



## AGENDA

### EXTRAORDINARY SITTINGBOURNE AREA COMMITTEE MEETING

Date: Tuesday, 1 February 2022

Time: 7.00 pm

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

#### Membership:

Councillors Derek Carnell (Vice-Chairman), Simon Clark, Steve Davey (Chairman), Mike Dendor, Tim Gibson, James Hall, Ann Hampshire, Ken Rowles, Roger Truelove, Ghlin Whelan and Tony Winckless.

Quorum = 4.

#### RECORDING NOTICE

Please note: this meeting may be recorded and the recording may be published on the Council's website.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by attending the meeting and speaking at Committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

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#### Information for the Public

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[Link to meeting: to be added](#)

#### Privacy Statement

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1. Emergency evacuation procedure

The Chair will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures. The Chair will inform the meeting that: there is no scheduled test of the fire alarm during this meeting. If the alarm does sound, please leave the building quickly without collecting any of your possessions, using the doors signed as fire escapes, and assemble in the car park at the side of the building. Await instructions from the Fire Marshal before entering the building. Should anyone require assistance in evacuating the building, please make the Swale Borough Council Democratic Services Officers aware of any special needs so that suitable arrangements may be made in the event of an emergency.

2. Apologies for absence

3. 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.

4. Funding allocations for 2021-22

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5. Any other business

**Issued on Monday, 24 January 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 Area Committees, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

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

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## Cover Report for Sittingbourne Area Committee Funding Scheme

### Introduction

Due to an issue regarding a bid that came to the attention of the Chair on the day of the December Area Committee meeting, it was agreed to defer this item and hold an Extraordinary Area Committee meeting on 1 February 2022. Subsequently bid SITT017 has been withdrawn. Additionally, bid number SITT014 has been withdrawn as the project has been fully funded by the Special Projects Fund.

The Sittingbourne Area Committee has been allocated a total of £44,000.00 for the financial year 2021/22.

The process proposed by the Area Committee Review Working Group, and agreed by Area Committee Chairs, was to carry out a scoring process on applications received for Area Committee Funding. The deadline for applications was Friday 12 November and £34,361.33 of bids were received for consideration by the Committee. Since then, all applications have been assessed for eligibility by officers and a scoring process carried out.

Three impartial officers have independently considered each application and given them a score against the criteria set out in the Applicant Guidance Notes. Each criteria were scored as follows High – 3, Adequate – 2, Limited – 1, None – 0. All three officers scores were added together and presented to Committee Members in Appendix 1. Also attached to this paper is the summary report on applications received which contain the full text provided by applicants describing projects/activities (Appendix 2). Committee Members were given the opportunity to challenge the scores and request a review. No challenges were received.

As the total value of bids is less than the annual allocation of funds, there is a balance of £9,638.67 remaining funds available.

### Proposal

Having considered the summary report and supporting papers, along with the scoring and background information, officers can confirm that all applications are eligible to receive funding through the Sittingbourne Area Committee Funding Scheme and propose they all receive the full funding they have requested as per table 1 below.

The Sittingbourne Area Committee may wish this evening to consider how they would like the remaining £9,638.67 to be allocated. Any proposals agreed this evening will be taken away by officers to go through the assessment procedure described above and brought back to the March 2022 meeting for approval. Committee Members are reminded that any unspent allocation cannot be rolled over to 2022/23.

**Table 1:**

Applicant	Score	Funding request	Proposed allocation
New Leaf Support SITT010	21	£3,080.00	£3,080.00
Sittingbourne in Bloom SITT011	29	£9,649.25	£9,649.25
Raybel Charters SITT012	23	£12,000.00	£12,000.00
Sittingbourne & Kemsley Light Railway SITT013	22	£8,170.00	£8,170.00
Sittingbourne in Bloom SITT015	24	£568.80	£568.80
Sittingbourne in Bloom SITT016	20	£893.28	£893.28
<b>Total</b>			<b>£34,361.33</b>

Sittingbourne Area Committee Members are invited to vote on the above proposal.

