



# Sevenoaks

DISTRICT COUNCIL

Despatched: 15.10.12

## **ENVIRONMENT SELECT COMMITTEE**

**23 October 2012 at 7.00 pm**

**Conference Room - Council Office**

### **AGENDA**

#### **Membership:**

Chairman: Cllr. Bosley Vice-Chairman: Cllr. Grint

Cllrs. Abraham, Ayres, Mrs. Bayley, Butler, Ms. Chetram, Cooke, Mrs. Dibsdall, Edwards-Winser, Eyre, London, Maskell, Orridge, Mrs. Purves, Mrs. Sargeant, Scholey, Searles and Williamson

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. <b>Minutes</b> Minutes of the meeting held on 4 September 2012.	(Pages 1 - 4)	
2. <b>Declarations of interest</b> Any interests not already registered.		
3. <b>Formal Response from the Cabinet following matters referred by the Committee and/or requests from the Performance and Governance Committee (if any)</b>		
4. <b>Actions from previous meeting</b>	(Pages 5 - 6)	
5. <b>Future Business, the Work Plan 2011/12 (attached) and the Forward Plan.</b> 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.	(Pages 7 - 8)	
6. <b>Railways and Trains (Southern and South-Eastern operators).</b> Verbal presentations		

- |   |                   |                                       |
|---|-------------------|---------------------------------------|
| 7. <b>Village Design Statements</b>   | (Pages 9 - 100)   | Alan Dyer<br>Tel: 01732 227440        |
| 8. <b>Annual Review of Parking Charges for 2013/14 and Christmas Parking 2012</b> | (Pages 101 - 118) | Gary Connor<br>Tel: 01732 227310      |
| 9. <b>2013-14 Budget &amp; Review of Service Plans</b>                            | (Pages 119 - 142) | Adrian Rowbotham<br>Tel: 01732 227153 |

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 4 September 2012 commencing at 7.00 pm

Present: Cllr. Bosley (Chairman)

Cllr. Grint (Vice Chairman)

Cllrs. Abraham, Ayres, Mrs. Bayley, Butler, Cooke, Mrs. Dibsdall, Edwards-Winsor, Maskell, Orridge, Mrs. Sargeant and Searles.

Apologies for absence were received from Cllrs. Ms. Chetram, London, Mrs. Purves, Scholey and Williamson.

Cllr. Mrs Hunter was also present.

8. MINUTES

Resolved: That the minutes of the meeting held on 29 May 2012, be approved and signed by the Chairman as a correct record.

9. DECLARATIONS OF INTEREST

No declarations of interest were made

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

(a) Community Infrastructure Levy (Response from Cabinet – 14 June 2012)

The response from Cabinet was noted.

11. ACTIONS FROM PREVIOUS MEETING

The action from the previous meeting was noted.

12. FUTURE BUSINESS, THE WORK PLAN 2012/13 (ATTACHED) AND THE FORWARD PLAN.

The Chairman advised that the 'Final Draft Community Infrastructure Levy' and 'Gypsies and Travellers Plan' would be moved to the meeting in January 2013. It was noted that the Work Plan was light for the rest of the year and the Chairman asked the Committee to make suggestions for future reports.

13. FLY TIPPING

The Vice Chairman introduced the report as it had been placed on the work plan at his request, and commented that the figures did not fit the public perception of what was actually happening.

## Agenda Item 1 Environment Select Committee - 4 September 2012

Julian Cook, District Manager for Kent County Council (KCC) Highways Sevenoaks Area was introduced to the Committee. He advised that he dealt with reactive maintenance of the highways which would include commercial fly tipping on the highway. The Committee was advised that the District Council was responsible for removing fly tipped household waste and KCC was responsible for removing fly tipped commercial waste, on the highway. There were grey areas but the authorities would liaise. Neither were responsible for removing fly tipped waste on private land. One of the problems was the District's proximity to London, and some London Boroughs had put up the price of skip hire. There had also been an increase in the fly tipping of waste containing asbestos which took longer to remove as it required specialist contractors. They worked closely with the 'Clean Kent Team' and recently using covert cameras had caught one offender from the Lewisham area who was responsible for at least eighteen offences.

It was noted that the figures presented were of all fly tipping reports but the removals recorded were only those the District Council were responsible for removing and could be found.

*Action 1: For future reports an extra column to be included to show the number of reported incidents that were on private land.*

In response to questions the District Manager Sevenoaks (KHS), advised that the strategy for dissuading against fly tipping was working closely with the District Council and the Clean Kent campaign ([www.cleankent.co.uk](http://www.cleankent.co.uk)) which encouraged a vigilant public to report fly tipping which would hopefully lead to more prosecutions. The use of Smart Water, cameras and sorting through rubbish all aided evidence collection. The Head of Environmental and Operational Services reported that robust evidence was often difficult to find, these were very often professional criminals and vehicles used were not always registered with the DVLA. Many members of the public were not aware that that they were under a duty of care and if employing anyone to take waste away from their home should check they had a waste carrier registration number. He further advised that it now cost £90-100 per tonne to legitimately dispose of waste. KCC had just carried out a full review of recycling centres and would be introducing some relaxations such as height restrictions whilst endeavouring to discourage trade using domestic sites.

*Action 2: The Head of Environmental and Operational Services to liaise with KCC and a report to come back for consideration in May 2013 on the impact of the KCC review of household recycling centres.*

A Local Parish Councillor was allowed to address the Committee and reiterated that perception certainly did not marry with all the work that was obviously undertaken and was pleased with the information provided.

Resolved: That the report be noted.

### 14. BOLD STEPS FOR AVIATION - KCC DISCUSSION DOCUMENT (MAY 2012)

The Committee considered the report of a discussion document released by KCC called 'Bold Steps for Aviation' which included numerous proposals including that a Thames Estuary hub airport was not progressed and that airport capacity was increased by a second runway at Gatwick after 2019, and supported by a high speed rail link to

Heathrow. The Portfolio Holder for Planning and Improvement had commented on the document suggesting that KCC should not identify capacity expansion at Gatwick as its preferred option prior to the social, environmental and economic impacts of all options being considered fully. KCC had replied that they would take the comments into account in drafting its final Bold Steps for Aviation document. It was understood that the Government was planning to publish a consultation document in the Autumn on options for expanding airport capacity and was currently consulting on a Draft Aviation Framework document. This paper had been published in advance of the consultation on airport options and appeared to have been drafted primarily to counter proposals from the Mayor of London that a Thames Estuary airport should be considered as a realistic option.

Resolved: That the report be noted.

15. LOCAL LISTING UPDATE

The Development Control Team Manager introduced the report which reviewed the feasibility of producing a List of Locally Listed Buildings. One of the Members who had not been able to attend the meeting had forwarded an email which he read to the Committee which appreciated the cost implications of completing the survey but noted that a fair amount of work had already been done and suggested that the district be approached in sections and offer work experience to those in the process of qualifying or newly qualified in planning or conservation, to complete this section of the work. He responded to these points by stating that there were still cost and staff time implications and was not hopeful for the calibre that would be required.

Resolved: That the report be noted.

16. EDENBRIDGE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

The report sought Members support for a new Conservation Area Appraisal and Management Plan for Edenbridge. The new plan had been prepared to meet local Best Value performance requirements and as part of background work which would contribute to the Local Development Framework (LDF).

Resolved: That the Edenbridge draft Conservation Area Appraisal and Management Plan, attached as Appendix B (Appraisal & Management Plan) to the report, be RECOMMENDED to Cabinet for adoption as informal planning guidance.

17. ALLOCATIONS AND DEVELOPMENT MANAGEMENT - DEVELOPMENT PLAN DOCUMENT (ADM DPD)

The Principal Planning Officer presented the report which provided an update on the Allocations and Development Management Plan (ADMP) which had been revised in light of the principles and policies set out in the Government's new National Planning Policy Framework (NPPF, March 2012). Comments received on the supplementary site allocations consultations, together with the Council's response to the comments and any further necessary action was also reported.

Members also considered the Green Belt Supplementary Planning Document (SPD) which provided additional interpretation of the Green Belt policies set out in the

## Agenda Item 1 Environment Select Committee - 4 September 2012

Allocations and Development Management Plan. The report was also to be considered by Local Development Finance Advisory Group on 3 October, Cabinet on 11 October before Full Council on 16 October 2012.

A Member was very concerned that a member of the public had had access to information contained within the report concerning Broom Hill Swanley, prior to its publication and therefore prior to Members. The Principal Planning Officer explained how this had happened and apologised. This would be fed back to the Team to ensure it did not happen again. The Member asked whether the residential development on the site was seen as enabling the employment development. The Principal Planning Officer explained that officers did not consider this to be the case. It was also explained that the landowner of the area previously proposed for residential development had not been told that they could not submit a planning application.

The Member was concerned by the site capacity for United House Swanley being increased and changed to purely residential use. The Principal Planning Officer explained that this had been proposed following evidence provided by the landowner to suggest that an employment development on the site is unlikely to be attractive to developers or occupiers after the existing occupiers move off of the site. This evidence had not been made available to the committee. The Principal Planning Officer said that he would speak to the Planning Policy Team Leader to see if this information could be made available. The reporting process was reiterated to highlight further available channels to consider and amend the report.

It was moved by Cllr. Searles and duly seconded that the Site Allocation – United House Swanley, revert back to the previous proposal of approximately 115 residential units and mixed use to ensure that some land was retained for employment use.

The motion was put to the vote and there voted –

4 votes in favour of the motion

4 votes against the motion

5 abstentions.

The Chairman exercised his second vote against the motion, and declared the motion to be LOST.

Resolved: That the revised Allocations and Development Management Plan be noted and supported and that the Plan be RECOMMENDED to Cabinet and Full Council for pre-submission publication.

THE MEETING WAS CONCLUDED AT 8.52 pm

Chairman

ACTIONS FROM THE MEETING HELD ON 4 SEPTEMBER 2012			
Action	Description	Status and last updated 10.10.12	Contact Officer
ACTION 1	For future reports an extra column to be included to show the number of reported incidents that were on private land	This will be done.	Richard Wilson
ACTION 2	The Head of Environmental and Operational Services to liaise with KCC and a report to come back for consideration in May 2013 on the impact of the KCC review of household recycling centres.	Have alerted KCC waste management to this request.	Richard Wilson

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**Environment Select Committee Work Plan 2012/13**

Topic	23 October 2012	15 January 2013	19 March 2013	May 2013	September 2013
Planning Policy (Alan Dyer)	Village Design Statements	Final Draft Community Infrastructure Levy  Gypsies and Travellers Plan			
Development Control (Alan Dyer)					
Building Control (Richard Wilson)					
Street Scene & Air Quality (Richard Wilson)					
Transport (including parking) (Richard Wilson)	Railways and Trains (Southern and South-Eastern operators)	Bus Companies			

Topic	23 October 2012	15 January 2013	19 March 2013	May 2013	September 2013
Economic Development and Tourism (Lesley Bowles)					
Budget (Adrian Rowbotham)	Budget and Service Plans				
Other					

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

- Conservation Area Appraisals and Management Plans (ad hoc items)

**Adoption of Seal and Underriver Village Design Statements and Otford Parish Plan as Supplementary Planning Documents and the Approval of Neighbourhood Plan Areas for Shoreham and Edenbridge and Ash - cum - Ridley**

**Environment Select Committee 23rd October 2012**

Report of the: Community and Planning Director

Status: For consideration

Also considered by: N/A

Key Decision: No

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**This report supports all the Key Aims of the Community Plan**

**Portfolio Holder** Cllr. Mrs Jill Davison

**Head of Service** Alan Dyer

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**Recommendation to Environment Select Committee**

- (a) That subject to the changes proposed and minor amendments to the documents, Portfolio Holder approval is sought for the adoption of Seal and Underriver Village Design Statements and Otford Parish Plan Supplementary Planning Documents.
- (b) That Portfolio Holder approval is sought for the designation of Neighbourhood Plan Areas for Shoreham and Edenbridge and Ash- cum Ridley.

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**Reason for recommendation:** a) To allow the guidance given in these documents to be given appropriate weight as a material consideration in the determination of planning applications.

b) To allow for the preparation of Neighbourhood Plans in accordance with Government guidance.

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**Supplementary Planning Documents**

Background

- 1 A Village Design Statement [VDS] is a practical document produced by local people, which can influence decisions on design and development. Once adopted as Supplementary Planning Documents (SPD), a VDS can provide a clear statement of the character of a village against which planning applications should be assessed and guidance about how development should be undertaken so as to respect the local identity.

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- 2 Parish plans are community-led and they identify local issues, needs and aspirations. They are comprehensive documents, supported by extensive consultation, covering a variety of issues that affect the well-being of a community. These issues include highways and transport, housing needs, the environment and climate change, access to information and services, provision for young people, crime and safety and employment. Once adopted as SPD, it becomes a material consideration in the determination of planning applications.

### Proposed SPD

- 3 Local groups have prepared VDS's for Seal and Underriver and the Otford Parish Plan. It is now proposed that these documents be adopted as SPD. As required by the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) Consultation Statements have been prepared for each document. These are attached in Appendix A.
- 4 SPDs must be consistent with the relevant Development Plan before they can be adopted. The documents have been reviewed to ensure they are consistent and Officers are satisfied that in each case the necessary consistency exists.
- 5 The statements illustrate that the proper procedures have been followed in the preparation of these documents. Therefore it is recommended that subject to the changes proposed and any subsequent minor amendments, the Portfolio Holder approve them to be adopted as SPD.

### Neighbourhood Plan Areas

- 6 Members will be aware that under the provisions of The Localism Act a town or parish council can prepare a Neighbourhood Plan. One of the first steps is to apply to the District Council to designate an area for their neighbourhood plan. The District Council must then go out to public consultation for 6 weeks and invite representations. In order for the area to be appropriate they should be coherent, consistent and appropriate in planning terms. The Act states that unless there are valid planning reasons for refusal the LPA should designate proposed neighbourhood plan areas.
- 7 Shoreham and Edenbridge and Ash-cum-Ridley, Town/Parish Councils, have submitted areas for consideration each of which covers the whole council area.. Consultation Statements have been prepared for each area. These are attached in Appendix A and illustrates that the proper procedures have been followed. The justification for the proposed areas has been assessed and has been considered sound and it is recommended that the proposed neighbourhood plan areas should be designated.
- 8 Therefore it is recommended that Portfolio Holder approval is sought for the designation of Neighbourhood Plan Areas for Shoreham and Edenbridge and New Ash Green and that in accordance with The Neighbourhood Planning (General) Regulations 2012 (7) publish as soon as possible after designation, the following :
  - the name of the neighbourhood area,
  - a map which identifies the area, and
  - the name of the relevant body who applied for the designation.

**Key Implications**

Financial

Any cost will be met out of the existing budget and DCLG funding for local planning authorities to support neighbourhood planning will applied for in due course.

Legal, Human Rights etc.

The SPD and Neighbourhood Plans are prepared under planning legislation. The regulations regarding notification of adoption/approval of these documents will be followed.

Equalities

The SPDs provide guidance consistent with the policies in the Core Strategy which has been subject to an Equalities Impact Assessment. The designation of Neighbourhood Plan Areas following existing parish boundaries is an administrative process that in itself has no equalities implications.

**Appendices**

Appendix A Consultation Statements

Appendix B Seal Village Design Statement

Appendix C Underriver Village Design Statement

Appendix D Otford Parish Plan

**Contact Officer(s):**

Sarah Lloyd ext 7358

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

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## Sevenoaks District Council

### Seal and Underriver Village Design Statements Supplementary Planning Document (SPD)

#### Consultation Statement

##### Introduction

In accordance with the relevant Planning Regulations, the Authority is required to prepare a statement providing details of the consultation undertaken during the preparation of the Supplementary Planning Document; a summary of the main issues raised; and how they have been addressed in the final version of the document. This paper fulfils this requirement and sets out the public participation in the preparation of the document (Regulation 17 (1) (b)) and then the statutory public consultation undertaken on the draft Supplementary Planning Document (Regulation 18).

Once adopted, both the Seal and Underriver Village Design Statements SPD will form part of the Sevenoaks District Local Development Framework. It will not form part of the formal development plan for the area but will be a material consideration in the determination of planning applications.

##### Approach to consultation

Sevenoaks District Council considers that when preparing SPDs it is appropriate to inform, consult and seek the participation of organisations and/or individuals in order to ensure that the documents more closely reflect local needs and priorities.

The Council undertook a 6 week formal consultation on the Seal and Underriver Village Design Statements between 28th Jun 2012 and 9th Aug 2012.

As part of this consultation, the Council:

- Published the Seal and Underriver Village Design Statements on the Sevenoaks District Council website and through the Council's consultation system;
- Made the draft SPD available for inspection at the Council's offices and libraries in the Council's administrative area during normal office hours;
- Invited persons and organisations on the Council's LDF mailing list and those registered on the Council's consultation database, to make representations during the consultation period.

##### Public Participation in the Preparation of the VDS

Underriver VDS Consultation and involvement of residents was undertaken locally by Seal Parish Council. In 2004 a committee of local people prepared The Underriver

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Village Design Statement, this edition has been revised by Seal Parish Council to reflect the views of local people from study for the Seal Parish Plan Questionnaire 2010. In order to allow VDS to be incorporated into the Sevenoaks District Local Development Framework, it has been through a full consultation process prior to publication.

Seal VDS Consultation and involvement of residents was undertaken locally by Seal Parish Council. This Village Design Statement is an update of that produced in 2004. This Statement is the product of a lot of discussion within the local community. The original statement started with a questionnaire distributed to all the residents with the local newsletter. That was followed by a public meeting in the Village Hall. After redrafting, it was then approved by the Parish Council on 13 March 2003 and sent to the Sevenoaks District Council for further statutory consultation. This update follows a further questionnaire distributed to all the residents of Seal in September 2010. It reflects changes in planning guidance and the environment as well as the views of residents of Seal as expressed in their responses to a questionnaire in September 2010.

### Sustainability Appraisal

A Sustainability Appraisal for the Village Design Statements was not been undertaken as Sec.180 (5)(d) Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

### Comments

#### Underriver VDS

The Parish Council has put forward the following changes in response to the points raised.

1. Environment Agency (Jennifer Wilson):

Inserted new recommendation stating

"Any application for development must be accompanied by an adequate proposal to deal with the treatment of sewage and contaminated water to prevent land contamination."

2. Kent Wildlife Trust (Miss Debbie Salmon)

Additional recommendation stating:

Any impacts by development on the important designated sites and ancient woodland within the area are to be fully mitigated. The replacement of dead and dying trees should be avoided, unless they are a health and safety risk. Dead and dying wood provides important habitat for bat species and the special invertebrates found within ancient woodland habitats.

3. Kent County Council (Ms Liz Shier)

Revised recommendation R3 to accommodate suggested wording.

Additional clause stating 'The historic pattern of roads, tracks, field boundaries and hedgerows that gives the modern landscape its character should be protected during development. Where possible, historic features should be enhanced and promoted as key components of the local environment'.



### 4. Natural England (John Lister)

Additional clause stating:

“The Sevenoaks Landscape Character Assessment (LCA), provides a context for looking at possible changes and for seeking to ensure that countryside character is protected and enhanced, and where possible, opportunities are taken to create new and to protect and enhance existing habitats, wildlife corridors and stepping stones. An understanding of LCA will also help to ensure that planting outside settlements is in harmony with the character of the countryside”

### Seal VDS

The comments made by Kent County Council, The EA and Natural England were also made on the Seal VDS.

### Sevenoaks District Council Comments

All the comments raised were in support of the documents and were purely concerned with making points/amendments designed to strengthen the documents. The amendments proposed by KCC and Natural England were proposed for both documents and it is considered that they should be included in Seal VDS.

Given this situation the amendments proposed by the Parish Council are considered appropriate. It is considered that subject to the changes proposed above and to any other minor amendments, the VDS for Seal and Underriver be recommended for adoption as SPD.

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## Sevenoaks District Council

### Otford Parish Plan Supplementary Planning Document (SPD)

#### Consultation Statement

##### Introduction

In accordance with the relevant Planning Regulations, the Authority is required to prepare a statement providing details of the consultation undertaken during the preparation of the Supplementary Planning Document; a summary of the main issues raised; and how they have been addressed in the final version of the document. This paper fulfils this requirement and sets out the public participation in the preparation of the document Town and Country Planning (Local Development) (England) Regulations 2004 (as amended (Regulation 17 (1) (b)) and then the statutory public consultation undertaken on the draft Supplementary Planning Document (Regulation 18).

Once adopted, the Parish Plan will form part of the Sevenoaks District Local Development Framework. It will not form part of the formal development plan for the area but will be a material consideration in the determination of planning applications.

##### Approach to consultation

Sevenoaks District Council considers that when preparing SPDs it is appropriate to inform, consult and seek the participation of organisations and/or individuals in order to ensure that the documents more closely reflect local needs and priorities.

The Council undertook a 6 week formal consultation on the Otford Parish Plan from 28th Jun 2012 and 9th Aug 2012.

As part of this consultation, the Council:

- Published the Parish Plan on the SDC website and through the Council's consultation system;
- Made the draft SPD available for inspection at the Council's offices and libraries in the Council's administrative area during normal office hours;
- Invited persons and organisations on the Council's LDF mailing list and those registered on the Council's consultation database, to make representations during the consultation period.

##### Public Participation in the Preparation of the Parish Plan

"The Otford Parish Plan is the result of extensive consultation, including a questionnaire returned by almost half of households. It draws heavily on the questionnaire results, in terms of both statistics and written comments. The process we went through to involve local people and create the Plan is set out in more detail in the Appendices. It is consistent with the Local development Framework Core Strategy

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The whole process and the creation of the Plan documents have been undertaken by groups of local people drawn from all parts of the Parish. The Parish Council has been involved throughout and has given its support to the Plan”.

### Sustainability Appraisal

A Sustainability Appraisal for the Parish Plan was not been undertaken as Sec.180 (5)(d) Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

### Comments

Comments were received from

Environmental Agency (Jennifer Wilson)

Should identify the River Darent as an "area of value for biodiversity", Section 6.

Kent County Council (Paul Crick)

Should fully consider how Otford fits into the local landscape and acknowledge the role that the landscape has played, and still plays, in the village (although it is possible that this is more fully considered in the Village Design Statement).

There are also numerous buildings of local interest these should be identified

Kent Wildlife Trust (Miss Debbie Salmon)

Safeguards should be included within the plan to protect the important natural habitats and species and enhance their nature conservation importance

Natural England (John Lister)

Future reviews could consider how the community could support biodiversity through local action to protect and enhance habitats in and around the settlement, including gardens, allotments, churchyards, playing fields and other open spaces

Sevenoaks Cycle Forum (Reg Oakley)

Supports the acknowledgement of the absence of any designated safe cycle routes through the village. Suggests the implementation of 20MPH limits

These responses are in support of the documents while making points designed to strengthen some of the document or suggested amendments to clarify the text.

### Response

Otford parish Council have noted the comments and the relevant ones will be incorporated in the next version. It should be noted that the majority of the comments are addressed in the village design statement which is currently being updated.

Sevenoaks District Council considers that the Parish Council can appropriately address these comments through minor amendments to the plan and through the updating of the VDS.

## Sevenoaks District Council

### Proposed Neighbourhood Plan Areas Consultation Statement

#### Introduction

This document provides a record of the publication that took place regarding the Ash-cum-Ridley, Edenbridge and Shoreham Proposed Neighbourhood Plan areas and related Neighbourhood Planning bodies. The formal publication period provides members of the public and other key stakeholders an opportunity to submit comments on the proposed neighbourhood plan area and proposed neighbourhood planning body

It sets out the methods used to publicise the publication process along with the main findings from the publication. As this was only a publication process, the response rate was not expected to be high.

The Council publicised the Ash-cum-Ridley, Edenbridge and Shoreham Proposed Neighbourhood Plan Areas for 6 weeks from 28th Jun 2012 and 9th Aug 2012.

This consultation included the following information submitted by the Parish/Town Councils

1. a map identifying the area to be covered;
2. a statement explaining why the area is appropriate to be designated as a neighbourhood area and
3. a statement that the organisation making the application is a relevant body

The Council also published

The name of the proposed neighbourhood area

Details of how to respond to the publicity and make representations

The deadline for the receipt of those responses and representations,

This information was published on the Sevenoaks District Council website and through the Council's on line consultation system, together with posters on local parish/town Council noticeboards;

#### Comments

Comments were received from the following

Ash-cum-Ridley

- Environment Agency (Observations)
- Kent Wildlife Trust) (Observations)

Shoreham

- Crockenhill Parish Council (Observations)
- E Dallimore

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- Kent Wildlife Trust (Observations )
- Environment Agency (Observations)

### Edenbridge

- Cooper Estates Ltd C/O Phillips Planning Services (Paul Watson)
- Kent Wildlife Trust (Observations )
- Tandridge District Council (Support)
- Environment Agency (Observations)

### Summary of objections received and responses

Ash-cum-Ridley no objections were received to the proposed area.

Shoreham an objection was raised and a case was put forward for the designation of 3 areas to reflect the differences in the character of each which are unique to the rest of the Parish. In addition as the three wards have applied to split from each other under the Community Governance Review so then each Ward would have its own Neighbourhood Plan should the wards be granted independence from each other.

The District Council does not support this proposal. Guidance indicates that in parished areas the Parish Council is the relevant body to prepare the plan. The area designation sets out the area for which the parish council are proposing to prepare a neighbourhood plan – which is the current parish boundary. If the parish boundary subsequently changes, so will the neighbourhood area boundary.

It would be premature to amend the boundary of the neighbourhood area at the moment as the parish boundary review won't be determined/published until September/November 2012, and won't take effect until the next Parish elections in May 2015. However, since the neighbourhood area application refers to the parish boundary, if this changes during the preparation of the neighbourhood plan, it will be acceptable for the plan to cover the amended area.

The District Council would advise that the 3 areas investigate the preparation separate chapters within the plan which could cover the 3 areas identified and respond to the unique character of these areas within the Parish.

Edenbridge An objection was raised this requested further details to be provided regarding why the proposed boundaries were chosen.

The Parish Council has responded to this as follows:

The Council considered two geographical areas, the local government wards and the tourist area defined as the Eden Valley. The town of Edenbridge (including Marlpit Hill, Mowshurst and Marsh Green) has a distinct sub-urban character compared with the much more rural character of the remainder of the Eden Valley hinterland. The rural

areas have traditionally been served by other local government entities (Hever & Four Elms, Cowden, Chiddingstone, Penshurst, and Westerham). Thus the ward boundaries were considered the most appropriate neighbourhood boundary.

The District Council supports the view of the Town Council and the use of the ward areas as the most appropriate area for the Neighbourhood Plan.

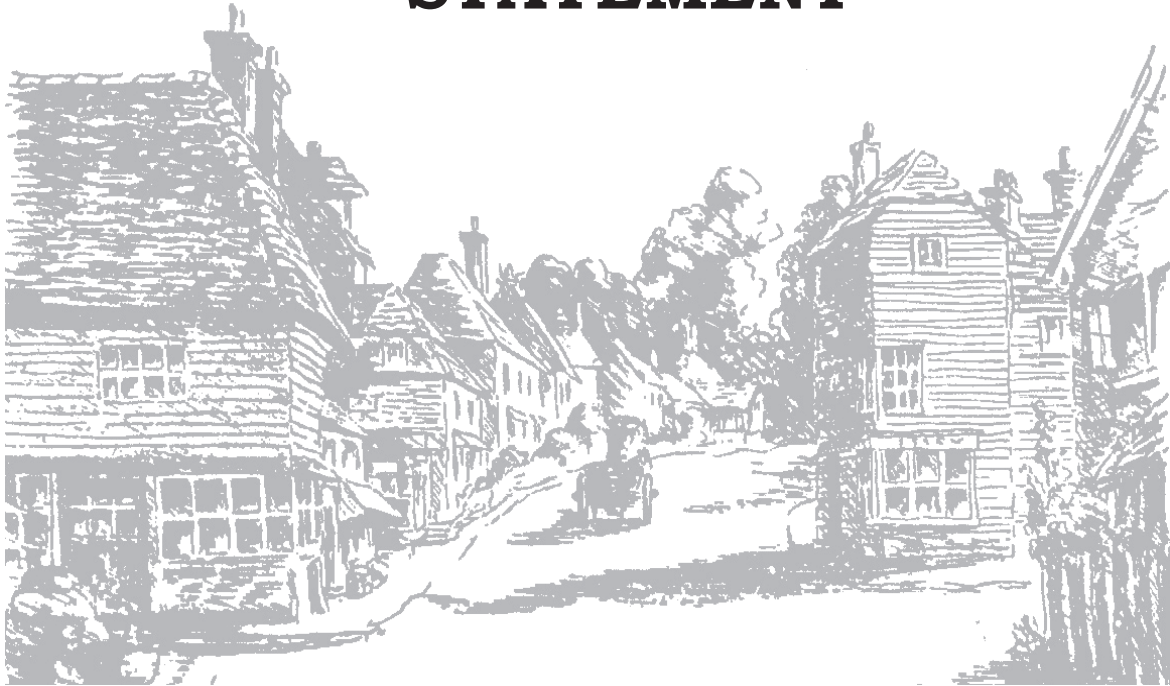
Further in response to the interest raised by other organisations, the Town Council states that During the development of the plan ETC would be engaging and consulting widely within the community and with a range of interested parties, including Kent Wildlife Trust and adjoining councils, to produce a robust plan for the development and growth of the local area”.

The District Council also supports the Town Council’s intention to consult widely which as stated will ensure the robustness of the Plan.

