

Agenda

Western Area Committee Meeting

Date: Thursday, 30 November 2023
Time 7.00 pm,
Venue: Committee Room, Swale House, East Street, Sittingbourne ME10 3HT*

Membership:

Councillors Mike Baldock, Monique Bonney, Ann Cavanagh (Vice-Chair), Lloyd Chapman, Roger Clark, James Hunt, Chris Palmer, Richard Palmer, Paul Stephen (Chair) and Sarah Stephen.

Quorum = 3

Pages

Information about this meeting

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website by 29 November 2023.

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- (a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.

- (b) Exit routes from the Committee Room are located on each side of the room, leading to the stairs opposite the lifts.
- (c) In the event of the alarm sounding, leave the building via the nearest safe exit and gather at the assembly point on the far side of the car park. Do not leave the assembly point or re-enter the building until advised to do so. Do not use the lifts.
- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

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, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIs) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

4. Minutes

To approve the [Minutes](#) of the meeting held on 31 August 2023 (Minute Nos.240 – 250) as correct records.

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| 5. | Youth provision in villages | 5 - 6 |
| 6. | Community Safety | |
| 7. | Public Forum | |
| 8. | Enhanced Partnership - Swale Local Focus Group | 7 - 10 |
| 9. | Matters arising from previous meetings | 11 - 16 |
| 10. | Land assets in the Western Area | 17 - 22 |
| 11. | Conservation Area Reviews, Article 4 | 23 - 24 |
| 12. | Local issues to be raised | |

13. Matters referred to Service Committee Chairs for consideration

Issued on Wednesday, 22 November 2023

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

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Western Area Committee Youth Provision Report May 2023

Provision started at the beginning of November 2022 and ended May 2023, led by Adam McKinely, (Community Safety Warden and Vibe Detached Youth Worker), with a team of Vibe Youth Workers.

The team worked in pairs for 6 hours a week, spread over 2 or 3 evenings. They have trialled different times to target young people as they get home from school and as they are out in the evening with friends.

The team have taken the Vibe youth van to as many areas as possible including The Meads (Sonora Fields), Iwade (Heron Field & Play Area), Newington (Recreational Ground), Upchurch, Hartlip (Play Area, Muns Lane), Borden (Youth Shelter), Lower Halstow, Bredgar & Tunstall (King George Playing Field), Rodmersham (Park nr Hall), Milstead (Village Hall & Church), Bobbing and Bapchild.

These meet ups have been focused on recording and reporting the opinions and feedback of young people in these areas. The general feedback from young people is that they feel overlooked or isolated as they live in villages and are unable to attend youth provision in Sittingbourne. They want somewhere for older young people to hang out, and the provision of older youth clubs. Two of the team attended the Iwade Parish council meeting on request to represent the voice of the young person and youth provision in the village, and were able to provide this feedback. Further information on youth feedback is provided overleaf.

Most recently we have attended Meads, Iwade, Hartlip, Borden Bredgar/Tunstall and Newington on Wednesday evening and have engaged with their Parish Councils and Community Halls. We were discussing potential youth provision in these areas and how it could look. Newington will give us access to their Village Hall in the winter, if needed. However, The Meads is more about finding funding for use of the Hall.

We found our presence in The Meads (Sonora Fields) was noticed quickly, so we proceeded to set up regular activities to engage with the 10-15 young people who attended. This has been so successful that the young people asked if we could do a picnic and street games at the last session.

Feedback on Sonora Fields:

To whom it may concern, I would just like to take this opportunity to thank you and your team that have attended Sonora fields on Wednesdays that Sadly came to an end yesterday. Having nothing like this locally, it was great to see many young children participating and some parents attending to supervise too. It was something my 2 children looked forward to every week. They bonded with the youth team and really enjoyed chatting to them and participating in the activities they set up... the youth van really gave them a sense of freedom and somewhere safe to go and interact. I see many other children

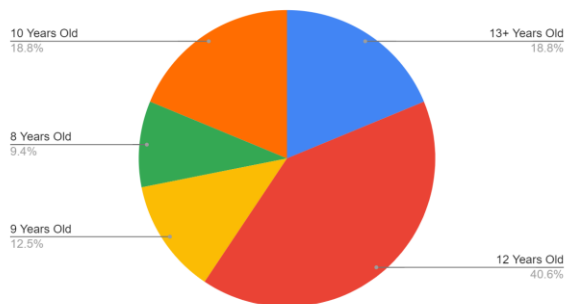


attending alone and eager to get involved. It would be a real shame if we didn't get any funding to continue this as I feel it is really engaging and offers the children on Sonora fields something which they haven't had before. I think the Vibe youth van gives our new generation of youngsters a trouble free start and gets them engaging with youth teams as opposed to the current youths going around causing trouble. Thank you to your team; Adam, Tina .. who have given many children great memories over the past few months. I would be keen to know if this will continue and how I may help approach anyone for further funding. Thank you so much. Parent of 2 young people