Janet Dart  
 Interim Area Committees Coordinator  
 January 2022

Applicant	Funds requested	Improve the appearance of the area	Improve the environment of the area	Improve the facilities of the area	Area of geographical impact	Contributes to achieving Swale's Strategic Priority 2	Contributes to achieving Swale's Strategic Priority 3	Total Score
		<i>Three officers independently scored the bids against the categories set out in the applicants' guidance notes. They were added together and a single total score shown on this sheet. The highest score available for individual categories is 9. The highest overall achievable score is 54.</i>						
New Leaf Support SITT010	£ 3,080.00	0	1	4	7	3	6	21
Sittingbourne in Bloom SITT011	£9,649.25	7	5	3	3	5	6	29
Raybel Charters SITT012	£12,000.00	6	3	4	3	4	3	23
Sittingbourne & Kemsley Light Railway SITT013	£8,170.00	1	2	6	4	4	5	22
Sittingbourne in Bloom SITT015	568.80	5	4	3	3	3	6	24
Sittingbourne in Bloom SITT016	£893.28	3	2	3	3	3	6	20
<b>TOTAL BIDS</b>	<b>£34,361.33</b>							
Allocation	44,000.00							
Unallocated funds	<b>-£9,638.67</b>							

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## Sittingbourne Area Committee Funding Scheme

### Summary of applications received for the February 2022 Extraordinary meeting

Area Committee's allocation for 2021-22 - £44,000.00

There have been no previously agreed allocations by Sittingbourne Area Committee

**Available to allocate at the February Extraordinary meeting - £44,000.00**

*(Applications arranged in the order they were received)*

<b>Reference:</b>	SITT010
<b>Organisation:</b>	New Leaf Support
<b>Applicant Name:</b>	Hasmita Reardon – Founder/Director/Volunteer
<b>Status of organisation:</b>	Registered Charity
<b>Details of project/activity:</b>	<p>New Leaf Support charity are hoping to continue running the Healing Together Programme (leaflet attached). Our funding on this project has now run out, the project has been highly successful with good results for the children who have witnessed and even experienced domestic abuse at a very tender young age.</p> <p>The project will be facilitated by a qualified Counsellor and a domestic abuse support worker. The course will run for 6 weeks, each session will last 60 minutes, and the group will consist of 6 children from both secondary and primary school age (2 groups) Both facilitators will be available 15 minutes before and after each session in case the session has raised any issues.</p> <p>There will be an initial assessment / meeting with each individual family prior to the start so they are aware of the course and its contents to reduce any anxiety.</p> <p>We will get the referrals from our existing clients and any new clients referred into our service.</p> <p>We currently hold at a school and hoping to get other schools to engage, Early Help and Social Services are aware we will be running the programme so they can make any new referrals.</p> <p>Each week at the end of the session we will provide the parent with a bag of food to ensure the children all have access to hot meals during the holidays.</p> <p>New Leaf Support has completed 2 programme specifically for children, which has been very successful and have benefited children who witnessed domestic abuse with coping strategies.</p>

	<p>During the referral process for healing together, we received several referrals from agencies such as Early help for children as young 4 years old that need support due to witnessing, demonstrating abusive behaviours or suffering abuse. We do not want to exclude these children from support so would like to be in a position to help with one to one counsellor.</p> <p>We determined to set up a support group for families affected by domestic abuse as well. We believe that we may be able to share some of our experiences and knowledge with the parents / siblings etc of someone who is or has been in an abusive relationship to give them a better understanding of what is happening and why.</p>
<b>Supporting papers</b>	Yes
<b>Quote provided</b>	Yes
<b>Total project expenditure:</b>	<p>2 x 6 weeks programmes:            Healing Together for children £820.00 x 2 - <b>£1,640.00</b>            1 to 1 sessions with counsellor for 4 to 5 years old, £40 per session x 6 sessions x 6 children - <b>£1,440.00</b></p> <p><b>Total project expenditure £3,080.00</b></p>
<b>Total project income (addition sources of income including cash/in kind):</b>	<b>Total project income - None</b>
<b>Funding request:</b>	<b>£3,080.00</b>