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# **SEAL VILLAGE DESIGN STATEMENT**



## **TOWARDS THE FUTURE**

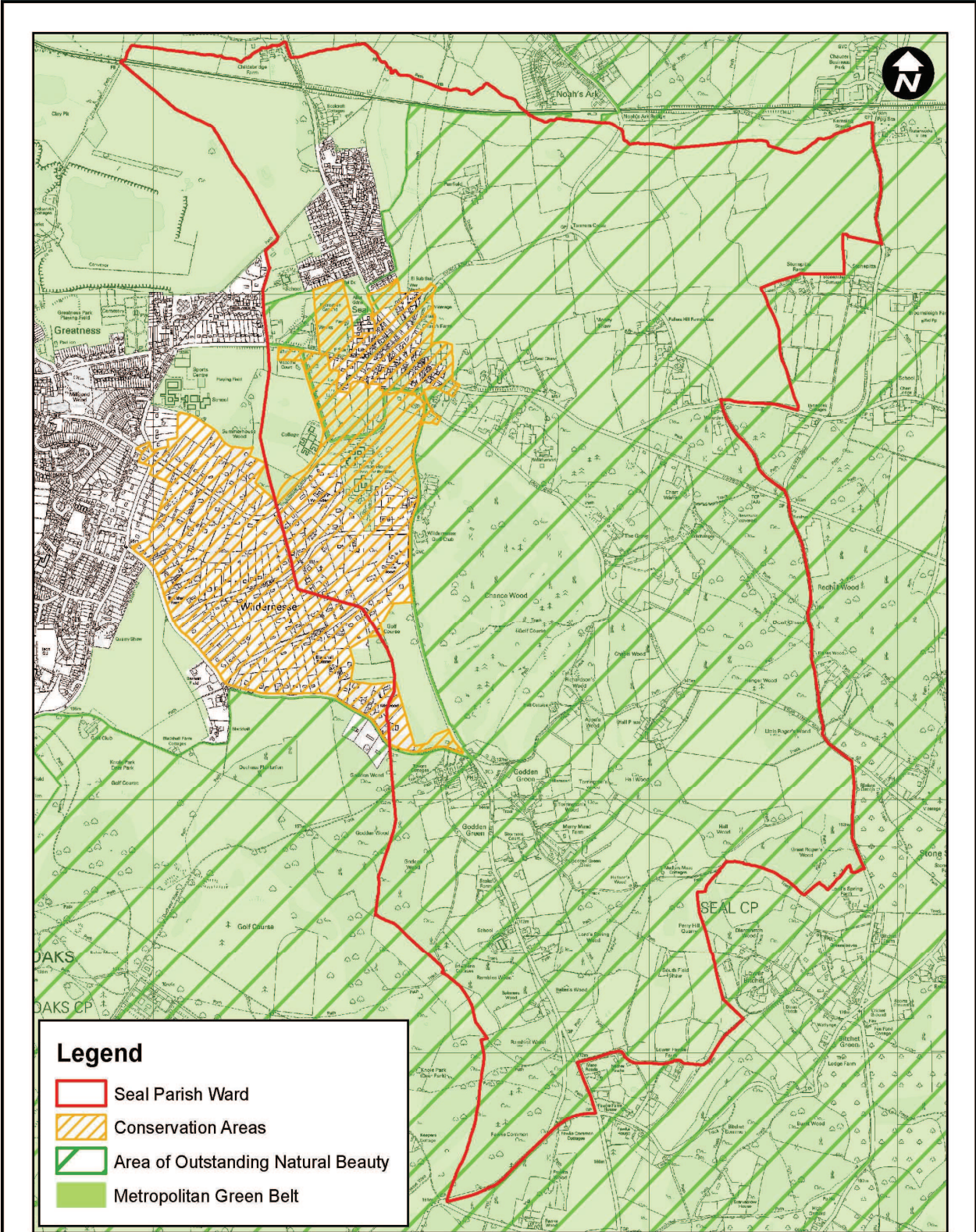


## **SEAL VILLAGE DESIGN STATEMENT**

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Map 1: Seal Parish Ward



Seal Parish Ward

Scale: 1:20,000  
Date: October 2011

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*This Village Design Statement is an update of that produced in 2004 at the request of Seal Parish Council. This update reflects changes in planning guidance and the environment as well as the views of residents of Seal as expressed in their responses to a questionnaire in September 2010. This Statement covers Seal Ward - that is, the centre of the village, the housing areas along Childsbridge Lane to the north, and the surrounding countryside west as far as the Sevenoaks boundary one way, and east towards Seal Chart the other way. To the south it covers the eastern end of the Wildernesse Estate, and the separate hamlet of Godden Green.*

*Village Design Statements (VDSs) are intended to give local people a chance to say how they want their communities to look in the future. They have to be prepared in conformity with the Core Strategy of the Local Development Framework (in our case, the Sevenoaks District Core Strategy, adopted by the SDC in February 2011). Their purpose is to elaborate those plans in the detail required for local application. Once agreed by the local residents and endorsed by the Parish and the District Councils, they have the legal status of Supplementary Planning Guidance. That means the District Council has to take them into account as a "material consideration!" in deciding on future Planning Application*

*This document has been prepared in conformity with the District Council's Core Strategy. Policy SP1 of the Core Strategy states that:*

*"All new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and guidance produced by the AONBs..."*

*The delivery mechanisms for the policy include:*

*The Council will work with local communities to produce Village Design Statements, Parish Plans and Character Area Assessments to be adopted as Supplementary Planning Documents to provide detailed locally-specific guidance to support the general policy."*

*This Village Design Statement for Seal is intended to fulfil the role identified for Village Design Statements in Policy SP1 in providing detailed locally-specific guidance on the design of new development.*

*The approach to the design and appearance of the village depends on the way the village has evolved and the way it works today. So this paper contains a good deal of general background and some related proposals before setting out some detailed suggestions about Design in Section 11. These are cross-referenced (R1, R2 etc) in the main body of the text.*

*This Statement is the product of a lot of discussion within the local community. The original statement of 2004 started with a questionnaire distributed to all the residents with the local newsletter. That was followed by a public meeting in the Village Hall. After redrafting, it was then approved by the Parish Council on 13 March 2003 and sent to the Sevenoaks District Council for further statutory consultation. This update follows a further questionnaire distributed to all the residents of Seal in September 2010.*

*December 2011*

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In preparing this document, recognition has been made of the responses by people from the Seal Ward to the Seal Parish Plan Questionnaire 2010, in particular the following:

- 22% of Seal respondents have looked at the Seal Village Design Statement. However the policies of the VDS were reproduced in the questionnaire, and 63% felt that it was a useful document to ensure that development is carried out in a way that local people would wish.
- 86% think the Parish Council should consult with the Local Planning Authority to agree a policy to provide effective control of replacement dwelling in the area in the Village Design Statements.
- 84% think planning rules should be used to protect local pubs and shops from closure and conversion to housing if at all possible.
- 71% think the Parish Council should seek consultation with the local authority to improve facilities for cyclists to ensure their safety on the roads.
- 95% think the Parish Council seek to ensure that the extension of Sevenoaks Quarry in the direction of Seal does not cause material harm to residents of Seal.

In conjunction with the Seal Parish Plan Questionnaire, an Affordable Housing Survey was undertaken, the result of which determine that there is a need for affordable housing in the Parish of Seal, for local people.



**1. The Shape of The Village** Seal is a very old village, standing at the edge of the greensand ridge above the Holmesdale valley. Originally an agricultural centre, it is now largely commuter settlement, but it has retained its rural look and its separate identity. The village was originally built out of local materials, mainly ragstone, with a bit of flint from the other side of the valley, or local timber (oak and chestnut, mainly), and with locally-made bricks and tiles, whose warm colours now give the village its typical Kentish character. It grew naturally out of the landscape.

1.2 The village lies at the northern end of the present civil parish. The very fine church stands at the top of the little rise above the valley, and the village grew up just south and west of the church, originally around a village green of which only two fragments remain. The villagers are very anxious to retain these two little "green lungs" and as much as possible of the remaining open space in the centre of the village. It is bisected by an ancient road, now the A25, which still carries very heavy traffic despite construction of the M26 just north of the village.

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1.3 This motorway, together with the railway line and the flood-meadows along the ancient Guzzle Brook, all running east-west, mark the northern edge of the village and still provide a natural break between Seal and Kemsing. It is essential to retain this barrier, because modern housing, mostly post-1945, has crept for over half a mile along Childsbridge Lane to the north of the village, and this is where a large part of its population now live. To the west, there is only the narrowest of gaps between Seal and Sevenoaks. The Sevenoaks Local Development Framework's Core Strategy (para 4.2.4) recognises that this break must be maintained. To the south lie the grounds of Wildernesse House, now covered by the Wildernesse Estate, and by the golf course. Together, these provide a very clear natural barrier. To the east, where the main road climbs steeply out of the village up to Seal Chart, the barrier is maintained by the gardens of a few big houses, well-concealed from the road, and by the common land further along the Chart.

1.4 The whole area (apart from the built-up part of the village) lies within the Metropolitan Green Belt. A large part of it (excluding the built-up area of the village and some land to the North and West of the village) is within an Area of Outstanding Natural Beauty. The historic centre of the village is a Conservation Area. The map on page 3 shows the extent of the areas designated as Metropolitan Green Belt, Area of Outstanding Natural Beauty and Conservation Area.

1.5 So Seal is a well-defined separate village, with a typical Kentish character, within clear natural boundaries, and surrounded on three sides by agricultural or wooded land. It is very clear from our consultation exercise that the residents want to keep it that way.



Seal  
Village



## 2. The Village Centre

The original village centre provided services for the local farmers, for the people who worked on the farms and/or their families. As recently as thirty years ago, there were five shops in the centre of the village. Now there are only two non-specialist shops. This means that most shopping has to be done outside the village, with serious implications for transport (see Section 3). While many residents would like more local shops, recent experience suggests that these would not be economically viable. At the time of writing only one of the original five pubs is trading. There are also two restaurants and a fast-food outlet all of which seem to thrive. There are at least twenty-five small businesses based in and around the village centre, ranging alphabetically from accountancy to welding. Some of these businesses serve a mainly-local clientele, and there are clearly limits to the size of the local market for these. Others, often established by local people, use Seal as convenient base, within reach of London, from which to serve a wider public, and in principle could expand further. All these generate local employment, but the majority of the working population of Seal has to travel to work outside the village.

2.2 There does not seem much scope for further expansion of this local economy. The Local Development Framework makes no allocation of large sites for business development here (or elsewhere in Seal parish). It does provide for small-scale development or conversion of sites, subject to fairly rigorous tests, and provided no housing is lost in the process. In any case, there seems little commercial demand for this and although more local employment might be welcome, the local population is strongly against it, mainly because it would add to the parking and congestion problem in the centre of the village. (R2)

2.3 Some change, however, is inevitable and right. The village cannot be frozen just at this point in its thousand-year development. But the residents are very anxious to keep its character. In particular, they want to preserve the village centre in something like its present form. Fortunately, the High Street, and the older parts immediately to the north and south are protected as a Conservation Area, and any changes to these buildings for commercial reasons (whether in structure or in appearance) are severely limited by the District Plan. Some detailed implications for design are set out in Section 11 (especially R4, R7, R8).



Traffic on Seal High Street

### 3. Transport

In the recent parish questionnaire, speeding traffic and the quality of the road environment were ranked first and second respectively in order of priority among a list of 13 possible options. Traffic affects the total appearance of Seal and the design of individual buildings. Traffic through the High Street, particularly in the rush hours (both business and school) has clearly reached saturation point. It is now an urgent safety and health issue because of the high level of pollution, as well as a visual and noise problem for residents. The solutions are largely outside the control of the village community. A bypass for Seal itself is not on that agenda, and does not feature in any official plans. Top of the list of other suggestions comes the need for eastward-facing slip roads off the motorway at Chipstead or at Otford Road, a proposal which is supported by 90% of residents of Seal according to the questionnaire. Although outside our own boundaries, this would clearly have the biggest impact. It is fair to say that there needs to be a study into what impact new slip roads would have and to assess whether they would be value for money, so the priority for the Parish Council at this point should be to lobby for such a study to be undertaken.

However, even with new slip roads the problem of congestion would remain; much of the through traffic using the High Street originates within a few miles of Seal, and the heavy traffic to and from the west end of Kemsing adds a turning problem at the junctions with School Lane and Church Street. On the main road, solutions might include more speed cameras or a Speed Indicating Device (SID), restriction on road works at peak periods, and stricter enforcement of speed limits and parking restrictions; more islands or other traffic calming devices; and different surfaces to indicate the residential nature of the street.

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On the very narrow side streets, especially School Lane and Church Road, where accidents are already a problem, pavements are lacking, and the threat to pedestrians is very real. Here, even lower speed limits, backed up by more traffic management devices, including "sleeping policemen", white lines like those in School Lane, and rumble strips, need study. Because of the lack of alternative routes, pedestrianisation is clearly not an option, although some restrictions on the use of Zion Street, Pudding Lane and Church Road are worth considering. As pointed out by a number of respondents to our questionnaire, the proliferation of signs and street furniture can be visually intrusive. It is important that improved traffic systems do not detract from the buildings or the countryside around them. (R15)

3.2 Parking is another problem near the top of residents' lists. Clearly, local businesses and local residents need some parking space. There is very little room for any more. More daytime use can and should be made of the small parking area on the edge of the Recreation Ground (and signs might be erected to show visitors where it is). Parked cars seriously diminish the attractiveness of the centre of the village (e.g. Church Road) but at present there is nowhere else for them to go.



3.3 Can the demand for cars be reduced by better public transport? Because most residents work and shop outside the village, and all the older children go to school elsewhere, there is heavy use of private cars. In the 2001 census, 847 families, out of 984 in the parish of Seal, owned at least one car, and 165 had three cars or more. Two points emerged strongly from the current consultation. One is that the existing bus service, while much better than in many surrounding villages, could be made more convenient without much extra cost. Better-timed connections with the trains, extending into the evening rush, might tempt some London commuters to leave their cars at home, particularly since parking near Sevenoaks and Otford stations is now so full. (Although a railway line runs right across the northern edge of the village, there seems little prospect of an additional station at Childsbridge Lane.) Buses to the edge-of-town shopping centres at Riverhead (Tesco) or Otford Road (Sainsburys, etc.) would suit many shoppers and some of the staff there, (as well as serving a social need for older or disabled residents without their own cars). Changes in the school bus system, while more expensive, are also an option which needs study. So does car pooling among parents. Such a study needs to extend beyond Seal itself, because of the heavy school traffic from Kemsing, and to the Prep School in Godden Green, which adds to the congestion in Seal village. The Prep School creates particular difficulty on Park Lane, a narrow country lane through Godden Green, at drop-off and pick-up times, a point which was raised by a number of respondents to the questionnaire.

3.4 It is clear that the traffic problem has serious implications for the appearance of the village and for the design of individual buildings and the land around them.





Seal Pavilion



Seal Library



Seal Village Hall

**4. Community Facilities**

While Seal has more community services than some other local centres, the loss of the Post Office in 2009 was regretted by many respondents to the questionnaire. The church still provides an important focus for village life. The village hall and the church hall, with the Memorial Pavilion on the Recreation Ground, the school hall, and the old scout hut, between them provide space for a very wide range of village activities, both formal societies and informal groups. The pub and restaurants already described are another essential resource. Outdoors, the allotments (managed by a local group of trustees) and the Recreation Ground (maintained by the Parish Council) cover most needs, and provide an important addition to the open spaces; the shortage here is of people to run the clubs and youth groups, not of space. Walkers and horse riders are well catered for, and the majority of residents are content with what is already available. But it is important to safeguard all the existing rights of way. In general, community facilities do not present serious design problems for Seal.

**5. Historic Buildings and the Centre of the Village**

Seal is lucky in having 62 "listed buildings" in the Conservation Area in the centre of the village (and about another 20 in the rest of Seal Ward). Apart from the church (reclassified as Grade I early in 2002), which is basically a thirteenth-century building with later additions, there are no specially-distinguished buildings here of great architectural merit – they are all Grade II in the government lists. Some are very old: there are two Kentish Hall Houses: the Kentish Yeoman and 31 High Street (next to the butcher's shop). Recent discoveries suggest that the Crown also contains some very old timbers in the roof and an ancient fireplace. Forge Cottage in Church Road, with a splendid vaulted cellar beneath it, is about fifteenth century. The rest are mainly eighteenth or early nineteenth century. But individually and perhaps more importantly in groups, they are what people remember about Seal.



The Grey House



Lychgate House

5.2 In addition to the officially-listed buildings, there are several others within the centre of the village which need to be protected, both individually and as groups. That is why the residents think the Conservation Area is so important. The village contains a number of attractive buildings, mostly of the eighteenth or early nineteenth centuries - the original Wildernesse House; its stables; the Grey House; Lychgate House (the former vicarage, with rare white "mathematical tiles" on the front); The Croft; Bretanby; and several others. There are also many attractive smaller houses, especially the white-painted or tile-hung terraces along School Lane and by the green, and those put up by the owners of Wildernesse House in the late nineteenth century for their estate workers, in a distinctive " Arts and Crafts" style - these include the village hall and its adjoining houses, "Roseville", and the row of three black and white houses in Church Street. The best loved and most often mentioned building is the apparently ancient block at the corner of Church Street and the High Street; although this contains the core of a very old house, the present picturesque half-timbered facade was actually built in the 1950s. But it has become so much a part of the village scene that it seems essential to preserve it. These structures, and the more distinguished Listed Buildings, contain many attractive features (illustrated inside the back cover) which collectively help to build up the village picture and must be carefully maintained. (R9)

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5.3 A few modern buildings have been fitted in among the older ones. The new school, hidden away at the end of Zambra Way, is pleasant and unobtrusive, although many regret the loss of the old Victorian buildings nearer the centre. The library on the corner of School Lane attempts to blend into the local scene while the offices which replaced the garage at the eastern end of the High Street are less obtrusive, and match well. The modern flats for older people, such as Knox's Court and Johnson Court, are also successful attempts at fitting in. Clearly there will be more changes as businesses close or expand, or as families require modifications to their houses. But there is an overwhelming view among residents that the centre of the village should retain something very like its present appearance. There is a strong preference for the use of locally distinctive and sustainably-produced materials and styles in any new work or alteration within the Conservation Area. (R6) It is therefore important that building owners considering such changes should consult the Parish Council early, even before starting any formal planning application.

5.4 The layout of the village means that there are few long views, into or out of the centre of the village. The most important inward views are those which focus on the impressive sixteenth century perpendicular Church Tower. The tower also turns up in internal views, notably several gaps between houses or at the corner of streets, or from the allotments. Looking outward, the predominant feature is the long skyline of the North Downs. It is essential to keep these views unspoilt. (R4)

5.5 There is also support for some additional greenery in the centre of the village. Property owners might like to add to the existing and attractive window boxes and hanging baskets, or to sponsor a few new trees. Voluntary efforts could provide a few more features like the excellent horse trough flowers, or the memorial garden by the pavilion. There may be room for more planting, outside the Library, along the edge of the Recreation Ground (provided that traffic sightlines are kept clear) or on the raised bank to the east of Childsbridge Lane at its southern end. But it is equally important to see that the existing stock is well-maintained. (R12).



Bentleys Meadow



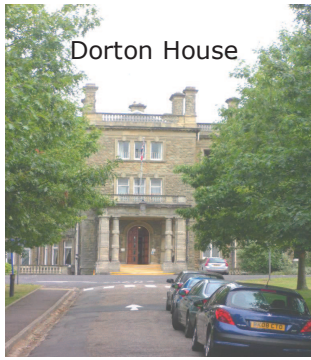
Zambra Way



Robinwood Drive

### 6. The Northern End of the Village

The village has expanded along Childsbridge Lane in the half-century since the war, in several phases. There is former Council property (some of it now managed by the West Kent Housing Association, and some now privately owned) at Zambra Way, Ragge Way and Wilmar Way and Bentley's Meadow. There is also much modern private housing, for example in Meadowlands, Robinwood Drive and most recently at Childsbridge Farm Place. (Infrastructure problems, notably flooding caused by inadequate surface drainage, may be a problem). Nearly all of this is in a pleasant unobtrusive style, using traditional materials, which relates well to the original core of the village. These areas are well planted with trees, and most of the gardens are carefully maintained. A few discordant notes intrude - usually new windows or doors, or unusual colour schemes. Parked cars are sometimes visually intrusive, but these roads were not designed to accommodate the present levels of car ownership, and there does not seem much chance of improving the situation. But in general these areas are very attractive, and need to be kept that way. (R3, R6, R13, R17,R18)



Dorton House



Wildernesse Avenue

### 7. The Wildernesse Estate

On its southern side, Seal Ward overlaps a part of the Wildernesse Estate. This was developed in the 1920s, having formerly been the grounds of a mansion belonging to the third Lord Hillingdon. Since 1954 the original house - now known as Dorton House - has been used for educational purposes by the Royal London Society for the Blind.

7.2 Designed from the outset to retain the original estate roads and much of the original planting, it was the developer's desire to maintain the impression of single homes situated in the countryside. To this end, he encouraged a number of well-known architects to design the first houses on the Estate, including several representatives of the then flourishing Arts and Crafts Movement, notably H. M. Baillie Scott. Many of the houses are of great individual merit, and the importance of the area has been recognised by Sevenoaks District Council which extended the Conservation Area in 1998 to cover virtually the whole Estate.

7.3 Houses on the estate are subject to significant covenants laid down by the original developer. The Estate has its own flourishing Residents Association. Most of the guidelines in Section 11 apply with particular force to Wildernesse.



Godden Green



The Bucks Head



Godden Green

### 8. Godden Green

The small hamlet of Godden Green lies one mile to the south of Seal. Although it is quite separate from the central village, and has more in common with the hamlets of Seal Chart and Stone Street, it forms part of Seal Ward and is therefore dealt with here. It straddles the main route between Seal and Underriver with a characterful mixture of open green spaces, Kentish cottages and substantial residences, surrounded on all sides by Green Belt – most of which is designated as an Area of Outstanding Natural Beauty.

8.2 The Green itself consists of two main spaces, both triangular in nature, lying north to south along the road. The centre of the hamlet is significantly defined by the buildings clustered around the smaller open green to the north, and by the focal aspect of the Buck's Head pub and adjacent pond.

8.3 Little has changed in the quality of the enclosing landscape's form and character over the last 100 years. The hamlet is defined to the south by woodland (Rambles Wood and Lord's Spring Wood), to the west by Knole Park and to the north by Wildernesse Golf Course. Areas of pasture to the east break through the woodland pattern opening up farmland and distant views. This gives the area its characteristic rural identity and quality as an area of great landscape value.

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8.4 New construction and development have generally been constrained by Green Belt policy – particularly to properties fronting the green. Traditional materials - red brick, Kent ragstone, red clay tiles and slate – combine with local building styles to provide a typical representation of a small Kentish hamlet, one which local residents feel must be conserved. (R5, R6)

8.5 Godden Green provides a central location for rural activity – walking, riding, visiting Knole Park - but is limited in the provision of other community facilities. The Prep School, pub and Cygnet Hospital generate some local focus, as does the Green itself. A very restricted bus service exists with links to Sevenoaks and surrounding villages. Some residents have suggested that the hamlet could sustain a village shop or some form of communal use of the green to encourage local user interaction. The Old Post Office on the green originally served this function. Inappropriate parking around the green has been an issue in the past and needs occasional monitoring, but generally visitors to the area are respectful of the hamlet’s rural quality. Physically the defining character of the hamlet is complete. Its rural setting, open green configuration with different but sensitively scaled buildings bordering two sides offer little scope or need for change. Recognition of the quality and importance of maintaining such rural spaces so near to towns like Sevenoaks is of prime concern to both local residents and countryside visitors. For these reasons, the Parish will consider whether to recommend to Sevenoaks District Council that it should make Godden Green a separate Conservation Area. It is important that the Cygnet Hospital and Prep School continue to respect the essentially rural character of this area.



Views of Seal Chart

### 9. The Surrounding Countryside

Seal is surrounded on three sides by open country, and residents are most anxious to keep it that way. Many respondents to the questionnaire pointed out the importance of this: “Above all I value the rural environment in Seal parish” was one of many similar comments. This is a mixture of arable and pasture land, broken up by hedges and small copses, and of more extensive woodland, especially on Seal Chart. Part of the Chart is a Site of Special Scientific Interest (SSSI). This countryside all lies within the Green Belt, and most of it is protected as an Area of Outstanding Natural Beauty (one of 41 AONBs across England and Wales which are equivalent to National Parks in terms of landscape quality). This means that the Seal countryside is generally protected from intrusive development, even for agricultural use, although individual proposals need to be monitored carefully by the Parish Council.

9.2 As so often in Kent, this countryside is scattered with small groups of farms and cottages. Some of these are Listed Buildings (Penfield, Waterden, the old farmhouse at Fullers); others, while not so safeguarded, are of great value to the local scene (Tanners Cross, Fullers Hill, etc.). The Local Development Framework recognises that these must also be protected. While changes and additions to these buildings may occasionally be allowed, even for industrial or commercial use, and would be welcome if they generate additional jobs, the Local Plan requires that these must be well-designed and not intrude on the longer views. The village strongly supports this policy. (R5, R6, R7)

9.3 At the edges of the village are a few key areas which need special care, to ensure that the distinction between village and country is maintained. The fields to the west of the church, already mentioned in the section on the centre of the village, were the subject of a Planning Application in 2004, which was rejected following an appeal. It seems essential to leave the church standing on the edge of open country to the north and east. It is also important to care for the other public spaces (the churchyard; the allotments; and the recreation ground) on the fringe of the built-up areas. (R13).

9.4 In addition to the Sites of Special Scientific Interest, much of the rest of the local fields, woodland and hedgerows are rich in wildlife which needs to be protected. The landscape suffered greatly from Dutch Elm Disease and from the Great Storm of 1987, and other big trees (notably oaks) have recently been lost. It is therefore important that landowners should replace trees when possible and reinstate hedgerows rather than use wire fences. Maximum use should therefore be made of any available grants from government agencies, and the Parish Council can help in identifying suitable opportunities. The narrow and steep local lanes also need special attention. It is particularly important to consider the sustainability of any improvements; one-off projects are not always sufficient. (R14)

9.5 Within the built-up areas of the village, householders can add to the variety of wildlife by careful planting, and by avoiding the use of chemical pesticides etc. In this way, the total appearance of the village can be enhanced.

### **10. Future Changes**

A Village Design Statement is not about general land-use planning questions. But because future planning has implications for the appearance of the village (including existing buildings) it needs to be mentioned here. So long as present government policies remain in place, there is little scope for expansion of Seal, or for more than very small amounts of infilling. The Local Development Framework's Core Strategy (Policy LO7) permits infilling and redevelopment on a small scale only. This should take account of the limited scope for development to take place in an acceptable manner and the limited range of services and facilities available. This policy also states that new development should be of a scale and nature appropriate to the village and should respond to the distinctive local characteristics of the area in which it is situated. Nevertheless, applications are submitted from time to time for larger schemes, even in the centre of the village, which raise important issues of design of the proposed new buildings. (R1)

A survey of affordable housing needs in Seal, which was carried out at the same time as the Parish Council questionnaire in September 2010, identified a need for a small number of affordable homes. The Sevenoaks Local Development Framework's Core Strategy (policy SP3) and government guidance in PPS3 allow for small scale affordable housing to be provided through the use of a "rural exceptions site policy" under which small sites that would not normally be suitable for development because of restraint policies can be developed solely for affordable housing to serve small rural communities. Rural exception sites should only be used for affordable housing in perpetuity.

It is fair to say that some respondents to the questionnaire expressed opposition to such a scheme. Residents were asked where, if at all, such new housing might be provided. Very few sites within or around the village were suggested for this purpose. Nevertheless the Parish Council considers that if there is a possibility of helping local people who would otherwise be forced to leave Seal to remain here, it should fully explore options available.

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### 11. Design

All the elements just described combine to determine the shape of the village, and largely govern its general appearance. Most residents like it the way it is now (if only something could be done about the traffic ...!) Much of the village centre still looks like a traditional Kentish village. The residential areas to the north and south, though very different from each other in character, fit in well with this village core. They are typically outer-suburban in appearance - nothing very special individually, but taken together, make for a very pleasant living environment.

This has implications for the way the planning rules must be applied when proposals are put forward for new buildings, or when changes to existing buildings, old and modern, come to be considered. The Sevenoaks Local Development Framework contains a general design policy (SP1) and the remaining Local Plan policies include a general design policy (EN1) and guidance on archaeological remains (EN23). The Local Plan also contains an appendix on Shop Fronts and Advertisements. It is less specific about the appearance of the villages.

11.2 Within the Conservation Area, existing rules are intended to prevent damaging changes; it is important for these rules to be explained clearly and then applied rigorously. (R16, R17) Ideally, some existing intrusive illuminated signs should also be removed. And even in smaller matters which need no planning permission, most people consider that standards of appearance are important and must be kept up. (R10, R11, R15) Good neighbours will remember this.

More specifically, the village wants to see the following guidelines observed. It asks the District and Parish Councils, and all property owners and developers within the area to follow them.

R1 **NEW CONSTRUCTION.** Under the existing Local Development Framework, it is unlikely that there will be much new residential or commercial/industrial construction in Seal. It is essential that any new buildings should be on a small scale, and should respect and be consistent with the distinctive character of the area.

R2 **New business developments** should be designed so as not to harm the character of the area. They should not add significantly to local traffic. Nor should they cause a nuisance to other properties through excessive noise, dust, vibration, noxious emissions, loss of daylight, visual intrusion or clutter. They must provide adequate off-road parking which should be screened by new planting.

R3 **New housing** must similarly respect the character of the village, in the ways described below.

R4 **Within the village,** new structures should not block familiar vistas, or overshadow existing buildings. They should normally be limited to two storeys, or three when adjacent buildings are already of that height..In assessing the acceptable height account should be taken of the relative height of the site and the surrounding area. Adequate parking must be provided, so as not to add to existing congestion in the village.

