



## **ENVIRONMENT SELECT COMMITTEE**

**25 October 2011 at 7.00 pm**

*Conference Room - Council Office*

### **AGENDA**

#### **Membership:**

Chairman: Cllr. I Bosley

Vice-Chairman Cllr. J Grint

Cllr. L Abraham, Cllr. L Ayres, Cllr. K S Bayley, Cllr M Butler, Cllr. Ms I Chetram,  
Cllr. P Cooke, Cllr. C Dibsall, Cllr. J Edwards-Winser, Cllr. A Eyre, Cllr. J London,  
Cllr. K Maskell, Cllr. Mrs E Purves, Cllr. G Ryan, Cllr. Mrs J Sargeant, Cllr. J Scholey,  
Cllr. T Searles and Cllr. G Williamson

Apologies for absence

1. **Minutes of the meeting of the Committee held on 6 September 2011** (Pages 1 - 6)
2. **Declarations of interest**
3. **Formal Response from the Cabinet following matters referred by the Committee and/or requests from the Performance and Governance Committee (please refer to the minutes as indicated):**  
  
Chipstead Village and Brittain's Farm Conservation Area Appraisals (Cabinet – 13 October 2011) (to be tabled at meeting).
4. **Actions from previous meeting**  
  
None.
5. **Future Business, the Work Plan 2011/12 (attached) and the Forward Plan.** (Pages 7 - 8)

*Members will develop a schedule of work over the year to reflect the terms of reference of the Committee focussing on the Council's priorities for policy development. This includes opportunities to invite other organisations who provide services in the District to provide information to the Committee and discuss issues of importance to the Community.*

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|-----|--|---|
| 6.  | <b>Green Belt Extensions Policy</b>  | <i>Alan Dyer</i>                                |
|     | Presentation   |   |
| 7.  | <b>Annual Review of Parking Charges for 2012/13 and Christmas Parking 2011</b> | <b>(Pages 9 - 28)</b><br><i>Richard Wilson</i>  |
| 8.  | <b>Cleaning of Private Streets</b>   | <b>(Pages 29 - 34)</b><br><i>Richard Wilson</i> |
| 9.  | <b>Conservation Area Appraisal for Chiddingstone Hoath</b>                     | <b>(Pages 35 - 64)</b><br><i>Jim Kehoe</i>      |
| 10. | <b>Review of Service Plans</b>   | <b>(Pages 65 - 82)</b><br><i>Lee Banks</i>      |

### **EXEMPT ITEMS**

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

**ENVIRONMENT SELECT COMMITTEE**

Minutes of the meeting of the Environment Select Committee  
held on 6 September 2011 commencing at 7.00 pm

Present: Cllr. Grint (Vice-Chairman in the Chair)

Cllr. K S Bayley, Cllr M Butler, Cllr. P Cooke, Cllr. J Edwards-Winser,  
Cllr. A Eyre, Cllr. J London, Cllr. K Maskell, Cllr. Mrs E Purves,  
Cllr. G Ryan, Cllr. Mrs J Sargeant, Cllr. J Scholey, Cllr. T Searles and  
Cllr. G Williamson

Apologies for absence: Cllr. I Bosley and Cllr. Ms I Chetram

Cllr Mrs J Davison were also present

**10. MINUTES OF PREVIOUS MEETING**

Resolved: That the minutes of the meeting of the Environment Select Committee held on 7 June 2011 be approved and signed by the Chairman as a correct record.

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest on any matter discussed at the meeting.

**12. FORMAL RESPONSE FROM THE CABINET FOLLOWING MATTERS REFERRED BY THE COMMITTEE AND/OR REQUESTS FROM THE PERFORMANCE AND GOVERNANCE COMMITTEE**

The Committee noted the comments of Cabinet.

**13. ACTIONS FROM PREVIOUS MEETING**

There were no actions from the previous meeting.

**14. FUTURE BUSINESS, THE WORK PLAN 2011/12 (ATTACHED) AND THE FORWARD PLAN.**

The Committee discussed the Work Plan and the following comments were made:

- The Conservation Area Appraisal for Chiddingstone Hoath would be reported to the October meeting of the Committee.
- The Annual Review of Parking Charges was moved from January 2012 to October 2011.
- The bus companies would be invited to the January 2012 meeting.

- The Planning Service Manager noted that the Conservation Area Appraisal for Edenbridge would possibly be reported to the January meeting of the Committee.
- The Committee agreed that sustainability of supply of energy sources should be removed from the Work Plan.
- Members had previously requested an item regarding street furniture be discussed at a future meeting. It was clarified that this specifically related to the excessive use of street signs. It was suggested that this item could be discussed at the March 2012 meeting and Members agreed to email any specific issues in their Wards to the Head of Environmental and Operational Services before January 2012.
- Local Listing would be reported to the Committee once responses were received from parish and town councils.

**15. WINTER MAINTENANCE**

The Chairman welcomed Carol Valentine, Kent Highways Service Highway Manager for West Kent to the meeting.

Ms. Valentine explained that the existing Winter Service Policy was being updated for 2011/12. She noted that the Policy went through an internal process including being approved by the appropriate Cabinet Member. Kent Highways Services (KHS) were required to produce the Policy and its main aim was to keep the roads free from ice and snow as far as reasonably practicable. Ms. Valentine drew Members' attention to the Winter Service Policy 2010/11 and made the following comments:

- The primary cautionary salting routes were prioritised into two classes. A schedule of the routes was available on the Kent County Council (KCC) website.
- The winter season started in mid October and continued through to mid April each year.
- KHS used a weather information service that was tailored toward the roads in order to receive the most accurate data available.
- Snow clearance issues tended to arise when there was heavy snow. Ms. Valentine highlighted, as set out in the report, the areas of first priority during a snow emergency. She also noted that last winter KHS had agreed areas, within particular districts, that would be cleared by the local authority in a snow emergency. This had been very successful and would continue in the coming winter.
- KHS regularly received a high number of requests for salt bins. Bins were either allocated on a scoring system and the top 60 paid for by KCC, paid for out of the local County Councillor's Highway Fund or parish and town councils could purchase the bins which were then

filled by KCC.

Members asked Ms. Valentine a number of questions which received the following responses:

- Liaison with district and borough councils in Kent with regard to snow clearance had helped to reduce the number of calls from the public and had received good feedback from local authorities.
- Guidance had been received from Government with regard to parish councils clearing footpaths following snow. This was available on KCC's website and generally explained that so long as the conditions were not being made worse, it was unlikely that a parish council could be sued should an accident occur. However, this could not be guaranteed.
- It was possible for parish councils to pay KHS for filling salt bins in their areas. However, it was noted that the purchase did not guarantee that priority for filling would be given during a snow emergency.
- KHS would be meeting with neighbouring County authorities with regard to overlapping winter maintenance services.
- KHS would continue to discuss winter services with town councils as well as parishes.
- The Policy was backed up by a Winter Service Plan which was due to be updated soon.
- Roads outside schools were not cleared outside term times. Salting of the roads was prioritised based on whether they were on a primary or secondary route. KHS was currently working with schools to ensure they also had their own winter plans.

Ms. Valentine noted that it was not possible to salt all bus routes. During a snow emergency a schedule would be posted on KCC's website.

A Member was concerned that saline solution was not an effective alternative to salt.

Ms. Valentine noted that there were predetermined routes for agricultural services during snow emergencies. KHS also liaised with farmers to ensure they had the right equipment to manage during the winter. She asked farmers to contact KHS if they wanted to be included in the scheme.

The Head of Environmental and Operational Services noted that Officers from both the District and County Councils would meet soon to discuss winter maintenance in the District. Members were invited to forward him any specific issues they would like raised.

The Chairman thanked Ms. Valentine for attending the meeting and for dealing fully with Members' questions

**16. BUSINESS SUPPORT**

The Head of Community Development explained that the report followed a request by the Committee for information on business support in the District. She explained that Business Support was not a statutory function of the Council but planning for the economic wellbeing of the District was. The main types of business were highlighted in the report. Tourism was felt to be an important part of the local economy. The main focus of Officer work was currently support for businesses, working with other organisations to ensure the District's economic needs were addressed, improving information for businesses about Council services and raising the profile of opportunities to improve broadband services and possibly assisting communities and businesses to access these.

It was noted that a replacement website for Business Link South East had been set up by Government alongside a network of mentoring. Business Link had run some very successful workshops and K College had offered to continue to provide these at no cost.

In response to a query, the Head of Community Development noted that in order to achieve one of the priorities of the Community Plan, which was to have vibrant town centres, the Council was happy to make its programme available to support any business that occupied shops, including charities.

It was noted that it was difficult to persuade landowners to allow the temporary occupation of empty shops when they were based outside the local area.

The Head of Community Development explained that , because of the importance of business support in the current climate a small team reorganisation had helped to devote additional officer hours to the service. She also noted that economic development was considered in consultation with other key service areas, such as Housing and Development Control and outside organisations.

It was noted that the Council worked together with the Chamber of Commerce to provide a useful link for businesses in the area.

Cllr Abraham noted that the next meeting of the Kent Association of Local Councils would focus on support for the provision of broadband.

Resolved: That the report be noted.

**17. LOCAL DEVELOPMENT FRAMEWORK BRIEFING**

The Planning Service Manager gave a detailed presentation on the Local Development Framework (LDF) including where the Council currently was in the process, how this had been achieved and what would happen in the future.

It was explained that under the Localism Bill the National Planning Policy

Framework would replace all existing national planning policies. It included a presumption in favour of sustainable development and required local authorities to obtain a certificate of conformity for all existing plans. The Planning Service Manager hoped that the Council would be able to obtain the certificate for the LDF Core Strategy which had been completed in 2010.

In response to a query, the Planning Service Manger explained that the Regional Plan would be abolished and the Localism Bill would require cooperation between local authorities.

Following concern regarding Residential Character Area Assessments, the Planning Service Manager explained that the process was collaborative and began with the Council's independent consultants and local community representatives identifying key areas to provide a starting point for proposals. He noted that should parishes feel the Council's assessment did not reflect their own parish plans an agreement could be reached.

Data from Parish Plans could be used to create Neighbourhood Plans. The difference being that a referendum was required at the end of the Neighbourhood Plan and that Neighbourhood Plans were subject to independent examination..

The Planning Service Manager explained that Government had recently advised in its recent consultation on Travellers policy that local authorities needed to make provision for Gypsy and Traveller sites to meet local needs. He noted that the Council could lose appeals should sites not be provided. The Council's current policy stated that sites would be provided, but it did not specify where.

Under the Localism Bill, Local Authorities would be required to introduce the Community Infrastructure Levy (CIL). However, currently only one authority in the Country had adopted the CIL.

Following a query, the Planning Service Manager clarified that in this District a "neighbourhood" could best be described as a parish. Although parishes were free to split their areas further in relation to Neighbourhood Plans. Should the parish be split, the referendum would need to cover all those living within the "neighbourhood" area.

As part of the Core Strategy, the Council was required to provide 165 new dwellings in the District between 2006 and 2026. Currently the Council was able to demonstrate that it could meet this provision. Planning applications could not be refused simply because they exceeded the figure.

The Planning Service Manager noted that the biggest issue arising out of consultation on the Development Plan Document related to extensions in the Green Belt. Further discussions would take place to clarify the issues and a Members briefing has been arranged for September 21st.

Resolved: That the update be noted.

**18. KENT BUS NETWORK REVIEW**

The Planning Service Manager explained that Kent County Council (KCC) were proposing to withdraw the 409 commuter bus service between Hextable, Swanley and Crockenhill from 1 January 2012. The main reasons cited were that the service required a high level of subsidy and that it duplicated the service of the 477 bus route. Members were asked to agree the draft response to the proposal.

A Member was concerned that the 477 became overcrowded at certain times of day and asked that more emphasis be put on providing more services throughout the day.

Resolved: That, subject to officers emphasising the need for additional 477 services throughout the day, the draft response, as set out in Appendix A of the report, be agreed with the Portfolio Holder for Planning and Improvement and sent to Kent County Council as Sevenoaks District Council's representations on the proposed withdrawal of the 409 Hextable, Swanley and Crockenhill service.

**19. CONSERVATION AREA APPRAISALS - CHIPSTEAD VILLAGE AND BRITAINS FARM**

The Planning Service Manager explained that the report sought Members' support for the Conservation Area Appraisals and Management Plans for Chipstead Village and Britains Farm. In light of current Government guidance, the central purpose was to update the current Plans and no changes to boundaries were suggested. The main emphasis was to identify the positive character of the areas and conserve what was already there. No adverse comments had been received for either Plan.

The local Members for both Chipstead and Britains Farm supported the Plans.

It was noted that current guidance suggested Conservation Area Appraisals be updated every five years.

Resolved: That it be recommended to Cabinet that the Chipstead Village and Britains Farm draft Conservation Area Appraisals and Management Plans, attached as Appendices B and C of the report, be adopted as informal planning guidance.

THE MEETING WAS CONCLUDED AT 9.00 pm

Chairman



**Environment Select Committee Work Plan 2011/12**

<b>Topic</b>	<b>25 October 2011</b>	<b>17 January 2012</b>	<b>20 March 2012</b>	<b>June 2012</b>	<b>September 2012</b>
<b>Planning Policy</b> (Alan Dyer)		Development Management DPD			
<b>Development Control</b> (Jim Kehoe)	Conservation Area Appraisal – Chiddingstone Hoath				
<b>Building Control</b> (Richard Wilson)					
<b>Street Scene &amp; Air Quality</b> (Richard Wilson)			Excessive Street Furniture		
<b>Transport (including parking)</b> (Richard Wilson)	Annual Review of Parking Charges	Bus Companies	Railways and Trains (Southern and South-Eastern operators)		

Topic	25 October 2011	17 January 2012	20 March 2012	June 2012	September 2012
<b>Economic Development and Tourism</b> (Lesley Bowles)					
<b>Budget</b> (Tricia Marshall)	Review of Service Plans	Review of Budget Proposals 2012/13			
<b>Other</b>					

**Possible items to be considered in the future** (for items not yet timetabled in):

- Conservation Area Appraisals and Management Plans (Ad hoc items)  
*Edenbridge CAMP (possibly January 2012)*
- Aviation issues affecting the District – consultation document from Gatwick awaited
- Local Listing Update (possibly Jan/March 2012)

**ENVIRONMENT SELECT COMMITTEE – 25 OCTOBER 2011**

**ANNUAL REVIEW OF PARKING CHARGES FOR 2012/13 AND CHRISTMAS PARKING 2011**

Report of the: Community and Planning Services Director

Also to be considered by: Cabinet - 3 November 2011

Status: Select Committee for consideration and comment

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**Executive Summary:**

This report is the annual review of parking charges. It proposes options for increases in respect to car park and on-street parking charges to meet the budget for 2012/13 and includes consideration of free Christmas parking for 2011.

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**This report supports the Key Aim** of the effective management of Council resources.

**Portfolio Holder** Cllr Mrs Avril Hunter

**Head of Service** Head of Environmental and Operational Services – Mr Richard Wilson

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Recommendation: It be RESOLVED that the following proposals be considered and that the views of this Committee be submitted to Cabinet for consideration:

- (a) the proposed increases to car park charges for 2012/13;
  - (b) the proposed increases to on-street parking charges for 2012/13;
  - (c) the proposed changes to the on-street tariff structure in respect to Swanley, Knockholt station and the Sevenoaks rail commuter areas;
  - (d) free parking throughout the district for two Saturdays before Christmas 2011; with preferred dates to be confirmed.
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**Introduction**

- 1 Through the Council's budget process, the budget plan increase for parking income from both car park and on-street parking for 2012/13 is set at 2.5%.
- 2 In addition to achieving the target increases for both of the parking accounts and for guide purposes in connection with the budget setting process further options are provided to indicate possible additional income that could be achieved.

