to retain its rolling, glacial-formed landscape when viewed from high points. Giving the hamlet of Rodmersham some recourse against what seems like almost inevitable future development, it is of the utmost importance to grant it conservation area status.	It is not necessarily helpful to compare Rodmersham Green with the actual hamlet of Rodmersham as they have very distinct, different characters. The area in question is without doubt considered worthy of conservation area designation. The extent of information provided re Glebe House is considered to be proportionate and appropriate.	No change to the assessment document needed.
2	Local resident	In favour of the Council, working in partnership with local residents, businesses, the parish councils, the county council and other key stakeholders to manage the area sensitively to conserve its special character and appearance	Noted.	No change to the assessment document needed.
3	KCC Public Rights of Way & Access Service	Within the proposed Conservation Area boundary, a section of Public Footpath ZR208 is recorded. This path will remain on its existing alignment until such time as any formal application is submitted for diversion or extinguishment. In such an event, there is no guarantee the proposal will be successful, not least that it would be open to public objection, so the existence of this PROW	Noted. There is no intention to extinguish or divert the public footpath in question as part of the proposed management plan.	No change to the assessment document needed.

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
3 (cont')	KCC Public Rights of Way & Access Service (cont')	<p>should be regarded similarly to the continued existence of Church Street, i.e., a considerable degree of permanence. It is noted there is no suggestion within the Strategy to seek to divert or extinguish the path.</p> <p>In discussing the Public Realm (p.23), it is commented that highway signage does 'not necessarily respect the special character of the place'. PROW are public highways as with road highways such as Church Street. KCC, as the local highway authority, has a legal duty to install and maintain signage along a PROW including where a PROW leaves a metalled road (Countryside Act 1968 S27). KCC signage conforms to its agreed and approved standard, which it expects to maintain for the foreseeable future, principally as consistency is of benefit to path users.</p>	<p>The commentary contained within the assessment document is entirely appropriate. Elsewhere, it is the case that the injudicious use of highway-related signage, etc has resulted in visual harm to conservation areas in Swale Borough, though I am not aware of any situations where PROW signage results in, or materially contributes to such harm.</p>	<p>No change to the assessment document needed.</p>
4	Historic England	<p>The proposed designation and draft appraisal clearly set out the historic and architectural interest of the Rodmersham Church Conservation Area. We are pleased to see that the legislative background has been clearly stated and the character of each area has been carefully studied in line with Historic England guidance.</p> <p>We welcome the inclusion of important views within the conservation area appraisal draft, but we recommend all views identified should include a detailed description of the views and their constituent parts, alongside clear photographs, outlining the contribution the views make to the character and appearance of the conservation area.</p>	<p>Noted.</p> <p>Noted and the proposed suggestion can be largely accommodated without fundamentally altering the shape of the document</p>	<p>No change to the assessment document needed.</p> <p>The identified significant views will be indicated on the aerial photo map. The significance of each will be described where such information is</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
4 (cont')	Historic England	<p>When describing views, special attention should be given to identifying heritage qualities and sensitivities, such as if any existing development breaks above the roofline silhouette of any buildings or landscape features. Priority should be given to those views that make the greatest contribution to an appreciation of the character and appearance of the conservation area or principal landmark buildings within it. This would serve as a proactive and transparent approach to their management. You may find the following published planning advice useful: https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/heag180-gpa3-setting-heritage-assets/</p> <p>Locally significant buildings which make a positive contribution to the conservation area are identified on the map on page 7, but in addition, Historic England recommends that these should be listed in a separate table and described to ensure their qualities are fully explained and transparent.</p> <p>The proposed management plan sets out practical guidance on preserving or enhancing the areas' special character or appearance. They also recommend opportunities for enhancement, which is welcomed by Historic England</p>	<p>Noted and the proposed suggestion can be largely accommodated without fundamentally altering the shape of the document</p> <p>Noted, but including them listed out within the body of the document is considered more appropriate.</p> <p>Noted and acknowledged.</p>	<p>not already included in the text. The photos already included will be cross-reference alongside the description.</p> <p>As per the above recommendation.</p> <p>List of locally significant buildings to be provided in body of document in an amendment to the assessment document.</p> <p>No change to the assessment document needed.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
4 (cont')	Historic England	<p>Historic England supports the production of this statement and the associated management plan for the Rodmersham Church Conservation Area. However, we recommend your council takes the necessary steps to address the points made above to ensure the statements will facilitate sustainable development as set out in the NPPF.</p> <p>The comments provided do not address unscheduled archaeology. Please seek comments on these matters from your Council’s own Archaeology Officer.</p>	<p>Noted and welcomed. The recommended steps are being taken as far as practically possible, as per the recommendations set out in this table.</p> <p>SBC does not have its own Archaeology Officer, but the advice of KCC’s Principal Archaeologist was sought at the outset and his feedback is incorporated into the public consultation draft.</p>	<p>To make changes to the assessment document in line with those referenced above.</p> <p>No change to the assessment document needed.</p>
5	Local resident	<p>The proposed designation is supported, and the appraisal makes excellent recommendations to preserve the characteristics of the area. However, it would be better for the Appraisal to be titled ‘Church Street’ or ‘Church and hamlet of Church Street’ as the Rodmersham Church title suggests only the church would be within a conservation area.</p>	<p>This is a similar point to that made by Rodmersham Parish Council (see rep. no. 10). Careful consideration was given to the naming of the proposed CA, but on further reflection and in response to the comments made on this point, a revised name might be appropriate in the event that the proposed designation is agreed.</p>	<p>That in the event of the designation being agreed, that the name of the CA be changed to ‘Rodmersham Church Street Conservation Area’.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
5 (con't)	Local resident	<p>Some of the language used is particularly subjective, to the point of critical, e.g., “retention of grass verges is fundamental” - some verges cannot be retained due to the heavy amount of traffic through Church Street, particularly the large farm vehicles during harvesting.</p> <p>Re. P9, we are concerned that the farmland next to the church yard is not included in the proposed Conservation Area as this includes land that is currently used as a 'car park' for St Nicholas. Whilst the Appraisal highlights concrete kerbs as 'injudicious', the lack of protection for farmland to the left ('ancient orchard' prior to Brexit) could allow for further kerbing, signage and hard landscaping to assist vehicles and persons using the church. Also, the use of concrete kerbing has been used to prevent vehicles eroding the verge which has been planted up with spring bulbs.</p>	<p>Noted and acknowledged. However, such traditional soft verges are particularly vulnerable in farming communities and have been threatened and removed in recent years in the rural lanes around Rodmersham -to the notable detriment of rural character. It is important to avoid this type of edge treatment where possible.</p> <p>The farmland in question provides the setting to the interesting cluster of buildings and spaces in between/immediately around them, but it is of little heritage interest in its own right and the established guidance suggests drawing boundaries tightly to reflect the special interest. The practical reasons for the installation of concrete kerbing are noted but see comment on this above.</p>	<p>No change to the assessment document needed.</p> <p>No change to the assessment document needed.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
5 (cont')	Local resident	<p>Re. P10, we are concerned that the proposed Conservation Area does not extend to Rodmersham Court Farm. There are a number of outbuildings dispersed around the farm, including the Grade ii Listed barn (in disrepair) that are characteristic of Rodmersham House (once called New House) such as old dog kennels and stables and these building should be preserved, unless they fall within the curtilage of Rodmersham House? Furthermore, the Conservation Area should extend to Ashgores at the other end of Church Street.</p> <p>Re. P11, we are pleased to see the description of 5 Church Cottages included, which is marked on the map as 'locally significant'. Although unfortunately not Listed, it has some history within the hamlet.</p> <p>Re. P12, the surviving stables at Church Farm House have 'graffiti' of military names and numbers on the walls left by the Royal Dublin Fusiliers in 1918. This has been logged with the Archaeology Data Service. Photographs are available of the barn walls</p>	<p>See comment on these points in relation to rep. no. 10 from the Parish Council.</p> <p>Noted and acknowledged. The building is unlikely to be suitable for statutory listing based on the current listing selection guides, but may be appropriate for inclusion on the Swale Local List, as reflected in the notation to the proposed CA map.</p> <p>The referenced graffiti adds to the special interest of the parent listed building and the curtilage listed stables in question</p>	<p>Alignment of proposed CA boundary to be altered to include Ashgores House. The pre-1948 agricultural buildings associated with Rodmersham House (formerly New House), at Rodmersham Court Farm would benefit from protection through curtilage listing, so no change needed in respect of that particularly cluster of buildings.</p> <p>No change to the assessment document needed.</p> <p>The supporting text to the listed building will be amended to reflect the special interest of the stables. With consent, a photo showing some of the graffiti may be added.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
5 (cont')	Local resident	<p>Re. P13, '<i>The unexpected geometry of the front brick boundary wall.....reflect the footprint of an original barn</i>'. The wall reflects where the property's boundary ended prior to 2001, as requested by the Council in relation to a planning application, to alter the entrance. The design was stipulated to show where the entrance to a farm track was previously located, for access to farmland behind. The farm track and small paddock now form the front garden of Church Farm House.</p> <p>Two supporting photographs have been provided:</p> <ol style="list-style-type: none"> 1. An aerial photo from 2012 which shows Church Street with its orchards. 2. A photo taken from the church tower (towards Church Farm House) showing large barn that once ran along Church Street. 	<p>The text in question will be amended to reference the context of a longstanding farm access track.</p> <p>Photo 1 helps shows how much orchard land has been lost in recent years, by comparing it with the later aerial photo on page 10, as does photo 2. Photo 2 is useful in understanding visual changes to the character of the hamlet from the loss of traditional farm buildings, including the large barn on Church Street frontage</p>	<p>The text on page 13 of the document to be amended as per the officer response opposite.</p> <p>Photo 1 to be used within the assessment document in an appropriate placement. Photo 2 to be also be used, although only if a clearer version of (somewhat fuzzy) image is possible. (Note: consent has been given to use both these images and a possible related third image)</p>
6	Local resident	<p>No objection to the proposal to make Rodmersham Church and surrounding area of Church Street a Conservation Area as defined and illustrated by Peter Bell in the Public Consultation Draft document.</p>	<p>Noted and welcomed.</p>	<p>No change to the assessment document needed.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
7	Montagu Evans on behalf of Quinn Estates	<p>The Appraisal identifies the key buildings in the Conservation Area to comprise the Church of St Nicholas, and the collection of grade II buildings to the north of the church, to each side of Church Street. These comprise: Church House, Church House Cottage and Church House Farm (Matsons).</p> <p>The principal elements of the area which are identified as comprising the main reasons for designation are:</p> <p>(a) The medieval grade I listed Church of St Nicholas and its boundary wall and Lych gate;</p> <p>(b) The collection of grade II listed buildings to the northeast of the church, including Church House, Church House Farm, and Church House Cottage; and</p> <p>(c) The locally significant buildings Glebe House, Orchard Cottage and 5, Church Street.</p> <p>The setting of the Conservation Area is discussed and described in the draft Appraisal. We note the following key points are made:</p> <p>(a)The Appraisal places emphasises the relationship between the village group and its wider setting. The “sense of openness and long views” (section 2.3) and “strong” relationship between village and landscape setting (summary of significance on page 19) are described.</p>	<p>Noted and acknowledged.</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p>	<p>No change to the assessment document needed.</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
7 (cont')	Montagu Evans on behalf of Quinn Estates	<p>(b) The Appraisal states that “Views across the landscape are particularly important when approaching Rodmersham from the north or south”. It is noted that “Landscape views are frequently punctuated by dispersed and isolated buildings or groups of buildings.”</p> <p>(c) The Appraisal indicates that these can be appreciated particularly on the approach from the north, as the viewer looks eastwards (to their left), where long views are afforded across open fields and the isolated farmsteads can be appreciated.</p> <p>21/503906/EIOU and 21/503914/EIOU). The latter application should be considered in relation to the proposed designation.</p> <p>The Council will already be aware that Montagu Evans are acting on behalf of Quinn Estates, in support of the emerging proposals for Highsted Park (application refs. The proposals for the south site (21/503914/EIOU) is an application for Outline Planning Permission with all matters reserved for the phased development of up to 578.65 hectares of land comprising: up to 8,000 residential dwellings[...]”). The application seeks to deliver residential, commercial and community uses as well as open space, green infrastructure and new vehicular routes. Part of the boundary of the south site is close to the village and the boundary of the proposed Rodmersham Church Conservation Area.</p>	<p>Noted and acknowledged.</p> <p>(as above)</p> <p>(as above)</p> <p>The LPA is carrying out its statutory duty in assessing an area of the Borough considered to be of architectural or historic interest worthy of conserving through a possible conservation area designation. The proposed major development scheme can be given very limited weight, particularly given that it does not relate to an allocation in the adopted Local Plan.</p>	<p>No change to the assessment document needed</p> <p>(as above)</p> <p>(as above)</p> <p>(as above)</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
7 (cont')	Montagu Evans on behalf of Quinn Estates	<p>The village and its existing heritage designations were taken into account in the formulation and development of the proposals and through pre-application discussions with Swale Borough Council and Historic England. The masterplan identifies some areas of land to the south of the village to be developed for residential housing. Care has been taken to ensure the historic core of the village remains intact and well defined and that the new residential areas are located to the south, southeast and northeast with a significant landscaped bund that would be approximately 20m deep, acting as a noise and visual buffer. As set out in the ES assessment submitted with the application, there will be some impacts on the long views afforded across open fields from the edges of the proposed Conservation Area, in particular to the south east. The Church will however remain the focus of the village and the Conservation Area designation.</p> <p>There is likely to be an increase in traffic movements and noise along Church Street which is the central spine of the proposed Conservation Area, however this is not expected to be significant as the Southern Relief Road is expected to take the majority of the traffic travelling north and south between the London Road and the M2.</p>	<p>Noted and acknowledged. The proposed CA would serve to simply reflect and reinforce the significant heritage interest the area already holds with many of the building in the proposed area listed. However, the carrying out of this assessment work will enable the LPA to provide Quinn Estates as the applicant with a more informed response on the nature and extent of the anticipated heritage harm/impact which would arise from the scheme, as currently submitted, or otherwise. The traffic increase information is noted and acknowledged at this point.</p>	<p>No change to the assessment document needed.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
7 (cont')	Montagu Evans on behalf of Quinn Estates	Following consultation with Swale Borough Council and Historic England, the proposals are being revised and adapted to protect heritage assets further in order to further safeguard and protect the setting of the church and views to the northwest. This change will also preserve the appearance and setting of the proposed Conservation Area to the west, helping to preserve the “sense of openness and long views” and “strong” relationship between village and landscape.	It is acknowledged that the proposals are being amended. Assessment will take place and a view provided in due course (in relation to the application) as to whether the heritage impacts identified to date are adequately mitigated.	No change to the assessment document needed.
8	Local resident	<p>Support the proposed new conservation area but would suggest expanding the boundary to include Rodmersham House, which seems a reasonable request, as it is a listed building, dating back to the early C17, it was listed at the same time as the church, and many of the other houses in 1967.</p> <p>This area of Rodmersham and its houses is one of the oldest in Swale, surviving from when the plague nearly wiped out its inhabitants, at which point, most of those who survived moved to Rodmersham Green.</p> <p>The role of Conservation Area status is not only to protect its listed buildings but to protect their setting, special architectural or historic character. It is a shame that The Lodge (now known as Golden Wood) is unable to have protection, as it appears on the second edition of Ordnance Survey and was the rear entrance to Rodmersham House, with such architectural features that should be protected.</p>	<p>See comment on these points in relation to rep. no. 10 from the Parish Council</p> <p>The feedback provided here is noted and acknowledged, but without referencing cannot be accepted as factually correct at this point.</p> <p>It is acknowledged that The Lodge/Golden Wood is shown on the OS mapping as referenced. This house given its age and architectural features would be a suitable candidate for the local list.</p>	<p>No change to the assessment document needed.</p> <p>Section 2.1 of the assessment document to be amended if the feedback provided on this local history matter bears scrutiny.</p> <p>No change to the assessment document needed.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
9	Local resident	We are pleased to see the character of Rodmersham Church area recognised in this review and, in particular the connection between this group of buildings and their setting with the surrounding landscape. We look forward to this CA being adopted as part of Swale’s Heritage Strategy.	Noted and welcomed.	No change to the assessment document needed.
10	Rodmersham Parish Council	<p>The Parish Council (PC) supports the proposed designation. Just to be clear, Rodmersham is a collection of hamlets and settlements; Rodmersham Green, Church Street/St Nicholas Church, Upper Rodmersham, Dungate, Pitstock and Highsted Valley are all part of ‘Rodmersham’.</p> <p>However, the PC would like the following (summarised here by officers) comments added to the assessment document:</p> <p>The farmland (with orchard) adjacent to the church is a key part of its setting. The Lord of the Manor (GH Dean) has allowed visitors and users of the church to park on the farmland next to the churchyard. Over the last few years, the boundary between the churchyard and the farmland has been removed. This has created an openness, and when standing in either the churchyard or the farmland, it is difficult to distinguish either, creating a borrowed landscape. The PC therefore considers that at the very least, part of the adjacent field should be included inside the conservation boundary. It’s feared that the car park may become more heavily landscaped which would detract from the visual appearance of the setting to the church. The setting of the church is vital to this hamlet.</p>	<p>Noted and acknowledged. This is reflected to some degree in the wording used in the history section at 2.1.</p> <p>Inclusion of the church car park is on balance appropriate so that specific CA management measures or recommendations could apply to it. The car park has a clearly definable boundary which is not the case with the wider area referenced. However, that wider area would still enjoy some protection by forming part of the setting to the proposed CA and in turn, the listed church.</p>	<p>No change to the assessment document needed.</p> <p>Alignment of proposed CA boundary to be altered to include Rodmersham Parish Church car park.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
10 (cont')	Rodmersham Parish Council	<p>The kerbing referred to on page 23 has been installed to prevent vehicles eroding the soft landscaping that has recently been planted with bulbs. If the conservation officer has any suggestions as to how this landscaping can be better protected, the PC would welcome such advice. Posts and bollards have not worked to date.</p> <p>The PC feels very strongly that Ashgores House should be included in the proposed conservation area. Whilst not listed, it is an attractive period building seen, and often commented on, as the first house in Rodmersham, and it's visually the gateway into the hamlet and Rodmersham area. This is reinforced by the village welcome sign being located adjacent to Ashgores House. Its prominence is obvious in the landscape, and the field between Ashgores House and the next property to the south (within the proposed CA) is relatively small in the wider context. Furthermore, the boundary of Ashgores House is in keeping with the rest of the Rodmersham settlement, with hedges, trees and gates.</p>	<p>The section of raised concrete kerbing is small and is provided on the highway verge side of a rainwater drain to the highway. The functionality of the kerbing is questionable and planting of the verge area with low level hedging (so as not to obscure the fire hydrant signage might represent a more appropriate visual treatment of this area, which is also practical and relatively low maintenance. It is noted that there is quite a lot of concrete kerbing in the hamlet, and this should be removed where possible.</p> <p>Following the feedback from the Parish Council and other parties on this particular matter, it is considered that there is adequate justification to include Ashgores House within the boundary of the proposed conservation area. The more elevated views from here are noted.</p>	<p>The summary of opportunities text box at Section 4.5 to be amended slightly to reference the possible use of hedged verges as well as grassy verges.</p> <p>Ashgores House to be included within a revision to the boundary for the proposed conservation area. The elevated view over the shallow dry valley to the east and downhill, south, in the core of the proposed conservation area to be noted in the assessment document.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
10 (con't)	Rodmersham Parish Council	<p>The PC also feels very strongly that Rodmersham Court Farm should be mentioned. The large, listed house (Rodmersham House) with adjacent listed farm complex (including stables, dog kennels and barns) was home to the Lord of the Manor. The house and estate have taken responsibility for the surrounding farmland and for the church. The relationship between the estate and the church can be evidenced with the presence of the Mercers Grand Memorial in the churchyard. Most recently, the occupants have contributed significant sums towards the church repairs. The estate fencing (i.e. the iron railing, page 23, plate 11) can be seen all around the Rodmersham settlement in both directions along Church Street, including up to the front wall of the church.</p> <p>Until recently, there was an ancient cherry orchard beside the churchyard, but unfortunately this has been removed and replanted with modern dwarf apple stocks.</p> <p>The PC considers the estate complex should (also) be part of the conservation area. It's acknowledged there's an intervening gap, but together they still form the (isolated) settlement. The estate still owns the majority of the properties in the Church Street hamlet – farm workers cottages, etc. It's also pointed out that Church Farmhouse (previously Eagle Lodge and Matsons) is all that remains of Church Farm – a significant fruit farm for over a century,</p>	<p>It is agreed that it would be appropriate make reference to the Rodmersham Court Farm as an important element of the landscape forming the setting to the proposed conservation area.</p> <p>Noted and acknowledged. This is outside the remit of the LPA's control.</p> <p>The cluster of buildings around grade II listed Rodmersham House derives some protection from the setting considerations that have to be considered in relation to development affecting a listed building. There's a large gap between the Rodmersham House cluster and the parish church cluster of buildings with the majority</p>	<p>Reference to be made to Rodmersham House and the Rodmersham Court Farm buildings in section 2.2 of the assessment document, which considers setting. The reference will note the continuity of estate railing design and usage between the two distinct areas.</p> <p>No change to the assessment document needed.</p> <p>Boundary of proposed conservation area not to be altered to include Rodmersham House and the associated agricultural buildings and cottages, but the name of the proposed conservation area, if designated, to be known as the Rodmersham Church Street Conservation Area.</p>

PROPOSED RODMERSHAM CHURCH ST. C.A. – REPRESENTATIONS, RESPONSE & RECOMMENDATIONS TABLE (Continued)

Rep. No(s).	Representation By	Summary of Representation	Officer Response	Recommendation
10 (cont')	Rodmersham Parish Council	The PC agrees with other commentators, that the area should be called Rodmersham Church Street Conservation Area due to the many listed/graded buildings in the vicinity.	of the intervening space being of limited heritage significance. Not including the Rodmersham House cluster does not diminish the significance of the listed building or its historic and ongoing connection with the church-centred hamlet. The approach taken in this respect is considered to be in line with the Historic England guidance, and consistent with the approach adopted per Tunstall CA, where a similar situation applies.	(see above)

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Rodmersham Church Street

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Proposed Conservation Area

Character Appraisal and Management Strategy

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PUBLIC CONSULTATION DRAFT November 2021

WITH AMENDMENTS FOLLOWING PUBLIC CONSULTATION January 2022

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Front cover: Church Cottage, Church Street

FOREWORD

“Historic buildings and places add to the quality of people’s lives and help to create a sense of place that we all identify with.

As a community and as a local authority, we have a responsibility to safeguard our historic assets for future generations and to make sure that they are not compromised by unsympathetic alterations or poor-quality developments. Conservation area designation and subsequent management is one way in which this can be achieved.

Conservation areas are not intended to stop development or to prevent change. Rather, they give the local community and the Borough Council the means to positively manage change and to protect what is special about the area from being harmed or lost altogether.

Swale Borough is fortunate in having such a rich and varied mix of built and natural heritage. The Borough Council wants to see it used positively as a catalyst to sustainable, sensitive regeneration and development, and to creating places where people want to live, work, and make the most of their leisure time. To that end, we have surveyed and appraised Rodmersham Church area on the basis that it appears to display all the special qualities befitting of conservation area status. The results are set out in this document, which the Borough Council is now seeking constructive feedback on.

This assessment of the Rodmersham Church area has directly derived from the work on one of a series of conservation area reviews which the Borough Council is committed to undertaking, following the adoption of the Swale Heritage Strategy 2020 - 2032.”



Councillor Mike Baldock,
Cabinet Member for Planning and
Swale Borough Council Heritage
Champion

A handwritten signature in black ink that reads "Mike Baldock". The signature is written in a cursive, slightly slanted style.

1.0 INTRODUCTION

1.1 Background to this appraisal

Rodmersham, that is the hamlet on Church Street around St. Nicholas Parish Church, is not currently designated as a conservation area although it contains a number of highly significant listed buildings.

During the recent review of Rodmersham Green Conservation Area, Rodmersham was identified as having the potential to be designated as a conservation area in its own right. Consequently it has been the subject of detailed assessment and appraisal.

This appraisal assesses the architecture and history of Rodmersham and concludes that it is an area of special architectural and historic interest and that it meets the criteria for conservation area designation.

The author would like to thank all those who contributed to the production of this character appraisal.

1.2 The purpose of conservation areas

Conservation Areas were first introduced in the Civic Amenities Act 1967. A conservation area is defined as “an area of special architectural or historic interest, the character or appearance of which



Early 20th century postcard. Rodmersham Church and Church Cottage

it is desirable to preserve or enhance”¹.

It is the duty of the local planning authority “to determine whether any parts or any further parts of their area should be designated as conservation areas; and if they so determine, they shall designate those parts accordingly.”²

The aim of conservation area designation is to protect historic places and to assist in positively managing change, so that their special character is safeguarded and sustained.

Areas may be designated for their architecture, historic layout, use of characteristic or local materials, style, or landscaping. Above all, conservation areas should be cohesive areas in which buildings and spaces create unique environments that are of special architectural or historic interest.

Conservation area designation provides extra protection in the following ways:

- Local planning authorities have control over most demolition of buildings.
- Local planning authorities have extra control over householder development.
- Special provision is made to protect trees in conservation areas.
- When assessing planning applications, the local planning authority must pay special attention to the desirability of preserving or enhancing the character or appearance of a conservation area and its setting.

- Policies in the Local Development Plan positively encourage development which preserves or enhances the character or appearance of conservation areas.

1.3 The purpose and status of this character appraisal and management strategy

A Conservation Area Character Appraisal is an assessment and a record of the special architectural or historic interest which gives rise to the character and appearance of a place. The appraisal is a factual and objective analysis, which seeks to identify the distinctiveness of a place by defining the attributes that contribute to its special character. It should be noted, however, that the appraisal cannot be all-inclusive, and that the omission of any particular building, feature or space should not be taken to imply that it is not of interest. In some cases, significance may only be fully identified at such time as a feature or a building is subject to the rigorous assessment that an individual planning application necessitates.

A fundamental part of the appraisal of Rodmersham is to assess whether it possesses the level of special architectural or historic interest which merits it being designated as a conservation area.

The appraisal includes a management strategy to help the Borough Council, the Parish Council and other stakeholders positively manage the proposed conservation area, in the event of conservation area status being granted. A management strategy may include action points, design guidance and site-specific guidance where appropriate. It can identify potential threats to the character of the area and can,

¹ Section 69 (1)(a) Planning (Listed Buildings and Conservation Areas) Act 1990.

² Section 69 (2) Planning (Listed Buildings and Conservation Areas) Act 1990

~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

where appropriate, identify the potential for Article 4 Directions or local heritage listing.

An appraisal may also serve as a basis for the formulation and evaluation of Development Plan policies, as a material consideration in the making of development management decisions by the local planning authority, and by the Planning Inspectorate in determining planning appeals. It can also heighten awareness of the special character of the place to help inform local Parish Councils in the formulation of Neighbourhood Plans, Village Design Statements and individual's in design choices.

This proposed Conservation Area Character Appraisal has been compiled in consultation with local organisations, elected representatives and council officials. It is to be the subject of public consultation and is prepared with a view to being formally adopted for development management purposes in the event of the conservation area status being granted.

The purpose of this proposed Conservation Area Character Appraisal and Management Strategy is:

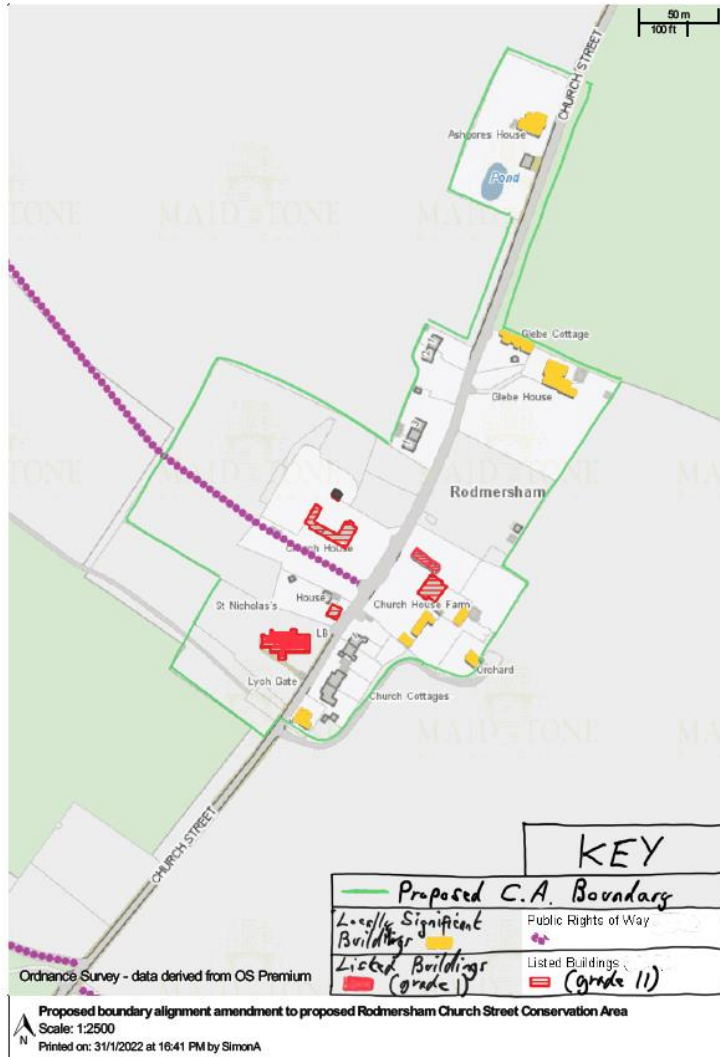
- To identify the heritage significance of the Rodmersham – i.e. the value that the area has to this and future generations because of its heritage interest – which may be archaeological, architectural, artistic or historic interest.
- To determine whether Rodmersham possesses the special architectural or historic character which merits designation as a conservation area.
- To increase public awareness and involvement in the preservation and enhancement of the area.
- To provide a framework for making planning decisions, to guide positive change and regeneration.

- To highlight particular issues and features which detract from the character or appearance of the proposed conservation area which offer potential for enhancement or improvement through positive management.

The map on page 7 shows the extent of the proposed Rodmersham Church Street Conservation Area. It also shows listed buildings which appeared on the National Heritage List in October 2021 and other buildings which have been assessed as having local heritage interest.



Proposed Rodmersham Church Conservation Area 2024 Proposed Rodmersham Church Street Conservation Area 2021



2.0 RODMERSHAM CHURCH STREET CHARACTER APPRAISAL

2.1 The history of Rodmersham

The civil parish of Rodmersham is made up of the two small settlements of Rodmersham and Upper Rodmersham, and the larger village of Rodmersham Green.

The name Rodmersham is derived from the Anglo Saxon Hrothmaer's Ham, meaning Hrothmaer's settlement or village – Hrothmaer being a man's name. Given its early origins it is perhaps surprising that there is no mention of Rodmersham in the Domesday survey of 1086.

In medieval times Rodmersham fell under the Manor of Milton and consisted mainly of dispersed farmhouses and cottages. If there was a centre to the parish at that time it would have almost certainly have been around the Parish Church but it is unlikely to have had a sizeable population. The church dates from the 13th century and is dedicated to St. Nicholas.

As the local population grew during the 17th and 18th centuries it gravitated towards Rodmersham Green, some 1km to the south-west, where commoners had rights to graze cattle courtesy of the Lord of the Manor. Most of the local community would have been involved in arable and pastoral farming and in fruit and hop growing.

In 1798 Edward Hasted described the Parish of Rodmersham as: "The land in the lower or northern part of this parish is rich and fertile for

corn, and is let at a high rent, but higher up among the hills it becomes chalky and light, and much of it very poor. It is not an unpleasant situation, and considering its nearness to a very unwholesome country, is not so unhealthy as might be expected."³

Limited expansion during the 19th and 20th centuries mainly consisted of tied cottages provided by the farms for farm labourers.

2.2 Topography, geology, landscape and setting



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³ Edward Hasted. *The History and Topographical Survey of the County of Kent* (1798).

~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

Rodmersham lies 3 kilometres (2 miles) south-east of Sittingbourne town centre, on the northern edge of the North Downs dip slope and to the east of Highsted Valley. It is a small linear settlement along Church ~~Street~~Road which connects the former Watling Street to the north with Dungate to the south. The hamlet is 40m above sea level and the surrounding topography is characterised by undulating chalk downland with dry valleys supporting productive farmland on loamy soils (plate 1).

For a large part of the 20th century Rodmersham was surrounded by fruit orchards and hop gardens. However, many ~~but not all of the orchards~~ have been grubbed out and arable farming is now predominant. The aerial photograph at 1A was taken in 2012 and shows the extent of orchards at that time.

The local landscape is identified in the Swale Local Landscape Designation as the Rodmersham Mixed Farmlands⁴ and described as “a rural landscape, much opened up for intensive arable farmland, although locally valued elements are present including a sense of openness and long views”. Views across the landscape are particularly important when approaching Rodmersham from the north or the south as they provide its distinctive agricultural setting. They also feature in 360 degree views from the church tower.

Rodmersham has always been a small, distinctly separate settlement, in a characterful countryside setting. However, because of the historic ~~type of~~ land tenure, the landscape is peppered with farmhouses, cottages and farm buildings. Consequently, landscape views are

frequently punctuated by dispersed and isolated buildings or groups of buildings.

Rodmersham Court Farm complex is a significant historic group in itself and forms an important part of the setting, to the south of the proposed conservation area.

