

Action No.	Short Title	Description	Managed by	(Service) Committee
EP2	Asset Disposal Programme	<p>Implement the Property Asset Strategy and in particular the following key projects:</p> <ul style="list-style-type: none"> - Brielle Way - disposal post planning permission / negotiation with interested party - TS Hazarde - disposal to FTC - Central Stadium - resolve access issues and disposal of retained land - Barton's Point - secure short term activity on site and subsequent long lease following ecological review - Bourne Place - dispose of remaining unit(s) including possible retender for marketing agent - Great East Hall - acquire land and facilitate transfer for community shop - Great East Hal - determine future for the wider site acquired - Old Library, Sheerness - consider options for the future of the site and implement related committee decisions - Works depot - secure currently tenanted SBC land as required for future Manual Works depot Duchy - land swap related to planning application - Fountain Street - demolish and dispose - Neptune Terrace Store - understand costs to return to use, and suitability as potential short term location for Sheppey Matters. Relet - Land r/o Guildhall, Queenborough - disposal of land. Subject to possible division of land for Guildhall use and access - Seager Road playing fields - finalise and agreement for proposed development on site - Sheppey Court marshes - secure vacant possession and determine future Leslie Smith Drive - seek removal of temporary telecomms mast from site - Parish programme - liaison with Parish and Town Councils to identify appropriate SBC land for transfer 	Kieren Mansfield	Economy & Property
EP13	Swale House - lettings	<p>Manage the marketing and letting processes to complete the letting of identified surplus space at Swale House and continue to optimise the use of space to secure income, including the undertaking of minor capital works and any related required review of building operations, including reception.</p>	Kieren Mansfield/Deborah Hardy	Economy & Property
EP21	Planned maintenance	<p>Deliver on our identified programme of regular maintenance and condition surveys and begin to transform the balance of service towards planned rather than reactive maintenance, with an early focus on urgent works at Faversham Pools and Sheppey Pool</p>	Deborah Hardy	Economy & Property

EP31	Levelling-Up Fund - delivery	Deliver the LUF capital programme from design to completion / handover, to time and to budget at: <ul style="list-style-type: none"> - Beachfields (including wider landscaping) - Masters House - Sheppey College 	Dean Radmore / Jay Jenkins	Economy & Property
EP37	UKSPF - delivery (including REPF)	Manage, amend and deliver the UK Shared Prosperity Fund revenue and capital programmes (including Rural England Prosperity Fund) to time and to budget, including: <ul style="list-style-type: none"> - Town Centre capital programme - Town Centre Action Grant scheme - Community Infrastructure Grant scheme - Rural Swale Small Business Grant scheme - People and skills programme - Wider capital and revenue programme 	Kieren Mansfield	Economy & Property
PTP80	Local Plan	Progress 2022-2040 Local Plan to Examination in Public and Full Council adoption, including: <ul style="list-style-type: none"> - Commissioning an exploratory piece of work regarding advisory housing targets - Determining which non-statutory evidence base pieces to commission - Commissioning or directly delivering work to meet identified gaps in the evidence base - Reviewing, updating and developing Local Plan policies - Review evidence with members in line with the agreed Internal Communications Plan - Approval of the Local Development Scheme - Undertaking Reg 18 Draft Plan consultation and processing consultation responses - Undertaking Reg 18 Draft Plan consultation and processing consultation 	Natalie Earl / Stuart Watson	PTPWG and P&R
Multi	Housing Options Improvement Programme	Identify areas where improvements can be made to the service and new projects can be delivered	Charlotte Hudson	Housing and Health
Multi	Future affordable housing supply	To assess options and strategy to ensure affordable housing provision and future pipeline/supply	Charlotte Hudson	Housing and Health
HC3	Breaking Barriers Innovation - Sheppey Project	Delivery of next phase of Breaking Barriers innovation project	Charlotte Hudson	Housing and Health
Multi	Government Funded Programme	To deliver housing and health related programmes that we receive government funding for e.g RSI, Healthy Homes etc. LAHF	Multiple	Housing and Health
HC63	Health and Care Partnership - Work well / MEAM / Relevant projects	Delivery of agreed health related projects in partnership with HCP	Sarah-Jane Radley	Housing and Health