- 3 Included in this report is a suggestion that the Council considers repeating its free parking concession on two Saturdays before Christmas.

### **Car Parks – Background**

- 4 Because car park ticket machines do not accept bronze coins, and because of the general lack of availability of 5p coins, parking tariffs are usually set to the nearest 10p. This practice is commonly adopted by local authorities. It should be noted that although a tariff increase of 10p may be relatively low in monetary terms, it can be high in percentage terms depending upon the scale of the charge, particularly in relation to lower tariffs.
- 5 Historic information in respect to increases in the Council's car park charges is shown in the History of Parking Charges for Car Parks and On-Street Parking, attached as Appendix A. This has been taken into account in formulating the proposals and options put forward.
- 6 For guide purposes, current car parking charges for neighbouring authorities are attached as Appendix B.
- 7 For information, in relation to parking in the vicinity of rail stations, the current day charge for the station car parks operated on behalf of Southeastern Trains is £6.50 at Sevenoaks and £5.00 at Swanley. Annual season ticket charges at Sevenoaks are £1,176 for Car Park 4 (off Morewood Close) and £1,252.50 for Car Park 1 (adjacent the station).

### **Car Parks – Proposals for 2012/13**

- 8 The budget increase of 2.5% is £47,051.
- 9 Proposals and options are provided and attached as Appendix C. This comprises a table showing individual increases proposed and the resultant income for all three options and a second table showing the increases in percentage terms. All income figures quoted are net of VAT.
- 10 The proposals within each option are not exclusive to that particular option, but can be interchanged or swapped with those in other options to provide a preferred set of proposals should Members so wish. However, care should be taken to maintain the charging differential between the Blighs car park and the other short stay car parks in the town centre.
- 11 In respect to the Sevenoaks town centre car parks:
- Option 1 proposes for Blighs car park a 10p increase on the 1, 2 and 3 hour tariffs with the 30 minute tariff being remaining at 50p to encourage short use turnover and, for the other town centre car parks, a 10p increase is similarly applied to the 2, 3 and 4 hour tariffs, again to encourage shorter stay use by leaving the 1 hour charge at 90p.

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- Option 2, in addition to Option 1, applies a larger increase of 20p to the longest period of stay in all car parks (i.e. 3 hours in Blighs and 4 hour in the others).
- Option 3, in addition to Option 1, applies an increase of 20p to the two longest periods of stay in all car parks (i.e. 2 and 3 hours in Blighs and 3 and 4 hours in the others).
- The effect of the re-opening of the new Waitrose store and car park upon patronage of the town centre car parks has been taken into account.

12 In respect to other areas:

- Option 1 generally proposes nominal increases for long stay and season ticket charges. In view of the revision to the charging structure implemented as part of the last review to standardise charges in the car parks in the St Johns Hill, Swanley and Westerham areas, there are no proposals to further modify the short stay charges in these areas.
- Options 2 and 3 propose cumulatively larger increases to the long stay and season ticket charges.

13 The cost of altering ticket machines and signing has been taken into account in the budget figures provided.

**Car Parks – Evening Charge**

14 As for last year, no increases to the evening parking charge are proposed. As Sevenoaks District Council is one of a few Councils in this area of Kent that have an evening parking charge, and taking into account the likely impact any increase may have upon businesses in the Sevenoaks town centre, no increase is proposed as part of this review. However, for illustration purposes, it is estimated that a 10p increase would yield £4,800 income.

**Car Parks – Sunday Charges**

15 As the situation regarding Sunday parking is largely unchanged. It is not recommended that Sunday parking charges be considered as part of this review for the reasons stated below.

16 A number of Kent authorities (Ashford, Canterbury (in part), Dover, Maidstone, Shepway, Thanet and Tunbridge Wells) have parking charges that apply seven days a week, although Dover's do not apply to all car parks on Sundays. Medway Council also has Sunday parking charges. However, in respect to neighbouring authorities, of those noted in the table of Current Parking Charges for Neighbouring Authorities (Appendix B) only Maidstone and Tunbridge Wells operate Sunday charges.

17 It should be noted that the station car parks operated by Southeastern Rail have a £1.00 charge for Sundays.

- 18 Whilst it is apparent that a number of people are using our car parks on Sundays, without undertaking detailed surveys it is difficult to know the purpose and quantify the length of stay. Hence, it is not possible to predict the likely, resultant effect of Sunday charges with any degree of confidence.
- 19 With regards to on-street parking restrictions, apart from double yellow line restrictions which operate for 24 hours each day of the week, most others apply from 8.30am to 6.30 Monday to Saturday. This is the case for many restrictions in Sevenoaks town centre, including the on-street pay and display parking areas, and in surrounding roads where unrestricted parking is available on Sundays. Therefore, if Sunday parking charges were to be introduced, there would be a risk of displacement parking occurring in residential roads on the periphery of the town. The same situation exists in Westerham and Swanley but to a lesser extent.
- 20 Should Sunday parking charges be considered, it is suggested that the current tariff structure simply be extended to apply for the whole week rather than introduce a different charge or charges. This would help avoid confusion to the public and assist in accommodating the additional information on the car park signs, which may otherwise need enlarging or replacing.
- 21 Parking enforcement activity takes place over 7 days a week, although enforcement on Sundays is specifically provided through overtime payments as this does not form part of the Civil Enforcement Officers' standard working week. Because of this, Sunday enforcement often takes the form of a shorter working day. Additional enforcement requirements would complicate and stretch the working rotas for the Civil Enforcement Officers who currently work alternate between a 4 day and a 6 day working week. In view of this, and without a renegotiation of contracts, it would not be possible to guarantee that sufficient enforcement resources would be available to meet any needs in connection with Sunday parking charges.
- 22 It would be possible to introduce Sunday parking charges for a trial period and monitor any effects this may have. Additional income is likely to be low. Experience elsewhere suggests between 5% and 8% of the weekday income could be achieved, which would equate to between £11,000 and £17,000 if applied to all car parks. However, allowing some reduction due to the availability of on-street parking, this could easily reduce significantly and a range of between £5,000 and £10,000 might be more realistic.

### **Car Parks – Summary**

- 23 Option 1 of the proposals provides 2.6% against the budget target of 2.5%. Options 2 and 3 provide higher levels of income for possible consideration. As stated earlier, individual proposals can be selected from any of the Options to provide a preferred selection should Members wish.
- 24 The adjustment of car park charges will require an amendment to the Council's Off-Street Parking Places Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of

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the proposals. To enable any revised charges to take effect at the beginning of April 2012, the proposals would need to be advertised in January so that any objections received could be reported to Cabinet for consideration in February to facilitate implementation on, or as soon after, 1st April 2012.

**On-Street Parking – Background**

- 25 As a result of last year's review, charges in the various on-street pay and display areas in Sevenoaks were amended to provide standardised tariff structure for the 30 minute, 1 hour and 2 hour periods. However, differential charges remained for the all day periods due to the type of location.
- 26 However, since the adoption of pay-by-phone for parking charges in July this year, it has become apparent that some modification is needed to the on-street charging structure in Swanley to prevent multiples of the 4 hour charge being bought instead of the higher all day charge being paid.

**On-Street – Proposals for 2012/13**

- 27 The target increase of 2.5% is £12,617.
- 28 Options are provided, attached as Appendix D, for the consideration of increases to meet the budget target and to possibly provide some additional income to the on-street parking account. The proposals are presented in the same table format as for the car park proposals with three options being provided for consideration.
- 29 The figures shown do not include VAT as this is not applicable to on-street parking.
- 30 In view of the standardisation of the charging structures last year, only changes to the long stay charge and to permit costs have been proposed, with the exception of a suggested amendment to the Swanley tariff structure as outlined below.
- 31 As can be seen from the History of Parking Charges for On-Street Parking, the cost of the first and second permits for residents was last amended in 2008, when the Sevenoaks Parking Review was implemented, when the cost of a first permit was reduced from £40 to £30 and the cost of a second permit increased from £40 to £60. Otherwise, all other permit costs were more recently adjusted with effect from April 2010.
- 32 However, it should be noted that a parking scheme being implemented in the area outside Knockholt Station which, at the time of preparing this report, is due to be implemented at the end of September 2011, will provide additional income to the on-street parking account from year 2012/13 onwards. This is estimated at £59,000 per annum, although income this year is expected to offset implementation costs with little or no surplus. The expected income from this scheme exceeds the 2.5% budget target for 2012/13.

- 33 In respect to the Swanley on-street parking charges, the current charges are 60p for up to 4 hours and £3.00 for all day. These charges were not included in the standardisation of on-street parking charges agreed by Members last year. To address issues with people purchasing multiples of the 4 hour charge by pay-by-phone to obtain all day parking at a reduced cost compared to paying the all day charge (£1.80 as opposed £3.00) and to align the tariff structure for Swanley with others in the district, it is recommended that the tariff structure for Swanley be amended as shown in the table attached as Appendix E. This will have the advantage of offering users in this area of Swanley a greater choice of tariffs to suit parking needs, particularly as the pay and display parking may not be used exclusively in connection with rail travel as it is within residential/office/shopping areas.
- 34 It has previously been agreed that the charges to be applied for the parking scheme at Knockholt station would be the same as for Swanley. It is recommended that any amendment to the Swanley tariff structure also be applied to the Knockholt scheme even though some of the tariffs might not be suited to rail use, they still offer a choice.
- 35 In order to improve the choice of parking tariffs in the pay and display areas in the vicinity of Sevenoaks station, it is recommended that a new 4 hour tariff be provided at the same cost rate as Swanley and Knockholt station. This would further standardise the tariffs and would particularly assist those people who wish to park later in the afternoon, perhaps to travel to London and return later in the evening.
- 36 If the tariff change is implemented in April, the cost to amend ticket machines and signing would be minimal as the ticket machine maintenance agreement includes for a change to the tariff structure.

### **On-Street – Summary**

- 37 Option 1 of the proposals provides 2.3% against the budget target of 2.5%. Options 2 and 3 provide higher levels of income for possible consideration, although individual proposals can be selected from any of the Options to provide a preferred selection should Members wish.
- 38 Any on-street proposals would require an amendment to the Traffic Regulation Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals. Any objections would need to be reported to the Sevenoaks Joint Transportation Board (JTB) and then to Cabinet for final consideration. The advertising of the proposals would need to suit the programme for the JTB meetings to ensure implementation at the beginning of April 2012.

### **Christmas Parking 2011**

- 39 Last year, the Council provided free parking on the two Saturdays before Christmas to encourage people to shop locally and to help support local businesses in the face of competition from other shopping areas in the region.



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Members are asked to consider repeating the free parking concession this Christmas.

- 40 For information, this only applies to Sevenoaks and Westerham as parking charges in Swanley (and now in Halstead outside Knockholt station) only apply Monday to Friday.
- 41 Christmas Day falls on a Sunday, so the two Saturdays immediately before would be the 17<sup>th</sup> December and Christmas Eve. However, there may be some doubt as to the benefit of providing free parking on Christmas Eve as opposed to another Saturday earlier in the month and, therefore, consideration could be given to making parking free on, perhaps, Saturdays the 10<sup>th</sup> and the 17<sup>th</sup> instead. We are obtaining the views of the Sevenoaks Chamber of Commerce, the Sevenoaks Town Council and Westerham Parish Council on any preferred dates and will give a verbal update concerning any responses received.
- 42 It should be noted that the provision of free parking will enable people to park up to the maximum period of stay should they so wish, which is likely to reduce the turnover of spaces. All parking areas will be enforced as normal to ensure compliance with general conditions of use.
- 43 As last year, all ticket machines would be closed-off with suitable signing provided to advise users that they do not need to pay.
- 44 The parking areas operated by Sencio at the Sevenoaks leisure centre form part of the Suffolk Way car park. Sencio has confirmed that it is happy to support the Christmas free parking concession this year.
- 45 It is estimated that the loss of income for all car parks and on-street areas throughout the district for each Saturday would be in the region of £7,000. Therefore, the total cost of providing free parking for the two Saturdays is estimated at £14,000. It is suggested that should free parking be made available for Christmas 2011, it be funded from the Supplementary Estimates.

**Key Implications**

Financial

- 46 Proposals to increase parking income are required to meet the Council's budget targets set in respect to car park and on-street parking.
- 47 The financial implications are evident in the report and appendices.

Community Impact and Outcomes

- 48 The introduction of parking charge increases is likely to have an impact to some degree upon those people from the local community and visitors from outside the district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges,

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people may instead decide to park for shorter periods, may lessen the frequency of their visits or may choose to go elsewhere.

### Legal, Human Rights etc.

- 49 As mentioned in the summary sections of this report, any changes to car park charges will necessitate an amendment to the Car Park Order and any changes to on-street parking charges will necessitate an amendment to the Traffic Regulation Order. There are set legal processes to be followed in respect to both of these Orders.
- 50 There are no human rights issues or implications.

### Equality Impacts

- 51 There is a low risk that any of the options presented will have an adverse impact on people with 'protected characteristics' under the Equality Act. There are no apparent issues of direct relevance to parking charges as our car parks are open to use by anyone who chooses to do so. Free parking is generally available in roads just out from the town centres, although in some cases this might be limited to 2 hours. Free parking is offered for those with disabilities who hold a Blue Badge and this remains unaffected. Any issues will be monitored through complaints received. The Parking Enforcement Policy is subject to a separate Equality Impact Assessment and has not identified any substantial issues.

### **Conclusions**

- 52 The budget proposals to meet the budget targets along with other options for consideration are detailed in the appendices. It is important that the proposals are considered making reference to the History of Parking Charges and the Parking Charges for Neighbouring Authorities, both of which are appended to this report.

### **Risk Assessment Statement**

- 53 The estimated figures are based upon current levels of patronage taking into account the effect of the recent temporary Waitrose store. The introduction of higher parking charges could lead to reduced patronage and, hence, the under-achievement of the income levels estimated in this report.

