



Sevenoaks
DISTRICT COUNCIL
Despatched: 26.02.14

CABINET
06 March 2014 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Ms. Lowe
Cllrs. Bosley, Hogarth and Ramsay

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 6 February 2014, as a correct record	(Pages 1 - 10)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council None		
5. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution)		
a) Scrutiny Committee – Car Parking Review Working Group	(Pages 11 - 32)	
6. Recommendations from the Cabinet Advisory Committees		
a) Proposed Joint working project between Sevenoaks District Council and Tonbridge and Malling Borough Council on Building Control Services (Finance & Resources Advisory Committee 21 January 2014 & Economic & Community Development Advisory Committee 26 February 2014)	(Pages 33 - 34)	

To follow:

- b) Sevenoaks Town Centre Parking Review
(Economic & Community Development
Advisory Committee 26 February 2014)
- c) Community Grant Scheme Draft Allocations
2014/15 (Economic & Community
Development Advisory Committee 26
February 2014)

7. **Proposed Joint working project between Sevenoaks District Council and Tonbridge and Malling Borough Council on Building Control Services** (Pages 35 - 42) Richard Wilson
Tel: 01732 227262



8. **Annual Review of Parking Charges for 2014/15 - Results of Public Consultation** (Pages 43 - 56) Richard Wilson
Tel: 01732 227262




9. **Sevenoaks Town Centre Parking Review** (Pages 57 - 88) Richard Wilson
Tel: 01732 227262



10. **Community Grant Scheme Draft Allocations 2014/15** (Pages 89 - 108) Lesley Bowles
Tel: 01732 227335



 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT ITEMS

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

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate 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)

CABINET

Minutes of the meeting held on 6 February 2014 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Bosley, Ms. Lowe and Ramsay

An apology for absence was received from Cllr. Hogarth

Cllrs. Brookbank, Mrs. Clark, Mrs. Davison, Davison, Horwood, Mrs. Hunter, Piper and Searles were also present.

FLOODING AND EMERGENCY PLANNING UPDATE

At the invitation of the Chairman, the Head of Parking and Surveying updated Members on the current flooding alert. It was currently an Amber warning. Emergency planning meetings were taking place in the Maidstone and Medway areas. The river Darent was of concern within the District at the moment. Staff were already on the ground dealing with requests for sandbags etc. It would be a larger event over the weekend as conditions were to worsen and would require a larger operation and more man power, with the possibility that evacuation and emergency shelters may be required.

Members expressed their thanks and appreciation to all staff involved.

64. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 9 January 2014, be approved and signed as a correct record.

65. Declarations of interest

There were no additional declarations of interest

66. Questions from Members (maximum 15 minutes)

Councillor Davison asked whether the membership of Scrutiny Committee had been looked at. The Chairman advised that Governance Committee had been charged with looking into the present governance arrangements. It was confirmed that there would be a report to the next meeting of Governance Committee on 13 March 2014.

67. Matters referred from Council

There were no matters referred from Council.

68. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution) (if any)

There were no references from the Audit Committee or Scrutiny Committee.

69. Recommendations from the Cabinet Advisory Committees:

- a) Capital and Asset Maintenance (*Finance & Resources Advisory Committee 21 January 2014 – Minute 42*)

This was considered under Minute 73.

- b) Treasury Management Strategy 2014/15 (*Finance & Resources Advisory Committee 21 January 2014 - Minute 41*)

This was considered under Minute 74.

- c) Local Government Association (LGA) Peer Challenge Letter (*Strategy & Performance Advisory Committee 28 January 2014 – Minute 33*)

This was considered under Minute 77.

70. Approval of High Weald and Kent Downs Areas of Outstanding Natural Beauty Management Plans Second Revision

The Portfolio Holder for Local Planning & Environment presented a report which introduced a proposal to adopt the Second Revision of the Management Plans for both the High Weald and the Kent Downs Areas of Outstanding Natural Beauty (AONBs). Both AONB Units had revised their Management Plans to cover the period April 2014 to March 2019, fulfilling the statutory duties of the Countryside and Rights of Way Act (2000) on behalf of the constituent Local Authorities covering each AONB.

The report summarised the main amendments to the current Management Plans and sought approval for formal adoption of the two Plans. Neither review represented a significant policy shift, but more generally light touch reviews of the existing respective Management Plans. It was noted that these were not consultation documents; detailed consultation had already taken place on the two proposed plans. The Council had been involved in the development of the plans through its membership of the two AONB Units and through Portfolio Holder comments on the draft plans. Any changes requested through the adoption process should be minor in nature and not materially affect the plan. The statutory adoption deadline for each plan was 1 April 2014.

The Portfolio Holder and the Chairman of the Local Planning & Environment Advisory Committee reported that though the last meeting had not been quorate Members present had discussed the report, had all been in favour and had praised Officers for their work.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Full Council that the the Kent Downs and High Weald AONB Management Plans be adopted and copies made available on the Sevenoaks District Council website.

71. Community Infrastructure Levy (CIL) Charging Schedule

The Portfolio Holder for Local Planning & Environment presented a report which advised that adoption of the CIL Charging Schedule would ensure that the Council could continue to secure funding for infrastructure to support development once greater limitations were placed on the use of planning obligations. A CIL Charging Schedule had been prepared that took into account the viability of development in the District and the infrastructure needed to support development. The Charging Schedule had been found sound by an independent Examiner following two rounds of public consultation and an examination.

The report recommended that Council adopt the CIL Charging Schedule and set out a timetable for the Council to begin charging CIL. The Portfolio Holder [tabled](#) amended recommendations that Cabinet delegate the task of recommending, and keeping under review, governance arrangements for the prioritisation of CIL to the Local Planning and Environment Advisory Committee. It was noted that any amendments would not need to be brought back before the Planning Inspectorate.

The Chairman of the Local Planning & Environment Advisory Committee advised that Members who had been present at the inquorate meeting had only raised concerns as to the governance arrangements and subject to the recommendations being agreed, the Advisory Committee would consider a report on these at the next meeting on 25 March 2014.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) subject to the adoption by Full Council of the Community Infrastructure Levy Charging Schedule as below, it be added to the the Local Planning and Environment Advisory Committee's Terms of Reference to recommend, and keep under review, governance arrangements for the prioritisation of CIL;
- b) it be recommended to Full Council that:
 - i) the Community Infrastructure Levy Charging Schedule be adopted.
 - ii) the Community Infrastructure Levy rates be charged from 4 August 2014.
 - iii) the scheme be monitored to understand its impact on development across the District and held under review.
 - iv) all town or parish councils receive £18.75 per m² (15% of £125 per m²) of a CIL payment relating to a residential development that occurs in their area if they do not have an adopted Neighbourhood Plan at the time of development being permitted to spend on infrastructure or £31.25 per m²

(25% of £125 per m²) if they do have an adopted Neighbourhood Plan, subject to caps set out in the CIL Regulations.

- v) the Portfolio Holder for Local Planning & Environment be authorised to agree minor presentational changes and detailed amendments to the Charging Schedule prior to publication to assist the clarity of the document.
- vi) the document be published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder.

72. Statement of Community Involvement - Draft for Consultation

The Portfolio Holder for Local Planning & Environment presented a report which outlined the contents of the Council's draft Statement of Community Involvement (SCI) in Planning. The document detailed proposals to engage local people and organisations in the development planning process, both in planning policy and development management. A SCI was first adopted by the Council in 2006 and this version refreshed that document, bringing it up to date with current consultation methods, particularly in relation to electronic communication. This was a consultation document and once the draft was agreed, it was proposed that public consultation would take place for six weeks in spring 2014. A colour copy of the document was tabled for information and it was noted that it would also be available in pdf format online.

The Chairman of the Local Planning & Environment Advisory Committee advised that Members at the inquorate meeting requested that an amendment be made to state that pre applications were sometimes chargeable.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the publication of the draft Statement of Community Involvement, subject to an amendment to include that pre application could be chargeable, be approved for consultation.

73. Capital Programme and Asset Maintenance 2014/17

Members considered the reference received from the Finance & Resources Advisory Committee. The Portfolio Holder for Finance & Resources presented the report which set out the proposed 2014/17 Capital Programme, with supporting documentation in a standard format for individual scheme bids. Projected capital receipts were included, indicating the proposed financing of the Programme. A proposed overall provisional limit for Asset Maintenance was also made.

A [revised Appendix B](#) which properly reflected the changes arising from the meeting of the Finance & Resources Advisory Committee, was tabled.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Capital Programme 2014/17 and funding method set out in the revised Appendix B be approved;
- b) the proposed Asset Maintenance budget of £469,000 be agreed for 2014/15.

74. Treasury Management Strategy 2014/15

Members considered the reference and recommendations received from the Finance & Resources Advisory Committee. The Portfolio Holder for Finance & Resources presented the report which advised that the Local Government Act 2003 (the Act) and supporting regulations required the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable. The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act) which set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments. Members' attention was drawn to paragraphs 61-64 of the report and Appendix F, which dealt with proposed changes to the investment criteria.

With reference to recommendation (c) the Portfolio Holder for Finance and Resources expressed his hesitance at looking at investing in non-UK banks. The Chairman acknowledged this but pointed out that rates of returns were diminishing and the Council was tasked with achieving value for money and therefore some of the risks needed to be investigated. He asked whether local government bonds had been looked at. The Chief Finance Officer advised that once more detail was available a report would be brought before the Advisory Committee.

Action 1: The Finance and Resources Advisory Committee to look at local government bonds once more detail was available.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the following amended investment criteria be included in the Treasury Management Strategy for 2014/15:

- i) Maximum investment period of 2 years.
 - ii) Investments in any single institution or institutions within a group of companies be limited to 25% of the total fund, at the time the investment is placed, except it be increased for Lloyds Banking Group plc and Royal Bank of Scotland Group plc to 30%.
 - iii) Total investments in any one foreign country be limited to 15% of the total fund, but UK-based institutions to be used as first preference.
 - iv) Investments in banks be limited to £6m per counterparty excluding call accounts and £7m including call accounts except for Lloyds Banking Group plc and Royal Bank of Scotland Group plc, where the limits would be £10m for each with no distinction between fixed deposits and call accounts.
 - v) If the Council's own banker, Barclays, falls below Capita Asset Services' minimum credit rating requirements, it would nevertheless continue to be used, although balances would be minimised in both monetary size and duration.
 - vi) Building Societies with assets in excess of £9bn be included in the lending list with a maximum investment limit of £2m each and a maximum duration of 100 days. If a Building Society meets Capita Asset Services' minimum credit rating requirements, the investment limit be increased to £5m with a maximum duration of two years.
 - vii) Enhanced Money Market Funds (EMMF) to be used as an alternative to the existing standard Money Market Funds (MMF) with a combined maximum limit of £5m per provider.
- b) Property Funds with a limit of £5m in each not be included at this time;
 - c) investments in non-UK banks not be included at this time, but the matter be brought before a future meeting of the Finance and Resources Advisory Committee for further consideration; and
 - d) it be recommended to Full Council to approve the amended Treasury Management Strategy for 2014/15.