R5 **Outside built confines of the village,** new structures must be as unobtrusive as possible. They should take advantage of the lie of the land and of natural screening. They should not show above the skyline, and should not obtrude on long views. Where relevant the development should be consistent with policies relating to the Metropolitan Green Belt.

R6 **All new buildings** (residential or commercial) should normally be in local materials (ragstone, red brick and tile, black or white painted weatherboarding) or closely-similar products and in local styles, except where a really distinguished piece of modern architecture can be included after proper consultation with local residents.

R7 **EXTENSIONS AND MODIFICATIONS.** Within the Conservation Area, existing regulations greatly limit the possibility of any major changes. But outside the Area, it is equally

important to maintain very high standards. This is particularly important in the conversion of agricultural buildings for other uses.

R8 **Timber, stone, brick and tile work** should match existing structures. This is particularly important in terraces or groups of similar adjoining buildings. Replacements should normally be "like for like": aluminium or plastic window frames and doors look out of place in older buildings. Where this is not possible, the outside appearance should remain unchanged; our increasing range of double-glazing systems now incorporate appropriate architectural features.

R9 **Attractive features** of older buildings, including chimneys, gables, windows and doors, should be retained or replaced with similar work wherever possible, safety and structural soundness permitting.

R10 **Paintwork and colour schemes** should normally be in sympathetic colours and avoid clashing with neighbouring buildings. (WKHA have issued guidance to their tenants on these points, offering a range of suitable colours).

R11 **Fencing, walls and gates** should be kept low. Where a fence is more than one metre high, it should be screened by appropriate planting. Large walls and entrance gates should be avoided.

R12 **THE VISUAL CONTEXT.** There are important points here, many of which do not fall within the planning laws, but which are vital to maintaining the general appearance of the village and its surroundings.

R13 **Planting in the village** should make the fullest use of native species of trees; intrusive planting of large trees, e.g. of *Leylandii*, can interfere with neighbours and should be avoided. Planting must not interfere with traffic sightlines. Otherwise, additional planting, window-boxes and hanging baskets are encouraged within the village. More hedges and roadside trees are encouraged. The Parish Council's Tree Warden can offer practical advice on this topic and the next.

R14 **Planting outside the village** can include copses, roadside trees, ponds and ditches which both improve the appearance of the area and extend natural habitats for wildlife. Landowners should make the maximum possible use of grants now available for these purposes.

R15 **Street names and road signs** should be as clear but as unobtrusive as possible consistent with safety.

R16 **Advertisements and signboards** on commercial and industrial property must be kept small-scale, in keeping with the visual character of the village.

R17 **Outdoor lighting**, and especially illuminated signs and security lights, must be very restrained and must not interfere with neighbours, distract drivers or obstruct long views.

R18 **Aerials, satellite dishes, masts and wiring**, must be as unobtrusive as possible, and within the conservation area should be invisible from the street. Preferably they should be concealed or sited away from public roads.

R19 **Non-residential agricultural buildings, domestic stabling and field shelters** should be designed to minimise their impact upon the beauty of the countryside – for example by using subdued colours or cladding them with timber and be appropriately landscaped and screened with native species of trees and hedges.

## Agenda Item 7

### Appendix

#### Extracts from Sevenoaks Local Development Framework Core Strategy

(The full text of the Core Strategy and Saved Local Plan is available at [http://www.sevenoaks.gov.uk/environment/planning/planning\\_policy\\_and\\_the\\_\\_local\\_development\\_framework/default.asp](http://www.sevenoaks.gov.uk/environment/planning/planning_policy_and_the__local_development_framework/default.asp))

#### Policy LO7 Development in Rural Settlements

Between all the settlements, provision will be made for a total of approximately 1,160 dwellings (2006-2026) on a range of sites suitable for residential use

Within the settlement confines of New Ash Green, Otford and Westerham development on a modest scale will be permitted where it can take place in an acceptable manner consistent with local character. In New Ash Green the village centre will be regenerated so that it better meets the needs of the local community whilst respecting the distinctive character of the settlement.

Within the settlement confines of Brasted, Crockenhill, Eynsford, Farningham, Halstead, Hartley, Hextable, Horton Kirby, Kemsing, Knockholt Pound, Leigh, Seal, Sevenoaks Weald, Shoreham, South Darenth, Sundridge and West Kingsdown infilling and redevelopment on a small scale only will be permitted taking account of the limited scope for development to take place in an acceptable manner and the limited range of services and facilities available.

Within all the settlements covered by this policy new development should be of a scale and nature appropriate to the village concerned and should respond to the distinctive local characteristics of the area in which it is situated.

The loss from rural settlements of services and facilities that serve the local community will be resisted where possible. Exceptions will be made where equivalent replacement facilities are provided equally accessible to the population served, or where it is demonstrated, through evidence submitted to the Council, that the continued operation of the service or facility is no longer financially viable. The Council will support and encourage innovative proposals to improve provision of services and facilities to serve the local community, subject to any development being of a scale and character appropriate to the area.

Existing suitable employment sites will be retained with the opportunity for regeneration and redevelopment to better meet the needs of business. The Council will work with service providers to maintain and where possible improve rural transport services, so that the accessibility of rural communities is maintained.

#### Policy LO8 The Countryside and the Rural Economy.

The extent of the Green Belt will be maintained.

The countryside will be conserved and the distinctive features that contribute to the special character of its landscape and its biodiversity will be protected and enhanced where possible. The distinctive character of the Kent Downs and High Weald Areas of Outstanding Natural Beauty and their settings, will be conserved and enhanced.

Particular regard will be given to the condition and sensitivity of the landscape character and securing the recommended landscape actions in the proposed SPD to ensure that all development conserves and enhances local landscape character and that appropriate mitigation is provided where damage to local character cannot be avoided.



Development that supports the maintenance and diversification of the rural economy, including development for agriculture, forestry, small scale business development and rural tourism projects, and the vitality of local communities will be supported provided it is compatible with policies for protecting the Green Belt, the Kent Downs and High Weald Areas of Outstanding Natural Beauty conserves and enhances the value and character of the District's woodland and the landscape character of other rural parts of the District and that it takes account of infrastructure requirements.

### **Policy SP1: Design of New Development and Conservation**

All new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and AONB Management Plans. In rural areas account should be taken of guidance in the countryside Assessment and AONB Management Plans.

In areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment.

New development should create safe, inclusive and attractive environments that meet the needs of users, incorporate principles of sustainable development and maintain and enhance biodiversity.

The District's heritage assets and their settings, including listed buildings, conservation areas, archaeological remains, ancient monuments, historic parks and gardens, historic buildings, landscapes and outstanding views will be protected and enhanced.

### **Policy SP 4: Affordable Housing in Rural Areas**

Small scale developments for affordable housing only will be developed to meet local needs identified through rural housing needs surveys. The following criteria will be applied in identifying sites:

- a. the local need identified through the rural housing needs survey cannot be met by any other means through the development of sites within the defined confines of a settlement within the parish or, where appropriate, in an adjacent parish;
- b. the proposal is of a size and type suitable to meet the identified local need and will be available at an appropriate affordable cost commensurate with the results of the appraisal. The proposal is accompanied by a financial appraisal proving the scheme will meet the defined need. Schemes which propose an element of cross subsidy will not be acceptable;
- c. the proposed site is considered suitable for such purposes by virtue of its scale and is sited within or adjoining an existing village, is close to available services and public transport, and there are no overriding countryside, conservation, environmental, or highway impacts The initial and subsequent occupancy of sites developed under this policy will be controlled through planning conditions and agreements as appropriate to ensure that the accommodation remains available in perpetuity to meet the purposes for which it was permitted

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# Underriver

## *Village Design Statement*



## **2012 Edition**

### **A Vision of Underriver**

On entering the village of Underriver from any direction the canopy of trees and narrow lanes heralds a peaceful and tranquil haven. Positioned astride and below the Greensand Ridge, the area has unparalleled views of the Kent countryside. The houses in the valley look out on the imposing wooded hillside, whilst those on the ridge have spectacular views of the patchwork fields and historic houses of the village and the valley beyond. For residents and visitors Underriver is a perfect rural setting, whatever the season or weather. Surrounded by busy towns and close to the main arterial routes of the South East, the beauty and serenity of Underriver, with its winding lanes, wooded paths, and open countryside should be treasured.

The aim of the recommendations in this Village Design Statement is to perpetuate this vision.

## Agenda Item 7

### UNDERRIVER VILLAGE DESIGN STATEMENT

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In 2004 a committee of local people prepared The Underriver Village Design Statement as Supplementary Planning Guidance for the Sevenoaks District Local Plan, now superseded by the Local Development Framework.

This edition has been revised by Seal Parish Council to reflect the views of local people from study of the Seal Parish Plan Questionnaire 2010 and to permit the design statements incorporation into the Sevenoaks District Local Development Framework. It has been through a full consultation process prior to publication.

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This document has been prepared in conformity with the District Council's Core Strategy. Policy SP1 of the Core Strategy states that:

*"All new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and guidance produced by the AONBs..."*

The delivery mechanisms for the policy include:

*"The Council will work with local communities to produce Village Design Statements, Parish Plans and Character Area Assessments to be adopted as Supplementary Planning Documents to provide detailed locally-specific guidance to support the general policy."*

This Village Design Statement for Seal is intended to fulfil the role identified for Village Design Statements in Policy SP1 in providing detailed locally specific guidance on the design of new development.

In preparing this document, recognition has been made of the responses by people from the Underriver Ward to the Seal Parish Plan Questionnaire 2010, in particular the following:

- 77% of Underriver respondents have looked at the Underriver Village Design Statement.
- 86% think the Parish Council should consult with the Local Planning Authority to agree a policy to provide effective control of replacement dwelling in the area in the Village Design Statements.
- 75 % think planning rules should be used to protect local pubs and shops from closure and conversion to housing if at all possible.
- 81% think the Parish Council seek consultation with the local authority to improve facilities for cyclists to ensure their safety on the roads.

## **The Purpose of this Village Design Statement**

### **Purpose**

- 1) Village Design Statements are intended to provide guidance for development proposals and to influence the application of the planning system. The Statement provides a context for new development based on local character and sense of place. It is not about whether development should take place: that is a job for the Sevenoaks District Local Development Framework. 'Development' means the construction, alteration, extension or replacement of buildings or other structures, or changes of use of land or buildings that either require planning permission or else have a significant impact upon the Village community or the owners of adjoining properties.
- 2) This Village Design Statement describes Underriver as it is in 2010. It emphasises the qualities valued by all those who live or work there. Its aim is to protect Underriver's exceptional qualities by ensuring that any future development is based on a considered understanding of the Village's past and present and will contribute to the local community. It is addressed to statutory bodies, public authorities, planners, developers, designers, architects, builders, engineers, local community groups, householders, landowners, farmers and other businesses.

### **Process**

- 3) Seal Parish Council updated and amended the 2004 document to reflect policy and community change in the intervening period.
- 4) A consultation process has been undertaken
  - a. The document has been published on the Seal Parish Council's website and notice boards.
  - b. Copies have been placed in the local Pub, and the Church porch.
  - c. The Seal Advertiser has promoted its existence and where copies can be obtained.
  - d. The Underriver Village Association has been given copies for distribution and comment.
  - e. Sevenoaks District Council's planning staff was fully consulted.
- 5) SDC will conduct statutory consultation on this document before it can be adopted as Supplementary Planning Document (SPD). It will take its recommendations into account when assessing future planning applications. This Statement will thus support the Sevenoaks District Local Development Framework as it affects Underriver; it will assist the work of Seal Parish Council and of the Underriver Village Association; and it will ensure that local knowledge, opinions and ideas are taken into account when development proposals are made. It will be updated as necessary in line with Reviews of the Local Plan.

## **The Village of Underriver**

- 6) The Village of Underriver (referred to as a 'Settlement' for planning purposes) comprises some 1500 acres (600 hectares) of farmland, woodland, orchards and gardens. It is situated in the southerly part of the Parish of Seal in the District of Sevenoaks, Kent. It covers part of the Greensand Ridge to the south of Knole Park, including the southern edge of Fawke Common, One Tree Hill and Bitchet Common. The border then runs south, encompassing Underriver House and on to the edge of Great Hollenden Farm. From there it runs northwest to St Julians. In this Design Statement the words 'Underriver' and 'the Village' mean the whole area and the whole community within the Underriver electoral boundary.
- 7) The whole Village is in the Green Belt and nearly all is in the Kent Downs Area of Outstanding Natural Beauty. The landscape of the Kent Downs is special and is of outstanding quality and value. It should be conserved and enhanced; and the long-range views into and out of the village should be maintained. There are extensive Sites of Special Scientific and Nature Conservation Interest, as well as National Trust and common land. Refer to the map at the rear of this document, which shows the extent of the designations.
- 8) Some 350-400 residents, including some 90 children, live in approximately 130 dwellings. These include the apartments in St Julians Club. Local employment is provided by businesses such as St Julians, the White Rock Inn, the local farms, converted agricultural buildings and homeworkers with Internet connections.



Hop-picking in Underriver pre-1914



The Underriver Forge pre-1914



Millennium party, June 2000, & below Cricket in Underriver



### History

- 9) The hamlet of Underriver is named in an ancient will as “sub le ryver” (i.e. “under the hill”). Although there is evidence of Saxon field names, the earliest settlements were probably Romschedde Manor and Shoads. Romschedde Manor was extant in the early 13th Century and the name survives in today’s Romshed Farm. At the end of the 13th Century, yeomen farmers established several substantial farmsteads, probably attracted by the abundance of spring water. Evidence of the original dwellings is still visible in the houses today. Five hundred years of undisturbed agricultural activity followed with crops, orchards and hop gardens. The hamlet was designated “The Golden Valley” by the 19th Century visionary painter Samuel Palmer.
- 10) At the beginning of the 18th Century the ancient manor of Shoads was replaced by Underriver House, probably built by Richard Goodhugh, High Sheriff of Kent. The Goodhughs, however, did not survive the century; and Henry Woodgate of Riverhill, whose heirs sold it to John Davison, the Judge Advocate General in 1862, acquired the estate. The other major estate, St Julians, belonged to the Herries family; J.C.Herries, a former Chancellor of the Exchequer, had built the house in the 1830s. These two estates included most of the land in Underriver.
- 11) John Davison commissioned the building of St Margaret’s Church, which was finished in 1865 and consecrated in 1875, when a Church Elementary School was also established. In 1856 a post office receiving house was opened in a cottage in the Village; and, after several moves and two temporary closures, it was finally closed in September 1944. The White Rock Inn dates in part from 1820: the central section has been an Inn from at least the 1850s. The mid-19th Century extension of the railway to Sevenoaks (and soon afterwards to Tonbridge) gave greater accessibility to this hitherto remote hamlet. In the 1890s Lord Derby purchased most of the Davison estate.
- 12) In 1909 the Derby holdings were sold. This broke down the estate into individual freeholds; and some were purchased by people who wished to live in the country but to work in London. Over the last century the agricultural emphasis of the hamlet dwindled. Fewer people were employed on the land and there was a gradual increase in the number of residents who worked outside Underriver, either in local towns or beyond in London.
- 13) After World War II the pace of change accelerated. House prices rose sharply and properties changed hands frequently. In the mid-1970s the Village School was closed, as its roll was then considered too small to be viable. In 1980 the ecclesiastical Parish was joined with Seal St Lawrence.

### Community

- 14) Underriver’s beauty, location and strong community life make it an attractive place in which to live. About a quarter of its residents (including housewives) work in the Village; about a third are retired; and the remainder work in London or elsewhere. Others come into the Village to work. Many who live outside but close to the Village strongly support its activities.
- 15) Underriver has no shops, no post office, no State School and a limited bus service. It is unlikely that a shop or a post office would be viable. National supermarkets can deliver milk, newspapers and household shopping increasingly, and there is a regular postal service. Mains drainage is not available and mains gas is available in part of the Village only. Internet connection is available, but can be considered ‘slow’ in comparison to fibre optic connections available in urban areas of the district.
- 16) Community life is based around the Village Hall (opened in 1932), the Church, the White Rock Inn, the cricket ground and the recreation area. The Village Hall is a lively centre, in regular use by vigorous village societies including the Village Association, The Thursday Underriver Group and the Horticultural Society. There are regular Pilates and fitness evenings in the village hall. There is a playgroup in the Village Hall, and it is very popular for private hire for children’s parties, cookery classes and other social events.
- 17) The Cricket Club has regular summer fixtures at weekends and a popular social calendar.
- 18) Horse riding, walking and cycling are popular in the area. There is an extensive system of footpaths and bridleways maintained by Kent County Council.



Examples of local architectural style



### Buildings

- 19) Although Underriver has a wide range of interesting buildings the overall image is dominated by rural and woodland scenery. Within the village area of about 1500 acres (600 hectares) there are about 130 dwellings (some with associated farm buildings), the St Julians estate, a Church, an Inn, a Village Hall and a cricket pavilion.
- 20) The buildings are quite evenly spread along a network of narrow, winding roads. Many are fully screened by trees and hedges and very few are conspicuous. The more visible ones are the houses in the centre of the Village and some of the houses on the Greensand Ridge. Other houses on the ridge fit so well into the landscape that it is hard to see them from the valley.
- 21) The Village centre is small, comprising about twenty houses (including four managed by West Kent Housing Association), the Church, the Inn and the Village Hall. The houses in the village centre and the surrounding area were built over a long time-span ranging from the Middle Ages to more recent times and were occupied by farmers and craftsmen. They form an unusual settlement pattern of substantial buildings separated by short distances. Many of the houses, barns and walls in the area feature local ragstone, oak frames with wattle and daub, plaster or brick, red clay hanging tiles and roof tiles. There are a small number of fine buildings from the Georgian and Victorian periods. Oast and barn conversions add to the varied styles of dwellings in the village.
- 22) Except for Underriver House and St Julians, most houses were originally built of moderate size with two storeys, some with attics. Over the years many have been extended, reducing the number of small houses in the Village. There are, however, several pre- and post-war former council houses (now in private ownership) in the centre of the Village, together with modern timber-framed dwellings and other smaller houses within the Underriver boundary. Most buildings were designed in the style of the period in which they were built, although some of the more recent have incorporated styles from earlier periods. The use of Kentish materials and other features have allowed many of the more modern houses to blend satisfactorily with the earlier buildings.
- 23) There are a relatively high percentage of historic buildings in the area, including many which are listed. Examples are:
  - a. High House is a medieval hall house, which dates back to the 15<sup>th</sup> Century.
  - b. Black Charles is a medieval timber-framed four-bay hall house, with a high-pitched roof on the front and a cat slide on the reverse slope. In the 18<sup>th</sup> century brick and stonework on the ground floor were substituted for the medieval walling, with tile hanging above.
  - c. Catts Cottage is late medieval and dates from the late 15<sup>th</sup> Century. It has two bays with gable windows and a two-storey connecting section with a tall 17<sup>th</sup> Century chimneystack. It features Tudor timber and whitewashed plaster and local stone with hanging tiles.
  - d. Falcon Cottage on Fawke Common dates back to the 16<sup>th</sup> Century. It is a compact cottage with ornate tile hanging to the first floor. A large Edwardian extension has been added in a well-matched style.
  - e. Underriver House is the largest private house in the Village. It is a three-storey Queen Anne house with 19<sup>th</sup> Century additions and a modern wing. Built of local stone in continuous courses with flint infilling, it has sash windows and a hip tiled roof with dormers.
  - f. The fine Church was built in the 19<sup>th</sup> Century in a 13<sup>th</sup> Century Gothic style.
  - g. St. Julians was built in the early 19<sup>th</sup> Century as a grand home with fine views over the Weald. It is constructed of yellow brick, with a steeply sloping slate roof behind three gables. It has white bargeboards and stone window-bays with abundant glazing. From 1951 onwards, adding extensions in the style that was then fashionable created a country club and flats.
  - h. Green Lane Cottage, originally the home of a pig farmer, was built in the early 18<sup>th</sup> Century. It has a symmetrical elevation, with three windows on each floor and tile hanging on the first floor.
- 24) *House replacements constructed within the curtilage of the original dwellings, where one dwelling replaced one dwelling and where the existing house was demolished before the replacement was built. Strict conditions exist to limit the size in context of the built form that existed prior to 1948. In the 2010 Parish Plan Questionnaire 86% of respondents urged the Parish Council to seek more*

*effective control of replacement dwellings*

- 25) Residential conversions of redundant agricultural buildings of sound and substantial construction – i.e. excluding demountable buildings. Strict conditions exist to limit the size in context of the built form that existed prior to 1948.
  - 26) *Dwellings constructed under an approved affordable housing scheme that met the strict criteria in Policy SP4 of the Core Strategy. These criteria include specific local housing need, proximity to local services and facilities, accessibility by public transport, acceptability of the site in landscape, environmental and highway terms and appropriate legal arrangement*
  - 27) Planning permission is required to use caravans or mobile homes for residential or business purposes. These permissions are reviewed regularly to confirm that the permitted need continues. It is important to ensure that established planning rights are not acquired by default.
  - 28) The following design guidelines are recommended where planning permission is needed and encouraged where such permission is not required.
- 
- R1. Particular account should be taken of the visual impact of any new developments upon the appearance of the Village. New developments should be designed to intrude as little as possible upon the openness of the countryside by taking advantage of the lie of the land and natural screening. The appearance of a low-density settlement should be maintained. Large obtrusive buildings amidst fields should be avoided.**
  - R2. New developments should be designed so as not to damage distant views from and to the Greensand Ridge (see photograph on back cover) as stated Core Strategy Policy SP1, from public road, footpaths, bridleways and other public rights of way and from neighbouring properties. Large walls, entrance gates and prominent roofs on the skyline and large windows reflecting the light should be avoided wherever possible. Solar panels should be sited discreetly. Artificial lighting should be no brighter than required for its purpose: it should be low-angled, discreet and focussed as narrowly as possible. It should not intrude upon the darkness of the night sky.**
  - R3. New developments should be sympathetic with the general character of the Village, which has a wide variety of building styles, but innovative architecture might be considered in appropriate locations. Developers should be encouraged to use traditional local materials and features, such as local ragstone, weatherboarding, oak framing and red clay hanging tiles or roof tiles. They should generally be of single or two storey construction and not higher than neighbouring buildings. Replacement dwellings should be of very high quality, reflect local style and be located within the curtilage to minimise their impact to the surrounding area. The area is characterised by one and two storey buildings. Higher buildings are likely to be out of character with the area and will not generally be acceptable.**
  - R4. New developments should be appropriately landscaped and screened with native species of trees and hedges. Close-board fencing over one metre in height may need planning permission and should be screened from the road. Where it would be appropriate for planting to complement new development, a suitable planting scheme should be submitted with the planning application. Mature trees and hedges should not be felled without good reason.**
  - R5. Residential conversions of redundant agricultural buildings of historic interest should be designed to conserve as much as practicable of the original character. Appropriate doors and windows should be used.**
  - R6. The materials and styles of house extensions should match or be sympathetic with those of the original buildings but need not necessarily be of the same architectural style.**

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- R7. Wherever possible, non-residential agricultural buildings, domestic stabling and field shelters should be designed to minimise their impact upon the beauty of the countryside – for example by using subdued colours or cladding them with timber.
- R8. Wherever possible, non-residential agricultural buildings, domestic stabling and field shelters should be located away from neighbouring properties. This would be especially important if they were likely to be used for activities that could cause a nuisance (for example by noise or smell) or lead to clutter in the countryside. Where practicable, they should be sited in natural hollows, behind existing or new natural screening or close to existing buildings. Road access to new agricultural buildings should have good sightlines.
- R9. Caravans and mobile homes used for residential and business purposes should be made of good quality materials and painted in subdued colours. They should be well landscaped where practicable. Those used, as agricultural dwellings should be sited where a permanent agricultural dwelling would be sited if such a dwelling were approved in due course.
- R10 Measures to conserve resources should be designed into new development where practicable and consistent with the other objectives in this Design Statement. Developers should be encouraged to provide high levels of insulation, discreetly sited solar panels, dual flush toilets and grey water collection systems; and to plan construction site management so as to reduce waste and minimise the use of energy and water.

Examples of sympathetic conversions and extensions.



## The local economy - employment

- 29) Underriver offers limited employment opportunities, but these help to balance the community and so add to the attractiveness of the Village. A number of Underriver residents have businesses there. Others come to work in the Village in various capacities.
- 30) Underriver has around 13 small farms of varying sizes and largely the farming community maintains the beauty of its countryside. Part time farmers outnumber full time farmers and the type of farming is almost entirely livestock, together with some fruit. One farm is in organic conversion and has a flock of free-range hens. Agricultural contractors are employed when needed. Farmers are experiencing the worst recession since the 1930s: in these difficult times they should have reasonable freedom to develop their agricultural businesses, including appropriate diversification. A number of properties have stabling and pasture; and many employ gardeners, home helps, handymen, etc.
- 31) The Underriver Under-Fives Nursery, Music Box, the St Julians Day Nursery and the White Rock Inn meet important Village needs and should be supported. The White Rock Inn and restaurant is a popular venue for both residents and visitors. St Julians provides recreational facilities for its club members, thus serving a wider community. It also accommodates a number of mainly hi-tech businesses. The use of private dwellings for business purposes also provides employment.
- 32) The Sevenoaks Local Plan makes it clear that proposal for the development of new businesses in the Green Belt, or for the expansion of existing businesses, is unlikely to be approved if they require the construction of new buildings on undesignated sites. Otherwise, there is a good case for encouraging business activities, provided that they do not intrude upon the quiet enjoyment of the Village and of the countryside. Any damaging business activities should not be permitted.
- 33) The following guidelines are recommended where planning permission is needed and encouraged where such permission is not required.
- R11. New business developments should be designed so as not to harm the character of the area. They should not add significantly to local traffic. Nor should they cause a nuisance to other properties through excessive noise, dust, vibration, noxious emissions, loss of daylight, visual intrusion, clutter in the countryside, excessively bright artificial lighting or security surveillance equipment. Artificial lighting should be no brighter than required for its purpose: it should be low-angled, discreet and focussed as narrowly as possible.**
- R12. In principle, businesses that meet these criteria and other statutory planning policies should be supported, especially where they provide valued services to the local community. Businesses that cannot meet them would be undesirable.**
- R13. Adequate provision should be made for off-road vehicle parking, which should be screened with native species where appropriate.**



The White Rock Inn and restaurant in the heart of the village

## Agenda Item 7



St. Julians club and business complex on the outskirts of the village



Mixed Farming in Underriver





A 30mph speed limit is essential for Underriver's narrow lanes

Horse-riding

A woodland path



### Roads and Transport

- 34) Underriver's winding roads contribute greatly to the character and charm of the Village. They are all in the "C" and "D" categories and most are very narrow. Some have high banks high hedges or deep ditches. Excessive traffic, travelling too fast, is an increasing danger to local road-users, including walkers, cyclists and horse riders. Passing vehicles drive on to the verges, causing damage and unnatural road widening, which encourages further speeding. The lack of resources prevents adequate road maintenance by the Local Authority; and this adds to the danger. Kent County Council has plans for a pilot study to assess selected rural roads in parts of the County for appropriate speed limits. Meanwhile, national criteria have to be followed.
- 35) There are buses twice a day between Underriver and Tonbridge on Mondays to Saturdays. There is no direct service to Sevenoaks or to Hildenborough Station for commuters. A better service would benefit non-car-owners.
- 36) The following recommendations are made to enable Underriver's roads to carry the present volumes of traffic without altering their rural character and to protect its bridleways and footpaths.

**R14. The Local Highway Authorities are requested to maintain Underriver's roads and verges to an adequate standard.**

**R15. Verge erosion caused by excessive rain should not be filled with tarmac, but should be rebuilt with natural sediment that hardens when it dries.**

**R16. Policies should reflect local people's desire to have safe local roads for use by walkers, cyclists and horse-riders. The highway authority should discourage speeding traffic and 'rat running' and appropriate measures should be introduced wherever necessary and within the restraints imposed.**

**R17. Suburban signing, kerbstones, pavements and street lighting should be avoided.**

**R18. Road verges in the centre of the Village should be cut regularly. Elsewhere they should be cut regularly to one metre from the roadway where this is essential for road safety.**

**R19. Footpaths, bridleways and other public rights of way should be kept open and in good repair.**

**R20. Any proposals to close public rights of way should be rejected. Any proposals for minor diversions to public rights of way should be considered on their merits. Major diversions should be rejected, unless there are strong reasons for approving them.**

### Landscape, Wildlife and Recreation

- 37) Underriver is in the Kent Downs Area of Outstanding Natural Beauty (AONB) and includes Sites of Special Scientific Interest (SSSI), principally One Tree Hill and parts of Bitchet Common and Fawke Common and a Site of Nature Conservation Interest (SNCI) on Rooks Hill. There are also ancient woodlands, including White Rocks, Rooks Hill, and Brimstonewell Wood, which have had continuous woodland cover since the beginning of the seventeenth century. It is important that the Green Belt, AONB, SSSI and Tree Preservation Order policies are enforced rigorously so as to preserve these priceless assets for the future. Refer to the map at the rear of this document for the extent of the designated areas.
- 38) The northern part of Underriver is mainly woodland, with a few orchards, on greensand. Some of Bitchet Common is being managed to recreate heathland. The valley land is mostly heavy clay used for pasture. Ragstone is present at the base of the ridge, which historically has been quarried for local building purposes. A number of springs feed watercourses that run through the village and eventually feed into Hilden Brook. Several older properties have their own reservoirs.
- 39) Underriver's open spaces, lanes, bridleways, footpaths and farmland provide good habitat for flora and fauna. They are also much used for walking, cycling, horse riding and other forms of recreation. They are in good order due to volunteer and Parish Council action. The bridleways need drainage and surfacing with natural materials to bring them to a satisfactory standard.
- 40) A wide variety of birds and other wildlife are commonly seen or heard. The woodlands contain many tree, shrub and undergrowth species. The heavy clay soil and improved grassland means that wild flowers are not special in the area, except at a few sites. The practice of coppicing is vital to the cycle of woodland flora and fauna.