### **Sources of Information:**

Information from car park ticket machines  
Information from neighbouring authorities

### **Contact Officer(s):**

Gary Connor Ext.7310

**Kristen Paterson**  
**Community and Planning Services Director**

# HISTORY OF PARKING CHARGES - CAR PARKS

Environment Select Committee - 25 October 2011  
**Item No. 7 - Appendix A**

(Showing charges as and when increased and approximate percentage increase)

	1992	1997	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
<b>SEVENOAKS TOWN CENTRE</b>													
Evening charges						£1.00							
Short stay	30p	20p	30p 50%	40p 33%		50p 25%	60p 20%		70p 17%		80p 14%		90p 13%
all excluding	30p	30p	50p 66%	70p 40%		£1.00 43%		£1.10 10%		£1.20 9%		£1.40 17%	£1.50 7%
Blighs	£1.20	£1.20	£1.00 -16%	£1.40 40%		£1.50 7%		£1.60 7%		£1.80 13%		£2.00 11%	£2.10 5%
	£1.20	£1.20	£1.50 25%	£2.00 33%				£2.10 5%		£2.50 19%		£2.70 8%	£3.00 11%
Short Stay							40p 33%		50p 25%		60p 20%		50p -17%
Blighs only				30p		60p 20%	70p 17%		80p 14%	90p 13%		£1.00 11%	
(started in 2002)				50p		£1.20 20%		£1.40 17%		£1.50 7%		£1.70 13%	£2.20 29%
Long stay				£1.00		£1.80 20%		£2.00 11%	£2.20 10%	£2.50 14%		£2.70 8%	£3.60 33%
				£1.50									
	£1.20	£1.50	£2.00 33%	£2.30 15%	£2.50 9%	£3.00 20%	£3.10 3%	£3.20 3%	£3.40 6%	£3.80 12%			£4.00 5%
Seasons (yr)	£125	£180	£220 22%	£300 36%	£450 50%	£500 11%	£515 3%	£530 3%	£560 6%	£769 37%		£779 1%	£799 3%
	£180	£250		£300 20%	£450 50%	£500 11%	£515 3%	£530 3%	£560 6%	£769 37%		£779 1%	£799 3%
	£18	£25	£30 20%	£35 16%	£40 14%								
<b>SEVENOAKS STATION</b>													
Bradbourne								£1.50					
After 3.00 pm													
Day	£1.20	£1.50	£2.00 33%	£3.00 50%	£4.00 33%		£4.10 3%	£4.20 2%	£4.30 2%	£4.60 7%	£5.00 9%	£5.40 8%	£5.80 7%
Season (yr)	£160	£210	£300 43%	£440 46%	£550 25%	£650 18%	£670 3%	£760 13%	£780 3%	£910 17%	£970 7%	£990 2%	£1,020 3%
Sennocke	40p	30p	50p 66%	£1.00 100%									
After 3.00 pm													
Day	£1.50	£2.00		£3.00 50%	£4.00 33%		£4.10 3%	£4.20 2%	£4.30 2%	£4.60 7%	£5.00 9%	£5.40 8%	£5.80 7%
Season (yr)	£195	£255	£300 17%	£440 46%	£550 25%	£720 31%	£740 3%	£800 8%	£820 3%	£950 16%	£1,010 6%	£1,030 2%	£1,060 3%
<b>SEVENOAKS ST JOHNS HILL</b>													
St. Johns &													20p 100%
30 mins			Free					10p					40p 33%
St. James			Free					20p		30p 50%			60p 20%
(started in 2001)			Free					30p		50p 67%			£1.00 25%
2 to 4 hrs			50p			60p 20%				80p 33%			£2.70 8%
Day			£1.00			£2.00 100%				£2.20 10%			

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**HISTORY OF PARKING CHARGES - CAR PARKS**

Environment Select Committee - 25 October 2011  
**Item No. 7 - Appendix A**

(Showing charges as and when increased and approximate percentage increase)

	1992	1997	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
<b>WESTERHAM</b>													
Quebec Avenue		20p					30p 50%		1 hr	30p n/a		30min	20p
and Darenth		50p					70p 40%		2 hrs	50p 67%			40p 33%
		£50							2-4 hrs	80p 14%			60p 20%
		n/a		£35				£40 14%	Day	£1.50 214%		£2.00 33%	£1.00 25%
													£2.70 35%
Fullers Hill				10p				20p 100%					
(started 2002)				30p				40p 33%					
and Vicarage Hill			n/a				50p	60p 20%					
(started 2005)			£35					£40 14%					
<b>STANLEY</b>													
St. Peter's Road							Free	10p					20p 100%
(started 2005)							Free	20p		30p 50%			40p 33%
							Free	30p		50p 67%			60p 20%
							50p			80p 60%			£1.00 25%
							£40						
							Free	10p					20p 100%
Bevan Place							Free	20p		30p 50%			40p 33%
(started 2005)							Free	30p		50p 67%			60p 20%
							50p			80p 60%			£1.00 25%
							£2.50			£ 3.00 20%			£3.50 17%
							£396						
							£40						
							Free						
Station Road		10p					Free	10p					20p 100%
		10p					Free	20p		30p 50%			40p 33%
		20p					Free	30p		50p 67%			60p 20%
		n/a								80p 60%			£1.00 25%
		£1.50				£2.50 66%				£ 3.00 20%			£3.50 17%

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**HISTORY OF PARKING CHARGES - ON STREET**

(Showing charges as and when increased and approximate percentage increase)

	2002	2004	2006	2008	2009	2010	2011
<b>PAY &amp; DISPLAY</b>							
<b>Sevenoaks</b>							
Town centre shops (2004)							
(High St, London Rd		10p	40p	50p			60p
South Park)		30p	90p	£1.00			£1.20
		60p	50%	25%			20%
			(and extended to 9.30pm)	11%			20%
Town commuters (2008)							
(Hollybush Lane				10p			
Plymouth Drive)				50p			60p
				£1.00			£1.20
				£2.00		£2.20	20%
						10%	
<b>SWANLEY</b>							
Rail commuters (2008)							
(St Botolphs				10p			
Morewood Close)				50p		60p	20%
				£1.00		£1.20	20%
				£4.00	£4.50	£5.00	11%
Courts area (2008)							
(Morewood Close)				10p			
				50p			
				£1.00			60p
				£2.00			£1.20
						£2.20	20%
						10%	
<b>SWANLEY</b>							
Rail commuters (2008)							
(Azalea Drive & Goldsel Road)							
				50p			
				£2.00	£2.50	£3.00	20%
						20%	
<b>WESTERHAM</b>							
The Geen (2002)	n/a						
Market Square (2002)	10p		10p				Gone
The Grange (2002)	30p		40p				50p
Croydon Road (2007)	50p		60p				£1.00
			20%				67%

**HISTORY OF PARKING CHARGES - ON STREET**

(Showing charges as and when increased and approximate percentage increase)

		2002	2004	2006	2008	2009	2010	2011
<b>PERMITS &amp; WAIVERS</b>								
Residents permits	First	£35		£40 14%	£30 -25%			
	Second	£35		£40 14%	£60 50%			
	Third	n/a		n/a	£100		£115 15%	
	Fourth	n/a		n/a	£200		£230 15%	
Residents' visitor vouchers	£1.00						£1.20 20%	
Non-residents permits								
Sevenoaks town commuters								
Sevenoaks rail commuters	Various roads				£380	£250 -34%	£260 4%	
	Inner zone				£610		£630 3%	
	Outer zone				£725		£745 3%	
Residential business permits	First			£60			£100 67%	
	Second			n/a			£200	
Waivers	1 hour			n/a			£2.00	
	4 hours			n/a			£3.00	
	Day			£2.00			£6.00 200%	

Agenda Item 7

**CURRENT PARKING CHARGES FOR NEIGHBOURING AUTHORITIES – AS AT SEPTEMBER 2011**

(Charges shown relate to town centre car parks)

	Dartford <b>1</b>	Gravesham <b>2</b>	Maidstone <b>3</b>	Orpington (L.B. of Bromley)	Oxted (Tandridge)	Sidcup (L.B. of Bexley)	Tonbridge & Malling <b>4</b>	Tunbridge Wells <b>5</b>	Sevenoaks
<b>Charges apply:</b>		8am - 6pm Mon - Fri	8am - midnight Mon - Sun	7.30am - 7.30pm Mon - Sat	7am-5pm/7pm Mon - Frid	8am - 6pm Mon - Sun	8am - 6pm Mon - Sat	8am - 6pm Mon - Sat and 10am - 4pm On Sundays	8.30am - 6.30pm Mon - Sat
<b>Short Stay</b>									
0 - 30 minutes	---	---	30p - 40p	---		---	30p	---	(Blighs in brackets) (50p)
0 - 1 hr	50p	50p	50p - £1.80	20p - 40p	Up to 4 hours free parking except in one car park where the charge is	50p - 90p	80p	£1.00	90p (£1.00)
1 - 2 hrs	£1.00	80p	£1.00 - £1.80	40p - 80p	£4.60 for parking before 10am.	£1.00 - £1.20	£1.50	£2.10	£1.50 (£2.20)
2 - 3 hrs	£2.00	80p	£1.40 - £1.80	60p - £1.20		£1.30 - £1.60	£2.10	£3.10	£2.10 (£3.60)
3 - 4 hrs	£2.00	£1.00	£1.80 - £2.70	£1.00 - £1.80		£1.30 - £1.60	£2.60 - £3.10	£4.00	£3.00 ( - )
Evenings	£1.00		£1.50	---		---	---	---	£1.00
<b>Long stay</b>									
All day	£4.00	£2.00 - £5.50	£4.50 - £5.50	n/a		£3.80 - £10.00	£4.50	£5.50 - £10.00	£4.00

- 1** Dartford: evening charge does not apply to all car parks
- 2** Gravesham: charges only apply Monday to Friday.
- 3** Maidstone: charges apply up to midnight and 7 days a week; £1.50 charge applies evenings and overnight.
- 4** Tonbridge & Malling: 30p charge not available in all car parks.
- 5** Tunbridge Wells: charges apply 7 days a week (but only from 10 to 4 on Sundays).

CAR PARKS TARIFF INCREASES - PERCENTAGES				Proposed Increases			Percentage Increase		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<b>1.0</b>	<b>SEVENOAKS TOWN CENTRE - Blighs</b>								
1.1	Short stay	30 minute	50p			+ 10p			20%
1.2	" "	1 hour	£1.00	+ 10p	+ 10p	+ 10p	10%	10%	10%
1.3	" "	2 hours	£2.20	+ 10p	+ 10p	+ 20p	4.5%	4.5%	9.0%
1.4	" "	3 hours	£3.60	+ 10p	+ 20p	+ 20p	2.8%	5.5%	5.5%
	<b>Buckhurst 1, Buckhurst 2, South Park, Suffolk Way</b>								
1.5	Short stay	1 hour	90p			+ 10p			11%
1.6		2 hours	£1.50	+ 10p	+ 10p	+ 10p	6.7%	6.7%	6.7%
1.7		3 hours	£2.10	+ 10p	+ 10p	+ 20p	4.8%	4.8%	9.5%
1.8		4 hours	£3.00	+ 10p	+ 20p	+ 20p	3.3%	6.6%	6.6%
	<b>Buckhurst 2 &amp; Pembroke Road</b>								
1.9	Long stay	all day	£4.00	+ 10p	+ 20p	+ 30p	2.5%	5.0%	7.5%
1.10	Season tickets	year	£799	£10	£20	£30	1.2%	2.5%	3.7%
<b>2.0</b>	<b>SEVENOAKS STATION</b>								
2.1	Long stay	all day	£5.80	+ 20p	+ 30p	+ 40p	3.4%	5.1%	6.9%
2.2		2 days	£11.60						
	Season tickets:								
2.3	Bradbourne	year	£1,020	£10	£20	£30	1.0%	2.0%	2.9%
2.4	Sennocke	year	£1,060	£10	£20	£30	0.9%	1.9%	2.8%
<b>3.0</b>	<b>SEVENOAKS ST JOHNS HILL</b>								
3.1	Short stay	30 minute	20p						
3.2		1 hour	40p						
3.3		2 hours	60p						
3.4		2-4 hours	£1.00						
3.5	Long stay	all day	£2.70	+ 10p	+ 20p	+ 30p	3.7%	7.4%	11.1%
<b>4.0</b>	<b>SWANLEY</b>								
4.1	Short stay	30 minute	20p						
4.2		1 hour	40p						
4.3		2 hours	60p						
4.4		2-4 hours	£1.00						
4.5	Long stay	all day	£3.50	+ 10p	+ 20p	+ 30p	2.9%	5.7%	8.6%
<b>5.0</b>	<b>WESTERHAM</b>								
5.1	Short stay	30 minute	20p						
5.2		1 hour	40p						
5.3		2 hours	60p						
5.4		2-4 hours	£1.00						
5.5	Long stay	all day	£2.70	+ 10p	+ 20p	+ 30p	3.7%	7.4%	11.1%



ON-STREET PARKING - OPTIONS PAGE 1 TARIFF INCREASES				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<b>6.0</b>	<b>SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)</b>								
6.1	Short stay	30 minutes	10p						
6.2		1 hour	60p						
6.3		2 hours	£1.20						
<b>7.0</b>	<b>SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)</b>								
7.1	Short stay	30 minutes	10p						
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.20	+ 10p	+ 20p	+ 30p	£1,300	£2,600	£3,900
<b>8.0</b>	<b>SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)</b>								
8.1	Short stay	30 minutes	10p						
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	long stay	all day	£5.00	+ 10p	+ 20p	+ 30p	£1,700	£3,400	£5,100
<b>9.0</b>	<b>SEVENOAKS COURT AREA (Morewood Close)</b>								
9.1	Short stay	30 minutes	10p						
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4		4 hours	£2.20						
<b>10.0</b>	<b>SWANLEY (Azalea Drive, Goldsel Road)</b>								
10.1	short stay	30 minutes	60p	- 50p	- 50p	- 50p	-£50	-£50	-£50
10.2		1 hour	60p						
10.3		2 hours	60p	+ 60p	+ 60p	+ 60p	£360	£360	£360
10.4		4 hours	60p	+ £1.60	+ £1.60	+ £1.60	£800	£800	£800
10.5	long stay	all day	£3.00	+ 10p	+ 20p	+ 30p	£1,700	£3,400	£5,100
<b>11.0</b>	<b>WESTERHAM (The Green, Fullers Hill, Market Square, Croydon Road)</b>								
11.1	short stay	30 minutes	10p						
11.2	" "	1 hour	50p						
11.3	" "	2 hours	£1.00						
<b>Sub-total (carried forward to next page):</b>							<b>£5,810</b>	<b>£10,510</b>	<b>£15,210</b>

ON-STREET PARKING - OPTIONS PAGE 2 PERMIT INCREASES			Proposed Increases			Estimated Income		
Item No.	Description	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<b>12.0</b>	<b>Residents Permits</b>							
12.1	First	£30	+ £5	+ £5	+ £5	£1,945	£1,945	£1,945
12.2	Second	£60	+ £5	+ £5	+ £10	£640	£640	£1,280
12.3	Third	£115	+ £5	+ £10	+ £10	£190	£380	£380
12.4	Fouth	£230	+ £10	+ £10	+ £20	£60	£60	£120
<b>13.0</b>	<b>Non-Resident Permits</b>							
13.1	Sevenoaks town	£260	+ £10	+ £15	+ £20	£1,830	£2,745	£3,660
13.2	Sevenoaks station outer zone	£630	+ £10	+ £15	+ £20	£10	£15	£20
13.3	Sevenoaks station inner zone	£745	+ £10	+ £15	+ £20	£330	£495	£660
<b>14.0</b>	<b>Residential Business Permits</b>							
14.1	First	£100	+ £10	+ £15	+ £20	£110	£165	£220
14.2	Second	£200	+ £10	+ £15	+ £20	£10	£15	£20
			Sub-total for Permits:			£5,125	£6,460	£8,305
			Sub-total for Tariffs:			£5,810	£10,510	£15,210
			<b>Total:</b>			<b>£10,935</b>	<b>£16,970</b>	<b>£23,515</b>
			Percentage increase:			2.3%	3.5%	4.9%

ON-STREET PARKING - PERCENTAGES PAGE 1 - TARIFF INCREASES				Proposed Increases			Percentage Increase		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<b>6.0</b>	<b>SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)</b>								
6.1	Short stay	30 minutes	10p						
6.2		1 hour	60p						
6.3		2 hours	£1.20						
<b>7.0</b>	<b>SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)</b>								
7.1	Short stay	30 minutes	10p						
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.20	+ 10p	+ 20p	+ 30p	4.5%	9.1%	13.6%
<b>8.0</b>	<b>SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)</b>								
8.1	Short stay	30 minutes	10p						
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	long stay	all day	£5.00	+ 10p	+ 20p	+ 30p	2.0%	4.0%	6.0%
<b>9.0</b>	<b>SEVENOAKS COURT AREA (Morewood Close)</b>								
9.1	Short stay	30 minutes	10p						
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4		4 hours	£2.20						
<b>10.0</b>	<b>SWANLEY (Azalea Drive, Goldsel Road)</b>								
10.1	short stay	30 minutes	60p	- 50p	- 50p	- 50p	- 83.0%	- 83.0%	- 83.0%
10.2		1 hour	60p						
10.3		2 hours	60p	+ 60p	+ 60p	+ 60p	100%	100%	100%
10.4		4 hours	60p	+ £1.60	+ £1.60	+ £1.60	267%	267%	267%
10.5	long stay	all day	£3.00	+ 10p	+ 20p	+ 30p	3.3%	6.7%	10.0%
<b>11.0</b>	<b>WESTERHAM (The Green, Fullers Hill, Market Square, Croydon Road)</b>								
11.1	short stay	30 minutes	10p						
11.2	" "	1 hour	50p						
11.3	" "	2 hours	£1.00						