75. Discretionary Rate Relief

The Portfolio Holder for Finance & Resources reported that applications for discretionary rate relief were made every two years but Cabinet approved the reliefs every year in case there had been changes that affected the decision. The report provided Members with a list of applicants wishing to receive Discretionary Rate Relief in 2014/15.

No new applications had been received so the list in Appendix B to the report, contained the same organisations that were approved one year before and were again recommended for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the proposals for granting relief from business rates for 2014-2015 set out in Appendix B to the report, be approved.

(Due to interests as Parish Councillors, Cllr. Bosley did not take part in the vote on Gamecock Meadow Management Committee, and Cllr Ramsay did not take part in the vote on Hartley & District Social Club Ltd, Hartley Village Hall and Longfield & Hartley Scout Group)

76. (Budget Setting) Revenue Budget and Council Tax

In accordance with Section 100B (4) of the Local Government Act 1972, the Chairman had agreed to accept the papers for this item as an urgent matter. The papers had not been available five clear working days before the meeting due to the late receipt of Government grant details and the continued delay in announcing the referendum limit for Council Tax and the report needed to be considered by Cabinet prior to Council on 18 February 2014.

The Portfolio Holder for Finance & Resources presented the report which set out the proposed budget and updated Members on the information received to date regarding the setting of Council Tax levels for 2014/15. The report detailed changes to the draft budget since the Cabinet meeting on 5 December 2013, and proposed a net expenditure budget of £14.106m in 2014/15 (£13.800m in 2013/14). The report set out the proposed budget and required Council Tax for 2014/15.

The Chief Finance Officer reported that the Council had continued with the 10-year budget strategy that had been used over the last four years and had recently been highlighted by Grant Thornton, the external auditors, as an example of best practice. Regular reports had been presented to Cabinet and the Advisory Committees had also had the opportunity to analyse the budgets within their areas of responsibility during the process.

The Government had finally set the referendum limit the day before the meeting, at 2%; therefore the proposed net expenditure for 2014/15 was £14.106m with the District's Council Tax increasing by 1.99% to £189.18 for a Band D property.

Since the last update on 9 January 2014, there had been several changes made to the budget set out from paragraph 18 of the report, including: the higher increase in the Council Tax base; superannuation fund triennial valuation having a similar outcome to the previous valuation; and, possible increased budgets for Asset Maintenance. Cabinet had been advised of a number of growth and savings proposals in January, and the Service Change Impact Assessments (SCIAs) for these proposals were included in Appendix D to the report. Appendix H recommended changes to the Reserves, including

transferring £200,000 from the First Time Sewerage Reserve to a new Corporate Project Support Reserve.

The late Government announcements including the provisional Government Grant Settlement on 18 December and the referendum limit only just being set had caused problems for local authorities across the country. It had looked likely at the time of publication of the report that the Council meeting planned for 18 February 2014 would need to be put back due to the other major preceptors (KCC, Fire, Police) having to formally set their Council Tax levels before this Council could set the overall Council Tax. With the referendum limit now set it was anticipated that all of the information would be received in time for the Council meeting on 18 February 2014. An extraordinary meeting of Cabinet was also now not needed.

The Deputy Portfolio Holder for Economic & Community Development reported that he and the Portfolio Holder had been working with the Chief Officer Communities and Business to accommodate within the budget the employment of a Business Development Manager. The Chief Officer Communities and Business, confirmed that this post could be funded with a budget of £50,000 on a two year fixed term contract by reducing the growth item over five years for broadband (SCIA2).

In light of the Government announcements and subject to the amendments to enable the employment of a Business Development manager for a two year fixed term contract, the Chairman proposed amendments to the recommendations.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Full Council that

- a) the Summary of Council Expenditure and Council Tax set out in Appendix E to the report, adjusted for the Business Development Manager proposal, be approved;
- b) the 10-year budget 2013/14 to 2023/24 which was the guiding framework for the detailed approval of future years' budgets as set out in Appendix A to the report, adjusted for the Business Development Manager proposal, including the growth and savings proposals set out in Appendix B-D to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve, be approved;
- c) the changes to reserves set out in Appendix H to the report, be approved;
- d) no Council Tax Support funding for Town and Parish Councils be issued as no money had been ring-fenced for this purpose in the Government Grant Settlement, and this approach agreed and adopted by Council; and

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- e) Officers to come forward for proposals at Full Council for the amount of council tax charge for 2014/15, in line with the 10-year budget and Government guidance.

77. Local Government Association (LGA) Peer Challenge - Feedback Letter

Members considered the reference received from the Strategy & Performance Advisory Committee. The Chief Executive presented the report which summarised the feedback and suggestions of the Corporate Peer Challenge carried out by a number of senior officers, including the Chief Operating Officer of Luton Airport and Director of Local Government Finance (DCLG), in December 2013. They had commented on the need to work on articulating the strategy for self sufficiency especially in light of the more likely significant reductions in government support.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the findings of the Peer Challenge Team be endorsed and accepted to be taken forward; and
- b) the Corporate Peer Challenge Team be thanked for the time taken in completing the review and providing their feedback.

IMPLEMENTATION OF DECISIONS

This notice was published on 10 February 2014. The decisions contained in Minute 71 (a), 72, 73, 75 and 77 take effect immediately. The decisions taken in Minutes 70, 71 (b), 74 and 76 will be considered at Full Council on 18 February 2014.

THE MEETING WAS CONCLUDED AT 7.50 PM

CHAIRMAN

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**MATTERS REFERRED FROM THE AUDIT COMMITTEE AND SCRUTINY COMMITTEE
(PARAGRAPH 5.20 OF PART 4 (EXECUTIVE) OF THE CONSTITUTION)**

- a) In-depth Scrutiny - Report of the Parking Working Group (Minute 31, Scrutiny Committee – 4 February 2014)

The Chairman of the Parking Working Group introduced its final report and its proposed recommendations for Cabinet. The working group had met on a further 3 occasions since the interim report submitted to the Committee on 21 November 2013.

He advised that the report was focused on possible improvements rather than any criticism of the existing position. It concentrated on Sevenoaks, in the town and near to the railway station, as these accounted for 61% of on-street parking revenues and 95% of off-street parking revenues. The Council had become dependent in its budget upon achieving a yearly increase of 3.5% in parking revenues but this created a perception of expensive parking and put some shoppers off coming to Sevenoaks. Parking played an important role in community and economic development.

He highlighted that parking was not just the responsibility of the Council and he had attended a meeting of the Sevenoaks Town Partnership on the matter. Other councils worked with local supermarkets to provide Park and Ride services. It was important for the Council to work with its partners. There was a perceived shortage of 220 long stay spaces and 40 to 50 short stay, but identifiable demand was required before informed planning could take place.

The Portfolio Holder for Economic and Community Development felt the report was a good example of how scrutiny can work. He asked whether it would have been helpful to have had input from Edenbridge Councillors although car parks there were not run by the Council. The Chairman of the Working Group agreed it would, especially given the high number of tourist attractions in the area.

The Vice Chairman asked whether the Group had considered schemes for flat payments or schemes where refunds were provided if a certain amount were spent in local shops. The Group had not focused on details.

A Member was concerned that half of the Council-provided off-street parking places in Swanley were at Bevan Place and that this site may become subject to a planning application for redevelopment into housing. She suggested that this car park be retained.

A Member noted some neighbouring authorities provided parking free to visitors.

Resolved: That the final report of the Parking Working Group be referred to Cabinet for consideration.

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Scrutiny Committee 4th February 2014

Parking Scrutiny Working Group

Final Report

At its meeting on 18th July the Scrutiny Committee agreed to the establishment of a Working Group to look at Parking Issues Relating to the Provision and Management of On Street and Off Street Parking, and Parking Enforcement.

An Interim Report was submitted to Scrutiny Committee at its meeting on 21st November 2013 which advised of the evidence received at that time and set out some Interim Conclusions/Comments. This Final Report builds on the Interim Report (which is attached for ease of reference), sets out activity since then and draws up final recommendations to be considered by Scrutiny for submission to Cabinet.

Evidence taken since the Interim Report

The Working Group has met on 3 further occasions, 10th December 2013, 9th January 2014 with a meeting to agree the Final Report on 24th January.

In addition the Chairman accompanied one of the Community Enforcement Officers on duty in Westerham to see how enforcement was carried out.

Evidence was received from Westerham Town Partnership, Sevenoaks Town Partnership, Sevenoaks and District Chamber of Commerce, Bradbourne Residents' Association and Hollybush Residents' Association whose representative was also able to talk about the Hartslands Conservation Area.

Evidence from the business/commercial organisations was consistent with the conclusion/comments made in the Interim Report resulting from earlier evidence:

1. Parking policy is seen to be driven by revenue considerations and the need to increase parking revenue by 3.5% per annum
2. There has been no meaningful two way consultation with business or towns/parishes on future parking policy. Any consultation recently has been focussed on the proposed annual 3.5% increase
3. In particular Westerham Town Partnership highlighted the potential 500,000 tourists who visit the attractions such as Quebec House, Chartwell and so on, and the need to encourage them to spend money in the town
4. Sevenoaks Town Partnership maintains that Sevenoaks Town is a residential/retail hub that needs appropriate support
5. The public relations (PR) that comes with the proposed increase in charges is poor, with the risk of discouraging potential visitors to Sevenoaks (as the most affected) by allowing the impression that parking is expensive compared to neighbouring shopping centres.

