

Agenda

Sheppey Area Committee Meeting

Date: Thursday, 18 September 2025

Time 7.00 pm,

Venue: Warden Bay Village Hall, Warden Bay Road, Leysdown-on-Sea ME12 4NB*

Membership:

Councillors Andy Booth, Hayden Brawn, Angela Harrison, Elliott Jayes (Chair), Peter MacDonald, Peter Marchington, Lee-Anne Moore, Pete Neal, Tara Noe, Tom Nundy, Ashley Shiel, Mark Tucker, Mike Whiting and Dolley Wooster (Vice-Chair).

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 17 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:

- 1) 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.

- 2) Assemble outside where directed. Await instructions before re-entering the building.
- 3) 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 22 July 2025 (Minute Nos. 213 – 228) as correct records.

5. Consultation on public toilets

6. Sheerness Revival Project update 5 - 6

7. Local Cycling and Walking Infrastructure Plan (LCWIP) - public consultation

8. Public Forum

9. Isle of Sheppey Growth Board

10. Swale Bus Forum update 7 - 10

11. Matters arising from previous meetings 11 - 16

12. Local issues to be raised

13. Matters referred to Service Committee Chairs for consideration

Issued on Wednesday, 10 September 2025

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

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Sheppey Area Committee Meeting

18th September 2025

Sheerness Revival Project Update

Project 1: Beachfields:

- Demolition and strip out work have been completing at pace and reconfiguration of the internal space is coming along.
- Minster GP and Sheppey Matters continue to operate from alternative locations while the leisure operations remain on site with activities continuing alongside the programme of works.
- The team are working to keep as much of the leisure offer available around the work programme as possible and keep disruptions to a minimum.
- There was an escalation in ASB at Beachfields over the summer. Officers are working with the contractors and local community partners to engage young people by sharing information on the project to encourage more positive involvement and highlight the benefits of the project to their specific demographic in an effort to instil a sense of pride of place.
- This will include some multi-agency work involving the police to address the issues beginning in September.
- Officers continue to work with NHS/ICB consultants and Minster Practice around the fit out of the GP provisions to ensure compliance and to install a fully functional and equipped surgery to deliver improved health facility for the community.
- Work is planned to install a new outdoor gym and multi-use games area as well as a refresh to the tennis court and paddling pool area.
- Adventure Golf has exceeded expectations, with over a thousand visitors taking on the challenging course each week, since opening in July.
- Early design work has begun on TAG Active and Soft Play activities due to come forward next year.

Project 2: Sheppey College:

- The building is being made weather tight with windows currently being installed
- Internal works is expected to commence in the coming weeks along with the remaining finishing touches.
- The programme of works is expected to complete in December and will be open to students from January 2026.

Project 3: Masters House:

- A milestone event to mark the start of the refurbishment work took place in August.
- Works are ongoing around the structure of the building, installation of the roof and steel and glass frontage.
- Expected completion of works by mid-November.

Communications and Engagement:

- Officers are currently pulling together a programme of engagement activities over the coming months and into 2026 that includes: -
 - Information stalls at careers fairs to promote work in the construction and engineering industry.
 - Assemblies within secondary schools to help promote women and girls within STEM.
 - Activities to engage 'hard to reach' young people to support efforts to combat ASB and vandalism in Sheerness.
 - Local business forums to engage the Highstreet and independent business owners to showcase the Sheerness Revival project and highlight its potential to contribute positively to the local economy.
- Social media activity across a variety of platforms continues to increase with improved public engagement.

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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.	Welcome, Introduction and Apologies	
1.1	Apologies received from Alastair Gould.	
2.	Minutes of Local Bus Forum – 30 January 2025	
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.	KCC General Updates including Funding Update	
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"> 25/26 Delivery Plan submitted to DfT in March 2025 and raised at last Forum. 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. 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. Update on major projects in Dover and Canterbury District Shelter Grant Scheme for 25/26 launched. Wider District Grant Scheme to follow shortly. <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.	KCC
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.	KCC
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.	KCC
4.	Bus Companies Update	
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.	
5.	SBC Updates	
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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Report to Sheppey Area Committee September 2025

New actions/issues and progress with ongoing actions

No.	Item	Background	Actions/updates
1.	Barton's Point	Councillors requested that regular updates should be provided at future Sheppey Area Committee meetings under the Matters Arising item.	The Strategic Programme & Assets Manager advised that reports are being prepared for the Economy and Property and the Environment and Climate Change Committees that will be focused on considering and resetting the Council's future approach to realising the site's potential.
2.	Emergency contact details for Parish/Town Councils to use	A parish councillor asked if there was any information that could be circulated to town and parish councils on the Isle of Sheppey about who to contact if they identified a potential emergency situation.	The Policy & Communities Manager advised that Parish and Town councils should contact blue light services or utility companies in case of water/gas emergencies. These organisations will alert Swale Borough Council through pre-agreed responses structures and ensures that the correct agencies are told at the correct point.
4.	Household Support Fund	It was agreed that the reports that go to the Cost-of-Living Group, come to Sheppey Area Committee.	Please see Appendix I of this report for the latest update.
5.	Heritage issues	Area of Special Control of Advertisements (ASCA) Swale Borough Council currently does not have an ASCA. Since the adoption of the	Update from the Design & Heritage Team: Following an all members briefing in May 2024, it was agreed that a draft consultation document be prepared for approval by the