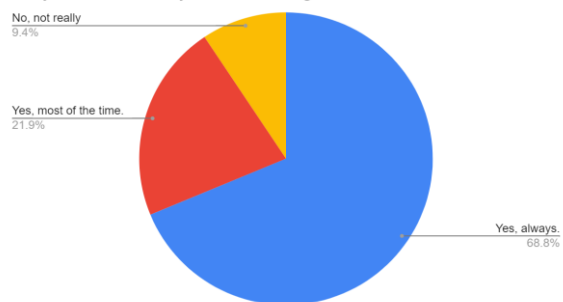
Thursdays have focused on Bapchild, Milstead and Rodmersham. We have visited numerous areas where young people are said to hang out, however we struggled to engage with many. In Teynham it's a different story, we have a group of 20+ who meet us on a weekly basis, and another 15-20 regularly using the facilities at the Recreational Ground - this is funded by KCC.

As you can see from the charts below, the general consensus among the area's young people is that YES they do feel safe, however, they are bored. They simply want more places to play. Either by improving the local equipment at Parks, or with Youth Clubs. Young people can often feel overlooked when it comes to their local town/village as investment often goes elsewhere. They are crying out for more places to play and hang out. If there aren't 'designated' areas, they will just hang out wherever is convenient. This data was collected by using a QR code survey, and verbal questionnaires.

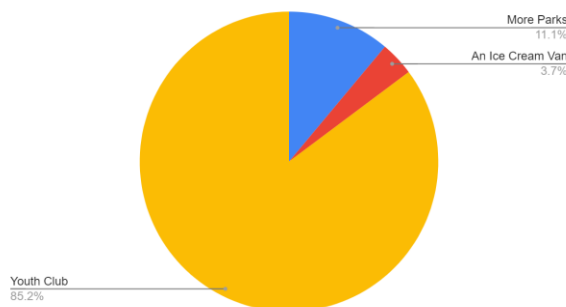
Age of YP



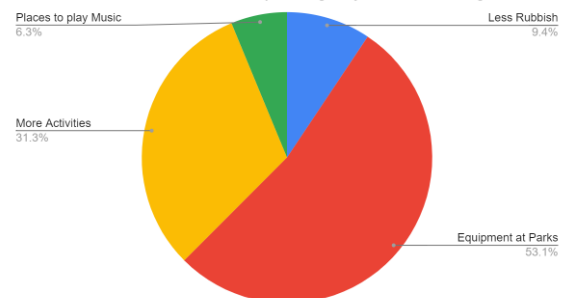
Do you feel safe in your town/village?



What would YOU like for young people in your town/village?



What do YOU think needs improving in your town/village?



Western Area Committee	
Meeting Date	30 November 2023
Report Title	Kent County Council's Enhanced Partnership, Local Focus Group
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Joanne Johnson, Head of Regeneration, Economic Development and Property and Interim Head of Planning
Recommendations	<ol style="list-style-type: none">1. Note the content of the report2. Nominate a representation from the Western Area Committee to sit on the Swale Local Focus Group3. Feedback any bus related issues that can be raised at the first Local Focus Group end January/ beginning February 2024

1 Background

- 1.1 Kent County Council (KCC) used to manage and run Quality Bus Partnerships (QBPs) in each district. These consisted of KCC and Swale Borough Council (SBC) members, KCC and SBC officer reps, and the commercial bus operators in Swale. They were used to raise local issues, discuss planning applications that may have impact and any highway and / or parking related items. Whilst it was not a statutory requirement, it was resourced and administered by KCC. These meetings ceased to exist when Government started development of its National Bus Strategy.
- 1.2 In March 2021, Government launched its National Bus Strategy which was the blueprint nationally to help improve infrastructure, bus travel, air quality and so forth. £3 billion of funding was allocated and each area had to respond very quickly by developing a Bus Service Improvement Plan (BSIP). KCC sought input from districts (Swale did respond) and submitted its plan to Government with an ask of £230 million across the county for various scheme improvements.
- 1.3 In April 2022, KCC received an indicative allocation of £35 million from the Department of Transport (DfT). This was very prescriptive and mainly for capital schemes. There was no revenue funding allowed to keep existing projects going. The influence that districts can have over the BSIP and any spend of the funding is limited. Projects have already been identified by KCC in the BSIP.
- 1.4 KCC received £19m at the end of March 2023 to deliver a reduced set of initiatives within its BSIP. This included £100k of fare initiatives that were delivered over the summer county-wide (e.g. Big Kent Weekend) and also £2.5m of network improvements.