Evidence from residents' associations and individuals was focussed mostly on Sevenoaks as it was felt that the two areas chosen exemplified the sorts of issues likely to occur elsewhere. In the case of Bradbourne Residents' Association, this is a well-established residential area close to Sevenoaks Station which is a commuter railway hub. Commuters

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are not only local, but also travel by car from outside the town, and outside the district, to take advantage of the excellent train service to London. Hollybush and Hartslands are largely residential areas within walking distance of the town centre and station, with a small compact specialist retail and commercial business area as well as a growing primary school (St John's) and private secondary school (Walthamstow Hall).

The Bradbourne area has in the past suffered from serious parking issues with commuters who are reluctant to pay for the off street parking available closer to the station, provided by either Sevenoaks District Council or the train operating company. Even if they were prepared to pay, there is insufficient off street parking. SDC issues some parking permits for lower Mount Harry. Much of the problem with on street commuter parking around the Bradbourne Lakes area was resolved following a review of restrictions about 5 years ago. However we were advised that the restrictions were not rigorously enforced, some houses had been extended over their original off street provision and more cars were ignoring the restrictions. Inconsiderate/illegal parking had on occasion restricted road width to an extent that blocked emergency vehicle access. It was also stated that there was some displacement parking as a result of commuters using up parking spaces in Riverhead

Other areas were affected by displacement parking, in particular in the Hollybush area. Some of this is permit controlled, however this does not necessarily help the residents. Cllr Purves, who lives in the area, frequently finds that she cannot park on the street close to her house when returning from a trip despite having a permit.

We received evidence from a number of people that parking restrictions are frequently abused throughout the District, to be fair with just 7 Civil Enforcement Officers (CEOs) enforcement capability is restricted. Also there was frustration that vehicles causing obstruction (across drives or on pavements for example) fall within the responsibility of the police rather than CEO. Experience of residents suggests that enforcement in these circumstances has low priority. CEOs' powers are laid out in statute

The Hartslands Conservation area has a particular problem, since the housing is high density most of it predating the advent of widespread car ownership. The streets are narrow, there is virtually no off street parking and there simply is not enough space to meet demand. It was suggested by Richard Wilson that there was little point in imposing any parking restrictions as this would ultimately reduce the amount of available space.

Spending time with a CEO evidenced a realistic and common sense approach to parking enforcement. It appeared normal practice to allow reasonable time for motorists to get a parking ticket. Similarly, about 10 minutes grace were allowed at the end of a designated period before a Penalty Charge Notice (PCN) was issued. If the motorist arrived before the PCN was issued he/she would generally be allowed to go, though once the issuing process had started it would stand and the motorist would have to appeal. Efforts were made to see whether a ticket was dislodged, and telephone payment was checked online. No charge is due for vehicles displaying Disabled Badges.

For the financial year to 31.03.13, 9,451 PCNs were issued. Of these 1,981 (21%) were challenged, and 919 (46% of those challenged) were cancelled as a result of a successful challenge. 6 went to adjudication. The CEOs are not given a target for the number of PCN's issued, and the one accompanied to Westerham commented that the greater satisfaction

came from not having to issue any. That particular morning, 4 PCNs were issued over two hours. Part of the role also is to ensure that the machines are working, and in the case of battery powered ticket machines, to replace the batteries.

We sought information on whether revenue meets the 10 year budget, and were advised that it runs at about £90-100,000 below the amount budgeted for 2012/13. A consistent 3.5% increase per annum will merely embed the shortfall which over 10 years will total £1 million unless action is taken to replace the revenue.

The options for increasing SDC revenue from other sources are very limited, which has meant that the main driver of parking policy has been to achieve the budgeted increases. This in turn has meant that scope for consultation on other aspects of parking policy has had low priority – see comments 3 and 4 above re Westerham and Sevenoaks towns.

Risk factors raised were:

- Kent County Council deciding to take control of parking management and enforcement on their highways. Whilst use of proceeds of on street parking is strictly controlled, it would have cost implications for SDC as enforcement and management are closely integrated with SDC's own off street parking management
- Political pressure/action from Department of Communities and Local Government (DCLG) arising from publicity when charges are increased – much lip service is paid to the impact on town centres
- The interim report also made mention of towns/parishes bidding to take on responsibility for car parks.

Summary Conclusions

1. A parking strategy was developed and implemented in full about 5 years ago covering Sevenoaks Town, Sevenoaks Station, Westerham and Swanley. There has been no subsequent overall review of parking strategy though there have been some specific initiatives, particularly around on street parking.
2. Parking revenue is a vital component of the SDC budget, generating c. £1.6 million per annum, about 95% of which comes from Sevenoaks. There is a breakdown of revenue/tickets sold in attachments to this report.
3. Retailers in Sevenoaks frequently complain that the cost of parking in the town discourages customers, but in contrast
4. A number of residents, visitors and potential visitors to the town have complained that the difficulty in finding a parking space discourages them from shopping in the town
5. Businesses within the town complain about the lack of long term parking spaces for employees. In particular one business that takes 40 parking permits states that permit holding employees are frequently unable to find somewhere to park when returning after going out on business
6. Lack of sufficient residential parking in parts of Sevenoaks is a major problem for residents
7. As a commuter hub Sevenoaks attracts a substantial amount of all day weekday parking – lack of parking capacity or reluctance to pay results in on-street parking. As

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neighbouring streets become controlled, parking is displaced to more distant residential areas

8. Abuse of parking restrictions and inconsiderate parking leading to obstruction being caused is a recurring theme
9. Rural Parishes have expressed their special need for parking and monitoring in their congested centres, caused through the necessity to provide for the local communities, schools, businesses and the seasonal influx of tourism
10. Parking for low paid workers in Sevenoaks Town can be a significant cost, again causing displacement parking further out from the Town centre
11. Current parking signage is inadequate. In particular popular events which may attract visitors to Sevenoaks who have no idea where to park (if adjacent car parks are full) and no indication how to get from a different car park to their chosen venue
12. Little or no research has been done on parking needs. Parking surveys have concentrated on vacancies between 11-12 a.m. and 2.30-3.30 p.m. – and indicate spare capacity ranging from “some” to “significant” depending on the day and the time. The Variable Message Signs to be installed as part of the Marks & Spencer development will provide much more accurate and extensive real time data.
13. There is a perceived need for (say) an additional 220 long term long term spaces and 40-50 short term spaces in Sevenoaks Town, however
14. In the absence of identifiable demand, there has been no informed planning to meet actual needs
15. The budget is over dependant on parking revenue, and the 10 year budget over dependant on 3.5% increase from a base that is overstated – whether members have sufficient information or are aware of this (or other aspects of the budget) is open to question
16. PR is very limited in function – it appears reactive (announcing the increase without assessing the impact of the announcement and taking steps to mitigate the adverse effects)
17. There appears to be very limited communication between departments to ensure parking policy is consistent with SDC’s other objectives
18. Such policy as there is created in a vacuum without consultation with other interested parties such as other councils and business groups (beyond telling towns and parishes how much the increase will be each year)
19. There is a limit to what the CEOs can achieve, however the evidence when accompanying a CEO suggests a common sense and polite approach to enforcement which is a credit to SDC.

Recommendations

Apart from being a vital revenue earner for SDC, parking is an integral component of sustaining any vibrant commercial centre and delivering economic and community development in the district. SDC should therefore:

1. Re-examine the 10 year budget to validate the parking revenue component in the light of current revenue and likely future developments
2. Identify and quantify likely future risks to revenue (e.g. political/KCC as above) and measures to mitigate identified risks

3. Urgently take steps to assess feasibility and viability of increasing parking provision to meet perceived needs in Sevenoaks town with particular emphasis on ensuring adequate long stay capacity for those who have paid for parking permits
4. As this would be a major project, conduct an audit of project management skills to ensure SDC has the capability to deliver on time and on budget
5. Develop a robust and evidence based parking strategy which takes account of likely future developments
6. In developing that strategy, there needs to be greater cooperation between SDC towns, parishes, the Local Enterprise Partnership, business associations etc. to identify:
 - a. Their assessment of future trends
 - b. Possible partnership opportunities
7. Involve Parishes with and the Managers of specific tourist attractions, in an overall parking review, which would address the special requirements of the villages and surrounding countryside that suffer congestion through the concentration of vehicular traffic in areas that were not designed for the 21st Century
8. Review working practices within SDC to ensure there is a multi-disciplinary approach to parking strategy (and maybe other areas as well)
9. As part of 7. review the role our PR function. Our parking charges are benchmarked, but that did not come across. Sevenoaks is a unique shopping experience – that did not come across. It has a major tourist attraction – that did not come across
10. Look at more innovative ways of dealing with periods of high demand – as an example, a suggestion was made that Park & Ride should be introduced in the immediate pre-Christmas period. It was further suggested that for example such a scheme could be run cost effectively in partnership with Sevenoaks Town Council if it was minded to reintroduce the Vintage Bus at Christmas
11. SDC should work in partnership with other authorities and organisations to identify further opportunities through a combination of resources
12. Signage should be improved in conjunction with the VMS signs to be installed on the major access points to ensure that visitors can easily see where to go to find car park spaces
13. A parking app is being developed in conjunction with Stag, and this should be implemented when the VMS go live to ensure a live update
14. A review should be undertaken of maximum parking times to ensure they are compatible with economic needs – for example a visitor to Stag has a maximum of 4 hours in an afternoon to see a show leaving no time to have lunch or go shopping in the town; similar examples may exist elsewhere
15. SDC should lobby central government to extend the powers of CEO's to allow them to deal with minor obstructions such as parking across drives or on pavements

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Scrutiny Committee 21st November 2013

Parking Scrutiny Working Group

Interim Report

At its meeting on 18th July the Scrutiny Committee agreed to the establishment of a Working Group to look at Parking Issues Relating to the Provision and Management of On Street and Off Street Parking, and Parking Enforcement.

With the incidence of the summer holiday period starting immediately after the agreement to set up the working group, it did not meet initially until 2nd October for the initial scoping and decisions on initial evidence required. We also received background information from Richard Wilson and Gary Connor.

A second meeting was held on 4th November at which evidence was heard from Cllr Hogarth as Cabinet Member, Cllrs Fittock and Brookbank, representing Swanley, Richard Wilson, Gary Connor and Adrian Rowbotham.