- 41) The SSSIs, the Commons and other significant parts of the Village are managed with a strong wildlife emphasis. Romshed Farm and St Julians follow the Countryside Stewardship Scheme, which supports wildlife and public access. Absalom's Farm has a significant habitat improvement element. A Village Wildlife Habitat project was started in 1996. New hedges have been planted and old ones are being renovated; woodland is being protected from stock; and wild flower patches are being developed. A beginning is being made on verge management for wild flowers.
- 42) Some of Underriver's landscape is adversely affected by overhead electricity and telephone wires and is at risk of further visual damage from new telecommunications developments, including masts and satellite dishes.
- 43) In the countryside, poorly aimed, over bright floodlights and security lamps have stolen the blessed night from humans, and countless other species which have evolved to the rhythm of light and darkness. The day-night cycles, behaviour, feeding and mating patterns of bats, birds, glow-worms, moths, and countless other species are disturbed, and millions are killed, by light going where it is not needed.
- 44) The following recommendations are made to encourage practices designed to protect Underriver's landscape, wildlife and habitat.

**R21. Landowners and householders should be encouraged to protect existing wildlife environments and to create new habitats in the form of copses, hedgerows, ditches, ponds, field verges and open spaces of rough grassland. Excessive use of chemicals should be avoided. Excessive garden lighting should be avoided to protect dark night skies.**

**R22. Local Tree Preservation Orders, which are enforced by Sevenoaks District Council, should be respected. Landowners and householders should be encouraged to care for their woods and trees and to replace them when they reach the end of their lives. They should be discouraged from removing old farm hedgerows and encouraged to use native species for new planting in appropriate locations.**

**R23. New telecommunications developments, including masts, satellite dishes and other structures should be sensitively designed and sited. Sympathetic design and camouflage should be used to minimise the impact on the environment. A programme to relocate overhead wires underground should be encouraged. Proposals to improve broadband services to the community should be encouraged within the above restraints.**



Examples of wildlife found in Underriver

### Consultation and consideration for neighbours

- 45) It is important that the Underriver Village Association and Underriver residents affected by proposed developments should be fully consulted before any planning permissions are given for new developments in the Village.
- 46) Most residents wish to ensure that the ways in which they use their properties cause no avoidable nuisance or annoyance to their neighbours. It is a courtesy for those considering any building or change of use to consult their neighbours, whether or not the development requires planning permission. Consultation also helps to avoid problems over such matters as the size and location of garden sheds, play equipment, redundant machinery or other refuse, the height of boundary hedges or the installation and operation of security lighting. Good neighbourliness helps to make Underriver a happy as well as a beautiful place in which to live.

## Agenda Item 7

### Appendix

#### Extracts From Sevenoaks District Council's Local Development Framework Core Strategy Adopted February 2011

##### Policy LO8

**The Countryside and the Rural Economy. The extent of the Green Belt will be maintained.**

**The countryside will be conserved and the distinctive features that contribute to the special character of its landscape and its biodiversity will be protected and enhanced where possible. The distinctive character of the Kent Downs and High Weald Areas of Outstanding Natural Beauty and their settings, will be conserved and enhanced.**

**Particular regard will be given to the condition and sensitivity of the landscape character and securing the recommended landscape actions in the proposed SPD to ensure that all development conserves and enhances local landscape character and that appropriate mitigation is provided where damage to local character cannot be avoided.**

**Development that supports the maintenance and diversification of the rural economy, including development for agriculture, forestry, small scale business development and rural tourism projects, and the vitality of local communities will be supported provided it is compatible with policies for protecting the Green Belt, the Kent Downs and High Weald Areas of Outstanding Natural Beauty conserves and enhances the value and character of the District's woodland and the landscape character of other rural parts of the District and that it takes account of infrastructure requirements.**

##### Policy SP 1

##### Design of New Development and Conservation

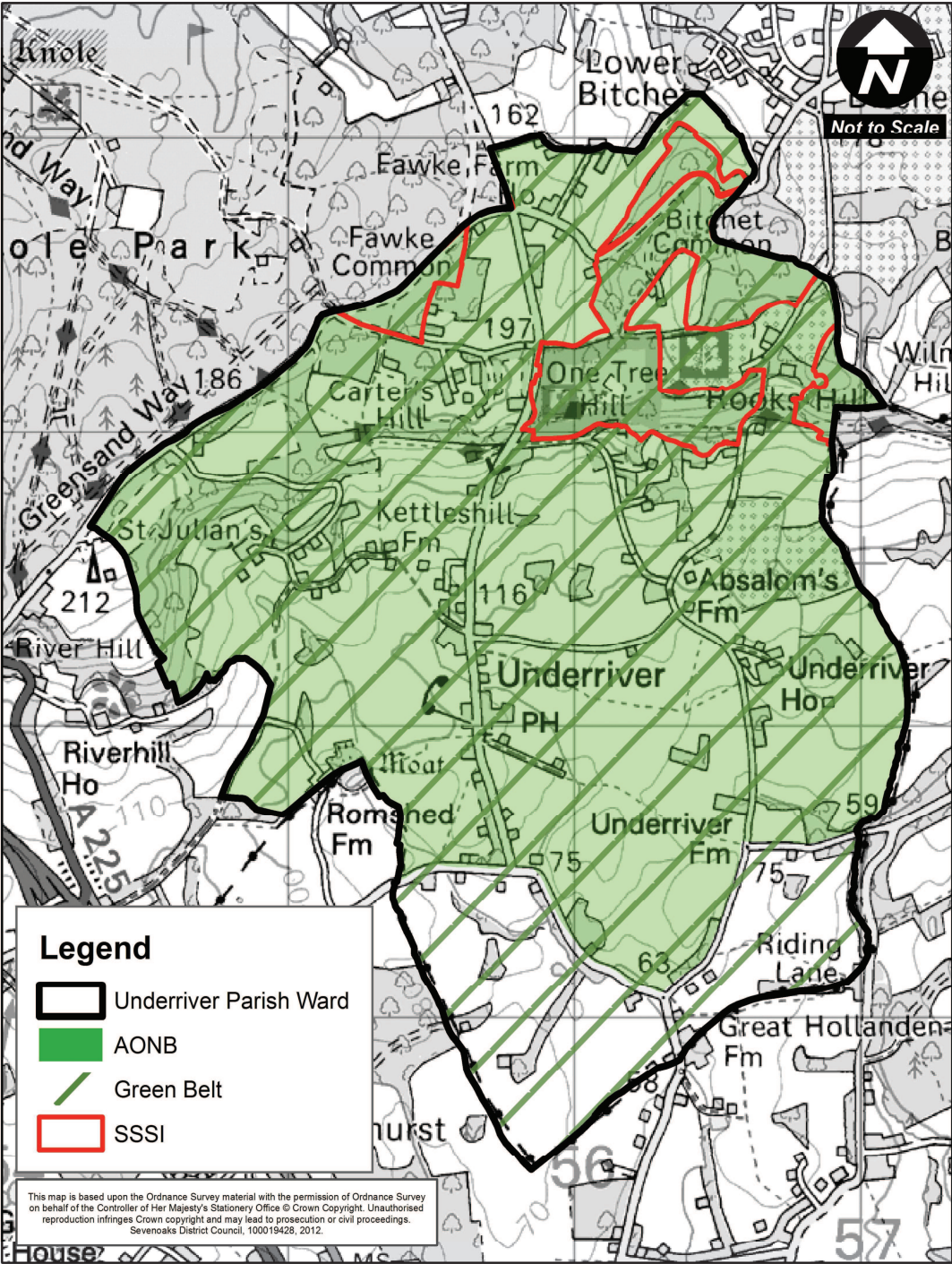
**All new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. Account should be taken of guidance adopted by the Council in the form of Kent Design, local Character Area Assessments, Conservation Area Appraisals and Management Plans, Village Design Statements and Parish Plans. In rural areas account should be taken of guidance in the Countryside Assessment and AONB Management Plans.**

**In areas where the local environment lacks positive features new development should contribute to an improvement in the quality of the environment.**

**New development should create safe, inclusive and attractive environments that meet the needs of users, incorporate principles of sustainable development and maintain and enhance biodiversity.**

**The District's heritage assets and their settings, including listed buildings, conservation areas, archaeological remains, ancient monuments, historic parks and gardens, historic buildings, landscapes and outstanding views will be protected and enhanced.**

Map showing Underriver's boundaries, the Area of Outstanding Natural Beauty (shaded green) and the Sites of Special Scientific Interest (outlined in red). Please note information is shown only within the boundary of Underriver Parish Ward.



The whole of the village of Underriver is in the Metropolitan Green Belt.



**View of Underriver from the Greensand Ridge**



Part One



## FOREWORD



A community is not defined by boundaries or fences. A community is defined by shared experiences and by common interests. We who live in the Parish of Otford are justly proud of our community and our village. It has a rich past, a vibrant present and - we trust - an even better future. This community-led Parish Plan aims to ensure that our future unfolds in the way that local people want, rather than happening by chance or as a result of the no doubt well-intentioned plans of outside agencies. It also aims to maintain our identity and integrity as a community.

There has never been a more appropriate and favourable time for our community to plan its future. Parish Plans have for some time been encouraged by the Government. However, the new Localism Bill will enshrine the rights that local people will have to shape the character of their communities and the environment in which they live. Parish Plans such as ours will form one of the key building blocks of this Big Society.

I should like to personally thank all those dedicated members of the community who formed the Steering Group and who worked so assiduously for two years in helping to prepare the Plan.

The hard work and the excitement that goes with success lie in the years ahead. Every one of us can help in some small way towards realising the hopes and aspirations that this Plan expresses. In the end we in this community, with our common interests in our future, will be the ones who determine how far the Plan achieves its aims.

Rod Shelton  
Chairman Parish Plan Steering Group  
January 2011

**The following residents have served at various times on the Parish Plan Steering Group:**

Donna Brown David Calcott Patty Chatterjee Ron Dullage John Edwards-Winser\* Carol Griffiths  
Bill Lattimer Jeff Lee Paul Robertson Rod Shelton (Chair) Ali Tierney Cliff Ward  
Elizabeth Ward\* Rev. Richard Worssam

*\*Otford Parish Councillors*

**Designed by Philip Lucas MScD**

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# Agenda Item 7

## INTRODUCTION

.....

The Otford Parish Plan is the result of extensive consultation, including a questionnaire returned by almost half our households. It draws heavily on the questionnaire results, in terms of both statistics and written comments. The process we went through to involve local people and create the Plan is set out in more detail in the Appendices. As a community-led Plan, it has to be consistent with the Local Development Framework Core Strategy prepared by Sevenoaks District Council. This is Part One of the Plan. Part Two, the Action Plan, sets out actions, timescales and responsibilities for implementation: it is available online at [www.otford.info/parishplan/](http://www.otford.info/parishplan/) and also as a hard copy from the Parish Office.

The whole process and the creation of the Plan documents have been undertaken by groups of local people drawn from all parts of the Parish. The Parish Council has been involved throughout and has given its support to the Plan. But the implementation of this plan is not solely or even mainly down to the Parish Council alone. It will be up to us all individually and as a community to achieve the goals set out in this document.

This is a long-term plan. Our Parish cannot expect to reach all the stated objectives quickly, especially in these difficult economic times. Some may take years. This makes the objectives no less valuable. We hope the Plan will provide all of us with an aspirational roadmap to follow so that we can secure an even better future for our community.

*Below and opposite: consultation days within the village*







## ABOUT OTFORD

### A RICH PAST

Otford occupies a site rich in history, with all its pageantry, politics, and violence. As local archaeological digs have shown, Prehistoric man lived here as far back as 2200 BC. Later, four Roman farms and a settlement were established: their remains suggest a prosperous life-style. During Anglo-Saxon times two battles were fought at Otford, in 776 and 1016. From around 800 AD the Archbishops of Canterbury owned a manor house here, complete with moat, great hall and chapel. The manor was also the administrative centre to which the local people owed their labours and paid their rents. Otford residents would have become used to seeing colourful processions of church dignitaries, royalty, and foreign diplomats visiting the manor, reputed to be one of the foremost houses of medieval England. In 1515 Archbishop Warham (then Lord Chancellor) converted the manor house into an impressive palace. His successor Thomas Cranmer handed over Otford Palace to Henry VIII as part of the Reformation. Later, both Palace and village drifted into rural obscurity. Only the arrival of the railway in 1882 revived Otford by providing homes for commuters, whose successors continue to travel from here to London and elsewhere.

### A VIBRANT PRESENT

Winning the “Village of the Year Award” in 2002 for South and South-East England, Otford was said to have a greater number of clubs and societies than almost any other village in the South East. Four well-attended churches attest to an active parochial life in the community and three schools serve the increasing demands for local primary education. The arrival of a large Sainsburys store on our parish boundary spelt the demise of some much-loved food and service shops in our High Street, though some have been replaced by some excellent craft and clothing shops. The Conservation Area centres on Otford’s pond, the church of St Bartholomew and the remains of the Palace. A popular Heritage Centre provides a look into Otford’s rich history and offers information on the unique scale model of the Solar System located on the recreation ground and around the village. New residents settle in Otford each year and their input maintains a fresh and animated social scene. Meanwhile the beautiful hills of the North Downs continue to draw an ever increasing number of walkers to our village centre.

Most importantly perhaps, Otford is still a vibrant village community. It is a place where most people know and care about their neighbours, where folk stop to chat when they meet in the street, the shop or at the school gate, and where communal life flourishes.



Upper right: the remaining north-west tower of the Tudor Palace  
Lower right: Becket’s Well, a Medieval site of pilgrimage



# Agenda Item 7

## AN EVEN BETTER FUTURE

Over the next ten years, the Parish faces many challenges, as well as opportunities. There will be over 500 houses built at Dunton Green; local traffic surveys indicate a likely increase of 4.5% year-on-year; and most importantly, we have a local population that is ageing as people live longer. Otford has never stood against change, but we want to make sure that change is managed for the benefit of local people.

This community's vision is for Otford to be a place where we can foresee a future which has adapted to our needs; where we care for each other but also warmly welcome outsiders. We would like to help our local businesses to flourish and provide local employment. We want the natural beauty of our village to be enhanced through careful conservation of all our public spaces, including our rather neglected historical sites. We would like to see safer roads so that pedestrians and cyclists are not at the mercy of fast-moving traffic. We would like facilities for all our young people which meet their needs. We especially want to make sure that as our residents get older, they are well cared for. And everyone, young and old, will benefit from living in a community which is healthier and greener. These themes are reflected in the following pages, which set out our objectives in response to the issues raised by you, the community of Otford.

## PLANNING AHEAD

This document has been researched and written to reflect, as accurately as possible, the views expressed by the Otford community. It is the result of a two-year consultation and research period running from February 2009 to November 2010. Primary funding was received from DEFRA, supported by generous local funding from many village organizations. The process began with a questionnaire, prepared and checked by the Steering Group with the help of Action for Communities in Rural Kent (ACRK), and delivered to all 1,450 households in the Parish. 619 responses were received. The sections of the questionnaire were reflected in the sections of the Plan itself.

The main purpose of the questionnaire was to establish through statistics the nature and extent of residents' concerns. The many written comments were helpful in identifying other concerns. A forum for fresh ideas and constructive suggestions was thus provided. A number of drop-in events and open meetings offered the community the opportunity to discuss and add follow-up comments. There was a parish meeting at which the key elements of the Parish Plan were presented to the community and approval secured. On all these occasions there was the opportunity for everyone to discuss any aspect of the propositions. This then is the Otford Parish Plan.





## 1 Pedestrian Safety HIGHWAYS AND WALKWAYS

### FACT FILE

- The village is traversed by two through roads (A225 and the High Street/Pilgrims Way axis) carrying substantial traffic into and through the central Conservation Area (commuter, transport, and leisure use).
- As at January 2011, possible major development schemes for the area include the Thames Gateway, Dunton Green Cold Store ("Ryewood Meadows") and Fort Halstead.
- Traffic regularly exceeds speed limits, sometimes by substantial margins, as recorded by Kent Highways, traffic cameras (VAS) and police teams.
- There have been fatalities and Kent Highways are seeking to improve conditions based on 10-year statistics.
- Wide vehicles are barred from the High Street and Pilgrims Way West but sometimes enter it to access premises.
- There are two primary schools (with nurseries) in the village near where excessive speeds have been recorded.
- There is only one pedestrian crossing in the village.
- Walkers and cyclists cannot easily avoid main roads.
- Footways along main roads vary in width and surface quality and are absent altogether from some stretches.
- There are three locations where there is some lighting.
- Footpaths away from main roads are popular but unlit and sometimes overgrown.
- The main free car park is full at some times. Station parking is seen as expensive and commuter parking in side roads creates difficulties for residents and restricts access for emergency and service vehicles.

### A STRONG FOUNDATION

Residents generally take care when moving around the village. Some drivers are aware of the problems and respect pedestrians at locations such as the pond area. Parish and District councillors are active in seeking improvements. Other residents are working hard to find solutions at different levels through the Otford Society and other groups. There is support for local home-grown speed control measures including Speedwatch. An increasing awareness of green issues may lead to a desire to minimise car use especially for short journeys. Police and authorities are increasingly



Signage overkill

aware of traffic and safety problems and looking to help to underline safety messages and tackle specific problems/locations. There is much guidance and support available from national and regional bodies which could help to reduce traffic impact and generate respect for the village and its residents and character.

### THE COMMUNITY IDENTIFIED AND PRIORITISED THE FOLLOWING CONCERNS REQUIRING ATTENTION

- (a) The danger to pedestrians caused by:
- the speed of traffic on main roads.
  - wide vehicles in the High Street.
  - unsuitable and/or poorly maintained walkways in the parish and the closeness to passing traffic.
- (b) Parking in residential roads.

### THE PARISH COUNCIL ENDORSED THE FOLLOWING OBJECTIVES

- To secure compliance with traffic speed limits and reduce the risk of crashes and of injuries and fatalities.
- To enhance the residential and heritage characteristics of the village.
- To make it easier and safer for residents to walk about the village, especially for the benefit of vulnerable and disabled residents.
- To review car parking provision.



# Agenda Item 7

## THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

*“Speeding is a problem not because the limit is too high but because it's ignored by some drivers and is not enforced....”*

### 1.1 ACTION

- To explore ways of ensuring that all drivers are made very aware of the speed limits and are persuaded and required to observe them.
- To enhance the residential character of village roads with the introduction of village 'gateways' and similar means to enable safer access/exit from driveways onto main roads.
- To seek constant support from the police and engage with speed control programmes such as Speedwatch.
- To urge and enable local drivers to set good driving standards and keep to speed limits as a traffic-calming strategy.

*“Wide vehicles along the High Street are a great concern when walking to school with my children... too much heavy traffic in the High Street, not delivering...”*

### 1.2 ACTION

- To engage the help of Kent Highways in a review of traffic and road conditions along Pilgrims Way E and W and the High Street.
- To seek enforcement of vehicle width restrictions.

*“Pedestrian crossings needed, especially by Bubblestone Parade, Station approach, Rye Lane on Pilgrim's Way West”*

### 1.3 ACTION

- To find the best location(s) for crossings and link these with traffic-calming measures.
- To consider changing the crossing by the main car park to a pedestrian-controlled type (pelican).

*“Pavement surfaces are in an appalling condition... potentially dangerous for the elderly, partially-sighted and disabled... pavements near the school are so dangerously narrow... replace village centre pavements to beautify the village...”*

### 1.4 ACTION

- To push for review and better maintenance of footway provision throughout the village.
- To explore the possibility of installing footways where absent and needed.
- To explore the option of low-level lighting or high-visibility footway features at key risk points.

*“Local roads used as car parks on weekdays... problems for service/emergency vehicles and access... use of village and station car parks needs review... Tudors are like an all-day car park...”*

### 1.5 ACTION

- To get SDC to resolve parking problems in worst-affected roads.
- To review fresh options for parking in the village centre and surrounding area.

## IN ADDITION

Residents mentioned specific locations, in particular Shoreham Road, Pilgrims Way West and Station Road, as being specially dangerous. There is concern over the extent to which traffic and signage dominates the village and erodes its fabric and character. School drop-off is a major irritant. Investigations should be made into traffic-calming measures of different types should be investigated: a roundabout at Bubblestone Road, rumble strips, vehicle-activated signs etc.

## OUR RESPONSE

The Steering Group, working with Otford Parish Council, will engage with all the relevant agencies - Kent Highways, police and design/environment groups such as Civic Voice and the West Kent AONB Unit - to develop a balanced strategic response to Otford's problems as well as finding quick wins at key points. Residents too will need to take an active role in this work, whether as individuals or through bodies such as the Otford Society, school PTAs and neighbourhood groups.

Repairing lorry damage



Walkers not wanted?





## 2 A Caring COMMUNITY

### FACT FILE

- 43% of Otford residents are aged between 46-64 yrs.
- 27% of the community are already over 65 years old.
- 11% of residents have mobility problems and 8% are holders of blue badges.
- 22% of our community live on their own.
- 53% of Otford residents have lived here over 20 years.

### PA STRONG FOUNDATION

No one would suggest that Otford is not already a caring community. There are more clubs and societies in Otford than in almost any other parish in the South East. The churches are very active and do a lot of practical community work. There is considerable organised voluntary help for the elderly. We also have a well-run village Memorial Hall which is fully utilised.

However, there is always more that can be done and the Parish Plan questionnaire has pointed to one or two areas which have, as it were, slipped through the caring net. The needs of Otford residents are changing. Planning for our future today means we have to address the needs of the increasingly older community which we are becoming.

### THE PARISH COUNCIL ENDORSED THE FOLLOWING OBJECTIVES

- Promoting a caring community.
- Supporting a response to a sense of isolation and insecurity amongst the elderly.
- Helping in the collection and distribution of information to older residents.
- Supporting a review on the need for and provision of accommodation for elderly residents of Otford.

### THE COMMUNITY IDENTIFIED AND PRIORITISED THE FOLLOWING CONCERNS REQUIRING ATTENTION

- The need for housing designed for older residents.
- Better provision for the disabled around our streets.
- Improving Hale Lane Recreation Ground for the benefit of the local community.
- Providing a support network for the elderly.





## Agenda Item 7

### THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

*“Sheltered housing is so important to many of us who do not want to have to move to Sevenoaks or Orpington and away from our friends.”*

#### 2.1 ACTION

- To establish, with the assistance of our Parish Council, the options for locating and providing specially designed housing for the older residents of Otford.

*“Making the village more accessible to the disabled will also help families with young children and buggies.”*

#### 2.2 ACTION

- In co-ordination with the Pedestrian Safety group and with the support of our Parish Council, to identify and pursue ways to enhance those public areas which create a problem to the disabled and young families.

*“The Hale Lane recreation ground is the only place at this end of the village where young children can run around. It could be made so much more attractive - with more play equipment for the children and maybe a seat or two for mums.”*

*“Could we get a grant for a community room for West Otford? We badly need somewhere to meet, so do our young people... younger mums would love to have a crèche here.”*

#### 2.3 ACTION

- To work with the Parish Council in proposing, developing and broadening the facilities of Hale Lane Recreation Ground so that they better meet the needs of all sections of the local community.

*“Knowing that there’s someone there to listen or help, really matters. A local person is always more friendly than professional people.”*

#### 2.4 ACTION

- A: To discuss with Otford groups and associations, ways in which a local network of care might be established.
- B: To find ways to co-ordinate information for older residents and make it more easily accessible.

*“People with poor eyesight find reading forms and local information very difficult. Can you help?”*

#### 2.5 ACTION

- To make sure that locally produced written material is available in large type and/or on-line whenever possible.

*“A welcome pack would have been a great way to introduce us to the area and tell us about the clubs, services and activities available.”*

#### 2.6 ACTION

- In co-ordination with the Otford Society and the Parish Council, to help produce an Otford Welcome Pack for all new residents.

### IN ADDITION

Many residents raised a number of concerns which the Steering Committee felt do not come under the remit of the Parish Plan. The committee is however, responding wherever possible.

*MANY OF YOU HAVE SAID “For many single, yet able, older residents a sense of isolation develops through the awkwardness of re-building social networks as a single person.”*

#### OUR RESPONSE

- The Steering Group will contact all parish clubs and societies to encourage them to do more to welcome single members. We will do our best to promote a singles association/coffee club within the community.

*MANY OF YOU HAVE SAID “Why can’t Otford pubs be stopped from having loud music after 10 pm at night?”*

#### OUR RESPONSE

- If you are concerned about persistent intrusive noise, you can telephone 01732 227000 at any time and talk to the Environmental Health Officer.





### 3 Future Planning, DEVELOPMENT & HOUSING

#### FACT FILE

- There are currently 1,450 independent homes in the parish.
- Of these, there are 110 homes maintained as Social Housing, 7 of which have been purchased privately.
- In January 2008 the Otford Village Design Statement was adopted by Sevenoaks District Council as supplementary planning guidance.
- In 2010 there were 11 applications to build new homes in Otford, three of them as two-for-one developments.
- During that period six of those applications were refused.
- In 2010, the Parish Council dealt with 64 planning applications of which only 4 recommendations were at variance with the SDC decisions.

#### A STRONG FOUNDATION

The Village Design Statement (2008) was written to ensure that all future development and design within the parish reflect the wishes of the residents. It was a community document and took two years in the compilation. It still represents the clear and authoritative voice of Otford residents. It has been used on numerous occasions to support planning arguments by the Parish Council and by Sevenoaks District Council. Its recommendations are supported and upheld by the local community. As such it comprises part of the Otford Parish Plan.

#### THE PARISH COUNCIL ENDORSED THE FOLLOWING

All the Design Principles expressed in the Otford Village Design Statement and the Conservation Area Management Plan, because they relate to:

- The Landscape and Open Spaces.
  - Building Design within the Village Envelope.
  - The Conservation Area.
  - Housing Developments.
  - Extensions and Alterations.
  - Walking and Vehicle movement within the village envelope.
  - Boundaries and Street furniture.
- The constant fight to maintain our rural character*



## Agenda Item 7

- Footpaths and Bridleways.
  - The Trading Estate and surrounding area.
  - Agricultural Development.
- THE COMMUNITY IDENTIFIED THE FOLLOWING CONCERNS AND PRIORITIES:**
- Garden development and two-for-one developments which obscure/reduce the community's view of the local countryside and/or create the sense of an increase in density.
  - Designs which are out of character with local homes.
  - The need to make better use of our existing housing stock.
  - The need to provide housing opportunities for long-term older residents looking to downsize, so they do not need to leave the parish and more single-occupier private homes can be released on to the market.
  - The need to protect our green areas and avoid intruding into the Green Belt.
  - To resist any new housing project being tagged onto the village envelope.

### EFFECTING A CHANGE IN PLANNING REGULATIONS AS THEY AFFECT OUR COMMUNITY

One aspect of planning law still stands at variance with the democratic rights of our community. At present a prospective developer has a right of appeal if an application for planning permission is refused, whereas the community/Parish Council currently has no such similar right of appeal against a planning decision which is at variance with the wishes of the community. Our parish council and others within our community have been aware, and concerned, that those aggrieved by a grant of planning permission do not have such a right of appeal, despite their best efforts to highlight this issue and press for reviews of decisions in the past.

Our Parish Plan therefore seeks to do everything possible to bring about a change in planning law through amendments being sought in the Localism Bill. The parish intends actively to lobby for and bring about changes in the planning laws through the medium of the Localism Bill in order to obtain a third party right of appeal in planning matters. The third party can be a parish council or a local voluntary organisation. Only in this way will the views of our local community become respected in future planning outcomes.

*Warm colouration of tile and locally made brick contribute to the attraction of the village.*







## 4 Maintaining an ATTRACTIVE VILLAGE

### FACT FILE

- Otford is the only village in England with a listed village pond.
- There are 41 listed structures in the parish.
- We won the prestigious national Village of the Year award in 2002 for South and South East England
- Our village has remains of one of the largest palaces in England.
- In 1520 Henry VIII and Katherine of Aragon stayed here with a retinue of 5,000, en route to the Field of Cloth of Gold
- The Otford Heritage Centre welcomed over 1,000 visitors last year.
- There are two recreation grounds and four public open spaces.
- The Pilgrims Way, the Darent Valley Path and the North Downs Way, which is an international route, pass through the village.

### A STRONG FOUNDATION

‘Village of the Year’ no idle boast, but maintaining such a claim requires effort and dedication by the whole community. With very few exceptions there is little litter on our streets although dog droppings remain a constant problem in one or two areas. Otford receives a constant stream of visitors throughout the year and is one of the main hubs for walkers and ramblers in the upper Darent valley. Visitors to our village will increase in number significantly in the coming years with the development of The Thames Gateway project. The Sevenoaks District Council’s *Conservation Area Management Plan* contributes to our aim of maintaining Otford as an attractive village. We wish to follow through on its recommendations, in particular for improving the quality of footways, replacement of cluttered and inappropriate signage, reduction of traffic speed and the re-introduction of finger-posts etc.

### THE COMMUNITY IDENTIFIED THE FOLLOWING TASKS AS PRIORITIES

- Make the village centre more attractive.
- Provide effective ways of showing Otford’s history to visitors.
- Develop Palace Field and the palace tower as a historical asset.
- Make Bubblestone Parade more attractive and safer for pedestrians.
- Increase the number of dog mess bins.



## Agenda Item 7



### THE PARISH COUNCIL ENDORSED THE NEED TO PURSUE THE FOLLOWING OBJECTIVES

- To hold regular reviews of ways in which the village might be made more attractive.
- To support a programme of enhancing and promoting the historic past of the village.
- To support/ review ways of showing Otford's history to visitors.
- To mark the Conservation Area of the village with appropriate signage.

### THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

*"A great shame that the village centre looks so un-cared for. Other villages like ours seem to make more of an effort."*

#### 4.1 ACTION

- With the support of our retailers and parish associations, to draw up a list of 'improvements' which would benefit the look of the village centre and to gather support to carry them out. The Pedestrian Safety team have already prepared a report on unsuitable signage for KCC Highways Dept.

*"Unless you live here, you would know nothing about Otford's history or the origins of its buildings. Can't we find a way to tell people the stories of our buildings?"*

#### 4.2 ACTION

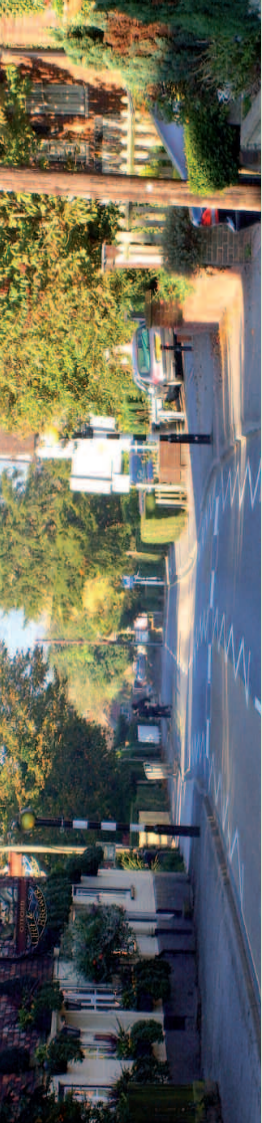
- With the support of High Street retailers and residents, to consider a number of ways in which the stories of our past might be illustrated for visitors and to identify those houses of historical note within the village.

*"Restore the Palace Tower and put it to good use - don't let it crumble until it is beyond economic repair. The Palace field is long overdue for being sympathetically developed as a conservation site. Can we raise the funding and do something?"*

#### 4.3 ACTION

- In co-ordination with English Heritage, and Sevenoaks District Council, and with support from our Parish Council, seek improvements to the Palace Tower and Gatehouse in order to prevent further erosion and decay. Through use of tasteful explanatory signage and organised visits, to 'promote' the Palace site as a valuable historical asset of the village.

Below left: a community priority is to develop Palace Field and the remaining Tudor tower as historical assets to the village.



A planter of spring flowers outside Otford Pharmacy brightens-up a dull March day.

*“Bubblestone Parade looks very depressing and down-market. It needs to be made more in keeping with the village character. Signage, trees, hanging baskets... Pedestrian safety is continually compromised by people who park beside the shops.”*

**4.4 ACTION**

- With the cooperation and agreement of Bubblestone Parade residents and retailers, to propose ways in which the parade might be made more attractive and become safer for pedestrians. This objective would be in co-ordination with the Pedestrian Safety Team.

**IN ADDITION**

*MANY OF YOU HAVE SAID “There are insufficient doggie bins in some particular Hot spots, namely Pickmoss Lane, Palace Field and Hale Lane Recreation Ground.”*

**OUR RESPONSE**

- The Steering group have already made contact with possible benefactors to resolve this problem and have already received some commitments of practical help.

*MANY OF YOU HAVE SAID “With more visitors to Otford, and a busy car park, where are visitors going to park in future?”*

**OUR RESPONSE**

- The steering group concentrating on Pedestrian Safety are considering a wide range of options to discuss with the Parish Council. It is hoped that the outcome of their discussions will be put to the community in due course.



Room for improvement?... Above: Bubblestone parade....

.....Below: the crumbling palace tower, and a scruffy traffic island.

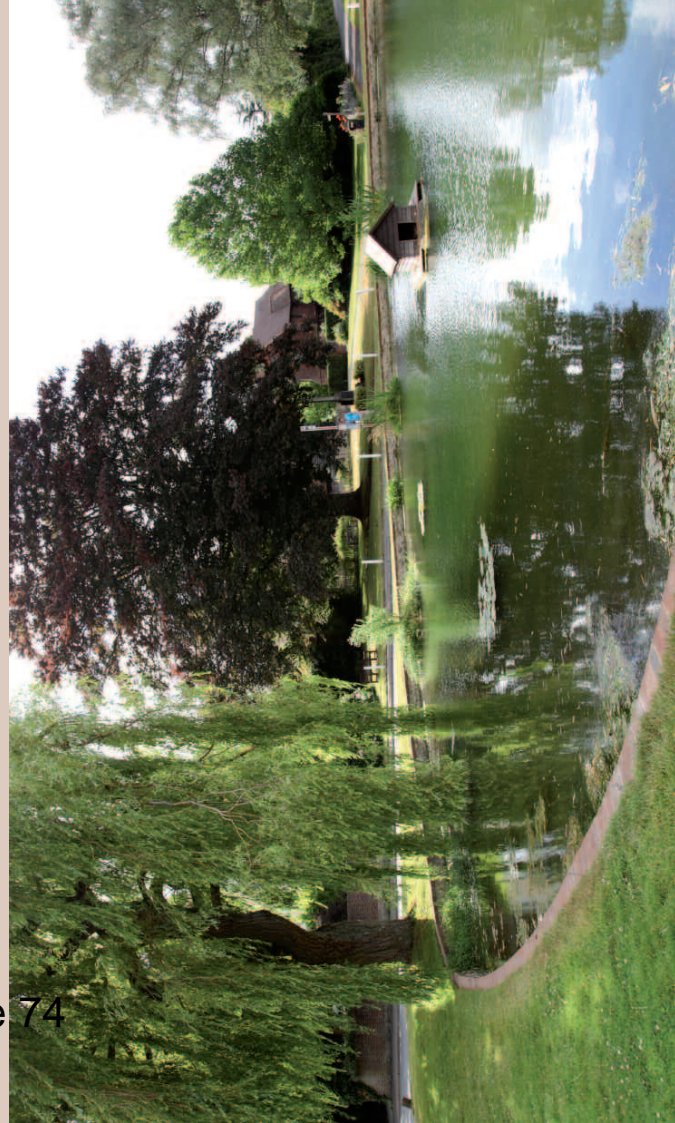




## 5 Promoting a GREENER COMMUNITY

### FACT FILE

- Otford currently produces an estimated 10,000 tonnes of CO<sup>2</sup> per annum from the use of gas and electricity in our homes. That's enough CO<sup>2</sup> to fill the Albert Hall 6 times over each year.
- There are many homes in Otford which could benefit from better home insulation (source: SDC survey).
- 74% of people in the UK are looking for ways to reduce their energy bills (source: Energy Savings Trust).
- There are also many other ways to reduce our carbon footprint and create a greener community.



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### CAN WE MAKE A DIFFERENCE?

It's easy to feel helpless in the face of global pressures on our climate. What can we do here in Otford? If people in every community were to take their future into their own hands, we could start to make a difference. There are thousands of local communities in the UK who are starting to take action on climate change; and the same is true in other countries.

### IN DISCUSSIONS, THE COMMUNITY SUPPORTED THE FOLLOWING PRINCIPLES

- To develop a base of support for becoming more green as a community.
- To hold events to promote the advantages of a greener lifestyle.
- To work with the local primary schools.
- To investigate the potential for generating low-carbon heating in public/community buildings.
- To establish the exact size of the parish carbon footprint and set targets for its reduction.
- To set a long-term schedule.

### THE PARISH COUNCIL HAVE ENDORSED

- To generate involvement by the whole community in action to reduce Otford's carbon footprint.

### THE PARISH PLAN HAS RESPONDED TO THE VIEWS EXPRESSED

#### 5.1 ACTION

- To form a new organisation of local residents called 'Otford Green Team'. Its objective is to generate involvement from the whole community in reducing Otford's carbon footprint.

#### 5.2 ACTION

- To develop support and hold events to promote a greener lifestyle. (For example in November 2010 we organised a family learning day on Green Issues at Otford Library).

#### 5.3 ACTION

- To work with the local primary schools so that children and their parents are aware of ways that they can reduce energy use.

#### 5.4 ACTION

- To investigate the provision of low-carbon heating in public/community buildings, eg those buildings in the centre of the village.

#### 5.5 ACTION

- To establish the parish carbon footprint and set targets for its reduction and provide a long-term plan.



## 6 Encouraging a FITTER COMMUNITY

### FACT FILE

- Otford forms the hub of numerous walks into the North Downs and along the Darent Valley.
- Sports opportunities for a wide age group are available including cricket, football, tennis, pétanque, table tennis and short-mat bowls.
- There are many club opportunities to keep fit including aerobics, yoga and many styles of dance.
- There are no facilities for designated cycle lanes or paths within the parish.
- Over 70% of Otford's residents are aged over 45, and 30% are aged over 65.

### AN OVERVIEW

Most villages would be envious of the many opportunities in Otford for keeping fit. There are however, some activities, like cycling or badminton, that are not supported. Because things evolve with time, information on many fitness/sporting clubs is not readily available. The Parish Plan questionnaire has now pointed up a number of opportunities which can allow us to respond to people's observations and concerns.

### THE COMMUNITY IDENTIFIED AND PRIORITISED THE FOLLOWING CONCERNS REQUIRING ATTENTION

- An absence of safe cycle routes.
- A number of footpaths get overgrown or uncared for.
- There are no clear public information boards showing footpath routes.
- It is difficult to find out what sports and keep-fit opportunities are available.
- There is no equipment to help the over 45s keep fit.
- There is a lack of toddlers/junior playground equipment on Hale Lane recreation ground.

### THE PARISH COUNCIL HAVE ENDORSED

- To regularly review and enhance opportunities for attaining a healthier lifestyle for all residents, particularly for the increasing number of adult persons within the parish.



### THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

- *“Cycle lanes and cycle paths are badly needed in Otford. Cycling on all local roads is dangerous. - Shared use of the footpaths would be to everyone's benefit.”*

### 6.1 ACTION

- To actively review opportunities for safe cycle routes within the Parish and, with the support of the Parish council, to lobby for their introduction. We recognise that with economic restraints, new dedicated paths can only be included in long-term planning.

*“Why can't we use our country footpaths for cycling? There are lots of opportunities off-road.”*

### 6.2 ACTION

- Cycling on footpaths is dangerous to pedestrians and illegal. Use of bridle paths is permissible, although conditions can on occasion be difficult. Pedestrians (and horses) always have priority. The Steering Group will review whether improvements might be made to some of our bridle paths to make conditions more suitable for cycling (and jogging).
- The Thames Gateway development organisation intend that a cycle path (the *Darent Valley path*) will be developed in future years linking Otford with the confluence of the Darent and the Thames. The northern section of this path has already been completed. The steering group will monitor progress and advise.



*“The Mount upper footpath is getting washed away. Pickmoss Lane gets overgrown with nettles - you can't take a pushchair down there. The Church-to-Station footpath gets dangerous with overhanging brambles and nettles.”*

**6.3 ACTION**

- Maintenance of our village footpaths is the responsibility of Kent County Council, and the Parish Council regularly asks them to take action. Footpaths outside the village are maintained by a number of agencies. The Steering Group, as part of their review of footpaths, will identify specific problem areas and, with the Parish Council, will seek to have them rectified. During the year, groups of village volunteers may be asked to assist in rectifying persistent problems.

*“Unless you have a ramblers map, you would have no idea where the footpaths are in Otford. Why don't we have proper display boards for visitors in the car park and on the Green?”*

**6.4 ACTION**

- To design, estimate and install an attractive pictorial ramblers' map of the footpaths in the area for use by visitors departing from the car park and the railway station.
- To link this with wooden finger posts pointing to departure points.

*“Why is there nowhere to find out details about the sports clubs and keep-fit classes?”*

**6.5 ACTION**

- The Steering Group will perform an audit of the many sports clubs and activities that currently exist. This will be published on the [www.otford.info](http://www.otford.info) website. Hard copies will be available in the Parish Office.

*“Could we look at introducing the modern fitness equipment that is so popular elsewhere in parks for older keep-fitters?”*

**6.6 ACTION**

- The steering group will review the types and opportunities for introducing out-doors modern, vandal-proof, fitness equipment for use by adult residents. We will need to establish a clear indication of want by the community, as well as support by the parish council before funding can be sought.

*“Hale Lane recreation ground really needs a proper toddlers playground. Many of us have kiddies and the two swings are not enough.”*

**6.7 ACTION**

- If funds become available as hoped, the Steering Group and Parish Council will be discussing with local parents ideas for suitable equipment and its location.



**IN ADDITION**

- To support and help promote the 'communal walks' organised by Sevenoaks District Council which depart from Otford.
- In conjunction with local ramblers associations and with the agreement of local land-owners to introduce occasional information boards on local flora and fauna.
- Subject to the agreement of school authorities, parents/guardians and the relevant authorities, to support the re-establishment of 'walking buses' to and from schools on the condition that they can be achieved with safety.
- The community have made it clear that the village recreation ground is primarily for the use of all villagers of all ages, and not simply the prerogative of sports people.



## 7 BUSINESSES and TRANSPORT

### FACT FILE

- There are approximately 855 people employed locally within the Parish boundaries.
- In Otford village there are 29 shops and 8 (non retail) businesses. These employ approximately 140 people.
- On the Vestry Trading Estate there are 20 businesses which employ approximately 550 people.
- In Riverside Retail Park (within the Otford boundary) there are 3 major retailers and a petrol station. These employ a further 120 people.
- Otford benefits from a medical centre, dentist, pharmacy, post office and library.
- There are 3 food-pubs, two cafés and two restaurants in the village. There is also a fast-food outlet on the Vestry trading estate.
- A significant number of residents have independent businesses which they operate from home.
- There are 3 primary schools, of which 2 are independent.
- An efficient train service operates between London/Maidstone and connects with Sevenoaks.
- There is an intermittent bus service which has limited operational times.
- There is a well-run Otford website and email address, which is operated privately.

### THE COMMUNITY IDENTIFIED AND PRIORITISED THE FOLLOWING CONCERNS REQUIRING ATTENTION

- Government plans for cuts in the public sector may, at some point, put some of our crucial services (notably the bus service, the library and post office) at risk.
- With the majority of residents doing their weekly shopping outside the parish, our two local food retailers and other service retailers need as much local support as possible.
- The poorly-used bus service does not operate in the evenings or on Sundays or Bank holidays, restricting travel to Sevenoaks for anyone without a car.
- Parking for visitors to the village is restricted by the number of long-term parkers using the village car park. The cost of parking at the station is pushing many commuters to park on local residential streets.
- A form of directory of local businesses and services can help promote the use of local trade and provide a source of data for those seeking local employment.



### MAKING A POSITIVE RESPONSE

- As residents, we can all do something positive to help prevent losing our crucial shops and services. The rule of thumb is that if we don't use it, we will lose it. That is what will happen. The choice is ours.
- It is essential that we strive to keep the facilities we currently have available, by continually making use of them and encouraging other residents to shop locally whenever possible.
- Many of our retail shops, restaurants and pubs rely heavily upon visitor trade. Making the visitor experience as enjoyable as possible will be an important factor in supporting this significant part of our local retail economy.
- Businesses on the Vestry Estate struggle with rising rents and rising rates and many have closed in the past year. Their sites have not been re-occupied. It is the hope of the Parish Plan to investigate ways in which Vestry Estate businesses might be promoted to the benefit of the local economy.

### THE PARISH COUNCIL HAVE ENDORSED

- To support and help promote all businesses and shops within the parish.
- To help promote Otford as an attractive venue for visitors to shop.
- To help protect vulnerable services.
- To pursue improvement to public transport for the village.

### THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

*"We need to attract a greater diversity of shops to the village, not just antique and bric-a-brac shops. We are becoming like another Brasted."*

#### 7.1 ACTION

- Residents to be encouraged to shop locally wherever possible, since supply and demand will decide which shops and services thrive in our village.



# Agenda Item 7

*“Can we have a Farmers Market on the Green? It could regularly supply villagers with their necessary shopping and look very attractive.”*

## 7.2 ACTION

- The Steering Group responded to the many proposals for a farmers’ market by visiting the majority of local markets in the region. There are a number of insurmountable obstacles, not least that market retailers are already over-stretched by too many local farmers’ markets. However, the Steering Group are building a database of local mobile retail providers including butchers, greengrocers and fishmongers who can call on Otford residents on a regular basis. This information will be passed to residents in due course through the parish newsletter, parish office and online at [otford/info.com](http://otford/info.com).

*“Could local small businesses be promoted in a local directory? - no mention is made of Vestry Estate employment opportunities.”*

## 7.3 ACTION

- The Steering Group will contact local businesses to prepare a local business directory and publish this on-line. (Working with the Caring Communities team, information on local service providers, may also be able to be promoted in the Welcome Pack.)

- It is also their intention to collate information on Otford businesses which may help provide information to local job seekers.
- In discussion with businesses on the Vestry Estate, to examine ways in which their trade might be promoted.

*“Our bus service is intermittent and stops far too early to allow evening visits to Sevenoaks.”*

## 7.4 ACTION

- With the support of the Parish Council, to maintain contact with the bus service provider and continually lobby for improvement of the service.

*“How can we get more visitors to our shops if there is nowhere to park?”*

## 7.5 ACTION

- Improvements in the parking facilities in the village are already a high priority. It is hoped that with the support of the Parish Council these improvements may come about. The work of the Attractive Village team will also provide additional incentives to encourage visitors.







Reinstating the Pond

## 8 Preparing for THE FUTURE

### FACT FILE

- The development of the former Dunton Green Cold Store site (to be known as Ryewood Meadows) is proceeding. It will provide homes for at least 500 new families at the Southern end of Rye Lane.
- In Dartford, 5,500 new homes are being built over the next 5 years. Dartford is 10 miles north of Otford.
- Sainsbury's new glass frontage is being installed with its decked car park and lighting masts, just beyond our parish boundary.
- The Darent Valley has been designated one of the two 'Recreation Areas' for thousands of new families within the Thames Gateway (North Kent) region.
- The volume of cars using Sevenoaks roads is predicted to increase by 4.5% year-on-year.

### PREDICTING THE FUTURE

No prediction of the future can be totally accurate. There are just too many variables. We can however get an indication of some of the forces likely to affect our village in the next ten years. For example, there will be a significant increase in both private and commercial traffic along the A225: people will, because of the economic downturn, have less money to spend in our local shops, restaurants and public houses; and there may well be a significant increase in the number of visitors to Otford.

The purpose of this section of the Parish Plan is to help us face what the future brings and to benefit rather than suffer from its inevitable consequences.

### THE COMMUNITY IDENTIFIED AND PRIORITISED THE FOLLOWING CONCERNS REQUIRING ATTENTION

- To prevent any increase in the use of Rye Lane as a through route and work against any plans for widening and straightening this ancient cart-way.
- To consider the impact on Otford of a significant increase in visitor numbers and prepare contingency plan.
- To work for the sustainability of our local economy and services.
- To liaise and co-ordinate with the other communities of the Upper Darent Valley regarding outside influences upon the parishes of the valley.





# Agenda Item 7

## THE PARISH COUNCIL HAVE ENDORSED THE NEED:

- To continually review and respond to outside influences which may affect our community and to seek ways to minimise that effect.

## THE PARISH PLAN HAS RESPONDED TO WHAT YOU HAVE ASKED

Comments are all randomly selected from the many received on the questionnaire returns.

*“Rye Lane will be unable to support the extra traffic. It will become unsustainable. Do something soon before it is too late. It will make it seriously dangerous to everyone.”*

### 8.1 ACTION

- The Pedestrian Safety action team will press for action to protect Rye Lane as plans for Ryewood Meadows go forward. Through the Parish Council, they will lobby and seek support for concerted action by Kent Highways Services and other relevant agencies.

*“If we get an even greater amount of traffic through the village and many more visitors stopping, will we be able to cope? What can we do about it?”*

### 8.2 ACTION

- An independent task team drawn from parishioners and parish councillors will review the likely consequences of a significant increase in visitor numbers to the village and prioritise the actions which may be required in order to reduce their effect upon the community. Actions can be prepared and discussed with our District Council as part of the Local Design Framework.

For the past, the present and the future



Neglect will rob future generations of its heritage



*“Oxford may lose its identity as a rural village. We will be like those places you pass through whose name you can't recall with just one local shop.”*

### 8.3 ACTION

- The objective is that the visible profile of the village will be radically enhanced in future by many of the proposals recommended in the Parish Plan. The enhancement of Palace Field, the suggestions for stimulating the historical interest of visitors, a newly designed Heritage Centre and the availability of spare parking space, even, one day we hope, a cycle route to Sevenoaks, will all have a positive effect upon our future visitors. It is the hope of this community that Oxford will become a natural hub for families wishing to explore the valley and its many attractions. Such an effect can put Oxford firmly on the map for visitors to the area and help support a sustainable future for our shops, pubs and restaurants.

### IN ADDITION

A number of other concerns have been raised which the Steering Committee feel do not to come under the remit of the longer-term objectives of the Parish Plan. They are, however, responding wherever possible.

*SOME OF YOU HAVE SAID “Plan now for a grid-locked future. A by-pass for Oxford? We should at least plan for one.”*

### OUR RESPONSE

- Although this is a much-vaunted proposal, it is unlikely to be feasible in anything approaching the immediate future much as we might see the advantages of it. Our best approach for now is to press for changes in traffic flows to reduce the volume of through-traffic in future.

*SOME OF YOU HAVE SAID “What will happen when Fort Halstead gets developed?”*

### OUR RESPONSE

- The proposed development of Fort Halsted is not progressing in its present form. However, any fresh proposals for use of the site will be closely monitored for their potential effect upon Oxford parish.

*SOME OF YOU HAVE SAID “How can we know what goes on elsewhere? Better to just respond when things happen.”*

### OUR RESPONSE

- We do not agree. It is better to be alert and prepared. Members of the Steering Group and Parish Council maintain contact with our District Planning office, Thames Gateway development authorities, Dartford District Council as well as regular meetings with all the other parishes within the upper Darent Valley. This provides a channel for information on external developments which could have affect Oxford.



## 9 The YOUNG PEOPLE of Otford

### FACT FILE

- Young people between 11 and 17 represent 8.7% of all Otford's residents.
- Within this age group, over 60% are aged between 11 and 16.
- Otford's young people appear almost equally divided between boys and girls.
- Of the respondents to the youth questionnaire, 23% attend school in Otford, 19% in Sevenoaks, and 61% elsewhere.
- 26% are members of clubs or associations (church clubs, scouts, Guides, Brownies, etc.).
- 77% are not members of any club or association.

### THE PRESENT STATUS

A youth Forum/Council made up from young people from all parts of the parish is being actively supported by the Parish Council. Both St. Bartholomew's and the Methodist Church run popular youth clubs primarily for younger teenagers. The Otford Scouts and Guides groups are particularly popular with a steady number of pre- and early teenagers.

Until recently Playspace (an independent youth support group) have run a mid- to late-teen club in the previously unused changing rooms on Hale Lane Recreation Ground. Numbers have dwindled recently as many members have found employment, and this facility may reduce its role until such time as a new wave of siblings wishes to join.

An enthusiastic team of outreach youth workers operating on behalf of KCC meets regularly with the young people of the parish, making contacts and giving guidance. Our local Community Liaison Officer, supported by our PCSO (Police Community Support Officer) are continuously working to build contacts with young people.

Less than half of all young people in the parish responded to the Young Persons' questionnaire. This has not provided enough statistical information on which to base firm recommendations on the needs of young residents. The Steering Group will wish to discuss the response with professional youth organisations and experienced youth workers from the District Council before making any recommendations for future action. Our Parish Council agrees with this decision.

Nonetheless the outcomes of the Young Person's questionnaire need to be reflected in the Plan.

On the basis of the responses received, the following interests and wishes were clearly identified:

### Youth Centre

- 88% of respondents indicated they would like a Youth Centre open to all young people in Otford.
- 72% would like the Centre located in the village centre, not in an outlying area of the parish.
- 81% indicated they would prefer it available to mixed age groups at different times.
- 93% support separate rooms for different activities and 95% a kitchen.

*In written comments, the respondents also said they would like to:*

- Be able to socialise with people of their own age-group.
- Have an experienced youth worker on site at all times.
- Have opportunities to put on special fund-raising events organised by themselves.

### Learning new skills

- 39% indicated a wish to have the opportunity to learn new skills, particularly for creative work.

### Advice on life-skills

- 67% indicated an interest in getting advice on matters such as interview techniques, getting part-time work, managing your own finance, first-aid skills etc.

### A voice in the community

- 60% expressed a clear wish to have a role in the community, especially to have a voice on the Parish Council. The Parish Council is already in the process of forming a Youth Forum and financing its activities.

### Happy in Otford?

- To the question "Are you happy living in Otford" 66% said they enjoyed living here.

### THE PARISH COUNCIL HAVE ENDORSED THE FOLLOWING

- To set up and maintain contact with professional youth organizations;
- To maintain the Parish Council Youth Forum as a means of communication with young people;
- To support the maintenance of a youth club near Hale Lane Recreation Ground;
- To pursue opportunities to provide a centre /drop-in facility for young people in the village.

### RECOMMENDATION FROM THE STEERING GROUP

Working closely with members of the Parish Council, we should set up discussions with the Sevenoaks District Council Youth Team, our local youth outreach workers and qualified youth supervisors who are familiar with our area. We hope that, given the data we have already collected and the plans and ideas already coming into shape through the Parish Plan, an appropriate response can be found to the benefit of all Otford's young people.



# Agenda Item 7

## APPENDICES

### 1 WHAT DOES THE OTFORD PARISH PLAN CONSIST OF?

This, Part One of the document, is the Parish Plan proper. It sets out the main areas of concern and development under headings which reflect those of the original questionnaire. It includes the main objectives for the various areas which have been endorsed by Otford Parish Council as key to the future of the village. It also contains ideas for specific actions, things to be done which will bring about the improvements we all seek.

There is also a second document, Part Two. This is an Action Plan, available online at [www.otford.info/parishplan/](http://www.otford.info/parishplan/) or from the Parish Office. This sets out in more detail ideas for actions to be undertaken, how and when these may be achieved and who will (initially) plan and lead the community to their achievement. Many of the proposed actions will include outside bodies or agencies or support groups who may act as partners in a project. The Action Plan will change over time as actions are carried out and ideas added, changed or rejected.

The Parish Council has been fully involved in the preparation of the Plan and has indicated its support for the actions which are proposed. The experience and active support of Parish councillors in the coming years will be essential to turn the Plan into reality.

Things will change. They always do. But the objectives of the plan should hold good for many years to come.

### 2 WHO HELPED TO CREATE THE PARISH PLAN?

Over the two years it has taken to formulate our Parish Plan, the Steering Group has met on over thirty occasions to ensure the Plan moved forward in a constructive manner. The Steering Group consists of a number of volunteer residents drawn from every part of the parish. It was considered important that different views were heard and that the Steering Group should be truly representative of the whole community. For names of Steering group members, please see inside the front cover.

Two parish councillors are members of the Steering Group. Their experience and advice has provided invaluable support. The Steering Group is entirely independent of the Parish Council but has kept them informed through regular and detailed minutes. A web page was added to [www.otford.net](http://www.otford.net) so that updates could be posted for the community. Action with Communities in Rural Kent (ACRK) has provided continuous advice and guidance and their support has been invaluable. Officers from Sevenoaks District Council, involved in both District and community planning and youth support, have also been available at all times to provide advice and help. District councillor Michelle Lowe and County councillor Nick Chard have also made themselves

available throughout the work of preparing the Plan. And, of course, there was the whole community of Otford. Without their involvement, suggestions and ideas, the Plan would not be the credible reflection of community views and effort which we would all wish it to be.

### 3 HOW IS ALL THIS WORK BEING FUNDED?

There are always costs in preparing a community document as extensive as ours. Without the generosity of organisations, local associations, clubs and individuals, the funding would not have been forthcoming.

Particular thanks are owed to DEFRA and Action with Communities in Rural Kent; Otford Parish Council; Otford's County Councillor; the Otford Society; the Otford Historical Society; the Otford Fete Committee and Otford.net.

As the Plan came into being, action teams led by Steering Group members worked closely with ACRK "Funding Buddies" who have continued to provide essential advice and support, along with county funding advisors "Kent Can", in order to raise funding for the various community projects.

### 4 DEMOGRAPHIC INFORMATION ON OUR COMMUNITY

As part of the questionnaire process, we asked respondents to provide certain information that could be of help when making future recommendations. Given the number of responses received (619) and the proportion of the Otford population that this figure represents, all responses to the questionnaire can be judged as statistically accurate to within +/- 3.2 %.

Information about our community (the Demographic responses) are shown in the following three tables.