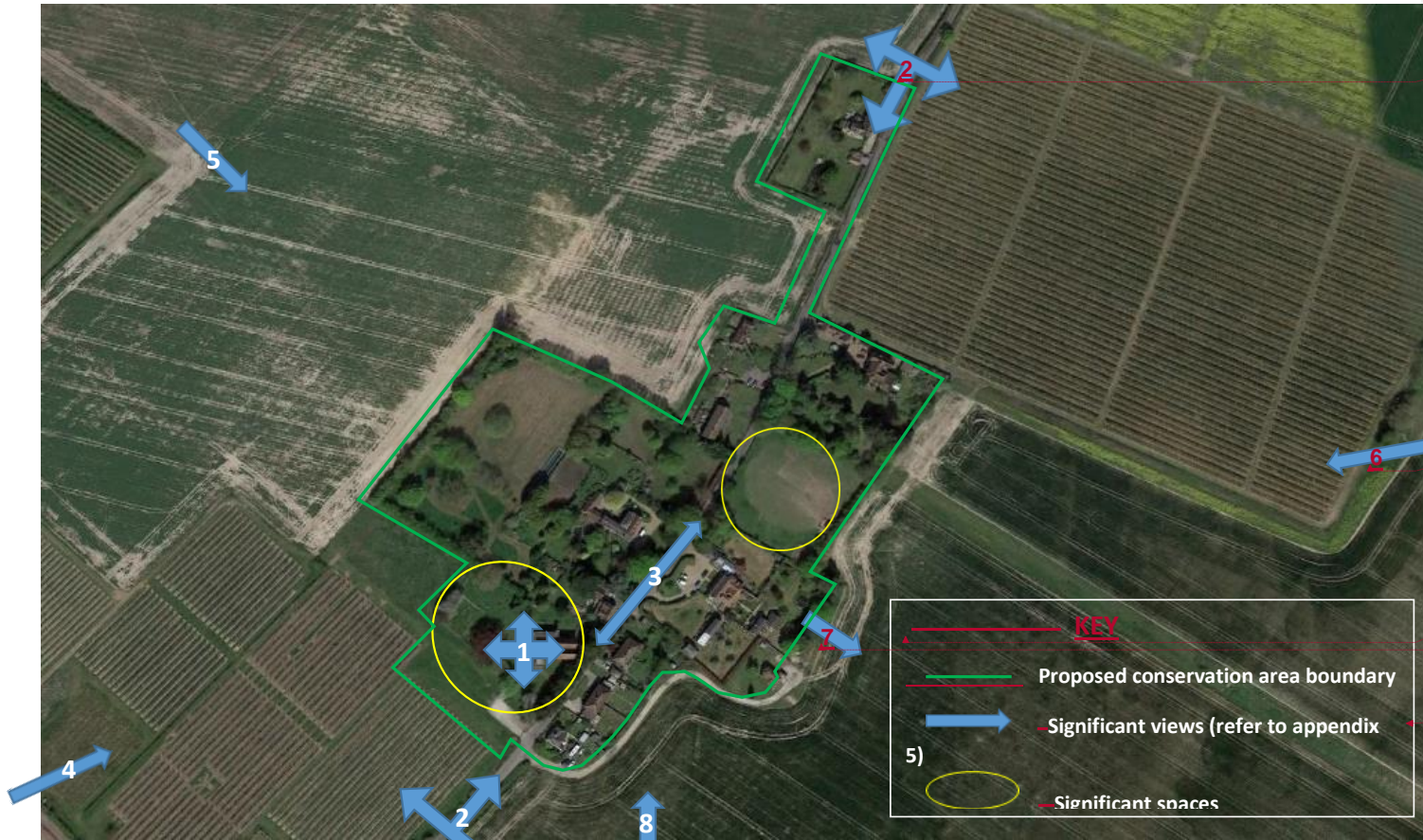


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⁴ in the Swale Local Landscape Designation LUC October 2018 and the Swale Landscape Character and Biodiversity Appraisal, Jacobs 2011



The aerial photograph on page 10 illustrates the strong relationship ~~which exists~~ between Rodmersham and its surrounding landscape.



2.3 Buildings

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~~Proposed Rodmersham Church Conservation Area 2024~~Proposed Rodmersham Church Street Conservation Area 2021

~~Rodmersham is made up of a small number of highly significant listed buildings and a slightly larger number of less significant buildings.~~

~~The surrounding graveyard is well maintained and is a place of distinct character and tranquility.~~

~~The Parish Church, dedicated to St. Nicholas, is prominently located close to Church Street. (plates 2 and 4). It is possible that there was a pre-conquest church on the site but the current building dates from the 13th, 14th and 15th centuries and was heavily restored by architect S. S. Saltwood between 1875 and 1893 including the addition of the south porch. Constructed predominantly of knapped flint with stone dressings under a Kent peg tile roof, the church is renowned for its handsome west tower which is visible for some considerable distance from all directions. It also has some particularly fine internal fittings.~~

2.3 Buildings

Rodmersham is made up of a small number of highly significant listed buildings and a slightly larger number of less significant buildings.

Proposed Rodmersham Church Conservation Area 2024 Proposed Rodmersham Church Street Conservation Area 2021

The Parish Church, dedicated to St. Nicholas, is prominently located close to Church Street. (plates 2 and 4). It is possible that there was a pre-conquest church on the site but the current building dates from the 13th, 14th and 15th centuries and was heavily restored by architect S. S. Saltwood between 1875 and 1893 including the addition of the south porch. Constructed predominantly of knapped flint with stone dressings under a Kent peg tile roof, the church is renowned for its handsome west tower which is visible for some considerable distance from all directions. It also has some particularly fine internal fittings. The surrounding graveyard is well maintained and is a place of distinct character and tranquillity.



The timber-framed lych gate (plate 3) and the long knapped flint boundary wall and a row of yew trees (plate 4) contribute to the distinct sense of place and have a strong presence on Church Street. They provide interesting glimpses of the church.



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date, they are relatively restrained and have a neutral impact on the character of the place.

Number 5 Church Cottage has the appearance of an estate cottage (plate 6). It dates from circa 1880 and was originally occupied by the church sexton. Built of local yellow stock brickwork it has a distinctive open gabled porch, a decorative plaque above the porch and a hipped slate roof. The introduction of uPVC windows in place of the original timber sash windows and uPVC cladding to the south elevation are unfortunate, but easily reversed, alterations.

Facing the church on the south-east side of Church Street are two pairs of tied cottages (plate 5) dating from the 1960s. Although late in



Church Cottage (plate 7) is located immediately north-east of the church, close to the road, behind a flint boundary wall. It dates from the 16th century and is noteworthy for its steeply pitched Kent peg tile roof and close-studded timber-framing on its first floor.

To its north, in the centre of the hamlet, two Georgian houses face each other ~~on opposite, either~~ side of Church Street. Both are well set back and partly hidden behind well-established hedges and trees.



Church Farm House (formerly known as Matsons) (plate 8) is located on the south-east side of the road. Its polite Georgian frontage conceals a much earlier 16th century range at the rear. The 2-storey front elevation is constructed of red brick with a handsome central doorcase with pilasters, a fanlight and an open pediment. Its slate roof sits behind a dentilled parapet.

The tithe map and early Ordnance Survey maps at appendix 1 show that this former farm house originally had more extensive farm buildings. Those that survive today include stables, a coach house and the evidence of an oast house with two round kilns, all of significance in their own right.

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~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

The unexpected geometry of the front brick boundary wall facing Church Street ~~may~~, in part, reflects ~~s~~ the footprint of an original barn and the entrance to a former farm track.



Church House (plate 9) on the north-east side of Church Street, is best appreciated from the public footpath that skirts the south eastern edge of its leafy, well-established garden. Its original five-bay Georgian elevation displays attractive chequered red and grey brickwork under a Kent peg tile roof with dormer windows. A gabled early 19th century range was added to the south creating an interesting architectural juxtaposition from different periods.

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Brick boundary walls extend to the north of Church Farmhouse and Church House on both sides of Church Street as far as open paddocks.



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The wall on the north-west side of the road continues as far as two sets of 20th century red brick agricultural tied cottages: 1-3 Church Street Cottages (plate 10) date from the 1960s, whereas 4-5 Church Street Cottages (plate 11) date from the 1930s.

Glebe House and Glebe Cottage (plate 12) first appear on the 1896 Ordnance Survey map as 'vicarage'. Glebe Cottage originally served the purpose of coach house and stables before being converted to a house. Both buildings exhibit distinct architectural characteristics of the late 19th century Arts and Crafts Movement including: steeply pitched clay tile roofs with decorative ridge tiles; a mix of hips, half hips and gables, the gables include decorative close studding or openwork trusses; prominent brick chimney stacks; a weather vane; and red brick banding to yellow brick walls. A brick garden wall extends from Glebe Cottage to the east, enclosing the garden to Glebe House.

Ordnance Survey maps until 1938 so it is not as old as it appears at first glance. It has heightened presence because of its elevated position and relative isolation.



Ashgores House (plate 12a) marks the start of the village when approaching from the north. The house does not appear on

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2.4 Building Materials

The distinct character of Rodmersham owes much to the variety of architectural styles, materials and details displayed in its buildings. Building materials were used to express architectural aspirations as well as changing fashions. Until the transport revolution of the mid-19th century, virtually all building materials were locally sourced and manufactured. Consequently they are often a true expression of the locality and its natural resources. Even materials that were in common use at the time make a valuable contribution to local character and distinctiveness.

The earlier domestic buildings of Rodmersham were built of timber-framed construction and are important survivals because of their age

and type. As oak for building became harder to source, brick became universally fashionable during the 17th and 18th centuries. Brick was used extensively for new buildings and to over-clad old buildings to give them a more fashionable appearance. Kent peg tiles were the preferred choice for roofing in the 17th and 18th centuries but they gave way to slate during the early 19th century, particularly once the railway came to Sittingbourne in 1848. Modern machine made bricks, concrete roof tiles and uPVC windows are less characterful materials introduced during the mid to late 20th century. Flint, sourced



from local fields or from chalk quarrying, was the only stone available locally.

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Stone: Good building stone was not readily available in this part of Kent with the exception of flint which was the only naturally occurring building stone around Rodmersham. Flints appear in seams within the chalk bedrock and were either brought to the surface naturally by farming or uncovered as a by-product of lime quarrying which took place locally. Flints were either laid as field flints or split and knapped with a hammer in order to reveal the dark shiny inner surface in more polite architecture. Flint is used extensively on the Parish Church and in boundary walls (plate 13).

Timber frame: Oak framing was commonly used in building construction during the medieval period when local woodlands offered an ample supply of good and durable building materials. Church Cottage is the only house in Rodmersham that still exhibits oak timber framing externally (plate 14). Other buildings have had their frames concealed behind later facades. The timber-framed tradition continued in softwood framing well into the Georgian period and even later in farm and utility buildings.

Brick: Brick earth was in plentiful supply in North Kent so, not surprisingly, brickwork is a familiar building material in Rodmersham. There is a wide variety in the size, bond, colour and character of the bricks, depending on their age, style or function.

Earlier examples of brickwork are irregular clamp-fired red bricks used during the 17th century. However, in the centuries that followed, the shape, size and coursing of brickwork became more regularised and uniform. Local yellow stock brickwork was fashionable from the Regency period and the combination of yellow and red brick achieved the polychromatic effect that was associated with the High Victorian



era and the Arts and Crafts Movement (plate 15). Wood-fired red brickwork often includes smoky grey header bricks (plate 16) which were sometimes used for decorative effect, such as at Church House (plate 9)

Kent peg tiles: The name ‘peg tile’ refers to a plain clay tile suspended from the top edge of a tiling lath. Traditionally peg tiles were held in place by a small wooden peg or latterly an aluminium ‘drop’, wedged into, or passed through one of the two holes in the head of the tile. Simple firing methods and local clays produced strong, durable and light peg tiles, many in warm orange/red terracotta colours. Imperfections in the raw clay and the hand manufacturing process resulted in a richness and variety in colour and shape. They are renowned for their warm and varied colours and the rich texture which cannot be replicated in modern machine-made tiles.

Until the 19th century, hand-made clay peg tiles were the preferred roof covering for buildings throughout Kent. Tiles continued to be handmade from local clays well into the 20th century and there are still a handful of manufacturers today. They are a characteristic roofing material of the south-east of England and dominate the roofscapes of many towns and villages, including Rodmersham. Kent peg tile roofs are visually prominent because of the steep pitch of the roofs on which they are laid (typically steeper than 35 degrees). Kent peg tiles are used as tile hanging as well as roofs in the example at (plate 17).



Slate: Slate roofs rarely appear before the turn of the 19th century. However, they became very widely used in the area after rail transport made it more easily accessible. Slate was imported, mainly from Wales, and gave rise to shallower roof pitches of between 30 and 35 degrees. Slate appears on a handful of buildings in Rodmersham.

Modern building materials: In recent decades mass produced concrete roof tiles and uPVC windows have been used within Rodmersham but they do not generally sit comfortably within the context of the historic village architectural language.

2.5



Boundary fences, railings and walls

Boundary treatments are an important aspect of the character of Rodmersham. Long boundary walls in flint and brick are a defining characteristic of the place, particularly on Church Street where walls follow and define the geometry of the highway. Picket fences, agricultural fences, cleft chestnut fences and wrought iron estate railings also appear in places and also contribute to character.

The wrought iron estate railings ~~found south of the church~~ facing Church Street between the parish church and Rodmersham Court are a good survival. They could beneficially be used as a pattern for fencing elsewhere in the hamlet as they retain the openness of their surroundings in an elegant and traditional way.

The post box built into the churchyard wall (plate 18) is a pleasing feature.



2.6 Trees

Trees play an important role in contributing to the special character of Rodmersham. They create enclosure, provide the backdrop to buildings and define space as one passes through the hamlet, in contrast to the relative openness of the surrounding landscape. Plate 19, taken from the church tower, shows just how important they are in defining the character of the place.

Indigenous species predominate but there are a couple of mature Cedars of Lebanon (plates 12 and 20) which are often associated with historic estates or parklands. Yew trees are found in the churchyard, including a formal row of Yews planted behind the boundary wall on Church Street (plate 2).

2.6 Archaeology





As it passes through the hamlet, slight bends in the geometry of Church Street reveal ever changing views and vistas. On approach from both north and south there is a marked contrast between the rural informality of the countryside with its grassy verges, and the slight formality of the village where grassy verges give way to 20th century concrete kerbs in places, particularly around the church.

Fortunately, Rodmersham has escaped the ubiquitous highway signs, road markings, speed restriction signs and traffic calming measures seen in other villages, much to its benefit.

Overhead utility cables and poles are, however, an unfortunate visual intrusion in places.

3.0 SUMMARY AND CONCLUSION

Rodmersham is small geographically but it has a strong and coherent character based on its medieval church and its long farming history. The variety of building styles, spanning several centuries, and their close relationship to Church Street and to the surrounding countryside are a defining feature of the hamlet.

Local building materials are strongly in evidence, including flintwork, timber framing, yellow and red brickwork, Kent peg tiles and slate. Walls, fences, hedgerows and trees also make a distinct contribution to the special character of the place.

The caliber of the buildings and the spaces between them make Rodmersham an area of special architectural or historic interest, the

The Kent Heritage Environment Record (HER) documents little of archaeological significance in Rodmersham, most likely due to the lack of investigation. Most of its entries relate to prehistoric flints dating from the Palaeolithic age.

There are earthworks in Highsted Wood to the west and findings during nearby quarrying show rich Iron Age and Roman remains as well as Bronze Age and Neolithic.

2.7 The Public Highway

character or appearance of which it is desirable to preserve or enhance. As such it meets the criteria for conservation area designation.

Some of the buildings are already protected by statutory listing and this has undoubtedly contributed to their conservation in recent decades. Other buildings and spaces have been well managed over time and will no doubt continue as such.

However, there is always potential for unsympathetic development or even small alterations which could have a disproportionate and harmful impact on the special character of Rodmersham or its setting. Conservation area designation would provide a positive framework to help manage change sensitively in the future.

- The eclectic mix of traditional local building styles, forms and building materials.
- The contribution which boundary walls, railings and fences make is a defining feature.
- The strong historic, visual and functional link between the settlement and its surrounding landscape, in particular the views which connect Rodmersham with its surrounding landscape and vice versa.
- The contribution which mature trees make to the character and appearance of the hamlet.

Summary of Key Characteristics

Summary of significance

The special interest of Rodmersham can be summarised as follows:

- A small settlement which originated as a farming community in the medieval period.
- The ancient Parish Church and graveyard which provides a visual focus to the village and contrasts vividly with the domestic buildings roundabout.
- The architectural contribution made by several listed buildings as well as some noteworthy non-designated buildings.

Key Positive Characteristics:

- The strong sense of visual identity provided by the Parish Church and by Church Street.
- The mix of building styles exhibited in buildings from several centuries. Key historic buildings such the Parish Church, Church Cottage, Church House and Church House Farm play a key role in defining the character of Rodmersham.

~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

- The use of vernacular building materials: in particular timber-framing, flintwork, brickwork and Kent peg tiles.
- The character of Church Street, its typically soft green verges and the changing vistas that it provides.
- The contribution made by mature trees, hedgerows and planting.
- The strong relationship between the village and the surrounding landscape, experienced through views and vistas and through the public footpath network.
- Despite its close proximity to suburban Sittingbourne, it retains a strong and independent sense of identity and place.

Key Negative Characteristics:

- The occasional use of non-indigenous building materials such as uPVC windows, uPVC cladding or concrete roof tiles.
- Overhead cables and utility poles which are visually intrusive in places.
- Concrete highway kerbs which detract from the rural character of the village but which are fortunately limited in number.

4.0 CONSERVATION AREA MANAGEMENT STRATEGY

If the decision is taken to designate a conservation area, then that is not an end in itself. Designation is a way of recognising the special architectural or historic character of an area so that appropriate steps can be taken to preserve or enhance it.

Conservation is not about preventing change; the proposed Rodmersham Church Street Conservation Area is part of a living community and change is inevitable to sustain and meet its future needs. It is about positively managing change so that what the community cherishes today can be properly looked after and passed on to future generations in good condition.

This management strategy is intended to encourage active involvement in the future management of the proposed Rodmersham Church Street Conservation Area. It provides the opportunity for the Borough Council, the Parish Council, local amenity groups, Kent Highways, Kent County Council, individual householders and local businesses to take part in positively managing the area.

4.1 Statutes and policies

When a conservation area is designated, there are statutes, planning policies and regulations which govern which types of development requires planning permission and the way that the local planning authority undertakes plan making and decision taking. The statutes and policies that directly affect designated conservation areas are outlined in appendix 3.

It is those statutes and policies which provide the framework for managing change in conservation areas. Most significantly, the local planning authority is legally required to pay special attention to the desirability of preserving or enhancing the character or appearance of any conservation area in the exercise of all its planning functions.

The Swale Borough Local Plan aims to ensure that the significance of conservation areas is sustained and enhanced through:

- Preservation or enhancement of the area's special character or appearance.
- Preservation or enhancement of the setting of the conservation area and of other designated heritage assets.
- Safeguarding and better revealing the significance of any archaeology.
- Protection and enhancement of landmarks, views and vistas within and without the conservation area.
- Safeguarding non-designated heritage assets which make a positive contribution to the significance of the area.
- Safeguarding significant spaces.
- Safeguarding significant trees.
- Promotion of high quality design in new development which responds positively to context and the distinct character of the conservation area.
- Continued sensitive management of the public realm.
- Requiring development to respond positively to the Borough Council's conservation area character appraisal where these have been adopted.

4.2 Published guidance

There is a wealth of published guidance on positively managing change in conservation areas. Historic England has published a range of guidance and advice notes which are listed in the bibliography at appendix 4. Swale Borough Council has adopted supplementary planning documents which are listed at appendix 3.

4.3 Householder alterations

Where householder alterations are proposed which require planning permission, the Council will typically seek to ensure that those alterations enhance the special character and appearance of the conservation area.

Opportunities to reinstate missing architectural features (such as sash windows, panelled doors or original roof coverings) and traditional boundary treatments will be encouraged by the Council and may be requested in relation to planning applications for extensions and/or alterations, where appropriate.

The Conservation Area Character Appraisal has identified some householder alterations which have involved the removal of historic features such as period windows, doors, roof coverings and chimney stacks.

Even in conservation areas, some householder alterations to unlisted buildings can be undertaken without the need for planning permission. In particular, the cumulative impact of ill-considered alterations to traditional properties can have a harmful effect on the character and appearance of a conservation area. Such alterations have, and could

continue to erode the character of the proposed Rodmersham Church Conservation Area over time.

In light of the above, Swale Borough Council as local planning authority consider that the use of an Article 4 Direction would be appropriate and justified in order to bring some householder alterations (which are currently classed as permitted development) under planning control, to ensure that all alterations are positively managed.

Householder alterations which could be brought under control with an Article 4 Direction in Rodmersham include the following:

- Replacement windows and doors.
- Changes to roof coverings.
- Removal of chimney stacks.
- The installation of satellite dishes and solar photovoltaic panels on the front wall or roofslope.
- Alterations to fences, railings and boundary walls.
- Adding a porch.
- Installing rooflights in the front roofslope.
- Replacing a soft-landscaped front garden with hard surfacing.
- Outbuildings

The possible introduction of any Article 4 Direction limiting householder permitted development rights would be subject to a separate public consultation.

4.4 Swale local heritage list

Arising from Swale's adopted Heritage Strategy 2020 - 2032, the Borough Council is compiling a Local Heritage List in order to identify heritage assets which are not formally designated as listed buildings.

The Local Heritage List:

~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

- raises awareness of an area's local heritage assets and their importance to local distinctiveness;
- informs developers, owners, council officers and members about buildings within the local authority boundary that are desirable to retain and protect;
- provides guidance and specialist advice to owners to help protect the character and setting of those buildings, structures, sites and landscapes;
- helps the council in its decision making when discussing proposals and determining planning applications; and
- records the nature of the local historic environment more accurately.

The impact of any development on a building or site which is included within the Local Heritage List will be a material consideration when the council considers an application for planning permission.

A small number of unlisted buildings in the proposed Rodmersham Church Street Conservation Area could be considered for inclusion within the Swale Local Heritage List including: Ashgores House, 5 Church Cottages, Glebe Cottage, Glebe House, Orchard Cottage, and Outbuildings to south east and south-west of Church Farm House

4.5 Public realm

The public realm (that is those areas which fall between the buildings and are enjoyed by the public) makes a significant positive contribution to the special character of the proposed ~~Rodmersham~~ Rodmersham Church Street Conservation Area. The churchyard, Church Street and public footpaths, all fall within the public realm and provide limited opportunities for enhancement.

In rural conservation areas, it is especially necessary to guard against standard highway 'improvements' which do not necessarily respect the special character of the place. The injudicious use of concrete kerbs and off-the-shelf or unnecessary road signs can have a disproportionate and harmful impact.

The retention of soft verges (without concrete kerbs) is fundamental to the future sensitive management of the highway. The avoidance of non-critical highway signing and road markings is also very important.

Future highway maintenance, improvements and alterations will be carried out in accordance with *Streets for All*, Historic England (2018) and *Highway Works and Heritage Assets: the Kent Protocol for Highway Works in Relation to Designated Heritage Assets*, KCC and



KCOG (2011). Both provide advice on good practice for highway and public realm works in historic places. Early consultation with all stakeholders (including Swale Borough Council's Conservation and Design Team and Rodmersham Parish Council) will be fundamental to achieving appropriate standards in future changes.

There is an unfortunate concentration of utility posts, poles and covers adjacent to the church carpark entrance (plate 21). Overhead utility cables and poles have also been identified as being visually obtrusive (plate 22). Where possible, opportunities should be taken to investigate the removal of redundant overhead cables, reducing the number of poles and undergrounding of services.

The Parish Council, Swale Borough Council and Kent County Council will seek to ensure that the public realm continues to be sensitively managed.

Summary of opportunities for enhancement in the public realm:

- An audit of overhead supply lines, utility posts and poles with the statutory undertakers to establish whether there is scope to remove any overhead cables or poles or to underground services.
- The removal of concrete road kerbs and their replacement with grassy verges, hedges, or more appropriate kerbs.

4.6 Landscape and ecology

Trees and hedgerows play a vital role in the special character of Rodmersham as well as providing opportunities for enhanced biodiversity and ecosystems.



The retention and active management of trees and hedgerows should be encouraged and opportunities for new planting should be considered. Planting which contributes to the form and structure of the local environment in and around Rodmersham should normally be comprised of native species, although other species now assimilated into the Kentish rural scene may also be appropriate.

Six weeks' notice must be given to the Borough Council in writing before any works are undertaken to trees within conservation areas.

Opportunities for enhancing landscape and ecology:

- An audit of trees, hedgerows, green spaces and orchards may be undertaken to establish whether there is any scope for better management or for further planting.
- Positive management may occasionally involve the removal of trees to restore, preserve or open up significant views.

4.7 New development opportunities

Potential for new development within the Rodmersham is extremely limited. If proposals for development come forward they will be considered against local and national planning policies which attach great weight to the conservation of designated heritage assets and their settings.

Development within the setting of the proposed conservation area may affect its heritage significance. The local planning authority is required to pay special attention to preserving the setting of the conservation area (or any listed buildings) in any plan making or decision taking.

4.8 Heritage at risk

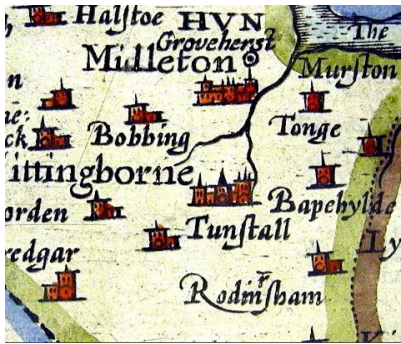
There are no designated heritage assets within Rodmersham on Historic England's Heritage at Risk Register or on the Swale Heritage at Risk Register. Neither has this appraisal identified any heritage assets which are currently at risk.

However, if any of the identified locally significant features or buildings become at risk in the future, these may be added to the Heritage at Risk Registers if their significance is threatened by their condition or lack of appropriate use.

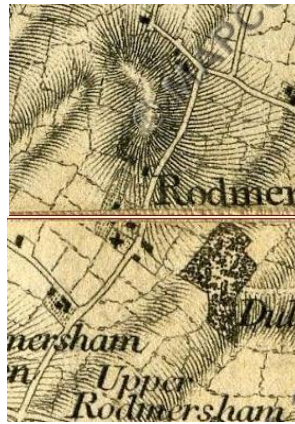
In such cases the Council will notify respective owners and, where appropriate, work with them and other stakeholders to investigate opportunities for removing the risk and securing the asset's future.

APPENDIX 1

Map regression



Saxton's map of Kent 1575



Captain William Mudge's map of Kent c.1800



Andrews topographical map of the county of Kent 1769

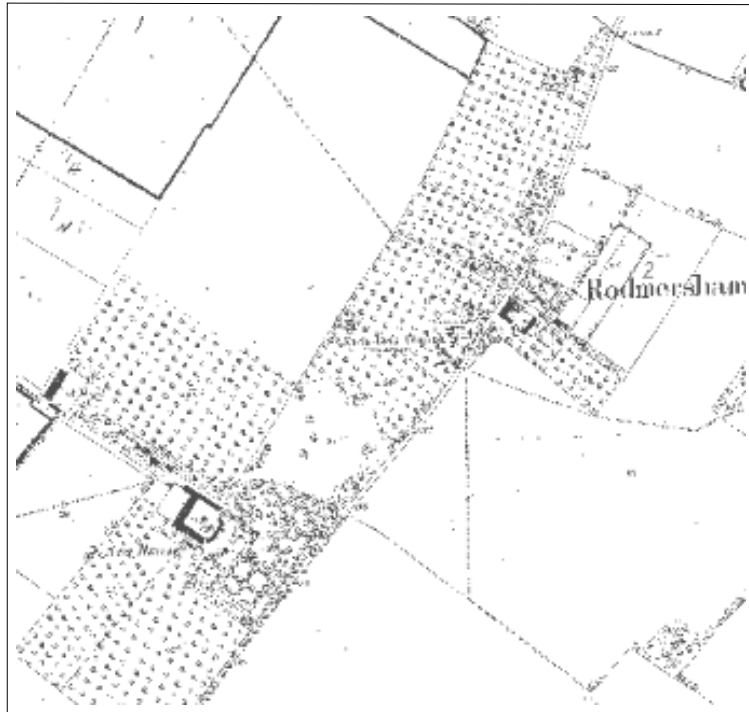


Ordnance Survey First Series 1816

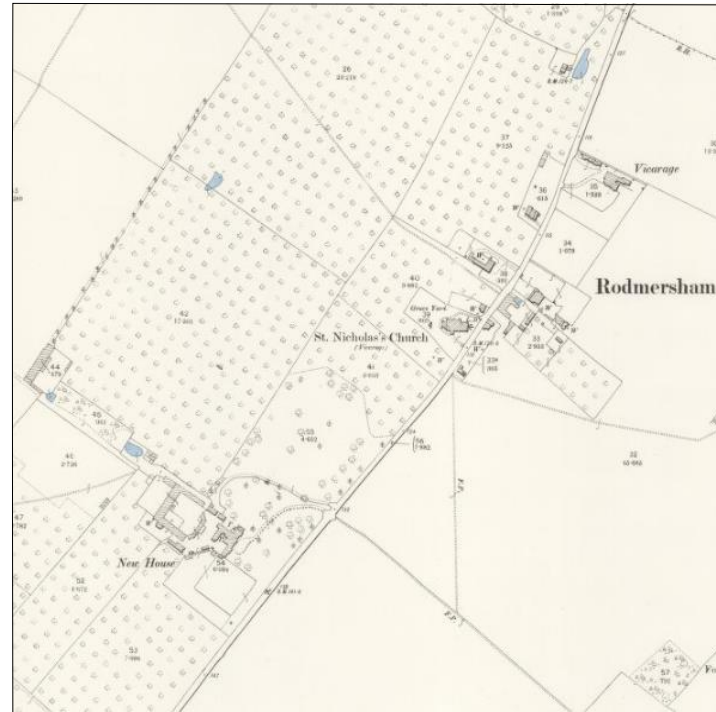
Proposed Rodmersham Church Conservation Area 2024 Proposed Rodmersham Church Street Conservation Area 2021



Tithe map 1838 (Kent Archives)

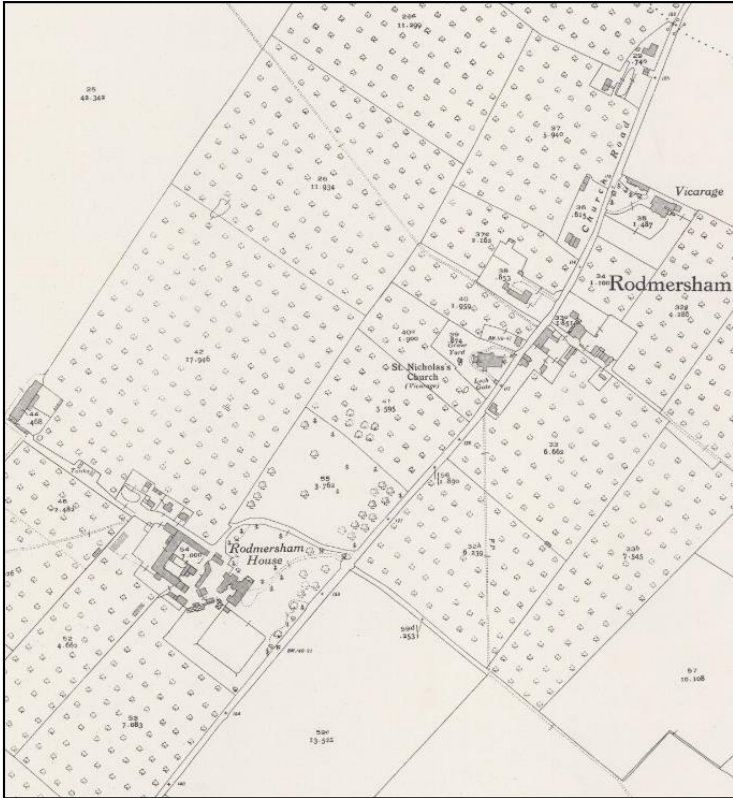


1871 Ordnance Survey map

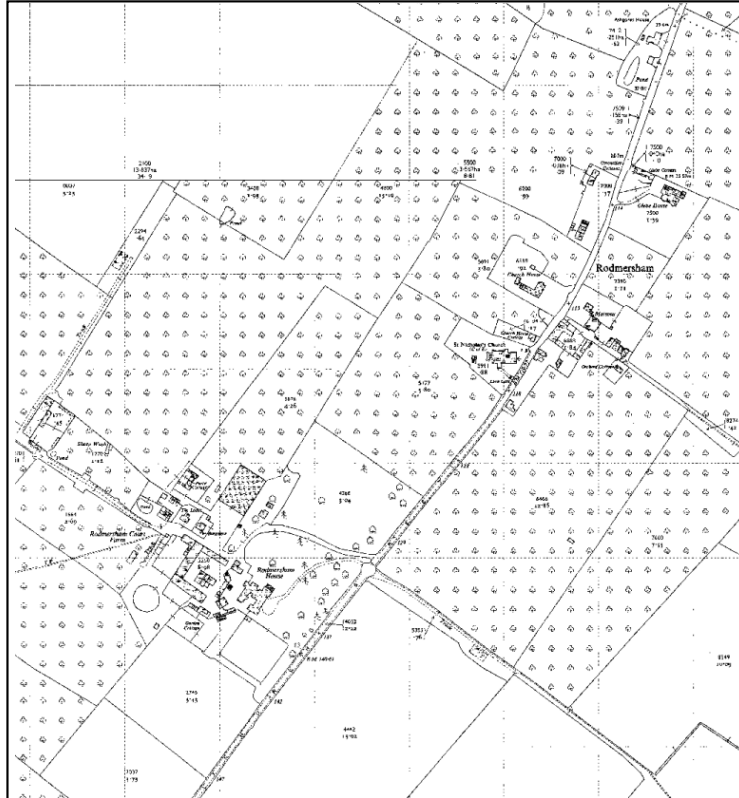


1896 Ordnance Survey map

Proposed Rodmersham Church Conservation Area 2024 Proposed Rodmersham Church Street Conservation Area 2021



1938 Ordnance Survey map



1957 Ordnance Survey map

APPENDIX 2

Extracts from the National Heritage List for England (the Statutory List of Buildings of Special Architectural or Historic Interest)

The statutory list for Rodmersham is compiled by the Secretary of State for Digital, Culture, Media and Sport and is altered and amended from time to time. The list descriptions below are taken from the statutory list and were current in October 2021. For more detailed and up to date information please refer to the National Heritage List for England www.historicengland.org.uk/listing/the-list

Features and structures which are not specifically mentioned in the statutory list are not necessarily excluded from statutory protection which extends to the listed building as well as to any object or structure fixed to the building and to any object or structure within the curtilage of the building which predates July 1948.

The omission of a building from this list should not necessarily be taken to indicate that it is not listed without first referring to the National Heritage List.



CHURCH OF ST NICHOLAS Grade I

Parish church. C13 chancel, C14 nave, C15 west tower, restored 1875-93 by S.S. Stallwood. Flint with plain tiled roofs. Nave and aisles, west tower and chancel with south chapel. West tower in coursed and knapped flint with 4 times offset diagonal buttresses and plinth, string course, cornice and battlements, and battlemented octagonal vice to south east. C15 perpendicular lights, and double hollow chamfered and roll-moulded west doorway. C19 south porch, with wrought iron outer gates. Aisles with plinth and cornice to parapetted low pitch roof, with C15 Perpendicular traceried lights. Gable-roofed south chapel with C14 decorated windows. C19 Perpendicular style east window to chancel. Interior: double hollow chamfered tower-arch partly obscured by organ loft. Three bay nave arcade, with hollow chamfered and roll-moulded arches on octagonal piers with moulded bases and caps. North and south arcades with variations in moulding indicate different periods of build within C14. Roof of 4 crown- posts, with moulded tie beams. Cross-beam lean-to aisle roofs. North aisle with stair to (missing) rood loft. South aisle with double hollow chamfered arch and hollow chamfered surround to chapel on octagonal responds. South east chapel with 2 bay arcade of c.1200, now sedilia with billet roll mould, attached shafts with debased capitals after the Bapchild manner (see Church of St. Lawrence, Bapchild). Roof of 3 crown posts. Chamfered 2 bay arcade to form a canopy. Restored screen to chancel from nave. Sculptural fragment of medieval coffin lid on east wall of north aisle. The altar, reredos, brass altar rail, pulpit, octagonal font and reading desk are all C19. (See B.O.E. Kent II 1983, 435).