Context

Broadly speaking parking can be categorised as **on street** or **off street**.

On street parking, stating the obvious, is on the highway. It may be controlled or uncontrolled. Control may be by the familiar yellow lines or by restrictions in designated areas. Controls are usually put in place for traffic purposes or to protect residential or other amenity. Any surplus revenue from parking machines or permits can only be used for specific highway related purposes governed by legislation and with the approval of KCC.

Off street parking may be owned by SDC or by other operators such as Waitrose, town or parish councils, Network Rail and so on. Net parking revenue to SDC from off street parking is approx. £1.5m, so it is a very significant budgetary item

Approx. 61% of on street parking revenue arises in Sevenoaks Town and station area, the figure for off street parking is approx. 95%.

Given the budgetary implications, the working party has to date focused mostly on off street parking.

Role of Scrutiny

Judging from comments received, there remains some confusion over the difference between the roles Scrutiny and Advisory Committees – one councillor phoned to ask why there was a Scrutiny Group looking at parking when it was already on the agenda of the Economic and Community Development Advisory Group.

In scoping this Scrutiny, we are looking to see whether:

- Parking policy is properly formulated within the regulatory environment
- It is consistent with Community Plan
- It is consistent with the Economic aspirations SDC has for the District

Agenda Item 5

- It is properly implemented and administered in accordance with policy and the regulatory environment

Depending on the outcome of the Scrutiny, it may be that the Advisory Committee will see fit to set up a working group to make recommendations on how (for example) to address a perceived shortfall in long term parking.

Evidence to date

As we have focussed so far on off street parking, let us start by acknowledging that we are for the most part talking of Sevenoaks Town. Sevenoaks is both a destination town for shoppers and a train hub for commuters. The bulk of attention seems to focus on the “destination” aspect. Off-street income this year, including season tickets but excluding PCNs, breaks down (figures in brackets are pay & display only) as follows:

Sevenoaks Town Centre	75%	(82%)
Sevenoaks Station	20%	(12%)
Sevenoaks St John’s	1%	(1%)
Swanley	2%	(2%)
Westerham	2%	(2%)

This shows that the vast majority of shoppers’ parking is in Sevenoaks Town Centre

SDC parking spaces total 1658 (excluding Pembroke Road, being redeveloped for M&S) of which 1262 or 76% are Sevenoaks Town, Station or St John’s, 162 are in Swanley and 145 in Westerham.

Although there is quite a lot of basic data available, the inability of the suppliers to provide data for Blighs before the end of 2012 makes comparative analyses difficult. With the exception of May and June, total other ticket sales for Sevenoaks Town Centre are ahead of the corresponding period a year earlier, suggesting that visitors are not necessarily put off visiting the town centre by the increased charges. That said, there has been a suggestion that parking durations may have changed. Cumulative income had fallen slightly below target as a result of a poor July. However from comments made by the Cabinet Member for Economic and Community Development, there is work to be done to improve the data available and allow a better understanding of factors which may impact on usage and revenue. What is clear is that weather, special events such as the Olympics and the closure and reopening of the Waitrose car park can all have an impact on revenue.

The evening parking charges within Sevenoaks generate c. £45,000 net (after deduction of VAT) on an annualised basis.

The working group sought evidence from councillors representing Westerham, Edenbridge and Swanley. Westerham was unable to attend and Edenbridge councillors stated that as SDC did not have any car parks in their town they had no wish to be involved. Swanley was represented by Cllrs Fittock and Brookbank, who averred that SDC is a small part of the overall Swanley provision, most shopper parking is free, there are perhaps 30 commuter spaces so that commuter parking may overflow onto neighbouring streets, but that overall there is little difficulty. It was clear from the presentation to the Economic and Community

Development Advisory Group that the Westerham Town Partnership sees scope for a more nuanced approach to car park tariffs to benefit business in the town.

Sevenoaks is already represented within the working group. There was a suggestion from one member that increasing parking charges discouraged people from visiting the town, a view also expressed by some retail businesses at various times. The parking statistics do not necessarily support this view. Some businesses have also complained that there is insufficient parking provision which also discourages trade, which also would suggest the contrary (one retailer was heard to express both views more or less in the same breath).

We also heard the view that the evening charge was a major deterrent to the night time economy, though this was not a universal view of the group, and Cllr Eyre who is General Manager of Stag stated that in his experience, patrons were more concerned about availability/proximity than the cost.

Sevenoaks Town Council has regularly voted against increases in parking charges. There is a strong feeling that it is a cash cow from which the remainder of the District benefits.

It was noted in our evidence gathering that Ventnor had bid to take over the town's car parks, but had to prove that the "donor" authority would not suffer. If it did, then compensation would be payable. Sevenoaks Town Clerk has a different view.

Adrian Rowbotham made the following points:

- On street parking revenue is applied according to the appropriate guidelines to the management of on street parking – this has to be justified.
- Off street parking revenue can be applied to finance SDC's other activities and is a vital source
- The 10 year budget includes a 3.5% increase in parking revenues p.a.
- 3.5% currently equates to c.£90,000 (or £900,000 over 10 years) equivalent to (say) 3 staff members
- Most other charges are directly or indirectly controlled/regulated, severely limiting options for replacing any lost parking revenue

Interim Conclusions/Comments

Themes that have emerged so far mostly relate to off street parking:

1. Parking policy has hitherto been largely driven by budget considerations
2. Although there were some encouraging signs at the last Economic and Community Development Advisory Committee, there has been little indication in the past of joined up thinking in parking policy. For example, how does it further (or work against) the aims of the Community Plan and our ambitions for economic and business development within the District?
3. There is a marked lack of partnership working with towns and parishes – for example Westerham would like a more nuanced approach to raising the same amount of revenue to encourage visitors to businesses in the town. Sevenoaks has ambitions to be a Purple Flag town (the car parks do assist in that by being well maintained, CCTV, well lit and so on, but coincidentally rather than as a policy of working together).

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- They are consulted on proposed increases in charges and then feel their comments are ignored, rather than being engaged the proposals or policy are formulated.
4. Parking signage is currently hopeless and potentially a major barrier to visitors. When Stag has a popular event (e.g. Pantomime) strangers who have difficulty parking behind the theatre have no idea where else to go.
 5. There appear to be no credible plans to deal with increased demand leading up to Christmas, especially in the face of reduced provision resulting from the M&S development.
 6. Whilst the real time notice boards promised as part of the M&S development will help, they seem to have taken a lot longer than expected for reasons not entirely clear – is there effective project management?
 7. There appears to be divided opinion about whether charges or inadequate provision are greater disincentives to visitors – in the absence of any substantive evidence or data, the group is unlikely to be unanimous as to whether either is myth or fact at this stage.
 8. Our PR is poor. The reaction to the recently proposed parking charges was very negative as it focussed purely on the increased costs and what some would regard as the myths surrounding parking. Efforts, if any, to place these in context were clearly not effective, leaving the impression that we are not proactive in our PR policy. This is not to suggest that we should indulge in misleading spin – far from it as it will come back to bite us.
 9. There is a move to increase parking provision in Sevenoaks which is currently perceived to be inadequate. A detailed parking survey was conducted in support of the M&S development which suggested otherwise. The working group has yet to see data to support an increase, or identify what provision is needed – anecdotally for example there is a shortage of long term provision for low paid workers commuting into Sevenoaks and logically the Pembroke Road spaces lost to M&S could be replaced. How much more is needed?

The foregoing comments are not intended to be critical of officers, who have been extremely helpful and supportive. They do however indicate a direction of travel largely predicated on the budgetary imperatives set by the Council. It may be that on completion of this Scrutiny, the Council will seek through the appropriate advisory groups to adopt a more nuanced and coordinated approach while still meeting the budget imperatives.

In the meantime the working group will be seeking more evidence from other interested groups such as businesses and residents associations, and taking a more detailed look at on street parking and enforcement before finalising its report to the Scrutiny Committee

SEVENOAKS DISTRICT COUNCIL CAR PARKS

Eynsford

High Street	Free of charge	21 spaces
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Kemsing

High Street	Free of charge	40 spaces
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Sevenoaks Town Centre

Blighs	p&d	180 spaces
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Buckhurst 1	p&d	40 spaces
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Buckhurst 2	p&d / season tickets / residents permits	291 spaces
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Pembroke Road	p&d	31 spaces
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South Park	p&d / season tickets / residents permits	144 spaces
------------	--	------------

Suffolk Way	p&d	221 spaces
-------------	-----	------------

Sevenoaks Station

Bradbourne	p&d / season tickets	216 spaces
------------	----------------------	------------

Sennocke	p&d / season tickets	84 spaces
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Sevenoaks St Johns Hill

St Johns Hill	p&d / season tickets / residents permits	65 spaces
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St James	p&d / residents permits	21 spaces
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Shoreham