ON-STREET PARKING - PERCENTAGES PAGE 2 - PERMIT INCREASES			Proposed Increases			Percentage Increase		
Item No.	Description	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<b>12.0</b>	<b>Residents Permits</b>							
12.1	First	£30	+ £5	+ £5	+ £5	16.7%	16.7%	16.7%
12.2	Second	£60	+ £5	+ £5	+ £10	8.3%	8.3%	16.7%
12.3	Third	£115	+ £5	+ £10	+ £10	4.3%	8.7%	8.7%
12.4	Fouth	£230	+ £10	+ £10	+ £20	4.3%	4.3%	8.7%
<b>13.0</b>	<b>Non-Resident Permits</b>							
13.1	Sevenoaks town	£260	+ £10	+ £15	+ £20	3.8%	5.8%	7.8%
13.2	Sevenoaks station outer zone	£630	+ £10	+ £15	+ £20	1.6%	2.4%	3.2%
13.3	Sevenoaks station inner zone	£745	+ £10	+ £15	+ £20	1.3%	2.0%	2.7%
<b>14.0</b>	<b>Residential Business Permits</b>							
14.1	First	£100	+ £10	+ £15	+ £20	10.0%	15.0%	20.0%
14.2	Second	£200	+ £10	+ £15	+ £20	5.0%	7.5%	10.0%

**PROPOSED CHANGES TO TARIFF STRUCTURE**

On-Street Tariffs	30 mins	1 hour	2 hours	4 hours	Day
<b>Existing Tariff Structure</b>					
Sevenoaks town centre	10p	60p	£1.20		
Sevenoaks town commuters	10p	60p	£1.20		£2.20
Sevenoaks rail commuters	10p	60p	£1.20		£5.00
Sevenoaks courts area	10p	60p	£1.20	£2.20	
Swanley & Knockholt				60p	£3.00
Westerham	10p	50p	£1.00		
<b>Proposed Tariff Structure *</b>					
Sevenoaks town centre	10p	60p	£1.20		
Sevenoaks town commuters	10p	60p	£1.20		£2.20
Sevenoaks rail commuters	10p	60p	£1.20	<b>£2.20</b>	£5.00
Sevenoaks courts area	10p	60p	£1.20	£2.20	
Swanley & Knockholt	<b>10p</b>	<b>60p</b>	<b>£1.20</b>	<b>£2.20</b>	£3.00
Westerham	10p	50p	£1.00		

\* new tariffs in bold; based on current tariff structure no increases shown.

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## CLEANING OF PRIVATE STREETS

### Environment Select Committee – 25 October 2011

Report of the: Deputy Chief Executive and Director of Community and Planning

Status: For Consideration and recommendation to Cabinet

Also considered by: Cabinet - 3 November 2011

Key Decision: Yes

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**This report supports the Key Aim of** effective management of Council Resources.

**Portfolio Holder** Cllr. Mrs Hunter

**Head of Service** Head of Environmental and Operational Services – Richard Wilson

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**Recommendation to Environment Select Committee:** it be RESOLVED that it be recommended to Cabinet:

- (a) that the residents in the private roads listed in the appendix be advised that, with effect from 1 April 2012, the Council will no longer be able to clean these streets free of charge; and
  - (b) that the Council offer to clean these streets from 1 April 2012, only on a chargeable basis.
- 

### Background

- 1 As part of the 2011/12 and ongoing budget savings, the Street Cleaning Budget has been reduced by £162,000. This has resulted in a reduction of four operatives (one large mechanical street cleaner, one small mechanical street cleaner and two litter pickers) plus one supervisor.
- 2 The cleaning schedules have been revised to account for this reduction in resources and, instead of four small area teams operating, one larger team operates in five zones (Monday to Friday). The majority of the cleaning frequencies have remained but it has been necessary to reduce the frequency of cleaning of residential areas from a thirty day to a forty day cycle
- 3 Prior to 1990, when this service was first exposed to Compulsory Competitive Tendering (CCT), the original specification included the cleaning of several private streets.

## Agenda Item 8

Environment Select Committee – 25 October 2011

- 4 This situation has remained and the private streets that are currently cleaned without charge are listed in the Appendix.
- 5 Other private streets are currently cleaned on request, for which a charge is made at an hourly rate, (£48 - £60 per hour, depending on the number of men/vehicles utilised). These are cleaned on request from the residents.
- 6 Not cleaning the private streets listed would enable the available cleaning resources to be employed maintaining the existing cleaning schedules for the streets we have a statutory duty to clean. If residents requested that we continue to clean these private streets, but a charge was made at the same rate as the private streets currently cleaned for which a charge is made, a small amount of income would be realised.
- 7 The Appendix also provides details of the private roads that are currently cleaned for which a charge is made, and the current amount charged.

### **Key Implications**

#### Financial

- 8 The current list of private streets cleaned for which a charge is made generates income of approximately £1,500 per year. If the list of streets currently cleaned, free of charge, were cleaned at an hourly rate this level of income would be increased. It is not possible at this stage to estimate how many of the residents of these streets would wish the Council to clean on a chargeable basis.

#### Community Impact and Outcomes

- 9 A clean Environment is one of the key themes of the Community Plan and is a high priority for residents.

#### Legal, Human Rights etc.

- 10 Under Section 89 of the Environmental Protection Act 1990 there is a duty on a District for a relevant highway, so far as practicable to ensure that it is kept clean. A 'relevant highway' is defined under Section 86(a) of the Act as, every highway maintainable at public expense (other than a trunk road). This duty would not extend to 'private roads' that are not maintained at public expense. A District, under the Control of Pollution Act 1974 Section 22(3), may enter into an agreement with a land owner in respect of cleaning.

#### Resource (non-financial)

- 11 Not cleaning the private streets listed, on a regular frequency basis, would enable the current cleaning resources to be employed better maintaining the existing schedules for the streets the Council has a statutory duty to clean.



Equality Impacts

- 12 By adopting this recommendation, the cleaning of private streets would be undertaken on an equitable basis across the District.

**RISK ASSESSMENT STATEMENT**

- 13 By continuing with the existing policy, the resources available for street cleaning can not be fully utilised to maintain cleaning standards for the street cleaning the Council has a statutory duty to provide.

**Background Papers:**

Street Gazetteer

Index of Street Cleaning Schedules

**Contact Officer(s):**

Richard Wilson 01959 567351 or Ext: 7262

**Kristen Paterson – Deputy Chief Executive and Director of Community and Planning**



**Item No. 8 - Appendix**

Hartley

Manor Drive  
Fortuna Close  
Hoselands View

Badgers Mount

Badgers Road  
Christies Avenue  
Woodlands View  
Johnson Avenue  
Highlands Road  
Milton Avenue  
Charles Road

Sevenoaks

Kippington Road  
Courtwood Road  
Clenches Farm Road  
Clenches Farm Lane  
Oakhill Road  
Woodside Road (Private Part)  
The Glade  
Linden Chase  
Pineneedles Lane  
Ashplatt Road  
Harrison Way

Riverhead

Baden Powel Road  
Bessels Meadow  
The Floats

Westerham

The Slip

Knockholt

Ivy Lane

Otford

Greenhill Road  
Hillydeal Road

Edenbridge

Sheriden Lane (Marsh Green)

Horton Kirby

Stack Lane

Crockenhill

Tudor Court

Hextable

Princes Road

Woodlands Rise, Sevenoaks £48 per hour + VAT (Approximately 2 hours)  
Froghole Lane, Crockham Hill I £48 per hour + VAT (Approximately 4 hours)  
Packhorse Road, Bessels Green £48 per hour + VAT (Approximately 3 hours)  
Combe Bank Road and School, Sundridge £48 per hour + VAT (Approximately 1  
hour)  
Parkfields, Sevenoaks £60 per hour (Approximately 4 hours)  
Oakhill Road (paths), Sevenoaks £60 per hour (Approximately 4.5 hours)

**ENVIRONMENT SELECT COMMITTEE – 25 OCTOBER 2011**

**CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN CHIDDINGSTONE HOATH**

Report of the: Community and Planning Services Director

Also considered by: Cabinet

Status: For Decision

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**Executive Summary:** To review Conservation Area and Management Plan for Chiddingstone Hoath Conservation Area.

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**This report supports the Key Aim** of the Green and Healthy Environment theme of the Community Plan

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**Portfolio Holder** Cllr. Mrs. J. Davison

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**Head of Service** Head of Development Services, Jim Kehoe

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**Recommendation:** That the Environment Select Committee comment on Chiddingstone Hoath draft Conservation Area Appraisal and Management Plan, attached as Appendices to this report, and recommend to Cabinet that the plan be adopted as informal planning guidance.

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**Background**

- 1 This report seeks Members support for a new Conservation Area Appraisal and Management Plan for Chiddingstone Hoath These new plans have been prepared to meet our local Best Value performance requirements and as part of background work which will contribute to the Local Development Framework (LDF).
- 2 Large scale maps of the area will be displayed in the Committee Room before the meeting.
- 3 People in the District place a high value on the quality of its landscape, historic character and open spaces according to the Sevenoaks District Sustainable Community Plan. The views expressed through consultations on the Plans are influencing the emerging policies in the Local Development Framework and the Community Plan themes to maintain and enhance a high quality landscape and

built environment.

- 4 Two of the priorities for the next three years are to protect the historic character of towns and villages and encourage quality design that respects the scale and design of existing developments. This new plan will help to achieve these priorities. Sevenoaks is the only District in Kent to have all forty-one of its conservation areas covered by Appraisals although some are now more than five years old. These are being updated over the coming years to take account of revised boundaries and policy and developmental changes. To date ten of these revised documents have been completed and adopted.

### **Introduction**

- 5 The Planning (Listed Buildings & Conservation Areas) Act 1990 imposes a duty on local authorities to designate as conservation areas any “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Clear and concise appraisals of the character of conservation areas provide a sound basis for their designation and management and will inform local development documents (LDDs) and provide a framework for the control of development. Management proposals can be used to inform future policy and guide all involved in the planning, design and development of specific conservation areas.
- 6 The Council adopted and published our first tranche of conservation area appraisals from 2000 to 2003. They assessed character and made some suggestions about future policy, including revised conservation area boundaries. These appraisals have been used by development control officers and included in land charge searches since that time. This new document will replace the Chiddingstone Hoath Conservation Area Appraisal 2003. Relevant parts of the original appraisal are retained in the new conservation plans.

### **Conservation Area Boundary Review**

- 7 A review of the boundary for Chiddingstone Hoath was undertaken in 2006 when it was extended. No further extension is considered appropriate as part of this study.

### **Conservation Area Management**

- 8 The management of the historic environment depends on three things:
  - sound core principles;

- clear adopted policies, based on those principles;
- the quality of decisions and actions that stem from these policies.

9 The key aims of the draft Appraisal and Management Plans are to:

- raise awareness of the importance and value of the local heritage;
- identify distinctive built form character areas within the conservation area; including buildings, structures and features;
- identify distinctive public realm character within the conservation area and provide guidance and establish key actions to preserve and enhance the public realm;
- outline the key statutory requirements in respect of development within the conservation area and provide guidance and set out actions to secure the proper and effective application of these requirements;
- propose the implementation of management procedures to co-ordinate the delivery of new works and maintenance works within the public realm.

10 When adopted as informal planning guidance this Appraisal and Management Plan will be a material consideration in the determination of development proposals.

### **Procedure**

11 There is no statutory duty to consult when preparing appraisals or management plans but consultation has been carried out with the residents and the Parish Council in order to comply with the Council's Statement of Community Involvement. Local Conservation Groups, local Members and English Heritage have also been consulted. The plan has been amended in response to these consultations. The results of the consultation are attached at Appendix A..

### **Options**

12 The Council has a statutory duty both to designate and review conservation areas and to produce appraisals and management plans.

### **Key Implications**

#### Financial

- 13 The production of this Appraisal and Management Plan is accommodated within existing budgets.
- 14 The cost of printing and map production has been allowed for in existing budgets.

#### Legal, Human Rights

- 15 The Council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and is now required to produce Appraisals and Management Plans for each area.

#### Resource (non-financial)

- 16 No specific resource implications arising from the content of this report.
- 17 When reviewing Conservation Area Appraisals or producing Management Plans it is important that the implications are fully understood. There are implications for owners of buildings and land in conservation areas and for local authorities who must take their resource limitations into account when designating boundaries and producing plans.

#### Sustainability

- 18 The LDF will be subject to a statutory Sustainability Appraisal.

#### Risk Assessment Statement

- 19 Conservation Areas are a statutory land designation, which will be identified in the emerging LDF. Section 20 of the Planning and Compulsory Purchase Act 2004 requires that the documents should be up to date and sound. It is considered that the preparation of Conservation Area Appraisals and Management Plans will satisfy the test for soundness required under the Act.

### **Conclusions**

- 20 The Council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and



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review conservation areas and is now required to produce Appraisals and Management Plans for each of our areas. This plan will help the local community, developers, local authorities and development professions engage in the conservation and enhancement of the local historic environment and secure the long term viability of this conservation area as an important heritage asset.

**Sources of Information:**

Conservation Principles – English Heritage  
2008

Guidance on the Management of  
Conservation Areas – English Heritage 2006

Guidance on Conservation Area Appraisals -  
English Heritage 2006

Sevenoaks District Local Plan - Sevenoaks  
District Council 2000

Conservation Area Appraisals - English  
Heritage 1997

“Planning for People” Statement of  
Community Involvement

Development in the Historic Environment  
(1995)

**Contact Officer(s):**

Aaron Hill/ Nicole Twort

**KRISTEN PATERSON  
COMMUNITY AND PLANNING SERVICES DIRECTOR**



**Chipstead Conservation Area Appraisal and Management Plan - Consultation Results**

<b>Response received from:</b>	<b>Object:</b>	<b>Support:</b>	<b>Comment:</b>
Cllr Mrs. Davison			No comments made
Chiddingstone Parish Council			No comments made
DC Chair and Vice-Chair and Local Members: Cllrs London, Bosley, Mrs Dawson and Piper			No comments made
Aaron Hill, internal DC			Comments incorporated
Richard Wilson, internal, Head of Environmental & Operational Services			No comments made
Kristen Patterson, internal, Community & Planning Services Director			No comments made
Alan Dyer, internal policy manager			Comments incorporated
Richard Hayes–local resident	No	Yes	Comments incorporated where relevant Boundary extension requested to include an area of woodland

## Agenda Item 9

Environment Select Committee – 25 October 2011

**Item No. 9 – Appendix A**

# Chiddingstone Hoath

## Draft

### Conservation Area Appraisal and Management Plan



2011

# Chiddingstone Hoath

## Conservation Area Appraisal and Management Plan

The historic environment is a social asset of immense value and one of the keys to the continuing prosperity of Sevenoaks District. Conservation Area Appraisals and Management Plans are part of a process to ensure that we make the best use of our historic environment. They are tools for the positive management of change, not a means of preventing development. Conservation is focused on the entire historic environment, not just listed buildings. Trees, open spaces, landscape, buildings, uses, roads and streets all contribute to the character and local distinctiveness of the District's conservation areas.

The man-made environment of our conservation areas has used energy and materials moulded by people both past and present. The District Council will creatively manage the fabric of these areas in a sustainable way as a legacy for future generations.

It is intended that this appraisal and management plan will inform the activities of the Council, the public and other bodies where they affect the conservation area. The Plan was approved by the District Council in \*\*\*\* 2011 and adopted as informal planning guidance.

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*Map 2 Extent of Conservation Area*

*Map 3 Character appraisal*

## **1.0 INTRODUCTION**

### **1.1 Definition and Purpose of Conservation Areas**

Conservation Areas first came into being as a result of the Civic Amenities Act of 1967 and are intended to identify any valuable visual or historic characteristics in a locality that may warrant special measures in order to protect and preserve them.

