

# Agenda

## Western Area Committee Meeting

Date: Tuesday, 9 September 2025

Time 7.00 pm,

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

Membership:

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

Quorum = 3

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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 8 September 2025.

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#### 1. Emergency Evacuation Procedure

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

- a) The fire alarm is a continuous loud ringing. In the event that a fire drill is planned during the meeting, the Chair will advise of this.
- b) Exit routes from the Committee Room are located on each end 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. Minutes
- To approve the [Minutes](#) of the meeting held on 2 July 2025 (Minute Nos. 124 – 134) as correct records.
4. 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.
5. Local Cycling and Walking Infrastructure Plan (LCWIP) - public consultation
6. Consultation on public toilets
7. Public Forum
8. Local issues to be raised
9. Matters arising from previous meetings 5 - 6
10. Swale Bus Forum update 7 - 10
11. Matters referred to Service Committee Chairs for consideration

**Issued on Monday, 1 September 2025**

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

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## Report to Western Area Committee September 2025

### New actions/issues and progress with ongoing actions

No.	Item	Background	Actions/updates
1.	Swale Local Bus Forum	An SBC Councillor said that Section 106 funds were provided for bus services and Kent County Council (KCC) held the funds. She requested that Members were kept informed about the allocation of the Section 106 funding via the Swale Local Bus Forum.	The Director of Regeneration & Neighbourhoods raised this request at the Swale Local Bus Forum meeting held on 29 July 2025. It was agreed that officers will look into ways to feed Section 106 allocations for buses to the Forum.
2.	Bexon (Bredgar) Conservation Area Review.	A new Conservation Area for Bexon (Bredgar) is proposed to be designated.	Following a tender process, Place Services were appointed as consultants to undertake the conservation area review. We expect to receive the draft consultation document by mid-September 2025, to be followed by 6 weeks public consultation soon after.
3.	Swale Local Heritage List	Updates have been given at previous meetings on the Swale Local Heritage List.	<p>The Selection Panel met on 17 October 2024; 278 nominations were presented out of which 150 were shortlisted to be designated as Swale's Local Heritage.</p> <p>The proposed designation list was presented to the Policy &amp; Resources Committee on 27 November 2024, wherein it was unanimously agreed to designate the shortlisted assets with addition of one more asset-taking the total to 151 designated assets on Local Heritage List. The mapping work on SBC GIS system and associated data organisation that will include photo and brief description of each asset is ongoing.</p>

			<p>At the Selection Panel meeting there were several deferrals. Also, the team have identified a few geographical gaps in terms of current nominations and wish to include some recommendations emerging from Conservation Area appraisal work. As such, an additional call for 'invitation to nominate' Local Heritage assets is scheduled to start from 8th September 2025 for 6 weeks, with the Selection Panel meeting again in the autumn of 2025. Following that, it is anticipated the list would be updated every three years following a call for nominations and Selection Panel. The next one being scheduled for 2028.</p> <p>In addition to the above, a protocol for urgent designation of assets on Local Heritage was adopted at the June 2025 Policy &amp; Resources Committee.</p>
4.	Area of Special Control of Advertisements (ASCA)	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. 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>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 Autumn of 2025.</p>

# MINUTES

## LOCAL BUS FORUM

Meeting held on Tuesday 29 July 2025 from 2.00pm, via Teams

**Present:**

- Chris Webber (CW) Stagecoach
- Dan Bruce (DB) - KCC
- David Morton (DM) - Stagecoach
- Dolley Wooster (DW)
- Emma Wiggins (EW)
- Karen Watson (KW)
- Luke Naylor (LN) - KCC
- Mike Baldock (MB)
- Roland Eglinton (RE) - Chalkwell
- Stephne Pay (SP) – KCC
- Tony Winckless (TW)