Filston Lane	Free of charge	28 spaces
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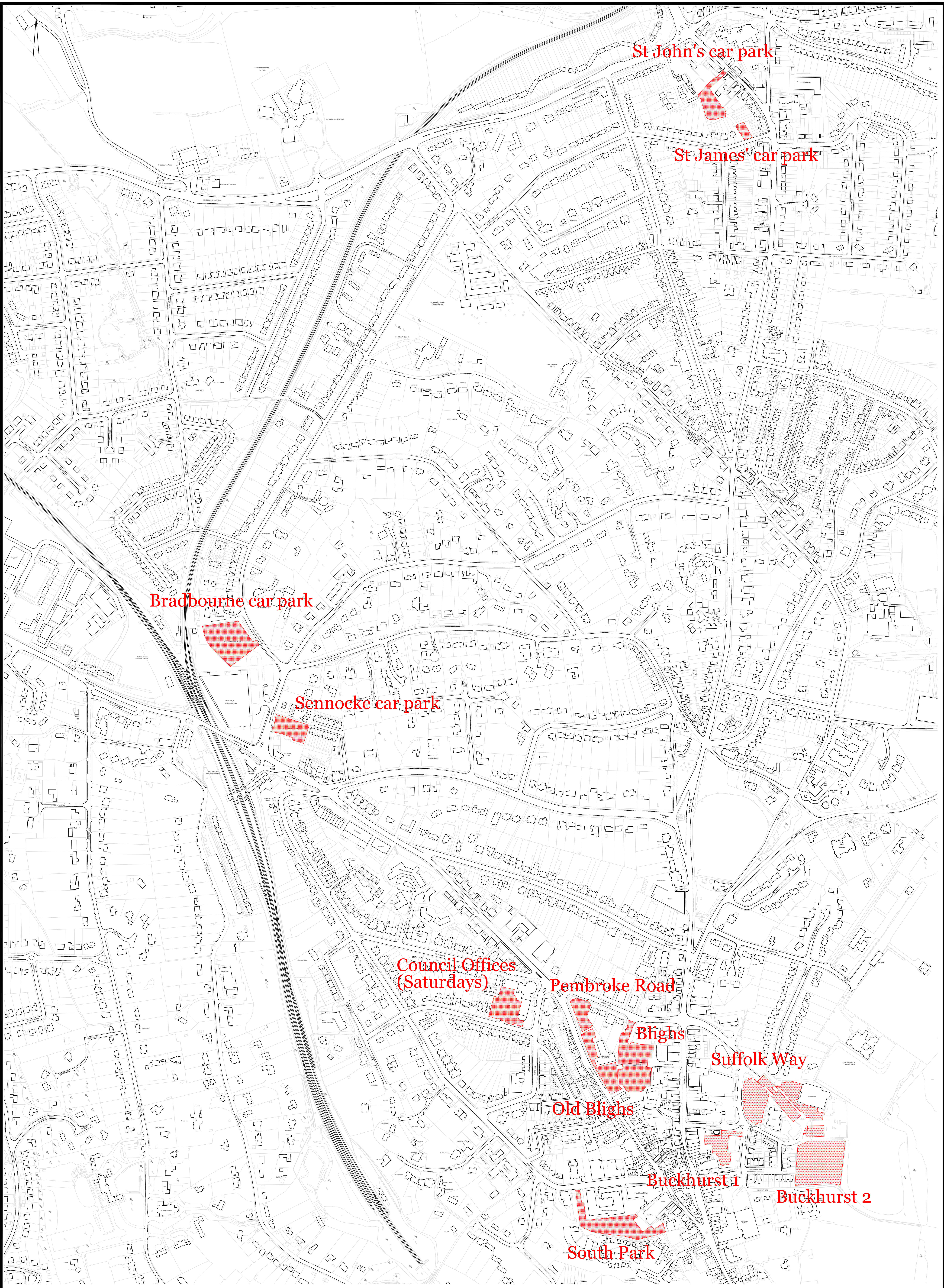
Agenda Item 5

Swanley

Bevan Place	p&d / season tickets / residents permits	80 spaces
Park Road	p&d / residents permits	34 spaces
Station Road	p&d / season tickets	48 spaces

Westerham

Darent	p&d / season tickets / residents permits	97 spaces
Quebec Avenue	p&d / residents permits	35 spaces
Vicarage Hill	p&d / residents permits	13 spaces



Date	Revision	Ref	Drawn


Title
 Sevenoaks Town
 Off-street car parks

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File Ref : Sevenoaks - Controlled parking zones 131006.pdf

Sevenoaks Town

Off-street car parks

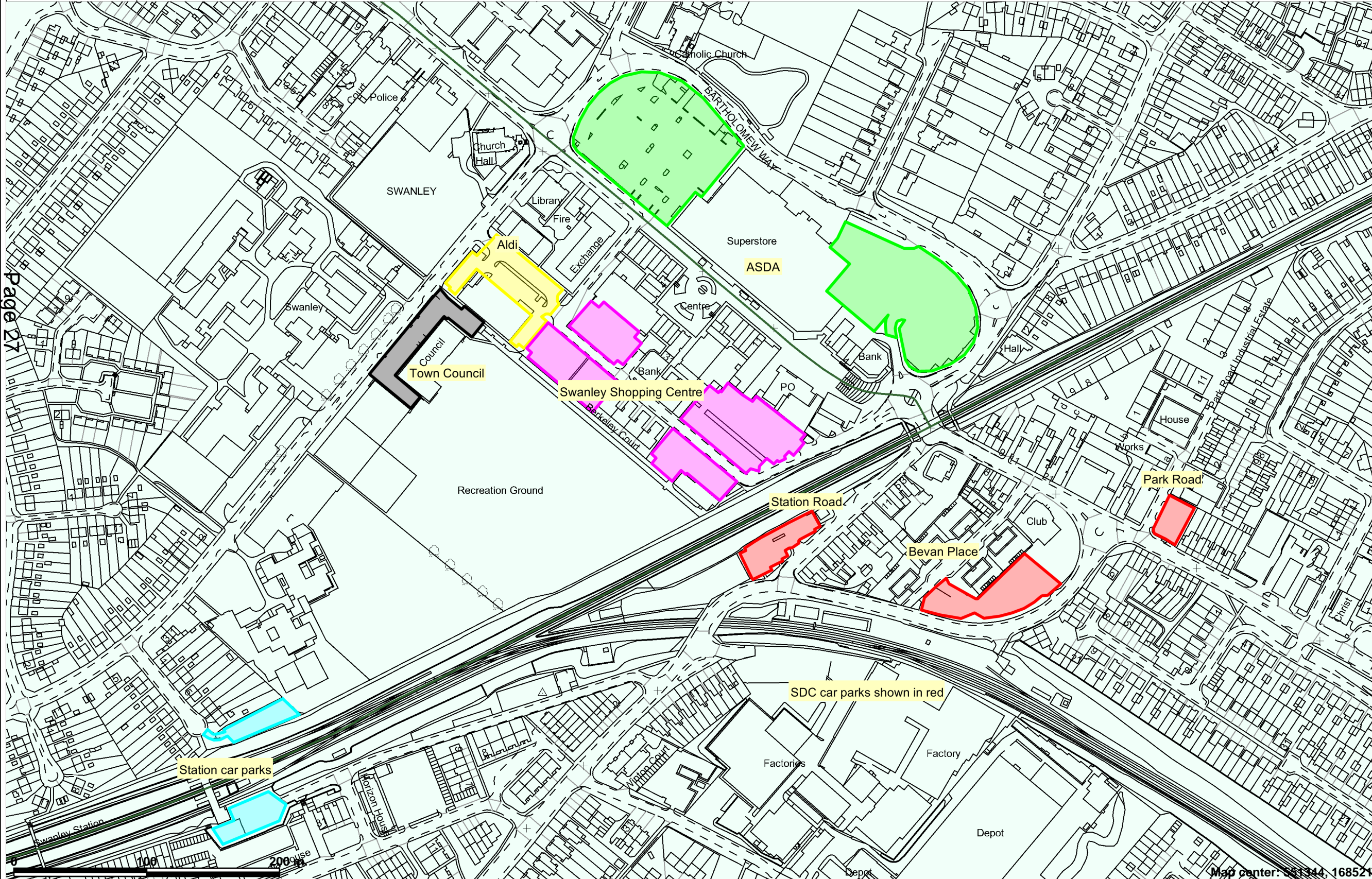


Sevenoaks
DISTRICT COUNCIL

Drawn by : ACB
 Scale : N.T.S.
 File ref: Sevenoaks/4

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Internet Mapping Framework



Legend

- District Boundary
- Ward Boundaries

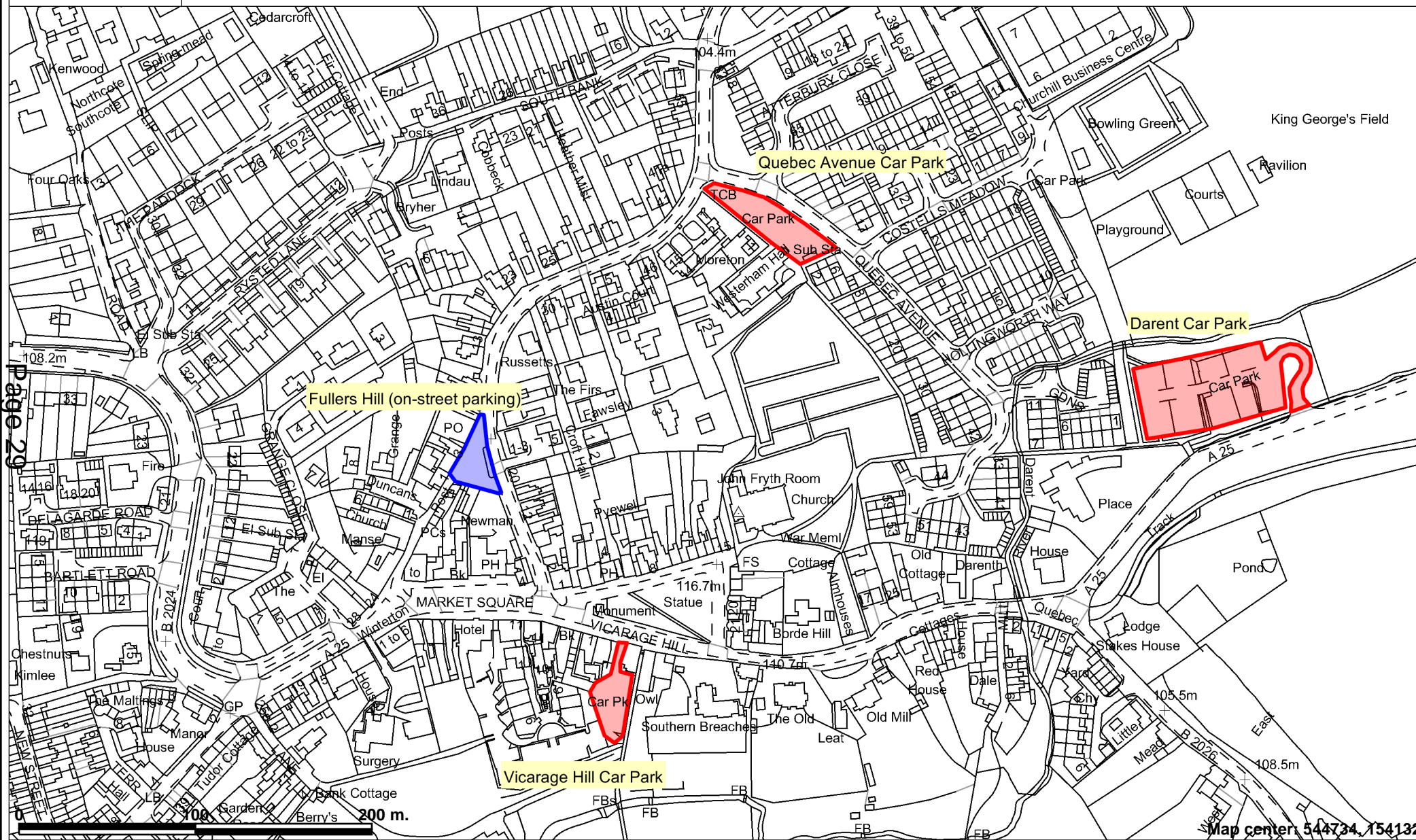
This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Map center: 551344, 168521