CHURCH COTTAGE, CHURCH STREET Grade II

House. C16. Timber framed and exposed close studding with plaster infill on first floor, rendered on ground floor, with plain tiled roof. Two storeys with exposed bressumer at first floor, and stacks projecting to end left and end right. Three wood casements on each floor. Entry by boarded door in rear, weatherboarded wing.



Church Cottage, Historic England Archive 1955

CHURCH HOUSE, CHURCH STREET Grade II

House. Early C18 and early C19. Chequered red and grey brick with plain tile roof. Rectangular 5 bay C18 house with 7 bay C19 wing added to left return elevation. Two storeys and paired modillion eaves cornice to roof with 3 gabled dormers and stack to end right with gable end of left return front to left with projecting end stack. Regular fenestration in C18 block of 5 glazing bar sashes in moulded surrounds on first floor and 4 C19 glazing bar sashes on ground floor with central door of 6 raised and fielded panels with semi-circular fanlight and open pediment on pilasters. One glazing bar sash on first floor and 1 tripartite sash on ground floor in gable end left. Over the door a fire insurance plate dated 1704.



Church House, Historic England Archive 1955

MATSONS, CHURCH STREET (now Church House Farm)
Grade II

House. C16 and early C19. Red brick and slate roof with timber framed range to rear clad with red brick. Two storeys and basement with brick dentil cornice and parapet and stacks projecting at end left and to rear end left and rear right. Regular fenestration of 2 tripartite sashes and central sash on first floor, each under moulded pediments, and French door to left and tripartite sash to right on ground floor, with central door of 6 raised and fielded panels with semi-circular traceried fanlight and open pediment on pilasters. Basement opening bottom left. Interior: rear range with internal evidence of close-studded walls and crown post roof. C16 brick fireplace and stack.

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APPENDIX 3

Legislation, national policy and local policy

Planning (Listed Buildings and Conservation Areas) Act 1990

Section 66 General duty as respects listed buildings in exercise of planning functions:

(1) In considering whether to grant planning permission or permission in principle for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

Section 69 Designation of conservation areas:

(1) Every local planning authority— (a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and (b) shall designate those areas as conservation areas.

(2) It shall be the duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.

(3) The Secretary of State may from time to time determine that any part of a local planning authority's area which is not for the time being designated as a conservation area is an area of special architectural or historic interest

the character or appearance of which it is desirable to preserve or enhance; and, if he so determines, he may designate that part as a conservation area.

(4) The designation of any area as a conservation area shall be a local land charge.

Section 71 Formulation and publication of proposals for preservation and enhancement of conservation areas.

(1) It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.

(2) Proposals under this section shall be submitted for consideration to a public meeting in the area to which they relate.

(3) The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.

Section 72 General duty as respects conservation areas in exercise of planning functions:

(1) In the exercise, with respect to any buildings or other land in a conservation area, of any functions under or by virtue of any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

National Planning Policy Framework (NPPF)

The NPPF sets out the government’s planning policies and how they should be applied. It provides the national framework for conserving and enhancing the historic environment, including conservation areas.

National Planning Practice Guidance (NPPG)

The NPPG sets out government’s guidance on how the act and national planning policy should be applied.

Adopted Local Plan - Bearing Fruits 2031: The Swale Borough Local Plan (2017)

Relevant objectives and policies within the local plan include:

Policy ST 1 Delivering sustainable development in Swale

To deliver sustainable development in Swale, all development proposals will, as appropriate:..... 8. Achieve good design through reflecting the best of an area’s defining characteristics; 9. Promote healthy communities through:..... maintaining the individual character, integrity, identities and settings of settlements; 12. Conserve and enhance the historic environment by applying national and local planning policy through the identification, assessment and integration of development with the importance, form and character of heritage assets (including historic landscapes).

Policy CP 4 Requiring good design

All development proposals will be of a high quality design that is appropriate to its surroundings. Development proposals will, as appropriate:.... 2. Enhance the qualities of the existing environment by promoting and reinforcing local distinctiveness and strengthening sense of place; 5. Retain and enhance features which contribute to local character and distinctiveness;..... 8.

Be appropriate to the context in respect of materials, scale, height and massing; 9. Make best use of texture, colour, pattern, and durability of materials; 10. Use densities determined by the context and the defining characteristics of the area; 11. Ensure the long-term maintenance and management of buildings, spaces, features and social infrastructure;.....

Policy DM 32 Development involving listed buildings

Development proposals, including any change of use, affecting a listed building, and/ or its setting, will be permitted provided that:

1. The building’s special architectural or historic interest, and its setting and any features of special architectural or historic interest which it possesses, are preserved, paying special attention to the: a. design, including scale, materials, situation and detailing; b. appropriateness of the proposed use of the building; and c. desirability of removing unsightly or negative features or restoring or reinstating historic features.
2. The total or part demolition of a listed building is wholly exceptional, and will only be permitted provided convincing evidence has been submitted showing that: a. All reasonable efforts have been made to sustain existing uses or viable new uses and have failed; b. Preservation in charitable or community ownership is not possible or suitable; and c. The cost of maintaining and repairing the building outweighs its importance and the value derived from its continued use.
3. If as a last resort, the Borough Council is prepared to consider the grant of a listed building consent for demolition, it may, in appropriate circumstances, consider whether the building could be re-erected elsewhere to an appropriate location. When re-location is not possible and demolition is permitted, arrangements will be required to allow access to the building prior to demolition to make a record of it and to allow for the salvaging of materials and features.

Policy DM 33 Development affecting a conservation area

Development (including changes of use and the demolition of unlisted buildings or other structures) within, affecting the setting of, or views into and out of a conservation area, will preserve or enhance all features that contribute positively to the area's special character or appearance. The Borough Council expects development proposals to:

1. Respond positively to its conservation area appraisals where these have been prepared;
2. Retain the layout, form of streets, spaces, means of enclosure and buildings, and pay special attention to the use of detail and materials, surfaces, landform, vegetation and land use;
3. Remove features that detract from the character of the area and reinstate those that would enhance it; and
4. Retain unlisted buildings or other structures that make, or could make, a positive contribution to the character or appearance of the area.

Policy DM 34 Scheduled Monuments and archaeological sites

1. Development will not be permitted which would adversely affect a Scheduled Monument, and/or its setting, as shown on the Proposals Map, or subsequently designated, or any other monument or archaeological site demonstrated as being of equivalent significance to scheduled monuments. Development that may affect the significance of a non-designated heritage asset of less than national significance will require a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset.
2. Whether they are currently known, or discovered during the Plan period, there will be a preference to preserve important archaeological sites in-situ and to protect their settings. Development that does not achieve acceptable mitigation of adverse archaeological effects will not be permitted.
3. Where development is permitted and preservation in-situ is not justified, the applicant will be required to ensure that provision will be made for archaeological excavation and recording, in advance of and/or during development, including the necessary post-excavation study and assessment

along with the appropriate deposition of any artefacts in an archaeological archive or museum to be approved by the Borough Council.

Swale Borough Council Key Supplementary Planning Guidance

Swale Borough Council Planning and Development Guidelines No 2: Listed Buildings – A Guide for Owners and Occupiers

Swale Borough Council No 3: The Conservation of Traditional Farm Buildings.

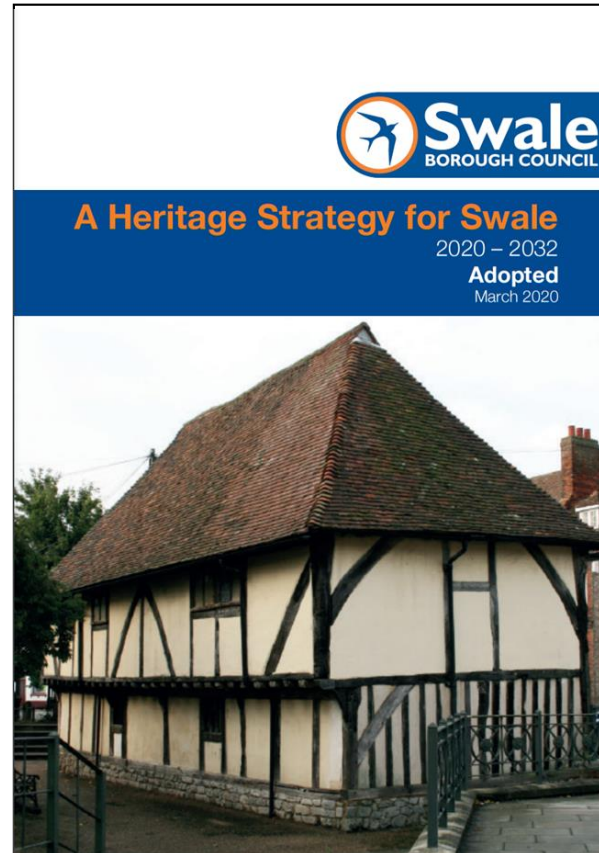
Swale Borough Council Planning and Development Guidelines No 8: Conservation Areas

Swale Borough Council Heritage Strategy 2020 - 2032

The Council has developed a borough-wide heritage strategy to help it, along with key stakeholders and other interested parties, to protect and manage the historic environment in Swale in a positive and sustainable way, on a suitably informed basis.

A key element of the strategy is setting out the Council’s overall vision and priorities, which it is hoped will align with the vision and priorities of local communities and local amenity societies as far as possible, in order that the strategy can be widely supported.

The strategy sets out a series of proposals in the associated initial 3-year action plan which are aimed at enabling the positive and sustainable management of different elements of the borough’s historic environment for the foreseeable future. Priority is given to those parts of the borough’s historic environment which are already suffering from, and at risk from negative change, and/or which face significant development pressure, threatening their special character. The proposed set of actions will involve joint project working with amenity societies and/or volunteers from the community wherever this is possible.



APPENDIX 4

Bibliography

Edward Hasted *The History and Topographical Survey of the County of Kent* (1798).

R. Muir *The New Reading the Landscape. Fieldwork in Landscape History* (2000)

John Newman *The Buildings of England North East and East Kent* (2013)

Kent County Council *South east Archaeological Research Framework* www.kent.gov.uk

Kent County Council *Historic Environment Record* www.kent.gov.uk

Kent County Council *Exploring Kent's Past* www.kent.gov.uk

LUC Swale *Local Landscape Designation* (October 2018)

Jacobs Swale *Landscape Character and Biodiversity Appraisal* (2011)

Rodmersham 2000, The Storey of a Village (2000)

Historic England Guidance, Advice and Publications

Historic England Good Practice Advice Notes (GPAs) provide supporting advice on good practice and how national policy and guidance should be applied.

GPA1: *The Historic Environment in Local Plan Making* (March 2015)

GPA2 - *Managing Significance in Decision-Taking in the Historic Environment* (March 2015)

GPA3 – *The Setting of Heritage Assets* (December 2017)

Historic England Advice Notes (HEANs) include detailed, practical advice on how to implement national planning policy and guidance.

HEAN 1: *Conservation Areas: Designation, Appraisal and Management* (Feb 2019)

HEAN 2: *Making Changes to Heritage Assets* (February 2016)

HEAN 9: *The Adaptive Reuse of Traditional Farm Buildings* (October 2017)

HEAN 10: *Listed Buildings and Curtilage* (February 2018)

HEAN 12: *Statements of Heritage Significance* (October 2019)

HEAN 16: *Listed Building Consent* (June 2021)

Streets For All (May 2018)

APPENDIX 54

Assessment of Significant Views

Views make a valuable contribution to the way in which the character or appearance of an place is enjoyed and appreciated. Identifying significant views allows the contribution they make to be protected and enables the effective management of development in and around those views. Significant views are annotated on the aerial photograph on page 10 and described below:

View 1: Panoramic views from the top of the Rodmersham church tower reveal the hamlet in its historic agrarian landscape. They illustrate the strong connection between the hamlet and the surrounding farmland. They also provide visual links to other historic landmarks including the former Providence Chapel at Rodmersham Green, Scuttington Manor to the south-east, Rodmersham House to the south-west, Upper Rodmersham to the south and villages to the north. Views from the church tower are of high heritage significance.



Plates 23 and 24: Views from the church tower looking east and north-west (also see plate 1 looking south-east)

View 2: Views on approach to the hamlet from the north and south provide the immediate setting for the hamlet. The expansive farmland has provided the historic approach and the setting to Rodmersham for as long as it has existed. The contrast between the open landscape views and the relative enclosure created by buildings, walls and trees as one enters the settlement is all part of the experience of entering or passing through Rodmersham. Consequently the views are of heritage significance.



Plates 25 and 26: Views on approach from the north and the south (also see plate 20)



Plate 27: View from Ashgores House towards Scuttington Manor and Oast

~~Proposed Rodmersham Church Conservation Area 2024~~ Proposed Rodmersham Church Street Conservation Area 2021

View 3: Views along Church Street are the way in which the most people enjoy and experience Rodmersham. Vistas develop with the subtle changes in the geometry of the road and with the seasons and buildings come and go from view in a way that enriches the experience. Views along Church Street are consequently of high heritage significance.



Plate 28: One of many views experienced as one passes along Church Street

View 4: The view towards Rodmersham from the slightly elevated land at Providence Chapel, Rodmersham Green, provides a visual connection between the two settlements. The footpath which connects them has been well used for centuries. The interplay between the church, the historic buildings around it, the mature trees, and the surrounding farmland provides a picturesque landscape panorama. The view is of high significance.

View 5 and 8: These are views of Rodmersham from well-used public footpaths. These views across farmland give a good impression of the modest scale of the settlement and the hierarchy of buildings around the church and its tower. These views are of high significance



These ~~v~~Plates 29 and 30: Views from well used public footpaths.

View 6: From Dully Road in the east the whole village is seen, the church tower providing a focal point. The view is of moderate to high significance.



Plate 31: View of Rodmersham from Dully Road

View 7: Views from within the heart of the village looking out across open countryside are few in number. Those that do exist are important as they provide a link between the agricultural history of the village and its farmland. They are of high significance.

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For further information contact:

Swale Borough Council Planning Services 01795 417850

www.Swale.gov.uk



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on behalf of:

Borough Council

House, East Street, Sittingbourne, Kent ME10 3HT

Peter

Swale

Swale



Rodmersham Church Proposed Conservation Area

Rodmersham Parish Council supports the proposal for the area around Church Street as a Conservation Area as it has all the special qualities befitting a conservation status and therefore should be designated a Conservation Area. Just to be clear Rodmersham is a collection of hamlets and settlements; Rodmersham Green, Church Street/St Nicholas Church, Upper Rodmersham, Dungate, Pitstock and Highsted Valley are all part of "Rodmersham".

We would like to add the following comments to this document which we hope will be considered when the decision is made.

The farmland (with the orchard) adjacent to St Nicholas Church is a key part of the setting of church. The Lord of the Manor (GH Dean) has allowed visitors and users of the church to park on the farmland next to the church yard. Over the last few years, the boundary between the church yard and the farmland has been removed, this has created an openness and when standing in either the church yard or the farmland it is difficult to distinguish either, creating a borrowed landscape. We therefore feel strongly that at the very least, part of the adjacent field should be included inside the conservation boundary. We fear that the car-park may become more heavily hard landscaped which would detract from the visual appearance of the setting of the Grade I Listed Church. The setting of the church is vital to this hamlet.

The kerbing referred to p23 (plate 21) has been installed to prevent vehicles eroding the soft landscaping that has just been planted with bulbs. If the conservation officer has any suggestion as to how this landscaping can be better protected we would welcome their advice. Posts and bollards at this location have not worked to date.

Ashgores House---We feel very strongly as a Parish Council that Ashgores House should be included in the Conservation Area. Whilst it may not be listed, it is an attractive period building that is seen, and often commented upon, as the first house in Rodmersham and is visually the gateway into the hamlet and the Rodmersham area. This is then reinforced as the village welcome sign is adjacent to Ashgores house. The welcome sign "Rodmersham....please drive slowly" is deemed by most villagers to be the beginning of the Rodmersham settlement but also the hamlet on Church Street. Its prominence is obvious in the landscape. The fields between Ashgores House and the next property is relatively small, given the large open expanse of agricultural land around; the rolling hills and valleys with far reaching views --all the way to Sheppey ,Whitstable and beyond. The boundary of Ashgores House is totally in keeping with the rest of the Rodmersham settlement, it has hedges, trees and gates.

We feel strongly that there should be mention of Rodmersham Court Farm. This settlement,--the large listed house --Rodmersham House ---with adjacent listed farm complex, including stables, dog kennels and barns was the home to the Lord of the Manor. The house and estate have taken responsibility for the surrounding farmland and for the church. The relationship between the estate and the church can be evidenced with the

presence of the Mercers grand Memorial in the church yard. Most recently the occupants have contributed significant sums towards the church repairs.

If you look at the estate fencing i.e. the ironwork fencing- p23 (plate 21) -it is all around the Rodmersham settlement in both directions along Church Street, including up to the front wall of the church. Until recently there was an ancient cherry orchard beside the churchyard. Unfortunately this historic orchard was removed and replanted with modern dwarf apple stocks.

We feel the estate complex should also be part of the Conservation Area. We acknowledge there is a gap between it and the church, however, they together still form the settlement—this settlement is completely isolated from any other,— but is commonly accepted by visitors and villagers alike. The estate still owns the majority of the properties in the Church Street hamlet—farm workers cottages etc.

We should like to also point out Church Farm House – (previously Eagle Lodge and Matsons) is all that remains of Church Farm, a significant fruit farm for over a century.

We do agree with other comments that this area should be called the Rodmersham Church Street Conservation Area and not just Rodmersham Church Conservation Area due to the many listed /graded buildings in this vicinity.

Swale House
East Street
Sittingbourne
Kent
ME10 3HT

14 January 2022

Dear Sir, Madam

**DRAFT RODMERSHAM CHURCH CONSERVATION AREA APPRAISAL
RESPONSE TO THE DRAFT APPRAISAL ON BEHALF OF QUINN ESTATES**

We write on behalf of our client Quinn Estates in response to the proposed designation of a new Conservation Area at Rodmersham Church and to comment on the Proposed Conservation Area Character Appraisal and Management Strategy (Public Consultation Draft November 2021).

We understand that the area including Rodmersham Church and areas to each side of Church Street, encompassing all of the buildings in the village core, are being considered for designation.

Comments on the draft Conservation Area Appraisal

The Appraisal identifies the key buildings in the Conservation Area to comprise the Church of St Nicholas, and the collection of grade II buildings to the north of the church, to each side of Church Street. These comprise: Church House, Church House Cottage and Church House Farm (Matsons).

The principal elements of the area which are identified as comprising the main reasons for designation are:

- The medieval grade I listed Church of St Nicholas and its boundary wall and lych gate;
- The collection of grade II listed buildings to the northeast of the church, including Church House, Church House Farm, and Church House Cottage;
- The locally significant buildings Glebe House, Orchard Cottage and 5, Church Street.

The setting of the Conservation Area is discussed and described in the draft Appraisal. We note the following key points are made:

- The Appraisal places emphasis on the relationship between the village group and its wider setting. The “sense of openness and long views” (section 2.3) and “strong” relationship between village and landscape setting (summary of significance on page 19) are described.

- The Appraisal states that “Views across the landscape are particularly important when approaching Rodmersham from the north or south”. It is noted that “Landscape views are frequently punctuated by dispersed and isolated buildings or groups of buildings.”
- The Appraisal indicates that these can be appreciated particularly on the approach from the north, as the viewer looks eastwards (to their left), where long views are afforded across open fields and the isolated farmsteads can be appreciated.

Observations and Response

The Council will already be aware that Montagu Evans are acting on behalf of Quinn Estates, in support of the emerging proposals for Highsted Park which have been submitted to Swale Borough Council. The applications have been validated with application references 21/503906/EIOU which relates to the north site (land north of the London Road) and ref: 21/503914/EIOU which relates to the south site (land south of the London Road). The latter application should be considered in relation to this proposed designation of the Conservation Area.

The proposals for the south site is an application for Outline Planning Permission with all matters reserved for the phased development of up to 578.65 hectares of land comprising: up to 8,000 residential dwellings[...] . The application seeks to deliver residential, commercial and community uses as well as open space, green infrastructure and new vehicular routes. Part of the boundary of the south site is close to the village and the boundary of the proposed Rodmersham Church Conservation Area.

The village and its existing heritage designations were taken into account in the formulation and development of the proposals and through pre-application discussions with Swale Borough Council and Historic England.

The masterplan identifies some areas of land to the south of the village to be developed for residential housing. Care has been taken to ensure the historic core of the village remains intact and well defined and that the new residential areas are located to the south, southeast and northeast with a significant landscaped bund that would be approximately 20m deep, acting as a noise and visual buffer. As set out in the ES assessment submitted with the application, there will be some impacts on the long views afforded across open fields from the edges of the proposed Conservation Area, in particular to the south east. The Church will however remain the focus of the village and the Conservation Area designation.

There is likely to be an increase in traffic movements and noise along Church Street which is the central spine of the proposed Conservation Area, however this is not expected to be significant as the Southern Relief Road is expected to take the majority of the traffic travelling north and south between the London Road and the M2.

Following consultation with Swale Borough Council and Historic England, the proposals are being revised and adapted to protect heritage assets further in order to further safeguard and protect the setting of the church and views to the northwest.

This change will also preserve the appearance and setting of the proposed Conservation Area to the west, helping to preserve the “sense of openness and long views” and “strong” relationship between village and landscape.

CLOSING

We hope the contents of this letter are taken into account in consideration of the designation of Rodmersham Church Conservation Area. We look forward to acknowledgment of receipt.

Should you have any queries on the content of this letter, please contact Kate Falconer Hall or Cicely Barnett of this office:

Kate.falconerhall@montagu-evans.co.uk tel: 07525 863 761; cicely.barnett@montagu-evans.co.uk tel: 07799 348378

Kind Regards

Montagu Evans

MONTAGU EVANS LLP

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Cabinet Meeting	Agenda Item:
Meeting Date	28 February 2022
Report Title	Environmental Enforcement and Prosecution Policy
Cabinet Member	Cllr. Julian Saunders Cabinet Member for Environment
SMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Jo Mapp, Environmental Enforcement Manager
Key Decision	No
Classification	Open
Recommendations	1. That Cabinet approves the refreshed Environmental Enforcement and Prosecution policy.

1 Purpose of Report and Executive Summary

- 1.1 The Environment Response Team’s existing enforcement prosecution policy is now out of date and needs to be refreshed. A new corporate overarching enforcement policy was approved by Cabinet in December 2020. The Environment Response Team document is intended to complement the corporate policy with team specific detail and information. This report seeks endorsement of the new policy.

2 Background

- 2.1 The Environment Response team have a wide range of enforcement tools available to resolve issues when necessary. This policy highlights some of these and explains how and when they may be used in conjunction with the principles outlined in the agreed corporate policy.
- 2.2 It is good practice to have a function specific policy in place that helps to promote consistent, efficient and effective approaches to regulatory inspection and enforcement as a means of improving regulatory outcomes without imposing unnecessary burdens.
- 2.3 The overarching corporate policy sets out the principles of good regulation (consistent, targeted, transparent, accountable, proportionate and helpful) which should be applied to all of the Council’s enforcement activity.
- 2.4 This policy should assist with achieving consistency in enforcement. It sets out a short and succinct statement of what those who are on the receiving end of enforcement action should expect from the Council in how it discharges its responsibilities.

3 Proposals

- 3.1 That Cabinet approves the refreshed Environmental Enforcement and Prosecution policy.

4 Alternative Options

- 4.1 The alternative option is to not have a team policy and rely on the overarching enforcement policy. This is not recommended as the umbrella policy suggests that where needed, relevant services will provide their own service specific policies. It also enables consistency across the various departments who have already produced function specific enforcement policies. The function specific policy allows the principles in the overarching policy to be delivered.

5 Consultation Undertaken or Proposed

- 5.1 Managers and Team leaders within the Community Safety Unit and Environmental Protection team have reviewed the document and provided comments.
- 5.2 Legal services have also reviewed and contributed to this final document.

6 Implications

Issue	Implications
Corporate Plan	The policy aligns with several objectives in the corporate plan, especially Priority 2 'Investing in our environment and responding positively to global challenges' and priority 3 'Tackling deprivation and creating equal opportunities for everyone (3.4 – reducing crime and antisocial behaviour)'.
Financial, Resource and Property	The Enforcement policy can be delivered with existing staff resource. Some of the environmental Fixed Penalty Notices that the Environment Response Team issue have stipulations set in law that means that any income received is to be spent in specific areas of work. See DEFRA document Part 1a – Effective Enforcement (section 11C.1)
Legal, Statutory and Procurement	The policy is intended to ensure that regulatory inspection and enforcement is carried out in a fair, practical and consistent manner. It is good practice to have this in line with the Regulators' Code, which sits under the Legislative and Regulatory Reform Act 2006. Mid Kent Legal Services have been instrumental in the development and drafting of the new policy. The DEFRA Code of Practice for 'Effective Enforcement' will also be adhered to. RIPA guidance and legislation may be relevant and is considered on a case by case scenario.
Crime and Disorder	The policy makes clear that enforcement activity is targeted on those whose activities give rise to the most serious offences.
Environment and Climate/Ecological Emergency	Effective and visible enforcement is key to tackling environmental crime and fulfilling the council objectives. Reducing environmental crime will reduce council costs.
Health and Wellbeing	A cleaner borough enhances residents wellbeing and allows residents to enjoy open spaces.
Safeguarding of Children, Young	Working alongside the Community Safety Unit we will complete all necessary referrals

People and Vulnerable Adults	
Risk Management and Health and Safety	None identified at this time
Equality and Diversity	An Equality impact assessment has been completed and can be found at appendix II.
Privacy and Data Protection	Data of individuals will be collected and stored in line with DPA 2018 & GDPR guidelines.

7 Appendices

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

Appendix I: Environmental Enforcement Prosecution policy

Appendix II: Equalities Impact Assessment

8 Background Documents

The Regulators' Code: <https://www.gov.uk/government/publications/regulatorscode>.

DEFRA Code of Practice on Effective Enforcement

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907500/part1a-enforcement-guidance1.pdf

Swale Borough Councils overarching enforcement policy

<https://services.swale.gov.uk/assets/Strategies-plans-and-policies/Enforcement%20Policy/Enforcement%20Policy.pdf>

SWALE BOROUGH COUNCIL
ENVIRONMENTAL
ENFORCEMENT AND
PROSECUTION POLICY

1. INTRODUCTION

This policy shall be read in conjunction with the Swale Borough Council overarching corporate enforcement policy <https://services.swale.gov.uk/assets/Strategies-plans-and-policies/Enforcement%20Policy/Enforcement%20Policy.pdf>

This policy covers the principal environmental offences regulated by the Environment Response Team (and other teams from time to time), including (but not restricted to) aspects of anti-social behaviour, public space control orders, fly tipping, littering, graffiti, flyposting, breaches of the duty of care for householders and businesses, dog fouling, canine control, pest control, noise abatement, making property secure, abandoned vehicles, animal licensing and welfare requirements.

The aim of this policy is to assist Environment Response Team officers in the decision-making process in taking enforcement action against offenders for environmental and anti-social offences. Alongside the corporate enforcement policy, these documents set out a consistent approach regarding the use of tools available to achieve effective and efficient compliance with the legislation.

In particular the Legislative and Regulatory Reform Act 2006, Part 2 and the Regulators Code having statutory effect from 2014 requires Local Authorities to have regard to the principles of good regulation when exercising enforcement powers.

The Council will exercise regulatory activities in a way which is:

- Proportionate – when taking action in respect of non-compliance when this is identified
- Accountable – The Councils activities will be transparent with clear policies in respect of enforcement procedures
- Consistent – Each case will be considered on its merits, however a consistent approach will be taken where circumstances are similar
- In respect of this we will as part of any regulatory prosecution have regard to the Code for Crown Prosecutors and the enforcement concordat.

2. ENFORCEMENT WITHIN THE ENVIRONMENT RESPONSE TEAM

If applicable (and in addition to the legislation listed in the corporate policy) the requirements of the Regulation of Investigatory Powers Act 2000 shall be considered during investigations. The Act works in conjunction with existing legislation e.g., Human Rights Act 1998. The Council's RIPA procedures must be always complied with and the authorisation must be formally recorded within the corporate systems.

Enforcement options for the function will be considered on a case-by-case basis, but examples may include:

- Providing advice and support to achieve compliance
- Written warning
- Serving legal enforcement Notices, Orders, Community Protection Notices
- Refusal, suspension, or revocation of licences
- Injunctions

- Issuing persons with Fixed Penalty Notices
- Carrying out work in default/cost recovery action
- Seizure/application for forfeiture
- Issuing persons with a simple caution
- Prosecution or other legal proceedings
- Proceeds of Crime Applications

NB – The legislative Acts for which enforcement can be taken are listed within the Swale BC Constitution.

Consistency

Officers will be given the necessary training to undertake their investigative tasks. This will include training new starters; refresher training for experienced officers; and training on new legislative requirements when necessary.

Internal procedures and some standard letters will be provided for routine investigations. Officers will update the corporate electronic case management system with the actions undertaken in a timely manner. Case reviews may be undertaken on an ad hoc basis between officers and the manager in order to ensure consistency between officers and enforcement outcomes. Cases which have been recommended for a 'simple caution' or prosecution will be approved by the relevant manager and then the Head of Service to ensure that the recommendation is appropriate. The Legal team will also review these cases prior to the recommendation being enacted.

Statutory Notices

Certain legislation gives Swale Borough Council the powers to issue statutory notices. These notices may require the persons served to take specific action or cease certain activities in accordance with legislation. A statutory notice will clearly set out actions which must be taken and the timescale within which they must be taken. It is likely to require that any breach is rectified and/or safeguards have been put in place to prevent future breaches. Where a statutory notice is issued, an explanation of the appeals process will be provided to the recipient.

Some notices issued in respect of premises may be affixed to the premises for public inspection, and/or registered as a local land charge. Swale Borough Council reserves the right in some circumstances, and in particular in the most serious of cases, to prosecute, in addition to the use of a statutory notice to gain compliance.

Fixed Penalty Notices

In order to streamline enforcement processes, Fixed Penalty Notices (FPNs) have been introduced as a common sanction for low level environmental crime. Due to the increase in the use of FPN's some information has been provided on them.

FPN's may be issued for environmental offences, where prescribed by legislation. Examples include littering, dog fouling, fly posting, graffiti, abandoned vehicles, refuse left out inappropriately, failure to produce waste carrier documents or duty of care documents, fly tipping/ illegal disposal of waste, duty of care offences by the public, smoke free offences, Public Space Protection Order breaches, breaching a Community Protection Notice, anti-idling, working on/selling vehicles on a road or for noise offences.

The use of FPN's will be in accordance with any relevant legislation and guidance. For example, litter and fly tipping FPN's will be issued in accordance with Part 1A of the DEFRA Code of Practice for litter and refuse

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907500/part1a-enforcement-guidance1.pdf

FPN payment amounts will be set through the annual fees and charges process. The amounts will be published on the Swale BC website within the latest fees and charges document.

If a FPN is not paid in full within the prescribed period legal proceedings may be considered.

The use of FPN's provides the opportunity for an offender to discharge their liability for prosecution by accepting and paying a set amount. We cannot accept payments in instalments. If paying the whole amount of a fixed penalty is a problem, we can offer a 30-day extension of time to pay if requested in writing. This is from the date of the original offence. If there is a particular case of hardship, the recipient can request a longer extension. This must be made in writing and must be supported by evidence of hardship, such as income details.

There are no formal grounds of appeal against a Fixed Penalty Notice. This is because a Fixed Penalty Notice is an invitation/opportunity to avoid prosecution. In essence this means that whilst not an admission of guilt, it is an agreement that an offence has been committed and that by paying the sum of money specified no further action will be undertaken by the Borough Council.

The council accepts that occasionally information that was not made clear at the time of the offence may have a bearing on whether the council should or is able to pursue non-payment of fixed penalty notices. Representations may be made by the person upon whom a FPN is served. **This is not an appeal system against the FPN**, but an opportunity for information to be presented to the authority whilst considering whether to proceed to prosecution. Representations must be made in writing before the payment period expires. These representations can be made by others, on behalf of alleged offenders with their permission. This could be via our Customer Service Centre (CSC), or front desk at the Council Offices.

Deciding whether to prosecute

Officers will comply with the corporate enforcement policy and consider all factors listed within.

A FPN will not be appropriate where:

- despite the best efforts of the Authorised Officer to inform the offender, the offender appears unable to understand the action being proposed.
- the suspect is a non-resident foreign national, as the penalty will not be enforceable
- no satisfactory address exists for enforcement purposes, for example where the officer has reason to believe that the suspect is homeless or sleeping rough.
- where it is known that the offender has previous convictions or a caution for the offence, or has been previously issued with a number of FPNs, particularly if they have not been paid, where acting through the Courts will be the appropriate action.

Issuing FPN's to, or prosecuting anyone under the age of 18 will only take place once a thorough investigation has taken place. In the cases where a decision has been made in accordance with this policy (and the relevant guidance) to proceed with taking enforcement action against a person under the age of 18, a further review of the case will be made. Depending on the age of the person this may involve Children's Services, Youth Offending teams or other agencies as appropriate. The

investigation may also involve engagement with the parents or guardians of the individual. If an FPN is issued to a person under 18 that can't prove it at the time, this can be retracted at a later date if such identification is provided.

In circumstances where none of the other form of enforcement action are appropriate a prosecution will be considered following 'The Code for Crown Prosecutors', identifying if there is enough evidence to bring the prosecution and whether it is in the public interest to do so,

Recovery of costs

The Council will normally seek to recover all costs incurred through investigation and legal action, works in default, waste clearance, waste stabilisation, waste disposal, graffiti removal, pollution control, site remediation, environmental monitoring, damage to council property or land, etc. The recovery of costs will be pursued by any available means.

Working with partners

The Council will work with other agencies including Social Housing providers, The Environment Agency, RSPCA, Kent Fire and Rescue Service and other local authorities such as Kent County Council and the Police in taking enforcement action. In cases where both the Council and another agency have jurisdiction, an opportunity will be given to that agency to investigate. As an example, the Environment Agency is most likely to investigate incidents of major fly tipping, or organised commercial fly tipping.

The Environmental Response Team will also work with other internal departments such as the Community Safety Unit, the Planning Department and Environmental Health.

8. REVIEW OF POLICY

The implications and effectiveness of this policy will be continually monitored with a full review in five years.

This Policy will be reviewed regularly to reflect changes indicated by internal monitoring, by legislation or by guidance.