HC1	Housing, Homelessness and Rough Sleeping strategy	Delivery of Strategy actions and refresh of strategy for April 2027	Charlotte Hudson	Housing and Health
HC49	Coordination of the Community Safety Partnership	Coordination of CSP Executive and appropriate sub-groups or task and finish groups	Sarah-Jane Radley	Community and Leisure
HC53	Cost of Living Work	Delivery of agreed cost of living projects and coordination of meeting groups (internal and external)	Sarah-Jane Radley	Community and Leisure
HC52	SVA contract	Monitoring of Swale Voluntary Alliance Contract	Sarah-Jane Radley	Community and Leisure
EL4	Civil Parking Enforcement Contract extension	The Civil Parking Enforcement contract with APCOA (and Maidstone Borough Council) expires 1st June 2025. The option to extend by three years until 1st June 2028 forms part of the current contract arrangement. If the option to extend is not used, then procurement for a new service will need to start in August 2024 at the latest.	Jeff Kitson	Community and Leisure
EL5	Respond to the KCC review of on-street parking functions	Review KCC proposals, contribute to task and finish group and consider impact on services and operation	Martyn Cassell	Community and Leisure
EL8	Future Leisure contract options	Reviewing current service, preparing options paper for future operating models, financial projections, facility investment requirements, manage and prepare information for Member working group.	Jay Jenkins	Community and Leisure
EL28	Playing Pitch Audit/Strategy - approval and implementation	Audit and review of current and future needs to support local plan evidence	Graeme Tuff	Community and Leisure
EL98	Motorhome and caravan project Sheppey	A project crossing multiple departments (ERT/Leisure and Technical/Housing/Safeguarding) aiming to try and solve the parking of vehicles long term in areas across the Island (Shingle bank/Ship on Shore/Shellness).	Jay Jenkins/Alister Andrews/Martyn Cassell	Community and Leisure
EL13	Eastchurch Cliffs - cliff erosion management and public engagement	Exploring options following Council motion. Canvas option from other national organisations and prepare a report for consideration by committee. Coordinate input from other departments. Liaising and preparing info for residents to form part of a comprehensive community engagement plan.	Steph Curtis / Phil Sutcliffe/ Mike Knowles	Community and Leisure and P&R
EL16	SBC Owned Street Lighting replacement project	Project to convert the existing SBC lighting stock to LEDs. Preparing specification, tendering work, overseeing completion of works, ongoing maintenance plan	Mike Knowles	Environment and Climate Change
EL30	Review of the Grounds maintenance service	Undertake full review of current service provision and look at different service models ahead of the end of current contract in January 2027. Deliver target of £175k reduction on contract fee from 25/26.	Rob Lucas	Environment and Climate Change
EL36	Waste and Recycling / Street Cleansing new contract mobilisation	Prepare for delivery of the new waste contract. Set up new processes and procedures. Liaise with contractor throughout mobilisation period. Make changes where required.	Alister Andrews / Kelly Mehmet	Environment and Climate Change

EL67	Review of CEE Action Plan and delivery of the revised actions	Following Carbon Trust rebaselining review CEE actions with action holders. Agree with Environment Committee. Deliver revised actions	Janet Hill	Environment and Climate Change
EL75	SBC property solar and renewables	Feasibility of Solar and other Renewables on SBC owned property. Exploration of funding and applications, installation management (MC and or JJ as HoS)	tbc	Environment and Climate Change
EL89	Active Travel - Funding Search	Pursue funding opportunities as and when they arise such as: <ul style="list-style-type: none"> • Active Travel Fund 5 • Capability Fund • Cycling UK • Sustrans • Developers • Particular focus on Rural enhancements EL88 	Michelle Anderson	Environment and Climate Change
EL119	Air Quality Policy	Develop a policy formalises what we can do to improve air quality for the benefit of our residents, outlines the principles we adopt for monitoring. Including the completion of the Annual Status Report, actions identified in the Air Quality Action Plan 2023-28.	Clare Lydon	Environment and Climate Change
F8	Financial Management	Maintain a fiscally sound and stable position (deliver a balanced budget	Claire Stanbury	P&R
EL4	Elections	Delivery of lawful elections	Jo Millard	P&R
EL67	Democratic Process	Ensure delivery of democratic process	Jo Millard	P&R
IG9	Information handling	Ensure information is held and handled legally and efficiently	Tony Potter	P&R
SS2	Employer of choice	Be the employer of choice, ensuring we retain highly qualified and experienced people with shared values	Larissa Reed	P&R
SS2	Member/ officer relationship	Work to improve member/ officer relations and build trust and respect	Larissa Reed	P&R