Scale: 1:2,931

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CAR PARK LOCATIONS - WESTERHAM



Legend

- District Boundary
- Ward Boundaries



Scale: 1:2,913

Map center: 544734, 154132

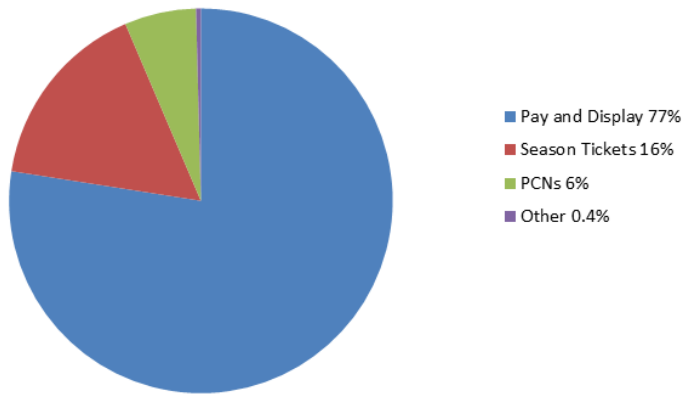
Page 29

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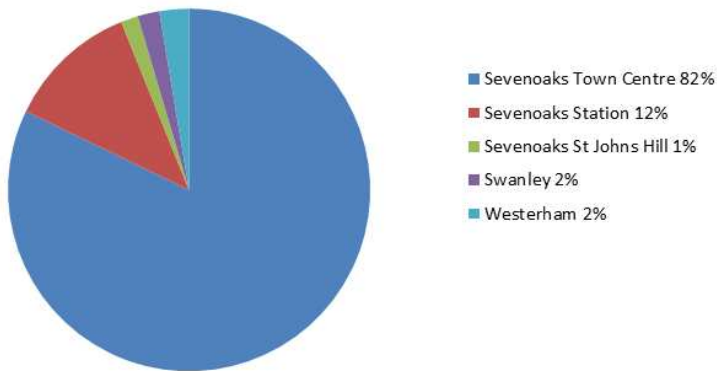
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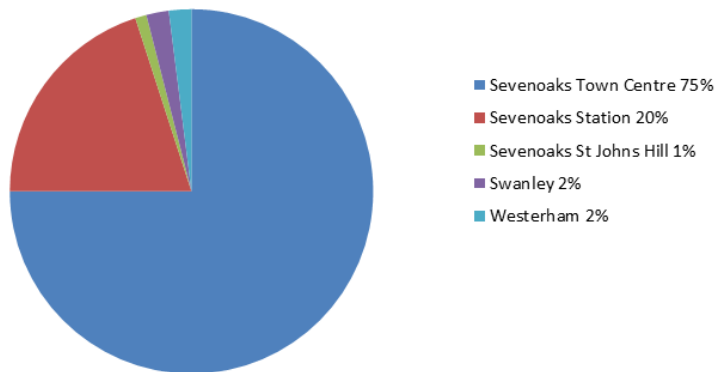
Car Park Income 2012/13 - Percentage Breakdown by Source



Car Park Pay & Display Income 2012/13 - Percentage Breakdown by Area

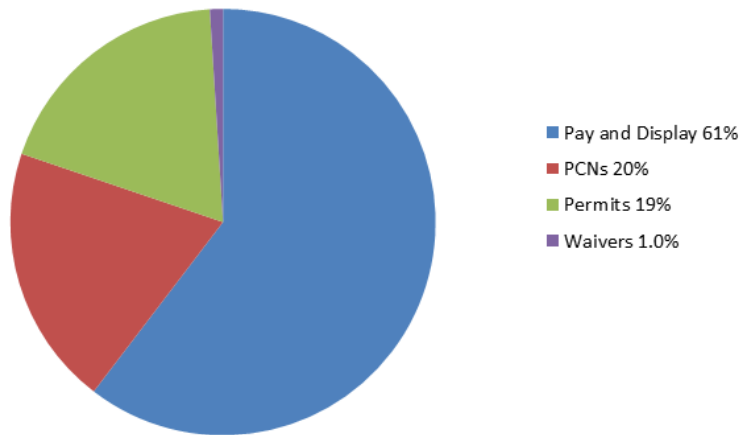


Car Park Pay & Display and Season Ticket Income 2012/13 - Percentage Breakdown by Area

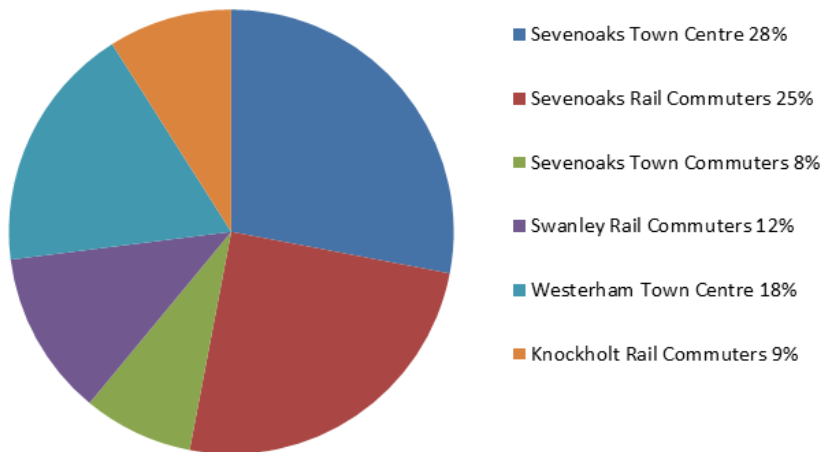


Agenda Item 5

On-Street Income 2012/13 - Percentage Breakdown by Source



On-Street Pay & Display Income 2012/13 - Percentage Breakdown by Area



RECOMMENDATIONS FROM CABINET ADVISORY COMMITTEES

- a) Proposed Joint working project between Sevenoaks District Council and Tonbridge and Malling Borough Council on Building Control Services (*Minute 40, Finance & Advisory Committee – 21 January 2013*)

The Chief Officer Environmental & Operational Services presented a report proposing an operating model for joint working with Tonbridge and Malling Borough Council (T&MBC) for Building Control Services and recommending that a joint working arrangement be entered into. This would build on the previously shared management arrangements and would achieve efficiency savings for both Authorities and significantly increase the resilience of the Service by amalgamating two existing small teams into one larger team covering both Authorities.

It was noted that a more detailed report would be considered by the Economic and Community Development Advisory Committee on 26 February 2014 before consideration at Cabinet on 6 March 2014.

Resolved: That it be recommended to Cabinet, and reported to the Economic and Community Development Advisory Committee that:

- a) in principle, and, subject to the views of the Economic and Community Development Advisory Committee the Council enter into an agreement with T&MBC for a joint working project for Building Control Services;
- b) the Portfolio Holder for Economic and Community Development be delegated the Authority to agree the Heads of Terms for a joint working Agreement; and
- c) the Portfolio Holder for Economic and Community Development be delegated the authority to approve any consequential actions required in order to implement the project.

Economic & Community Development Advisory Committee references to follow.

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PROPOSED JOINT WORKING PROJECT BETWEEN SEVENOAKS DISTRICT COUNCIL AND TONBRIDGE AND MALLING BOROUGH COUNCIL ON BUILDING CONTROL SERVICES

Cabinet – 6 March 2014

Report of	Chief Officer, Environmental and Operational Services
Status:	For decision
Also considered by:	Finance and Resources Advisory Committee – 21 January 2014 Economic and Community Development Advisory Committee – 26 February 2014
Key Decision:	Yes

Executive Summary: This report proposes an operating model for joint working with Tonbridge and Malling Borough Council (T&MBC) for Building Control Services and recommends that a joint working arrangement be entered into.

This report supports the Key Aim of a dynamic and sustainable economy and effective management of Council resources.

Portfolio Holder Cllr. Roderick Hogarth

Contact Officer(s) Kevin Tomsett – Head of Parking and Surveying Services Ext: 7368

Recommendation to Cabinet: It be resolved that

- a) the Council enter into an agreement with T&MBC for a joint working project for Building Control Services;
- b) the Portfolio Holder for Economic and Community Development be delegated the Authority to agree the Heads of Terms for a joint working Agreement;
- c) a provision of £10,000 investment costs be agreed to support the implementation of the project as a supplementary budget request (this figure represents a 50% share of implementation costs); and
- d) the Portfolio Holder for Economic and Community Development be delegated the authority to approve any consequential actions required in order to implement the project.

Reason for recommendation: To build on the shared Management arrangements with T&MBC on Building Control to achieve efficiency savings for both Authorities and significantly increase the resilience for the Building Control Service by amalgamating two existing small teams into

one larger team covering both Authorities.

Introduction and Background

- 1 From September 2011, the Council entered into an agreement with T&MBC to have a shared Building Control Manager for both Authorities. This Councils Building Control Manager fulfilled this role until his promotion to Head of Parking and Surveying Services in September 2013.

T&MBC have explored various options for the arrangement of their Building Control Service and have concluded that a full joint working arrangement with SDC would deliver the desired outcomes of:-

- (a) Increased capacity and resilience for both Authorities
- (b) Ability to fulfil statutory obligations
- (c) Ability to meet agreed service standards
- (d) Ability for customers to access services to be the same, or better, than current arrangements
- (e) Efficiency savings delivered for both Authorities
- (f) A single professional Building Control Manager reporting to Director/Head of Service for each Authority.
- (g) Ability to expand Consultancy Services across both Authorities
- (h) Ability to strengthen market position against competitors
- (i) Ability to attract appropriate professionally qualified staff
- (j) New structure will provide career opportunities and succession planning

Proposed Organisational Structure (Subject to staff consultation)

- 2 The current SDC structure and current T&MBC structure are detailed in Appendix 'A'. A proposed shared working structure is also provided.