Equality Impact Assessment

An Equality Impact Assessment (EIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making.

When to assess

An EIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Public sector equality duty

The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:

- 1) Eliminate discrimination, harassment and victimisation;
- 2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- 3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are known as the three aims of the general equality duty.

Protected characteristics

The Equality Act 2010 sets out nine protected characteristics that apply to the equality duty:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Ethnicity
- Religion or belief
- Gender
- Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

We also ask you to consider other socially excluded groups, which could include people who are geographically isolated from services, with low literacy skills or living in poverty or low incomes; this may impact on aspirations, health or other areas of their life which are not protected by the Equality Act, but should be considered when delivering services.

Due regard

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. The three aims of the duty may be more relevant to some functions than others; or they may be more relevant to some protected characteristics than others.

Collecting and using equality information

[The Equalities and Human Rights Commission](#) (EHRC) states that 'Having due regard to the aims of the general equality duty requires public authorities to have an adequate evidence base for their decision making'. We need to make sure that we understand the potential impact of decisions on

people with different protected characteristics. This will help us to reduce or remove unhelpful impacts. We need to consider this information before and as decisions are being made. There are a number of publications and websites that may be useful in understanding the profile of users of a service, or those who may be affected.

- The Office for National Statistics Neighbourhoods website <https://www.ons.gov.uk/>
- Swale in 2016 <https://archive.swale.gov.uk/assets/About-us/Summary-of-Key-Data-for-Swale.pdf>
- Kent County Council Facts and Figures about Kent <http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent>
- Health and Social Care data http://www.kpho.org.uk/search?mode=results&queries_exclude_query=no&queries_exclud fromsearch_query=yes&queries_keyword_query=Swale

At this stage you may find that you need further information and will need to undertake engagement or consultation. Identify the gaps in your knowledge and take steps to fill these.

Case law principles

A number of principles have been established by the courts in relation to the equality duty and due regard:

- Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty
- Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.
- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- The general equality duty is not a duty to achieve a result, it is a duty to have due regard to the need achieve the aims of the duty.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

Lead officer:	Jo Mapp
Decision maker:	Cabinet
People involved:	Jo Mapp, Martyn Cassell
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	A review of the Environmental Response team's Environmental Enforcement and Prosecution Policy
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	SMT on 22 February Cabinet on 16 March 2022
Summary of the decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>The Environmental enforcement and prosecution policy aims to;</p> <p>Assist Environment Response Team officers in the decision-making process in taking enforcement action against offenders for environmental and anti-social offences</p> <p>This policy should assist with achieving consistency in enforcement. It sets out a short and succinct statement of what those who are on the receiving end of enforcement action should expect from the Council in how it discharges its responsibilities.</p> <p>The Council will exercise regulatory activities in a way which is:</p> <ul style="list-style-type: none"> • Proportionate – when taking action in respect of non-compliance when this is identified • Accountable – The Councils activities will be transparent with clear policies in respect of enforcement procedures • Consistent – Each case will be considered on its merits, however a consistent approach will be taken where circumstances are similar • In respect of this we will as part of any regulatory prosecution have regard to the Code for Crown Prosecutors and the enforcement concordat. <p>Members of the public that commit an offence will be affected by this policy. They are not necessarily Swale residents. This EIA focusses on how we deliver the proportionate levels of enforcement, making sure we do not specifically target those within the protected characteristics.</p> <p>The number of residents affected does entirely depend on the enforcement levels or offences committed in that particular time period.</p> <p>There are multiple layers of oversight in the delivery of this policy. Officers take enforcement action following suitable</p>

	<p>investigations, following department procedures, recording information on our case management system, sharing case information with colleagues and movement to formal action is signed off by senior managers. This allows checks and balances all throughout the process. Any anomalies are quickly corrected and enforcement is removed.</p> <p>Officers conduct randomly selected reviews of litter enforcement penalty notices to ensure contractors are not targeting vulnerable residents. This is particularly relevant to younger and older people who may not understand the laws, those with a disability or those who may have language difficulties.</p> <p>Enforcement notices are explained to the individual at the time of issue and contact details are shown to enable people to check what has happened. Where there is a lack of understanding, all efforts are made to convey what is happening and can be referred back to office for additional support.</p> <p>Regular training is offered to SBC staff and we engage with contractors to ensure their training is relevant, staff are supervised and errors are managed.</p> <p>Statistics are monitored to see if there are any patterns of enforcement that may impact the protected characteristic groups.</p> <p>All of the above mitigates the ratings that are shown below in the impact against the protected characteristics.</p>
<p>Information and research:</p> <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. • Include information on how the decision will affect people with different protected characteristics. 	<p>The overarching corporate policy also sets out the principles of good regulation (consistent, targeted, transparent, accountable, proportionate and helpful) which should be applied to all of the Council’s enforcement activity.</p> <p>We have included the appropriate updated legislation which governs the way in which we take appropriate enforcement action.</p> <p>We will provide easy, clear and convenient access to our services. We will achieve this by –</p> <ol style="list-style-type: none"> 1. Providing Council documents in alternatives formats, i.e. large print, audio, different language; 2. Providing a choice of access to our services through a balance of cost-effective and convenient options, and pursue initiatives to improve customer service at reduced cost (eg. face-to-face, electronic, phone or written letter depending on customer need) 3. Treating all of our customers with respect by being polite, welcoming and courteous;

	<p>Supporting our vulnerable residents – we will achieve this by;</p> <ol style="list-style-type: none"> 1. Through the work of the Community Safety Partnership seek to identify and support vulnerable victims of crime and anti-social behaviour, focusing on those issues and vulnerable groups as identified in the annual Community Safety Strategic Assessment. 2. Ensure that any necessary referrals are completed i.e. safeguarding <p>We will have respect and understanding of those residents with protected characteristics that we interact with, and these will be taken into account alongside any enforcement action taken.</p>
<p>Consultation:</p> <ul style="list-style-type: none"> • Has there been specific consultation on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>Over 1500 residents of Swale completed a ‘waste survey’ and a large number of responses advised that they were in favour of enforcement for waste/litter offences and would like to see more enforcement taken and promoted.</p> <p>This is a refresh of a policy that has been in place for many years. It also follows the corporate enforcement policy https://services.swale.gov.uk/assets/Strategies-plans-and-policies/Enforcement%20Policy/Enforcement%20Policy.pdf</p> <p>This document cites; Enforcement decisions and actions will also be made with due regard to:</p> <ul style="list-style-type: none"> • Human Rights legislation; • Crime and Disorder legislation; • Equal rights and anti-discrimination legislation; • All other relevant, applicable legislation.

<p>Is the decision relevant to the aims of the equality duty? Guidance on the aims can be found in the EHRC’s PSED Technical Guidance - https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-technical-guidance</p>	
Aim	Yes/No
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Characteristic	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
Age	High for under 18's and those over 60 years	Neutral *Only after we have mitigated but has the chance of being negative for certain age groups
Disability	Medium – lack of understanding of the process	Neutral
Gender reassignment	None	Neutral
Marriage and civil partnership	None	Neutral
Pregnancy and maternity	Low	Neutral
Ethnicity	Medium – through lack of understanding of process	Neutral
Religion or belief	Medium	Neutral
Gender	Low	Neutral
Sexual orientation	None	Neutral
Other socially excluded groups ¹	Low *although we ask for a representation in writing this can come via any form i.e., CSC, front desk and they can do it for them.	Neutral

<p>Conclusion:</p> <ul style="list-style-type: none"> Consider how due regard has been had to the equality duty, from start to finish. There should be no unlawful discrimination arising from the decision (see PSED Technical Guidance). 	<p>Summarise this conclusion in the body of your report</p> <p>Swale Borough council has removed or minimised disadvantages suffered by people due to their characteristics by ensuring that we are consistent and transparent with our approach to enforcement. There are regular checks and reviews of enforcement action, by multiple officers. We engage regularly with contractors working on our behalf to ensure training is up to date and errors are shared.</p>
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¹ Other socially excluded groups could include those with literacy issues, people living in poverty or on low incomes or people who are geographically isolated from services

Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.	We will take steps to meet the needs of people from protected groups where these are different from the needs of other people.
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Timing

- Having ‘due regard’ is a state of mind. It should be considered at the inception of any decision.
- Due regard should be considered throughout the development of the decision. Notes should be taken on how due regard to the equality duty has been considered through research, meetings, project teams, committees and consultations.
- The completion of the EIA is a way of effectively summarising the due regard shown to the equality duty throughout the development of the decision. The completed EIA must inform the final decision-making process. The decision-maker must be aware of the duty and the completed EIA.

Full technical guidance on the public sector equality duty can be found at:
<https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-technical-guidance>

Please send the EIA in draft to Bob Pullen in the Policy and Performance Team (bobpullen@swale.gov.uk – 01795 417187) who will refer it on to the EIA Group who will peer review it and let you have any comments or suggested changes. This Equality Impact Assessment should form an appendix to any SMT or committee (e.g. Cabinet or Council) report relating to the decision and a summary should be included in the ‘Equality and Diversity’ section of the standard committee report template under ‘Section 6 – Implications’.

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Cabinet Meeting	
Meeting Date	28/3/2022
Report Title	Health and Wellbeing Plan Action Plan Annual Review
Cabinet Member	Cllr Angela Harrison, Cabinet Member for Health and Wellbeing
SMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing and Community Services
Lead Officer	Zach Evans, Health and Wellbeing Officer
Key Decision	No
Classification	Open
Recommendations	1. To review progress to date and approve 2022/23 action plan proposals.

1 Purpose of Report and Executive Summary

- 1.1 This report serves to provide an update of progress to cabinet members with respect to the Health and Wellbeing Improvement Plan (HWIP). Alongside the plan appended, this report serves to outline the current progress and future actions with respect to the overarching community development strategy.

2 Background

- 2.1 Following the creation of the Health and Wellbeing Officer (HWO) role, it was agreed that the council required a Health and Wellbeing Improvement Plan in order to outline priorities and detail specific commitments to improve the health of the borough.
- 2.2 Progress has been made across a number of the themes from within the Health & Wellbeing Improvement Plan, although this has been slower than anticipated at the outset due to the ongoing impact of COVID-19 and also a change in staffing for the role. Despite this, a key element of the progress made includes the attendance of the HWO at numerous key groups such as the Social Prescribing Platform, Health and Housing Platform, Whole Systems Obesity Approach, and closely working with KCC and Medway Council on the Childhood obesity programme. The Medway and Swale ICP have set up a new childhood obesity taskforce, which the HWO attends, and is lending support to during the initial stages.
- 2.3 Dementia Friendly training has been organised and delivered to all relevant staff, as highlighted as a priority in the HWIP. Healthy and Active in Swale social media pages have been markedly more active, with the promotion of multiple videos

surrounding Active Lives being produced and shared via numerous forms of social media. In addition, quarterly meetings held between the CCG and Planning teams in order to provide updates about planning applications and CCG requirements have been implemented. A Green Schools initiative supported through the HWO in partnership with KCC has also been facilitated. The Sports Community grant scheme has now been rebranded to Community, Health & Wellbeing grant with the criteria expanded to encourage applications from organisations delivering projects that positively impact on the health and wellbeing of residents.

- 2.4 Not all projects have been a success immediately. A Smoke Free School Gates project was launched in late 2021. This project was halted following a very poor response from schools; a total of 15 responses out of a possible 58, giving a response rate of 26% with none of the responding schools highlighting smoking at school gates as a problem. The low response rate could be due to the Omicron variant which was increasingly a concern throughout the period in question, in combination with the Christmas period. It is intended for this project to be revisited in the future alongside a revised look at how we engage schools in our activities and projects.
- 2.5 There have been recognised priorities within the plan that will be areas of focus for the team going forward. These are summarised below:
- i. Linking in with Communications to further develop the delivery of health-related information to residents, maximising knowledge of availability and improving accessibility to services and opportunities. This will include an online catalogue of services to be developed as a priority.
 - ii. Further developing the strategy of support for mental health and ensuring residents are supported in timely diagnosis for this and all other health related issues.
 - iii. The cost-of-living crisis will also feature significantly as a workstream going forward due to its integral role in all aspects of health and wellbeing for residents.
 - iv. Expanding the focus from smoking cessation to tackle all addictions and seek to provide relevant support and signposting to residents needing help in these areas.

3 Proposals

- 3.1 For Cabinet to note the progress and next steps identified in the Health and Wellbeing Improvement Plan (Appendix 1).

4 Alternative Options

- 4.1 To not continue with the commitment to the Health and Wellbeing Improvement Plan. This option is not recommended. Without a joined-up approach that is

documented within this plan with partners and internal departments, it would be difficult to effectively address health and wellbeing priorities across the borough. WIP shows a level of repetition.

- 4.2 The Health and Wellbeing Improvement Plan will form part of an overarching Community Development strategy to be developed in Q1 of 2022/23 following the completion of the Community Services restructure currently at staff consultation stage.

5 Consultation Undertaken or Proposed

- 5.1 A consultation period ran from December 2020 until mid-February 2021 for the original Health and Wellbeing Improvement Plan prior to it being adopted in March 2021. Further consultation will take place during the production of the Community Development Strategy in due course.

Cabinet Advisory Committee

- 5.2 Regular updates on key projects and progress have been presented to the Cabinet Advisory Committee at regular intervals.

6 Implications

Issue	Implications
Corporate Plan	The Health and Wellbeing Improvement Plan delivers against corporate priority 3.2 – Reduce health inequality by developing more productive relationships with local health partners and making health and wellbeing a central consideration in all relevant council decision-making, recognising especially the link between housing and health.
Financial, Resource and Property	The Health and Wellbeing Improvement Plan seeks to maximise potential within existing workstreams and from partnership agencies. The actions rely on existing resources and do not call for any additional resources at the current time.
Legal, Statutory and Procurement	No Legal, Statutory and Procurement implications identified at this stage.
Crime and Disorder	No Crime and Disorder implications identified at this stage.
Environment and Climate/Ecological Emergency	The Health and Wellbeing Improvement Plan seeks to have positive implications in this area as it incorporates the areas of air quality and active travel.
Health and Wellbeing	The aim of the Health and Wellbeing Improvement Plan is to have positive implications as it seeks to address several areas of health inequality across the borough.

Safeguarding of Children, Young People and Vulnerable Adults	The Health and Wellbeing Improvement Plan seeks to have positive implications in this area as it incorporates the areas of supporting diagnosis and treatment of many health issues experienced by children, young people and vulnerable adults which could result in safeguarding issues if not support.
Risk Management and Health and Safety	No Risk Management and Health & Safety implications identified at this stage.
Equality and Diversity	The Health and Wellbeing Improvement Plan seeks to have positive implications in this area as it strives to tackle and reduce the health inequalities experienced by residents across a range of issues.
Privacy and Data Protection	No Privacy and Data Protection issues identified at this stage.

7 Appendices

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

- Appendix I: HWIP Progress Spreadsheet

8 Background Papers

8.1 17 March 2021 – Cabinet – Health & Wellbeing Improvement Plan adoption

Workstream 1: Building Healthier Communities

Whilst as a District Council we are not formally responsible for public health as detailed in the Health and Social Care Act 2012 we do have a role to play in addressing the health of our communities. Our health is determined by multiple factors other than health care. As a district council we have a distinct, local role in service provision, economic development, planning, helping to shape and support our communities and influencing other bodies. These are all key areas that are increasingly recognised as vital components of a true population health system.

Health is already intertwined throughout our local plan and is high on the councils list of priorities. The council seek to build a strong, competitive economy; promote sustainable transport; deliver a wide choice of high quality homes; conserve and enhance the natural and historic environment; and promote healthy communities. They have acknowledged the climate emergency and have a goal for the Borough to be net-zero carbon emissions by 2030. Consequently, there will be more focus on infrastructure that supports this. Through the planning process, initiatives such as the emerging walking and cycling strategy and initiatives to help meet emerging sustainable infrastructure needs, such as electric vehicle charging points. Embracing this approach will ultimately improve the health of our communities as several facets of the wider determinants of health are improved upon.

Deliverable	Health Inequality	Delivery Timescale	Delivery Partners	Location	Progress	Actions
Contribute towards planning applications: Develop process to assess planning applications to ensure that all Health and Wellbeing implications are considered. Where appropriate make suggestions for improvements/alterations to planning applications.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Planning Team	Faversham, Isle of Sheppey, Sittingbourne	Quarterly meetings held between CCG and Planning teams in which the HWO is in attendance to discuss health implications from planning applications.	Continue to attend these meetings, and when required assist the Planning team with applications
Contribute to the revised local plan: Work with Planning Policy to review the local plan to ensure that health goals are incorporated into the plan.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer/ Planning Team/ Policy Team	Faversham, Isle of Sheppey, Sittingbourne	Quarterly meetings held between CCG and Planning teams in which the HWO is in attendance to discuss health implications from planning applications.	Continue to attend these meetings, and when required assist the Planning team with applications
Develop clear understanding of NHS infrastructure delivery ask and explore opportunities through the local plan to review the community infrastructure levy regulations.					Meetings held between various local NHS Authorities to develop understanding of Infrastructure.	Further development required and ongoing progress to be made. Opportunities to be explored.
Review internal policy.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer/Policy & Performance	Faversham, Isle of Sheppey, Sittingbourne	Minimal	Develop a Schedule to review policies over the next operational year.
Review internal policies where health and wellbeing is a factor ensuring that health and wellbeing is advocated.					Minimal	Develop a Schedule to review policies over the next operational year.
Where appropriate suggest amendments to or creation of policy.					Minimal	Develop a Schedule to review policies over the next operational year.
Strive to embed health in all relevant workstreams	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer/ Other relevant departments	Faversham, Isle of Sheppey, Sittingbourne	Health is being taken into account with all workstreams in the ECS service. Green Schools, Self Isolation Funding supported.	Ongoing, continue to embed health in future Youth and Community Engagement projects as well as continuing to develop health presence in Physical Activity workstream.
Gain an oversight of all existing work/ projects relating to health and wellbeing including but not limited to: Sustainable transport, active travel, air quality and fuel poverty work.					Projects with health and wellbeing aspects are catalogued and supported by HWO.	Ongoing, Continue.
Develop understanding of work already being carried out internally and review whether there is a role for the health and wellbeing officer to be involved in this work.				H&W Officer/Comms		

Communicate projects to health partners to raise awareness of work being undertaken by SBC.					VCS Forums attended regularly as well as VCS and CCG meetings attended.	Ongoing. Continue to express and work with local health partners. Review to be undertaken around team newsletters.
Champion Health and Wellbeing Agenda	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/Other Relevant SBC departments	Faversham, Isle of Sheppey, Sittingbourne	H&WB Agenda championed within every partner meeting	Ongoing, Continue.
Champion the health and wellbeing agenda within the Council and review existing mechanisms to ensure that health and wellbeing implications are fully considered in Swale's decision making.					H&WB Agenda championed within internal meetings.	Continue to champion H&WB Agenda in all projects, and offer help and support where appropriate.
Work with other departments internally. Explore opportunities to recruit 'health champions' within each department with a view to establishing collaborative working agreements.					Minimal	Reach out to other departments to further develop this. This will be a priority for 22-23.
Support the implementation of the Economic Improvement Plan (See EIP)	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/Economic and Community Services Team	Faversham, Isle of Sheppey, Sittingbourne	Minimal	Reach out to other departments to further develop this. Review EIP with ED Manager
Work with Economic Improvement Team to better understand the support the health and wellbeing officer- can lend to the implementation of the EIP. Where actions are identified add them to this plan.					Minimal	Reach out to other departments to further develop this.
Support the 'Improving Skills' Priority- Work with Economic Development team and partner agencies to better understand the wider picture. We already know there are links between employment and health. Over the coming months as unemployment rises we will need to monitor the profile within Swale and work with other agencies to address this from both a health and upskilling perspective.					Minimal, Involved in the Housing and employment sub group meetings, but they are across Kent rather than a Swale focus	Further develop this with a Swale focus, and work closely with the EIT
Support the implementation of the Visitor Economy Framework (See VEF).	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer / Community Services Team	Faversham, Isle of Sheppey, Sittingbourne	Supported, when required help is offered.	Ongoing, Continue support when required.
Work with Visitor Economy Team to better understand the support the Health and Wellbeing Officer can lend to the implementation of the VEF. Where actions are identified add them to this plan					Supported, when required help is offered.	Ongoing, Continue support when required. Joint meeting required to understand how support can be provided.
Contribute towards the development of Active Swale and support residents and partners to use the platform to promote health and wellbeing e.g. through blog posts/ good news stories.					Active Swale supported through combined working with PAO and support given to HALF.	Ongoing, Continue to develop.
Continue to develop Healthy and Active in Swale pages, YouTube, Twitter and Facebook using these platforms to communicate key health messages to residents and to promote the work of partners.					Support lent to Healthy and Active in Swale pages, as well as time spent engaging with the community, one Youtube video posted with more in development from a health aspect.	Ongoing, Continue to develop.

Continue to explore collaborative working opportunities with members of the community services team.					Collaborative working with Community services team is ongoing, with Health and Wellbeing embedded in the entire aspect.	Ongoing. Continue to develop. Community Development Strategy to be produced with Health and Wellbeing running as a core theme.
Continue to support the work of Food Bank working group.					Ongoing support provided where required.	Ongoing. Continue to develop. Establish whether food bank working group is still active, and determine appropriate further support.
Work in collaboration with Community Engagement and Social Inclusion officer to develop and deliver community engagement project.					Collaborative working engagement officer continuing. Awaiting for Post to be filled with new worker.	Ongoing. Continue to develop. New work plan to be agreed for 22-23.

Workstream 2: Supporting Healthy Lifestyles

As a Local Authority we are in a position to encourage healthier lifestyles throughout our communities via several routes. Be that as a direct result of building healthier communities; By promoting and encouraging the use of our leisure provision and greenspaces; Through initiatives such as the emerging walking and cycling strategy; Through the delivery of key messages to our community via our comms team; Or by supporting the work of partners such as One You to ensure their offer is accessible to those who need to access their service.

Deliverable	Health Inequality	Delivery Timescale	Delivery Partners	Location	Progress	Actions
Maximise upon potential to use our outdoor spaces to promote health					Due to ongoing restrictions with COVID Pandemic, little progress has been made, however meetings held with Green Spaces officer and PAO to determine potential future uses.	Continue to develop further. Once COVID restrictions have eased again, further uses may be explored.
Work with Leisure and Technical services and Comms to consider how we promote our open spaces from a health and wellbeing viewpoint.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer/Leisure and Technical Services/Comms	Faversham, Isle of Sheppey, Sittingbourne	Discussions around use and feature of leisure services through Youtube promotion and through Healthy and Active in Swale pages held.	Continue to develop further. Once COVID restrictions have eased again, further collaboration can take place.
Support the promotion of our open spaces via our online platform.					Social media engagement conducted.	Ongoing. Continue to develop further.
Use outdoor spaces to deliver targeted health promotion (e.g. relaunching smoke-free play areas with clear branding)					Minimal. One park run completed throughout pandemic, organised by PAO, with some support from HWO.	Further develop smokefree initiative to include smoke free play areas. In addition, develop further health promotion activities for use in outdoor spaces.
Review existing health initiatives operating within Swale					Health initiatives by partner organisations constantly reviewed, and joint up working with statutory bodies has been initiated.	Ongoing. Continue to develop, and add to where required. Currently, there is the Whole systems obesity approach, social prescribing trial run, self isolation funding, Baby memorial gardens and more.

Review existing health initiatives operating within Swale and establish where added value can be made and duplication avoided within the borough.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H& W Officer/Comms	Faversham, Isle of Sheppey, Sittingbourne	Health initiatives by partner organisations constantly reviewed, and joint up working with statutory bodies has been initiated.	Ongoing, Continue to develop, and add to where required.
Strive to promote the work of health partners e.g. One You, Kent Sport through comms.					Joint working with PAO with respect to kent sport and other activity groups, One you, Imago and other VCS services are involved in multiple meetings with the HWO and their work is promoted through social media channels.	Ongoing, Continue to develop, and add to where required.
Maximise upon opportunities for Swale Borough Council to champion priority areas of health	Family Health, Healthy Lifestyles, Mental Health	Short to Medium Term	H&W Officer/Comms/All SBC Staff	Faversham, Isle of Sheppey, Sittingbourne	Ongoing support provided where required.	Continue to develop, and increase awareness within the Council of opportunities to develop Health and wellbeing in their areas.
Explore all opportunities for the council to be involved in championing key areas of health. Including but not limited to:					Ongoing support provided where required.	Ongoing, Continue to develop.
Dementia- The council will become Dementia friends, will make it a mandatory requirement for all staff to undertake dementia training and will make Swale House a dementia friendly environment.					Dementia friends training organised and for staff to undertake across multiple sessions.	Making swale house dementia friendly is another priority that will be addressed once current COVID restrictions end.
Breastfeeding- promote breastfeeding friendly initiative across SBC and partner sites.					Breastfeeding raised by Faversham MP, there are differing initiatives used across the country, however promotion of the KCC backed breastfeeding initiative has begun	Ongoing, Continue to develop further. Promotion of breastfeeding initiatives to take place through video and social media posts and formats.
Where appropriate consider physical adaptations that can be made to our buildings to support areas that we champion. For example. Opportunities to make Swale House dementia friendly; Ensuring Swale House is breastfeeding friendly.					Minimal	Making swale house dementia friendly is another priority that will be addressed once current COVID restrictions end. Breastfeeding friendly adaptations to take place at the same time.
Explore opportunities to work in partnership with our leisure providers	Family Health, Healthy Lifestyles, Mental Health	Short to Medium Term	H&W Officer/Leisure and Technical Services/Comms/Sport and Physical Activity Officer	Faversham, Isle of Sheppey, Sittingbourne	Discussions around use and feature of leisure services through Youtube promotion and through Healthy and Active in Swale pages held.	Continue to develop further. Once COVID restrictions have eased again, further collaboration can take place.
Explore community focused opportunities with our leisure providers such as discounted off peak memberships or discounted taster memberships for those undertaking the 12 week OneYou weight loss programme.					Minimal	Initial discussions to be held. This will be a priority for 22-23.

Work with our comms team and Sport and Physical Activity Officer to communicate this offer and good news stories arising from it to residents.					Minimal	Initial discussions to be held. PAO working closely with HWO in order to develop social media presence to aid this.
Promote and Develop lifestyle change initiatives.					Smokefree Agenda initiated. Schools have provided a lack of responses on the Smoke Free School Gates initiative, and are constantly being chased. Trading standards chased with regards to illicit tobacco roadshows.	Continue to develop health promotion initiatives. Information sharing to be agreed with comms. As a second priority alternative addictions will be examined going forward (substance abuse, alcoholism).
Where partners are running projects work to communicate these to residents.					Ongoing through Social media engagement. A lot of partner organisation projects have been put on hold due to rising concerns over the direction of the pandemic, and responses to the pandemic.	Ongoing, Continue where possible and practical. Mechanism for receiving project information to be implemented.
Work with internal depts to ensure most value being delivered out of pre-existing projects (e.g. using skatepark opening to promoting physical activity) Strive to highlight projects supporting the Health and Wellbeing agenda via internal comms.	Family Health, Healthy Lifestyles, Mental Health	Short to Medium Term	H& W Officer/Comms/ECS Team	Faversham, Isle of Sheppey, Sittingbourne	Skatepark Video live and sent out via social engagement. Other projects are being highlighted (Baby Memorial Gardens, Renew Wellbeing)	Ongoing, Continue to develop.
Research new and innovative projects to better target preventative health concerns.					Constantly researching new initiatives to bring to the borough.	Ongoing, Continue to develop.
Develop and deliver projects where appropriate.					Smokefree School Gates and Tobacco roadshow have hit significant roadblocks, continuing to pursue alongside other projects.	Ongoing, Continue to develop.
Work in partnership with other agencies to deliver projects that promote lifestyle change.					Continuing to work alongside partner organisations. Working with KCC to deliver healthy weight and active lifestyle talks to schools across the borough.	Ongoing, Continue to develop.
Support and Develop projects targeting areas of health inequality for those living in the most deprived areas of borough					Ongoing, Smokefree school gates on hold, and further projects in development	Ongoing, Continue to develop. Link in with existing BBI project, and action plans going forward.

Work with Community Engagement Officer and Fuel Poverty worker to ensure that we understand the health and wellbeing needs of those living in the most deprived areas of the borough.	Family Health, Healthy Lifestyles, Mental Health	Short to Medium Term	H&W Officer/Fuel Poverty Worker/Community Engagement Officer	Faversham, Isle of Sheppey, Sittingbourne	Ongoing, awaiting replacement for Community Engagement Officer. Household support fund for residents struggling with fuel costs.	Ongoing, Continue to develop.
Maintain an overview of the work being done by foodbanks and similar agencies to ensure that we are using these channels to promote health and wellbeing to those that use these services.					Overview of work held, promotion of health and wellbeing in concordance with foodbank agencies.	Further develop links between foodbanks to promote healthy eating and recipes, continuing with work through Youtube and social media engagement.
Work in partnership with other agencies on projects that directly address inequalities within the borough. For example the Holiday Hunger programme.					Partnership working with both KCC and Medway in developing social prescribing and healthy weight and obesity programmes	Further develop amongst the VCS sector, to address the challenges faced by people receiving help through charities.
Evaluating health and wellbeing work	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Ongoing evaluation of Health and wellbeing initiatives conducted, with further initiatives in various stages of development.	Ongoing, Continue to develop
Explore ways to monitor the impact of health and wellbeing work led by the Council and contribute to the wider partnership evidence base regarding successful strategies to improve health and reduce health inequalities in Swale.					Contribution to, and between various partner organisations to tackle health inequalities conducted through numerous health and wellbeing meetings that the HWO is in attendance at.	Ongoing, Continue to develop. Range of output targets to be developed in conjunction with partners.
Directory of resources	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Residents health and wellbeing page under development, for them to access resources from.	Ongoing, Continue to develop as a priority. Link in with team profile in corporate website.
Support KCC in the creation of a directory resource of health services and interventions available in Swale and ensure these are promoted to stakeholders and residents.					Collaborative working with partners at KCC to help develop resources for residents is underway and progressing well.	Ongoing, Continue to develop as a priority.

Health and wellbeing funding					Funding for Health and wellbeing through various pots, as well as financial support from larger and partner agencies available. Sports grant criteria has been widened to now include health and wellbeing.	Ongoing, continue to develop. Continue to deliver community health and wellbeing grant.
Explore all potential funding opportunities, signposting to existing services (Inside Track, SCEN etc) and support partners to apply for grants to secure funding for projects in the borough to promote health and wellbeing.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Funding for Health and wellbeing through various pots, as well as financial support from larger and partner agencies available. Support given to some partners (Renew Wellbeing, Memeorial Baby Gardens) in where to and how to apply for grants.	Ongoing, continue to develop
Add value to existing/ new projects which link to health and wellbeing					New projects in development, and support and content added to Healthy and Active in Swale project.	Ongoing, Continue to develop
Maintain an overview of projects that relate to the health and wellbeing work stream (e.g. foodbank work, community engagement project, sports and physical activity projects, air quality work)	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Overview of projects held, with support offered to those who require it thus far. Support lent to Green Schools initiative, due to begin in february.	Ongoing, Continue to develop
Where appropriate develop joint working approaches with colleagues to ensure that health and wellbeing potential is maximised.					Ongoing, Joint working between colleagues is conducted where appropriate.	Ongoing, Continue to develop
Smokefree Agenda					Ongoing, See Below.	Ongoing, Continue to Develop
Attend and contribute at district sub group and main Tobacco control alliance group.					Tobacco Alliance Group on hold due to COVID Pandemic, District subgroup with PCN and ICP regularly attended with focus shifted from smoking to obesity.	Ongoing, Continue to Develop

<p>Explore all smoke free environment project opportunities e.g. Smoke free parks relaunch, smoke free school gates, smoke free tenancies</p>	<p>Family Health, Healthy Lifestyles</p>	<p>Short to Medium Term</p>	<p>H&W Officer</p>	<p>Faversham, Isle of Sheppey, Sittingbourne</p>	<p>Smokefree school gates on hold due to lack of response from schools (20% response rate), due to either not being a problem for the schools, or other, more pressing priorities thrown up by the COVID Pandemic. Other projects relating to smokefree are in development, such as smoke free green spaces, but in the very early stages.</p>	<p>Ongoing, Continue to Develop as a priority.</p>
<p>Support the work of OneYou. Attend regular meetings with Kent leads.</p>					<p>OneYou are in close contact with regards to smokefree agenda, and are working alongside the HWO to develop smokefree projects and an illicit tobacco roadshow with trading standards.</p>	<p>Ongoing, Continue to Develop as a priority.</p>
<p>Obesity agenda</p>					<p>Ongoing, See Below.</p>	<p>Ongoing.</p>
<p>Support KCC in the development and delivery of their obesity framework</p>					<p>Support lent to KCC, as well as Medway and Swale PCN & ICP in development and initialisation of Obesity programmes. Regular contact with Whole Systems Obesity Approach team maintained, and support given where appropriate. Development of Obesity awareness in schools tied in with Green Schools Initiative alongside KCC and SBC Colleagues conducted, and due to commence in February.</p>	<p>Ongoing, Continue to develop as a priority.</p>

Promote out outdoor spaces and leisure facilities	Family Health, Healthy Lifestyles	Short to Medium Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Promotion through Healthy and Active in Swale social pages and through the use of Youtube Videos.	Ongoing, Continue to develop as a priority.
Work with community services team to address inactivity					Closely working with PAO to help develop and lend support to the Healthy and Active Lives framework, and Healthy and Active in Swale social pages to attempt to tackle inactivity.	Ongoing, Continue to develop as a priority.
Link with foodbank work to communicate messages around healthy eating					Overview of work held, promotion of health and wellbeing in concordance with foodbank agencies. Healthy Recipes to be included in previously mentioned Residents wellbeing page, and to be linked with Foodbanks, as well as video support to be developed as a matter of priority.	Ongoing, Continue to develop as a priority.
Mental Health/ Dementia	Healthy Lifestyles, Mental Health	Short to Medium Term	H&W Officer/CSU/Other Relevant SBC Depts.	Faversham, Isle of Sheppey, Sittingbourne	Dementia Awareness training organised for all staff who require potential face to face time with residents in the course of their work.	Continue to develop as appropriate. Support for mental health to be developed as a priority.
Represent the council at mental health action group meetings					Minimal, Mental health support discussed at other meetings, but Mental Health Action Group meeting not attended but will be going forward.	Develop as a matter of priority.
Work in partnership with colleagues from CSU to support work around domestic violence and mental health					Some initial discussions held with CSU, further development required.	Develop as a matter of priority.