The Planning (Listed Building and Conservation Areas) Act of 1990 recognises that there are particular areas of 'architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' and charges planning authorities with a duty to designate any such locations within their jurisdiction as conservation areas. This designation then empowers the local authority to pay particular attention to planning considerations and development within them and gives greater control over such matters as demolitions, landscaping and trees, and the display of advertisements.

Designation also raises the awareness of local residents and businesses to the quality of their surroundings and is intended to encourage an active interest in the care and maintenance of their properties and surrounding land, thereby fostering a sense of communal pride.

It has been recognised that designation, because of the responsibilities and obligations it places on both owners and the local authority, should only be imposed on areas that are demonstrably suitable. Where the criteria have been met, the area should then benefit from the additional control and protection that designation confers, and from official recognition of the special architectural and historic character of the locality.

The management of our national cultural and historic inheritance is of paramount importance and conservation areas are vital grass roots starting points from which to safeguard the continuing care of our environment.

### **1.2 The Benefits of Being in a Conservation Area**

The historic environment is of particular importance for tourism and leisure. In addition, maintaining the appearance of a conservation area and the character of the groups of buildings within it can often sustain or enhance the value of individual properties. Conservation can also play a key part in promoting economic prosperity by ensuring that an area offers attractive living and working conditions which will encourage further investment.

The principles of conservation management planning, that managing any historic place should be based on understanding it and assessing its significance and values, are now accepted as applying to historic areas as much as to historic buildings.



### 1.3 Purpose of Appraisals and Management Plans

As their number grows, it has become even more important for local authorities to include a well-defined and considered policy for their designated conservation areas in their development plans. Development pressures are such that any designation is likely to be subjected to detailed scrutiny and must be readily and demonstrably defensible against adverse criticism. The criteria for designation should be kept as uniform as possible and the public should be kept fully aware of the reasons for any proposed changes in their area.

The 1990 Act charges local authorities with the responsibility of undertaking a review of their conservation areas from time to time, both to consider the possibility of revising their extent, and to identify any past changes or future pressures which may affect the original reasons for their designation.

English Heritage published an advisory leaflet on appraisals in 1997 and more detailed guidance on both appraisals and management plans in 2006. This guidance outlines the preferred approach to these plans and gives examples of the type of content that it would be useful to include.

The appraisal and management plan should define the key elements that together give the area its character, and objectively analyse how they interact to enhance their individual impact. They can then provide management suggestions for future policies and improvements based on a clear understanding of the special architectural and historic qualities that highlight the area and give it its local distinctiveness. These plans can also be used as a valuable means by which the impact of planning policies and the implementation of enhancement measures can be assessed.

The Plan will assist the District Council, development professions (planners, architects, landscape architects, highway engineers etc) and the local community engage in the conservation and enhancement of the local historic environment and help secure the long term viability of the Conservation Area as an important heritage asset.

This Appraisal and Management Plan has been developed from the Chiddingstone Hoath Conservation Area Appraisal 2003. The Plan sets objectives for the protection and enhancement of the conservation area, addresses areas identified in the first appraisal and brings forward opportunities to enhance the area.

The key purpose of this Plan is to:

- Raise awareness of the importance and value of the local heritage.
- Identify distinctive built form character within the conservation area;
- Provide guidance and set out objectives to preserve and enhance the buildings, structures and features.

- Identify distinctive public realm character within the conservation area and provide guidance and establish key actions to preserve and enhance the public realm.
- Outline the key statutory requirements in respect to development within the conservation area; provide guidance and set out actions to secure the proper and effective application of these requirements.
- Propose the implementation of management procedures to co-ordinate the delivery of new works and maintenance works within the public realm.

As an adopted Supplementary Planning Document, the plan will be a material consideration in the determination of development proposals.

### **1.5 Conservation Area Management**

The management of the historic environment depends on three things:

- sound core principles
- clear adopted policies, based on these principles
- the quality of decisions and actions that stem from these policies.

Clearly in a village possessing the important historical qualities of Chiddingstone Hoath the overriding policy should be to preserve and enhance those qualities. Conservation area status is not intended to imply prohibition of development, and conservation area management is therefore largely the management of change, to ensure that the local distinctiveness and special character of Chiddingstone Hoath is respected.

Change is inevitable in most conservation areas; the challenge is to manage change in ways that maintain and reinforce the area's special qualities. The character of conservation areas is rarely static and is susceptible to incremental, as well as dramatic, change. Some areas are in a state of relative social decline, and suffer from a lack of community and commercial investment. More often, the qualities that make conservation areas appealing also help to encourage residential over-investment and pressure for new housing. Positive management is essential if such pressure for change, which tends to alter the very character that made the areas attractive in the first place, is to be limited.



Figure 1 The rural setting of Chiddingstone Hoath

## 1.6 Local Conservation Area Policies

The Sevenoaks District Local Plan (adopted March 2000) has the following policy which relates to conservation areas:

**EN23 Proposals for development or redevelopment within or affecting conservation areas should be of positive architectural benefit by paying special attention to the desirability of preserving or enhancing the character or appearance of the area and of its setting. The design of new buildings and alterations to existing buildings should respect local character, whilst the treatment of external spaces including hard and soft landscaping, boundary walls, street furniture and signs should be compatible with and enhance the appearance of the area.**

Buildings which make a positive contribution to the character or appearance of the conservation area are identified on the character appraisal plan at the end of this document. English Heritage national guidance on conservation areas sets out the criteria used to identify these buildings. The Sevenoaks District Local Plan also states that the Local Planning Authority will undertake detailed assessments of designated conservation areas and will prepare proposals for their preservation. Development proposals will be judged against their overall contribution to the enhancement of the character and appearance of the area as set out in any scheme which may have been prepared.

This assessment and the detailed analysis of the area contained in the report are intended to fulfil this commitment and provide the background for enhancement schemes.

## 1.7 Other Local Plan Policies

The Local Plan also identifies specific policies designed to protect the natural environment and historic buildings.

Policy EN6 places restrictions on development within the Kent Downs and High Weald Areas of Outstanding Natural Beauty and EN7 gives priority to the enhancement of natural beauty, landscape, open space, geographical features and wildlife over other planning considerations within the North Downs and Greensand Ridge Special Landscape Areas. Other Areas of Local Landscape Importance where development may be restricted are noted in policy EN8.

Trees over a certain size are automatically protected within Conservation Areas, with any proposed work to them having to be notified to the local authority in writing six weeks in advance.

**2.00 DESCRIPTION OF CONSERVATION AREA**

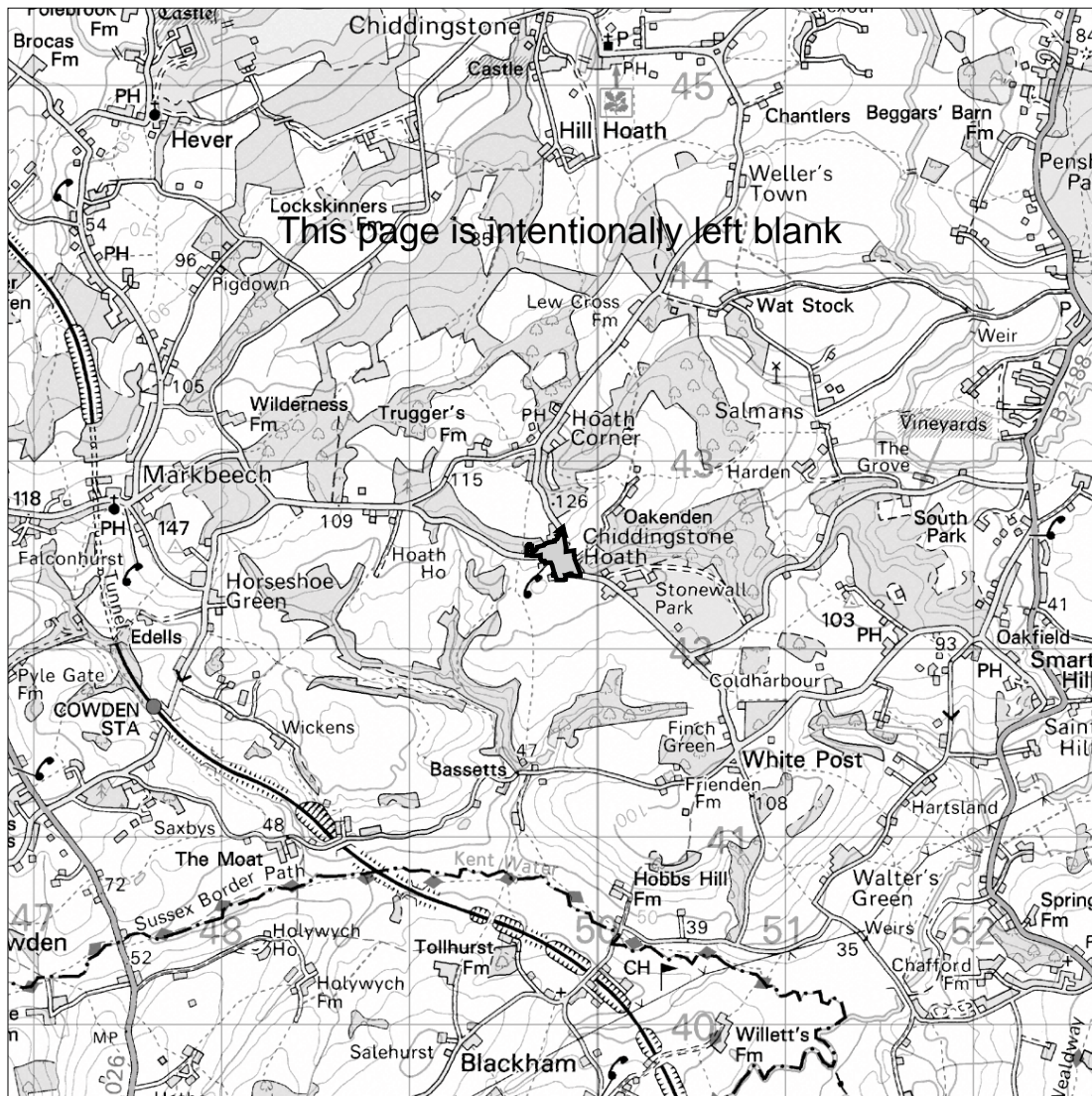
**2.1 General Description**

Chiddingstone Hoath Conservation Area covers some 3.3 hectares and contains two listed buildings. It was designated in 1993 and the boundary was extended in 2007. It includes part of the settlement around the Green and the farmstead at Brookers Farm.

The conservation area lies entirely within the Metropolitan Green Belt, an Area of Outstanding Natural Beauty and a Special Landscape Area.

**2.2 Location and Geographical Context**

Chiddingstone Hoath lies on the route between Markbeech and Penshurst. The nearest station is at Cowden and the nearest major settlement is the town of Edenbridge to the north east.



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**Map 1 Geographical Location**

### 2.3 Historical Development

Chiddingstone Hoath was formerly known as Rendsley Hoath and until the 1950's had its own village hall, which also served as a school. The north end of the hall was consecrated as a chapel. The hamlet is now closely linked to Hoath Corner.

### 2.4 Architectural Description

Chiddingstone Hoath has an architectural quality typical of a small Kentish hamlet, centred around a green. The buildings are all of a domestic scale, apart from the oast house, and they are constructed of local materials in the vernacular tradition.



Figure 2 Post Office Cottage and the Old Post Office

Red plain clay tiles are predominant on roofs and used as cladding over first floor timber frames. Ground floors tend to be of brick in traditional Flemish bond. Weatherboarding is also used as a cladding material.



Figure 3 Rendsley Cottage

Windows are small timber casements and those in Brooker Farm House have decorative arched heads. Leaded lights are found in Hoath Hall.



Figure 4 Brookers Farm House



Figure 5 Wheelwrights

Wheelwrights has a combination of local materials which adds to the character of the area. The replanted hedge and picket gate reflects the local vernacular.

### 3.00 CHARACTER APPRAISAL

#### 3.1 Setting of the Area and Spatial Relationships

Chiddingstone Hoath centres on the green, and this is the focal point that draws the eye when approaching the hamlet from any direction. The mature trees and expanse of grass on the triangle contribute to the unspoilt rural setting and frame the buildings set around the open space.



**Figure 6 Avondale and 1 The Green**

Trees and hedges mark the boundaries of the properties, enhancing the leafy enclosure of the green and the distinctive rural character of the hamlet. An historic K6 telephone box sits on a corner of the green. Orange/red hand-made plain clay tiles are a special feature of the Weald and give Chiddingstone Hoath a picturesque quality derived from the underlying geology of the area.





**Figure 7 Mature tree by the garage to Wheelwrights**

The open field between the oast house and the green links the farm settlement with the heart of the hamlet.



**Figure 8 The Oast House at Brookers Farm**

### 3.2 The Impact of Individual Elements, Features and Groups of Building

Chiddingstone Hoath Conservation Area is a tiny hamlet set around a triangular green at the junction of two minor country roads. It is a quiet area with some attractive buildings on two sides of the green. Others line the road to the north and there is a farm complex to the south.



**Figure 9 Hillside**

It is the cottages on the east side of the green which form the most attractive group. They are seen from a distance when approaching the area from the west and are framed by mature trees. They have a variety of styles and materials that create a cheerful, colourful little enclave.



**Figure 10 Council Cottages**

On the north side are four fairly mundane 20<sup>th</sup> Century cottages, with limited architectural merit. Adjacent to them is Forge Cottage, a single house formed from two smaller cottages, with a porch addition that is rather out of scale.



**Figure 11 Forge Cottage**

Forest Cottage, a 16<sup>th</sup> Century listed property to the west of Forge Cottage, is a timber-framed property with tile hanging on the first floor. It has a high pitched roof clad in hand made plain clay tiles with a ridge chimney stack. The catslide roof to the rear sweeps down across the ground floor. The building makes a significant contribution to the character of the conservation area.



Figure 12 Forest Cottage

Hoath Hall, on the western extremity of the conservation area, is an eclectic mix of timber-framing, weather-boarding and decorative detail that appears to date from the Victorian or Edwardian period. It has a brick plinth and clay tiled roof and much alteration over the years which adds to its unusual character. The wooded grounds contribute to the character of the conservation area and visually complete the western edge of the hamlet.



Figure13 Hoath Hall



Figure 14 Wooded grounds

Brookers Farm, its adjacent oast and the field to the south east of the road, are an attractive grouping of agricultural buildings that contribute to the character of the hamlet. The farmhouse in particular has a charming simplicity and solidity and is set amid mature trees that have remained largely unchanged over the centuries and more recent but well established hedging.



**Figure 15 Brookers Farm House**

Well Cottage and Hill Crest to the north of the green, although much altered and surrounded by modern development, is a potentially attractive, part medieval building, which contributes to the character of the conservation area.



**Figure 16 Well Cottage**

The wooded garden at Hoath Hall and the open land to the rear of Rendsley Cottage both provide part of the setting to the conservation area.

The Green with its millennium stone, seat and trees is the focus of the conservation area and helps to visually link the surrounding group of buildings. The simple rural character of the green is fragile and could easily be spoilt by over enthusiastic road signing or urban kerbing.



Fig 17 The Green

## **4.0 MANAGEMENT**

### **4.1 Conservation Area Management**

Clearly in an area possessing the historical and architectural qualities of Chiddingstone Hoath the overriding policy should be to preserve and enhance those qualities. However conservation area status is not intended to imply prohibition of development, and conservation area management is therefore largely the management of change, to ensure that local distinctiveness and the special character of place are respected and responded to in a positive manner. Change is inevitable in most conservation areas; the challenge is to manage change in ways that maintain and if possible, reinforce an area's special qualities.

At Chiddingstone Hoath the built and natural heritage should be conserved and any new development should protect and enhance cherished assets of local architectural, cultural, and conservation importance, and the character of the surrounding landscape. Local distinctiveness is an important part of character to be assessed both in the context of the whole conservation area, and the site and its immediate surroundings, when putting together any development proposal.

