

# Agenda

## Sheppey Area Committee Meeting

Date: Tuesday, 5 December 2023  
Time: 7.00 pm,  
Venue: Masters House, Trinity Road, Sheerness, Kent ME12 2PF\*

Membership:

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

Quorum = 3

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Pages

### Information about this meeting

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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 21 September 2023 (Minute Nos. 305 – 317) as correct records.

5. Community safety priorities

6. Sheerness Revival Project update 5 - 8

7. The Pyramid Project

8. Enhanced Partnership Swale Local Focus Group 9 - 12

9. Public Forum

10. Matters arising from previous meetings 13 - 16

11. Local issues to be raised

12. Matters referred to Service Committee Chairs for consideration

**Issued on Monday, 27 November 2023**

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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

5<sup>th</sup> December 2023 at Master House

### Sheerness Revival Levelling Up Project Update

#### Comms:

The Sheerness Revival logo has been designed with several options being presented to members of the levelling up members working group, senior council officers and external stakeholders to vote on. The final logo can be seen below and has been approved by the levelling up members working group. Guidance as to how and when it can be used has been produced and shared with project partners. This logo will be used on all communications produced to help make projects identifiable along with government branding and the Swale Borough Council logo.



Work on a Sheerness Revival website has begun. The website will host updates concerning each of the 3 projects along with latest news updates, partner information and a subscription for newsletters. External partners will be asked to sign post to the site to ensure the correct information is gained by members of the public. The hope is that this will reduce confusion and incorrect or outdated information being shared concerning the projects.

A meeting has been held between the Swale Borough Council's (SBC) comms team and East Kent College (EKC) comms team to ensure we are working collaboratively to promote the works with the most relevant and up to date information.

TA6, a PR team who are part of Alliance Leisure delivery partners for Beachfields, have met with the SBC's Programme Management team and Comms Manager to discuss opportunities for support with communication and engagement elements on the project.

#### **Project 1: Beachfields:**

Following a robust tender process, the delivery team has been contracted to take us to detailed design stage ("RIBA 4"). Willmott Dixon were selected as Principal Contractor, supported by GT3 as designer and other consultants. We have chosen a process called Early Contractor Involvement, which means the delivery team is embedded within the design process from the beginning. This should make for smoother delivery, and early monitoring of construction costs.

The design team have visited the site on three occasions and meets regularly with the SBC delivery team. On 16<sup>th</sup> November 2023 an engagement session with the buildings occupiers and the design team took place to better understand the current use of the building and aspirations for once the works have been completed. The design team are now developing design options based on these conversations and those had previously with SBC officers. This includes options such as alternative entrances to the centre and internal layouts. Surveys to the Beachfields site and Centre have begun, these will help the design team to understand any limitations to the building.

A new programme of works have been received from Willmott Dixon which shows a pre-application being submitted to the councils planning team in January 2024. This will allow for feedback to be given to the design team regarding the designs submitted before the planning application is submitted. Works to the centre are currently planned to begin towards the end of 2024, however this is still subject to change.

### **Project 2: Sheppey College:**

EKC has now appointed the Architects and Quantity Surveyors to the project and are scheduling other consultants for key surveys.

The architects have submitted a pre-application to SBC to show current proposed design options for the new college extension. A meeting took place in mid-October where designers met with planning officers, following the meeting a report was shared back in November to allow for amendments to be made before a planning application is submitted in early 2024. Following the planning processes, EKC are still currently on track to have works completed by April 2025 allowing for a fit out and recruitment to take place ahead of the start of the 2025 academic year.

EKC have developed and agreed the curriculum plan for the new extension with the Local College Board and one of EKC's key employer stakeholders (Peel Ports). The aim is to place a focus on 16-19 provision in Creative, Engineering and Logistics.

### **Project 3: Masters House:**

Consultant ig9 were appointed and contracted back in late September 2023 to provide Project Management, Quantity Surveying and Employers Agent Services for the Phase 2 works at Masters House. The Phase 2 works consist of conversion of the existing garages/outbuildings to create three workshop spaces for Commercial, Business and Service use. Replacement of the boundary fencing and vehicular gate to the rear courtyard of Masters House, and the installation of Solar Photovoltaic panels to the roof of the main Masters House building to further improve the energy efficiency of the site will also be take place during these works.

Ig9 first carried out a review of the Masters House Phase 1 documentation as some of the design work carried out in phase 1 can be used for the Phase 2 works such as the Structural, Mechanical & Electrical design. The Phase 1 works looked at the renovation and upgrade of the main building to create office space which was completed in March 2022.

Ig9 have since sought fee proposals from Architects/designers for the design of the main workshop element as well as a designer for the Principal Designer functions and a consultant to advise and manage the certification process relating to the Building Research Establishment Environmental Assessment Method (BREEAM). BREEAM certification is a Planning requirement for the garage/workshop conversion and is also a requirement of the Department for Levelling Up, Housing & Community (DLUHC) for the Sheerness Revival Levelling Up project.

Once the architect/designer is in contract, a site meeting will take place with Launch It, SBC officers and the design team to discuss requirements of the spaces and the way forward. This is being planned to take place before the Christmas break.

### **Project Adjustment Request (PAR)**

We're continuing to work with the central government team to agree a project extension to make up for the initial delays with the funding award.