The current combined staffing resources across both Authorities is:-

Building Control Manager	1.5
Principal BC Surveyor	1.0
Senior BC Surveyor	1.0
BC Surveyors	8.0
Technical Admin Support	4.0
	15.5 FTE

The proposed structure allows for:

Building Control Manager	1.0
BC Team Leaders	2.0
BC Surveyors	6.0
Technical Admin Support	3.0
	12.0 FTE

A reduction of 3.5 FTE (Subject to staff consultation)

As the proposed combined structure already carries three surveyor and one admin vacancies, it is very unlikely that any compulsory redundancies will be necessary as a result of this proposed arrangement. Where possible staff will be 'assimilated' into available posts, but for certain posts, for e.g. the Team Leaders these will be 'ring fenced' for certain staff and a selection process will take place.

It is estimated that implementing this proposed structure will realise annual savings in the region of £100,000 (£50,000 for each Authority). (Subject to job evaluation).

Brief Description of Building Control Services to be covered by the proposed joint working arrangement

- 3 Building Control is a front line service, providing services to external and internal customers whilst fulfilling several statutory functions and well as providing consultancy services. These can be divided in to:
- 4 Chargeable element of the Building Regulation Service including plan checking and site inspections – Ensuring that building work is carried out to a minimum standard in the interest of the health, safety and welfare of the occupiers and users of buildings. Building Control is exercised under the Building Act and the main purpose of the Building Regulations is to secure the health and safety of people in and around buildings, promote conservation of energy and provide access to buildings and facilities, for people of all abilities. This is administered through the checking of plans for compliance with the requirements and undertaking site visits to ensure that buildings are constructed in accordance with the requirements of the regulations.
- 5 Statutory functions (non-chargeable)
 - Control of unauthorised works
 - Enforcement
 - Disabled adaptation applications
 - Temporary structures and grandstands – Safety Advisory Group representation
 - Dangerous Structures
 - Demolitions
 - Competent person notifications
 - Initial Notice Register
- 6 Internal customers
 - Development Control

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- Environmental Health
- Private Sector Housing
- Land Charges

7 Consultancy Services

- Code for Sustainable Homes
- Domestic Energy Assessments
- Fire Risk Assessments

8 It is proposed that the 'host' Authority will be SDC with the main office base being at the Sevenoaks office, however, with 'hot desk' functionality being available at both the main T&MBC office and at the office in Tonbridge Castle.

Finances

9 It is proposed that a BC 'hub' account will be provided with all expenditure being charged to the 'hub'. The contribution of each authority to the 'hub' will be based on activity (site and plan inspection volumes), based on the previous financial year. This contribution will be adjusted, as necessary, each year, based on the previous financial years activity.

10 Income generated will be retained by the individual Authority.

Staffing

11 A full consultation on the proposal has commenced with the staff involved for both Authorities and will continue. Results of staff consultation responses can be reported to your meeting.

12 It is proposed that staff will remain being employed by their respective employers and if vacancies occur they will be filled by the employer where the vacancy arises.

13 Where appropriate, staff will be 'assimilated' into the new structure, but for some posts, for example the team leader posts, a selection process may be appropriate.

Technology Infrastructure and ICT

14 The integration of both Authorities ICT systems will be necessary to ensure access to each other's databases, however, it should be noted for both Authorities, the current IT system is 'Uniform' (supplied by the IDOX Group) so whilst there are recognised operational differences, there is already a common base of systems, knowledge, process and practice.

Customers

15 Both Councils have corporate performance standards and local arrangements will be maintained. Customer and performance standards will be set within the broad aim of maintaining current levels of Service. Regardless of location base all customers will be able to contact their own Local Authority as current.

Governance

- 16 It is anticipated that the joint working arrangement will have a Partnership agreement that clearly sets out the joint working arrangements to ensure the parties adhere to the values, responsibility and performance of the project. This will cover:-
- Functions and responsibilities
 - Delegations
 - Financial reporting and budgetary arrangements
 - Exit strategy
 - Performance measurement
 - How risks and benefit will be shared
 - Staffing issues
- 17 SDC and T&MBC will remain as two separate Councils, keeping their own political governance arrangements, accounts and their own identities. An Officer Partnership Board will be created representing both Councils, who will be responsible for managing the project.

Key Implications

Financial

The proposed joint working model will deliver estimated annual savings in the region of £100,000 (£50,000 for each Authority). (Subject to job evaluation).

The proposal is based on savings and implementation costs being shared by both Authorities.

Implementation costs, estimated at £20,000, providing a 'pay-back' period of 2.4 Months.

Legal Implications and Risk Assessment Statement.

There will be a legal agreement for the proposed joint working arrangement. This agreement, along with governance arrangements will need to be finalised and therefore it is recommended that the approval be delegated to the relevant Portfolio Holder.

Decisions regarding legal action will initially be retained by each Council.

Equality Impacts

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?	No	

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Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
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

There is no significant operational risk identified with the proposed arrangement. It will be enshrined within a legal agreement with termination clauses as appropriate.

The proposal maintains current levels of service delivery, increases capacity and resilience for both Authorities and provides significant annual efficiency savings.

Individual Authority governance arrangements are protected.

Appendices

Appendix A – Current SDC and T&MBC Building Control Structures and proposed joint working Building Control structure.

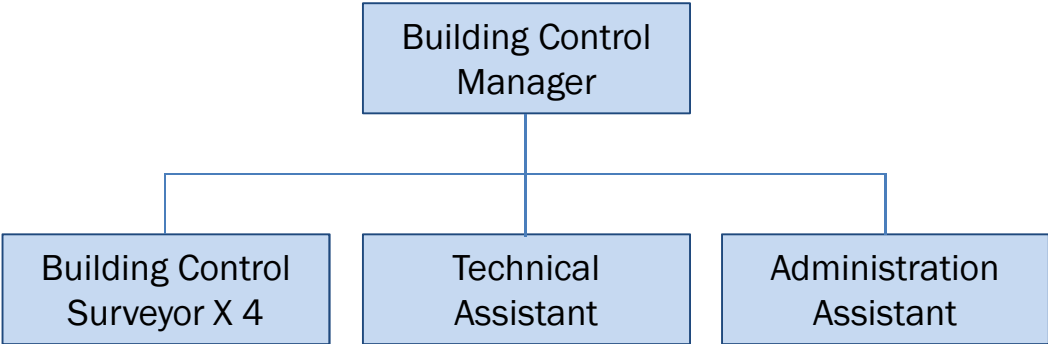
Background Papers:

None

Richard Wilson
Chief Officer Environmental and Operational Services

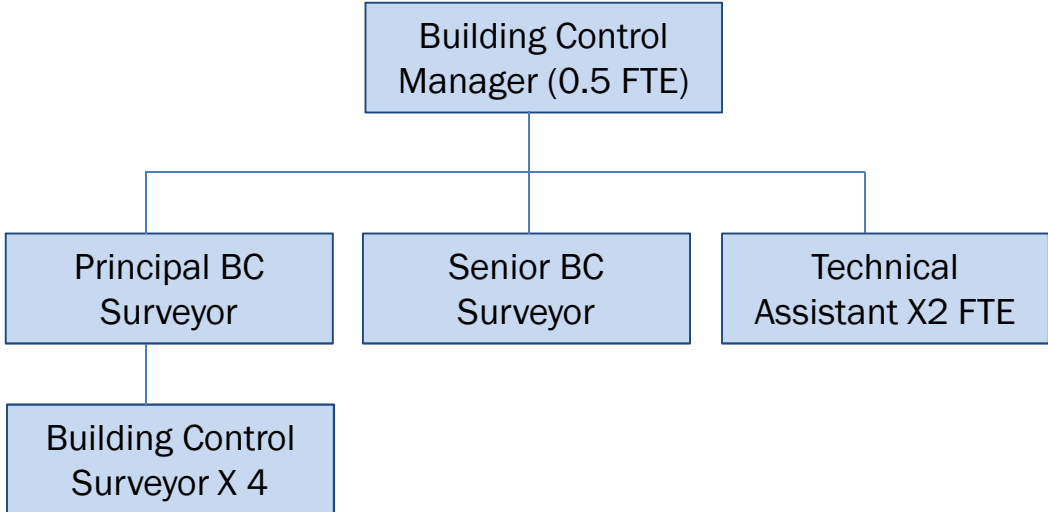
Appendix 'A'

Current Building Control Structure SDC



7. FT.E

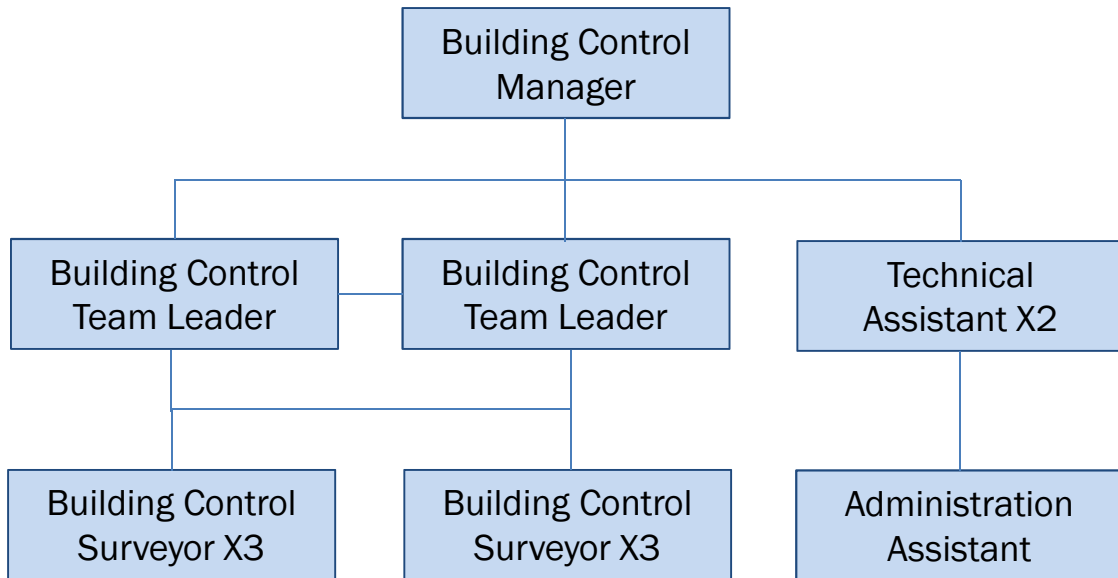
Current Building Control Structure T&MBC



8.5 FT.E

Agenda Item 7

Proposed Shared Working Building Control Structure



12. F.T.E

ANNUAL REVIEW OF PARKING CHARGES FOR 2014/15 – RESULTS OF PUBLIC CONSULTATION

Cabinet – 6 March 2014

Report of: Chief Officer Environmental and Operational Services

Status: For decision

Also considered by: Economic & Community Development Advisory Committee 24 October 2013 and Cabinet on 7 November 2013 and 9 January 2014

Key Decision: Yes

Executive Summary: This report informs Members of the outcome of the public consultation for the proposed increases to car park and on-street parking charges for 2014/15.

