

Agenda

Sittingbourne Councillors and Residents Forum Meeting

Date: Thursday, 25 June 2026

Time 7.00 pm

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

Membership:

Councillors Derek Carnell, Shelley Cheesman, Simon Clark, Tim Gibson, Mark Last (Vice-Chair), Charlie Miller, Kieran Mishchuk, Carrie Pollard, Karen Watson, Tony Winckless and Ashley Wise (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 24 June 2026.

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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 side 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 26 February 2026 (Minute Nos. 769 – 781) and the [Minutes](#) of the meeting 13 May 2026 (Minute Nos. 34 – 35) 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. Workshop discussion on how to improve footfall in Sittingbourne Town Centre

6. Public Forum

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| 7. | Community Governance Review update (potential changes to arrangements for town and parish councils) | 5 - 6 |
| 8. | Local Government Reorganisation update (Government wants us to deliver your services differently) | 7 - 8 |
| 9. | You said, we did (including updates on matters arising) | 9 - 14 |
| 10. | Swale Bus Partnership Forum | 15 - 18 |

11. Local issues to be raised
12. Confirmation of matters referred to Service Committee Chairs for consideration

Issued on Tuesday, 16 June 2026

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 this meeting, please visit www.swale.gov.uk.

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

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Swale Community Governance Review Update – Councillors & Residents Forums - Summer 2026

The second stage community governance review closed on 2 June 2026. Following this consultation the cross-party member steering group will scrutinise responses and will make recommendations to council on the 22 July 2026 on any new governance arrangements.

Next steps will depend on the outcome of the review and we will continue to update residents and key stakeholders on the outcomes of the review. If you have any questions, please email cgr@swale.gov.uk

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Local Government Reorganisation Update – Councillors & Residents Forums - Summer 2026

The Government's consultation on Local Government Reorganisation closed on 26 March 2026. Announcements of the Government's decision on unitary models to be implemented for Kent and Medway are due early summer. Once this decision is made it will be communicated to the public via our usual channels.

Further updates will continue to be shared as and when available. If you have any questions, please email lgr@swale.gov.uk

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Sittingbourne Councillors & Residents Forum – June 2026

You said, we did and matters arising

No.	Item	You said:	We did:
1.	Improving recycling rates in Sittingbourne	Further to the recycling workshop that took place at the February 2026 meeting, it was agreed that this item should return to future Councillors & Residents Forums to provide an update on the suggestions that were made.	Please see Appendix I for update report.
2.	Bus Services in Sittingbourne	It was noted that the live times at the Sittingbourne Bus Hub were still not available. Councillor Tony Winckless said that the funding was there but had not yet been allocated. It was agreed to raise the matter with the Kent County Council Members for the Sittingbourne area. Councillor Winckless was asked to raise the issue of displayed timetables being out of date at bus stops.	The Enhanced Partnership & Infrastructure Manager at Kent County Council advised that the real-time information screens are going in currently and all installs and related trenching should be complete by the end of June. The screens then need to be commissioned, which should see the screens in use by late July / mid August.
3.	Area of Special Control of Advertisements (ASCA)	Councillors requested that regular updates should be provided at future Sittingbourne Councillor & Residents Forums. .	The proposed designation of an Area of Special Control of Advertisements (ASCA) underwent an eight-week public consultation from 1 April to 26 May 2026. The consultation outcomes were presented to the DMT on 26 May 2026.

			The updated ASCA paper is now scheduled for consideration by the Planning and Transportation Policy Working Group (PTPWG) on 9 June 2026, followed by Policy & Resources Committee (P&RC) in July 2026. Subject to approval by PTPWG and P&RC, the final ASCA document will be submitted to the Secretary of State for formal adoption and approval.
4.	Swale Local Heritage List	Regular updates on the Swale Local Heritage List have been given at Sittingbourne Area Committee meetings.	The second round of the Local Heritage List 'invitation to nominate' closed on 31 October 2025. The Selection Panel met on Tuesday 13 January 2026 and confirmed 90 additional assets for inclusion on Swale's Local Heritage List. These were ratified by the Policy & Resources Committee for on 4 February 2026 and are now available to view on the SBC website. The Selection Panel also agreed that the next round of the Local Heritage List 'invitation to nominate' will take place in 2027 as part of Heritage Strategy Action Plan 3.
5.	Swale LCWIP (Local Cycling & Walking Infrastructure Plan) update	When available regular updates provided at future Sittingbourne Councillor & Residents Forums.	The Active Travel Officer advised that the Swale LCWIP (Local Cycling & Walking Infrastructure Plan) has completed its public consultation. In total, over 300 comments were received and this resulted