- 1.5 In July 2023, KCC were told they had received a further £16m to deliver BSIP initiatives for 2024/25.
- 1.6 As part of the funding, Government requires that each area (KCC) set up an Enhanced Partnership (EP). This is a statutory Board, without which KCC will not receive their funding. KCC have established their EP Board which is chaired by the Cabinet Member for Highways and Infrastructure at KCC. It is an officer-led meeting, high level and strategic. There are no representatives from districts. The bus operators do have representatives (including Chalkwell).
- 1.7 There are also EP Scheme Monitoring Groups set up for East Kent, West Kent and Kent Thameside. Swale is part of East Kent and has one place at that meeting. They are still developing and haven't met consistently as yet. KCC run and manage these meetings and it is anticipated these will run twice a year. They will be the group that monitors the schemes in that area linked to the BSIP.
- 1.8 EP Scheme Monitoring Groups will be high level and as such will not cover any local district issues. KCC feel that this will leave a gap. To fill that gap, KCC are suggesting EP Local Focus Group (EP LFGs) meetings be set up in each district. They are happy to send representatives but cannot resource it like they used to for the QBP and so are asking districts to set up and resource them. These are not a statutory requirement of the hierarchy.
- 1.9 KCC envisage that the EP LFGs are a replacement for the previous QBP meetings in that they are a way of local issues from the bus companies being raised. The idea would be that they are held every six months and be informal. A standard agenda would include local bus network issues and aspirations, planning and development updates, parking enforcement issues and any other items for Swale such as active travel and air quality. Representatives at these meetings will be district councils (leading and chairing the meetings), KCC Public Transport, KCC Planning and Transport Development, Primary Bus Operators, and district council officers from planning, parking, active travel, environmental health. They would be operational, and officer-led.
- 1.10 It has been agreed by Policy and Resources Committee to set up a Local Focus Group. That this is kept high level, meets twice a year and is managed by the Director of Regeneration and Neighbourhoods chairing and coordinating the group. KCC would lead on the updates on the BSIP at the forum. SBC would be a conduit, or enabler bringing partners together as opposed to leading or delivering any work directly. Then the resource pressure it is believed would be manageable. All attendees would be actively made aware, and reminded, of SBC's restricted role.
- 1.11 Given the interest locally in bus infrastructure, it is proposed that issues to be raised are requested from each Area Committee prior to the LFG, with feedback at each Area Committee after the LFG has met (twice-yearly).
- 1.12 It is anticipated that the first LFG meeting will be held end Jan/ beginning February 2024.

- 1.13 Given the focus on infrastructure in the BSIP, it is proposed that the Planning and Transportation Working Group is the conduit for any feedback into the council. Two members of PTWG will attend the LFG as member representation, as well as representatives from each Area Committee who can provide local voice.

2 Proposal

- 2.1 Note the content of the report.
- 2.2 Nominate a representation from the Western Area Committee to sit on the Swale Local Focus Group.
- 2.3 Feedback any bus related issues that can be raised at the first Local Focus Group end January/ beginning February 2024.

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Western Area Committee meeting: Progress on Matters Arising – 30 November 2023

No.	Item	Background	Progress on actions
1.	Youth provision in villages	<p>At the June 2021 meeting the lack of youth provision was raised as an issue. At the request of the Area Committee a project proposal was taken to the September 2022 meeting for VIBE youth workers to engage with young people. The proposal was agreed by Members and the project was run twice at a cost of £6,930 in total.</p> <p>Regarding what should happen next, as Kent County Council (KCC) were reviewing their youth services provision and carrying out a consultation, there was likely to be a reduction in commissioning of the sort of services Brogdale CIC provided. Without KCC funding it would not be possible for Brogdale CIC to provide any add-on services.</p> <p>It was agreed to invite Rebecca O'Neill, the CEO (Chief Executive Officer), Brogdale CIC, to the next KALC (Kent Association of Local Councils) meeting with a view to encouraging parish councils to contribute funding to youth provision.</p> <p>It was also agreed to invite Rebecca O'Neill to the November 2023 Western Area Committee meeting to talk to parish councils about the provision of services for young people which Brogdale CIC could potentially provide in their areas.</p>	<p>This will be discussed under item 5.</p> <p>The Vibe report is included in the agenda pack.</p>

2.	Land assets in the Western area.	<p>It was requested at the Area Committee meeting on 8 June 2023 that a list of land in the Western Area be obtained so that Members could consider transferring land assets to Parish Councils.</p> <p>Maps have been circulated in advance of a discussion at the November 2023 meeting.</p>	This will be discussed under item 10.
3.	Bredgar and Hartlip Conservation Area Reviews.	<p>The Area Committee requested that quotes be obtained for Conservation Area Reviews for Bredgar and Hartlip.</p> <p>These were considered at the September 2022 meeting and it was agreed to allocate £8,400 for Peter Bell to carry out the CA reviews and that the Graphics Officer would be producing the documents.</p> <p>The Senior Conservation and Design Officer gave an update at the September 2023 meeting on the Bredgar and Hartlip Conservation Area Reviews. The consultant Peter Bell carried out the reviews and the consultations concluded on Monday 14 August 2023.</p> <p>Responses were being reviewed in advance of taking a report to the Planning and Transportation Policy Working Group meeting on 19 September 2023 and then onto the Policy and Resources Committee on 18 October 2023.</p> <p>It was agreed that a discussion about Article 4, Conservation Area Reviews, should be scheduled for the November 2023 meeting.</p>	<p>The Conservation & Design Team advised that the Planning and Resources Committee agreed to re-designate and adopt both the Conservation Areas at their meeting on 18 October 2023. The adopted versions of both the Conservation Areas are in the process of being published on Swale Borough Council website by end of 2023.</p> <p>Article 4, Conservation Area Reviews will be discussed under item 11.</p>