<b>Reference:</b>	SITT011
<b>Organisation:</b>	Sittingbourne in Bloom
<b>Applicant Name:</b>	Lynda Marshall, Committee Member
<b>Status of organisation:</b>	Unincorporated Association (Community Group)
<b>Details of project/activity:</b>	<p>A number of residents, currently 6, in Milton Regis have got together as they would like to make improvements to the High Street area of Milton Regis by adding planters and hanging baskets and enhancing other fixtures. They are willing to maintain the raised bed by the Court Hall and plant up the area around the car park. The aim is to form a CIO, adopt a constitution, elect officers and have a bank account. The group will be the Milton Regis Society but as they have not yet had time to complete the process they are working under the umbrella of Sittingbourne In Bloom.</p> <p>This project will benefit all the current residents of Milton Regis as well as visitors to High Street and the Court Hall museum. It will also make the whole area more attractive and inviting especially to residents in all the new housing developments in the near vicinity. The introduction of more plants into an area that has very little at present will be good for the environment and air quality as well as for wildlife.</p> <p>Local residents wishing to take pride in their local the area has led to them coming together to form a new Society which can only be for the good of the community and the area as a whole.</p> <p>This bid complies with the Strategic Priorities listed below:-</p> <p><b>Swale's Strategic Priority 2: Investing in our environment and responding positively to global challenges</b></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><b>Swale's Strategic Priority 3: Tackling deprivation and creating equal opportunities for everyone</b></p> <p>3.3 Develop a communitarian approach to partnership working based on shared objectives with like-minded agencies in the voluntary and community sectors.</p> <p>3.5 Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.</p>
<b>Supporting papers</b>	No
<b>Quote provided</b>	Yes

<b>Total project expenditure:</b>	2 Double Cosmopolitan Cube Hire @ £518 - <b>£1036</b> 20 Pole Basket Liner 800mm Hire @ £84.35 - <b>£1687</b> Installation - <b>£150</b> 4 Wooden planter, soil plants reservoir, maintained 12 months @ £1325 - <b>£5300</b> 3 Grey Troughs @ £213.75 - <b>£641.25</b> Delivery - <b>£50</b> 3 used barrier baskets @ £75 - <b>£225</b> Plants for troughs and barrier baskets - <b>£360</b> Peat free compost for troughs and barrier baskets - <b>£200</b>  <b>Total project expenditure excluding VAT £9,649.25</b>
<b>Total project income (addition sources of income including cash/in kind):</b>	<b>None.</b>
<b>Funding request:</b>	<b>£9,649.25</b>

<b>Reference:</b>	SITT012
<b>Organisation:</b>	Raybel Charters
<b>Applicant Name:</b>	Gareth Maeer - Director
<b>Status of organisation:</b>	Company Ltd by Guaranatee Social Enterprise
<b>Details of project/activity:</b>	<p><b>Milton Creek navigation - feasibility study proposal</b></p> <p>The restoration of the Thames sailing barge Raybel at Lloyd's Wharf is demonstrating that it is still viable for Sittingbourne to have an active and lively boating and barge scene at the head of Milton Creek.</p> <p>The restoration, along with the rebuild of the Dolphin Sailing Barge Museum, the completion of the skate park and the access improvements to the SKLR, have already made good progress towards Swale BC's aspirations to create a heritage-based cultural and leisure quarter at the Wharf, as laid in the Local Plan. This is a key site for the future of the town, being so closely located to the town centre, and adjacent to the retail park.</p> <p>Barge and boating activity – whether the arrival and departure of vessels, or restoration / repair work, or possibly a small number of live-aboards – is needed to creates the colour and vibrancy that will draw visitors to the wharf. This type of activity is vital to realising the long-term ambitions set out in the Local Plan.</p> <p>These aspirations have been further advanced recently by the inclusion of the Creek in a proposal for the designation of a 'Queenborough and Milton Creek Heritage Harbour', as part of the initiative jointly promoted by Maritime Heritage Trust and National Historic Ships.</p> <p>However, there are restrictions and difficulties in navigating the Creek which need to be overcome if this vision is to be realised.</p> <p>The first of these is the depth of water along the length of the Creek, which means that navigation is limited to high tide, and even then requires some care and skill in following the channel. The arrival of Raybel in 2019 showed that it is still possible. This was followed, in 2020, by a tug pushing the dry dock which is being used for the restoration work, and by a narrow boat which moored at the Creek whilst being refitted. As more vessels use the Creek the channel will becoming clearer without any need for dredging.</p> <p>The second issue is the Swale Way road bridge, which is more problematic. Only vessels with no mast, or – like Thames barges – with a retractable mast, can pass beneath the bridge. Even then the window of opportunity when tidal conditions allow a passage is short. This requires careful planning and preparation, and is will be a deterrence for many.</p>