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<b>Sheppey Area Committee</b>	
<b>Meeting Date</b>	5 December 2023
<b>Report Title</b>	Kent County Council's Enhanced Partnership, Local Focus Group
<b>EMT Lead</b>	Emma Wiggins, Director of Regeneration and Neighbourhoods
<b>Head of Service</b>	Joanne Johnson, Head of Regeneration, Economic Development and Property and Interim Head of Planning
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. Note the content of the report</li> <li>2. Nominate a representation from the Sheppey Area Committee to sit on the Swale Local Focus Group</li> <li>3. Feedback any bus related issues that can be raised at the first Local Focus Group end January/ beginning February 2024</li> </ol>

## 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 Sheppey 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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## Sheppey Area Committee meeting: 5 December 2023 – Matters arising

No.	Item	Background	Progress on actions
1.	Dumping of spoil on the Eastchurch shoreline	<p>The multi-agency group, led by the Environment Agency, secured a restriction order at Third Avenue, Eastchurch. This has resulted in all dumping activity coming to a stop at the location. We continue to monitor other sites on the Isle of Sheppey that may still be active.</p> <p>The agency group continue to meet to look at the next steps.</p>	<p>There continues to be no tipping at the Restriction Order site.</p> <p>New signage has been placed at the two beach level entry points to Eastchurch gap (Minster Leas and Warden Point) to warn people around cliff dangers and hazardous materials.</p> <p>The agency group continue to meet and monitor other sites.</p>
2.	Beach Hut proposal	<p>The decision to proceed with Phase 1 (Minster x 12 &amp; Leysdown x 14) was agreed at the Regeneration &amp; Property Committee on 6 July 2023. Target for live tender was the end of September 2023 with construction intended ready for the start of April 2024.</p>	<p>The tender process resulted in 6 companies submitting a tender. Unfortunately, all 6 came in over the agreed budget and as such a decision has been taken to not award contract at this time. Officers are currently looking at revising the specification to hopefully still deliver the new huts by April next year.</p>
3.	Active Travel update	<p>SBC had received funding from the Capability and Ambition Fund for a feasibility study to improve connectivity between Minster, Sheerness, Queenborough and Halfway. The Local Cycling and Walking Infrastructure Plan (LCWIP) was progressing, funding had been received to do detailed route mapping.</p> <p>Consultants WSP have been fully briefed and started work on a Sheppey Towns Active</p>	<p>The Active Travel Coordinator advised that consultants WSP have completed analysis work for the Sheppey Towns Active Travel Connectivity Feasibility Study and held a Community Engagement Workshop at the Healthy Living Centre on Wednesday 18 October 2023. Based on the feedback, a draft network has been drawn up and categorised as Primary and Secondary (primary being the</p>

		Travel Connectivity Feasibility Study. This work is expected to be completed in November 2023.	most direct route connecting to key destinations with the secondary routes joining up the network). The network will be audited towards the end of November. Further funding is being sought to extend the work.
4.	Sheerness- Marine Town & Mile Town Conservation Area Review	Six weeks public consultation for both the Conservation Area reviews closed on Friday 6 October 2023. It is envisaged that the adopted versions of both the Conservation Areas will be published on Swale Borough Council website by Spring 2024.	The Senior Conservation & Design Officer advised that both the reports are scheduled to be presented to Planning and Transportation Policy Working Group on 23 November 2023 and to the Policy and Resources Committee on 7 February 2024. It is envisaged that the adopted versions of both the Conservation Areas will be published on Swale Borough Council website by spring 2024.
5.	20 is Plenty	A question was asked if SBC were considering expanding the '20 is Plenty' speed limit to all the residential streets in Sheerness to make it safer for children getting to school. Kent County Council (KCC) Councillor Andy Booth, Divisional Member for Sheppey said he would take this back to KCC.	Update from KCC Divisional Member for Sheppey, Andy Booth – <i>“Regarding the 20 is plenty scheme, there have been a number of cases where exploration into reducing current speed limits in Swale has been undertaken. Any reduction in speed limits must pass through a comprehensive consultation process with all interested parties being able to contribute. This can be arranged via Swale Borough Council. It is evident that some of the schemes that have been adopted are proving difficult to police... with persistent offenders continuing their disregard for the law. The Police generally are unable to respond to incidents of speeding due to their limited manpower struggles. There are 'speedwatch' groups in Swale but these have</i>

			<p><i>no powers to enforce. The majority of road users are considerate and adhere to the speed limits - I would urge caution, if a consultation is successful the resulting limit reduction is pretty much unenforceable. Happy to discuss with individuals or groups as necessary."</i></p>
6.	Sheerness High Street traffic	<p>A question was asked if double yellow lines could be introduced along Sheerness High Street as there was a lot of traffic in that area where motorists were looking for parking space which was dangerous for pedestrians. KCC Councillor Andy Booth, Divisional Member for Sheppey said he would take this back to KCC.</p>	<p>Update from KCC Divisional Member for Sheppey, Andy Booth – <i>"Regarding the double-yellow line parking restrictions, there is a procedure in place to request additional parking and waiting restrictions on our roads. This will again have to travel through both KCC and SBC to investigate whether the request is appropriate and viable. I cannot subscribe to having double yellow lines the full length of the high street (Sheerness). There are appropriate parking bays along this route as well as prohibitive signage advising of permitted parking times. Of course, if individuals or groups have concerns, they can contact me directly as appropriate."</i></p>

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