			in 20 changes to the original report in terms of routes and proposed interventions to help improve the Borough's walking, wheeling and cycling infrastructure. The amended report was then presented to the Environment Services & Climate Change Committee in March and has been formally adopted into SBC Policy. The full LCWIP document, a shorter executive summary and the changes made post consultation can be viewed on the following webpage: Strategies and policies - Swale Borough Council - Active Travel
6.	Swale Community Lottery	Councillors & Residents Forum Chairs requested an update on the Swale Community Lottery be taken to the summer round of meetings.	Swale Community Lottery is a fundraising scheme that supports Good Causes in the borough. Residents can buy tickets to take part in a weekly draw held every Saturday night, with proceeds helping local organisations deliver their services and the opportunity to win prizes. The Swale Community Lottery held its first-year anniversary at the end of March 2026 where we held a small celebratory event, inviting Good Causes and winners to celebrate the success of the lottery. News - Community lottery helping local good causes A Good Cause is a not for profit, voluntary or community group (e.g., registered

			charities, sports clubs, schools, social enterprises). Swale Community Lottery currently has 57 local organisations registered as a Good Cause who are raising funds by being listed as a good cause for people to select when they play. To play Swale Community Lottery visit: Swale Community Lottery: Easy online fundraising for good causes - Swale Community Lottery
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You said, we did and matters arising report

Contamination Project Update

The recent joint contamination project has now been completed, and the final report has been circulated. Overall, the project was a success.

For three consecutive weeks, officers supported crews and engaged directly with residents in areas where recycling had repeatedly been rejected due to contamination. By consistently locking out contaminated bins (not emptying them) and providing clear communication to residents, we saw a notable reduction in contamination levels, resulting in improved acceptance rates for recycling.

As a direct outcome of this work:

- KCC has committed to funding two Contamination Project Officers to support areas with persistent contamination issues.
- These officers will operate across Kent, not solely within Swale, providing wider support to multiple authorities.

In addition:

- SUEZ is developing a contamination reduction plan to support ongoing improvements.
- While the final document is still pending, Alister has encouraged SUEZ to align this plan with the findings and successes of the recent project.

Battery Fire Communications

Work to develop a battery fire awareness video is ongoing:

- Contact has been made with Kent Fire and Rescue Service (KFRS); however, responses have been delayed despite follow-ups.
- KFRS have confirmed someone will be in touch, but no update has been received to date.

In the meantime:

- KCC Greener Kent are producing communications on battery fire risks, which we will promote via our social media channels.
- Members may also wish to follow the Greener Kent Facebook page, which regularly shares useful waste-related information.

This remains an active area, and further follow-up with KFRS will continue.

Recycling Bags and Side Waste

Clear recycling bags are only provided from Swale House for residents on bag collection services.

- We do not routinely supply bags to residents.
- Residents are advised to:
 - Use a cardboard box for side waste, or
 - Purchase clear bags independently.

New Resident Stickers

- New bin stickers have been produced in-house by the print team.
- Implementation is still being reviewed due to practical challenges:
 - The stickers are difficult to peel, which may increase delivery time when applied by crews.
- A redesign may be required to improve usability.

Additionally:

- Officers are currently sticking communal bins as part of the rollout of food waste and recycling services.
- If residents require stickers, the team can assist directly.
- We do have resident packs which will be distributed to any residents that order a new set of bins

Household Waste & Recycling Centres (HWRCs)

- Information on acceptable waste types is available via the KCC website
- Residents can use the online tool to check what items can be taken, including whether charges apply.

School Engagement (SUEZ Social Value)

- SUEZ's Social Value Officer continues to experience challenges engaging schools.
- Despite outreach to several schools, responses have been limited.
- This work will continue in an effort to increase education and awareness around recycling.

Service Update

- From 31 March 2026, all households in the borough now have access to food waste and recycling collections.
- Members are encouraged to report any properties that may have been missed so this can be addressed promptly.

Recycling Update

- Tetra Pak cartons are now accepted in the blue recycling bins.

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SWALE LOCAL BUS FORUM

Meeting held on Monday 21 April 2026 from 2pm, via Teams

Present:

- Emma Wiggins (EW)
- Alun Millard (AM)
- Cllr Dolley Wooster (DW)
- Cllr Karen Watson (KW)
- Dan Bruce (DB) – KCC
- Luke Naylor (LN) – KCC
- Steve Pay (SP) – KCC
- David Morton (DM) – Stagecoach
- Emma Casambros – Stagecoach
- Ian Harrison – SBC
- Jo Thomas
- Chris Webber
- Mike Knowles
- Roland Eglinton (RE) – Chalkwell
- Tim Lamkin (TL)
- Tony Winckless (TW)

In Attendance: Emily Aherne (EA) Minutes

Apologies: Mike Baldock (MB)

NO	ITEM	ACTION
1.	Welcome, Introduction and Apologies	
1.1	Cllr Alastair Gould (joined later), Cllr Mike Baldock.	
2.	Minutes of Local Bus Forum – 19 January 2026	
2.1	The minutes from the meeting on 19 January 2026 were agreed and the following updates given on outstanding actions:	DB + DW
2.2	DB: Funding has been allocated for bus shelter upgrades. KCC will be running a similar scheme this year.	
2.3	A commitment was noted to explore potential funding for solar initiatives. Action: SP and Cllr Wooster are to discuss the proposed relocation of the bus stop in Sheerness requested by Cllr Wooster. A meeting is scheduled for 12 May, to which Cllr Wooster has invited Steve to attend.	
2.4	Item on S106 monies and importance of utilising Planning Applications to be discussed at next meeting: this was discussed and will be a standing item on the agenda moving forward.	