4.	Supporting residents to reduce their energy costs	<p>Area Committee members considered a proposal to help households in the Western area with reducing their energy costs. SBC provided a Fuel and Water Home Advisor Service, managed by the Swale charity Children and Families. One of the services provided by the advisor was to give households advice on ways to reduce their use of energy and thereby reducing costs. As part of the service, energy efficient packs were given out which contained items like radiator reflectors, draft excluders, LED light bulbs and timers. The content of the packs were tailored to the needs of the household. Each pack costed approximately £50. The proposal was to allocate funds to the Fuel & Water Home Advisor Service via the charity Children and Families so the advisor could provide energy efficient packs to households in the Western area.</p> <p>Western Area Committee agreed to allocate £4,523.13 to the Fuel and Water Home Advisor Service, via Children and Families, to provide homeowners with energy efficient packs to be given out after advice was given.</p> <p>A leaflet was produced for Area Committee Members and Parish Councils to distribute to residents.</p> <p>At the June 2023 meeting it was reported that £2,235 of funding had been spent on energy saving products to households across the Western area.</p>	<p>The remaining funds have been spent of energy efficient packs, which were delivered at the end of October 2023.</p> <p>The Fuel and Water Home Advisor suggested that Western Area Committee Members may wish to do a further push of the service in their wards. There are paper copies of the leaflets available to take away after this meeting and a PDF version can be provided if preferred.</p>
5.	Heritage issues	Cabinet adopted a Heritage Strategy and Action Plan on 18 March 2020. The Action Plan contains a programme of Conservation Area (CA) reviews.	The Conservation & Design Team provided the following update for:

		<p>The Area Committee agreed to fund CA reviews for the areas below which are outside of the planned programme of reviews in the Action Plan:</p> <ul style="list-style-type: none"> • Rodmersham Church Street • Rodmersham Green • Milstead • Tunstall <p>Regular updates are given at Area Committee meetings.</p>	<p>Rodmersham Church Street Rodmersham Green Milstead Tunstall</p> <p>The adopted version of the Conservation Area appraisal document is now published on the Swale Borough Council website, along with a link to the latest map of the Conservation Area. All formalities regarding notifications to local residents, the parish council, local newspaper, and the London Gazette are complete.</p> <p>Local Heritage List - A selection panel is set up and invited to attend a full day at Swale House on Wednesday 29 November to finalise the received nominations to be registered on Swale Borough Council (SBC) Local Heritage List register. In the event that it is not possible for the panel to reach a decision on the day for all the nominations, the Chair will discuss and agree a further date to reconvene and complete the decision-making process. If all the nominations are finalised on the day, then the next steps will be to organise map plots of all the finalised assets</p>
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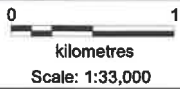
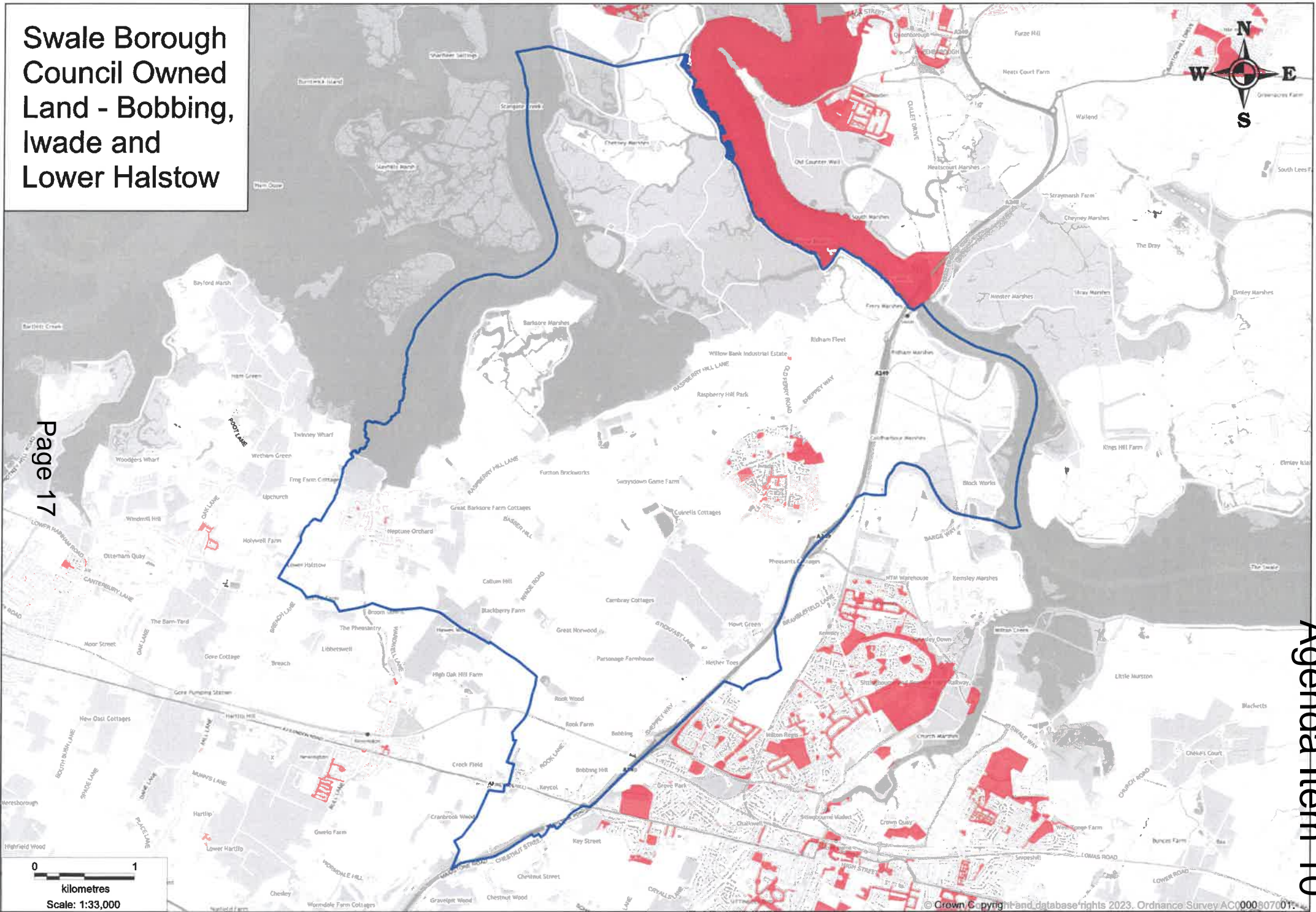
			on the SBC GIS system and publish a detailed schedule of the final Local Heritage List on the SBC website.
6.	Fulston Manor School - students parking	A Member raised the issue of Fulston Manor School students parking at a dangerous junction at the Eden Village estate, Sittingbourne. Although there was provision for them to park at the school, they preferred not to as the gate was locked during the day. The issue was causing some anti-social behaviour problems. It was agreed that the Chair of Western Area Committee would write to Fulston Manor School regarding this matter asking that they were firm with pupils throughout the next academic year.	<p>The Headteacher at Fulston Manor School responded as follows:</p> <p>“I am pleased to be able to assure you that this is the case, that we had already been doing this as much as possible and that some of the identification of cars being our students had already been mis-identified and were in fact other members of the public. You will also be pleased to know I have already, this week, written to parents too regarding their parking and road safety.</p> <p>You are of course most welcome to send enforcement officers to the roads to assist us with this matter.”</p>
7.	Access to library of photographs	<p>During the update on the Walking and Cycling Project, the Active Travel coordinator mentioned the photographer commissioned had a bank of about 300 photographs of the Western Area. A Parish Councillor asked if these could be made available for community groups to use in their own promotions.</p> <p>Swale Borough Council is working on establishing a library of images accessible to organisations in Swale. The tender is now live and the work started in August</p>	Regarding the question about copyright of images in the SBC library, the Project Officer advised that SBC don't copyright images as standard as it can make it harder for partners to use them. As they are pictures of scenery/places there was no benefit in copyrighting the images, the purpose of the contract is the creation of a library for people to see.

		<p>2023. The photographs of the Western area will be included in the library of images.</p> <p>A member of the public suggested that the photographs in the proposed SBC library of photographs be made available to outside organisations under license so that SBC be credited when photographs were used. The Policy & Engagement Officer agreed to feed this suggestion back to the officer leading on the tender.</p>	
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Swale Borough Council Owned Land - Bobbing, Iwade and Lower Halstow