Continue to develop partnerships with mental health services					Regular meetings held with partner agencies that support with Mental Health issues, as well as Support Charities, but further development required to support mental health statutory agencies	Continue to develop as a priority.
Undertake Dementia Champion training with a view to delivering Dementia Friends sessions to SBC employees					Dementia Awareness training undertaken, with dementia champion training to be discussed.	Ongoing, Continue to develop.
Mind Over Matter Meditech- Dementia pilot Support the delivery of pilot in Sheppey					Minimal	Continue to develop as a priority.
Family Health	Family Health	Short to Medium Term	H&W Officer/Senior Management Team/Cabinet Members	Faversham, Isle of Sheppey, Sittingbourne	Ongoing. See Below.	Ongoing. CAMHS Support to be investigated, along with educational support to be developed as a priority, and investigations into length of time for child diagnosis as a priority.
Support work programmes offered by KCC					KCC Programmes supported, with particular support given to obesity and green spaces programmes.	Ongoing, Continue to develop.
Support local offer i.e. smaller charitable sector support groups					VCS Support meetings held regularly where support is offered as required.	Ongoing, Continue to develop.
Continue to monitor areas of inequality across the borough and advocate for the borough when discussing service need					Inequalities are monitored, and support offered where appropriate.	Ongoing, Continue to develop.
Workstream 3: Developing Partnerships						
<p>This plan comes into focus at a time when the NHS is changing locally with the intention for Kent and Medway to become an integrated care system (ICS) by April 2021 with- GP practices working together in primary care networks (PCN's); Four new integrated care partnerships (ICP's) across Kent and Medway drawing together all the NHS organisations in a given area and working more closely with health improvement services and social care; and a single commissioning organisation for Kent and Medway, led by local doctors to take a bird's eye view of health priorities for local people and look at where shared challenges should be tackled together. This meant the merger of the previous eight clinical commissioning groups (CCG's) in April 2020.</p> <p>Locally two ICP's cover Swale- Medway and Swale ICP covering Sheppey and Sittingbourne and East Kent ICP covering Faversham. Despite the geographical divide these changes within the NHS bring with them fresh opportunities to work in collaboration with our NHS partners to align our priorities and to work in collaboration.</p> <p>Alongside our NHS partners we also strive to work closely with our partners from public health, businesses, voluntary and charitable organisations.</p> <p>As a local authority we are in a position whereby we have a wider enabling role through engaging with communities and collaborating with local health partners, social care colleagues, businesses and voluntary and community sector to try and join up approaches to achieve a wider-system, joined up approach to health.</p>						
Deliverable	Health Inequality	Delivery Timescale	Delivery Partners	Location	Progress	Actions
Develop positive working relationships with health sector partners					Relationships with Health Sector partners developed, and collaborative working between agencies is promoted.	Ongoing, Continue to develop further.

Ensure that SBC is represented and has a voice at various meetings chaired by PH and the NHS.					SBC Presence at multiple meetings chaired by PCN and NHS teams, as well as Regular Member briefings organised.	Ongoing, Continue to develop further.
In particular we will commit to the following representations: Chief Executive- Medway & Swale Integrated Care Partnership Board Cabinet Member- Medway & Swale Local Care Implementation Board Kent and Medway Joint Health and Wellbeing Board Medway & Swale Integrated Care Partnership Non Executive Directors and Lay Members Working Group. Health and Wellbeing Officer- Kent Housing and Health Sub Group Mental Health Action Group Tobacco Control Alliance	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/Senior Management Team/Cabinet Members	Faversham, Isle of Sheppey, Sittingbourne	In attendance by HWO. Not specifically attended, but other subgroups around mental health attended. Not Specifically attended, but regular meetings held with partner organisations with respect to tobacco control.	Ongoing. Develop as a matter of priority. Develop as a matter of priority.
Share SBC's health and wellbeing plan-					Shared between partners where appropriate.	Ongoing, Continue to develop.
Seek feedback to ensure the plan reflects the needs of our community.					Feedback sought where appropriate.	Ongoing, Continue to develop.
Ensure that this ties in with the priorities of PH and the NHS and that they have had an opportunity to feed in to this plan.					PCN, ICP and NHS aware of H&WIP, and feedback given where appropriate.	Ongoing, Continue to develop.
Explore all opportunities for collaboration.					Opportunities for collaboration continuously explored.	Ongoing, Continue to develop.
Maximise upon training offered by health partners.					When training is offered by Partners, training is accepted.	Ongoing, Continue to develop.
Develop positive working relationships with our leisure providers, voluntary & community sector partners					VCS Partners in regular communication with through regular meetings, and working relationships developed.	Ongoing, Continue to Develop
Ensure that SBC is represented and has a voice at key health and wellbeing meetings chaired by our leisure providers, the voluntary and community sector	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Officers from other SBC depts.	Faversham, Isle of Sheppey, Sittingbourne	SBC Presence at SCEN and other VCS Meetings, and offering support where appropriate.	Ongoing, Continue to Develop

Share SBC's health and wellbeing plan-					HWIP shared where appropriate to partners.	Ongoing, Continue to Develop
Seek feedback to ensure the plan reflects the needs of our community.					Feedback sought where appropriate.	Ongoing, Continue to Develop
Ensure that this ties in with the priorities of partner agencies. Explore all opportunities for collaboration.					Opportunities for collaboration continuously explored.	Ongoing, Continue to Develop
Maintain positive working relationships with health sector partners	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Officers from other SBC depts.	Faversham, Isle of Sheppey, Sittingbourne	Relationships with Health Sector partners developed, and collaborative working between agencies is promoted.	Ongoing, Continue to develop further.
Work in partnership with public health and the NHS i.e. CCG's, ICP and PCN's. Support their priorities to ensure that specific areas of health inequality in Swale are targeted.					Regular Meetings attended by HWO with PCN, ICP & NHS partners to develop and support their targets for Swale.	Ongoing, Continue to develop further.
Maintain positive working relationships with leisure providers, voluntary & community sector partners	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Officers from other SBC depts.	Faversham, Isle of Sheppey, Sittingbourne	VCS Partners in regular communication with through regular meetings, and working relationships developed.	Ongoing, Continue to Develop
Work in partnership with the voluntary and community sector to ensure that SBC remains an active partner.					SBC Active representation in VCS Meetings, and support offered where required.	Ongoing, Continue to Develop
Community Engagement					Ongoing, See Below.	Ongoing. With the looming cost of living crisis, support will be investigated as a matter of priority.
Ensure the Council adopts a community-led approach to health improvement helping to coordinate services & support in communities with disadvantage & health inequalities.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer	Faversham, Isle of Sheppey, Sittingbourne	Community engagement maintained through active use of social media. Further development necessary at a face to face level, but hampered by the Pandemic.	Ongoing, Continue to develop further.
Lead on the councils' community engagement in targeted areas regarding the health and wellbeing agenda.					Targeted Community Engagement maintained through active use of social media. Further development necessary at a face to face level, but hampered by the Pandemic.	Ongoing, Continue to develop further.
Projects					See Below.	Ongoing.

Provide support to local agencies who are coordinating projects and represent SBC at project meetings.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Partner agencies	Faversham, Isle of Sheppey, Sittingbourne	Support given to M&S Obesity programme, as well as KCC Whole Systems Approach	Ongoing, Continue to Develop further.
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Workstream 4: Communication Strategy

Overarching our previous three priorities is our communication strategy. Communicating both our work and the work of partners internally, to partners and to residents is a vital component in ensuring that our communities remain informed and able to take advantage of opportunities available to them.

There are some challenges when communicating the health offer across the borough due in part to the geographical divide between the three areas with the local offer looking very different in each. To add to this the borough also falls within two ICP boundaries. Our comms approach needs to be sensitive to this whilst focusing on the local offer- promoting the work of smaller community based organisations as well as our NHS partners.

Our communications team have consulted on the HWAP so far and have helped to shape the strategy as it currently stands. Over time this strategy will likely evolve as different projects begin and as partner agencies communicate new information to us.

Deliverable	Health Inequality	Delivery Timescale	Delivery Partners	Location	Progress	Actions
Communicate health messages/ projects to community and partners	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/Community Services Team/Comms Team	Faversham, Isle of Sheppey, Sittingbourne	Health messages and projects regularly communicated to partners, and collaborative working between statutory and community agencies commenced.	Ongoing, Continue to Develop Further.
Continue to develop Healthy and Active in Swale brand- including pages on Visit Swale Website, YouTube Channel, Facebook and Twitter. Where appropriate use these channels in conjunction with main SBC platforms to promote key messages.					Continuing development of the Healthy and Active in Swale pages, as well as continued work on video and social engagement.	Ongoing, Continue to Develop Further.
Communicate key dates					Key dates Communicated where appropriate.	Ongoing, Continue to develop.
Work with partners to raise awareness of key areas of health. Decide upon clear calendar of health related awareness dates to promote e.g. world mental health day.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Comms Team	Faversham, Isle of Sheppey, Sittingbourne	Key wellness dates marked for 2022, with work around these to be discussed with partner agencies.	Ongoing, Continue to develop.
Deliver a multi-agency communications plan					Development of residents website for communication of important health and wellbeing messages under development.	Ongoing, Continue to develop
Develop and deliver a multi-agency Communications plan to increase residents aware of health and wellbeing interventions available in the borough, utilising the 'One You' Framework and other relevant partnership mechanisms.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short Term	H&W Officer/ Comms Team	Faversham, Isle of Sheppey, Sittingbourne	Development of residents website for communication of important health and wellbeing messages under development.	Ongoing, Continue to develop
Strive to embed health messages into all of the work that we do as a council					Health and wellbeing input supported where required.	Ongoing, Continue to Develop.

Work with comms to ensure that clear health messages can be delivered- e.g. by providing them with up to date info and stats that can be included in comms messages	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Comms Team	Faversham, Isle of Sheppey, Sittingbourne	Minimal, support to be lent where required, but further development of key dates for 2022 will be included.	Ongoing, Continue to Develop.
Explore all opportunities for the council to promote areas that we champion					Opportunities continuously explored for promotion of championed areas. Support lended where appropriate.	Ongoing, Continue to develop.
Work with comms to promote the health areas that we champion via social media and inside swale news stories.	Family Health, Healthy Lifestyles, Mental Health, Wider Determinants	Short to Medium Term	H&W Officer/ Comms Team	Faversham, Isle of Sheppey, Sittingbourne	Championed health areas promoted through Healthy and Active in Swale Socials and Videos, further work through comms team to be developed.	Develop further as a matter of priority, in particular through comms.

Cabinet Meeting	
Meeting Date	16 March 2022
Report Title	Awarding of Contract - Off-Street Car Park Pay Terminals
Cabinet Member	Cllr Richard Palmer, Cabinet Member for Community
SMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Alex Wells, Parking Services Analyst
Key Decision	Yes
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That the contract for off-street car park pay units be awarded to Supplier A with a lifetime value of £902,685.14 for the supply and installation of 38 units and associated maintenance and payment processing for 7 years, with an option to extend for a further 7 years. 2. To delegate authority to the Head of Environment and Leisure and Head of Legal, in consultation with the Cabinet Member for Community, to complete the contract award.

1 Purpose of Report and Executive Summary

- 1.1 This report provides the background to parking payment transactions in Swale Borough Council car parks. As of January 2022, 55% of transactions for parking in Swale are made through contactless payment options. This proposal continues to allow cash payments whilst introducing an alternative method of card payments and Apple/Google pay on all pay units. It is vital that we offer a choice of payment methods to suit all customer's needs and promote accessibility.
- 1.2 Following a tendering process and evaluation of the bids by an assessment panel of officers, this report requests authority to award the contract to the winning tenderer.

2 Background

- 2.1 Trends towards contactless payment options have shifted naturally over the past 5 years. Contactless payments made up only 23% of all payments in April 2019, increasing to 55%, even during COVID.

- 2.2 This growth is largely down to the success of RingGo working with Swale Borough Council as a cashless parking provider; however, as a result of the trends toward card payments, test units were installed across the Borough which allowed cashless payment methods to ascertain the level of public support for this offering.
- 2.3 With no advertising of this contactless payment feature for the trial payment units, as of January 2022 RingGo accounted for 42.75% of payments at test locations, cash accounted for 39.02% and the new cashless option at pay units accounted for 18.21%.
- 2.4 Trends for cash payments in Swale have shown a persistent decline from 2019 to 2022 (Fig. 1) whilst cashless payments have shown persistent increase over the same period (Fig. 2).

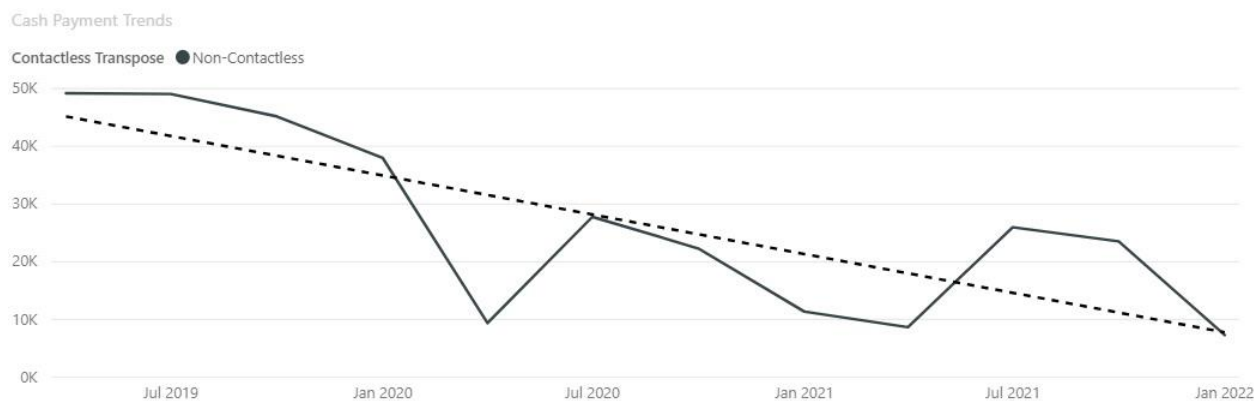


Figure 1

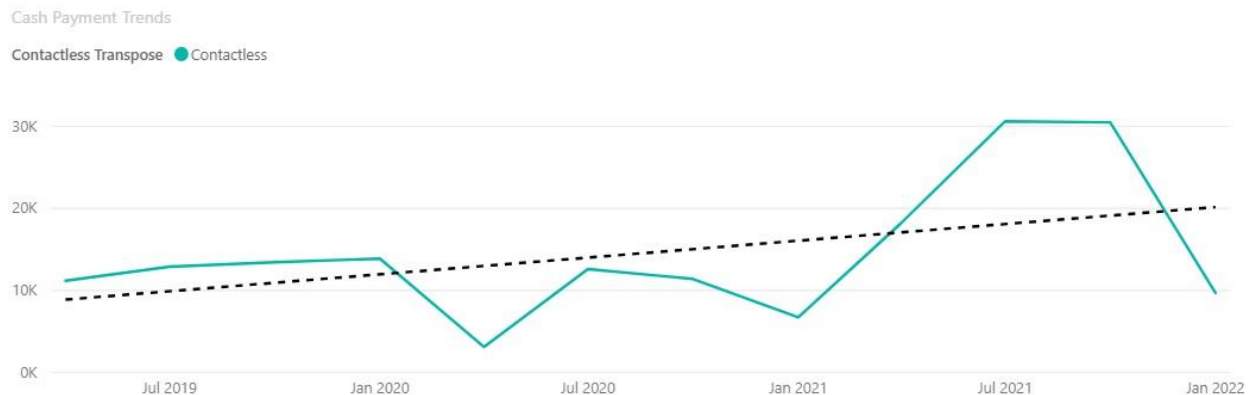


Figure 2

- 2.5 The data shows clear consumer preferences in payment options in favour of cashless options, and new parking pay units will be able to provide additional methods not utilised in trials such as Apple Pay and Google Pay which may further increase useability for new demographics.
- 2.6 The addition of cashless payment options also provides two core improvements to User Experience (UX). Firstly, it improves individual experience by not

requiring customers to prepare specific cash tender and thus simplifying the payment process.

- 2.7 The second benefit is a group benefit of improved turnover time, where the speed of the average transaction should increase as customers only have to 'tap' to pay rather than feed a meter with coinage. This means that customers will have to spend less time queueing during peak time and inclement weather.
- 2.8 Due to the age of the existing units and the complexity of physical components required to process large volumes of cash transactions, existing pay units experience high levels of faults, with 1,731 faults recorded in 2020, in spite of lower usage rates due to COVID.
- 2.9 Of these faults, 35% can be linked directly to cash-related faults. Each of these faults has a financial impact on the Council, whether it's a callout for our Enforcement Contractor, our Operations Team or a callout to the manufacturer. Additional costs can be incurred if replacement parts are required.
- 2.10 New units will improve this, as by providing cashless/contactless payments, they reduce the strain on cash-related components which should reduce the number of associated faults.
- 2.11 This will additionally have a positive environmental impact by reducing the emissions associated with maintenance callouts, as well as those associated with shipping and packaging replacement parts.
- 2.12 The proposed duration of the contract is 7 years with an option to extend by a further 7 years. As parking payment units have not seen much major innovation over the past decade and units have a lifespan of approximately 15 years this is considered a low-risk duration and allows us to defray costs over a longer duration.
- 2.13 Due to the modular nature of the machines, if there are major innovations in the future which would be favourable, it's likely that these could be adapted or fitting to existing units rather than requiring full replacement.
- 2.14 After 7 years, the Council will retain the option to either confirm the next 7 years, replace all units, reduce the total number of units or retrofit/upgrade existing units.
- 2.15 Financial provisions in relation to Civil Parking Enforcement are defined within Section 55 of the Road Traffic Regulation Act 1984. This Act strictly controls how any surplus Fund through Civil Parking Enforcement (CPE) can be used once any deficit in the Fund over the last four years has been balanced and that all financial commitments are considered in the provision of CPE services. Section 55 (4) b allows the council to use any surplus to meet all or any part of the cost of the provision and maintenance of off-street parking accommodation. The proposals within this report therefore meet the legal requirements in terms of appropriate use of surplus Funds associated to Civil Parking Enforcement services.

2.16 The CPE Reserve is currently maintained at £259,641.01 and so full funding for the replacement and installation of 38 pay units can be achieved to enable Parking Services to continue to drive innovation, support the customer experience and improve services.

Procurement process

2.17 Replacement pay units have been procured following a tender process utilising the Public Contract Regulations 2015. Each of the submissions were evaluated by an assessment panel of officers against set criteria of price alongside a combined quality score.

2.18 Four submissions were initially received; however, despite requesting clarification from the fourth supplier, as an incomplete submission was received, their bid was disqualified in accordance with the terms and conditions in the Invitation to Tender.

Evaluation

2.19 The evaluation scores (40% price and 60% quality) were as follows:

Company	Price Score	Quality Score	Total
Supplier A	39.51	50.33	89.84
Supplier B	28.43	45.33	73.76
Supplier C	40	49.67	89.67

2.20 The proposed contractor recorded the highest overall score of 89.84. Key elements of the bid included high quality easy-to-use pay units, the addition of payment methods like Apple/Google Pay, a sound audit process and provision of high-quality data to support our data analytics platform.

3 Proposals

3.1 It is recommended that the contract for the supply and installation of 38 pay units in off-street car parks be awarded to Supplier A, for the sum of £902,685.14.

3.2 This will require capital expenditure of £153,642 in Year 1, with ongoing annual expenditure of £22,412.

3.3 Merchant fees associated with processing cashless payments are estimated to be approximately £34,446.51 per annum and are set to increase over time as the volume of contactless transactions increase; however, these fees are paid directly from revenues. Additionally, these will be partially offset by decreases in maintenance costs and cash collection/banking costs.

- 3.3 This report seeks Cabinet Approval to delegate authority to the Head of Environment and Leisure and Head of Legal, in consultation with the Cabinet Member for Community, to complete the contract award.

4 Alternative Options

- 4.1 Members could decide to not provide authority. This will mean that the Council will be unable to extend cashless transactions to pay units in off-street car parks whilst relying on pay units working beyond their operational efficiency lifespan. This also increases risk of continued machine down-time and associated costs.

5 Consultation Undertaken or Proposed

- 5.1 A trial of units accepting contactless card payments took place in Central Car Park and Albany Road.
- 5.2 With no advertising of these contactless payment features, current data shows that as of January 2022 RingGo accounted for 42.75% of payments at test locations, cash accounted for 39.02% and the new cashless option at pay units accounted for 18.21%.
- 5.3 These findings show that users show considerable preference for cashless payment methods, with nearly 1 in 5 transactions being paid for using the new method.
- 5.4 It's likely this figure will continue to increase as we still project continuous increases across all our cashless options and as options such as Apple and Google Pay are added.

6 Implications

Issue	Implications
Corporate Plan	<p>The decision to enter into contract support plan objectives particularly for Priority 4 – ‘Renewing local democracy and making the Council fit for the future’.</p> <p>Continue to reduce dependence on government-controlled funding sources and support staff to find innovative ways to ensure other objectives can be met in the context of diminished resources.</p>
Financial, Resource and Property	<p>Financial implications are detailed within the report under 2.15 / 2.16</p> <p>Merchant fees are expected to increase by £34,446.51 annually due to an increase in card payments. The Cash Security budget</p>

	<p>(6200-45007) is currently set at £55,150 with a total spend of £24,106.94 last financial year.</p> <p>A reduction in cash collections mean that we can offset approximately £30,000 of the estimated increase through the existing budget, with incremental savings to Cash Security expected annually.</p> <p>The remaining annual maintenance and back office costs are to be covered by existing revenue budget lines.</p>
Legal, Statutory and Procurement	<p>Councils are required to procure their services utilising the Public Contract Regulations 2015. The tender process has followed these regulations.</p> <p>The Council's constitution requires all contracts over £100,000 in value to obtain Cabinet authority.</p>
Crime and Disorder	<p>Moving towards more card payments would result in less cash being entered into pay units thus reducing the risks of units being vandalised or damaged from attempted thefts.</p>
Environment and Climate/Ecological Emergency	<p>Card payments reduce the number of cash collection journeys and therefore contributes to reduced emissions related to the parking service.</p> <p>The improved reliability of the units and greater ability to remotely sort errors will also reduce operational mileage emissions.</p>
Health and Wellbeing	<p>Not applicable</p>
Safeguarding of Children, Young People and Vulnerable Adults	<p>No risks identified</p>
Risk Management and Health and Safety	<p>No risks identified.</p>
Equality and Diversity	<p>No risks identified – increasing payment methods likely to increase accessibility across demographics.</p>
Privacy and Data Protection	<p>The contract will be covered by the Council standard terms and conditions. Users will be bound by the company's data protection terms; SBC will not hold any users' data.</p>

7 Appendices

7.1 None.

8 Background Papers

8.1 None.

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Cabinet Meeting	
Meeting Date	16 th March 2022
Report Title	Levelling-Up Fund Business Case Development
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Joanne Johnson, Head of Regeneration and Economic Development
Lead Officer	Joanne Johnson, Head of Regeneration and Economic Development
Key Decision	No
Classification	Open
Recommendation	<p>Cabinet is asked to approve the Sheerness Revival Levelling-Up Fund project proposals, and delegate the submission of the final business case for round 2 of the government’s Levelling-Up Fund to the Director of Regeneration and Neighbourhoods in consultation with the Leader.</p> <p>Cabinet is asked to approve the contribution of the Bridge Road car park and Old Library building in Sheerness as match funding within the business case.</p>

1. Purpose of Report and Executive Summary

- 1.1. This report sets out the project proposals for the Levelling-Up Fund bid known as ‘Sheerness Revival’.
- 1.2. It identifies potential sources of match funding and the overall bid value, and indicates the wide range of benefits targeted.
- 1.3. It asks Cabinet to approve the submission of the Sheerness Revival business case for round 2 of the government’s Levelling-Up Fund, and to delegate authority to approve the final business case to the Director of Regeneration and Neighbourhoods in consultation with the Leader.
- 1.4. It also asks Cabinet to approve the contribution of Bridge Road car park and the Old Library as match funding within the business case.

2. Background

- 2.1. The Levelling-Up Fund is a UK-wide £4.8bn infrastructure fund, jointly managed by the Department for Levelling-Up, Housing and Communities (DLUHG), the Department of Transport and HM Treasury, delivered through

local authorities. It prioritises investment that brings economic benefit and binds communities.

2.2. Round 1 of the Levelling-Up Fund opened in March 2021, with funding decisions announced in October 2021.

2.3. Local Authorities are categorised into three priority bands according to a combination of metrics which demonstrate need for:

- economic recovery and growth
- improved transport connectivity
- regeneration.

2.4. Swale has the highest priority status. Priority 1 areas were allocated £125,000 capacity funding to develop a bid. These funds were received in October 2021.

2.5. Bids can be for up to £20m LUF investment, and match funding of at least 10% of the project value is strongly encouraged. This must be cash match funding – i.e. cannot be in kind (such as staff time contributions).

2.6. Delivery of all Levelling-Up Fund projects must conclude by 31 March 2025.

2.7. Government has yet to confirm the submission and assessment deadlines for Levelling-Up Fund round 2 beyond announcing the funding call will open in the spring. For the purposes of project planning, officers have assumed the fund will be launched on 1 March 2022 with a six-week application window – i.e. officers intend to have the business case fully prepared by 15 April 2022.

2.8. This timeframe may be amended subject to government announcements.

3. Proposals

3.1. Sheerness Revival consists of four elements – three distinct projects and an over-arching theme of placemaking and connectivity. The projects are summarised as follows, and are intended to achieve a range of benefits across economic regeneration, education skills and employment, and health and wellbeing:

- **Beachfields – leisure and health:** this project will site improved leisure and health facilities at Beachfields in a single set of premises, securing sustainability and environmental advantages. This paves the way for additional commercial and leisure facilities and attractions within the building and across the wider site, to boost the vibrancy and appeal of Beachfields for residents and visitors alike. Feasibility studies are ongoing to determine the optimum nature and mix of free and paid-for attractions. The opportunity to offer additional health-based facilities within the new footprint is being progressed with external partners and is seen as a key feature of the new building and its community offer.

- **Sheppey College expansion:** EKC Group are exploring the potential to extend technical and vocational provision at Sheppey College, aligned to local need and opportunity. This may include provision for 14 – 16 year olds, as well as further education for 16-18 year olds and adults. The Council-owned car park adjacent to the existing current site is under-utilised and presents an ideal opportunity for the College to expand. The currently vacant Old Library may also offer useful expansion space and studies are ongoing to review space requirements and potential configurations.
- **Master’s House Studios:** Master’s House is currently undergoing extensive refurbishment. The conversion of the workshop area to the rear could provide creative studio / workspace and widen the potential employment offer of Master’s House at the heart of the town centre.
- **The wrap-around placemaking and connectivity** objective will bring to the fore the area’s history, heritage and natural environment, securing wider benefits for Sheerness and beyond.

3.2. Work to refine and cost these proposals is ongoing, and Swale Borough Council is supported in this work by consortia of design architects and cost consultants. This includes leisure and education specialists.

3.3. It is expected that the bid value will reach the £20m ceiling.

3.4. In order to secure the recommended match funding, the following financial contributions to the bid are anticipated:

- Committed investment in Master’s House (Swale Borough Council funding and external grant)
- The land value of the Bridge Road car park adjacent to Sheppey College
- Specialist equipment within the Sheppey College extension
- Swale Borough Council’s committed investment in facilities at Beachfields, e.g. toilets and improved lighting.
- The market value of the Old Library.
- Linked investment by related partners, such as Sheerness Town Council, may also be accepted by government as match funding, and this is being explored.

3.5. Market valuations have been commissioned for the two Swale Borough Council assets considered for match funding (i.e. for disposal), and the related match funding contribution would equate to these sums.

3.6. As the intention is that the market valuation will be match funding, the disposals may be for less than the best consideration that could be obtained if they were to be sold on the open market.

3.7. Under Section 123 of the Local Government Act 1972 the Council can only dispose of land for less than the best consideration reasonably obtainable with the consent of the Secretary of State or where the disposal is covered by the General Disposal Consent 2003. The General Disposal Consent removes the requirement for a specific consent to be sought where the proposed transaction will help to secure the promotion or improvement of the economic, social or environmental wellbeing of its area and the undervalue does not exceed £2 million. The independent valuation advice obtained demonstrates that the likely level of undervalue would not exceed this limit.

3.8. Indicative values for these match funding components are shown in exempt appendix A.

4. Alternative Options

4.1. There are three principal alternative options:

- Do not submit a bid to the Levelling Up Fund. This option is not considered appropriate since Swale has received capacity funding from central government to prepare a bid, and is identified as a priority area for Levelling-Up investment – i.e. there are good prospects of Swale's bid being successful.
- Submit a bid with an alternative focus. Levelling-Up Fund priority status has been assigned on the basis of level of inequality. One of the principal reasons Swale has been designated a priority area is due to the deprivation indicators for the Isle of Sheppey. Swale's chances of bid success will therefore be increased if the bid focuses on this community. Of the potential projects on the Island, the Beachfields scheme is the most advanced, and considered the most transformational – both indicators that will stand the project in good stead when assessed for funding.
- Submit a bid with a reduced focus / of a lower value. This option has been rejected on the basis that the ambition, potential and match funding exist to deliver a transformational project with the maximum funds available.

5. Consultation Undertaken or Proposed

5.1. Options for Swale's Levelling-Up Fund bid were discussed at Community, Economic Growth and Property Cabinet Advisory Committee on 6 July 2021, with a number of ideas proposed for consideration from across the borough. A report taken to the same Committee on 11 January 2022 set out the process undertaken for reviewing this wide range of ideas, highlighting a focus on compatibility with the Levelling-Up Fund's priority themes, and delivery constraints (such as timeframe for delivery, and land-owning consents).

5.2. The report set out that a Sheerness-based regeneration scheme was deemed to represent the optimum combination of local benefit and fit with the Levelling-Up Fund's priorities, and had been identified for progression.

5.3. Resulting proposals, given the working title 'Sheerness Revival', have been the subject of a series of monthly member and officer scoping sessions (since October 2021) and were reviewed and approved by Informal Cabinet on 13 December 2021.

5.4. Public consultation on the framework for the bid was launched on 4 February 2022, and remained open until 25 February 2022.

5.5. Consultation was supported by the introduction of a bespoke page on the Council's website, two press releases, and a series of social media posts.

5.6. Bespoke briefing sessions were held with:

- Ward members on 13 January 2022.
- Leaseholders on 10 December 2021, 11 and 14 January 2022
- Gordon Henderson MP on 10 December 2021 and 27 January 2022.

5.7. A key feature of the consultation was an Extraordinary meeting of the Sheppey Area Committee on 8 February 2022, held both at Sheerness East Working Men's Club and online via MS Teams. Over 80 people attended the event and contributed a range of valuable ideas.

5.8. A total of 324 consultation surveys were completed online, and a summary of the principal findings is attached at Appendix B. At headline level:

- 76% of respondents supported the Beachfields proposals
- 78% of respondents supported the Sheppey College extension
- 74% of respondents supported the Master's House studios project
- 86% of respondents support the wider placemaking objective.

5.9. A total of eight written submission were received outside of the online survey, either via email or mail.

6. Implications

Issue	Implications
Corporate Plan	The objectives of the LUF bid support the aims of the Corporate Plan, most notably priority 2 (investing in our environment) and 3 (tackling deprivation and creating equal opportunities for everyone).

Financial, Resource and Property	<p>The LUF business case has been developed within the £125k capacity funding allocated from central government, utilising in-house and external resource.</p> <p>The value of the proposed match funding for the bid is explained in section 3 above and detailed in exempt appendix A.</p> <p>If the business case is successful, this will positively impact on the finances and resources at the Council's disposal to improve Sheerness, including elements of its own estate. If the bid is successful, there will be periods of downtime during construction when the existing facilities are unable to operate and generate income. The programme architects have been instructed to minimise these as far as practicable.</p>
Legal and Statutory	<p>Regeneration and economic development are non-statutory services and therefore the decision to develop and submit a bid is a discretionary one. Should funding be awarded, legal implications will be set out in a Grant Determination Agreement between central government and Swale Borough Council.</p> <p>The legal implications of the disposal of land and assets as match funding for the bid are set out in section 3 above.</p>
Crime and Disorder	<p>There are no direct implications, although the placemaking potential of Sheerness Revival would have a positive impact on anti-social behaviour and related crime.</p>
Environment and Climate / Ecological Emergency	<p>A successful bid would support the sustainability of both the leisure complex and swimming pool, by investing in new and more energy efficient plant.</p> <p>Public realm improvements such as planting and landscaping will offer positive environmental benefits.</p>
Health and Wellbeing	<p>Funding would increase the range and attractiveness of leisure opportunities on the Isle of Sheppey, with positive impacts for physical and mental health and wellbeing. Additional and improved health facilities within the Sheppey Matters footprint would support the overall health agenda for the Isle of Sheppey.</p>
Safeguarding of Children, Young People and Vulnerable Adults	<p>There are no direct safeguarding implications.</p>
Risk Management and Health and Safety	<p>A risk assessment will be completed as part of the development of the business case to be submitted to government.</p>
Privacy and Data Protection	<p>There are no direct privacy and data protection implications.</p>

Equality/Diversity	There are no direct equality / diversity implications. This question will be further addressed within the business case.
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7. Appendices

7.1. Exempt Appendix A – Indicative Match Funding Values.

7.2. Appendix B – Summary of On-line Survey Findings and Other Contributions.

8. Background Documents

8.1. Minutes of the Community, Economic Growth and Property Cabinet Advisory Committee, 6 July 2021.

8.2. Minutes of the Community, Economic Growth and Property Cabinet Advisory Committee, 11 January 2022.

8.3. Minutes of the Extraordinary Sheppey Area Committee, 8 February 2021.

8.4. Levelling-Up Fund Round 1 Prospectus.

Appendix B - Summary of On-line Survey Findings and Other Contributions.

Introduction:

Swale Borough Council is immensely grateful to the individuals and organisations who gave their valuable time to learn about the Levelling-Up Fund opportunity and to share their ideas, expertise and experience.

324 individuals and organisations took part in the on-line consultation, which ran from 4th – 25th February. A further eight contributions were sent directly via email or post. Over 70 people attended an Extraordinary Sheppey Area Committee meeting which took place in Sheerness East Working Men's Club on 8 February, with virtual attendance via MS Teams.

Headlines:

The minutes of the Extraordinary Sheppey Area Committee are published separately to this report (see [Agenda for Sheppey Area Committee on Tuesday, 8 February 2022, 6.30 pm \(swale.gov.uk\)](#) which focuses on written consultation responses.

The survey consisted of 12 questions, and the opportunity to provide general comment.

Question 1 verified whether respondents had read the consultation pack prior to completing the survey and provided a link to the pack for respondents to view. 79.6% of people had read the pack prior to responding.