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3.	KCC General Updates	
3.1	A decision is awaited regarding acceptance and the proposed delivery plan. DB provided a verbal update and confirmed that the delivery plan will be circulated following the meeting.	
3.2	It was noted that there are no plans for new bus shelters in Swale at this time. The borough has an aging stock of bus shelter assets, and those identified as being in poor condition will be replaced. MK confirmed that the shelter in Minster currently being used by an unhoused individual will be replaced with a traditional cantilever-style shelter to discourage inappropriate use.	
3.3	There is limited capacity for progressive improvements, with funding expected to continue at a similar level to that received over the past three years. It is hoped that this round of funding may allow for consideration of wider network enhancements.	
3.4	Cllr Wooster Highlighted that residents are seeking more sustainable bus services, particularly for rural areas.	
4.	Bus Companies Update	
4.1	RE: The Grovehurst scheme is nearing completion. Hopefully delays will be reduced.	
4.2	The loss of toilet facilities at the bus hub may impact on scheduling.	
4.3	EW asked about progress at the bus hub. Action: DB will follow this up by seeking an update from Remi and will circulate the information once received.	DB
4.4	RE: The dementia-friendly bus service is now back on track. The rollout of audio-visual (AV) kits for buses is continuing. Action: RE noted that he will follow up with Cllr Watson, who meets weekly with the Pathfinders group, and will provide them with an update.	RE
4.5	CW: No updates were provided.	
4.6	TL asked whether new bus shelters would be installed as part of new developments. It was confirmed that this is possible, subject to funding being available for ongoing maintenance.	
4.7	Cllr Wooster expressed concern that the Joint Transport Board may be coming to an end and that issues at Bell Road could therefore remain unresolved. DB confirmed that a Traffic Regulation Order (TRO) consultation had previously taken place regarding the creation of formalised waiting areas at Bell Road, but the outcome is currently unknown. DB will investigate this and report back.	DB
4.8	AM confirmed there is some provision for new bus stops on Barton Hill Drive.	
4.9	RG reported that the Hopper Community Bus service continues to operate. Plans are in place to introduce a Saturday service at a later date. He noted	

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	that while there was a shortage of volunteer bus drivers last year, the service now has more volunteers than required.	
5.	SBC Updates	
5.1	There are currently 27 Section 106 entries across 9 developments.	
5.2	RG advised that Perry Court was acquired last year. AM confirmed that work is progressing on a controlled pedestrian crossing between the school and the A2. The available funding budget is currently under review, and further opportunities may be considered depending on the remaining funds once this project is completed.	
5.3	IH's S106 spreadsheet will be circulated to attendees following the meeting. SP suggested that the wider group should be informed in advance of any future funding requests.	
5.4	Cllr Wooster expressed concern that some members may be acting as gatekeepers for the areas they represent. She emphasised that all councillors should have equal access to shared information and discussions.	
5.5	A proposal was presented regarding the provision of improved taxi ranks and safer public queuing spaces. Current arrangements were described as poorly lit, with associated anti-social behaviour concerns (particularly the area behind The Forum). The proposal suggests that the bus hub on St Michael's Road could operate as a taxi rank between 7:00pm and 7:00am, with loading bays used instead of active bus stops. Roland raised concerns that 7:00pm may be too early, as parts of the bus network are still operational. He suggested the earliest start time of 8:30pm and queried how enforcement would be managed. Additional concerns were raised regarding rail replacement services and the need to future-proof arrangements should bus services operate later in the future. Roland also suggested use of the loading bay at the front of the hub to avoid impacting bus stops, noting that the bay was originally designated for Travelodge use. Dan reiterated the need to future-proof any changes and advised that amendments would require a change to the Traffic Regulation Order (TRO). It was noted that the station taxi rank cannot be used due to permitting constraints.	
6.	Member and Residence Forum Feedback	
6.1	It was noted that KCC is undertaking a county-wide survey of all bus stops in Kent this year to assess accessibility, as part of the Bus Service Improvement Plan (BSIP).	
7.	AOB	
7.1	Cllr Watson gave congratulations to the Community Hub bus for being nominated for a Mayor's Civic Award.	
Next meeting: - to be scheduled towards the end of July.		

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