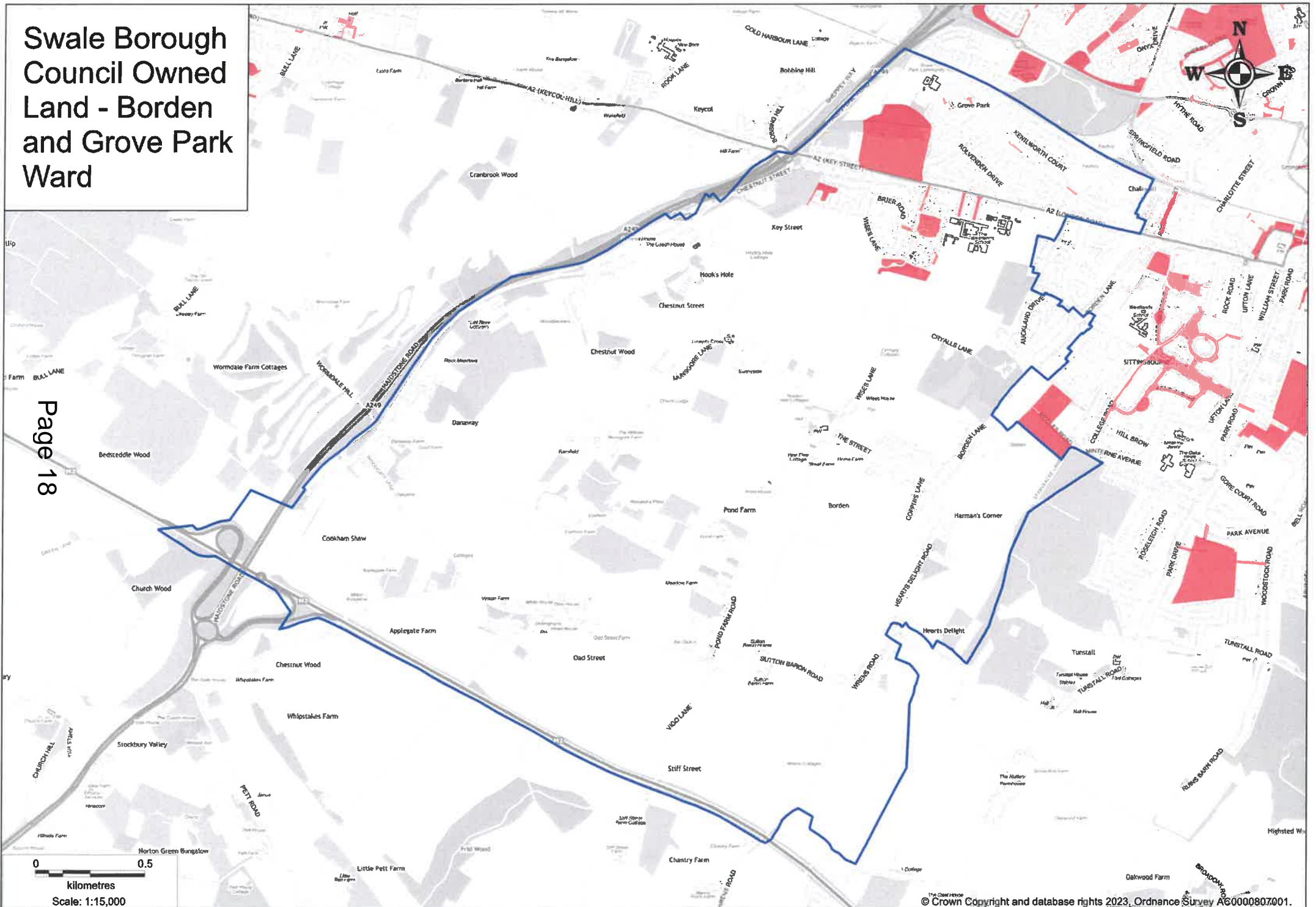


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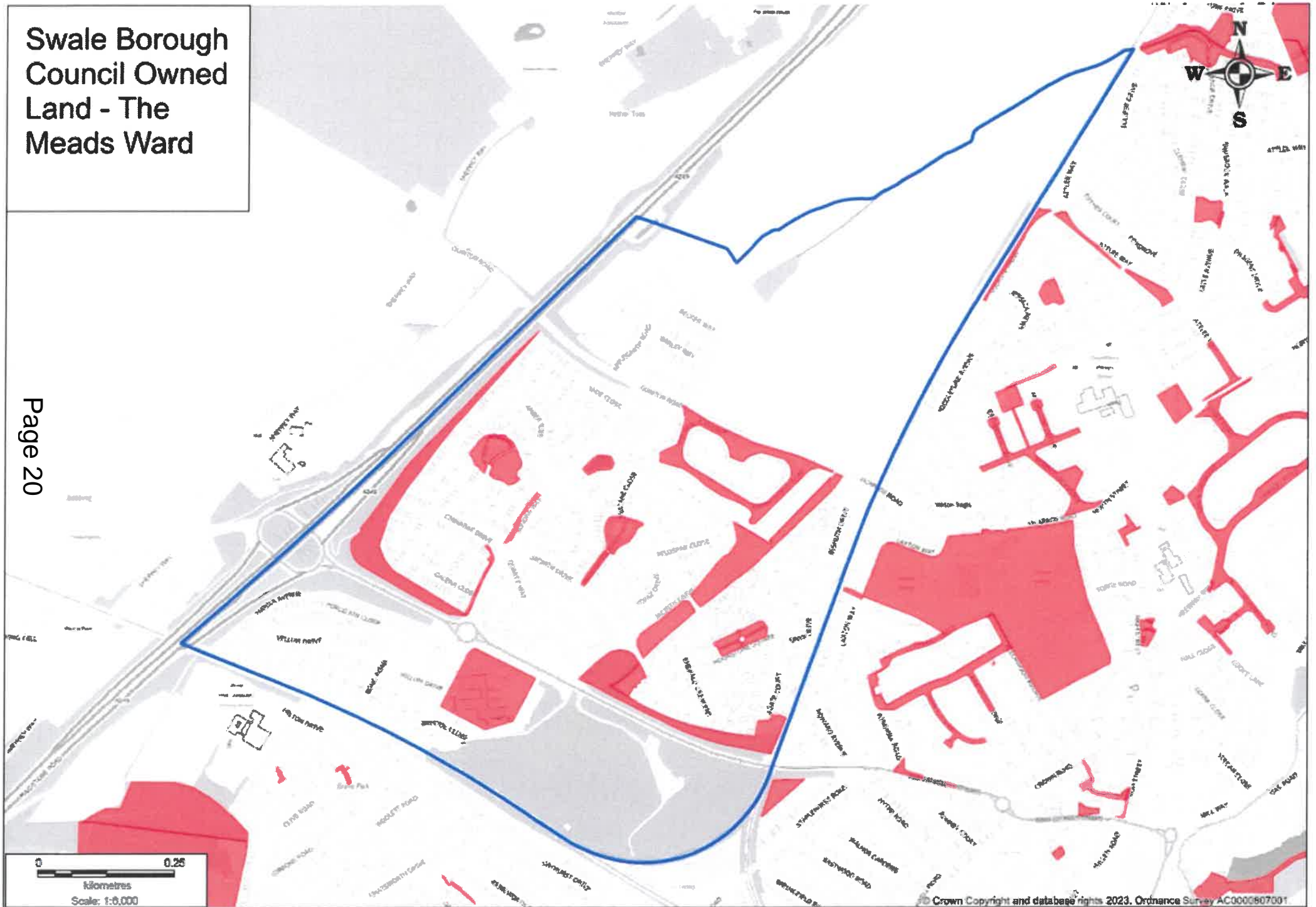