	<p>A practical solution that would make the passage significantly less complicated would be the installation of mooring piles on either side of the bridge. Four would be needed in total, two on each side, for tying up vessels fore and aft. With these in place boats would be able to arrive at the bridge at any time, in the knowledge that they could lay up safely and wait for the ideal time to pass under.</p> <p>This would result in more barges and small craft sailing the Creek, and visiting Lloyd's Wharf for a short stay, for repair work, or for longer residential stays such as over-wintering. Two barges are known to have made enquiries about laying up at the Creek over the coming winter, for example.</p> <p>We have obtained one estimate of the cost of the work, which is £80,000 + VAT (see attached).</p> <p>However, preliminary discussions have indicated a number of planning, legal and technical issues that need to be addressed before the Council could consider making any investment towards the cost of installing the mooring posts. Greater certainty is also needed around the costs. An assessment of potential economic and social benefits should also be made.</p> <p>This proposal is therefore to undertake a feasibility study, covering all the issues, permissions and measurements for the project, along with a more detailed breakdown of costs, and set alongside a small economic/social benefit assessment. The study would cost £10,000 plus VAT. This cost is based on the assumption that soil ground data can be supplied by Kent Council County from when the bridge was installed. If an independent ground test has to be done this will cost an additional £10,000.</p> <p>We would commission WPL Marine to undertake the technical and cost components of the feasibility study. WPL is an experienced marine contractor, working across the south east and based in Sittingbourne <a href="https://www.wphmarine.co.uk/">https://www.wphmarine.co.uk/</a> It is currently undertaking similar piling work for a brewery in Arunde, to facilitate water borne deliveries.</p> <p>The economic / social benefit case, along with management of the study, would be undertaken by Raybel Charters CIC, the organisation responsible for securing the funding for the Raybel restoration.</p> <p>The study can start immediately and will take two months.</p>
<b>Supporting papers</b>	No
<b>Quote provided</b>	No

<b>Total project expenditure:</b>	Consultancy fees – engineering and planning issues <b>£8,500.00</b> Project management – commissioning the work - <b>£1,500.00</b> VAT - <b>£2,000.00</b> <b>Total project expenditure - £12,000.00</b>
<b>Total project income (addition sources of income including cash/in kind):</b>	None.
<b>Funding request:</b>	<b>£12,000.00</b>

<b>Reference:</b>	SITT013
<b>Organisation:</b>	Sittingbourne & Kemsley Light Railway
<b>Applicant Name:</b>	Elizabeth Fuller – Chairman of the Trustees
<b>Status of organisation:</b>	Company Ltd by Guarantee Registered Charity
<b>Details of project/activity:</b>	<p>The SKLR are the owners of 7 Narrow gauge locos which worked in the mills at Sittingbourne and Kemsley and through to the docks at Ridham. The railway now preserves 2 miles of this once considerable network. To operate the railway we must have 2 steam engines available to haul the passenger coaches. To comply with the legal requirements for operation, every 10 years the engines must receive a major overhaul including inspection by a qualified boiler inspector and any work identified must be undertaken. In 2019, 'Superb' a 0-6-2T locomotive built by W Bagnall in 1940 was found to have a worn inner firebox which would need replacing. The volunteers at the railway have been working to remove this inner firebox and we are now at the stage where a new inner firebox can be fitted. The SKLR is lucky in having the expertise amongst our volunteers to fit this firebox and will be able to involve our younger volunteers in this heritage skill. However we do not have the full resources to purchase the firebox required. We are therefore requesting a grant from the Sittingbourne Area Committee to enable us to make this example of Sittingbourne's past heritage to once again haul passengers and to provide an insight into the history of the papermaking industry in the Borough.</p>
<b>Supporting papers</b>	No
<b>Quote provided</b>	Yes
<b>Total project expenditure:</b>	Firebox Option 1 NNR Quote - <b>£10,170.00</b> <b>Total project expenditure £10,170.00</b>
<b>Total project income (addition sources of income including cash/in kind):</b>	<p>The SKLR have 2 qualified Boilersmiths as part of our volunteers. They are more than able to complete the work required and are willing to give their expertise free of charge to the railway. They are also more than willing to pass on their knowledge to our younger volunteers.</p> <p><b>Total project income £2,000.00</b></p>
<b>Funding request:</b>	<b>£8,170.00</b>