		<p>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>Planning Committee, before undertaking public consultation.</p> <p>The draft consultation document is estimated to be ready by autumn of 2025.</p>
6.	Sheerness - Conservation Area Reviews	<p>Regular updates on Marine Town & Mile Town Conservation Area Review and the Bluetown Conservation Area Review come to Sheppey Area Committee meetings.</p>	<p>Updates from the Design & Heritage Team:</p> <p>Sheerness- Marine Town & Mile Town Conservation Area Review Press notifications to London Gazette and one local newspaper are being organised. The final adopted version of the appraisal documents is envisaged to be published on the SBC website by mid-September 2025. The adopted map of redesignated Conservation areas with their changed boundaries are available on the SBC website.</p> <p>Sheerness- Bluetown Conservation Area Review Review of Sheerness Blue Town Conservation Area is estimated to start in spring of 2026 as part of Heritage Strategy-Action plan 2.</p>

7.	Local Heritage List	<p>Updates have been given at previous meetings on the Swale Local Heritage List.</p> <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 & 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 current designated Local Heritage List is now published on the SBC website.</p>	<p>Update from the Design & Heritage Team:</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 8 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 & Resources Committee.</p>
8.	Lack of enforcement at 10-month occupancy caravan parks	<p>It was proposed that lack of enforcement at 10-month occupancy caravan parks due to the lengthy enforcement process, be referred to the Chair of the Policy & Resources Committee to see what action could be taken.</p>	<p>The Head of Place advised that enforcing the closed season on holiday parks is a complex task. The level of evidence that is required in order to justify serving notices and to bring forward successful prosecutions presents particular challenges, but is an inherent part of the enforcement process that cannot be bypassed.</p>

			<p>A significant number of sites have multiple historical notices served on them, and when we receive complaints, officers will investigate these by conducting unannounced site visits. Letters are also sent to all the parks on the island to remind them of their obligations, usually annually, and we engage with park owners throughout the year where we can.</p>
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Household Support Fund - Area Committee Update September 2025

Round 7 (1 April 2025 to 31 March 2026)

TOTAL Allocation (April 25 - March 26): £445,415.81

May 25 - Sep 25: £178,166.32 (40%)

Oct 25 - Mar 26: £267,249.49 (60%)

The primary objective of The Fund is to provide crisis support to vulnerable households in the most need with the cost of essentials. The secondary objective is to provide preventative support to prevent vulnerable households from falling into – or falling further into – crisis.

Support available

Through direct funding of Swales voluntary, community and enterprise sector support is available via a number of emergency support packages and advice services.

Organisation	Service offer
Age UK Kent Rivers (covering Sittingbourne and Faversham)	<ul style="list-style-type: none">• Hot meals & food shopping• Information & Advice Service for pensioners
Age UK (Sheppey)	<ul style="list-style-type: none">• Hot meals & food shopping
Children & Families	<ul style="list-style-type: none">• Emergency food parcels• £100 Mastercard (Billed fuel support)• Community Pantry Membership
Citizens Advice Swale	<ul style="list-style-type: none">• Fuel advice (and other advice services)• Information & Advice Service for pensioners
Diversity House	<ul style="list-style-type: none">• Emergency food parcels (Multicultural)• Information & Advice services
Fuel & Water Advice Service (Children & Families)	<ul style="list-style-type: none">• Fuel and energy advice (inc. fuel vouchers)
West Faversham Community Association	<ul style="list-style-type: none">• Hot meals (children)• Emergency food parcels
Swale Borough Council; Housing Team	<ul style="list-style-type: none">• Dedicated support via Housing

Information on how to access all of the support packages available can be found on our website: www.swale.gov.uk/hsf

Crisis and Resilience Fund

Household Support Fund will no longer continue in its current format from April 2026. More information will be provided once we have received details of the new scheme from Government.

Household Support Fund									
Total Value of Awards Split by Category									
Round 1									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
Time Period									
06/10/21-31/03/22	443	155	N/A	258	0	0	N/A	856	683
Round 2									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
01/04/22-30/09/22	1753	3982	N/A	0	0	0	N/A	5735	1773
Round 3									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
01/10/22-30/03/23	6380	2313	N/A	33	0	4	N/A	8730	5861
Round 4									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
01/04/2023-31/03/2024	20937	1761	N/A	730	615	6	N/A	24049	22818
Round 5									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
01/04/2024-30/09/2024	9584	811	50	957	400	48	N/A	11850	11151
Round 6									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
01/10/2024-31/03/2025	10454	969	2465	70	642	139	N/A	14739	10295
Round 7									
	Food Support (Vouchers, Food Parcels, Food Shopping, Hot Meals)	Energy and Water (fuel vouchers, essentials linked to energy/water ie. warm packs, hygro meters)	Wider Essentials linked to energy and water	Wider Essentials	Advice Services	Housing Costs	Community infrastructure/ support	Total Volume	Total Households
*note change of reporting categories									
01/04/2025-31/03/2026	2913	1875	N/A	0	184	0	1471	6443	3070
Totals	52464	11866	2515	2048	1841	197	1471	72402	55651