Swale Borough Council Owned Land - Borden and Grove Park Ward

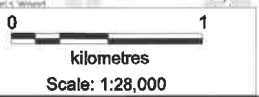
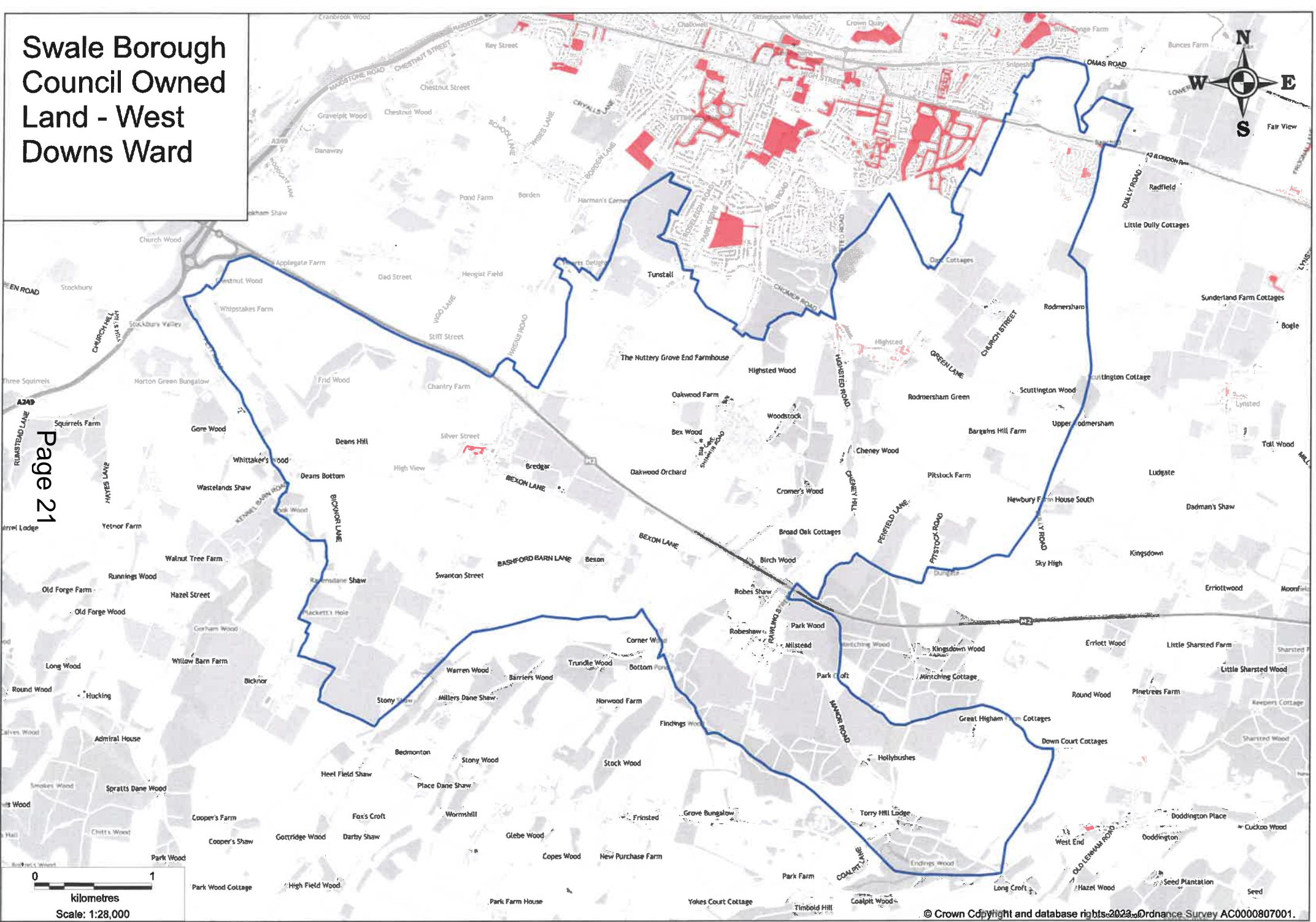
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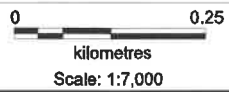
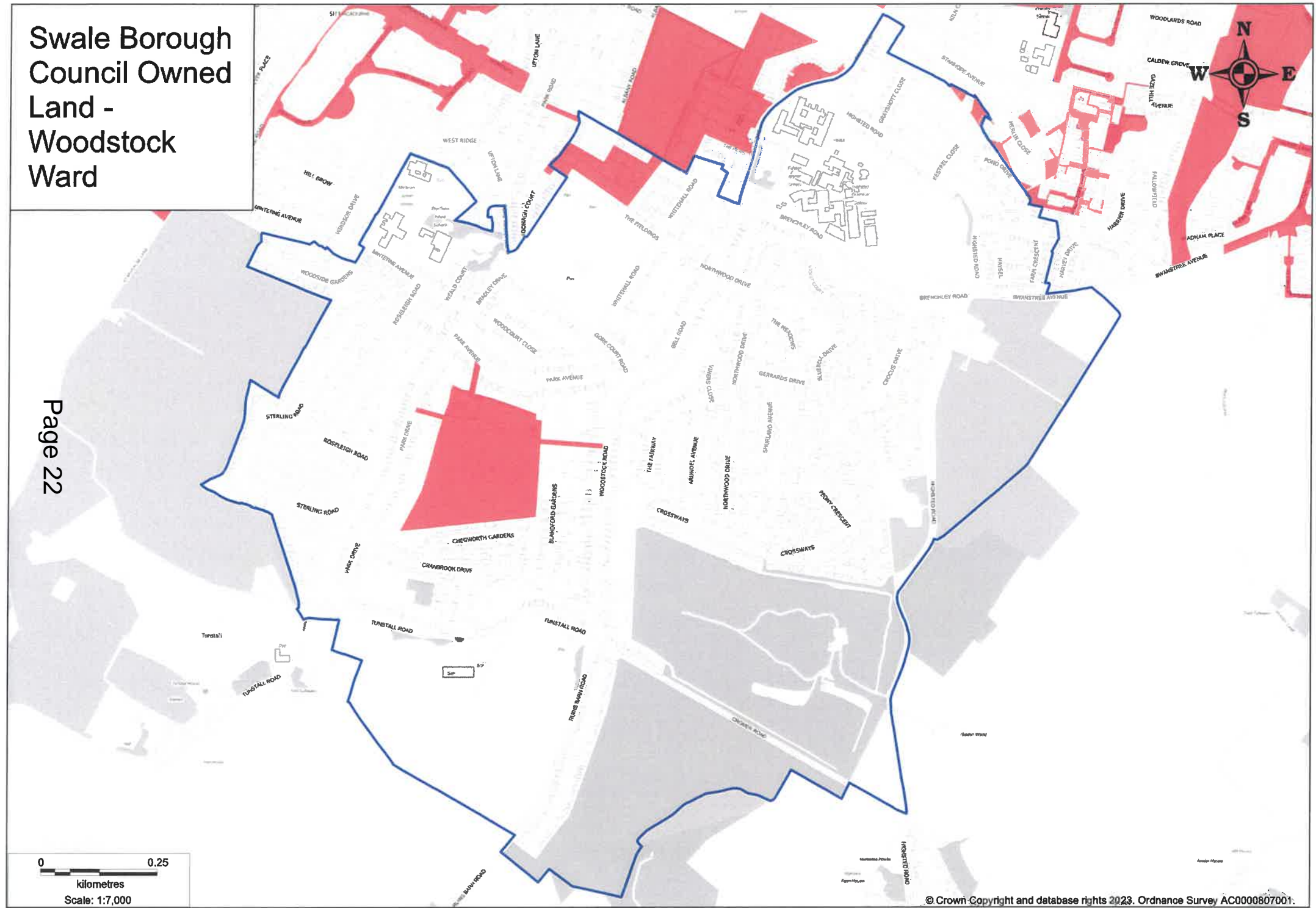
Swale Borough Council Owned Land - The Meads Ward



Swale Borough Council Owned Land - West Downs Ward



Swale Borough Council Owned Land - Woodstock Ward



Briefing note

Article 4 Implementation for concluded CA reviews

Implementing Householder's Article 4 direction in recently adopted Conservation Areas requires an assessment of the properties within the conservation area. Once the assessment is complete, then it will need to go through public consultation. The required process is as follows:



Due to the work involved in the Article 4 implementation process, it is being considered for programming as part of Heritage Strategy Action Plan 2 schedule of works and projects, depending on funding, resources and work priorities.

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