#### DEMOGRAPHIC RESPONSES TO MAIN QUESTIONNAIRE

How many people live in your household?	1	2	3	4	5	more
	120 22%	273 50%	72 13%	69 12%	15 3%	3
What age are they?	1-10 yrs	11-18 yrs	19-25 yrs	26-45 yrs	46-64 yrs	65+ yrs
	103 18%	88 12%	64 8%	183 22%	348 43%	223 27%
How many years have you lived in Otford?	1-5 yrs	6-10 yrs	11-20 yrs	20+ yrs		
	98 18%	67 12%	94 17%	294 53%	Continued ▶	



How many cars do you park at home?	1 253 47%	2 211 39%	3 42 8%	4 7 1%
How many motorcycles do you own?	1 19	2 2		
How many vans do you park at home?	1 25	2 1		
Where do you park your vehicle?	Property 473 90%	Road 38 7%	Elsewhere 15 3%	
Do you have a health problem with....?	Mobility 64 11%	Visual 22 4%	Disability 36 6%	Blue Badge 47 8%

DEMOGRAPHIC RESPONSES TO OLDER RESIDENTS QUESTIONNAIRE

How old are you?	65-75 yrs 146 50%	76-85 yrs 109 38%	86+ yrs 35 23%
Are you Male or Female? <i>(figures include couples)</i>	Male 164 43%	Female 222 57%	
How many years have you lived in Otford?	1-5 yrs 22 8%	6-15 yrs 33 12%	16-34 yrs 76 27%
Do you live with....?	Spouse 166 58%	Relative 12 4%	Alone 100 38%
		Carer 1 1%	

Continued ▶

Are you able to walk unaided?	Yes 241 84%	No 19 7%	a little 30 9%
Do you need Social Services help in the home?	Yes 4	No 279	Do you need any other help? Yes 36 13% No 244 87%

DEMOGRAPHIC RESPONSES TO YOUNGER RESIDENTS QUESTIONNAIRE

What age are you?	9-10 yrs 21	11-13 yrs 35	14-16 yrs 31	17-18 yrs 16
Are you a boy or girl?	Boy 53	Girl 50		
Where do you attend school?	In Otford 23	In Sevenoaks 19	Elsewhere 61	
Are you a member of a uniformed group?	Scouts 13	Guides 4	Other 9	None 77
Do you go to a youth club or centre?	Yes 24	No 79		
Which one?	Methodist High Voltage St Bart's YPF/Frogs Baptist Zest (BG)	4 7 2	Croydon 1 Cadets 1 Cubs 1	Unknown 8

5: NUMBERS OF RESPONSES TO THE QUESTIONNAIRES

1,415 questionnaires were delivered to homes throughout the Parish. 619 responses were received to the Main Questionnaire. This represented a response rate of 43.9% which is a statistically meaningful figure on which to base recommendations. 272 responses to the Older Person's Questionnaire and 103 responses to the Younger Person's Questionnaire were also received.

All results were recorded and logged by members of the Steering Group, and full statistics for the Parish Plan questionnaire can be found at [www.otford.info/parishplan/](http://www.otford.info/parishplan/).



## 6: AREAS OF VALUE FOR BIODIVERSITY, OPEN SPACE AND RECREATION

The following areas are considered important open spaces within Otford Parish which merit continued protection:

- Otford recreation ground.
- Hale Lane recreation Ground.
- The Chalkpit.
- The Village Green.
- The Village Pond.
- Palace Field.
- Oxenhill Meadow and Shaw.
- Telston Park.
- All designated agricultural land within the Parish.
- All the undeveloped area of the North Downs.

## 7: BUILDINGS OF LOCAL ARCHITECTURAL OR HISTORICAL INTEREST

The following buildings and monuments are of architectural or historical interest and should be protected as essential parts of our parish heritage (more detail on all these properties is available at Otford Heritage Centre):

- The Old Parsonage (a medieval hall-house, with c18 brick and tile-hung exterior)
- The Horns Public House (c16-17 timber-framed, once three cottages)
- Pickmoss (part medieval hall-house)
- The Old Parsonage (timbered Jacobean)
- Bridge Cottage (c17 tile-hung yeoman's cottages)
- The Grange (c17 house and site of tannery)
- Broughton Manor (owned by Thomas Polley - later Polhill - in 1554)
- Church Hall (built in early c20 to the design of Sir Edward Lutyens)
- The School House (offices of Parish Council)
- The old village school building (built 1872)
- The Sun Dial (mounted at 22 High Street)
- The Village Mosaic (by Oliver Budd, 2000)
- Otford palace (built by Archbishop Warham in 1515)
- Chantry Cottage (once a pair of c16-17 timber-framed cottages)
- The Chantry (c14 court house, adapted)
- St Bartholomew's Church (late c10)
- Pond House and Holmesdale (early c18)
- Bubblestone Farm (c16-17 framed cottage)
- Colets Well (1790 with c19 alterations)
- Nos 20,22,24 High Street (in 1790 the Parish Workhouse)
- The Pond (now a listed building)
- Forge Restaurant (three c17 cottages)
- The Bull (the early Tudor home to the master mason of Otford palace)
- Corner House (c17 farmhouse)
- Castle Farm (early c16 farm to the palace)
- The model of the Solar System (centred on Otford Recreation Ground, 2000)



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# The Otford Community-led Parish Plan



Proj. No.	Description	Partners	Support Agencies	Timescale Progress	Project Contact	Funding Sources
	<b>1: PEDESTRIAN SAFETY: HIGHWAYS &amp; WALKWAYS</b>					
	<b>Speeding limit is too high and is ignored by many and not enforced</b>					
1:1:a	Explore options to ensure drivers are aware of speed limits and the means of enforcing them.	Action Team	KCCHD		J.Lee	N/A
1:1:b	Develop ways of heightening drivers' awareness of entering an area of homes and people. Introduction of 'village gateways' and attractive verge posts where appropriate.	Action Team	KCCHD		J.Lee	N/A
1:1:c	To engage with Speedwatch: the police Speed-Control programme.	Action Team	WKPD		J.Lee	N/A
1:1:d	Through use of rear-screen stickers, presentations and leaflet drops, to increase awareness that local drivers can themselves influence speed.	Action Team			J.Lee	
	<b>Wide vehicles, particularly in the High street are a pedestrian problem.</b>					
1:2:a	With Kent Highways support to review traffic conditions on PW East and West as well as High Street. To make recommendations to Kent Highways.	Action Team	KCCHD		J.Lee	N/A
1:2:b	To lobby for greater enforcement of width restrictions	Action Team			J.Lee	N/A
	<b>Pedestrian crossings are needed to provide greater pedestrian safety</b>					
1:3:a	Action team to review and recommend suitable sites for crossings which adhere to Kent Highways Guidelines. To lobby for their introduction	Action Team	KCCHD		J.Lee	N/A
1:3:b	Action team to provide data to support the replacement of the pedestrian crossing in the High Street to become a Pelican crossing.	Action Team	KCCHD		J.Lee	N/A
	<b>Many of Otford's pavement surfaces are poorly maintained, often narrow, and sometimes non-existent. The High Street pavements are un-attractive.</b>					
1:4:a	To provide data to support improvement of footway provision throughout the village. To lobby for its introduction.	Action Team	AONB		J.Lee	N/A
1:4:b	To draw up practical recommendations to introduce footways where at present they are non-existent. To lobby for their introduction.	Action Team	AONB		J.Lee	N/A
1:4:c	To review the options and appropriateness of introducing certain areas of low-level lighting or high-visibility footway features in certain key pedestrian risk points. To discuss with Kent Highways and lobby.		KCCHD OPC		J.Lee	N/A



Proj. No.	Description	Partners	Support Agencies	Timescale Progress	Project Leader	Funding
	<b>2: A CARING COMMUNITY</b>					
	<i>To establish the options and viability for locating and providing accommodation for the older residents of Otford.</i>					
2: 1: a	Establish suitable practical locations for possible future development	Action Team	OPC: SDC:	Medium	R.Shelton	
2: 1: b	Draw up short-list of suitable developers and design options	Action Team	OPC	Long		
2: 1: c	Review lease and management options.	OPC:		Long		
	<i>Where practical to rectify public areas which create a problem to the disabled and to young families.</i>					
2:2:a	Form action team to identify problem areas	Action Team		Medium	R.Shelton	
2:2:b	Propose remedies and report to OPC	Action Team	OPC	Medium		
2:2:c	Lobby Kent Highways / agencies to take remedial action	OPC	KCC	Medium		
	<i>Introduce a toddlers play ground and seats on Hale Lane recreation ground</i>					
2:3:a	With OPC to conduct survey of local residents who would use the facility	Action Team	OPC	On-going	R.Shelton	
2:3:b	Equipment options. Outline planning. Quotes. Involve community:	Action Team	OPC: SDC	Medium		
2:3:c	Raise finance (Local finance + Funding)	Action Team		Medium		Heritage Lott
2:3:d	Planning approval: Prepare schedule and install	OPC		Medium		Comm funding
	<i>Create a community centre for West Otford</i>					
2:3:e	Assess community needs. Establish planning practicality:	Action Team	OPC	Long	R.Shelton	
	Review architects: Involve community: Review contractors	Action Team	OPC	Long		
	Estimate project & timescale. Raise funding.	Action Team	OPC	Long		
	<i>Ways in which a local network of care might be established</i>					
2:4:a	Discuss with local WI and Otford Society, ways in which a care network might be achieved. Review local services who can provide/support.	Action Team	SDC	Medium	C. Griffiths	Support Group
	<i>Making reading of forms and local information easier</i>					
2:5:a:	Promoting providing the option of large type or electronic media for local information from clubs & associations and in documents.	Action Team	OPC/Churd	Short	J. Ed-Win	

THE ACTION PLAN: PART TWO  
Last updated May 2011

Proj. No.	Description	Partners	Support Agencies	Timescale Progress	Project Contact	Funding Sources
	<b>Co-ordinate information for older residents and make it more easily accessible.</b>					
2:6:a:	Build support for 'road-clinics' where a wide variety of information can be made available on a regular basis to groups of residents	Action Team	OPC	On-going	B.Lattimer	Support group
	<b>Produce a village 'welcome pack' for all new residents.</b>					
02:07	Co-ordinate information from PC 'Important Numbers' with information on local suppliers: Design and produce as hard copies	Action Team	OPC	Short	R.Shelton C.Griffiths	Otford Soc.



Proj. No.	Description	Partners	Support Agencies	Timescale Progress	Project Contact	Funding Sources
	<b>4: MAINTAINING AN ATTRACTIVE VILLAGE</b>					
	<b>The village centre looks so un-cared for.</b>					
4:1:a	To identify areas that the community & retailers feel can be improved. Propose the action that is required. Involve the community. Find funding. Pedestrian Action Group/OPC to lobby Kent Highways for action	Action Team	Retailers AONB	On-going	R.Shelton	
		Action Team	OPC Kent HW.	On-going		
	<b>Propose ways to identify local buildings and monuments of architectural or historical importance. To raise awareness of the history of the village</b>					
4:2: a	Review options for ways of portraying the identity of significant village buildings. Estimate: Seek funding	Action Team	Eng. Her.	Short	Wards R.Shelton	Heritage Lott
4:2:b	Seek advice on design of information board showing High Street as it was at turn of century. prepare estimate: Seek funding	Action Team	Midway Cl OPC	Short	Wards R.Shelton	Heritage Lott
	<b>Don't let the Palace Tower crumble until it is unrepairable</b>	Action Team	Eng Her.	On-going		SDC
4:3:a	With support of English Heritage, pressure SDC to take corrective action. Team to advise on any work in surrounding area which can be beneficial	OPC	SDC		C.Ward R.Shelton	
4:3:b	Pursue the development of a 'Natural Meadow' area and creation of a safe 'dipping' for children.	Otf. Soc	OPC	On-going	E.Ward C.Griffiths	Otford Soc.
	<b>Improvement of Palace Field is long overdue for sympathetic treatment</b>					
4:4:a	Review options for designing contemporary signage to illustrate at points around the field, how the Palace may have looked in 1520.	Action Team	Eng Herit Medway Cl.	On-going	R.Shelton c.Griffiths	Heritage Lott
	<b>Bubblestone Parade can look improved and be safer for pedestrians.</b>					
4:5a	Review options to improve the look of the parade, the availability of grants and discuss with residents	Action Team	AONB	Medium	E.Ward	
4:5b	If residents agree, review ways in which pedestrian safety can be improved.	Action Team	KCC	Medium	E.Ward J.Lee	







Proj. No.	Description	Partners	Support Agencies	Timescale Progress	Project Contact	Funding Sources
	<b>6: ENCOURAGING A FITTER COMMUNITY</b>					
	<b>Cycle lanes and cycle paths are badly needed in Otford.</b>					
6:1:a	To review practical routes and options, discuss with SUSTRANS, SDC and OPC and other interested parties, to lobby for their introduction.	Action Team		On-going	R.Dullage	
	<b>Utilise bridle paths.</b>					
6:2:a	To assess what improvements may be required and subject to permission of land-owner, to assess cost and seek funding to make improvements.	Action Team	OPC (Environment)	Medium	R.Dullage	
6:2:b	To maintain liaison with Greening the Gateways Thames and Medway on developments of the Darent river path and advise accordingly.	Action Team	GGTM	On-going	R.Shelton	
	<b>Problems with certain village footpaths</b>					
6:3:a	In association with Parish council to identify areas of concern. Decide upon communal action where appropriate.	Action Team	OPC (Environment)	On-going	R.Dullage E.Ward	
	<b>Provide a 3Dmap display adjoining the Car Park &amp; Station of local footpaths</b>					
6:4:a	With Parish Council approval to design an attractive map of local footpaths, establish funding and have it installed adjoining the carpark.	Action Team	OPC (Environment)	On-going	R.Shelton	
	<b>Link with tasteful finger-posts at start points</b>					
6:4:b	Establish cost of post construction/installation. Gain permission to install. Seek funding	Action Team	OPC (Environment)	On-going	R.Shelton E.Ward	
	<b>Provide details of sports clubs and keep-fit classes</b>					
6:5:a	Carry out a sports audit of clubs and activities. Publish on the www.otford.info website. Supply hard copies to the Parish Office.	Action Team		Completed	R.Dullage	
	<b>Introduce modern fitness equipment for mature and older residents.</b>					
6:6:a	Carry out a need survey to establish level of demand. Establish suitable site. Obtain estimates of cost: Seek funding.	Action Team	OPC (Recreation)	Long	R.Dullage	







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**ANNUAL REVIEW OF PARKING CHARGES FOR 2013/14 AND CHRISTMAS PARKING 2012**

**Environment Select Committee – 23 October 2012**

Report of the: Community and Planning Services Director

Also to be considered by: Cabinet 8 November 2012

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 2013/14, and includes consideration of free Christmas parking for 2012.

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

**Portfolio Holder** Councillor 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 in relation to:

- (a) the proposed increases to car park charges for 2013/14;
  - (b) the proposed increases to on-street parking charges for 2013/14;
  - (c) free parking throughout the district for two Saturdays before Christmas 2012; with preferred dates to be confirmed.
- 

**Introduction**

- 1. Through the Council's budget process, the budget plan increase for parking income from both car park and on-street parking for 2013/14 is set at 3.5%.
- 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, the options provided indicate 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.

**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

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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 £5.50 at Swanley. Annual season ticket charges at Sevenoaks are £1,176 for Car Park 4 (off Morewood Close) and £1,345 for Car Park 1 (adjacent the station).

### **Car Park Proposals for 2013/14**

8. The budget increase of 3.5% is £68,075.
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 same 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 Option 1, a straight 10p increase has been applied to most tariffs except to some longer period tariffs where a 20p increase may be more appropriate. In the Swanley, Westerham and St Johns Hill, Sevenoaks car parks only the most used, longer period tariffs have been included.
12. In Option 2, slightly higher increases have generally been applied in order to preserve the current charges for 30 minutes parking in Blighs and for 1 hour in the other town centre car parks. This is suggested to encourage turnover of spaces in the town centre.
13. In Option 3, the application of a higher set of increases to the short stay tariffs in the Sevenoaks town centre car parks, excluding the shortest periods, obviates the need to consider increases in the other car parks. This approach would avoid increasing day charges, which tends to mostly effect town centre workers, and would avoid increasing season ticket costs for town centre and station car parks where the take-up of season tickets has tended to drop-off over recent months.
14. Although not shown in the options, there may be scope to consider increasing the day charge in the Bradbourne and Sennocke car parks by 30p to £6.50. This



would bring it in line with the current charge in the other station car parks which is the policy normally followed. The rail operator usually reviews its parking charges in the Spring.

15. The two-day ticket in the Bradbourne car park will be automatically adjusted so that its twice the day ticket rate.
16. All of the options shown achieve the budget target of 3.5%, but in different ways. As stated earlier, individual proposals can be selected from any of the Options to provide a preferred selection should Members wish.
17. The cost of altering ticket machines and signing has been taken into account in the budget figures provided.
18. 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 the proposals. To enable any revised charges to take effect at the beginning of April 2013, 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 2013.

### **Car Parks – Evening Charge**

19. 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.

### **Car Parks – Sunday Charges**

20. Because of the likely impact upon surrounding residential streets, the consideration of Sunday parking charges is not included in this review. Should members feel this is something which should be considered, it is recommended that a separate review be undertaken.

### **On-Street Proposals for 2013/14**

21. The target increase of 3.5% is £18,455.
22. Last year's on-street review concentrated upon changes to permit costs along with a few adjustments to the long stay charges as shown in the History of Parking Charges, Appendix A.
23. This year's review does not effect permit charges, but suggests increases to the longer periods of pay and display to achieve the budget target. In addition, a revision to the charges in Westerham are proposed to continue the standardisation of tariffs which featured in last year's review.

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24. It is noted that the charges in Swanley were amended to the standard tariff last year. However, it is considered appropriate to include this area in the options so that it is kept in line with the other areas within the District.
25. In respect to the parking scheme outside Knockholt station, as this was only implemented last year and is subject to a scheme review, it has not been included in this review.
26. Options are provided, attached as Appendix D, for the consideration of increases to meet the budget target. The proposals are presented in the same table format as for the car park proposals with three options being provided for consideration. The figures shown do not include VAT as this is not applicable to on-street parking.
27. In Option 1, a nominal increase of 10p has been applied to the various all day charges. The opportunity is taken to continue the standardisation of tariffs embarked upon last year by amending the tariff structure for the parking areas in Westerham so that it falls in line with others in the District. However, without considering other increases, this selection falls short of the budget target of 3.5%.
28. Option 2 builds upon the approach taken in Option 1 of increasing the longer stay periods by including a 10p increase on the 4 hour charge and by increasing the day charges by 20p. This, with the inclusion of the standardisation of the Westerham tariffs, gives 3.7%.
29. A different approach has been taken in Option 3 where apart from the standardisation to the Westerham charges, the only increase proposed is a 10p increase to the shortest 30 minute period. Although the increase would be high in percentage terms, as the charge is doubled, the cost of 30 minutes parking would still be relatively low at 20p. Ignoring the income from the standardisation of the Westerham tariffs, the 10p increase achieves just under 3.6%, but with the Westerham adjustment achieves 5.7% in total.

### **Christmas Parking 2012**

30. 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. Members are asked to consider repeating the free parking concession this Christmas.
31. This only applies to Sevenoaks and Westerham as parking charges in Swanley (and now in Halstead outside Knockholt station) only apply Monday to Friday.
32. This year, Christmas Day falls on a Tuesday. We have obtained the views of the Sevenoaks Chamber of Commerce, the Sevenoaks Town Council and the Westerham Town Council regarding preferred dates for the free parking concession. The views received are as follows:
  - The Administrator of the Sevenoaks and District Chamber of Commerce has commented: "Thank you so much for offering the free parking again for the Christmas season. Looking at the calendar, I think perhaps Saturday 8th & 15th December would perhaps be best, as I don't know if

there will be a lot of people coming in on the Saturday 22<sup>nd</sup> but would be interested to see what the Town Council feel.”

- The Sevenoaks Town Council have commented: “Should the District Council agree to the provision of free parking for 2 Saturdays prior to Christmas, the Town Council would suggest Saturday 15 & 22 December. Many thanks for consulting with us.”
  - The Clerk to Westerham Town Council has commented: “I do not think there are any strong preferences, it seemed to work well last year so perhaps the same!”
33. 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.
34. As last year, all ticket machines would be closed-off with suitable signing provided to advise users that they do not need to pay.
35. 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 again this year.
36. 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 £7,500. Therefore, the total cost of providing free parking for the two Saturdays is estimated at £15,000. It is suggested that should free parking be made available for Christmas 2012, it be funded from the Supplementary Estimates.

### **Christmas Lights Events 2012**

37. Members are advised that the provision of free parking in connection with the Christmas Lights events being held in Sevenoaks on 30<sup>th</sup> November (Free parking from 6pm) and in Westerham on 29<sup>th</sup> November (free parking from 5pm), has been approved by the Council’s Portfolio Holder and that the Council is pleased to support these events. It should be noted that the Sevenoaks event is also being supported by Sencio Leisure.

### **Key Implications**

#### Financial

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

#### Community Impact and Outcomes

40. 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

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district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges, 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.

41. 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 the 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.
42. There are no human rights issues or implications.

### Equality Impacts

43. 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.

### **Conclusions**

44. 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**

45. 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

APPENDIX A

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

		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>SEVENOAKS TOWN CENTRE</b>												
Evening charges				£1.00								
Short stay	1 hr	40p <b>33%</b>		50p <b>25%</b>	60p <b>20%</b>		70p <b>17%</b>		80p <b>14%</b>		90p <b>13%</b>	
all excluding	2 hrs	70p <b>40%</b>		£1.00 <b>43%</b>		£1.10 <b>10%</b>		£1.20 <b>9%</b>		£1.40 <b>17%</b>	£1.50 <b>7%</b>	£1.60 <b>7%</b>
Blighs	3 hrs	£1.40 <b>40%</b>		£1.50 <b>7%</b>		£1.60 <b>7%</b>		£1.80 <b>13%</b>		£2.00 <b>11%</b>	£2.10 <b>5%</b>	£2.20 <b>5%</b>
	4 hrs	£2.00 <b>33%</b>				£2.10 <b>5%</b>		£2.50 <b>19%</b>		£2.70 <b>8%</b>	£3.00 <b>11%</b>	£3.20 <b>7%</b>
Short Stay	30 mins	30p			40p <b>33%</b>		50p <b>25%</b>		60p <b>20%</b>		50p <b>-17%</b>	
(started in 2002)	Blighs only	1 hr	50p	60p <b>20%</b>	70p <b>17%</b>		80p <b>14%</b>	90p <b>13%</b>		£1.00 <b>11%</b>		£1.10 <b>10%</b>
		2 hr	£1.00	£1.20 <b>20%</b>		£1.40 <b>17%</b>		£1.50 <b>7%</b>		£1.70 <b>13%</b>	£2.20 <b>29%</b>	£2.30 <b>4%</b>
		3 hr	£1.50	£1.80 <b>20%</b>		£2.00 <b>11%</b>	£2.20 <b>10%</b>	£2.50 <b>14%</b>		£2.70 <b>8%</b>	£3.60 <b>33%</b>	£3.80 <b>5%</b>
Long stay		£2.30 <b>15%</b>	£2.50 <b>9%</b>	£3.00 <b>20%</b>	£3.10 <b>3%</b>	£3.20 <b>3%</b>	£3.40 <b>6%</b>	£3.80 <b>12%</b>			£4.00 <b>5%</b>	£4.20 <b>5%</b>
Seasons (yr)	Buckhurst 2	£300 <b>36%</b>	£450 <b>50%</b>	£500 <b>11%</b>	£515 <b>3%</b>	£530 <b>3%</b>	£560 <b>6%</b>	£769 <b>37%</b>		£779 <b>1%</b>	£799 <b>3%</b>	£819 <b>3%</b>
	South Park	£300 <b>20%</b>	£450 <b>50%</b>	£500 <b>11%</b>	£515 <b>3%</b>	£530 <b>3%</b>	£560 <b>6%</b>	£769 <b>37%</b>		£779 <b>1%</b>	£799 <b>3%</b>	£819 <b>3%</b>
	Residents	£35 <b>16%</b>	£40 <b>14%</b>									
<b>SEVENOAKS STATION</b>												
Bradbourne	After 3.00 pm					£1.50						
	Day	£3.00 <b>50%</b>	£4.00 <b>33%</b>		£4.10 <b>3%</b>	£4.20 <b>2%</b>	£4.30 <b>2%</b>	£4.60 <b>7%</b>	£5.00 <b>9%</b>	£5.40 <b>8%</b>	£5.80 <b>7%</b>	£6.20 <b>7%</b>
	Season (yr)	£440 <b>46%</b>	£550 <b>25%</b>	£650 <b>18%</b>	£670 <b>3%</b>	£760 <b>13%</b>	£780 <b>3%</b>	£910 <b>17%</b>	£970 <b>7%</b>	£990 <b>2%</b>	£1,020 <b>3%</b>	£1,050 <b>3%</b>
Sennocke	2 hr	£1.00 <b>100%</b>										
	After 3.00 pm					£1.50						
	Day	£3.00 <b>50%</b>	£4.00 <b>33%</b>		£4.10 <b>3%</b>	£4.20 <b>2%</b>	£4.30 <b>2%</b>	£4.60 <b>7%</b>	£5.00 <b>9%</b>	£5.40 <b>8%</b>	£5.80 <b>7%</b>	£6.20 <b>7%</b>
	Season (yr)	£440 <b>46%</b>	£550 <b>25%</b>	£720 <b>31%</b>	£740 <b>3%</b>	£800 <b>8%</b>	£820 <b>3%</b>	£950 <b>16%</b>	£1,010 <b>6%</b>	£1,030 <b>2%</b>	£1,060 <b>3%</b>	£1,090 <b>3%</b>
<b>SEVENOAKS ST JOHNS HILL</b>												
St. Johns &	30 mins					10p					20p <b>100%</b>	
(started in 2001)	St. James	1 hr				20p		30p <b>50%</b>			40p <b>33%</b>	
		2 hrs				30p		50p <b>67%</b>			60p <b>20%</b>	
		2 to 4 hrs			60p <b>20%</b>			80p <b>33%</b>			£1.00 <b>25%</b>	
	Day			£2.00 <b>100%</b>				£2.20 <b>10%</b>		£2.50 <b>14%</b>	£2.70 <b>8%</b>	£2.90 <b>7%</b>

# HISTORY OF PARKING CHARGES - CAR PARKS

APPENDIX A

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

		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>WESTERHAM</b>												
										30min	20p	
Quebec Avenue	Up to 2 hrs				30p	50%		1 hr	30p	n/a	40p	33%
and Darenth	Day				70p	40%		2 hrs	50p	67%	60p	20%
	Season (yr)							2-4 hrs	80p	14%	£1.00	25%
	Residents (yr)	£35				£40	14%	Day	£1.50	214%	£2.70	35%
										£2.00	33%	£2.90
												7%
<b>SWANLEY</b>												
Park Road	30 mins				Free	10p					20p	100%
(started 2005)	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Residents (yr)				£40							
Bevan Place	30 mins				Free	10p					20p	100%
(started 2005)	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Day				£2.50			£ 3.00	20%		£3.50	17%
	Season (yr)				£396							£3.70
	Residents (yr)				£40							6%
Station Road	30 mins				Free	10p					20p	100%
	1 hr				Free	20p		30p	50%		40p	33%
	2 hrs				Free	30p		50p	67%		60p	20%
	2 to 4 hrs				50p			80p	60%		£1.00	25%
	Day			£2.50	66%			£ 3.00	20%		£3.50	17%
												£3.70
												6%

# HISTORY OF PARKING CHARGES - ON STREET

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

		2002	2004	2006	2008	2009	2010	2011	2012			
<b>PAY &amp; DISPLAY</b>												
<b>Sevenoaks</b>												
Town centre shops (2004)	30 minutes		10p									
(High St, London Rd	1 hour		30p	40p	33%	50p	25%	60p	20%			
South Park)	2 hours		60p	90p	50%	£1.00	11%	£1.20	20%			
				(and extended to 9.30pm)								
Town commuters (2008)	30 minutes				10p							
(Hollybush Lane	1 hour				50p			60p	20%			
Plymouth Drive)	2 hours				£1.00			£1.20	20%			
	Day				£2.00		£2.20	10%	£2.40	9%		
Rail commuters (2008)	30 minutes				10p							
(St Botolphs	1 hour				50p		60p	20%				
Morewood Close)	2 hours				£1.00		£1.20	20%				
	Day				£4.00	£4.50	13%	£5.00	11%	£5.30	6%	
Courts area (2008)	30 minutes				10p							
(Morewood Close)	1 hour				50p			60p	20%			
	2 hours				£1.00			£1.20	20%			
	4 hours				£2.00		£2.20	10%				
<b>Swanley</b>												
								30 min	10p			
								1 hr	60p			
								2 hrs	£1.20			
Rail commuters (2008)	4 hours				50p		60p	20%	4 hrs	£2.20	267%	
(Azalea Drive & Goldsel Rd)	Day				£2.00	£2.50	25%	£3.00	20%	Day	£3.30	10%
<b>Westerham</b>												
The Geen (2002)	15 minutes	n/a		10p				Gone				
Market Square (2002)	30 minutes	10p		20p	100%							
The Grange (2002)	1 hour	30p		40p	33%			50p	25%			
Croydon Road (2007)	2 hours	50p		60p	20%			£1.00	67%			

# HISTORY OF PARKING CHARGES - ON STREET

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

		2002	2004	2006	2008	2009	2010	2011	2012
<b>PERMITS &amp; WAIVERS</b>									
Residents permits	First	£35		£40 <i>14%</i>	£30 <i>-25%</i>				£35 <i>17%</i>
	Second	£35		£40 <i>14%</i>	£60 <i>50%</i>				£70 <i>17%</i>
	Third	n/a		n/a	£100		£115 <i>15%</i>		£125 <i>9%</i>
	Fourth	n/a		n/a	£200		£230 <i>15%</i>		£250 <i>9%</i>
Residents' visitor vouchers	Each	£1.00					£1.20 <i>20%</i>		
Non-residents permits									
Sevenoaks town commuters					£380	£250 <i>-34%</i>	£260 <i>4%</i>		£270 <i>4%</i>
Sevenoaks rail commuters	Inner zone				£610		£630 <i>3%</i>		£650 <i>3%</i>
	Outer zone				£725		£745 <i>3%</i>		£765 <i>3%</i>
Residential business permits	First			£60			£100 <i>67%</i>		£110 <i>10%</i>
	Second			n/a			£200		£210 <i>5%</i>
Waivers	1 hour			n/a			£2.00		
	4 hours			n/a			£3.00		
	Day			£2.00			£6.00 <i>200%</i>		



**CURRENT PARKING CHARGES FOR NEIGHBOURING AUTHORITIES – AS AT OCOBER 2012**

(Charges shown relate to town centre car parks)

	Dartford ①	Gravesham	Maidstone ②	Orpington (L.B. of Bromley)	Oxted (Tandridge)	Sidcup (L.B. of Bexley)	Tonbridge & Malling ③	Tunbridge Wells ④	Sevenoaks
<b>Charges apply:</b>	8am – 6.30pm Mon - Sat	8am - 6pm Mon - Sat	8am - midnight Mon - Sun	7.30am - 6.30pm Mon - Sat	7am-5pm/7pm Mon - Frid	8am - 6pm Mon - Sun	8am - 6pm Mon - Sat	8am - 6pm Mon - Sat and 10am - 5pm On Sundays	8.30am - 6.30pm Mon - Sat
<b>Short Stay</b>									
									(Blighs in brackets)
0 - 30 minutes	--	--	--	--		--	50p	--	-- (50p)
0 - 1 hr	50p	80p	50p - £1.80	30p	Up to 2 hours free parking except in one car park where the charge is £4.60 for parking before 10am.	50p - 90p	£1.00	£1.00 - £1.20	90p (£1.10)
1 - 2 hrs	£1.00	£1.50	£1.30 - £1.80	30p		£1.00 - £1.20	£1.70	£1.70 - £2.20	£1.60 (£2.30)
2 - 3 hrs	£2.00	£1.50	£1.50 - £1.80	--		£1.30 - £1.60	£2.30	£2.40 - £3.20	£2.20 (£3.80)
3 - 4 hrs	£2.00	£2.00	£2.00 - £2.70	--		£1.30 - £1.60	£2.80 - £3.30	£3.20 - £4.20	£3.20 --
Evenings	£1.00	--	£1.50	--		--	--	--	£1.00
<b>Long stay</b>									
All day	£4.00	£3.00- £6.50	£4.60 - £5.50	n/a		£3.80 - £10.00	£4.90	£4.70 - £10.00	£4.20

- ① Dartford: evening charge does not apply to all car parks  
 ② Maidstone: main charges apply up to midnight, 7 days a week; £1.50 charge applies evenings and overnight.  
 ③ Tonbridge & Malling: 50p charge not available in all car parks.  
 ④ Tunbridge Wells: charges apply 7 days a week (but from 10 to 5 on Sundays).