## 4.2 Current and Future Pressures on the Area

The hamlet extends to the north of the green, and the newer development does not always contribute to the setting of the older properties. There will always be pressure for development in such an attractive setting, and it is important to ensure that any future proposals are of positive benefit to the community and enhance the character of the conservation area. The nature of such settlements relies upon the intimate relationship between many historic properties and their landscape setting. This balance is easily disturbed by inappropriate development.

Whilst new development within a conservation area is not necessarily unwelcome, the impact that this can have on the traditional form of the settlement and its buildings has to be carefully considered before planning permission is granted. The Green Belt status of Chiddingstone Hoath may come under pressure in future years in response to the need for new housing in the south-east but at present new development is constrained by tight planning policies.

## 4.3 Potential for Enhancement

There is little that might improve the character and appearance of the hamlet, apart from some more regular maintenance of some of the properties, and more care of the public realm. Some enhancements which would have a positive effect on the character of the conservation area include decoration at Post Office Cottage which would be simple to remedy. Unfortunate replacement windows at Avondale highlight the need for careful consideration before such work is undertaken to older properties, even if unlisted.

Consideration should be given to the resetting or under grounding of telegraph poles and overhead power lines within the conservation area. Although functional they tend to have an adverse effect on character due to their prominence



Figure 18 Prominent pole and overhead lines'

Remounting the direction sign on the green onto a traditional cast iron pole would improve its appearance and should not be beyond the resources of the highway authority



Figure 19 Direction sign

#### 4.4 Article 4 Directions

A balance needs to be struck between people's rights and need to adapt their properties and the impact that this can have on a street scene that is enjoyed by all. Many small residential alterations are permitted development over which the Council has no control.

The status of a Conservation Area, and consequently the ability of the Local Planning Authority to protect its special character, can be enhanced greatly by an Article 4 Direction. Without an Article 4 Direction, even within a designated conservation area, many small alterations to private dwelling houses can be carried out as Permitted Development; and would not require planning permission. Such alterations can have a dramatic impact on the very special character of a conservation area, and even relatively minor changes can lead to a dilution in the qualities of the area.

An Article 4 Direction removes specified permitted development rights. This means that anyone wishing to carry out any such work must first obtain planning permission from the Local Planning Authority. Where proposed development would require Planning Permission only by virtue of the removal of Permitted Development rights under an Article 4 Direction, such applications attract no fee.

#### 4.5 The need for contextual design.

All new development in the conservation area, should respond to its immediate environment and context, in terms of scale, density, form, materials and detailing. Applicants for planning permission must provide a "Design and Access Statement", to justify the design decisions that have been made as the scheme was developed and to show how proposed alterations relate to their context. Areas on the edge of the village have an open rural character and long views of and from the site must be taken into account. It is also vital to respect the agricultural and parkland character of the surrounding area.

The following are general principles that should be adopted for development in all parts of the conservation area

#### *Scale.*

Scale is the combination of a building's design, height and bulk when related to its surroundings. Most of the buildings in Chiddingstone Hoath are two storeys and are of a modest character. Proposals for new or replacement buildings, such as garages or out buildings, must have drawings with adjacent buildings shown indicating how the new structure will relate to them. House extensions must take into account the scale of the existing building, and must not dominate or overwhelm the existing building.

#### *Extensions to existing buildings.*

Extensions should respect the form and character of the original house and its locality and use high quality materials and detailing. For listed buildings this is particularly important. Design should be of high quality, whether modern or traditional. Roof lines, roof shape, eaves details, verge details and the creation of new chimneys are all important considerations. Extensions should not overlook neighbouring properties, lead to an unacceptable loss of garden space, or result in the loss of historic plot boundaries. Extensions should not dominate the original building

#### *Windows*

The commonest window types within the conservation area are single glazed, white painted timber windows, in the form of side hung casements on many of the older and more modest dwellings. Listed Building Consent is always required to alter the form of fenestration in listed buildings. Windows of traditional design which are in keeping with the building they belong to and respect the historic nature of the hamlet make a very important contribution to the character and appearance of the conservation area.

#### *Repairs*

Repairs to existing historic structures must be undertaken sensitively to ensure that the appearance and condition of their fabric is not harmed. The regular maintenance of historic buildings can help to avoid the costly repair work required to rescue a building from dereliction. It is especially important to ensure that historic buildings are kept weather and water tight to prevent further deterioration and for this reason it is necessary to keep roofs in particular in a good state of repair.

#### *The Character of Roads and Lanes*

The rural nature of local roads and lanes provides more than just a visual contribution to character. Lanes through the village are mostly peaceful, narrow and winding, and their importance to local character should not be underestimated. Most roads retain soft grass verges, bounded by mature hedgerows and trees, and without too many urbanizing pavements and kerbstones. Street clutter caused by too many items of street furniture of conflicting design should be avoided.





Figure 20 Concrete kerbs

There should be no further urbanization of roads and verges through the use of inappropriate materials such as concrete kerbs. Grass verges should be preserved as much as possible. If changes become necessary for safety reasons then preference should be given to the use of natural stone or similar appropriate materials. Leafy green lanes are a characteristic of Chiddingstone Hoath and should be conserved.

**Bibliography:**

Guidance on the Management of Conservation Areas	English Heritage 2006
Guidance on Conservation Area Appraisals	English Heritage 2006
Sevenoaks District Local Plan	Sevenoaks District Council 2000
Conservation Area Appraisals	English Heritage 1997
Development in the Historic Environment	English Heritage 1995
Conservation Area Practice	English Heritage 1995
Planning Policy Statement: 5 Planning for the Historic Environment	DCMS 2010
PPS5 Historic Environment Planning Practise Guide	DCMS 2010
Topographical Map of the County of Kent 1769	Andrews, Drury & Herbert
Topographical Survey of the County of Kent	Edward Hasted Vol iii 1797
The Buildings of England. West Kent and The Weald	John Newman 1997
Sevenoaks Rural District Guide 1972-1974	

**ENVIRONMENT SELECT COMMITTEE – 25 OCTOBER 2011**

**2012/13 BUDGET & REVIEW OF SERVICE PLANS**

Also considered by: Social Affairs Select Committee – 1 November 2011

Services Select Committee – 8 November 2011

Report of the: Deputy Chief Executive and Director of Corporate Resources

Status: For Decision

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**Executive Summary:** This report sets out proposals for updates to the 2012/13 budget within the existing framework of the 10 year budget and 4 year savings plan. Service pressures are identified for Members information to be managed within the existing budget framework. The report also identifies growth items, that are outside of the current Financial Plan.

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This report supports all the Council's Key Aims.

**Portfolio Holder** Cllr. Ramsay

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**Recommendation:**

The Committee's view and comments are sought to inform the draft budget decisions to be made by Cabinet at its meeting on 8 December 2011.

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**Background**

- 1 In December 2010 Members approved a balanced 10 year budget to 2020/21 and a four year savings plan incorporating £4.2million of savings to the end of 2014/15. It is pleasing to report that as the Council has a 10 year balanced budget new growth items for 2012/13 are limited to just £46,500.
- 2 The following reports have been presented to Cabinet to start the budget setting process for 2012/13:
  - Financial Prospects Report; and
  - Budget Timetable.
- 3 On 15 November Performance & Governance Committee will also receive the Financial Prospects Report and in addition a report on the Budget Strategy.

**Introduction**

- 4 This report presents members with the following documents relating to the budget for 2012/13:
  - Priority Matrix (Appendix A);
  - Summary of Service Plans (Appendix B);

- The Council's agreed 4 year savings plan (Appendix C);
- List of Service Pressures identified by Officers for 2012/13 (Appendix D); and
- Growth Items and where required Service Change Impact Assessment forms (SCIAs) for this Select Committee (Appendix D).

**Priority Matrix**

- 5 The Priority Matrix is provided at Appendix A for Members information to assist in evaluating budget variations requested by Heads of Service and forming recommendations for savings.
- 6 The Priority Matrix is the tool by which the Council prioritises its services. The Priority Matrix is just one element of the budget setting process that can be used to support decision making within this challenging financial climate and eases the process of shifting resources from non-priority areas. The movement of resources from non-priority to priority areas has been an essential tool in achieving the District Council's aims and priorities.
- 7 The current Priority Matrix was reviewed and agreed by Cabinet in September 2010. It prioritises services by scoring them against each of the following criteria:

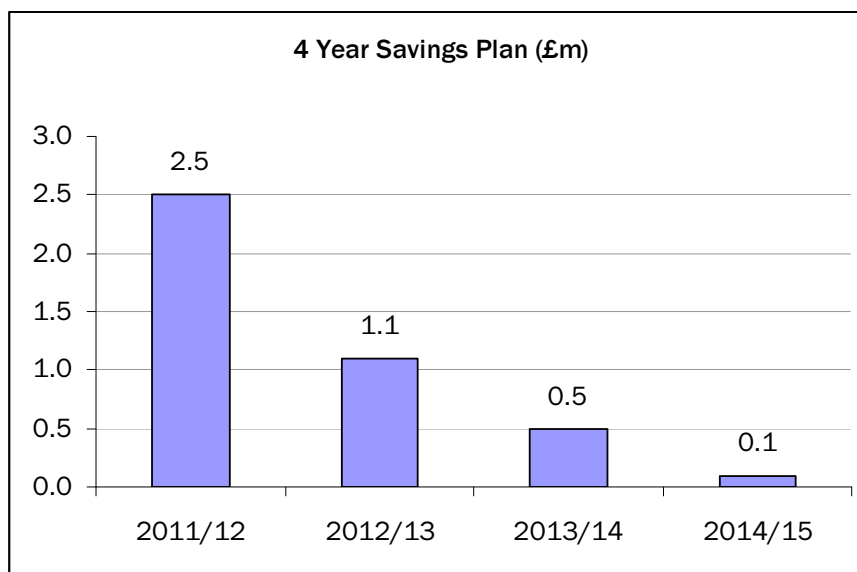
Priority Matrix Criteria
Community Plan – the extent to which that service contributes to the delivery of the Community Plan
Obligatory or discretionary – services which are wholly or partially a statutory requirement
Social inclusion – the extent to which the service assists in improving social inclusion
Service to the whole District – gives points to those services that are available to all in the District
Shared Service – gives points to services that operate as or have plans or potential to operate as shared services
Ability to earn income – points awarded according to the significance of the value of income raised in relation to the cost of that service
LDF – the extent to which that service contributes to the delivery of the Local Development Framework
Balanced Communities – the extent to which that service contributes to the Balanced Communities agenda

**Summary of Service Plans**

- 8 On an annual basis Managers of each of the Council’s services sets out their objectives for the coming year within their Service Plan. The Service Plans and the objectives Managers set form the basis for decisions about performance indicators to be used to measure progress and an assessment of the operational risks that may prevent objectives being achieved. Service Plans are directly aligned to the Council’s priorities and the resources available to deliver the service.
- 9 Set out at Appendix B is a summary of Service Plans. These include only those services directly relevant to this Select Committee. They are provided for Members information to assist in evaluating the pressures faced by services in setting the 2012/13.

**4 Year Savings Plan**

- 10 Appendix C to this report sets out the savings plan, approved by Council in February 2011, which is allowing the Council to deliver a 10 year balanced budget. The savings plan requires a total of £4.2 million to be saved between 2011/12 and 2014/15. The proportion of those savings required in each year are set out below.



**Service Pressures**

- 11 Appendix D to this report lists the potential service pressures identified by Officers for 2012/13. These pressures are provided for Members information and are currently being assessed by officers. These service pressures will be managed within the existing budget framework.
- 12 Service pressures are items that are in addition to non-service issues and risks, such as grant settlements, impacts of economic change and other pressures highlighted in the Financial Prospect report considered by Cabinet on 13 October 2011.
- 13 For 2012/13 the identified service pressures total £130,000 and comprise:

- Environment Select – Building Control (£20,000) – An estimated short fall in income as a result of the continued difficulties in the economic climate;
- Social Affairs Select – CCTV (£30,000) – The Council has identified £20,000 of additional income against a target of £50,000. Shortfall expected as the Police currently make a nil contribution;
- Services Select – Housing Benefits (£50,000) – The poor state of the economy and increasing numbers of unemployed have generated a significant and sustained increase in workload. To manage this workload in to the future the Council may be required to make a contribution to the increased costs to the service;
- Services Select – Direct Services Fuel Costs (£30,000) – The current price of fuel is above the anticipated level. If this increased price continues in to the coming year pressure will be placed on the service budget.

**Growth Items**

- 14 Variations to the current 10 year budget and four year savings plan proposed by officers for 2012/13 are set out at Appendix D to this report. These are growth items were unforeseen at the time of agreeing the existing budget and are therefore outside of the current Financial Plan. If approved, the total value of growth items, £46,500, will need to be matched by corresponding savings elsewhere in order to achieve a balanced budget for 2012/13.
- 15 Where growth items fall within the remit of this Select Committee they will be accompanied by Service Change Impact Assessments (SCIAs). These set out the implications of each proposed growth item. Completed by the Head of Service importantly they highlight the impacts on and the risks to the service of the growth or savings item. This is important for Members to consider as it may have a detrimental impact on the quality of service delivered to the community or have an impact on the officers delivering the service. The table below summarises the growth items and supporting documentation that will be provided to each Select Committee.

Select Committee	Growth Item (s)	Value of Growth	SCIAs
Environment	None	Nil	No
Services	Benefits Admin & Members' IT Allowance	£46,500	# 1 & 2
Social Affairs	None	Nil	No

- 16 It is suggested that where required the Select Committee assesses the growth items listed in Appendix D that relate to services within their terms of reference and refers to the Priority Matrix, Summary of Service Plans and

SCIAs where further information is required to develop suggestions for compensating savings.

- 17 Views of the Select Committees on the growth items identified in these documents, together with their suggestions for possible savings, will be considered by Cabinet at its meeting on 8 December.

### **Financial Summary**

- 18 Growth items totalling £46,500 have been identified for 2012/13 which are outside of the existing approved 10 year budget. Where there is growth and extra costs that outweigh any proposed savings Members are asked to put forward options for savings to at least the corresponding value. Wherever possible these savings proposals should come first from Services within the Select Committees remit.
- 19 The savings plan at Appendix C and the summary of service pressures identified at Appendix D give Members an indication of the financial challenges being addressed by officers within the existing budget framework.

### **Key Implications**

#### Financial

- 20 All financial implications are included elsewhere in the report.

#### Community Impact and Outcomes

- 21 The SCIAs set out the potential impact on the community of variations to the agreed budget.

#### Legal, Human Rights etc.

- 22 There are no legal or human rights implications.

#### Resource (non-financial)

- 23 None

#### Value For Money

- 24 By assessing budget variations in light of the additional information provided within the Priority Matrix, summary of Service Plans and SCIAs enables Members to make decisions that deliver improved value for money from the resources available to the Council to deliver its services.

### **Risk Assessment Statement**

- 25 For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.
- 26 Major service financial risks are included in the SCIAs and within the growth items listed at Appendix D. Financial risks are reviewed again when the Cabinet publishes its proposals for the annual budget.

**Conclusions**

- 27 Members' consideration and scrutiny of the relevant services is an essential and key process in the business and financial planning process. Any costs agreed which are outside the existing Financial Plan will require additional savings, and subsequent service changes, to ensure a balanced budget position.