Question 2 asked if people were taking part in the consultation as an individual, or on behalf of an organisation. Of those who responded (all further questions were optional), 95% were responding as an individual, with postcode detail as follows (question 3):

ME12	202
ME11	17
ME10	16
ME9	9
ME13	2
Other ME codes	4
Non-ME codes	4

14 representations were submitted from groups or organisations, as follows (question 4):

- Big Fish Arts
- Sheppey Promenade
- The Sheppey Bluetits (two responses)
- Green Spaces team at Swale Borough Council
- Local Giving Foundation
- Sheppey Matters / Sheppey Tourist Information Centre / Sheppey FM
- Ideas Test

- Sheppey Sea Cadets
- Sheerness Planning and Transportation Group
- Sheerness Salvation Army
- East Kent Mencap
- Bounce DMT & TC
- Queen Philippa B&B
- Island Projects

In questions 5-8, respondents were asked to indicate if they supported each of the four project proposals. The results were as follows:

Do you support...	Yes	No
Beachfields leisure and health proposals	76.19%	23.81%
Sheppey College expansion	78.37%	21.63%
Master's House studio workspace	74.04%	25.96%
Connectivity and wider placemaking	85.65%	14.35%

Overall the project proposals were supported by 79% of respondents.

If respondents stated they did not support individual proposals, they were encouraged to set out in free text the reasons for their view. These narrative contributions have been summarised under the following headings.

Beachfields:

Summary of Response	No.
Support the principle and offering suggestions to develop it	20
Would prefer a different project (tidal pool, shuttle bus service; adopting roads; launch / recovery slip; town centre / Broadway)	11
Object but no explanation offered	9
Do not believe the pool needs improvement	9
Do not think this will meet the objectives	5
Support the principal but would like the pool located elsewhere on the Island	3
Would prefer the bid to focus on a different geography	3
Object to the loss of the paddling pool	1
Concerned by what this will cost to maintain	1

Sheppey College:

Summary of Response	No.
Don't see the need for expansion	8
Object but no explanation offered	8
Project should be funded by the college	7
College / education offer on the Island should expand in a different way	6
Would prefer a different project (tidal pool; tourism focus; community hub)	3
Support the principle and offering suggestions to develop it	3
No personal interest	3
Do not wish to see loss of car park	3
Concerned by what this will cost to maintain	1

Would prefer the bid to focus on a different geography	1
Do not think this will meet the objectives	1
The money should be spent on the other projects	1

Master's House Studios:

Summary of Response	No.
Object but no explanation offered	15
Don't see the need for the facility	13
Not enough detail provided to take a view	5
Would prefer a different project (tidal pool; youth club)	4
Support the principle and offering suggestions to develop it	3
Should combine with the College expansion project	2
No personal interest	2
Support the project in principle, but in a different location	2
Won't encourage visitation	2
The money should be spent on the other projects	1

Wider placemaking and connectivity:

Summary of Response	No.
Would prefer a different project (tidal pool; cinema; reduce High Street rents; connectivity to the mainland; rooftop restaurant)	7
Not enough detail provided to take a view	4
Support the principle and offering suggestions to develop it	4
Object but no explanation offered	3
More project work is needed before we can focus on the bigger picture	3
Would prefer the bid to focus on a different geography	1
Not enough car parking for residents to promote visitation	1
This will be a natural outcome of the other projects	1

Detail:

Questions 9 – 12 asked for specific detail with regard to

- What respondents would like to see within the new built leisure and health facility
- What respondents would like to see within the wider Beachfields footprint
- What industry sectors and types of courses could be considered for Sheppey College
- How the projects can benefit the town centre, waterfront and beyond.

A final question provided a free text opportunity for respondents to submit any further comments related to the bid or regeneration in general.

A wide range of practical and exciting ideas were put forward across these final five questions. Those which meet the priorities of the Levelling-Up Fund and sit within the framework for the bid have been shared with the master planners and architects who

are working with Swale Borough Council to develop the project proposals. They will be assessed for feasibility over coming weeks.

Where ideas cannot be incorporated within the Levelling-Up Fund bid – for example, because they require revenue, rather than capital funding – they will be considered outside of the Levelling-Up Fund process, for other future funding streams. A list has been created from consultation responses and will be maintained by officers and discussed with members.

Narrative summaries of responses to questions 5 -13 can be found as appendices B(i) to B(ix). Please note that these are direct transcriptions of the comments received.

Conclusion and Next Steps

Consultation yielded a wide-ranging and exciting response, with many respondents looking outside of the Levelling-Up Fund bid framework to other priorities for the Isle of Sheppey and Swale. Whilst many ideas must be assessed for their viability, for Levelling-Up investment and other funding streams, Swale Borough Council has committed to progressing at this early stage:

- Considering soft play for inclusion within the new leisure centre
- Exploring the concept of town centre gateways
- Promoting emphasis on history and heritage
- Focussing the Master's House studios towards arts and culture-based uses
- Placing more emphasis on placemaking, including making the most of our natural assets, including connectivity with the sea
- Embracing, if practical, the possibility of bringing the masts from SS Montgomery on shore.

More detail on how consultation has informed the bid development process will be summarised as the project proposals evolve, and will be submitted alongside the bid for funds.

Further detail will be added to the Swale Borough Council dedicated webpages as proposals develop, with social media updates and press releases at key milestones.

Appendix B(i): I do not support the Beachfields proposals because:

Please note comments are transcribed directly from the survey

Support in principal but offering suggestion to build on outline

car park could help with the up keep. Something similar to what was done at Herne Bay. The council could also get a lottery grant towards it.

Good concept, we need to invest for things for our children to do. Pull the sports centre down it's not fit for purpose and the same goes for the ageing swimming pool. A brand new sports centre and swimming pool please. (With a slide and wave machine) something the kids will actually enjoy and the parents can take them to as opposed to driving off the island every weekend. We also need a soft play centre. Get the parents of the kids to stay on the island and spend our money here

Hasn't included enough bandstand lighting on seafront out side toilets and tidal pool further along in line with bay by seager road

I agree it should be regenerated but not a copy of what is in Sittingbourne with the bowling alley etc. Make it a destination and focus on its link to the sea. I like the idea of a tide pool and improving access to and the view of the beach - especially in the light of the beach's achievements on its route to getting a blue flag.

I agree with the regeneration of the HLC and sports facilities The idea of bring back a traditional feel with Crazy Golf and bowling is good. The existing pool should be renovated and have a cafe and soft play so that parents can be there for swimming lessons and have a cup of tea. I like the idea of a tidal pool.

I believe the fund is all about regeneration. When successful, regeneration is about achieving additional economic, social, and environmental outcomes that would not otherwise have occurred whilst also representing good Value for Money for the public.

I feel moving the current pool will not bring new business to the island, people that can afford to travel and can afford to use the pool will travel to another pool to suit their needs. There are local pools in Sittingbourne and also a new pool being built currently in the Medway towns but the area around the pool area does need rejuvenating that is granted. The Gym is a great community hub, and I have used the Gym for many years, yes this needs updating and better long term maintenance plans, everything costs money and needs maintain and that hasn't happened with the Pool/Gym area historically and so if this happens a much better long term plan needs to be thought through or 30 years down the line you will be back to the current situation. What does need rejuvenating is the seafront area, Sheppey has a beach and the SEA many areas do not. This is a missed opportunity that many other seaside towns are making the best of, Sheppey isn't. If a tidal pool was created, I believe it would bring in more interest, then the current swimming pool idea.

I support it but with some suggestions

I support it in part

I think you need to do more to bring people onto the island to for days out encourage financial growth for our town.

It's a good area to be redeveloped. I'm not quite sure why the area it covers is restricted or the only one chosen. For example I wonder if the Broadway".

Not really an NO!

Please no crazy golf, ten pin bowling, or any other tacky amusements that aren't amusing to anyone over the age of seven. Our seafront is our crowning glory. Please...build something to help us show the world how beautiful Sheerness is. Tidal pool, outdoor saltwater pool, space for pop up street food kiosks, walking footie grounds for over 50s. The kids have enough and they don't stay to shop on our High Street or eat in our Restaurants.

Slightly concerned it is more of the same - but overall looks good. I think the inclusion of an outside pool (like Faversham) would be good.

Swimming pool requires refurbishment

Thank you for giving me this opportunity,

The whole of the site including land behind the current swimming pool. Attractions including a skate park, bowling, viewing points for the sea, island information point, a new jetty for boat/ski hire. All tide pool. All the funding need to concentrate on attractions to promote the fact we are a seaside town. Pitch and putt, crazy golf and pop up restaurants at low business rates. And free bloody parking

There would even be space to hold events. This would enable it to be a 'centre hub' of the island. I really hope this is considered as after listening to many people on the island this seems the most common and interesting idea with huge potential for success.

We are concerned that the facilities will be inaccessible for many local residents who are living in poverty. We feel that the proposals should be for infrastructure that is accessible to even the poorest members of our community such as a quality skate park, water fountains for children to play in, a tidal pool, five aside football pitches and tennis courts (accessible for all to use)

We need to raise ground levels to make the most of the sea view and make the promenade more accessible.

Do not believe the pool needs refurbishment / relocation

Although the Swimming Pool is old, it is not in need of a rebuild. £20mn is a large amount for this and we won't gain a net benefit from this. Crazy golf can already be input in the location for a minimal amount. The fairground already has a bowling alley and both Oasis sites have 3 pitches for 5 aside football. The area around the leisure centre could be made more useful. Instead of knocking down the pool, why not look at using the money for the tidal pool on the other side of the seawall. This will help pull in people to use the area all day long in the summer months and even in winter as wild swimming is growing in popularity.

Beachfields to me is self explanatory there should be a range of things park equipment for all ages exercise equipment etc the pool should be a indoor/outdoor like Faversham a few waterslides etc crazy golf good expand the outdoor paddling pool toilets would be a good idea picnic area up grade as a sea side place we need to attract people here the cinema and bowling should go down to Neats Court train station make over

BEING AN ISLANDER ALL MY LIFE AND THE SWIMMING POOL BEING IN THE SAME PLACE FOR ALL THESE YEARS IS WHERE IT SHOULD STAY WHY DONT THEY JUST REMODERN , INSTEAD SORT OUT TENNIS COURTS AND SPORTS CENTRE MAKE CARPARK BIGGER BECAUSE THE GREEN NEARBY ALWAYS ATTRACTS DRUNKS AND HOMELESS , THE SEA WALL IS FOR OUR PROTECTION SO HOW YOU WILL OPEN THIS UP IS BEYOND ME AND OTHERS

Don't understand the need to build a new pool, you can modernise what's there

I would like to see more thought around the proposal to move the swimming pool, is this really needed.

Is this just maintenance

Things are fine as they are the swimming pool needs updating but not moving we do not need a crazy golf as the tennis courts are never looked out now

We do not need a new swimming pool, what we need are seasonal huts selling local artists paintings and makes. more toilets and maybe a tea hut or two! The band stand revamped to have family concerts. Make the most of the town's history.

You need to explain what is wrong with the current pool to recommend demolition.

Objection but no alternative offered

Far better things to spend £20 million on but with swale council in control it will all be wasted on their pet projects

Insufficient research

It is very difficult getting to access the existing pool. For an individual to get to use the pool is very difficult as most times and to use the pool for leisure is practically impossible. The proposed new pool will do nothing to benefit the average resident.

If the upgrade is affordable for people to use.

It won't bring new people to island and wellbeing inaccessible for many

Support regeneration but not what the council is proposing. Could come up with something better.

The initial development of the Tidal pool will take time and money, but the long-term benefits should be thought through. The Sheerness tidal pool is very new to the agenda and at the meeting where local passionate people joined to discuss I felt the council are currently looking at what they perceive will work and they have their view set. Some of the councillors who should listen to the people at these meetings for views and stay impartial until an agreement is set are not so young. Are they moving with the times.

This money could be better spent

Unless this is the best swimming pool and the best swimming pool it will not attract much if any extra visitors. Whilst the facilities are long overdue refurbishment the new modern 24-hour local gym facilities mean the opportunity represented falls short.

Beachfields has potential for many improvements but is in no way going to attract visitors. The attraction is clearly the beach and other than improved access to this free resource there is little that can be done to attract more visitors. Talk of tidal pools is idealistic and impractical whilst crazy golf and bandstands are simply unimaginative.

Would prefer a tidal pool

A sea pool would provide year-round benefits to a wide cross-section of the community.

A tidal pool will not only be beneficial in the summer as currently as we ease out of the Covid pandemic, the idea of being immersed in the cold waters and wild swimming is a big thing and has increased its appeal, after swims that are also a social event the need for hot food and drinks is there. The Sheerness Seafront needs more areas to access foods along the front. If you visit Hythe for example there is a long stretch of sea front but you can get hot and cold drinks and various foods along the walk from mobile and non-mobile establishments. When I walk from Sheerness to Minster over 3 miles I can access nothing. No toilets Sheerness end unless I go into Tesco and so this does need to be addressed. We have a beautiful beach that should be used all year round with tea and coffee facilities would be a great benefit to the area around the tidal pool.

I feel that this proposal should address the need for the upgrading of the beach front and the creation of a Tidal Pool. Sheerness is a seaside town and we need to attract people to the seaside which will in turn bring them to the amenities that the town has.

A Tidal Pool will not be reliant on tide times or the season. A Tidal Pool will offer all the benefits of cold water swimming all year round and as a result attract visitors to the island all year round. A great way to socialise, the natural high from cold water swimming reduces stress. It boosts your immunity, improves circulation, good exercise without stress on your joints, keeps you fit, great for your general well-being. Imagine advertising access to a Tidal Pool on the Isle of Sheppey; The healing properties of seawater constantly refreshed every high tide. Free at the point of use. People don't visit the island for the high street they come for the beach. We need

Moving the swimming pool will not bring extra tourists to the island. Every town has a swimming pool. A tidal pool would be exciting and something different to other Kent seaside towns. It would benefit the local community immensely. A great outdoor, healthy activity for all ages.

The recent obsession with swimming outdoors, and nostalgia for a time when summers were spent enjoying our country where families can't afford to travel abroad. There are so many health benefits to swimming in cold water and it's great to bring people together after the 2 years we've had with Covid. After the initial set up there will need to be a group set up to maintain the pool I would assume so that it will be kept for centuries to come. I believe a committee would be easily achieved supporting the long-term agenda for ongoing maintenance this would already be better than a new build pool that will deteriorate with time if not thought through.

Tidal pool and different opportunities linked to the unique opportunity this area has to offer rather than a tarted up version of eBay currently exists.

Tidal pools that had been created at the start of the century are now making a huge impact on the surrounding area, bringing in fresh revenue. I have travelled to swim in these. With that I take my money, I use the shops, I eat in cafes and restaurants and seek accommodation, so I believe others will also travel here for the same reason. Why a Tidal Pool – for those daunted by the prospect of swimming in the open sea, with its associated hazards (undercurrents, rip tides and so on), will embrace the prospect of being able to bathe in a coastal tidal pool. This will fit all age ranges, families, young and old will be able to swim and with them they will bring in revenue to shops helping the economy and the ecology on the beach.

Does not think will meet the objectives in terms of benefits

I don't think this will increase the benefits of Sheppey in line with the monies proposed

I feel that the proposal for Beachfields needs to be reconsidered and that the current proposal is not exciting enough.

I feel would be adding things that may not be used enough for the amount of investment needed. May be maintain tennis courts etc.

I think just moving the swimming pool is not a good use of money

These facilities will not bring many people to the island but rather only locals will use them

Would prefer the bid to focus on a different geography

I'd like to see some focus on the east of the island

The area between Barton's point and the Leas is also prime for development. Proper car park. A bridge from when the surf club over the road to the beach with structures to have season businesses etc)

While Sheerness needs funding desperately so do other areas on the island. Money for proposed projects such as crazy golf could be spent better elsewhere.

Support principal but would prefer a different location

Although I do support the regeneration of the leisure centres, I feel they would be much better suited placed at Barton's point when rebuilding this area could be a leisure centre similar to that of Mote Park, with water sports like pedal boats, enough space for a go ape style area which would be amazing not only for family days out, but school trips, business team building activities, enough room for a soft play area as someone mentioned in the meeting previously. I feel that regenerating it on a new site rather than squashed between the high street and the beach would give more space for growth further down the line, and would also give local teenagers something to do to keep them busy and out of trouble with a variety of activities.

Because you are concentrating all the money on Sheerness! We need leisure facilities at Warden / Leysfown, where the tourists are!!!

I think the leisure pool should be situated at Barton Point. The pool could include indoor/outdoor splash fun pools. There is ample space for parking. You could look at building go ape type things and if built on left side would leave the lake with swans and wild life alone

Would like a shuttle service

Draw people in in the summer and have something like a shuttle service to take people from the Leas to the Town and back. Something tram like! Hard to describe but you hopefully know what I mean.

Would like a launch / recovery slip

For years we have been asking to have decent slip for launching and recovering of small boats. Somewhere sheltered by a man made rock defence and a proper slip way with parking for cars and trailers using it, ideal location would be the bay between the Ship on shore pub and the yacht club, with access through the wall which could be gated. A small charge in the

Would like roads to be adopted

I do not support this project when I am paying council tax and living in Sheppey Beach Villas, with little or no roads. The council should adopt these roads and make them safer for all of the residents in the over 200 flats here before spending money on anything else.

Would prefer focus on town centre

I wonder if something like pedestrianising the Broadway Sheerness, putting it under cover (clock tower to nearly the pet shop) and putting the market there may provide a real buzz and focus in the town (a stage, eating areas, benches etc).

Concern this is making way for housing

It feels like that once the pool is knocked down, all that extra space it no longer occupies along with the existing area either side of it, will be used for housing. The local plan had ideas for 200 homes in the high street area, this is the only place it could happen.

Object to the loss of paddling pool

The removal of the outdoor paddling pool will be a particular loss to young families and 'plan to replace the paddling pool with a splashpad' (has this already been decided given how this is worded in the info pack?) won't support young children with the early stages of gaining confidence in water and learning to swim. Helping children to gain confidence and skills in water should be a higher priority for a community surrounded by water above fun. It's also safer for children to develop these skills within the context of a paddling pool than the open sea. If the new swimming pool is to provide the principle alternative here, then it should be equipped with a baby pool at least as big as the current outdoor paddling pool otherwise the main alternative really is the sea and I don't see how it can be argued that this would be safer than the current paddling pool.

Concern around maintenance costs

The upkeep costs have not been considered

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Appendix B(ii) I do not support the Sheppey College proposals because

Please note comments are transcribed directly from the survey

Don't see the need for expansion

A new college. Has it already outgrown its current site? %

A relatively new campus, does it need extending. Education and further education is vital but has the existing building reached its capacity already.

I don't think the college needs extending currently, though I think more courses on marine life, ecology studies could fit hand in hand with the tidal pool. The twice-daily ebb and flow of the sea on Sheppey has the power to change the planet. Sheppey could be part of a great study if courses were on offer. I am not sure if there is an Ecology study of organisms locally but it would be great if this could be an offer. Having a tidal pool could go on to supporting new generations with knowledge on the relationship between living things and their habitats. In addition to examining how ecosystems function, and what happens when ecosystems do not function normally.

It's big enough as it is

Sheppey college is under used as it is, why make bigger premises to still be under used. This will not help the older residents of Sheerness. Nowhere in the proposals has there been any thought for older people.

The current facility could be used better

There are public transport links to various areas for college facilities. But, students could have work experience in helping to create a Tidal Pool. The Tidal Pool may also attract visitors interested in the ecology aspects of the beach life here on Sheppey. Think it's big enough

Objection but no explanation offered

Again not really a NO! Badly formulated questionnaire lol

I feel there is a focus on just vocational courses why are we not trying to rebated higher educational? Look at Chatham? The island needs to think bigger!

I'm on the fence with this one, I get the expansion of sheppey college, they can put on more courses and have more students. However I can not see how this will improve our little island unless sheppey college is as big as Canterbury college. I feel the college is fine as it is.

More money for where it is needed

Other than providing mcdonalds with more customers and more future employees, I can't see the value in increasing the college.

This brings nothing new

This sounds the least beneficial

We need to make sure we have a quality education system on all levels

Should be paid for by EKC Group

Although I would usually support further education for younger generation, the college as a private company should be inputting a lot more fund into its business and expansion. Not a complete know but if that moves funding away from regenerating the high street for example I'd say no.

Don't they make money charging for courses?

Got their own money

Should be down to education provider to expand

Should be paid for out of education budget

The EKC Trust should be funding this.

The responsibility of the college should be the education authority and central government funding, this should not be taken from the regeneration funding, 20m will not go very far if you incorporate the college in the funding application.

College / education should expand in a different way

I personally feel that that the college can work in two places and Masters House can facilitate any college expansion.

I think the entire College needs to be rebuilt, not just expanded. The architecture is terrible, and it is the first thing you see as you enter the town by car. Rebuild the whole thing. Make it look good!

I would always support anything to do with educating the next generation, and rather than extending into the car park would suggest that you could build "up" making additional floors on the same building as to not lose any parking space but still gain expansion for more courses.

Sheppey College could multi use the sports hall at the complex, which is often dead during the day time.

Would this not be better as an extension of the Academy?

Extending the college is good but what's the point if you don't first improve the senior school for more children to achieve higher grades to get to college? Also, give youngsters something more to aspire to rather than just the same old local jobs. Get them to uni. Get them into science, computing, etc.

Would prefer a different project

A sea pool would provide year round benefits to a wide cross section of the community.

2014

Facilities for the public and improvement to tourism would benefit the area more
Our plan for the Sea cadets HQ/Community Hub could replace this

No personal interest

Holds no interest for me

It has no relevance for me.

None of my children will be attending, regardless of their intelligence or interests.

Do not wish to see loss of car park

I am shocked to hear the car park sees so little use given how many locals claimed the temporary pedestrianisation of the high street was disruptive to local businesses.

Taking away valuable parking

The extension will lead to the loss of over 60 parking spaces as can be seen from GoogleMaps, not the 20/30 spaces as suggested at the consultation meeting on the 8/2/22. The proposals do not make it clear how the loss of parking will be compensated for and regenerating an area whilst simultaneously making it harder to access doesn't seem sensible.

Support the principal and offering suggestions to develop it

In total support. We just need to make sure that we have a matching effort in encouraging businesses into the area for people to actually work.

It would be good to extend but needs more practical courses. Not sure if the money for this regeneration should be used for this though! Should be coming from a different budget.

It's what's planned for the extension courses & are there instructors available & what commercial sectors have been researched & identified

Concerned by what this would cost to maintain

I support providing improved education services but how would the expanded space be funded on an ongoing basis?

Would prefer the bid to focus on a different geography

People at east end of island need opportunities

The money should be spent on the other projects

The money would be better spent on expanding the other projects

Do not think this will meet the objectives

This will not improve the economy of the town only the college

Regeneration

Appendix B(iv) I do not support the wider placemaking and connectivity proposals because

Please note comments are transcribed directly from the survey

Would prefer a different project

A sea pool would provide year round benefits to a wide cross section of the community.

Bringing people onto our high street for what ?! You need to draw in some decent shops first !Can you use this money to reduce shop holders rents to entice local artists to have a shop.Margate have done a wonderful job of regenerating their town like this.

feel a regeneration of Beachfields and the inclusion of a tidal pool will benefit a wide range of people on the island.

I understand the benefits but if we currently focus on the Tidal pool and getting the tidal pool started this can come after.

There absolutely needs to be better connectivity to the mainland, especially from Minster, Eastchurch, Leysdown etc. For students or people who don't drive and work or go to university, getting home from Sheerness station after 6.30 is almost impossible unless you get a taxi. This lowers the aspirations of our young people who would like to work off the island or learn and commute to university or colleges or even do work experience further afield. Access via public transport to Medway Hospital for the elderly or those who do not drive is equally challenging and the links here are inadequate. A train spur near Neats Court would be super!

WE NEED A PICTURE HOUSE WE NEED THE TOWN SORTING OUT THE RAILINGS THE

MESS EVERYWHERE, THE BEACH IS OUR BEST ATTRACTION BY FAR , IT JUST NEEDS PERHAPS LIGHTS GET RID OF THE TELESCOPE ON PROM WHICH PEOPLE PUT MONEY IN THEN IN A SECOND ITS GONE BECAUSE I HAVE SEEN IT HAPPEN PUT A

RESTAURANT TOP OF SPORTS CENTRE LOVELY VIEWS

Support the principle and offering suggestions to develop it

Again really a YES! In principle yes. Not looking at how so much development has been allowed in the Island without a single thought to "Pedestrian first" or cycling, the scope seems so small!

I would suggest moving the carpark at from near the sea to near to McDs or removed completely (though having disabled parking). To reduce car movement through people areas etc.

More investment into the high street to create more revenue for the island without the councillors worrying about it destroying Sittingbourne!!

Overall yes but I think you should look at barriers to people using the town - such as parking costs etc No one will use the facilities if the structure isn't in place for people to park cheaply or common sense cycle paths !

Not enough detail provided to take a view

This was not detailed in the public meeting in Halfway and we are not sure why as that was a public consultation. We are keen that the bid should help the community connected and should benefit those struggling the most.

Not clear what this actually means

I couldn't find any thing relating to this

It is unclear what this will look like so cannot support it

Objection but no explanation offered

Waste of money.

Ridiculous, people work hard

It's great to get the £20 million to enhance the rubbish island we now have , who would ever want to come and visit this god forsaken place ? Instead of wasting all of that money on things that will not do anything for the island or benefit it all take away any ideas that Swale Borough Council has and let the people of Sheppey decide . Take a look at Witstable, Herne Bay and many other seaside towns that make Sheppey look just what it is , a dirty disgusting eyesore , what little shops we have are cafes takeaways charity shops and bloody hairdressers , why would anyone want to travel to see we have nothing to offer and who is to blame the council and its great leaders those who are supposed to have our best interests, this shower are a disgrace and should resign in shame

More project work is needed before we can focus on the bigger picture

Concentrate on the small picture first

Connectivity should be provided when our island has been made more appealing to visitors by companies who want to invest sea defences should be petitioned for the rest of island

let's just concentrate on our area for now - it needs maximum spend

Not enough car parking for residents to promote visitation

I am unnerved by the idea of attracting more people to the island given the severe lack of parking available to residents of Sheerness.

This will be a natural outcome of the other projects

With our seaside becoming more attractive there will be a natural connectivity and wider benefits

Would prefer the bid to focus on a different geography

I would like to see more support given to Barton's Point Coastal Park area. Would like to see more thought given to the expansion of the use for tourism.

Appendix B(ix) General Comments

Please note comments are transcribed directly from the survey

Waterfront

Improve Facilities along the SeaFront

Build some Beach Huts / kiosks into the Sea Wall by the Grass behind the Swimming pool

Remove the Barrier to Accessibility 1. Steps at Neptune Terrace 2. Keep the Flood gates open during calm winter months

Small food and craft stalls at the beach front.

Extend out the rocks around to form a breakwater and pier arranged, the EA would benefit. As it would also extend the security of the sea defences at that point towards the sailing club. The EA may give some assistance as it would assist the rock extension for sea defence protection.

We need better access to those onto the seafront with disabilities and the area raised to make the most of the sea views

A massive cleanup of the beach area and sea front

Think of what we have here, all we have to offer and improve it, enhance it, sell it. It will reap benefits. I walk along the seafront from Minster to Sheerness most days, I swim in the sea most days and on many of those days I am asked by visitors where can I get a coffee on the sea front? Where are the toilets?

The scheme could benefit generations to come and the beach could be recharged with sand protected by the rock arm. The scheme would complement the Seacadets new proposed head quarters where their cadets could have safe launching facilities from the carpark into the sea for their sailing boats and motor boats close to their proposed new headquarters., where the entrance to the canal is opposite the ship on shore grass and car park, and hence the Seacadets facilities.

Giving access for all the community to the prom and beach which the existing car park doesn't provide access for disabled and mothers with prams, cyclists, mobility scooter etc.

Foot showers up the beach so you can rinse the mud sand off every other seaside town has them. Make it more like other towns Southend is a great example.

The fire brigade boat doesn't have launching facility. And local fishermen and boat persons struggle to get access to the wonderful water, because of inadequate launching facilities.

Maybe have street lights along seafront for evening walkers etc

Most seaside places I visit seem to have many more facilities for boats than we do on the island.

Perhaps have a popup first aid hut nearby. and have sea/beach staff patrollers to help tourists.

Provide a public slipway and the start of a mini harbour where the rocks at the Ship On Shore extend out to start the new attraction. 2 million could be used to start this long term ambition off, by providing a ramp from the ship on Shore car park with a new flood gate facing west

More beach huts (like) at Minster!! They are always empty when we go there (every week!). You are missing a trick there.

Sheppey is one of the most popular places for windsurfers and yachting and again, there is a lack of facility provision for this target group. The unused land adjacent to the coast road has the Sheppey Windsurfing Club, which is simply a ship's container and offers storage for surf boards. A small club house with changing rooms and a café would be very welcome and encourage more visitors

Some of the money. Could be used to start a much needed facility to gain access to the water that surrounds the island, Cornwall and Devon flourish because of their small and large harbours which adds to their economy and tourism

Visitor facilities / attractions

Allow motorhomes and campers who use the facilities and spend money - charge them for an overnight stay. These vehicles cost thousands so those people have money to spend in our area. Campers with tents etc near the sea front. Loads of people want to walk, sail, surfboard on our island but just leave at the end of the day - they need to stay overnight and spend

Have an aquarium at Master's house or beachfields

Vincent Gardens has a massive field that could have better facilities for kids to play.

The picnic area could also be used for events like craft markets, food festivals etc.

Equine sports make safe riding places for animals to be off the road.

The provision of a cinema, like Sittingbourne's 'The Light' would be a huge asset for everyone's benefit. It would produce job opportunities and help reduce the anti-social behaviour of our bored youth. If eating places, such as Nandos, were incorporated into this entertainment hub, it would be as busy as Roman Square in Sittingbourne.

Will be lovely to see a mini golf course and new swimming pool for family's to enjoy!

Dog parks you can book to use.

Establish a new snorkelling/canoeing experience for visitors run by trained professional businesses and maybe partner up with the sailing club.

I work in a day centre for adults with learning difficulties and we always drive off the island for activities and facilities so it'd be lovely to not do that and stay local!

Look at places like Whitstable and use the blue print they have implemented to regenerate the area.

Perhaps add aquarium centre or convert Master's house into it....

river cruises to Southend

snorkelling/canoeing experiences near Master's house or along seafront

miniature railway line along seafront.

orienteeing/treasure hunts around island

Please invest into Sheerness. We desperately need it. We have been promised projects like this time and time again. We could do with a lovely restaurant, bowling centre, cinema, an A&E department. The people on the island desperately need this. Is there a way you can maybe use the old library that's near the Chinese and carpet shop be developed into indoor crazy golf or climbing wall adventure place as that building is an eye sore. That could be developed into a nice restaurant or food hall place.

High Street

Markets in the High Street

Have shops voluntarily sign up to a new "Sheppey safe scheme" where thieves etc can be radioed to other stores to warn them along with CCTV and warning posters on participating shop windows and controlled through town council CCTV

Take over large empty shop in Sheerness for Art & Craft Workshops & Pop up Shops eg Old Tesco or Bonne Marche - to lead an Arts Regeneration of Sheerness

Mobile History Boards to put in the windows of any empty shops - similar to the ones round the Clock Tower

The town centre itself needs reviving; better shops, more choice.

More decent shops, like Primark, a quirky little shop, a holiday shop (one that sells the holiday tat), a cinema and a decent club. We have Tantra but let's face it, it's dying a death and hasn't been jam packed since 2012..

Need a Primark store as not much clothing stores here..

Have street food markets monthly. Have small wooden huts near clock tower that sells homemade food / arts and crafts etc.

Tidy up the high street, make it look more appealing to the visitors and locals.

I'd like to see some more focus on the high street being free of bored youths and litter.

Use some money for upgrading of shop frontage

Consider how you link the high street to these areas with signage or how the areas flow to each other, as they're not easily accessible to each other if you're not local, maybe a park and ride scheme to link other parts of the island to keep traffic out of the centre of the high street. Would also be nice to have some better quality restaurants in Sheerness,

Need to make sure local high street is linked to plan so existing retailers are not disadvantaged.

Build a Primark and better shops down town

Sheerness high street needs to come back to being a holiday seaside town people want to visit.

Something to the standard of Mems Meze and not just another take away.

I feel like the high street needs to be revitalised as there's nothing there to make me want to come in, need more than Turkish barbers, hair dressers etc...

Other parts of Sheppey / Swale

Let's be really inventive and consider spending money on Leysdown

Improved facilities at Barton's Point

Barton's Point Coastal park is a very popular destination but I disagree that huge sums of money need to be spent on the area. A good person at the helm that has vision and passion, could easily turn BPCP around to be a profitable and well frequented place for visitors.

Give Barton's Point and the coastal park more investment and better management

To put the pool in Sheerness would not be beneficial as the pool is too small. A swimming pool which offers indoor out door swimming fun sections (whirl pools rapids) will generate more people visiting the island. Barton Point is an ideal spot to build this. The boating lake and wildlife sections can stay untouched. With a go ape type play area also will be packed. People go off the island for these facilities as they are not found on the island. Sheerness high street needs complete revamp encouraging new shops not pound land takeaways hairdressers nail bars and betting shops. You need to encourage other shops to for people to visit it. There needs to be athletic clubs build running tracks high jump long jump. If you find something for kids to do they won't be bored. There is none of these things here. Football rugby yes but not everyone likes these sports. And also make it affordable to be able to go to these things.

Water tower area needs to be turned into a venue of sorts . Get an order on it to promote businesses ideal for large hotel group . Nobody pushing for new projects just same old same old .

If Barton's Point is part of this upgrade then it's about time to permanently end the mud bath at the end of Seager Road and upgrade to access to a all weather section of tarmac linking up with the cycle path already there

What improvements will be made for Sittingbourne swimming pool ? Same needs completing

The Sea Cadets project has planning permission and we have a Business Plan already to promote use as a Community Hub to maintain it's viability. Car parking is ample. Planning is granted , support from the LUP will promote the additional funding required. The site is adjacent to what should be a refurbished Cafe in the Coastal Park and will make it more attractive. Basically the plan is ready it just needs the finance.

I would like to see Swale give more help to the on going project for the Sea Scouts building

Transport / Roads

Bus Stops in Trinity Carpark to keep busses out of the High Street (Alley way through from the Co-op)

Needs to tie up with other project work such as what is going on at Bluetown. For me the infrastructure to get to these places and maintain services are as important.

The roads into sheerness need to be considered if we are trying to improve and attract visitors! Marine parade (shrimp terrace) area is a major main road that is more like a country lane as only one way traffic can pass due to parked cars! The sea wall bollards need to be removed and parking bays provided as the path still has enough pedestrian space! This road (especially when other island roads are closed) is congested constantly! The bollarded wall/covered walkway is never utilised where it could free up the traffic to move smoothly and freely allowing traffic towards sheerness and out again ! Including bus routes to bring visitors from other sheppey areas

I don't see any "levelling up" possible for Sheppey without seriously rethinking the Island's transport situation. The historic provision is not working. Sheerness is not the centre of the island nor is it any longer its most populated area. There are trains but you cannot use them unless you live in Sheerness or Queenborough (no buses no car parking). Work that is available locally is totally dependent on car access. Sheerness-centric thinking means that teenagers can get not to the excellent youth provision on offer in Sheerness without mum or dad's taxi. (Cycling is not safe particularly at night). There is no easy answer but I think that until serious thought is given to the problems of providing internal access that is not car dependent Sheppey will sink further rather than levelling up.