**In Attendance:** Sharon Dormedy (SD) Minutes

**Apologies:** Alastair Gould (AG)

NO	ITEM	ACTION
1.	<b>Welcome, Introduction and Apologies</b>	
1.1	Apologies received from Alastair Gould.	
2.	<b>Minutes of Local Bus Forum – 30 January 2025</b>	
2.1	Item 3.2 – Update on Kent bus portal to be given during meeting. Item 3.8 – Update on Parish Rural Shelter grant to be given during meeting.	
3.	<b>KCC General Updates including Funding Update</b>	
3.1	<p>Dan Bruce update on the Kent BSIP headlines since January 2025 and following the extraordinary meetings in February to form Delivery Plan highlighting:</p> <ul style="list-style-type: none"> <li>25/26 Delivery Plan submitted to DfT in March 2025 and raised at last Forum.</li> <li>Following clarification from DfT, grant determination letter released and signed by KCC. Funding received in June 2025 to support over next 12 months. DB thanked everyone for their input in achieving this.</li> <li>Kent Bus Information Portal to be formally launched over coming weeks for all journey planning and displaying real time info and reporting tool. Testing taking place to ensure fully functional before going live.</li> <li>Update on major projects in Dover and Canterbury</li> <li>District Shelter Grant Scheme for 25/26 launched. Wider District Grant Scheme to follow shortly.</li> </ul> <p>DB explained the real-time bus information available on the portal will take into consideration planned/scheduled road closures and information will be as live as information provided to Highways.</p>	

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3.2	DB gave a breakdown of the revenue spend for 25/26, including Promotions and Plus Bus Expansion to be introduced to Swale. RE was not aware Plus Bus Expansion was not administered in Swale and DB and RB will discuss outside of meeting.	
3.3	DW raised a question regarding the additional Summer 360 Leysdown bus route and DB will update DW following the meeting.	<b>KCC</b>
3.4	SP summarised the 2025/2026 Capital initiatives including Parish Rural Shelter Grant where Parish Councils can bid for match funding to refresh or install bus shelters. The grant had been made available to all Parish Clerks across the County and will be part funded from capital element through BSIP.	
3.5	SP updated on the bus subsidy and available funding including schools transfer element and the shared aspiration to provide additional and enhanced initiatives.	
3.6	MB raised concerns regarding KCC's future funding for home to school transport within next year's budget. SP advised home to school transport is a different budget as statutory responsibility and will request information from colleagues in Education regarding budget and home to school transport appeal positions.	<b>KCC</b>
3.6	SP advised engagement around these forums is in respect of BSIP funding and whatever we deliver needs to be consistent with the Delivery Plan.	
3.7	SP reminded the meeting that Government support is extremely important as funding through BSIP Revenue and Capital is only secure for this financial year. Currently waiting for spending announcement for next year and future impact to 62 services funded from BSIP.	
3.8	DW raised additional questions via the teams chat facility and KCC will respond following the meeting.	<b>KCC</b>
<b>4.</b>	<b>Bus Companies Update</b>	
4.1	RE advised main issue is around the challenging road closures at Grovehurst and on the Island. A shuttle bus is being introduced for the planned closure of Key Street.	
4.2	CW – thanked the meeting for the invite to attend. No additional items to raise other than issues already highlighted during the meeting.	
4.3	TL from Travelmaster had been invited to the meeting but unable to attend.	
<b>5.</b>	<b>SBC Updates</b>	
5.1	Mike Knowles looking at capacity to bid under District Shelter Grant and has information available to submit application.	
5.2	DB advised Alan Millard from KCC Highways could attend a future meeting and Ian Harrison from SBC planning will attend if available.	



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6.	Area Committee Feedback	
6.1	DW – Feedback from Sheppey Area Cttee included in chat and KCC to update following meeting.	KCC
6.2	KW – Sittingbourne AC have met and raised concerns regarding accessibility for customers with dementia/zimmer frames and waiting for response from bus companies.	Bus Co
6.3	EW – Western AC – S106 funds provided for bus services and KCC hold the money. EW to look at ways to show S106 allocation for buses.	EW
6.4	EW – Eastern AC – Representative from Faversham Town Council should sit on Swale Local Bus Forum and suggested Cllr Gould is the rep as already on the Group.	EW
6.5	DW invited RE to attend future Sheppey Area Committee to update on Summer Bus Service.	DW
7.	AOB	
7.1	Next meeting to be held end of September/beginning of October 2025. Outstanding Action and responses information be prepared and circulated.	SD
7.2	SP updated on the Enhancement Partnership Board which had not met due to the change of administration and cabinet members. An inaugural introduction board meeting is being scheduled for August and SP will forward update bulletin to stakeholders once taken place. SP conscious regular meeting has not been held allowing Scheme Monitoring Groups to report back.	
Next meeting: - Schedule for end of September/beginning of October 2025.		

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