**Sources of Information:** Revenue Budget & Council Tax 2011/12 Report to Council – 16 December 2010  
Financial Prospects & Budget Timetable report to Cabinet – 13 October 2011  
Budget Strategy Report to Performance & Governance Committee – 15 November 2011  
Financial Prospects Report to Performance & Governance Committee – 15 November 2011

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**Dr. Pav Ramewal**

**Deputy Chief Executive and Director of Corporate Resources**



# Agenda Item 10

Priority	Services	Community Plan Categories						Total Comm. Plan Score	Additional Criteria				Council Vision		TOTAL SCORE
		safe communities	caring communities	green environment	healthy environment	dynamic economy	sustainable economy		Obligatory or Discretionary	Social inclusion	Service to whole district	Shared Service	Ability to earn income	LDF	
	<b>Maximum Score</b>	3	3	3	3	3	3	18	10	5	5	5	3	3	54
1	The Community Plan	3	3	3	3	3	3	18	10						42
2	Planning - Development Control	1	1	2	1	2	1	7	10						36
3	Local Development Framework	1	1	3		2	2	9	10						34
3	Housing	1	2		1		3	7	10						34
4	Benefits Admin	1	3					4	10	5					31
4	Licensing Regime	2			1		1	4	10						31
5	Clean Air			3	1			5	10						28
5	Building Control	1					1	2	10	1					28
6	Planning - Enforcement	1		1	1			3	10						27
6	Planning - Appeals			1		1		3	10						27
6	Homeless	1	2				1	4	10	5					27
6	Local Tax						1	1	10						27
7	Refuse Collection	1		2	1			4	10	1					26
7	Public Health incl food hygiene	2			3	1		6	10						26
8	Community Development/Safety	3	2	1			2	8	10						25
9	Noise Control	1			1			2	10						24
9	Home Improvement Agency	1	2				1	4	5	5					24
9	Improvement Grants		2				1	3	10	5					24
9	Taxis	1					1	2	10						24
9	Private Sector Housing	1	1	1	1		1	5	7						24
10	Street Cleansing	2		1	1			4	10						22
10	Conservation			3				3	7						22
10	Gypsy / Traveller Sites	1	2	1				4	5	5					22
11	Street Naming						1	1	10						21
11	Health Improvements/Policy	1	2		3		1	7		5					21
12	Members	1	1	1	1		1	6	7						20
12	CCTV	3			1		1	5	3						20
13	Elections						3	3	10						19
13	Contaminated Land				3			3	10						19
13	Register of Electors						3	3	10						19
13	Licensing Health				3			3	10						19
14	Youth	2	2		2	1	1	8		5					18
14	8 to 12 project	2	2	1	1		1	7		5					18
14	Corporate management	1	1	1	1	1	1	6	7						18

Sevenoaks District Council Priority Matrix Environment Select Committee - 25 October 2011  
**Item No. 10 - Appendix A**

Priority	Services	Community Plan Categories						Total Comm. Plan Score	Additional Criteria						Council Vision		TOTAL SCORE
		safe communities	caring communities	green environment	healthy environment	dynamic economy	sustainable economy		Obligatory or Discretionary	Social inclusion	Service to whole district	Shared Service	Ability to earn income	LDF	Balanced Communities		
	<b>Maximum Score</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>18</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>54</b>	
14	Minibus		2	2	2	1	1	5	2	5	2	1	3	1	3	18	
15	External Communications	1	1	1	1	1	1	6	2	5	1	1	2	1	2	17	
15	Parks Rural	1	1	3	1			6	2		1	3	2	3	2	17	
16	Land Charges		1	1	1	1	1	3	10			3				16	
16	Pest Control		1	1	1			2	2	5	3	1		1	1	16	
16	Estate Management - Buildings					1	1	1	5	2	5	3				16	
16	Markets					2	1	3	2	2	5	5		1		16	
17	Civil Protection	3						3	5		1	1				15	
18	Grants to Organisations		3					3	5	2	5	1		3		14	
18	Parks and Rec. Grds		1	3	1			5	1	1	2	1	1	1	2	14	
19	Arts Development		1				1	2	2	2	5	1	1	3		13	
19	Dangerous Structures	1						1	6		3	1	1	1		13	
20	On Street Parking	1						2			3	5	1	1		12	
21	Leisure Contract and development	1	1		3			6	3		3		2			11	
21	Discretionary rate relief							3	5					3		11	
21	Committee Admin							1	6			3		1		11	
21	Car Parks					1	2	3			1	5	1	1		11	
21	West Kent Partnership					1	1	2				5	1	3		11	
22	Pension Payments and other							0	10							10	
22	Tourism					1		1								10	
22	Support to Commerce					2	2	4				3	2	1		10	
23	Public Conveniences		1		1			3		3			2	3		9	
23	Emergencies	3						3			5			1		9	
24	Sevenoaks Playhouse (STAG)	1	1			2	2	3	2					3		8	
24	Consultation & surveys	1	1	1	1	1	1	6				1	1	1		8	
24	Performance Improvement							0			5	3				8	
25	Housing Premises							0	5			1				7	
25	Civic Expenses						1	1	1		5					7	
25	Bus Station		1					3		1		1	1	1		7	
26	Treasury Management							0				3				6	
27	Estate Management - Grounds			1				1			1	1	1	1		5	



## Summary of 2011/12 Service Plans

### Environment Select Committee

**Guidance Page**

Table 1: Responsibility for Services				
Head of Service	Service	Environment	Social Affairs	Services
Community Development	Community Planning & Safety		✓	
	Health & Leisure		✓	
	Regeneration & Youth (excl. Economic Development)		✓	
	Economic Development	✓		
Development Services	Development Control	✓		
	Planning Policy	✓		
	Building Control	✓		
Environmental & Operational Services	Direct Services	✓ Street Cleaning	✓ CCTV, Pest Control & WC's	✓
	Environmental Health	✓	✓	
	Licensing			✓
	Parking & Amenity	✓		
	Audit, Risk & Anti Fraud			✓
	Customer Services			✓
	Finance			✓
Finance & HR	Housing Benefits			✓
	Human Resources			✓
	Property Services			✓
	Revenues			✓
	Communications			✓
	Housing Policy			✓
	Private Housing			✓
	Social Housing			✓
	IT Services			✓
	Facilities Management			✓
Legal & Democratic Services	Democratic Services			✓
	Elections & Land Charges	✓ Land Charges		✓ Elections
	Legal Services			✓
	Policy & Performance			✓

Table 2: Notes to accompany Summary of Service Plans	
Section	Description
1: Key Service Objectives	The key service objectives are drawn from the Service Plans completed each year by the Manager of each service.  The Summary of Service Plan selects only the key objectives for the service for 2011/12 and is not a full record of all objectives for the service.
2a: Resources – Staff FTEs	Provided by the Human Resources team the number of full time equivalent staff demonstrates the resources available to deliver the service.  Where services are shared only the staff employed directly by Sevenoaks District Council are included.
2b: Resources – 2011/12 Budget	Provided by the Finance team the net budget for each service for the three most recent years sets out the financial resources available to deliver the service. The data also demonstrates the direction of travel of the budget in recent years.  For shared services only the SDC contribution is included.
2c: Resources – Savings Plan	Provided by the Finance team is a record of savings achieved between 2008 and 2010 and those agreed for the next 4 years within the current savings plan. For details of the current savings plan please see Item 5e (Appendix B) on CMIS at: <a href="http://democratic.sevenoaks.gov.uk/sevenoakscmis/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/41/0/Meeting/5995/Committee/1001/Default.aspx">http://democratic.sevenoaks.gov.uk/sevenoakscmis/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/41/0/Meeting/5995/Committee/1001/Default.aspx</a>
3a: Performance – Head of Service Level	A high level summary of the current performance of all local performance indicators (LPIs) overseen by the Head of Service. The colour coding represents the following performance levels:  Green – At or above target; Amber – Within 10% of target Red – Missing target by 10% or more
3b: Service Performance Summary	A summary of the current performance of all LPIs at service level.  More information is available to Members through Covalent - <a href="http://www.covalentcpm.com/sevenoaks">www.covalentcpm.com/sevenoaks</a> - using the assigned Member log in and password.
3c: Performance Notes	Where any performance indicator is missing target by 10% or more and is 'Red' Officers have provided a brief commentary.  More detailed commentary is available in Covalent.

**Community Development Service Plan Summary 2011/12**

**Part 1: Key Service Objectives**

- To be reviewed by Social Affairs Select Committee

Community Planning & Safety  
**Shared Service**

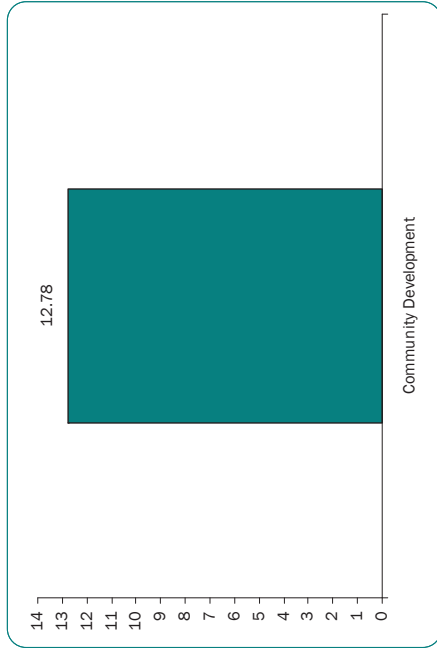
- To be reviewed by Social Affairs Select Committee

Health & Leisure

- 8-12s project sustained through partnership work with the voluntary and community sector.
- 80% of Young People's Action Plan on target.
- 80% of Economic Development Action Plan to be on target.
- 75% of the West Kent Investment Strategy to be on target.

Regeneration & Youth  
 \* Also to be reviewed by Social Affairs

**Part 2a: Resources – Staff (full time equivalent employees)**



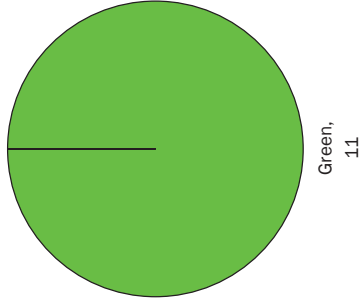
**Part 2b: Resources – 2011/12 Budget (£ 000)**

	Budget 09/10	Budget 10/11	Budget 11/12
Community Planning & Safety	559	464	459
Health & Leisure	669	645	564
Regeneration & Youth	179	161	143

**Part 2c: Resources – Savings Plan (£ 000)**

	2008 - 10	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Community Planning & Safety	128	34	20	-	-
Health & Leisure	69	178	180	25	-
Regeneration & Youth	48	23	83	-	-
<b>TOTAL</b>	<b>245</b>	<b>235</b>	<b>283</b>	<b>25</b>	<b>-</b>

**Part 3a: Performance of Community Development**  
 (at August 2011)



**Part 3b: Service Performance Summary (at August 2011)**

	Green	Amber	Red	Overall Performance
Community Planning & Safety	6	-	-	✓
Health & Leisure	3	-	-	✓
Regeneration & Youth	2	-	-	✓

**Part 3c: Performance Notes (for Red Indicators)**

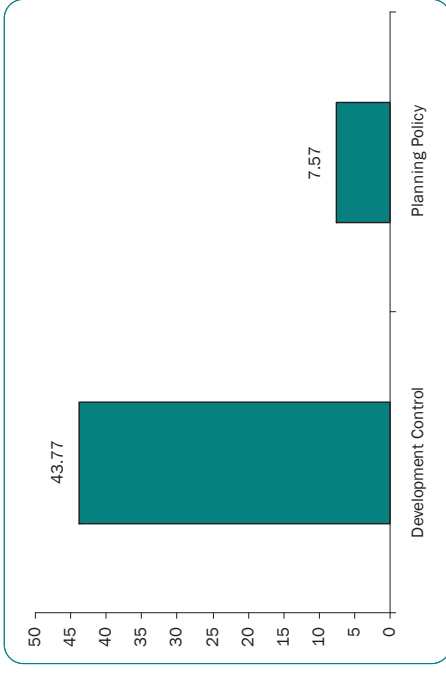
■ No commentary required

**Development Services Service Plan Summary 2011/12**

**Part 1: Key Service Objectives**

- Design Safe Environments
  - All major development (where appropriate) should contribute toward the physical and social infrastructure required to address the need of the development in relation to the community.
  - Ensure up-to-date Conservation Areas, Appraisals and Management Plans are in place.
  - Effective operation of Shared Service Management with Tunbridge Wells Borough Council.
- Development Control**
- Complete Local Development Framework in accordance with the Local Development Scheme and national/local policy guidance.
- Shared Management**
- Complete Local Development Framework Annual Monitoring Report in accordance with national guidance (AMR) to be completed by end December).
  - Review Local Development Scheme to keep it up to date (Annual Monitoring Report to identify if changes needed).
  - Effective operation of Shared Service Management with Tunbridge Wells Borough Council.

**Part 2a: Resources – Staff (full time equivalent employees)**



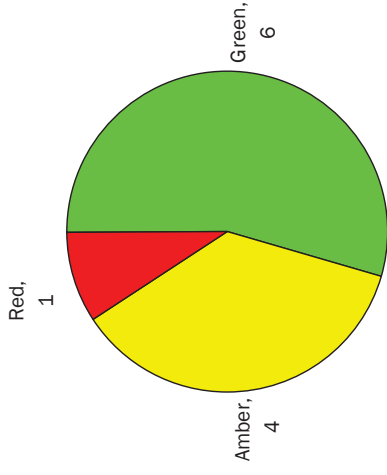
**Part 2b: Resources – 2011/12 Budget**

	Budget 09/10	Budget 10/11	Budget 11/12
Development Control	1,401	1,281	937
Planning Policy	531	516	441

**Part 2c: Resources – Savings Plan**

	2008 - 10	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Development Control	319	269	100		
Planning Policy	83				
<b>TOTAL</b>	<b>402</b>	<b>269</b>	<b>100</b>	<b>-</b>	<b>-</b>

**Part 3a: Performance of Development Services (at August 2011)**



**Part 3b: Service Performance Summary (at August 2011)**

	Green	Amber	Red	Overall Performance
Development Control	5	4	1	Amber
Planning Policy	1	-	-	Green

**Part 3c: Performance Notes (for Red Indicators)**

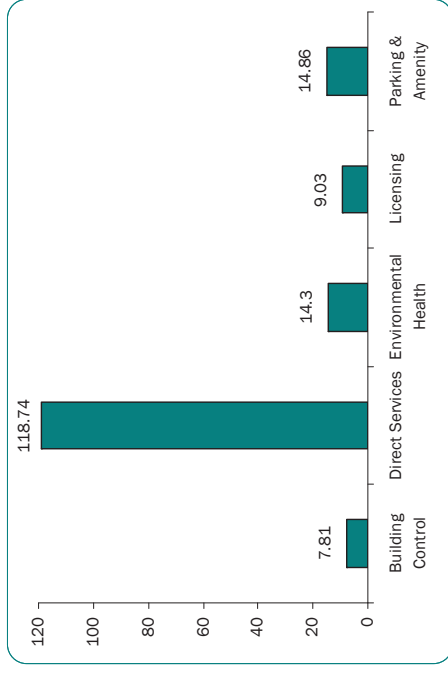
- Development Control – 14 planning appeals against a Council decision have been successful. Analysis of appeals is being undertaken and any lessons learned will be fed back to officers.