I think this area really needs this but transport is a serious issue no late buses, no easy connection from train station to leysdown for visitors, taxi very expensive for all living or arriving here.

I would like some of this money spent on fixing the roads where I live. They are dangerous and the council needs to adopt these roads and make the area safer for residents

Yes, please consider infrastructure! All too often a new thing is created that just further exacerbates the issue of busy roads.

Employment / job creation

I do seriously think you all need to look at how this would benefit everyone and help with employment

I hope the council consider what would attract visitors to Sheppey as thus will bring in revenue which will create jobs and hopefully wealth to the area .

More job opportunities for the residents on this little island as well as enticing others to travel here for work (like when the steel mill was running) that shutting down killed this island....

More chances to expand small home businesses.

Whatever construction needs to take place try to use local businesses or the collage to carry it out as that will be a boost to our local economy.

Yes get many quotes and try to involve local businesses in consultation and construction of these projects

Health

Add in new infrastructures such as doctors that are willing to open and see patients.

Need more medical centres

you also need to think about more doctors, dentists, vets for the local community

Safe free to use environment and facilities for all and be more inclusive would help build a better and stronger community and this will help mental and physical health and help reduce demand on NHS and other health care.

Include a domestic violence support centre within the new community hub at masters house or in the health centre..

Traffic / parking

20 is Plenty Speed for the whole of Sheerness

Traffic Free High Street & Broadway

It might be worth subsidising existing parking facilities

Need an area Where school coaches and coach visitors can park.

If college is extended into pay n display carpark akin mcdonalds where can visitors park? Rose st parking is too small. and consider where school and oap coaches parking area.

Cycling / walking

Improved Cycle Paths for the whole island. Encourage a bike hire scheme especially along the Promenade

A bike route round the island would be amazing

I believe that the PROW footpath ZS55 that runs between Scrapsgate Road and Power Station road should be improved as a shared footpath and Cycleway and called ' Railway Walk'.

We have the most beautiful coastline that we are not exploiting enough. Accessibility for the seafront promenade is a must. The 'Island Run' brings in thousands of competitors and there are several walking and running clubs on the Island. They all have to use the main roads for parts of their running which is dangerous.

Natural environment

Better treatment for wildlife

We have a beautiful island that isn't recognised for all that it has to offer and is often disrespected but it has a wonderful community and some great and beautiful places. I travel to the island for the sea and the friendships I have made and I believe others will do this if we build on what we have to offer and make the sea and beach area of Sheerness better.

More help for wildlife instead of cutting down more trees.

More natural areas, like a man made forest, nautical/wild garden, the shops need a lick of paint and brought back

History / heritage

Focus on what makes Sheerness unique. It has a rich history and this can be utilised to help people feel a pride in where they live. Careful consideration of how to make these attractions self-sustaining will mean we can get the best out of this money without having to think about charging for maintenance.

Sheerness has lost its Victorian seaside attraction and needs something to make it special again. A focal point.

Mobile History Boards to put in the windows of any empty shops - similar to the ones round the Clock Tower

Current plans make very little reference to the identity of the island as a selling point, and there is no evidence of local demand for bowling or crazy golf. Do your consumer research into seaside rebranding, use the last 20 years success in Cornwall to evidence the truth of the importance that the beach is our biggest selling point, for locals and tourists. Place perception of Sheppey needs to change and a tidal pool will bring communities of swimmers, families, water sports people and urban populations who would travel far to make use of these free facilities. The cost of another refit of the leisure centre and swimming pool could build and maintain a tidal pool for decades.

Young people

I believe more needs to be done for children and teenagers to spend time productively

The youth here are very misguided maybe some mindfulness courses for them.

Sheerness has a bad reputation for being a run down area where youths have little to no respect for anything. I believe we can change this view by investing in Sheerness and making it a place worth coming to and visiting and spending time with the family in. The biggest issue affecting children and young adults in this area is boredom. We need a youth centre, a safe place for those that need it. Having more opportunities in the college would help more kids to be motivated to go to college, get an education and respect their home town. As an adult with step children in lots of debt I would love to spend more time here in my home town enjoying the local area and making memories with the kids without having to travel or spend a lot. We need something in town children would enjoy doing like a studio for children who want to be creative with their voices or an art studio that each week children from different age groups get to show their best work and the art studio gets a percentage of what's sold and so on,

Homes

Stop building houses.

No further new builds private or commercial sector until Southern Water has resolved its treatment issues, that the road infrastructures are upgraded along with public transport

We need our facilities to be updated and improved. With the amount of new houses on the island we need new investment and better infrastructure as we are often overlooked.

Education

Build a new secondary school to give Oasis competition, which will in turn force them to improve (hopefully).

I think locals should benefit more than visiting holiday makers so college expansion is a good idea

Schools for the local community

Public realm / art

Commission art to be part of the public realm improvements.

Bid advice / general commentary

As a resident my whole life I'm really looking forward to seeing this project. Personally I think the fund is being split over too many projects like the College and masters house and should be focused on what makes Sheppey appealing and the potential for greatest return. The beachfront projects in my opinion should be the focus of this investment.

I hope the council gets this funding as the area certainly needs help. Plus Me True Love is right it's about time Sheppey got something

I really hope this funding goes ahead and is spent with the islanders in mind. All generations that is. Me personally I would love to see a cinema.

I think the current consultation is flawed and the community have seen through it. There is little if any support to spend funds putting right decades of neglect in Beachfields under the pretense of levelling up. As much as I share the Council's opinion that any success relies upon community support I find little of merit to support.

I would like the island to be seen as an equal to the rest of Swale and Medway and a levelling up could help this

If this bid fails, then further funding bids need to carry on - Sheerness needs some investment & TLC

If you don't invest properly in this area it would be just as easy for people to go off the island to find more suitable facilities. Please please please invest in Beachfields

Listen to what residents' ideas are and not just go forward with your own ideas.

This island, the whole of it needs to be looked at and a lot of changes made. But starting with moving the pool to a better nicer location would be at start

Let's not drag our heels with these changes! Sheerness is declining rapidly.

The island has such beauty and it would be nice to have something for the local community as well as tourists

This should have been taken to the Sheppey area committee for ideas before some random ideas were put together. This should also include the whole island.

While spending £20m on much needed leisure and education projects is needed. This is levelling up funds. How do your proposals level up in actuality. Could the money not be spent to revive the high street, encourage entrepreneurs, fix roads, provide youths with an outlet, encourage more investment to the island, such as a chain hotel and leisure complex. Provide a tidal pool, a cycle track, outdoor activity, skateboard park, outdoor courts, invest in island policing and neighbourhood policing. These are things that would help level up. Be aware that you may fail if you fail to show how this money actually levels up. Crazy golf and demolishing a perfectly good swimming pool do not level up.

Yes. Remember £974k Big Lotto windfall from 2012? Sustainable Sheppey programs that weren't sustainable past 2014? Please watch out for fees and middle men and "consultants" and "feasibility studies". Don't let this money get wasted on paper pushing and people who aren't 100% on board with making Sheerness a wonderful place to live... a place we can all be proud of. Money like this is chum in the water for money sucking sharks. The people who live here should benefit first and foremost. Don't build things you don't have the funds to maintain. There is broken glass, rubbish, and sometimes human excrement on your public tennis courts. A crazy golf course would fare no better if funds aren't allocated for upkeep. And last comment: people who have never bothered to dip a toe into our seawater or support shops on our High Street should not be representing any locals on our Council. That was a shameful, albeit candid comment.

These are some great ideas to improve the town and bring more activities and facilities

Less consultation and more action. Sheppey residents are over consulted so let's hope this bid is successful.

The little things count too.

Now is the time to get moving on this. The staycation is now one of the fastest growing sections in England. Being a seaside town we should be on this train carving out our market! We've had some fantastic press recently, singling out shellness and Elmley, the rest of the island needs to level up to these. Sheerness town and sea front have definitely seen better days.

This is a long time coming and I hope very much you're successful.

Please can you ensure that ALL local people can access whatever facilities are built - that they aren't excluded by finances or disabilities.

Your consultations are so disgusting, you've already made your mind up without listening to your constituents.

Stop acting like stroppy children at council meetings and focus on improving the community not just scoring points.

Please don't waste this wonderful opportunity

The committee needs to look more "outside the box" and not just looking at the same things other seaside towns are projecting. We need to be different.

The whole island would benefit from the regeneration of Sheerness, it's needed for this island to prosper otherwise it will become a large housing estate

The people who this money is meant to help by 'levelling up' must be able to access it, and helping them feel pride and ownership will do that much better than introducing facilities they will have to pay for and are already not accessing.

Sheerness and Sheppey are massively overlooked when it comes to funding and support in Swale, places like Sittingbourne and Faversham always benefit ahead of us. But Sheerness and Sheppey have such huge potential and the people here are so deserving of an opportunity to improve their community.

So much potential so little imagination

We are the most deprived area in the South East, everything feels worn out, old or nonexistent. It would be nice to get something to 'Level us up' leisure and a learning pool would improve people's chances at health and encourage exercise.

Seeing the sea would help our minds.. I would be very happy if any of this actually happens. Thank you for the opportunity to have my say.

Thank you for taking the time to consult the community and for all your hard work in submitting this proposal.

Miscellaneous:

Attend to the BIG stuff. Water supply, sidewalks and street and promenade lighting all over the island.

Disabled access needs to be improved and the area raised to enjoy our sea views

I would love to be able to have a bistro selling local produce and using staff from Sheppey who need work. Or mums that can't work away from home, who can bake from home for me. Young people in foster care, to work and get experience. I

have a few ideas to help the community within my business

I WOULD LOVE TO SEE SHEERNESS REMODERNISED FOR THE YOUNG AND THE OLD BUT ALSO WE DO NEED THIS PLACE CLEANED UP IT DOESN'T MATTER HOW MUCH YOU SPEND IF IT'S AN ISORE WHICH IT HAS BECOME

It's such a shame Sheppey is treated like the 'poor relative' compared to Sittingbourne & Faversham!

Let's make the island somewhere to be proud of again and show visitors that we have lots to offer

There are so many nice areas with beaches that have lots to offer and I think Sheerness should have the same.

Local Giving Foundation is excited to explore ways to integrate our plans for cultural, social and economic regeneration at Shurland Hall with SBC's promising levelling up plans.

Sheppey FM site could be improved with better tech and facilities to make it a 'must listen' local channel whereby local business can be championed and good news features can be shared with the local community. Introduction of new and improved community parades championing the local area and the local people.

I don't necessarily feel safe in Sheerness in the evenings after dark so if any aspect of the scheme is to have night time usage would need to consider locations and safety, lighting etc...

Yes, don't let anyone paint on the concrete wall it doesn't look nice and cannot be maintained.

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Appendix B(vi) - What respondents would like to see in the Beachfields footprint

Outdoor swim area / tidal pool	48
Improved play area for children	22
Café / ice cream / food and drink outlets	21
Crazy golf	21
Trees / flowers / planting / greenspace / gardens	18
Relaxation / picnic areas	17
Toilets	16
Artisan trading areas / pop-ups	16
Restaurant / bistro	15
Improved skate / cycle park	15
Play fountains / splash pad	14
Bowling alley	13
Outdoor event / activity / festival space	13
Improved access to beach	10
Views to sea	8
Better lighting	8
Improved and further seating	8
Cinema	8
5-a-side football pitches	7
Tennis courts	6
Ramp access	6
Bookshop / independent sellers / retail	5
Trampolines	5
Ice rink / roller rink	5
More things for teenagers	5
History embodied in design	5
Art displays	4
Amusement park / fun fair / children's rides	4
Athletics / running track	3
More bins	3
Boating lake	3
Outdoor exercise equipment	3
Bandstand	3
Floodlit football pitch	2
Changing facilities	2
Climbing wall / centre	2
Bike hire	2
Mini maze	2
Go-karts	2
Not crazy golf	2
Improved walkways	2
Green bowls	2
Distinct play areas for toddlers / children / teenagers	2
Arcades	2
Keep the sandpit	2
Bike dirt track / BMX	2
Ferris wheel ('Sheppey Eye')	1
Ferry service to Southend / other ports	1

Barbecue and events area	1
Basketball court	1
Drinking fountain	1
Deckchair hire	1
Remove dangerous rock on the seafront	1
Staffed enclosed pitches	1
Remove the mural	1
Dino park	1
Keep floodgates open year round	1
Brighter colours	1
CCTV	1
Electric supply for events	1
First aid facilities	1
Cycle paths	1
Genzyme golf	1
Dementia walk	1
More pedestrianisation / fewer car spaces	1
High-level walkway	1
Not flats	1
Cricket space / nets	1
Murals - marine based	1
Pier	1
Model village	1
Sea life centre	1
Land train	1
Sun shelters / beach huts	1
Youth centre	1

Appendix B(vii) Sheppey College course suggestions

Hospitality and catering	17
Health and Social Care	12
Building / construction	8
Target courses to local job market / workforce demographics	8
Artisan and trades	7
Business studies	7
Car / bicycle mechanics	7
Coastal Studies / marine management	7
Plumbing	7
Adult education	6
Cyber / coding / computer science	6
Finance / accounting	5
Floristry / horticulture	5
IT skills	5
Carpentry	4
Electrical engineering	4
Environmental	4
Fashion	4
Leisure & tourism	4
Media / journalism	4
Creative industries	3
Engineering	3
Land-based	3
Public services	3
Animal care / welfare	2
Childcare	2
Counselling	2
Customer services	2
Equine studies	2
Hair and beauty	2
Nursing and midwifery	2
Retail	2
Welding	2
Administration	1
Architecture	1
Art and culture	1
British Sign Language	1
Civil engineering	1
Drama	1
EAL	1
First aid	1
Functional and life skills	1
Geography	1
Graphic design	1
HE courses	1
Heritage	1
Interior design	1
Law	1

Lifeguarding	1
Logistics warehousing	1
Manufacturing	1
Music promotion	1
Railway engineering	1

Appendix B(vii) Placemaking and Connectivity suggestions

Bring in tourists / footfall	68
More activities for adults and children	14
Increase local pride / community cohesion	13
Improve general appearance of town centre	12
New shops / cafes etc in the High Street	11
Create new jobs	10
Tidal pool to draw new people	9
Make the beach more accessible	6
Emphasise natural resources	6
Emphasise history and heritage	6
Improve the beach	5
Improved, continuous pathways	4
Seasonal pop-ups and events	4
Improve public transport	3
Prioritise bike and pedestrian access	3
Encourage waterfront activities	2
Improve shop fronts	2
Tackle empty buildings	2
Improve lighting	1
More bins	1
Modernise facilities	1
Improve links with train station	1
Support the evening economy	1
More local students	1
Community garden as a focal point	1
Creative a 'seaside town' experience	1
Raise town centre quality	1
More boat facilities	1
Food and retail to drive visitation	1
Need a focal centrepiece	1
Improve mental wellbeing	1
Make it safer	1
No more housing	1
Free car parking	1
More green space	1
Need a coach park	1
Improved signage	1

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Cabinet	Agenda Item:
Meeting Date	16 March 2022
Report Title	Financial Management Report – Third Quarter 2021/22
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Lisa Fillery, Director of Resources
Head of Service	Phil Wilson, Head of Finance and Procurement
Lead Officer	Phil Wilson, Head of Finance and Procurement, Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To note the projected revenue underspend of £99,000. 2. To approve the funding from the Covid Recovery Fund towards the schemes detailed in paragraph 3.9. 3. To approve the funding of the bus compensation from the Kent Pool Economic Development Business Rates reserve as shown in Corporate Items Appendix I Table 6. 4. To approve the creation of the Budget Contingency reserve and delegate authority for the Director of Resources to rationalise reserves that are no longer required as detailed in paragraph 3.10 5. To approve the change to the capital funding as detailed in paragraph 3.14. 6. To note the capital expenditure of £3,997,700 as detailed in paragraph 3.15 and Appendix I Table 7. 7. To note the capital variances and their funding as detailed in paragraph 3.15 and Appendix I Table 7 refers. 8. To note the additional Government funding received by the Council in response to the coronavirus as detailed in paragraph 3.3.

1. Purpose of Report and Executive Summary

- 1.1 This report sets out the revenue and capital projected outturn position for 2021/22. The report is based on service activity up to the end of December 2021 and is collated from monitoring returns from budget managers.

1.2 The headline figures are:

- Projected revenue overspend on services of £99,000 - Table 1;
- Projected net impact of the Coronavirus pandemic of £679,000 as at the end of December 2021.

2. Background

2.1 The Council operates a budget monitoring process at Head of Service level, with regular reports to the Leader and Cabinet Member for Finance and the Strategic Management Team.

2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.

3. Proposals

Revenue Outturn

3.1 As at the end of December 2021 the forecast revenue underspend projected to 31 March 2022 is £99,000.

Table 1 - Projected Variance by Service at 31 December 2021

Service	Service Manager	Working Budget £	Projected Outturn £	Projected Variance £
Chief Executive	L. Reed	263,320	218,320	(45,000)
Policy, Communications & Customer Services	D. Clifford	1,289,250	1,120,250	(169,000)
Democratic and Electoral Services	D. Clifford	1,052,660	1,017,660	(35,000)
Director of Neighbourhoods and Regeneration	E. Wiggins	192,860	192,860	0
Director of Resources	L. Fillery	52,740	52,740	0
Housing & Community Planning	C. Hudson	3,687,550	3,755,550	68,000
	J. Freeman	936,340	1,114,340	178,000
Environment and Leisure Regeneration & Economic Development	M. Cassell	6,309,760	6,370,760	61,000
	J. Johnson	1,141,820	1,141,820	0
Finance & Procurement	P. Wilson	898,020	898,020	0
Revenues & Benefits	Z. Kent	376,390	236,390	(140,000)
Environmental Health	T. Beattie	528,830	541,830	13,000
Information Technology	C. Woodward	1,351,820	1,351,820	0
Internal Audit	Head of Audit	188,690	186,690	(2,000)
Human Resources	B. Sandher	462,910	450,910	(12,000)
Legal	C. Valmond	516,780	364,780	(152,000)
STC - Cinema/ Hotel/ Restaurants	J. Johnson	(796,590)	(755,590)	41,000
STC - Retail Park	J. Johnson	(474,810)	(474,810)	0
Contributions to reserves for services shown above (Table 2)	P. Wilson	0	275,000	275,000
Corporate Items	Corporate	2,089,660	2,107,660	18,000
NET REVENUE SERVICE EXPENDITURE		20,068,000	20,167,000	99,000
Financed by:				
Revenue Support Grant		(116,000)	(116,000)	0
Other Government Grants		(1,377,000)	(1,575,000)	(198,000)
Business Rates		(8,642,000)	(8,642,000)	0
New Homes Bonus		(1,028,000)	(1,028,000)	0
Collection Fund Surplus		(50,000)	(50,000)	0
Council Tax Requirement		(8,855,000)	(8,855,000)	0
TOTAL FINANCING		(20,068,000)	(20,266,000)	(198,000)
NET EXPENDITURE (Contribution to General Fund)		0	(99,000)	(99,000)

3.2 The revenue underspend of £99,000 includes anticipated contributions to/from reserves, which will be made at year-end in order to comply with statute and previous Cabinet decisions, and these are detailed below:

Table 2: Transfer to Reserves from Ringfenced Services and non Ringfenced Services

Service	Description	£'000
Ringfenced Services:-		
Revenues and Benefits	The net saving at year end will be transferred to the Revenues and Benefits reserve.	234
Enforcement	The net saving at year end will be transferred to the Enforcement reserves	14
Local Planning & Conservation	The overspend on the local plan will be funded from the reserve at year-end in accordance with previous Cabinet decisions.	(40)
Total Ringfenced Services		208
Non Ringfenced Services:-		
Corporate Services	Underspend within Policy so use of reserve is not required (reported in service line in Table 1 and Table 6)	67
TOTAL		275
For noting only:-		
Environment & Leisure	Proposed to use the Covid Recovery reserve to fund the loss of income claims re Leisure Centres (Covid) (reported in service line in Table 1 and Table 6)	(197)
Housing & Community	Four Homelessness posts to be funded from Homeless Temporary Accommodation Reserve £30k, Housing Strategy and Development Reserve £15k and balance from Business Rates Pool to assist with Housing £97k (reported in service line Table 1 and Table 6)	(97)
Property Services	Additional salary costs to be met from Property Services Consultancy Work Reserve (reported in service line in Table 1 and Table 6)	(32)

3.3 It is estimated that the Council will receive additional Government Covid funding of £198k of sales, fees and charges income for 2021/22. This is included in the forecasts in Table 1.

Business Rates

3.4 The Council collects business rates and distributes them to preceptors including the Government, Kent County Council (KCC), the Fire Authority and the Council and this is accounted for in the Collection Fund. The original forecast for 2021/22 was that the Council would collect £53m in total in 2021/22. Later the Government announced new reliefs on business rates for retail, local newspapers and nurseries which would reduce the income from business rates by £7m, but this will be offset by Government grants.

3.5 The Council budgeted that its share of the total business rates collected for 2021/22 would be £8.642m. There is a complicated system of levies and tariffs, and any deficit on the Collection Fund for 2021/22 will be allocated to each preceptor as a cost in future years.

3.6 The Business Rates Collection Fund has set aside £12m for appeals, of which the Council's share is £5m.

Improvement and Regeneration Funds

3.7 Table 3 below details the second quarter position on a number of reserve funds.

Table 3: Improvement and Regeneration Funds

	Balance as at 1 April 2021	Topping Up of Funds 2021/22	Fund Committed as at 1 April 2021	Funds committed after 1 April 2021 2021/22	Forecast Balance Unallocated
Funds	£'000	£'000	£'000	£'000	£'000
Improvement and Resilience	1,000	0	0	(864)	136
Covid Recovery	0	1,043	0	(290)	753
Special Projects	1,055	1,000	(815)	(997)	243
Performance	271	0	(122)	(55)	94
Communities	411	0	(52)	(84)	275
Pension & Redundancy	52	50	0	(52)	50
Sheppey Improvement Fund	0	250	0	(295)	(45)
Regeneration	149	0	0	0	149
TOTAL	2,938	2,343	(989)	(2,637)	1,655

3.8 A report on the details of the above funds will be submitted to a future meeting of the Cabinet.

3.9 Members are asked to approve the use of the Covid Recovery Fund to be used to support the following expenditure:

• Covid 19 Recovery Wellbeing (CFBID02)	£10,856
• Swallows Roof – additional capital expenditure	£82,000
• Swallows and Sheppey Leisure Centres - loss of income claims	£197,000
Total	£289,856

3.10 Members are asked to approve the creation of the Budget Contingency reserve to be funded from transfers of £1m from the Business Volatility reserve and £1m from the Preceptors Council Tax Support reserve in line with the budget decision made at Council on 23 February. Delegation is also sought for the Director of Resources to rationalise reserves to close those that are no longer required and transfer the balance to the general fund.

Capital Expenditure

3.11 This section of the report details actual capital expenditure to end of December 2021 and highlights any variations between the revised 2021/22 capital budget and the projected outturn.

3.12 The revised budget includes the following approvals as detailed in Table 4 below. As a result of the ongoing review of the financial resources the funding for a couple of schemes has changed.

Table 4: Capital Approvals

	£
Original Budget	18,524,160
Capital rollovers from 2020/21 as agreed by Cabinet 14/7/21	5,880,660
St Anne's Footbridge Lighting– to be met from Special Project Funding (SPFBID16). New LED light units and a new control cabinet for the electrical supply	41,250
Master's House £1.55m – Following a review of financial resources the funding for this scheme is now as follows; capital receipts £850,000, £273k grant funding, £130k Reserves (Improvement & Resilience Fund) and the balance from Reserves (Kent Pool Economic Development Business Rates reserve).	700,000
Sheerness War Memorial – £60,000 payment is a grant and £16,000 is a loan. To be funded from the Sheppey Improvement Fund of £250,000 (Cabinet Report 16/12/20 minute 350/12/2020).	For noting only
CCTV Monitoring Control Centre – Reserves – CCTV (Cabinet Report 22/09/21).	4,960
Winter Warmth Grants – externally funded.	6,780
Faversham Recreation Ground Improvement – S106 (Cabinet Report 22/09/21).	15,800
Swallows Leisure Centre – Roof Improvements (Cabinet Report 22/09/21)	81,740
Queenborough & Rushenden Klondyke Land – External Grant (Cabinet Report 22/09/21)	487,450
Swale House Refurbishment – Cabinet March 2021 approved budget for scheme (Cabinet Report 17/03/21 minute 563/03/2021). Original budget was £3m, Cabinet approved £1.9m.	(1,100,000)
Schemes approved following Quarter 1 Report to Cabinet:-	
High Street Various Projects. To be funded from High Streets Fund £780k, S106 £100k and Improvement & Resilience Fund £107k.	987,350

	£
Barton Point drainage work - £115,000 estimate. To be funded from the Sheppey Improvement Fund of £250,000.	For noting only
Sheerness Seafront Public Conveniences - £120,000 estimate. To be funded from the Sheppey Improvement Fund of £250,000.	For noting only
Sheerness War Memorial – Loan	16,000
Sheerness War Memorial - £60,000 grant – to be funded from the Sheppey Improvement Fund of £250,000.	For noting only
Faversham Reach Public Footpath ZF43 - £60,000. To be funded from the Faversham Creek Footpath Reserve.	60,000
Murston Old Church - £20,000 – to be met from Communities Fund (CFBID62).	20,000
Coronation Clock Tower, Sheerness £185,000 – Following a review of financial resources the funding for this scheme is now as follows; £127k Reserves (Town Centres/High Streets Fund), £20k Reserves (Improvement & Resilience Fund) and £38k from S106 receipts.	185,000
Sheppey Hall Improvement (Special Projects Fund SPFBID11) – this bid was completed in 2020/21 and therefore this capital funding is not required in 2021/22.	(40,000)
Public toilets for Queenborough All Tide Landing – to be funded from the Improvement & Resilience Fund.	6,900
Schemes approved following Quarter 2 Report to Cabinet:-	
Queenborough & Rushenden Klondyke Land - this is fully funded from external Grant (Minute 491/08/2021)	616,040
Sittingbourne Town Centre - this is funded from internal/ external borrowing (Minute 491/08/2021)	420,370
Faversham Recreation Ground – use of S106/external grants	26,820
Gunpowder Works Oare – use of S106	19,000
Milton Creek Country Park Access Road – use of reserves	34,740
Sheerness Clock Tower – reduction in required funding	(27,315)
Minor Adjustments	1,685
Sheppey Improvements capital projects	45,000
TOTAL	27,014,390

3.13 Actual expenditure to end of December 2021 was £3,997,700. This represents 15% of the revised budget.

3.14 The following project totalling £971k (of which £971k is external funding) requires approval by Cabinet for funding in 2021/22: -

- Queenborough & Rushenden Klondyke Land - £971k – this is fully funded from external Grant.

3.15 Table 5 below summarises the capital expenditure to date compared to the revised budget.

Table 5: Capital Programme Expenditure

	2021/22 Revised Budget	2021/22 Actual to Date	2021/22 Projected Variance	Projected Variance Excluding Slippage
	£'000	£'000	£'000	£'000
Environment & Leisure	2,431	390	(328)	0
Housing & Community Services	17,127	1,282	(11,500)	0
Planning	60	60	0	0
Regeneration & Economic Development	7,046	2,266	(941)	0
Information Technology	350	0	0	0
Total Capital Programme	27,014	3,998	(12,769)	0
Total funded by the Council	19,602	694	(13,621)	0
Total Partnership funded	7,412	3,304	852	0
% Spent to date compared to Revised Budget			15	

3.16 The variances shown for capital projects are detailed in Table 7 Appendix I.

Payment of Creditors

3.17 For April to December 2021, 98.3% of invoices from suppliers were paid within 30 days of receipt of invoice against the target of 97%.

Sundry Debtors

3.18 Tables 8.1 and 8.2 in Appendix I analyse the sundry debt outstanding.

4. Alternative Options

4.1 None identified – this report is largely for information.

5. Consultation Undertaken or Proposed

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	As detailed in the report
Legal, Statutory and Procurement	None identified at this stage.

Issue	Implications
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	The report identifies a wide range of expenditure headings which support the Council's Climate and Emergency Action Plan.
Health & 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	The Council's overall financial position is a key risk in the Council's Corporate Risk Register.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7. Appendices

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

- Appendix I: Financial Report 2021/22

8. Background Papers

[Revenue Budget and Capital Programme 2021/22](#)

Service – Cabinet Member (Head of Service)	£'000
CHIEF EXECUTIVE – Cllr R Truelove (Larissa Reed)	
Other Variances:	
Salary underspend	(37)
Special Projects & Swale Stars	(8)
TOTAL	(45)
POLICY, DEMOCRATIC SERVICES, COMMUNICATIONS AND CUSTOMER SERVICES – Cllr R Truelove (David Clifford)	
Policy, Communications & Customer Services:	
Other Variances:	
Policy - salary underspend	(81)
Customer Service Centre - salary underspend	(28)
Communications - salary underspend	(9)
Contract underspend – Kent County Council Sheerness Gateway	(34)
Advertising and promotion – savings	(7)
Other – net variance	(10)
Sub Total	(169)
Democratic Services and Electoral Services:	
Other Variances:	
Members Allowances	23
Members Travel/Training/Conference	(23)
Mayor & Ceremonial – salary underspend – vacant post	(27)
Other net savings	(8)
Sub Total	(35)
TOTAL	(204)
DIRECTOR OF NEIGHBOURHOOD & REGENERATION – (Emma Wiggins)	
Nil variance	-
TOTAL	-
HOUSING AND COMMUNITY SERVICES – Cllr B Martin, Cllr R Palmer, Cllr A Harrison (Charlotte Hudson)	
Community Services:	
Other Variances:	
Community Safety – net underspend	(9)
Community Development – salary overspend	25
Sports Development – salary underspend	(9)
Youth Services – net underspend	(3)
Licencing – salary underspend	(45)
Licencing – net reduced income	6
Sub-total	(35)

Table 6 – Significant Variances

APPENDIX I

Service – Cabinet Member (Head of Service)	£'000
Housing:	
Other Variances:	
Salary underspend (variance assumes that £97k overspend for four posts to be funded by reserves)	(17)
Homelessness – temporary accommodation houses overspend	11
Homelessness – additional accommodation costs	876
Homelessness – additional housing benefit	(685)
Homelessness – net other additional income / grants / savings	(82)
Private Sector Housing – net variations	0
Sub-total	103
TOTAL	68
PLANNING - Cllr M Baldock (James Freeman)	
Coronavirus Related Variances:	
Dangerous Structures	2
Local land charges – reduced income	40
Other Variances:	
Planning Fees income – additional income (excluding major applications)	(96)
Planning Fees income – additional income from major application - Highsted Park (South-east Sittingbourne)	(290)
Planning Fees income – additional income from major application – Bobbing	(150)
Planning consultation advice - additional advice to handle the significant major applications including Highstead Park and Bobbing in planning fees income (includes agency support £50k)	280
Appeal Costs – Additional costs – Litigation costs	292
Appeal Costs – met from planning reserves	(41)
Development Control / Services – salaries underspend	(27)
Enforcement – Salaries – additional agency costs partly offset by vacant posts	74
Planning review cost – Mondream (Enforcement £10k; Planning £25k)	35
Spatial Planning Team – salaries underspend offset by additional agency expenditure	17
Local Plan overspend – Judicial Review. This will be funded from the Local Plan reserve in 2021/22	40
Conservation & Design – agency costs	12
Mid Kent Planning Support	(10)
TOTAL	178
N.B. The overspend on the local plan will be met from the ring-fenced reserve to be used solely to fund Local Plan associated work.	

