

Agenda

Western Area Committee Meeting

Date: Thursday, 28 November 2024
Time 7.00 pm,
Venue: Rodmersham Village Hall, Green Lane, Sittingbourne ME9 0PS*

Membership:

Councillors Mike Baldock, Monique Bonney, Ann Cavanagh, Lloyd Chapman, Roger Clark, James Hunt, Chris Palmer (Vice-Chair), 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 27 November 2024.

Recording and Privacy Notice

Swale Borough Council is committed to protecting the security of your personal information. As data controller we process data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.

This meeting may be recorded. The recording will be retained in accordance with the Council's data retention policy and may be published on the Council's website. By entering the chamber and by speaking at a meeting, whether in person or online, you are consenting to being recorded and to the recording being published.

When joining a meeting online, your username will be visible to others in attendance. In joining the meeting you are consenting to us processing your username. You may use a pseudonym as your username but the use of an inappropriate name may lead to removal from the meeting.

If you have any questions about how we look after your personal information or your rights under the legislation, please email dataprotectionofficer@swale.gov.uk.

1. Emergency Evacuation Procedure

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

- (a) 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.

- (b) Assemble outside where directed. Await instructions before re-entering the building.
- (c) Anyone who requires assistance in evacuating the building, 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 5 September 2024 (Minute Nos. 205 – 216) as correct records.

5. Empowering You in Swale

6. Community Safety

7. Public Forum

8. Matters arising from previous meetings

5 - 8

9. Local issues to be raised

10. Matters referred to Service Committee Chairs for consideration

Issued on Tuesday, 19 November 2024

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

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

This page is intentionally left blank

Western Area Committee meeting: Progress on Matters Arising – December 2024

No.	Item	Background	Actions/updates
1.	Conservation Area Reviews.	A new Conservation Area for Bexon is being programmed to be undertaken. Regular updates have come to Western Area Committee.	The consultant's brief for Bexon is being prepared, and will be sent out to tender before Christmas 2024.
2.	Heritage issues	<p>Local Heritage List – regular updates have come to Western Area Committee.</p> <p>Map plots of all the finalised assets on the SBC GIS system are to be organised and a detailed schedule of the final Local Heritage List will be published on the SBC website.</p>	<p>The Selection Panel met on 17 October 2024, 278 nominations were presented out of which 149 have been shortlisted to be designated as Swale's Local Heritage.</p> <p>The proposed designation list is scheduled to be presented to the Policy & Resources Committee on 27 November 2024; in tandem the work to make the data available to the public has begun which includes mapping all the 149 heritage assets on SBC GIS systems.</p> <p>Area of Special Control of Advertisements (ASCA)</p> <p>Swale Borough Council currently does not have an ASCA. Since the adoption of the Heritage Strategy in 2020 and subsequent Action Plans wherein a number of Conservation Areas have been reviewed, it has been proposed that in order to better manage and maintain Swale's historic environment and heritage, a borough wide ASCA can prove beneficial.</p>

			<p>Any designation needs to be based on public consultation and must follow specific legal steps, including consideration of the order by the Secretary of State.</p> <p>Following an all members briefing in May 2024, it was agreed that a draft consultation document be prepared for approval by the Planning Committee, before undertaking public consultation.</p> <p>The draft consultation document is estimated to be ready by spring of 2025.</p>
3.	Inside Swale	<p>A discussion took place about returning to 4 Inside Swale editions a year. The Committee felt that if things like Area Committees were advertised in Inside Swale, there would be better attendance/engagement with people who did not have access to the website or social media. Also, they believed it would ensure more people received information on a range of issues.</p> <p>The Chair of the Western Area Committee agreed to write to the Chair of the Policy & Resources Committee to request that an item be added to the agenda to consider returning to 4 Inside Swale editions a year.</p>	<p>The Chair of the Policy & Resources Committee was written to asking if this matter could be considered for discussion at a future Policy & Resources Committee meeting.</p>

4.	Archiving of information on the SBC website	<p>It was agreed that the Chief Executive be approached to enquire if she had delegated authority to allocate more funding for the checking and removal of archived information on the website so that when searches took place, out of date information did not appear, i.e. the promotion of events from previous years. This would make the website more user-friendly and people could find current information more easily.</p> <p>If the Chief Executive does not have delegated authority to allocate extra funding, this matter should be referred to the Chair of the Policy & Resources Committee for consideration.</p>	As the Chief Executive advised she does not have delegated authority to allocate extra funding, the Chair of the Policy & Resources Committee was written to asking if this matter could be considered for discussion at a future Policy & Resources Committee meeting.
5.	Buses parking outside schools	<p>The issue of buses parking on double yellow lines outside schools, parking around junctions and obstructing the road was discussed.</p> <p>It was agreed to refer this matter to the Swale Joint Transportation Board.</p>	The Chair of the Swale Joint Transportation Board agreed to add this item to the agenda for consideration at a future meeting.
8.	Signage for road closures	<p>The issue of signage for road closures being placed far from the actual road closure and incorrect diversions was discussed.</p> <p>It was agreed to refer these matters to the Swale Joint Transportation Board.</p>	The Chair of the Swale Joint Transportation Board agreed to put these matters forward for consideration. Prior to the agenda setting meeting on 12 November 2024, the matters were referred to KCC. The Highway Manager (Swale – KCC) has agreed to provide a responses to these issues which will be shared with Western Area Committee Members as soon as they are available.

This page is intentionally left blank