# Environmental and Operational Services Service Plan Summary 2011/12

## Part 1: Key Service Objectives

<p><b>Building Control</b>  <b>Shared Management</b></p>	<ul style="list-style-type: none"> <li>Administer all aspects of the Building Control Service within performance indicators.</li> <li>Raise awareness &amp; embed Emergency Planning &amp; Business Continuity across the organisation.</li> </ul>
<p><b>Direct Services</b>  <b>Shared Service (CCTV)</b>  <small>* Also reviewed by Services &amp; Social Affairs</small></p>	<ul style="list-style-type: none"> <li>Review CCTV service in response to 2011/12 savings.</li> <li>Implement Kent Waste Strategy agreed work streams.</li> <li>Trading accounts to achieve budgeted surplus.</li> <li>Monitor street cleansing round operations following resource reduction</li> <li>Develop partnership working where there are willing neighbouring authorities</li> </ul>
<p><b>Environmental Health</b>  <b>Shared Management</b></p>	<ul style="list-style-type: none"> <li>Investigate shared working for Environmental Health services with Dartford BC.</li> <li>Produce Food Standards Agency Service Plan 2011/12 and submit to Portfolio Holder.</li> <li>Consider detailed assessment of air quality data for the district and produce associated reports for Members and DEFRA.</li> </ul>
<p><b>Licensing</b>  <b>Shared Service</b></p>	<ul style="list-style-type: none"> <li>To be reviewed by Services Select Committee</li> </ul>
<p><b>Parking &amp; Amenity</b>  <b>Shared Management</b></p>	<ul style="list-style-type: none"> <li>Undertake parking reviews in response to requests from residents and businesses to improve parking facilities and controls.</li> <li>Facilitate the transfer of relevant land/facilities/playgrounds to town/parish councils.</li> <li>Investigate and develop shared working opportunities with other local authorities.</li> </ul>

## Part 2a: Resources – Staff (full time equivalent employees)



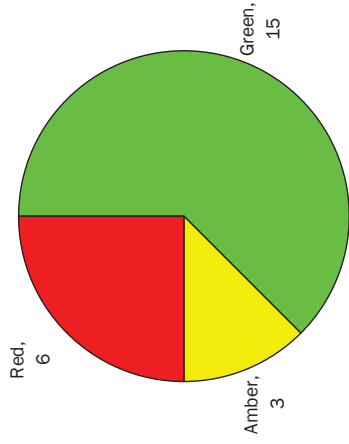
## Part 2b: Resources – 2011/12 Budget

	Budget 09/10	Budget 10/11	Budget 11/12
Building Control	104	33	-69
Direct Services	4,437	4,311	3,671
Environmental Health	876	879	706
Licensing	19	2	-11
Parking & Amenity	-1,311	-1,372	-1,624

## Part 2c: Resources – Savings Plan

	2008 - 10	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Building Control	67	64			
Direct Services	456	668	16		50
Environmental Health	95	150			
Licensing	35	15	15		
Parking & Amenity	484	199	13	14	
<b>TOTAL</b>	<b>1,137</b>	<b>1,096</b>	<b>44</b>	<b>14</b>	<b>50</b>

## Part 3a: Performance of Environmental & Operational Services (at August 2011)



## Part 3b: Service Performance Summary (at August 2011)

	Green	Amber	Red	Overall Performance
Building Control	4	-	-	Green
Direct Services	6	3	3	Green
Environmental Health	2	-	2	Amber
Licensing	2	-	1	Green
Parking & Amenity	1	-	-	Green

## Part 3c: Performance Notes (for Red Indicators)

- Direct Services – Trading Accounts in surplus but diesel and waste disposal costs increasing. Missed collections higher than usual in August reflecting high period for annual leave and the use of less experienced agency drivers and loaders.
- Environmental Health – Shortfall in proactive health and safety contacts as a result of less Health and Safety Executive resources being applied in the District.
- Licensing – 16 licensing enforcement visits behind target. Good progress is being made in bringing down the backlog.

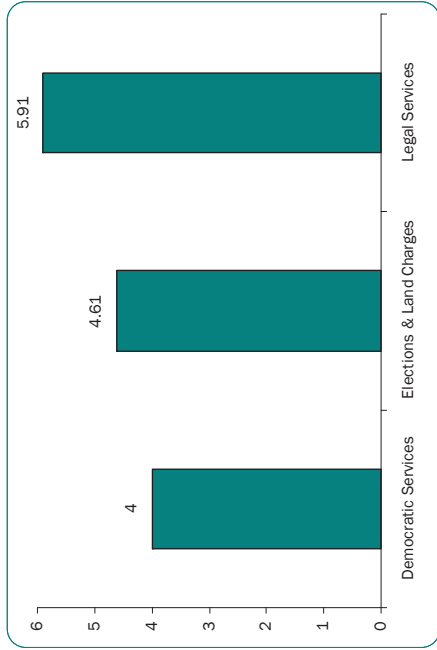
**Legal and Democratic Services Service Plan Summary 2011/12**

**Part 1: Key Service Objectives**

- To be reviewed by Services Select Committee
- Democratic Services**
- Response accurately to local land charges searches within the required target time
  - Accurately maintain the register of electors through the annual canvass and through monthly updates
  - Conduct elections, by elections and referendums in accordance with statutory requirements
- Elections & Land Charges**
- \* Also reviewed by Service Select Committee

- To be reviewed by Services Select Committee
- Legal Services**

**Part 2a: Resources – Staff (full time equivalent employees)**



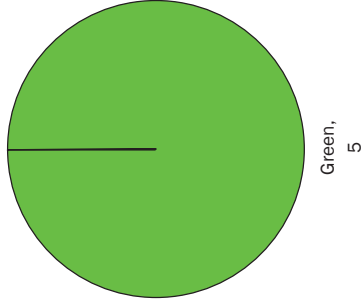
**Part 2b: Resources – 2011/12 Budget (£ 000)**

	Budget 09/10	Budget 10/11	Budget 11/12
Democratic Services	128	129	89
Elections & Land Charges	63	136	91
Legal Services	368	377	295

**Part 2c: Resources – Savings Plan (£ 000)**

	2008 - 10	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Democratic Services		37			
Elections & Land Charges		-22			
Legal Services	30	55			
<b>TOTAL</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Part 3a: Performance of Legal & Democratic Services**  
 (at August 2011)



**Part 3b: Service Performance Summary (at August 2011)**

	Green	Amber	Red	Overall Performance
Democratic Services	1	-	-	✓
Elections & Land Charges	1	-	-	✓
Legal Services	3	-	-	✓

**Part 3c: Performance Notes (for Red Indicators)**

- No commentary required



**Summary of Savings Proposals**

	Amount (£)	Service	Select Ctee	Year (£)			Total ongoing savings
				2011/12	2012/13 additional savings	2013/14 additional savings	
<b>Environment Select Committee</b>							
Tourism - reduced activity	(30,000)	Tourism	Environment		(30,000)		(30,000)
Development Control - Conservation - deletion of consultants budget	(11,000)	Conservation	Environment	(11,000)			(11,000)
Development Control - Appeals - reduced use of external legal resources	(10,000)	Planning Appeals	Environment	(10,000)			(10,000)
Development Control - Appeals - reduced use of consultants	(6,000)	Planning Appeals	Environment	(6,000)			(6,000)
Development Control - review processes and structure to reduce costs	(131,000)	Development Services	Environment	(131,000)			(131,000)
Development Control - Planning and Pre-Application Fees - extra income	(100,000)	Development Services	Environment		(100,000)		(100,000)
Development Control - S106 Monitoring - charge developers to monitor	(50,000)	Development Services	Environment	(50,000)			(50,000)
LDF preparation - reduce annual contribution to reserve based on cost reduction	(70,000)	LDF	Environment	(70,000)	70,000		0
Building Control - joint working and cost savings from team review	(26,000)	Building Control and Amenities	Environment	(26,000)			(26,000)
Parking - joint working	(27,000)	Parking and Amenities	Environment	(13,000)	(14,000)		(27,000)
Parking - reduce administrative costs	(34,000)	Parking and Amenities	Environment	(34,000)			(34,000)
Civil Enforcement - review structure	(26,000)	Parking and Amenities	Environment	(26,000)			(26,000)
Senjico Leisure parking fees reimbursement at Sevenoaks - cancel	(43,000)	Parking and Amenities	Environment	(43,000)			(43,000)
Parking - additional income	(35,000)	Parking and Amenities	Environment	(35,000)			(35,000)
On-street Parking - additional income	(124,000)	Direct Services	Environment	(124,000)			(124,000)
Direct Services - Street Cleansing reduction							
<b>Environment Select Committee Sub Total</b>	<b>(797,000)</b>			<b>(640,000)</b>	<b>(143,000)</b>	<b>56,000</b>	<b>(727,000)</b>
<b>Services Select Committee</b>							
Asset Maintenance (reduction for 3 years) - Playground equipment/CCTV equipment/depot/car parks	(31,000)	Asset Maintenance	Services	(31,000)		31,000	0
Contact Centre - shared services or reduction in service	(40,000)	Contact Centre	Services		(40,000)		(40,000)
Finance - re-structure and review processes	(40,000)	Finance	Services	(40,000)			(40,000)
Rationalisation of financial systems and administration over sites	(50,000)	Finance/Direct Services	Services	(50,000)			(50,000)
HR partnership working	(20,000)	Human Resources	Services			(20,000)	(20,000)
Secretariat - review across council with view to reducing with senior management	(41,000)	Human Resources	Services	(41,000)			(41,000)
Members Allowances - next phased increase not implemented	(45,000)	Members Allowances	Services	(45,000)			(45,000)
Central offices target savings	(5,000)	Property	Services	(5,000)			(5,000)
Property - review processes and restructure team	(150,000)	Property	Services	(75,000)	(75,000)		(150,000)
Property - income from Tandridge	(13,000)	Property	Services	(13,000)			(13,000)
Revenues & Benefits - joint working savings above target	(50,000)	Revenues & Benefits	Services	(50,000)			(50,000)
Revenues and Benefits - Partnership - further efficiencies target (£60k split 50:50)	(30,000)	Revenues & Benefits	Services			(30,000)	(30,000)
Civic Expenditure - delete budget except Chair/Vice Allowance	(68,000)	Civic Expenses	Services	(68,000)			(68,000)
Lease Cars - cease scheme administration	(40,000)	Corporate	Services	(10,000)	(10,000)	(20,000)	(40,000)
Training Budget - reduce	(50,000)	Corporate	Services	(50,000)			(50,000)
Admin Support - reduce	(28,000)	Housing	Services	(28,000)			(28,000)
Housing Policy - Climate Change	(23,000)	Housing	Services	(23,000)			(23,000)
West Kent Housing Contract Saving	(30,000)	Social Housing	Services	(30,000)			(30,000)
Merge Private Sector and Social Housing	(55,000)	Private Sector Housing	Services	(55,000)			(55,000)
Disabled Facilities Grant reduction	(8,000)	DFG	Services	(50,000)			(50,000)
Joint assessment referrals - stop contribution	(40,000)	Social Housing	Services	(8,000)			(8,000)
Internet provision - reduce charges	(110,000)	IT	Services	(40,000)			(40,000)
Information Systems and IT Support - review staffing resources	(41,000)	IT	Services	(30,000)		(20,000)	(110,000)
IT Support - reduce general costs	(41,000)	IT	Services	(41,000)			(41,000)
Agresso and IDOX - reduce support costs	(73,000)	IT	Services	(23,000)	(50,000)		(73,000)
FM staffing - review	(75,000)	Facilities Management	Services	(45,000)	(30,000)		(75,000)
FM - window cleaning, hand dryers, building cleaning, microfilming	(25,000)	Facilities Management	Services	(25,000)			(25,000)
Legal Services - Partnership Working	(25,000)	Legal Services	Services	(25,000)			(25,000)
Democratic Services Manager - Partnership Working	(20,000)	Democratic Services	Services	(20,000)			(20,000)
Land Charges income loss (personal searches)	22,000	Land Charges	Services	22,000			22,000

**Summary of Savings Proposals**

	Amount (£)	Service	Select Ctee	Year (£)			Total ongoing savings
				2011/12	2012/13 additional savings	2013/14 additional savings	
Legal Services - additional income (S106)	(30,000)	Legal Services	Services	(30,000)			(30,000)
Review of Policy, Performance and Communications functions	(85,000)	Policy, Perf and Comms	Services	(35,000)	(50,000)		(85,000)
Review of senior management or joint management	(377,000)	Corporate	Services	(75,000)		(302,000)	(377,000)
Market supplements - continuation of phased removal	(100,000)	Corporate	Services	(100,000)			(100,000)
Further income generation	(150,000)	Corporate	Services	0	(150,000)		(150,000)
Outer Fringe Allowance	(240,000)	Corporate	Services		(190,000)	(50,000)	(240,000)
Reduction in increments assumption (1.5% to 0.5%)	(130,000)	Corporate	Services		(130,000)		(130,000)
Direct Services - review operations and reduce costs	(104,000)	Direct Services	Services & Environment	(88,000)	(16,000)		(104,000)
<b>Services Select Committee Sub Total</b>	<b>(2,470,000)</b>			<b>(1,139,000)</b>	<b>(754,000)</b>	<b>(517,000)</b>	<b>(2,439,000)</b>
<b>Social Affairs Select Committee</b>							
Arts Development	(5,000)	Arts Development	Social Affairs	(5,000)			(5,000)
Community Safety - external funding at risk	56,000	Community Safety	Social Affairs	56,000			56,000
Grants	(45,000)	Grants to Organisations	Social Affairs	(25,000)	(20,000)		(45,000)
Health - reduced activity	(17,000)	Health Improvements	Social Affairs	(17,000)			(17,000)
Leisure - Asset Maintenance	(140,000)	Leisure	Social Affairs	(70,000)	(70,000)		(140,000)
Leisure - reduced Management Fee	(160,000)	Leisure	Social Affairs	(80,000)	(80,000)		(160,000)
Sustainability - delete remaining cost	(4,000)	Sustainability	Social Affairs	(4,000)			(4,000)
West Kent Partnership	(2,000)	West Kent Partnership	Social Affairs	(2,000)			(2,000)
Youth - reduce activity, leave only statutory duty	(80,000)	Youth	Social Affairs	(20,000)	(60,000)		(80,000)
Youth - 8-12's project	(23,000)	Youth	Social Affairs		(23,000)		(23,000)
TV Partnership Work/Other arrangement (with Contact Centre)	(50,000)	CCTV	Social Affairs			(50,000)	(50,000)
Direct Services - Pest Control - review of service and removal of subsidy	(16,000)	Direct Services	Social Affairs	(16,000)			(16,000)
Environmental Health - shared working	(150,000)	Environmental Health	Social Affairs	(150,000)			(150,000)
M minibuses - Deletion of service	(333,000)	M minibuses	Social Affairs	(333,000)			(333,000)
Pollybush Outdoor Bowls Centre - transfer ownership to private club	(20,000)	Parking and Amenities	Social Affairs	(20,000)			(20,000)
Further transfer of land playgrounds etc to Town/Parish Councils	(15,000)	Parking and Amenities	Social Affairs	(15,000)			(15,000)
Direct Services - Public Conveniences	(62,000)	Public Conveniences	Social Affairs	(62,000)	0		(62,000)
<b>Social Affairs Select Committee Sub Total</b>	<b>(1,066,000)</b>			<b>(763,000)</b>	<b>(253,000)</b>	<b>0</b>	<b>(1,066,000)</b>
<b>Totals</b>	<b>(4,333,000)</b>			<b>(2,542,000)</b>	<b>(1,150,000)</b>	<b>(461,000)</b>	<b>(4,232,000)</b>

**Growth Items and Service Pressures**

- **Growth Items**  
For Decision

Agenda Item 10 -

Select Committee	Service	Activity	Description	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	Total £000	Cumulative £000	SCIA No
Services	Housing Benefits	Benefits Admin	Reduction in Benefits Grant	40	-	-	-	40	160	
Services	Democratic Services	Members Allowances	Provision for Members IT allowance	6.5	-	-	-	6.5	26	
<b>Total Growth</b>				<b>46.5</b>				<b>46.5</b>	<b>242</b>	

- **Service Pressures**  
to be managed within the existing 10 year budget

Select Committee	Service	Activity	Description	2012/13 £000
Environment	Building Control	Building Control	Shortfall in income	20
Social Affairs	CCTV	CCTV	Shortfall in income	30
Services	Housing Benefits	Benefits Admin	Costs of increased workload	50
Services	Direct Services	Vehicles	Increased fuel costs	30
<b>Total Value of Service Pressures</b>				<b>130</b>

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