Service – Cabinet Member (Head of Service)	£'000
ENVIRONMENT AND LEISURE – Cllr Saunders, Cllr A Harrison, Cllr R Palmer, Cllr Bonney, Cllr Valentine (Martyn Cassell)	
Coronavirus Related Variances:	
Parking Management:	
Car Parks pay and display – income shortfall	536
Parking season tickets – income shortfall	38
Residents Parking Permits & Voucher Parking reduced income	2
Parking Enforcement – deficit relating to on-street parking	51
Multi-Storey Car Park – income shortfall	20
Leisure & Sports Centres:	
Swallows and Sheppey Leisure Centres - Loss of income claims	197
Leisure Centres Loss of Income claim to be offset by reserves (refer to Table 2)	(197)
Public Conveniences – additional equipment costs	4
Other Variances:	
Cemeteries:	
Premises expenditure	14
Interments reduced income	8
Client & Amenity Services:	
Head of Service and Client and Amenity Services – salary savings	(32)
Net Transport and other costs savings	(5)
Technical Services – net salary and other costs savings	(4)
Coast Protection, Harbour & Quays, Seafront – net reduced income	7
Contracts	
Reduced salary costs	(12)
Net Transport costs savings and other	(12)
Animal Welfare, Dog Warden Service:	
Salary costs savings	(1)
Kennelling / licences additional income	(6)
Environmental Services:	
Anti-littering Fixed Penalty Notices and Fees & Services surplus taken to Reserves	(14)
Travel/transport costs savings	(14)
Other net underspend	(6)
Climate Change – net salary savings (£1k) taken to Reserves, £Nil variance declared	0
Leisure & Sports Centres:	
Swale Community Leisure Trust management agreement	(69)

Table 6 – Significant Variances

APPENDIX I

Service – Cabinet Member (Head of Service)	£'000
Recycling & Waste Minimisation, Refuse Collection and Street Cleansing:	
Garden Waste collections – additional income	(224)
Wheeled Bins purchase – additional expenditure (increasing replacements needed of original bins). <i>Intend to use the 'Wheeled Bins Repairs & Renewals Reserve' to fund costs of £150,000 this year.</i>	0
Sale of Wheeled bins – additional income (bins provided under S106 agreements, sales to developers etc.)	(49)
Refuse contract – additional income due from Biffa due to service not being to standard/level expected as per contract (essentially compensation for unachieved service, known as “Perf Mech”).	(45)
Contract costs and Variations to Contract – net savings	(13)
Special Collections – additional income (incl. bulky waste & A249)	(55)
Other – net additional costs	3
Public Conveniences:	
Public Conveniences – net cost savings on premises expenses (including reduced business rates)	(18)
Contract cost additional expenditure (including additional site maintenance costs for new facilities)	31
Parks & Open Spaces, Sports Pitches, Countryside & Country Parks, Allotments and Pest Control:	
Contain Outbreak Management Fund (COMF) /Kent County Council Funding received	(208)
Balance of Parks & Open Spaces service funds (COMF) (if unspent at 31 March the grant must be repaid)	208
Open spaces – additional income, grants, fees, licences/rent etc.	(24)
Play areas – equipment maintenance & purchase additional cost	26
Pest control – reduced commission income	2
Countryside – net other costs underspend	(6)
Countryside – additional rental income	(15)
General – other underspend	(2)
Grounds Maintenance Contract – net costs overspend	53
Parking Management:	
Parking Partnership with Maidstone Borough Council – additional costs	25
Multi-Storey Car Park additional income from season tickets	(52)
Electric Vehicle Charging Points income	(12)
Residents Parking Permits additional income	(10)
Business Rates additional costs	4
Off-street car parks Penalty Charge Notices (PCN's) additional income	(10)
Other – net costs savings	(53)
TOTAL	61

Service – Cabinet Member (Head of Service)	£'000
FINANCE & PROCUREMENT – Cllr R Truelove (Phil Wilson)	
Other Variances:	
Salary underspend	(5)
Net other variations	5
TOTAL	0
REVENUES & BENEFITS – Cllr R Truelove (Zoe Kent)	
Coronavirus Related Variances:	
Reduced income – Mid Kent debt recovery due to courts being shut	94
Coronavirus Grants (*)	(92)
Other Variances:	
Department for Works and Pensions (DWP) additional housing benefit grants (*)	(102)
Council Tax Support Grant – additional income	(20)
Salaries – underspend (*)	(40)
Net Other Costs	20
TOTAL	(140)
N.B. A net saving of (£234k) as detailed (*) will be transferred to reserves at year end	
REGENERATION & ECONOMIC DEVELOPMENT – Cllr M Baldock, Cllr M Bonney (Joanne Johnson)	
Coronavirus Related Variances:	
Swale House Security – underspend	(10)
Swale House – energy costs – underspend	(11)
Other Variances:	
Property salary underspend as a result of vacant posts offset by additional agency costs	32
Use of reserves to meet additional costs identified above	(32)
Swale House Cleaning – Salary underspend – vacant post	(15)
Salaries – overspend Head of Regeneration & Economic Development (Chief Executive's Reorganisation)	50
Salaries – overspend – Tourism	5
Regeneration & Economic Development - salary net underspend	(43)
Business & Skills	(10)
Net Other Costs	34
TOTAL	(0)

Table 6 – Significant Variances

APPENDIX I

Service – Cabinet Member (Head of Service)	£'000
ENVIRONMENTAL HEALTH – Cllr J Saunders (Tracey Beattie)	
Other Variances:	
Shared Service costs – 2021/22 Budget reported service savings for the Air Quality Project Officer.	22
Net Other Income/Savings	(9)
TOTAL	13
INFORMATION TECHNOLOGY – Cllr R Truelove (Chris Woodward)	
Other Variances:	
Nil variance reported	-
TOTAL	-
INTERNAL AUDIT – Cllr R Truelove	
Other Variances:	
Net other variations	(2)
TOTAL	(2)
HUMAN RESOURCES – Cllr R Truelove (Bal Sandher)	
Other Variances:	
Apprenticeship salaries – underspend	(2)
Net other variances	(10)
TOTAL	(12)
LEGAL – Cllr R Truelove (Claudette Valmond)	
Other Variances:	
Legal shared service – reduced costs and additional income from our partners as a result of Swale significantly under utilising its budget	(149)
S106 income – additional income from increased development management instructions	(38)
External legal fees (Nb. Legal Fees relating to Planning Enquiries are reported within the Planning Service)	35
TOTAL	(152)
CONTRIBUTIONS TO/FROM (-) RESERVES FROM SERVICES SHOWN ABOVE (Table 2)	
Local Plan	(40)
Enforcement	14
Data Protection Officer – post is vacant so reserve is not required. Savings have been shown within Service	67
Revenue Services	234
TOTAL	275
CORPORATE ITEMS	
Other Variances:	
Treasury Management & Bank Charges	40
Insurance – additional properties and increases in the All Risks portfolio	30

Service – Cabinet Member (Head of Service)	£'000
External Audit Fees	10
Other net staff savings (including recruitment costs)	(97)
Sittingbourne Town Centre (STC) – Bus companies' compensation	286
STC – Bus companies' compensation funded from the Kent Pool Economic Development Business Rates Reserve	(286)
STC Cinema / Hotel / Restaurants – additional revenue expenditure	41
Provision for debt impairment	50
Other net savings	(15)
TOTAL	99
Net Financing variations – additional Covid grants	(198)
Net Expenditure Underspend	(99)

The forecast salary variances identified in Table 6 above are collated in the table below and total £316k underspend on the total salary/ agency budget of £13.6m.

Service	£'000
Salary underspend - Chief Executive	(37)
Salary underspend – Policy	(81)
Salary underspend – Customer Service Centre	(29)
Salary underspend - Communications	(9)
Salary underspend - Mayor & Ceremonial	(27)
Salary underspend - Housing & Community Services	(1)
Salary overspend - Development Control/Services	(30)
Salary overspend – Enforcement	72
Salary overspend – Spatial Planning	19
Salary overspend - Conservation & Design	12
Salary underspend - Environment & Leisure	(59)
Salary underspend – Finance	(5)
Salary underspend - Revs & Benefits	(18)
Salary overspend – Regeneration & Economic Development - new post	50
Salary underspend - Regeneration & Economic Development - vacant posts	(38)
Salary overspend - Property Services	17
Salary underspend - Apprentices	(2)
Salary underspend – Legal	(9)
Net other staff costs including pension costs underspend	(141)
Total	(316)

Table 7 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
<u>Environment & Leisure - M. Cassell</u>								
Gunpowder Works Oare, Faversham – S106	P	0	9,000	19,000	28,000	0	0	A
New Play Area – Iwade Schemes – S106	P	0	45,000	0	45,000	0	(45,000)	
Resurfacing Promenade, The Leas – External Grant	P	0	79,970	0	79,970	6,145	(73,825)	
Milton Creek Country Park Access Road – Reserves	SBC	0	40,000	34,740	74,740	0	(74,740)	
Barton’s Point Coastal Park – Replacement Bridge – Capital Receipts	SBC	0	148,410	0	148,410	140,585	(7,825)	
Beach Huts – Capital Receipts	SBC	0	60,000	0	60,000	0	(60,000)	
Sheppey Improvement Fund – Sheerness Seafront Public Conveniences - Capital Receipts and other reserves	SBC	250,000	0	(130,000)	120,000	0	0	
Sheppey Improvement Fund - Barton Point drainage works – Capital Receipts	SBC	0	0	115,000	115,000	15,000	0	
Sheppey Improvement Fund - Sheerness War Memorial – Capital Receipts	SBC	0	0	60,000	60,000	60,000	0	
Sheerness War Memorial – Loan	SBC	0	0	16,000	16,000	16,000	0	
Faversham Recreation Ground Improvement - S106	P	0	4,940	42,620	47,560	47,556	0	
Leisure Centres (Budget Only)	SBC	0	293,850	0	293,850	0	0	
Swallows Leisure Centre - Capital Works (Swallows roof)	SBC	0	0	81,740	81,740	61,194	0	
Playground Improvement Programme – S106	P	100,000	356,000	0	456,000	0	0	

Table 7 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
Play Improvements – Reserves – SPF	SBC	0	150,000	0	150,000	0	0	
Play Improvements, Diligent Drive – Reserves SPF	SBC	0	18,000	0	18,000	0	0	
Play Improvements - Capital Receipts	SBC	50,000	0	0	50,000	0	0	
Public Toilets for Queenborough All Tide Landing – Reserves	SBC	0	0	6,900	6,900	0	0	
Public Toilets Refurbishment, Forum, Sittingbourne – Reserves	SBC	0	42,080	0	42,080	0	(42,080)	
Modular Public Toilets Kiosk, Milton Creek Country Park, Sittingbourne – Reserves	SBC	0	84,280	(82,600)	1,680	1,683	0	
Modular Toilet Kiosk – Minster Leas – Reserves	SBC	0	24,360	0	24,360	0	(24,360)	
Public Toilets and Showers, Bartons Point, Sheppey – Reserves	SBC	0	100,000	84,280	184,280	0	0	
Wheeled Bins – Repairs & Renewals Reserve	SBC	35,000	251,000	0	286,000	0	0	
St Anne's Footbridge Lighting – Reserves	SBC	0	0	41,250	41,250	41,589	0	
Total Environment & Leisure		435,000	1,706,890	288,930	2,430,820	389,752	(327,830)	
<u>Housing & Community Services - C. Hudson</u>								
CCTV - Repairs & Renewals Reserve	SBC	15,000	30,000	0	45,000	0	0	
CCTV Monitoring Control Centre at Multi Storey Car Park – Reserves	SBC	0	0	4,960	4,960	4,959	0	
Disabled Facilities Grants (DFG) Mandatory Grants – External Grant	P	2,062,800	1,238,460	0	3,301,260	1,131,390	0	
DFG Discretionary Grants – External Grant	P	0	1,927,530	0	1,927,530	0	0	

Table 7 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
HRG – Housing Repair Grants over 60	SBC	0	0	0	0	1,816	0	(A)
RHB2 Decent Home Loans Owner Occupier	SBC	0	0	0	0	22,506	0	(A)
Winter Warmth Grants – External Grant	P	0	0	6,780	6,780	20,374	0	(A)
Rainbow Homes – internal / external borrowing	SBC	11,500,000	0	0	11,500,000	0	(11,500,000)	(B)
Rainbow Homes – Business Planning Work – internal / external borrowing	SBC	250,000	0	0	250,000	43,752	0	
Murston Old Church	SBC	0	0	20,000	20,000	20,000	0	
Sheppey Hall Improvements – Reserves	SBC	40,000	0	(40,000)	0	0	0	
Thistle Hill Comm Centre, Solar PV installation – Reserves	SBC	20,000	0	0	20,000	20,000	0	
Land Regeneration/Improvement Works at Dolphin Barge Museum and Skatepark – Reserves	SBC	37,920	0	0	37,920	(5,520)	0	
Land Regeneration/Improvement Works at Dolphin Barge Museum and Skatepark – Capital Receipts	SBC	14,140	0	0	14,140	0	0	
Kemsley Community Facilities – S106	P	0	0	0	0	22,662	0	
Total Housing & Community Services		13,939,860	3,195,990	(8,260)	17,127,590	1,281,939	(11,500,000)	
Regeneration & Economic Development – J. Johnson								
High Streets – Reserves	SBC	0	0	780,430	780,430	0	0	
High Streets – S106	P	0	0	100,000	100,000	0	0	
High Streets – Reserves	SBC	0	0	106,920	106,920	0	0	
Sittingbourne Town Centre – internal / external borrowing	SBC	0	659,330	420,370	1,079,700	15,240	0	

Table 7 – Capital Programme 2021/22

Capital Scheme		Funding SBC/ Partnership (P)	2021/22 Original Budget	2020/21 Rollovers (Agreed by Cabinet 14/07/21)	Other Approvals (refer to paragraph 3.13 in Report)	2021/22 Revised Budget	2021/22 Actual to Date	2021/22 Projected Variance for Year	Notes
			£	£	£	£	£	£	
Footpath contribution - High St, Sittingbourne – S106	P	0	5,660	0	5,660	651	0		
Faversham Creek Basin Regeneration Project (swing bridge) – Capital Receipts	SBC	0	200,000	0	200,000	0	0		
Queenborough & Rushenden Klondyke Land – External Grant	P	0	0	1,103,490	1,103,490	2,074,623	971,133	(C)	
Swale House Refurbishment	SBC	3,000,000	62,400	(1,100,000)	1,962,400	7,770	(1,912,400)	(D)	
Sheerness Clock Tower – Reserves	SBC	0	0	119,580	119,580	84,692	0		
Sheerness Clock Tower – S106	P	0	0	38,100	38,100	0	0		
Sheppey Capital Investments – Capital Receipts	SBC	850,000	0	(850,000)	0	0	0		
Redevelopment of Master’s House, Sheerness – Capital Receipts/ External Grants/ Reserves	SBC	0	0	1,550,000	1,550,000	83,029	0		
Total Regeneration & Economic Development			3,850,000	927,390	2,268,890	7,046,280	2,266,005	(941,267)	
<u>Planning Services – J. Freeman</u>									
Faversham Reach Public Footpath ZF43	SBC	0	0	60,000	60,000	60,000	0		
Total Planning Services			0	0	60,000	60,000	60,000	0	
<u>ICT - C. Woodward</u>									
I.T. MKIP Payment – Reserves	SBC	299,300	50,400	0	349,700	0	0		
Total ICT			299,300	50,400	0	349,700	0	0	

Table 7 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
Total Capital Programme Funded by SBC		16,361,360	2,214,110	1,026,570	19,602,040	694,295	(13,621,405)	
Total Capital Programme Funded by Partners		2,162,800	3,666,560	1,582,990	7,412,350	3,303,401	852,308	
Total Capital Programme		18,524,160	5,880,670	2,609,560	27,014,390	3,997,696	(12,769,097)	

NOTES TO TABLE 7:

- A – It is not possible to budget for these grant payments that are treated as capital. They are all funded from internal resources.
- B – Underspend projected which will be rolled forward to 22/23.
- C – This is fully funded from external grants.
- D – Underspend projected which will be rolled forward to 22/23.

Table 8.1 – Sundry Debt Outstanding (including not due) by due date

	December 2021 £'000	December 2020 £'000
Not due (less than 1 month)	387	89
1-2 months	216	78
2-6 months	61	168
6-12 months	58	104
1-2 years	67	225
2-3 years	35	17
3-4 years	13	18
4-5 years	14	10
5-6 years	3	13
6 years +	28	45
Total	882	767
Total due (over 1 month)	495	678
% Total over 1 month	56	88

Not due includes Legal MKS charge to a shared service council

1 - 2 months includes Legal MKS charge to shared service council.

2 – 6 months includes £14k relating to one debtor.

It should be noted that these tables include debts raised for all our grants receivable from Kent County Council, the NHS, etc.

Table 8.2 – Sundry Debt Outstanding (including not due) by Service

	December 2021 £'000	December 2020 £'000
Property	132	192
Commissioning, Environment & Leisure	94	130
Housing, Economy & Communities	192	300
Legal	408	2
Environmental Health	8	7
Planning	20	2
Communications	13	1
Other	15	133
Total	882	767

Legal – includes MKS charge to shared service council for April – September 2021.

Cabinet Meeting	Agenda Item:
Meeting Date	16 th March 2022
Report Title	Procurement of Swale House Refurbishment Project
Cabinet Member	Cllr Monique Bonney, Cabinet Member for Economy & Property
SMT Lead	Emma Wiggins – Director Regeneration & Neighbourhoods
Head of Service	Joanne Johnson – Head of Regeneration & Economic Development
Lead Officer	Jeremy Pilgrim – Interim Property Manager
Key Decision	Yes
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That the Cabinet approves the appointment of Company A & Company G for Swale House Windows & Roof Finishes Replacement PSSC048 A807 from March 2022 at values of £314,774.00 & £1,271,429.60 respectively 2. To agree the recommendations in respect to the revised proposed works and award of tender(s) as set out in the evaluation document. 3. To delegate the award of contracts to the Director of Resources and Director of Regeneration & Neighbourhoods in consultation with the Portfolio Holder. 4. To agree to any underspend up to the approved sum of £1.9 million to be allocated for future internal refurbishment/ decoration works

1 Purpose of Report and Executive Summary

- 1.1 The purpose of the report is to present recommendations for the award of tenders for the repair of Swale House. It details the reasons for revised proposals and the results and recommendations of the tender exercise, and requests approval to appoint contractors. The Property Services Department carried out a one stage tender process based on the most economically advantageous tender (MEAT) which was evaluated on [80%] price and [20%] quality. The Swale House Windows & Roof Finishes Replacement PSSC048 A807 is to provide repair and refurbishment works to Swale House, Sittingbourne.
- 1.2 The report also makes comment on future internal refurbishment in accordance with the emerging New Ways of Working initiative and to postpone such further

proposals until a Cabinet decision is confirmed in respect to the repair works as detailed below.

- 1.3 This report summarises the procurement process and its results in appendix 1 and seeks Cabinet approval of the recommended contractors.

2 Background

- 2.0 The opportunity was advertised in accordance with current contract standing orders, with interested parties asked to complete an Invitation to Tender. Seven submissions were received, and scores were allocated according to the criteria explained in the tender document. Score information held within Appendix 1

- 2.1 A progress report was presented to Cabinet on 9th December 2020 which provided background to the refurbishment project for Swale House, detailed the appointment of the project team / consultancy team and set out the key objectives of the project, as follows

- To contribute to the delivery of the Climate and Ecological Emergency Action Plan by creating a low carbon building.
- To create a modern and efficient working environment for the organisation and
- To support the Council's Economic Improvement Plan and Recovery Plan by providing opportunities for businesses to locate to Swale House.

- 2.2 A detailed feasibility study, proposals and costing for this extensive project concluded that the cost circa £6 million could not be afforded partly due to the fact that the anticipated grant funding under the Public Sector Decarbonisation Scheme awarded was substantially less than expected. In addition, the internal refurbishment proposals put forward were considered too expensive and due to the Covid pandemic and uncertainty as to post-Covid office needs it was decided to defer such proposals.

- 2.3 A further report was submitted to the Cabinet meeting on 17th March 2021 to consider a revised refurbishment and repair programme. The report proposed and requested Cabinet to agree and approve to:-

Authorise the Chief Finance Officer to borrow either internally or externally up to £1.9 million and allocate the funding to installing double glazed windows, LED lighting, repairing and insulating the roof, insulating the under-croft and carrying out minor internal alterations. These works were considered necessary to bring the building up to a reasonable standard of repair and condition, as a priority over any decarbonisation benefits. As proposed the necessary wholesale re-roofing incorporates insulation to the roof, and the double-glazing as specified will provide significant improvements to the reduction of heating costs within the building.

2.4 **Public Sector Decarbonisation Scheme**

2.5 In the previous report dated 9th December 2020 it was explained that the scope of the project and amount of funding to be recommended would be dependent upon whether the grant application had been successful. The very short timescales were also set out.

2.6 The amount of funding that the Council was able to apply for was considerably less than at first envisaged due to the cap that was placed on applications. The cap was based on the amount of carbon that would be saved each year and, in Swale's case, that resulted in a maximum grant of £1.1m.

2.7 The grant funding also had other criteria that proved impossible to meet with the amount of match funding available. The installation of an air source heat pump was an essential requirement of the grant and for this to be an effective method of heating Swale House, it would require high levels of thermal insulation to the fabric of the building. The level of the necessary work to meet the grant criteria has been estimated as £6m excluding fees. This is without consideration of the cost of the refurbishment programme originally proposed.

2.8 At the same time as submitting the grant bid for Swale House, a bid was submitted for the refurbishment of Master's House, Sheerness. The funding application for Master's House was successful. The grant funding bid for Swale House was subsequently withdrawn.

2.9 **BREEAM accreditation**

2.10 In the previous report, it was recommended that the BREEAM accreditation be used to measure the success of the low carbon measures due to it being a widely recognised accreditation scheme which allows comparisons to be made against other buildings. The reduced scope of the proposed work now means that it will not be possible to meet the criteria required for the accreditation. Other options for measuring the success of the low carbon measures are being investigated.

2.11 The nature of the proposed work, which is primarily essential maintenance work, does not require a BREEAM accreditation.

2.12 **Workplace planning**

2.13 In February 2021, the council commissioned a consultant called Spacelab who carried out an extensive engagement exercise to establish the needs of the organisation post-Covid. The work at the time demonstrated that around one third of the building could potentially be freed up for third party occupiers.

2.14 The extensive refurbishment works were quoted at approximately £5 million, in addition to the repair works. It was agreed in light of the reduced specification for

carbon reduction works and the uncertainty of the demands for space post Covid pandemic, both for the Council and third-party occupiers that a further review would take place. This is being conducted under the New Ways of Working project. (NWOW)

3 Proposals

- 3.1 As set out in 2.3 above the Cabinet report dated 17th March 2021 authorised the Chief Finance Officer to borrow up to £1.9m and allocate funding accordingly. Due to variation of the proposed specification of works; substantial increases in construction and equipment costs, and uncertainty of successfully receiving positive responses to the tender exercise it was agreed to delay the project. In addition, due to key staff leaving, commencing a full UK procurement tender process could only be undertaken following allocation of appropriate resource and staff.
- 3.2 As a result of these factors plus the Covid pandemic, lockdown and economic uncertainty, it was considered, following advice from the project manager, Quartz Project Services Ltd that there may be substantially increased costs over those of the Preliminary Budget Estimate, and it was proposed to vary the specification further to only undertake those works deemed necessary to bring the building into a reasonable state of repair and acceptable working environment. This primarily relates to re-roofing the building to prevent current leaks, as well as to enhance the roof insulation performance, the provision of new double-glazed insulated windows and insulation to the under-croft.
- 3.3 A detailed specification of works was prepared, and a full UK procurement tender exercise undertaken based on dividing the three areas of work into individual lots giving tenderers the opportunity to bid for one or more lots. This was to help ensure that sufficient and acceptable bids would be obtained, especially from local SMEs, in a difficult commissioning environment. The three lots were as follows
- Lot 1 – Reroofing and insulation
 - Lot 2 – New Double-Glazed Window Units
 - Lot 3- Insulation panels to the Under-croft.
- 3.4 The tenders have undergone detailed evaluation in accordance with full current procurement requirements and officers propose the following recommendation and award(s) for Cabinet approval. The full tender evaluation and recommendations are included as Appendix 1. As the tender has been conducted under the UK procurement regulations, full tender information remains confidential until Cabinet approval is given and as such the appendix is exempt.

3.5 The tenders were weighted on the basis of 80% price and 20% quality. As the tenderers were required to only submit against the detailed specification, the quality assessment was judged against financial standing and references,

3.6 Tenders have been received from 7 bidders and range in value for all three lots as follows:-

- **Lot 1** Roof insulation and replacement -----
£314,774 - £755,907
- **Lot 2** Window double-glazing -----
£1,064,609 - £1,520,493
- **Lot 3** Under-croft insulation-----
£206,820 - £273, 543

3.7 It is recommended that all three lots are awarded and that each Lot is awarded in accordance with the tender Evaluation Assessment set out in Appendix 1 and described below. As additional low carbon works including wall insulation have been excluded due to cost implications, further savings can be made in respect to 'U' Value rating of the double-glazed windows, but still providing 'U' value rating above current building regulations. (U value is used to measure the effectiveness of the various elements in buildings as insulators. In this case it means the U values determines the effectiveness of preventing heat from easily transmitting between the outside and the inside of the building).

3.8 Following analysis of stage 1, full evaluation for stage 2 was completed by three evaluators: two internal, and one external with the following results.

It is proposed to appoint two contactors.

Contractor A – LOT 1 Re-Roofing and Insulation with a tender proposal -----
£314,774.00

Contractor G - LOT 2 & 3 Double -glazed windows & under-croft insulation with a tender proposal of:

- LOT 2 ----- £1,064,609.20
- LOT 3 -----£206,820.40

Proposed works **Total £1,586,203.60**

In addition

Estimated fee schedule £194,133.50 (of which £143,199 paid to date)

Fee Contingency £20,000

Works Contingency of 5% - £75,000

Estimated Total Project £1,875,337.10

3.9 The proposed works will be undertaken to cause as little disturbance to occupiers as possible, but it may be necessary to vary office working during works. A full consultation will take place with Members, staff and third-party occupiers to allow for continuity of occupation. Subject to approval the roof works can be commenced immediately and take approximately three months to complete. The window replacement contract will have a longer lead-in time and would not be complete until late autumn. This contract is subject to delay in manufacture supply being bespoke specification. It is proposed that that each contract will run subsequently.

4 Alternative Options

4.1 Alternative options have been considered in previous reports and recommendations and following subsequent reviews it is proposed that the current proposals represent the best use of resource to achieve an outcome that will provide long term benefits without substantial cost.

4.2 The option to do nothing has been dismissed on the understanding that without these essential works the building will continue to deteriorate and be subject to expensive and recurring repairs

4.3 Consideration has been given to relocating to alternative property but that has been considered 1) too expensive 2) unsuitable due to lack of appropriate alternative accommodation and incompatible with the Council's Climate Emergency Agenda.

4.4 Undertaking these works will afford the Council the opportunity to review the space need options and to provide greatly improved working environment not only for staff but also provide opportunity for attracting third party occupiers on better rental terms.

5 Consultation Undertaken or Proposed

5.1 Consultation has taken place with staff on several occasions particularly in relation to the internal refurbishment. Subject to the proposed works proceeding additional consultation will take place to ensure minimum disruption to working in the office. A detailed programme will be advised as part of the works.

6 Implications

Issue	Implications
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Corporate Plan	The proposals align with the strategic objectives of the Corporate Plan to contribute towards the delivery of the Climate and Ecological Emergency Action Plan. To support the Council's Economic Improvement and Recovery plans. To award where practical local or Kent based companies utilising where possible local workers and apprentices.
Financial, Resource and Property	Allocation of financial resources has been confirmed through previous recommendations approved by Cabinet.. The project delivery phase will be managed by the appointed project management team in consultation with Property Officers.
Legal, Statutory and Procurement	The Council has statutory power under section 1 of the Localism Act 2011 to do anything that individuals generally may do. Support will be required from Legal Services in relation to completion of awarded contracts. A full procurement exercise has been conducted and the Procurement team have been fully engaged in the procurement activity
Crime and Disorder	There are no likely crime and disorder implications arising from the proposals in the report.
Environment and Climate/Ecological Emergency	The environmental implications are set out in the report
Health and Wellbeing	The exterior alterations being proposed, particularly the installation of double-glazing will have a positive impact on staff's health and wellbeing.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage
Risk Management and Health and Safety	All risk management, health and safety and construction management will be managed through the project management programme as initiated by the project team.
Equality and Diversity	None identified at this stage
Privacy and Data Protection	None identified at this stage

7 Appendices

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

1.2 Appendix i: Exempt report on Tender specification, method of evaluation and recommendations

8 Background Documents

- i) Refurbishment Budget Estimate
- ii) Cabinet Report 17th March 2021

Appendix 1 Cabinet Report Swale House Refurbishment & Repair Proposals

Swale House Refurbishment Project 2022 Tender Evaluation Overview

A procurement tender exercise in accordance with UK procurement legislation for Refurbishment works to Swale House Roof, Windows and Under-croft was carried out with a successful response of seven contractors in total.

The tender was split into 3 Lots:

- Lot 1 – Roofing and insulation
- Lot 2 – New Double-Glazed Window Units
- Lot 3- Insulation panels to the Under-croft.

From the seven Contractors who tendered, they quoted on the following:

2 contractors quoted for LOT 1

5 contractors quoted for LOT 2

4 contractors quoted for LOT 3

Following analysis of stage 1, full evaluation for stage 2 was completed by three evaluators: two internal, one external with the following results.

It is proposed to appoint two contractors.

Contractor A – Lot 1 with a tender proposal of £314,774.00

Evaluation criteria score 96%

Contractor G - LOT 2 & 3 with a tender proposal of:

- £1,064,609.20
- £206,820.40

Evaluation criteria score 97.66%

Proposed works total £1,586,203.60

Estimated fee schedule £194,133.50 (of which £143,199 paid to date)

Fee Contingency £20,000

Works Contingency of 5% - £75,000

Estimated Total Project £1,875,337.10

The following Lots were evaluated on 80% Price 20% Quality split.

Scoring Matrix LOT 1

Lowest price = £314774.00
Highest quality = 17.67

Contractor name	Price score	Quality score	Total
Tender A	80.00	16.00	96
Tender B	41.50	8.67	50.16999785
Tender C	37.03	14.67	51.70124222
Tender D	68.29	13.67	81.95754519
Tender E	43.64	14.67	58.31065111
Tender F	52.38	17.67	70.04962236
Tender G	33.31	17.67	50.98017217

Highest submission score: 96

Scoring Matrix LOT 2

Lowest price = £1064609.20
Highest quality = 17.67

Contractor name	Price score	Quality score	Total
Tender B	46.78	8.67	55.44998484
Tender C	75.07	14.67	89.73402976
Tender E	77.35	14.67	92.01360462
Tender F	76.70	17.67	94.36250301
Tender G	80.00	17.67	97.66666667

Highest submission score: 97.66666667

Scoring Matrix LOT 3

Lowest price = £206820.40
Highest quality = 17.67

Contractor name	Price score	Quality score	Total
Tender B	60.49	8.67	69.153036
Tender E	63.89	14.67	78.55832106

Tender F	69.90	17.67	87.56883146
Tender G	80.00	17.67	97.66666667

Highest submission score: 97.66666667

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Cabinet		Agenda Item:
Meeting Date	17 March 2022	
Report Title	Review of Revenues and Benefits Document Management System	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Lisa Fillery, Director of Resources	
Head of Service	Lisa Fillery, Director of Resources	
Lead Officer	Zoe Kent, Revenues and Benefits Manager	
Key Decision	Yes	
Classification	Open	
Recommendations	1. To approve the Revenues and Benefits service moving from the Civica Document Management System to Information@Work hosted through Maidstone Borough Council.	

1 Purpose of Report and Executive Summary

- 1.1 As part of the review of the Revenues and Benefits Service and the consideration to go into a shared service with Maidstone and Tunbridge Wells Borough Councils as a tri-way service, the Document Management System (DMS) used by the Swale Revenues and Benefits team is being reviewed.
- 1.2 The purpose of this report is to consider whether the service should move to using Northgate's Information@Work, the system used by the Mid Kent Revenues and Benefits Team and corporately by Maidstone Borough Council.
- 1.3 This key decision has not been subject to the 28 days' notice usually provided through the corporate plan. The chairman of the scrutiny committee has been notified of this, in accordance with Rule 20 of the access to information procedure rules. This is due to information being provided at late notice to the Revenues and Benefits Manager from Civica, informing the council of a price increase to the quote for this project from 1 March 2022 and again on 1 April 2022.

2 Background

- 2.1 The Revenues and Benefits Service have used the Civica DMS since 1990. It is mainly used as a filing system for the documents provided for Business Rates accounts, Council Tax accounts and Housing Benefit claims. The workflow system provided as part of the system is not used.

- 2.2 This section has been redacted.
- 2.3 The shared service project team have reviewed the DMS provided for both Swale and Mid Kent. The software used by Mid Kent is Information@Work (I@W) which is used by a number of services at Maidstone. This reduces the cost for each service as the total number of users is significantly higher. The team have looked at whether it is a better option for Mid Kent Revenues and Benefits to move to Civica or Swale to move to I@W. As Maidstone uses their system corporately it is not viable for them to move to Civica.
- 2.4 The costs of moving to I@W can be found in the table below.* There will be a cost to Swale moving to I@W however this will be returned after a four-year period. *This table has been redacted.
- 2.5 There will also be an additional cost of staying with Civica because they will not be supporting the current system after August 2022. Users are being moved onto their cloud system.

3 Proposal

- 3.1 It is proposed that the Swale Revenues and Benefits service moves to I@W. Although the implementation costs are high there will be savings after a four-year period. The costs will be met from the Revenues and Benefits reserve.
- 3.2 If Swale does not join the shared service, the DMS can still be hosted through Maidstone and savings will be made in the long-term.
- 3.3 The benefits of changing systems are:
- A cost saving in the long-term.
 - If Swale joins the shared service, it will be simpler for staff to only have one DMS.
 - At present the Civica DMS does not link to Academy the system that is used to assess Housing Benefit claims and set up Council Tax accounts. With I@W the systems can be linked leading to a time saving and a possible reduction in errors being made.
 - There will be one less system for ICT to manage so a time saving.

4 Alternative Options

- 4.1 Do nothing, this is the simplest option. This is not recommended because the cost of the Civica system will continue to rise, and savings will not be made. If we stay on this system, we will need to move to the cloud by August 2022 or the system will no longer be supported.
- 4.2 Consideration could be given to finding another company that could move the images to I@W for a lesser cost. ICT are aware that there is at least one company that provide this service. This is not recommended because there could be a higher risk of problems occurring with the transfer of personal data to I@W.
- 4.3 Any change could be delayed and reconsidered if the shared service goes ahead in 18 – 24 months' time. This is not recommended because costs will increase during this time.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has been carried out with Mid Kent ICT and the Mid Kent Procurement teams.

6 Implications

Issue	Implications
Corporate Plan	Supporting the Council in achieving its priorities. The aim with this project is to make long-term savings, whilst providing a continued service for Swale residents.
Financial, Resource and Property	This cost will be met from the Revenues and Benefits reserves.
Legal, Statutory and Procurement	Local Government Finance Act 1992 – Council Tax, Local Government Finance Act 1988 – NNDR, Housing Benefit Regulations 2006 we are required to provide a system to store customers' information. We are consulting with the Mid Kent shared procurement team for the procurement requirements for Swale joining the I@W contract.

Crime and Disorder	Not directly applicable.
Environment and Climate/Ecological Emergency	Not directly applicable.
Health and Wellbeing	Not directly applicable.
Safeguarding of Children, Young People and Vulnerable Adults	Not directly applicable.
Risk Management and Health and Safety	Any risks from transferring the data will be reviewed with MKS Audit.
Equality and Diversity	The recommendations do not propose a change in service therefore will not require an equalities impact assessment.
Privacy and Data Protection	Any changes will be discussed with the Data Protection team and Civica and Northgate.

7 Appendices

This section has been redacted.

Cabinet 16 March 2022

Recommendations for approval

Local Plan Panel – 17 February 2022

Minute No. 609 – Swale Borough Local Plan Review: Strategic Transport Modelling Evidence

Recommended:

- (1) That the strategic transport modelling results at Appendix I be noted.***
- (2) That Cabinet agree that this work be part of the evidence base used to inform the Preferred Option stage (Regulation 19) of the Local Plan Review.***
- (3) That Cabinet agree that further, focused analysis work be undertaken, on what the optimum development strategy would look like in terms of minimising the impacts on the transport system.***

Minute No. 610 – Proposed new conservation area at Rodmersham Parish Council

Recommended:

- (1) That the content of the public consultation draft of the character appraisal and management strategy document proposed for the assessment relating to the proposed new Rodmersham Church Street area, and the representations made on this by interested parties, the details of which are set out in the report appendices be noted.***
- (2) That the changes to the assessment document proposed by officers in response to the representations received during the course of the public consultation be supported***

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Cabinet 16 March 2022

Recommendations for approval

Swale Joint Transportation Board – 28 February 2022

Minute No. 634 – FAVERSHAM RESIDENTS' PARKING SCHEME - PERMIT ELIGIBILITY

Recommended:

(1) That Option 2, Administer Permits as Detailed in the Current TRO be approved and progressed.

Minute No. 636 - FAVERSHAM LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

- (1) That the contents of the document be noted.***
- (2) That the Local Cycling and Walking Infrastructure Plan (LCWIP) be used as evidence base in SBC and KCC decisions, especially in KCC Highways Strategies and Plans, KCC and SBC planning applications and their associated Section 106s and to inform the SBC Local Plan Review.***
- (3) That the LCWIP be used by both SBC and KCC to assist in applying for funding for active/sustainable travel initiatives.***

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

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