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CAR PARK 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
1.0	<b>SEVENOAKS TOWN CENTRE - Blighs</b>								
1.1	Short stay	30 minute	50p	10p			£7,500		
1.2	" "	1 hour	£1.10	10p	10p	20p	£10,600	£10,600	£21,200
1.3	" "	2 hours	£2.30	10p	20p	20p	£7,000	£14,000	£14,000
1.4	" "	3 hours	£3.80	20p	30p	30p	£4,000	£6,000	£6,000
	<b>Buckhurst 1, Buckhurst 2, South Park, Suffolk Way &amp; Pemboke Road</b>								
1.5	Short stay	1 hour	90p	10p			£13,400		
1.6	" "	2 hours	£1.60	10p	10p	20p	£8,400	£8,400	£16,800
1.7	" "	3 hours	£2.20	10p	20p	20p	£3,200	£6,400	£6,400
1.8	" "	4 hours	£3.20	20p	30p	30p	£3,100	£4,700	£4,700
	<b>Buckhurst 2 &amp; Pembroke Road</b>								
1.9	Long stay	all day	£4.20	10p	20p		£3,400	£6,800	
1.10	Season tickets	year	£819	£10	£20		£1,200	£2,400	
2.0	<b>SEVENOAKS STATION</b>								
2.1	Long stay	all day	£6.20	10p	20p		£2,000	£4,000	
	Season tickets:								
2.2	Bradbourne	year	£1,050	£10	£20		£1,150	£2,300	
2.3	Sennocke	year	£1,090	£10	£20		£650	£1,300	
3.0	<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	" "	3-4 hours	£1.00	10p	20p		£500	£1,000	
3.5	Long stay	all day	£2.90	10p	30p		£350	£1,050	
4.0	<b>SWANLEY</b>								
4.1	Short stay	30 minute	20p						
4.2	" "	1 hour	40p						

4.3	" "	2 hours	60p							
4.4	" "	3-4 hours	£1.00	10p	20p		£350	£700		
4.5	Long stay	all day	£3.70	10p	30p		£600	£1,800		
5.0	<b>WESTERHAM</b>									
5.1	Short stay	30 minute	20p							
5.2	" "	1 hour	40p							
5.3	" "	2 hours	60p							
5.4	" "	3-4 hours	£1.00	10p	20p		£850	£1,700		
5.5	Long stay	all day	£2.90	10p	30p		£700	£2,100		
							<b>Total:</b>	<b>£68,950</b>	<b>£75,250</b>	<b>£69,100</b>
							<b>Percentage:</b>	<b>3.5%</b>	<b>3.9%</b>	<b>3.6%</b>

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
1.0	<b>SEVENOAKS TOWN CENTRE - Blighs</b>								
1.1	Short stay	30 minute	50p	10p			20.0%		
1.2	" "	1 hour	£1.10	10p	10p	20p	9.1%	9.1%	18.2%
1.3	" "	2 hours	£2.30	10p	20p	20p	4.3%	8.7%	8.7%
1.4	" "	3 hours	£3.80	20p	30p	30p	5.3%	7.9%	7.9%
	<b>Buckhurst 1, Buckhurst 2, South Park, Suffolk Way &amp; Pembroke Road</b>								
1.5	Short stay	1 hour	90p	10p			11.1%		
1.6	" "	2 hours	£1.60	10p	10p	20p	6.2%	6.2%	12.5%
1.7	" "	3 hours	£2.20	10p	20p	20p	4.5%	9.1%	9.1%
1.8	" "	4 hours	£3.20	20p	30p	30p	6.2%	9.4%	9.4%
	<b>Buckhurst 2 &amp; Pembroke Road</b>								
1.9	Long stay	all day	£4.20	10p	20p		2.4%	4.8%	
1.10	Season tickets	year	£819	£10	£20		1.2%	2.4%	
2.0	<b>SEVENOAKS STATION</b>								
2.1	Long stay	all day	£6.20	10p	20p		1.6%	3.2%	
	Season tickets:								
2.2	Bradbourne	year	£1,050	£10	£20		0.9%	1.9%	
2.3	Sennocke	year	£1,090	£10	£20		0.9%	1.8%	
3.0	<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	10p	20p		10.0%	20.0%	
3.5	Long stay	all day	£2.90	10p	30p		3.4%	10.3%	
4.0	<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	10p	20p		10.0%	20.0%		
4.5	Long stay	all day	£3.70	10p	30p		2.7%	8.1%		
5.0	<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	10p	20p		10.0%	20.0%		
5.5	Long stay	all day	£2.90	10p	30p		3.4%	10.3%		

ON-STREET PARKING 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			10p			£15,000
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			10p			£170
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.40	10p	20p		£1,200	£2,400	
<b>8.0</b>	<b>SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)</b>								
8.1	Short stay	30 minutes	10p			10p			£200
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	" "	4 hours	£2.20		10p			£250	
8.5	long stay	all day	£5.30	10p	20p		£1,300	£2,600	
<b>9.0</b>	<b>SEVENOAKS COURT AREA (Morewood Close)</b>								
9.1	Short stay	30 minutes	10p			10p			£50
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4	" "	4 hours	£2.20		10p			£230	
<b>10.0</b>	<b>SWANLEY (Azalea Drive, Goldsel Road)</b>								
10.1	short stay	30 minutes	10p						
10.2	" "	1 hour	60p						
10.3	" "	2 hours	£1.20						
10.4	" "	4 hours	£2.20		10p			£70	
10.5	long stay	all day	£3.30	10p	20p		£1,500	£3,000	
<b>11.0</b>	<b>WESTERHAM (The Green, Market Square, Croydon Road)</b>								
11.1	short stay	30 minutes	10p			10p			£3,500
11.2	" "	1 hour	50p	10p	10p	10p	£2,500	£2,500	£2,500
11.3	" "	2 hours	£1.00	20p	20p	20p	£8,400	£8,400	£8,400
<b>12.0</b>	<b>KNOCKHOLT STATION</b>								
12.1	short stay	4 hours	60p						
12.2	long stay	all day	£3.00						
						<b>Total:</b>	<b>£14,900</b>	<b>£19,450</b>	<b>£29,820</b>
						<b>Percentage:</b>	<b>2.8%</b>	<b>3.7%</b>	<b>5.7%</b>

ON-STREET PARKING 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>6.0</b>	<b>SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)</b>								
6.1	Short stay	30 minutes	10p			10p			100%
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			10p			100%
7.2	" "	1 hour	60p						
7.3	" "	2 hours	£1.20						
7.4	long stay	all day	£2.40	10p	20p		4.2%	8.3%	
<b>8.0</b>	<b>SEVENOAKS RAIL COMMUTER AREAS (St Botolphs, Morewood Close)</b>								
8.1	Short stay	30 minutes	10p			10p			100%
8.2	" "	1 hour	60p						
8.3	" "	2 hours	£1.20						
8.4	" "	4 hours	£2.20		10p			4.5%	
8.5	long stay	all day	£5.30	10p	20p		1.9%	3.8%	
<b>9.0</b>	<b>SEVENOAKS COURT AREA (Morewood Close)</b>								
9.1	Short stay	30 minutes	10p			10p			100%
9.2	" "	1 hour	60p						
9.3	" "	2 hours	£1.20						
9.4	" "	4 hours	£2.20		10p			4.5%	
<b>10.0</b>	<b>SWANLEY (Azalea Drive, Goldsel Road)</b>								
10.1	short stay	30 minutes	10p			10p			100%
10.2	" "	1 hour	60p						
10.3	" "	2 hours	£1.20						
10.4	" "	4 hours	£2.20		10p			4.5%	
10.5	long stay	all day	£3.30	10p	20p		3.0%	6.0%	
<b>11.0</b>	<b>WESTERHAM (The Green, Market Square, Croydon Road)</b>								
11.1	short stay	30 minutes	10p			10p			100%
11.2	" "	1 hour	50p	10p	10p	10p	20.0%	20.0%	20.0%
11.3	" "	2 hours	£1.00	20p	20p	20p	20.0%	20.0%	20.0%
<b>12.0</b>	<b>KNOCKHOLT STATION</b>								
12.1	short stay	4 hours	60p						
12.2	long stay	all day	£3.00						



## **2013/14 BUDGET AND REVIEW OF SERVICE PLANS**

### **Environment Select Committee - 23 October 2012**

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

Status: For Decision

Also considered by: Social Affairs Select Committee – 30 October 2012

Services Select Committee – 1 November 2012

Key Decision: No

---

**Executive Summary:** This report sets out proposals for updates to the 2013/14 budget within the existing framework of the 10-year budget and 4-year savings plan. The report presents some service changes that have been identified by managers and these need to be considered before finalising the budget for 2013/14.

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

**Portfolio Holder** Cllr. Ramsay

**Head of Service** Group Manager – Financial Services – Adrian Rowbotham

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### **Recommendation to Environment Select Committee / Social Affairs Select Committee / Services Select Committee:**

The Committee's view and comments are sought on the items listed in Appendix C to be put forward to Cabinet at its meeting on 6 December 2012.

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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. The savings plan included 63 items and some of those contained significant areas of risk. In February 2012 Members approved an updated balanced 10-year budget to 2021/22.
- 2 The Financial Prospects and Budget Strategy 2013/14 and Beyond report has been presented to Cabinet and Performance and Governance Committee to start the budget setting process for 2013/14.

### **Introduction**

- 3 This report presents members with the following documents relating to the budget for 2013/14:

## Agenda Item 9

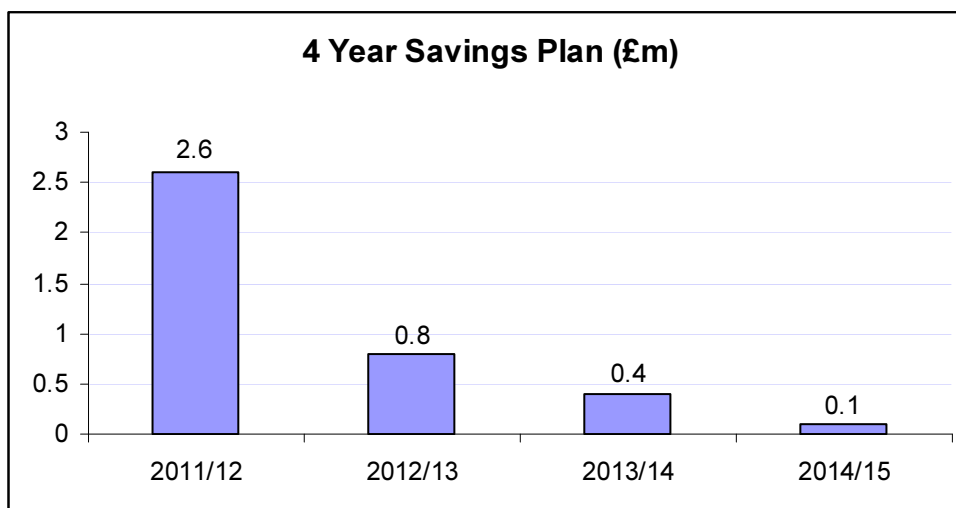
- Summary of Service Plans (Appendix A);
- The Council's agreed 4 year savings plan (Appendix B);
- Summary of changes to 4 year savings plan and new growth and savings items. (Appendix C);
- Service Change Impact Assessment forms (SCIAs) (Appendix D).

### Summary of Service Plans

- 4 On an annual basis, Managers of each of the Council's services set out their objectives for the coming year within their Service Plans. 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.
- 5 Appendix A is a summary of Service Plans. These include only those services directly relevant to this Select Committee.

### 4 Year Savings Plan

- 6 Appendix B to this report sets out the 4 year savings plan, approved by Council in December 2010, which is allowing the Council to deliver a 10 year balanced budget. The savings plan requires a total of £3.9 million to be saved between 2011/12 and 2014/15. The proportion of those savings required in each year are set out below.



Further savings of £0.3m are now scheduled to be saved in later years as agreed by Council on 18 October 2011.

- 8 Several items in the 4 year plan are now considered to be at risk. The items, which are shaded on the updated 4 year savings plan at Appendix B, total £115k in 2013/14 and £50k in 2014/15. Managers have provided additional

information explaining why the savings items are unlikely to be achieved and the potential impact on services. This information is appended to copies of existing Service Change Impact Assessments (SCIA) for the services where the budget saving is now identified as at risk and these are included in Appendix D. The original SCIA assessments were submitted to Select Committees in November 2010.

### Proposed Growth Items

- 9 Growth items 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 September 2012.
- 10 For 2013/14 the identified service pressures giving rise to growth items total £130k, and comprise:
  - Environment Select -£110k
  - Social Affairs Select - nil
  - Services Select - £20k
- 11 Officers have assessed the potential impact on services of these unavoidable growth items and their SCIAs are included in Appendix D.

### Proposed Savings Items

- 12 Officers have suggested some savings, totalling £185k (£155k in 2013/14; £30k in 2014/15), that would compensate for some of the identified pressures. SCIAs are included within Appendix D giving further information on these savings.

### Financial Summary

- 13 Some items within the 4 year plan are now expected to be more difficult to achieve than was expected when the original plan was agreed. Further, due to economic consequences some unavoidable budget pressures have arisen and these need to be considered as growth items for 2013/14 onwards.
- 14 Some new savings have been identified to mitigate the effect on future budgets.
- 15 The summary at Appendix C identifies the costs of newly identified pressures from the 4 year Plan, and current budgetary pressures. This gives Members an indication of the financial challenges being addressed by officers within the existing budget framework.
- 16 Views of the Select Committees on the proposed growth items identified in these documents, and explained in more detail in Appendix D, will be considered by Cabinet at its meeting on 6 December 2012.

## Agenda Item 9

- 17 Recent announcements by central government concerning council tax freeze and capping of increases, together with the impact of change to the regime for general government grant may result in the need for additional savings, but the implications of these changes are not yet known. It is possible that Select Committees may have to re-address service budgets for 2013/14 when information about government funding becomes more clear. Details are not expected to be available until late in December 2012.

### Key Implications

#### Financial

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

#### Community Impact and Outcomes

- 19 The SCIA's set out the potential impact on the community of variations to the agreed budget.

#### Legal, Human Rights etc

- 20 There are no legal or human rights implications.

#### Equality Impacts

21

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes	Equalities assessments are included in the SCIA's in Appendix D.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

### Conclusions

- 22 Members' consideration and scrutiny of the relevant services is an essential and key element 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.

### Risk Assessment Statement

- 23 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.
- 24 Major service financial risks are included in the Service Plans, risk analysis and SCIA's. Financial risks will be reviewed again when the Cabinet publishes its proposals for the annual budget.

### Appendices

Appendix A – Summary of Service Plans

Appendix B – The Council's agreed 4-year savings plan

Appendix C – Summary of Changes to 4 year plan and new Growth and Savings items

Appendix D – Service Change Impact Assessment forms (SCIA's)

### Background Papers:

Report to Council 21 February 2012 – Item 5b – Revenue Budget & Council Tax 2012/13

Report to Cabinet 13 September 2012 – Item 6 – Financial Prospects & Budget Strategy 2012/13 and Beyond

### Contact Officer(s):

Adrian Rowbotham Ext.7153

Helen Martin Ext. 7483

Lee Banks Ext.7161

**Dr. Pav Ramewal**

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

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## **Summary of 2012/13 Service Plans**

### **Environment Select Committee**

## Guidance Page

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	✓		
Environmental & Operational Services	Building Control	✓		
	Direct Services	✓ Street Cleaning	✓ CCTV, Pest Control & WC's	✓
	Environmental Health	✓	✓	
	Licensing			✓
	Parking & Amenity	✓		
Finance & HR	Audit, Risk & Anti Fraud			✓
	Finance			✓
	Housing Benefits			✓
	Human Resources			✓
	Revenues			✓
Housing & Communications	Communications			✓
	Housing Policy			✓
	Private Housing			✓
	Social Housing			✓
IT & Facilities Management	Customer Services			✓
	IT Services			✓
	Facilities Management			✓
Legal & Democratic Services	Democratic Services			✓
	Elections & Land Charges	✓ Land Charges		✓ Elections
	Legal Services			✓
	Policy & Performance			✓
	Property Services			✓

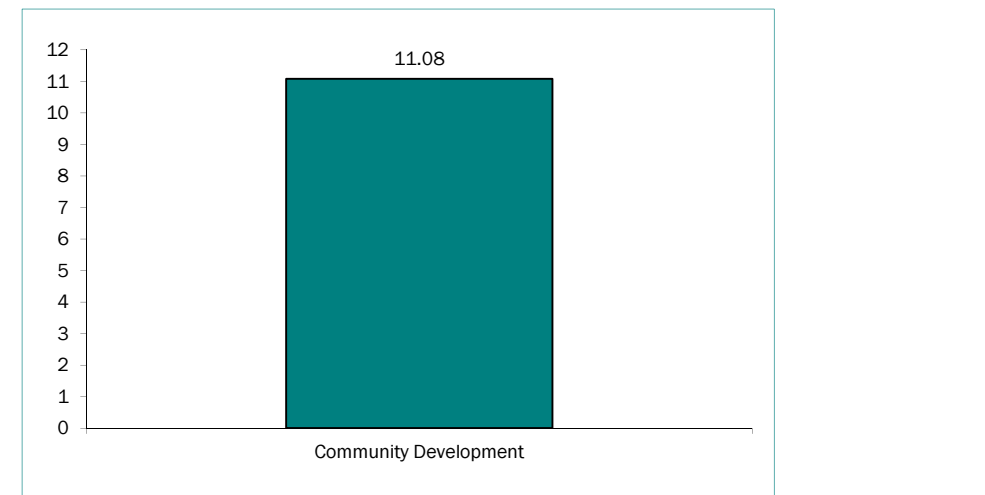
Section	Description
1: Key Service Objectives	The key service objectives are drawn from the Service Plans completed each year by the Manager of each service.  The Summary of Service Plan selects only the key objectives for the service for 2012/13 and is not a full record of all objectives for the service.
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 – 2012/13 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 within the current 4 year savings plan. For details of the current savings plan please see Item 5e (Appendix B) on Modern.Gov at: <a href="http://cds.sevenoaks.gov.uk/Data/Council/201012161901/Agenda/Report%20-%20Item%205(e)%20-%20Revenue%20Budget%20and%20Council%20Tax%202011-12%20-%20App%20B.pdf">http://cds.sevenoaks.gov.uk/Data/Council/201012161901/Agenda/Report%20-%20Item%205(e)%20-%20Revenue%20Budget%20and%20Council%20Tax%202011-12%20-%20App%20B.pdf</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: Budget Risks	Provided by the relevant Head of Service are commentaries on the current budget risks being faced in 2012/13. These have been identified as part of the Council's usual monthly budget monitoring processes.



Part 1: Key Service Objectives

<p>Community Planning &amp; Safety</p> <p><b>Shared Service</b></p>	<ul style="list-style-type: none"> <li>To be reviewed by Social Affairs Select Committee</li> </ul>
<p>Health &amp; Leisure</p>	<ul style="list-style-type: none"> <li>To be reviewed by Social Affairs Select Committee</li> </ul>
<p>Regeneration &amp; Youth</p> <p>* To also be reviewed by Social Affairs</p>	<ul style="list-style-type: none"> <li>Youth work sustained through partnership work with the voluntary and community sector</li> <li>80% of Economic Development Action Plan to be on target</li> <li>75% of the West Kent Investment Strategy to be on target</li> </ul>

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



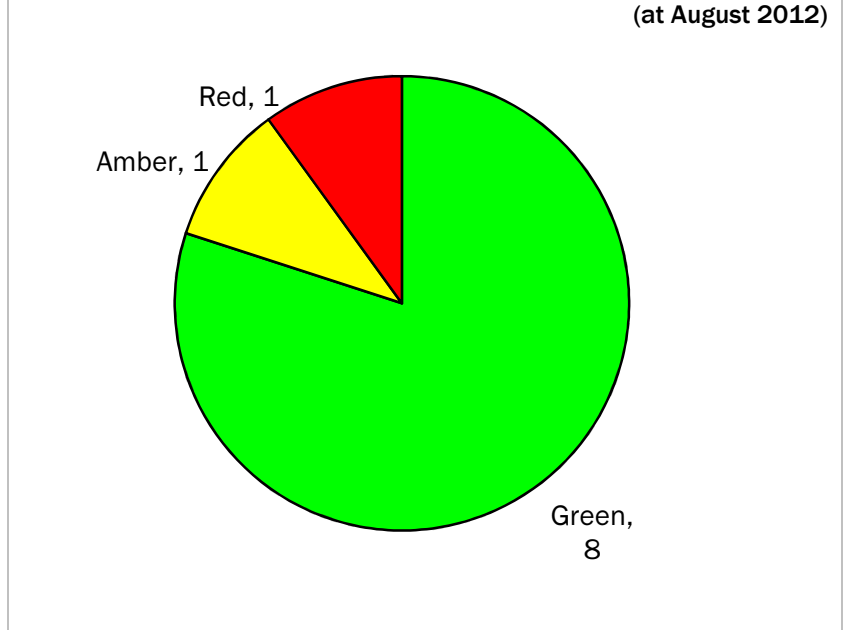
Part 2b: Resources – 2012/13 Budget (£ 000)

	Budget 10/11	Budget 11/12	Budget 12/13
Community Planning & Safety	464	459	453
Health & Leisure	645	564	437
Regeneration & Youth	161	143	89

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 2012)



Part 3b: Service Performance Summary (at August 2012)

	Green	Amber	Red	Overall Performance
Community Planning & Safety	6	-	1	Green
Health & Leisure	-	1	-	Amber
Regeneration & Youth	2	-	-	Green

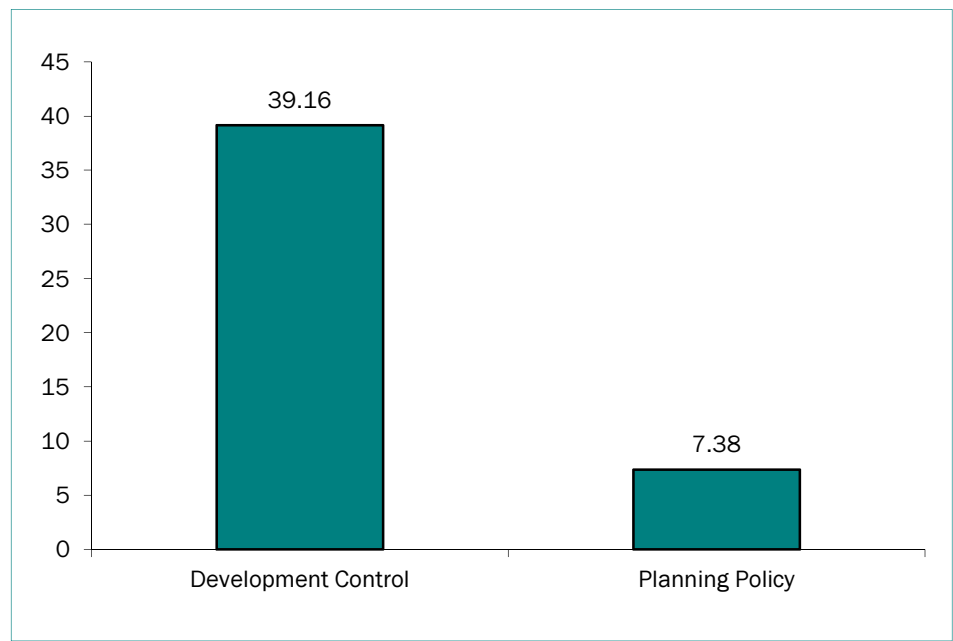
Part 3c: Budget Risks

There are currently no significant budget risks in Community Development.

**Part 1: Key Service Objectives**

<b>Development Control</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure up-to-date Conservation Areas, Appraisals and Management Plans are in place.</li> <li>Performance achieved to target and budget, including LAA targets.</li> </ul>
<b>Planning Policy</b>	<ul style="list-style-type: none"> <li>Complete Local Development Framework in accordance with the Local Development Scheme and national/local policy guidance</li> <li>Complete Local Development Framework Annual Monitoring Report in accordance with national guidance</li> <li>Contribute to the implementation of the Sustainable Community Strategy through LDF-related actions set out in the Community Strategy</li> </ul>

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



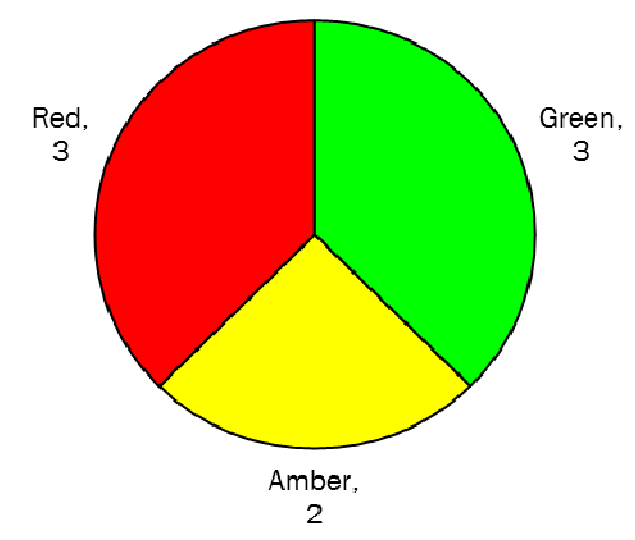
**Part 2b: Resources – 2012/13 Budget (£,000)**

	Budget 10/11	Budget 11/12	Budget 12/13
Development Control	1,281	937	841
Planning Policy	516	441	435

**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 2012)**



**Part 3b: Service Performance Summary (at August 2012)**

	Green	Amber	Red	Overall Performance
Development Control	3	2	3	
Planning Policy	-	-	-	-

**Part 3c: Budget Risks**

Planning – Legal/Barrister Charges

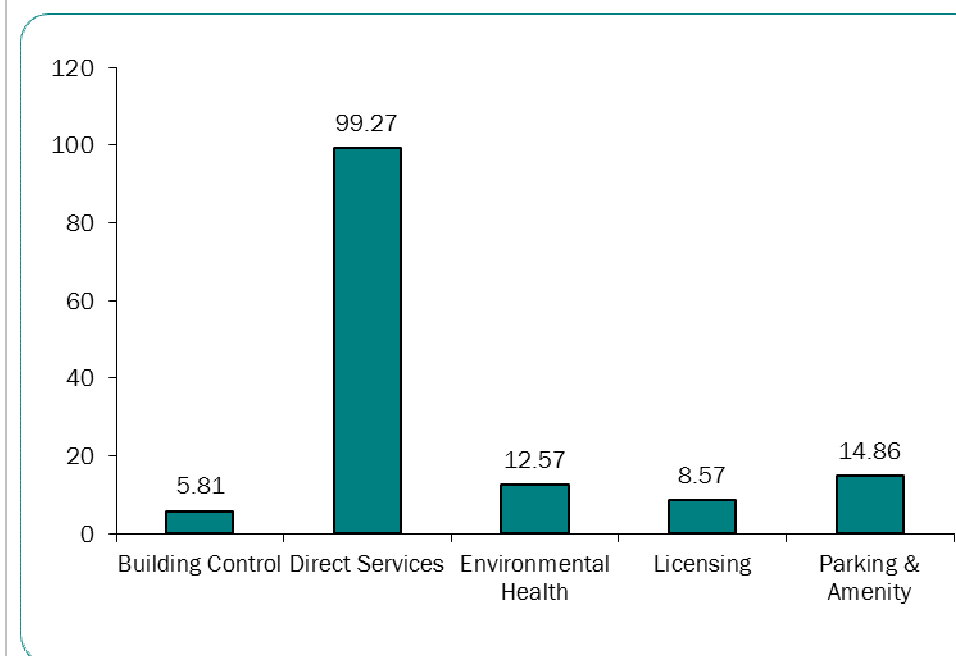
- Currently there is an increased demand for Legal services within the planning service.