	SITT015
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<b>Reference:</b>	
<b>Organisation:</b>	Sittingbourne in Bloom
<b>Applicant Name:</b>	Lynda Marshall – Committee Member
<b>Status of organisation:</b>	Unincorporated Association (Community Group)
<b>Details of project/activity:</b>	<p>A number of residents and business owners, currently 6, in Milton Regis have got together as they would like to make improvements to the High Street area of Milton Regis by involving more local residents and businesses to create a group that will focus on general improvements with the vicinity of the High Street and beyond should there be an interest. The aim is to form a CIO, adopt a constitution, elect officers and have a bank account. The group will be the Milton Regis Society but as they have not yet had time to complete the process they are working under the umbrella of Sittingbourne In Bloom.</p> <p>The proposal is to install two signs on the wall in the square in front of the library. One will be a pictorial map of the attractions and historic buildings in Milton Regis. The other will have a brief history of the area. This project will benefit all the current residents of Milton Regis as well as visitors to High Street and the Court Hall museum. It will also make the whole area more attractive and inviting especially to residents in all the new housing developments in the near vicinity.</p> <p>Local residents wishing to take pride in their local the area has led to them coming together to form a new Society which can only be for the good of the community and the area as a whole.</p> <p>This bid complies with the Strategic Priorities listed below:-</p> <p><b>Swale’s Strategic Priority 2: Investing in our environment and responding positively to global challenges</b>        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><b>Swale’s Strategic Priority 3: Tackling deprivation and creating equal opportunities for everyone</b>        3.3 Develop a communitarian approach to partnership working based on shared objectives with like-minded agencies in the voluntary and community sectors.        3.5 Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.</p> <p>The project is being supported by Sittingbourne In Bloom.</p>
<b>Supporting papers</b>	No
<b>Quote provided</b>	Yes
<b>Total project expenditure:</b>	Supply 2 laminated vinyl panels £294.00 Installation - £180 VAT - £94.80

	<b>Total project expenditure £ 568.80</b>
<b>Total project income (<i>addition sources of income including cash/in kind</i>):</b>	None
<b>Funding request:</b>	<b>£568.80</b>

<b>Reference:</b>	SITT016
<b>Organisation:</b>	Sittingbourne in Bloom
<b>Applicant Name:</b>	Lynda Marshall – Committee Member
<b>Status of organisation:</b>	Unincorporated Association
<b>Details of project/activity:</b>	<p><b>Supply and fit 1 new rail and 1 new bollard at Milton High Street</b></p> <p>A number of residents and business owners, currently 6, in Milton Regis have got together as they would like to make improvements to the High Street area of Milton Regis by involving more local residents and businesses to create a group that will focus on general improvements with the vicinity of the High Street and beyond should there be an interest. The aim is to form a CIO, adopt a constitution, elect officers and have a bank account. The group will be the Milton Regis Society but as they have not yet had time to complete the process they are working under the umbrella of Sittingbourne In Bloom.</p> <p>This project will benefit all the current residents of Milton Regis as well as visitors to High Street and the Court Hall museum. It will also make the whole area more attractive and inviting especially to residents in all the new housing developments in the near vicinity.</p> <p>Local residents wishing to take pride in their local the area has led to them coming together to form a new Society which can only be for the good of the community and the area as a whole.</p> <p>This bid complies with the Strategic Priorities listed below:-</p> <p><b>Swale’s Strategic Priority 2: Investing in our environment and responding positively to global challenges</b>        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><b>Swale’s Strategic Priority 3: Tackling deprivation and creating equal opportunities for everyone</b>        3.3 Develop a communitarian approach to partnership working based on shared objectives with like-minded agencies in the voluntary and community sectors.        3.5 Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.</p> <p>The project is being supported by Sittingbourne In Bloom.</p>
<b>Supporting papers</b>	Yes
<b>Quote provided</b>	Yes
<b>Total project expenditure:</b>	Supply and fit 1 new rail and 1 new bollard at Milton High Street - £744.40

	VAT - £148.88 Total Project Expenditure - £893.28
<b>Total project income (<i>addition sources of income including cash/in kind</i>):</b>	None
<b>Funding request:</b>	<b>£893.28</b>

Compiled by Janet Dart, Interim Area Committees Coordinator

Date: November 2021