# Environmental and Operational Services Service Plan Summary 2012/13

## Part 1: Key Service Objectives

<b>Building Control</b> <b>Shared Management</b>	<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> <li>Develop effective partnership working with Tonbridge &amp; Malling Building Control</li> </ul>
<b>Direct Services</b> <b>Shared Service (CCTV)</b> * Also reviewed by Services & Social Affairs	<ul style="list-style-type: none"> <li>Deliver Quality Services and Improve residents, businesses and stakeholder perception of services</li> <li>Help deliver the Council's ten year budget plan for relevant service areas and contribute to corporate savings</li> <li>Implement the agreed work streams of the Kent Waste Strategy</li> <li>Continue shared working in CCTV management and progress any opportunity for control room co-location</li> </ul>
<b>Environmental Health</b> <b>Shared Service</b> Also reviewed by Social Affairs	<ul style="list-style-type: none"> <li>Produce Food Standards Agency Service Plan and submit to Portfolio Holder (Sevenoaks and Dartford)</li> <li>Consider detailed assessment air quality data for district and produce associated reports for DEFRA and Committee/Cabinet/Council</li> <li>Where relevant, review service process/operation to generate/contribute towards efficiency savings.</li> </ul>
<b>Licensing</b> <b>Shared Service</b>	<ul style="list-style-type: none"> <li>To be reviewed by Services Select Committee</li> </ul>
<b>Parking &amp; Amenity</b> <b>Shared Management</b>	<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>Maintain Council owned playgrounds, parks and amenity areas in the District to an acceptable standard</li> </ul>

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



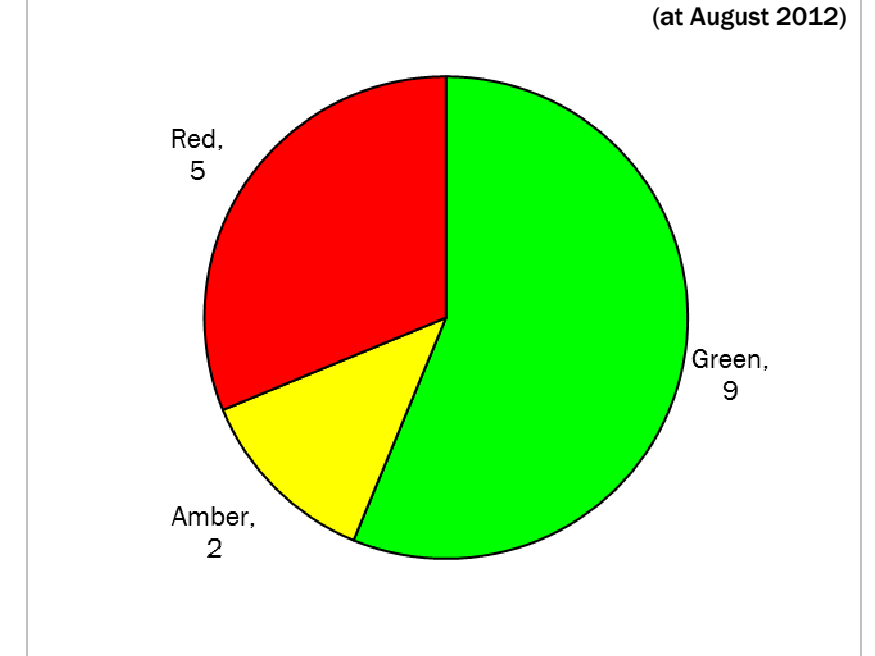
## Part 2b: Resources – 2012/13 Budget (£,000)

	Budget 10/11	Budget 11/12	Budget 12/13
Building Control	33	-69	-58
Direct Services	4,311	3,671	3,662
Environmental Health	879	706	669
Licensing	2	-11	-25
Parking & Amenity	-1,372	-1,624	-1,711

## 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 2012)



## Part 3b: Service Performance Summary (at August 2012)

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

## Part 3c: Budget Risks

### Building Control – Income

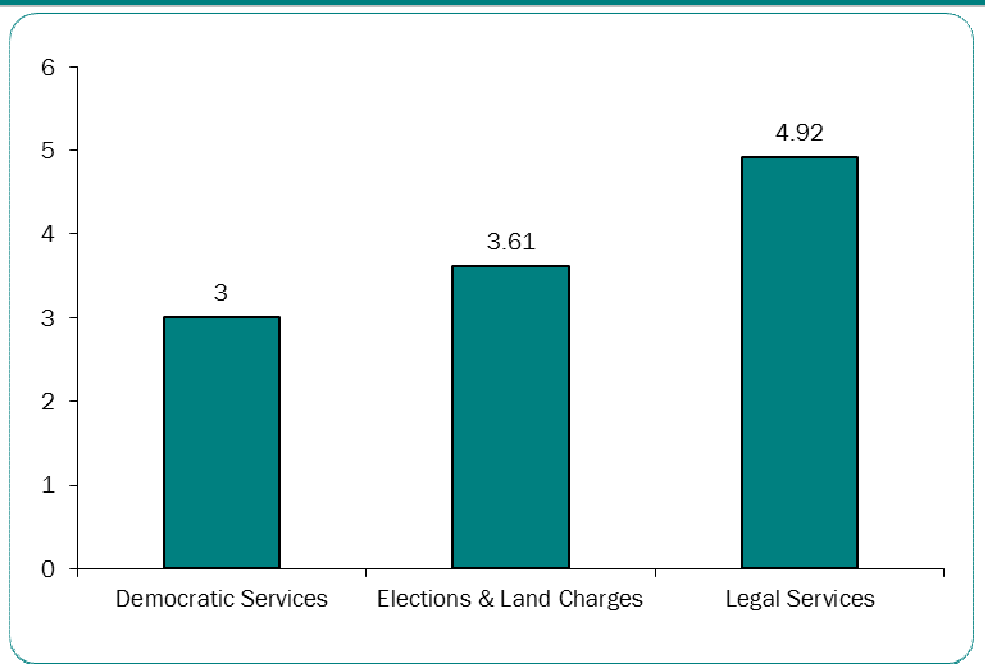
- Income for statutory work is currently £46,000 below profile. Actual income 2011/12 was £365,476 which is a realistic estimate of likely income in 2012/13. As a result a shortfall of income of approximately £120,000 is forecasted. Savings will be made on structural checking fees.

# Legal and Democratic Services Service Plan Summary 2012/13

## Part 1: Key Service Objectives

Democratic Services	<ul style="list-style-type: none"> <li>To be reviewed by Services Select Committee.</li> </ul>
Elections & Land Charges	<ul style="list-style-type: none"> <li>Provide accurate local land charges searches and respond to all local land charges searches within target times</li> <li>Conduct elections, by elections and referendums</li> <li>Accurately and promptly process all monthly amendments to the register of electors</li> <li>Undertake an accurate canvass of the electorate (residential properties)</li> </ul> <p>* Also reviewed by Service Select Committee</p>
Legal Services	<ul style="list-style-type: none"> <li>To be reviewed by Services Select Committee</li> </ul>

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



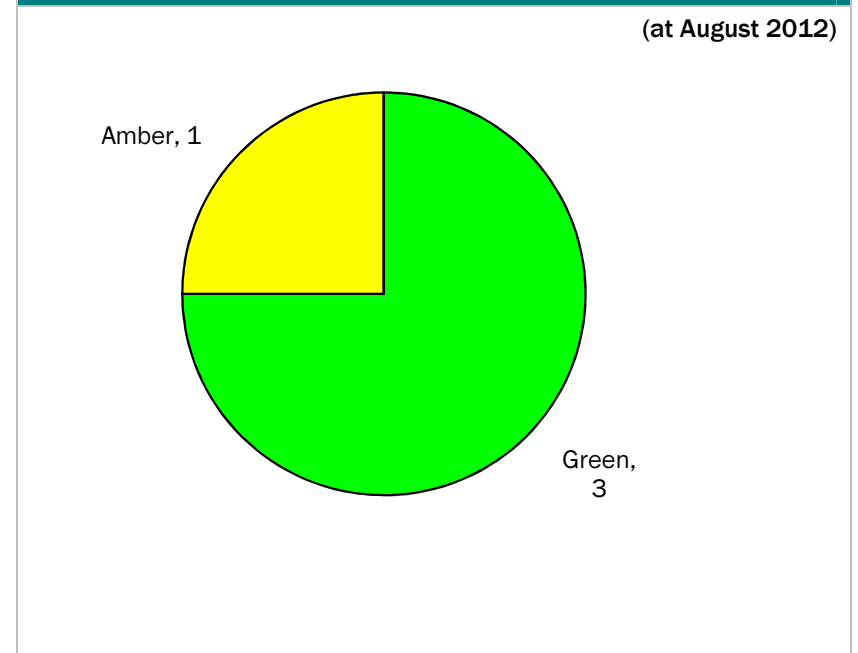
## Part 2b: Resources – 2011/12 Budget (£ 000)

	Budget 10/11	Budget 11/12	Budget 12/13
Democratic Services	129	89	116
Elections & Land Charges	136	91	77
Legal Services	377	295	313

## 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 2012)



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

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

## Part 3c: Budget Risks

Land Charges – Income

- Income continues to be affected by the general state of the housing market

Appendix B 4 Year Savings Plan  
Growth and Savings Items 2011/12 - 2014/15 Risk Assessment

Risk items are shaded - further details are included in Appendix D

SCIA			Year				TOTAL
Year	No.		2011/12	2012/13	2013/14	2014/15	
			£	additional savings £	additional savings £	additional savings £	
<b>Environment</b>							
11/12	16	Building Control - joint working and cost savings from team review	(74)			(74)	
10/11	36	Building Control - reverse one off income home condition survey*	15			15	
10/11	2	Building Control - review of team	(5)			(5)	
11/12	22c	Civil Enforcement - review structure	(34)			(34)	
11/12	12c	Development Control - Appeals - reduced use of consultants	(6)			(6)	
11/12	12b	Development Control - Appeals - reduced use of external legal resources	(10)			(10)	
11/12	12a	Development Control - Conservation - deletion of consultants budget	(11)			(11)	
11/12	14a	Development Control - Planning and Pre-Application Fees - extra income		(100)		(100)	
11/12	13	Development Control - review processes and structure to reduce costs	(131)			(131)	
11/12	14b	Development Control - S106 Monitoring - charge developers to monitor	(50)			(50)	
08/09	30	Development Control - staffing reduction	(41)			(41)	
10/11	1	Development Control - various	(20)			(20)	
	19	Development Services share of corporate targets	(8)	(14)		(22)	
11/12	27	Direct Services - Street Cleansing reduction	(124)			(124)	
		Environmental & Operations share of corporate targets	(24)	(91)		(115)	
11/12	56	Land Charges income loss (personal searches)	22			22	
11/12	15	LDF preparation - reduce annual contribution to reserve based on cost reduction*	(70)		70	0	
11/12	25	On-street Parking - additional income	(35)			(35)	
11/12	24	Parking - additional income	(43)			(43)	
11/12	22a	Parking - joint working	(26)			(26)	
11/12	22b	Parking - reduce administrative costs		(13)	(14)	(27)	
10/11	33	Planning Policy - reverse one off income 2010/11*	22			22	
11/12	23	Sencio Leisure parking fees reimbursement at Sevenoaks - cancel	(26)			(26)	
11/12	8	Tourism - reduced activity		(30)		(30)	
		<b>Total Environment</b>	<b>(679)</b>	<b>(248)</b>	<b>56</b>	<b>0</b>	
<b>Services Select</b>							
11/12	42	Admin Support - reduce	(28)			(28)	
11/12	28	Asset Maintenance (reduction for 3 years) - Playground equipment/CCTV equipment/depot/car parks	(31)			31	
12/13	2	Benefits - contribution from Housing Benefits Subsidy Reserve		(40)		(40)	
12/13	1	Benefits - reduction in Admin grant		40		40	
11/12	34	Central offices target savings	(5)			(5)	
11/12	39	Civic Expenditure -delete budget except Chair/Vice Allowance	(68)			(68)	
10/11	56	Communications - reverse temp reduction in costs*		19		19	
10/11	15	Concessionary Fares - Govt funding reduction	200			200	
10/11	41	Concessionary Fares - reverse reduced costs*	60			60	
11/12	29	Contact Centre - shared services or reduction in service		(40)		(40)	
08/09	17	Democratic Services - reorganise to reduce service/costs	(17)			(17)	
11/12	55	Democratic Services Manager - Partnership Working	(20)			(20)	
11/12	18	Direct Services - review operations and reduce costs	(88)	(16)		(104)	
11/12	46	Disabled Facilities Grant reduction	(50)			(50)	
10/11	21	Equalities - end of contract with TWBC		(15)		(15)	
11/12	30a	Finance - re-structure and review processes	(40)			(40)	
		Finance & HR share of corporate targets	(15)	(22)		(37)	
11/12	52	FM - staffing review	(45)	(30)		(75)	
11/12	53	FM - window cleaning, hand dryers, building cleaning, microfilming	(15)			(15)	
11/12	53	FM - window cleaning, hand dryers, building cleaning, microfilming	(10)			(10)	
10/11	51	Gypsy site - Support -Hever Rd	7			7	
10/11	47	Homeless - reverse one off rent in advance*	10			10	
10/11	47	Homeless - reverse one off deposit bonds*	10			10	
10/11	50	Housing initiatives - reverse one off support of under 18s*	15			15	
11/12	43	Housing Policy - Climate Change	(23)			(23)	
		Housing share of corporate targets	(5)	(4)		(9)	
11/12	31	Human Resources - partnership working			(20)	(20)	
11/12	49	Information Systems and IT Support - review staffing resources	(30)		(20)	(60)	
10/11	22	Internal Audit - reverse extra income DBC*	10			10	
11/12	48	Internet provision - reduce charges	(40)			(40)	
11/12	51	IT - Agresso and IDOX - reduce support costs	(23)	(50)		(73)	
		IT & FM share of corporate targets	(7)	(7)		(14)	
11/12	50	IT Support - reduce general costs	(41)			(41)	
11/12	40	Lease Cars - cease scheme administration	(10)	(10)	(20)	(40)	
		Legal & Democratic Svs & Corp share of corporate targets	(5)	(10)		(15)	
11/12	57	Legal Services - additional income (S106)	(30)			(30)	
11/12	54	Legal Services - Partnership Working	(25)			(25)	
10/11	8	Licensing - enlarge partnership	(15)	(15)		(30)	
11/12		Market supplements - continuation of phased removal	(100)			(100)	
11/12	33	Members' Allowances - next phased increase not implemented	(45)			(45)	
10/11	16	Members' Allowances - phasing of new scheme	45	45		90	
12/13	3	Members' Allowances - provision for Members IT allowance		6		6	

# Agenda Item 9

SCIA			Year				TOTAL
Year	No.		2011/12	2012/13	2013/14	2014/15	
			£	additional savings £	additional savings £	additional savings £	
12/13	5	Members' Allowances - underspend		(6)			(6)
11/12	45	Merge Private Sector and Social Housing	(55)				(55)
10/11	58	Partnership working - corporate target	(200)				(200)
08/09	62	Policy and Perf - review of team tasks	(35)				(35)
11/12	58	Policy, Performance and Communications - review of functions		(50)			(50)
11/12	36	Property - income from Tandridge	(13)				(13)
11/12	35	Property - review processes and restructure team	(75)		(75)		(150)
11/12	30b	Rationalisation of financial systems and administration over sites		(50)			(50)
11/12	37	Revenues & Benefits - joint working savings above target	(50)				(50)
11/12	38	Revenues and Benefits - Partnership - further efficiencies target (£60k split 50:50)			(30)		(30)
11/12	58	Review of Policy, Performance and Communications functions - part	(35)				(35)
	1	Review of senior management - part	(75)				(75)
11/12		Review of senior management or joint management			(302)		(302)
11/12	32	Secretariat - review across council with view to reducing with senior management	(41)				(41)
11/12	47	Social Housing - Joint assessment referrals - stop contribution		(8)			(8)
11/12	44	Social Housing - West Kent Housing contract saving		(30)			(30)
11/12		Staff terms and conditions - savings reprofiled as agreed by Council 18/10/11				35	35
11/12	41	Training Budget - reduce	(50)				(50)
		<b>Total Services</b>	<b>(1,103)</b>	<b>(293)</b>	<b>(467)</b>	<b>6</b>	<b>(1,857)</b>
		<b>Social Affairs</b>					
11/12	1	Arts Development	(5)				(5)
10/11	66	CCTV	(45)				(45)
11/12	17	CCTV - Partnership Work/Other arrangement (with Contact Centre)				(50)	(50)
08/09	18	Community Development - Replace core salaries with external funding and redu	(2)				(2)
		Community Development share of corporate targets	(3)	(2)			(5)
11/12	2	Community Safety - external funding at risk	56				56
08/09	20	Community Safety - Reduce Community Safety budget - crime reduction	(2)				(2)
11/12		Direct Services - Pest Control - review of service and removal of subsidy	(16)				(16)
11/12	26	Direct Services - Public Conveniences	(62)				(62)
11/12	20	Environmental Health - shared working	(150)				(150)
11/12	22e	Further transfer of land playgrounds etc to Town/Parish Councils	(15)				(15)
11/12	3	Grants	(25)	(20)			(45)
11/12	4	Health - reduced activity	(17)				(17)
11/12	22d	Hollybush Outdoor Bowls Centre - transfer ownership to private club	(20)				(20)
11/12	5	Leisure - Asset Maintenance	(70)	(70)			(140)
11/12	6	Leisure - reduced Management Fee	(80)	(80)			(160)
11/12	21	Minibuses - Deletion of service	(333)				(333)
08/09	22	Reduce grants budget	(13)				(13)
08/09	21	Reduce Youth budget - SNAP, drugs/alcohol	(3)				(3)
10/11	24	STAG agreement expiry			(25)	(75)	(100)
11/12	7	Sustainability - delete remaining cost	(4)				(4)
11/12	9	West Kent Partnership	(2)				(2)
11/12	11	Youth - 8-12's project		(23)			(23)
11/12	10	Youth - reduce activity, leave only statutory duty	(20)	(60)			(80)
		<b>Total Social Affairs</b>	<b>(831)</b>	<b>(255)</b>	<b>(25)</b>	<b>(125)</b>	<b>(1,236)</b>
		<b>Totals</b>	<b>(2,613)</b>	<b>(796)</b>	<b>(436)</b>	<b>(119)</b>	<b>(3,964)</b>

\* = 'positive' savings items relate to the reversal of one-off savings in earlier years.  
n/a = saving achieved or a growth item

## Appendix C Summary of Changes to 4 Year Savings Plan and Proposed Growth and Savings items

SCIA Ref	Committee	Head of Service	Service	13/14 £'000	14/15 £'000	Total £'000	
<b><u>Items from 4 Year Plan</u></b>							
11/12	5	Social Affairs	Community Development	Asset Maintenance	70	-	70
11/12	14b	Environment	Development Services	Income s106 monitoring	25	-	25
11/12	15	Environment	Development Services	LDF Preparation	-35	-	-35
11/12	17	Social Affairs	Environment & Operations	CCTV	-	50	50
11/12	31	Services	Financial Services	HR - Partnership working	20	-	20
11/12	35	Services	Legal	Property Team Re-structure	35	-	35
<b>Proposed Growth from 4 Year Plan</b>				<b>115</b>	<b>50</b>	<b>165</b>	
<b><u>Budget Pressures outside 4-year Plan</u></b>							
13/14	1	Environment	Environment & Operations	Income - Building Control	50	-	50
13/14	2	Services	Housing & Communications	Homeless	20	-	20
13/14	3	Environment	Legal & Democratic	Planning - Legal/Barrister Fees	20	-	20
13/14	4	Environment	Legal & Democratic	Land Charges Income	40	-	40
<b>Proposed Growth from Budgetary Pressures</b>				<b>130</b>	<b>0</b>	<b>130</b>	
<b><u>Potential Savings/Funding</u></b>							
13/14	5	Services	Legal & Democratic	Audit Fees	-40		-40
13/14	6	Services	Legal & Democratic	Argyle Rents KCC/MOAT	-20		-20
13/14	7	Services	Legal & Democratic	Argyle Rents Police	-15		-15
13/14	8	Services	Legal & Democratic	Market Related Supplements	-10		-10
13/14	9	Environment	Environment & Operations	Environmental Health Partnership		-30	-30
<b>Proposed Savings Items</b>				<b>-85</b>	<b>-30</b>	<b>-115</b>	
<b>Total</b>				<b>160</b>	<b>20</b>	<b>180</b>	

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**SERVICE CHANGE IMPACT ASSESSMENT**

Revision to Service Change Impact Assessment #14 (11/12)

Update of Feasibility of original budget reduction  
£25k of this savings is now considered to be at risk  
Further comments from Head of Service - Autumn 2012: Income is below expectations but this may be offset by application fee income

Previously Agreed SCIA (Cabinet 28 October 2010)

Service Area:	Development Control	Service:	Development Services
Activity	Fees	No. of Staff:	46.77 fte

Activity Budget Reduction	11/12 £000	12/13 £000	13/14 £000	14/15 £000
(a) Planning and Pre-Application fees – additional income.	-	-100	➔	➔
(b) S106 Monitoring – additional income.	-50	➔	➔	➔
<b>TOTAL</b>	-50	-150	➔	➔

Reasons for and explanation of proposed change in service

Anticipated additional income through reviewing application and/or pre-application charging, charging to monitor S106 obligations and an increase in fee income resulting from more applications being submitted.

Key Stakeholders Affected

Service users – Customer side.

Likely impacts and implications of the change in service (include Risk Analysis)

Risks include:  
Potential reduction in use of pre-application service;  
Risk of not achieving anticipated income;  
Reduced performance of NI157 as workload increases.  
We will seek to ameliorate these effects wherever possible through efficiency and effectiveness improvements.

**SERVICE CHANGE IMPACT ASSESSMENT**

Performance Matrix Rank (1 to 27)	2
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2010/11 budget	£ 000	National and Local Performance Indicators		
Operational Cost	1,277	Code & Description	Actual	Target
Income	-580	NI 157a - Major applications processed on time	91%	84%
Net Cost	697	NI 157b - Minor applications processed on time	82%	84%
		NI 157c - Other applications processed on time	92%	94%

**SERVICE CHANGE IMPACT ASSESSMENT**

Revision to Service Change Impact Assessment SCIA # 15 (11/12)

Update of Feasibility of original budget reduction

The contribution to the LDF was reduced by £70k for an original period of 2 years; instead of returning to the original level of £140k, the saving can continue with an annual reduction of £35k.

Previously Agreed SCIA (Cabinet 28 October 2010)

Service Area:	Planning Policy	Service:	Development Services
Activity	LDF preparation	No. of Staff:	6.72 fte

Activity Budget Reduction	11/12 £000	12/13 £000	13/14 £000	14/15 £000
Reduced annual contribution to the LDF Fund	-70	→	-	-

Reasons for and explanation of proposed change in service

The LDF fund of £140K per annum funds the Council's work on LDF preparation which includes the Core Strategy, Allocations and Development Control DPDs and Supplementary Planning Documents. It includes funding for evidence based studies, document production and consultation and examinations. Examinations are a substantial component of the costs (approx £150K per document)

There is an earmarked reserve of £406K (at 1 April 2010) but this currently has to fund three DPD examinations and it is expected to be run down over the next three years.

Some savings can be achieved on future evidence base studies by doing more work in house (e.g. the Sustainability Appraisal)

The Allocations and Development Control DPDs could be combined into one document saving on the costs of separate examinations.

With these savings the contribution could be halved in 2011/12 and 2012/13.

**SERVICE CHANGE IMPACT ASSESSMENT**

Key Stakeholders Affected

All residents and businesses affected by development plans

Likely impacts and implications of the change in service (include Risk Analysis)

The Allocations DPD has reached Options stage but no work has been carried out on the Development Control DPD. Time required for the latter to “catch up” would mean a delay to the Allocations DPD of up to a year, but we will seek to limit this to a six month period. Delaying adoption of the Allocations could have an adverse effect on securing early implementation of developments being promoted through the DPD, though this will be offset to a degree by the fact that options have already been published.

*Risk Analysis:*

1. If the Core Strategy is found unsound there will be extra costs involved in revising and resubmitting the Core Strategy for a second examination which would offset the saving. Extending the time period for plan preparation would enable the annual saving to still be achieved though contributions would be over a longer period of time. The Core Strategy hearings are programmed for October and we should know by the end of these if it is likely to be found unsound (although the final decision will not be until early 2011)
2. The new Government is reviewing the approach to plan making and it is unclear at this stage what impact this will have on the future cost of plan making. Flexibility needs to be allowed for in the level of future contributions and no reductions are proposed after 2012/3.
3. Examination costs cannot be determined in advance because they are based on time rather than fixed fees. Some flexibility is required to allow for the possibility that costs may be higher than expected.

Performance Matrix Rank (1 to 27)	3
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2010/11 Budget	£ 000	National and Local Performance Indicators		
Operational Cost	540	Code & Description	Actual	Target
Income	-24	No applicable performance indicators		
Net Cost	516			

**SERVICE CHANGE IMPACT ASSESSMENT**

**SCIA # 1 (13/14)**

<b>Service Area:</b>	Building Control	<b>Service:</b>	Environment & Operations
<b>Activity</b>	Building Control	<b>No. of Staff:</b>	7.81

Activity Budget Reduction	13/14 £000	14/15 £000	15/16 £000	16/17 £000
Reduced Fee Income	50	➔	➔	➔

**Reasons for and explanation of proposed change in service**

Reduction in workload over recent years has led to income not meeting budget profile. Staff savings have been made to reflect the reduced workload and other service areas have been absorbed creating savings elsewhere within the Authority.

**Key Stakeholders Affected**

Building Control applicants - Plan Inspections; Site Inspections; Staff

**Likely impacts and implications of the change in service (include Risk Analysis)**

Fee Regulations since 1998 have stated that Statutory Building Control work can only recover actual cost and the service is not allowed to make a surplus over a 3 year rolling period. 2010 Fee Regulations enforce this message and the service now 'must' refund fees if a surplus has been made on any project.

<b>Performance Matrix Rank</b> (1 to 27)	5
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2012/13 Budget	£ 000	National and Local Performance Indicators		
		Code & Description	Actual	Target
Operational Cost	389	LPI BC 002 – Full plans checked within 10 working days	91%	80%
Income	-519			
Net Cost	130			

**SERVICE CHANGE IMPACT ASSESSMENT**

SCIA # 3 (13/14)

Service Area:	Development Services	Service:	Development Control
Activity	Planning - Appeals	No. of Staff:	n/a

Activity Budget Reduction	13/14 £000	14/15 £000	15/16 £000	16/17 £000
Increased External Legal/Barrister Fees	20	→	→	→

Reasons for and explanation of proposed change in service

There has been an increase in the need to use barristers, particularly for Planning Appeals. The number of appeals, and also enforcement cases, has increased the legal workload.

Key Stakeholders Affected

Appellants; Planning Inspectors; Planning staff; Legal team

Likely impacts and implications of the change in service (include Risk Analysis)

The reduction in capacity within the Legal section due to the demands on Planning cases may impact on the level of service provided to all customers.

Performance Matrix Rank (1 to 27)	6
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2012/13 Budget	£ 000	National and Local Performance Indicators		
		Code & Description	Actual	Target
Operational Cost (Legal)	270			
Income	-34	LPI DC 009 - % of planning appeals dismissed	62%	75%
Net Cost	236			

**SERVICE CHANGE IMPACT ASSESSMENT**

SCIA # 4 (13/14)

Service Area:	Local Land Charges	Service:	Legal
Activity	Local Land Charges	No. of Staff:	n/a

Activity Budget Reduction	13/14 £000	14/15 £000	15/16 £000	16/17 £000
Reduced Income from Search Fees	40	➔	➔	➔

Reasons for and explanation of proposed change in service

Downturn in the housing market is impacting on the number of searches being made. We are not able to control the level of searches that are made.

Also some increase in the proportion of searches which are made electronically which attracts lower fees.

We are not permitted to make charges for personal searches

Key Stakeholders Affected

House Purchasers

Likely impacts and implications of the change in service (include Risk Analysis)

No change to levels of service provided to customers.  
No further staff reductions are possible.

Performance Matrix Rank (1 to 27)	16
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2012/13 Budget	£ 000	National and Local Performance Indicators		
Operational Cost	69	Code & Description	Actual	Target
Income	-190	LPI LC 002 - % of land charge searches completed	85%	90%
Net Cost	-121	in 10 working days		

**SERVICE CHANGE IMPACT ASSESSMENT**

SCIA # 9 (13/14)

Service Area:	Environmental Health	Service:	Environment & Operations
Activity	Environmental Health	No. of Staff:	n/a

Activity Budget Reduction	13/14 £000	14/15 £000	15/16 £000	16/17 £000
Additional Savings from Shared Services Partnership	-	-30	➔	➔

Reasons for and explanation of proposed change in service	The financial case for the EH Partnership included a total saving of £60k in 2014/15 arising from either trading/charging or sharing with another. (Agenda Item 7 Cabinet 13 October 2011 refers)
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Key Stakeholders Affected	Partnership staff; Public; Dartford Council
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Likely impacts and implications of the change in service (include Risk Analysis)	Any savings are shared with Partners. Risks that it may not be possible to find a third partner Risk that Partners may not be able to effect savings and make changes within the suggested timescale.
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Performance Matrix Rank (1 to 27)	7
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2012/13 Budget	£ 000	National and Local Performance Indicators		
		Code & Description	Actual	Target
Operational Cost	1,097	LPI EH 004 - % of high risk food inspections completed	100%	100%
Income	-90			
Net Cost	1,007			