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

Portfolio Holder Cllr. R Hogarth

Contact Officer(s) Gary Connor x7310

Recommendation to Cabinet: It be RESOLVED that:

Members confirm whether any of the proposed car park or on-street parking charges approved by Cabinet on 9 January 2014 should be amended in light of consultation responses, with a view to implementing the proposals on or as soon after 1 April 2014.

Reason for recommendation: to meet the Council's budgets for parking for 2014/15.

Introduction and Background

- 1 On 9 January 2014, Members of Cabinet considered and approved proposals for increasing certain parking charges to contribute to the Council's overall budget target for 2014/15.
- 2 This report concerns objections and comments received in respect to the proposed car park and on-street charges following public consultation to amend the Council's Car Parks Order and on-street Traffic Regulation Order.
- 3 For Cabinet Members' information, a summary of the car park and on-street parking charges proposals as approved on 9 January, subject to consultation, is attached as Appendix A.

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- 4 For information, in relation to parking in the vicinity of rail stations, the charges for parking in the car parks operated on behalf of Southeastern Trains have recently been revised and the day charges are now as follows: £6.70 at Sevenoaks (an increase of 20p), £6.00 at Swanley (no increase) and £3.50 at Knockholt (no increase). Annual season ticket charges at Sevenoaks are now £1,212 for Car Park 4 (off Morewood Close) (an increase of £36) and £1,467 for Car Park 1 (adjacent the station) (an increase of £56).

Consultation Responses

- 5 The consultation period ended on 15 February 2014. In addition to the Notice in the local newspaper and displayed in the car parks, letters were sent to all season ticket holders advising them of the proposals.
- 6 Twelve comments were received in response to the consultation. These include a response from the Westerham Town Council, the Westerham Town Partnership, the Westerham Society and from Kent Police. The comments received are attached in full, i.e. in verbatim, in Appendix B for Members' perusal and consideration. They relate to the following areas:-

Subject:	Number of Comments:
Westerham parking charges (comments 1 to 6)	6
Season ticket charges – Sevenoaks station car parks (comments 7 and 8)	2
On-street charges – St Botolphs Road area (comments 9 to 11)	3
Comment by Kent Police (comment 12)	1

- 7 In respect to the Westerham parking charges, in the main Comments 1 to 4 relate to the proposed charge for the 15 minute parking period and the effect upon the proposals put forward by the Westerham Town Partnership and considered by Cabinet on 9 January. Comment 5 expresses support for the 15 minute proposal. Comment 6 relates more generally to parking charges in Westerham and Sevenoaks.
- 8 In respect to the season ticket charges at Sevenoaks station, the comments concern the cost and to the availability of spaces.
- 9 In respect to the on-street parking charges, the comments relate to the availability of spaces in the roads off St Botolphs Road, i.e. in Ashley Road, Ashley Close and Chestnut Lane, and generally suggest that the on-street parking charges be increased or aligned with those for the station car parks or that additional parking facilities be provided.

Changes to the On-Street Road Traffic Order

- 10 For information, comments relating to an increase in on-street parking charges are not considered to be pertinent or valid objections under the terms of the legislation for the Order making process. Therefore, they would not be required to be reported to the Sevenoaks Joint Transportation Board for consideration and approval.

KEY IMPLICATIONS

Financial

- 1 The proposals contribute to the budget provisions for parking for 2014/15.

Legal implications and risk assessment statement.

- 2 There are set legal processes in respect to amending or implementing new parking charges and these are being followed.
- 3 Once the parking charges to be adopted for 2014/15 are confirmed, the formal completion of the Order making process can be completed with a view to implementation on, or soon after, 1 April 2014. However, as a result of the timing of this meeting, there is a risk that the ticket machine companies may not be able to provide the amended tariff programmes for the ticket machines in time for a start at the beginning of April. However, every effort will be made to achieve this.
- 4 By not adopting the charging proposals approved, or by failing to provide alternatives, the budget expectations for parking income for 2014/15 might not be realised.

Equality impacts

- 5 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.

Community impact and outcomes

- 6 The introduction of parking charge increases is likely to have an impact to some degree upon those people from the local community and visitors from outside the district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges, people may instead decide to park for shorter periods, may lessen the frequency of their visits or may choose to go elsewhere.

Human rights

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7 There are no human rights issues or implications.

Appendices Appendix A – Car Park and On-Street charges approved for consultation

Appendix B – Public consultation comments received

Background Papers: The proposed Sevenoaks District Council (Off-Street Parking Places) (Amendment 3) Order 2010.

The proposed Kent County Council (Various Roads in the District of Sevenoaks) (Prohibition and Restriction of Waiting and Loading & Unloading and On-Street Parking Places) (Amendment 4) Order 2013.

Mr Richard Wilson
Chief Officer Environmental and Operations Services

CAR PARK TARIFFS				Proposed Increases			Proposed Charge
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	
1.0	SEVENOAKS TOWN CENTRE - Blighs						
1.1	Short stay	30 minute	70p				
1.2	" "	1 hour	£1.30				
1.3	" "	2 hours	£2.50			20p	£2.70
1.4	" "	3 hours	£4.20			30p	£4.50
	Buckhurst 1, South Park, Suffolk Way						
1.5	Short stay	1 hour	£1.00				
1.6	" "	2 hours	£1.60			20p	£1.80
1.7	" "	3 hours	£2.20			30p	£2.50
1.8	" "	4 hours	£3.20			30p	£3.50
	Buckhurst 2						
1.9	Long stay	all day	£4.20			20p	£4.40
1.10	Season tickets	year	£819			£20	£839
2.0	SEVENOAKS STATION						
2.1	Long stay	all day	£6.50			30p	£6.80
	Season tickets:						
2.2	Bradbourne	year	£1,060			£30	£1,090
2.3	Sennocke	year	£1,100			£30	£1,130
3.0	SEVENOAKS ST JOHNS HILL						
3.1	Short stay	30 minute	20p				
3.2	" "	1 hour	40p				
3.3	" "	2 hours	60p				
3.4	" "	3-4 hours	£1.00				
3.5	Long stay	all day	£2.90			20p	£3.10
4.0	SWANLEY						
4.1	Short stay	30 minute	20p				
4.2	" "	1 hour	40p				
4.3	" "	2 hours	60p				
4.4	" "	3-4 hours	£1.00				
4.5	Long stay	all day	£3.70			20p	£3.90
	WESTERHAM - Darent car park					Option 5	
	Short stay	30 minutes	20p			-20p	free
	" "	1 hour	40p			-40p	free
	" "	2 hours	60p			-60p	free
	" "	3 hours	£1.00			-£1.00	free
	" "	4 hours	£1.00			20p	£1.20
	Long stay	all day	£2.90			20p	£3.10
	WESTERHAM - Quebec Avenue car park						
	Short stay	15 minutes	new charge			10p	10p
	" "	30 minutes	20p				(no change)
	" "	1 hour	40p			10p	50p
	" "	2 hours	60p			10p	70p
	" "	4 hours	£1.00			20p	£1.20
	Long stay	all day	£2.90			20p	£3.10
	WESTERHAM - Vicarge Hill car park						
	Short stay	15 minutes	new charge			10p	10p
	" "	30 minutes	10p			10p	20p
	" "	1 hour	50p			10p	60p
	" "	2 hours	£1.00			50p	£1.50

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ON-STREET PARKING TARIFFS				Proposed Increases			Proposed Charges
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)						
6.1	Short stay	30 minutes	20p				
6.2	" "	1 hour	60p				
6.3	" "	2 hours	£1.20			10p	£1.30
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)						
7.1	Short stay	30 minutes	20p				
7.2	" "	1 hour	60p				
7.3	" "	2 hours	£1.20			10p	£1.30
7.4	long stay	all day	£2.40			20p	£2.60
8.0	SEVENOAKS RAIL COMMUTER and COURTS AREAS (St Botolphs, Morewood Close)						
8.1	Short stay	30 minutes	20p				
8.2	" "	1 hour	60p				
8.3	" "	2 hours	£1.20			10p	£1.30
8.4	" "	4 hours	£2.20			20p	£2.40
8.5	long stay	all day	£5.30			20p	£5.50
9.0	SWANLEY (Azalea Drive, Goldsel Road)						
9.1	short stay	30 minutes	20p				
9.2	" "	1 hour	60p				
9.3	" "	2 hours	£1.20			10p	£1.30
9.4	" "	4 hours	£2.20			20p	£2.40
9.5	long stay	all day	£3.30			20p	£3.50
11.0	KNOCKHOLT STATION						
11.1	short stay	4 hours	60p				£2.40 *
11.2	long stay	all day	£3.00				£3.50 *
							(* as Swanley)
	WESTERHAM - Fullers Hill and Croydon Road					Option 4	
	Short stay	15 minutes	new charge			10p	10p
	" "	30 minutes	20p				(no change)
	" "	1 hour	50p			10p	60p
	" "	2 hours	£1.00			50p	£1.50
	" "	3 hours	new charge			£2.50	£2.50
	WESTERHAM - The Green, The Grange, Market Square						
	Short stay	15 minutes	new charge			10p	10p
	" "	30 minutes	20p				(no change)
	" "	1 hour	50p			10p	60p
	" "	2 hours	£1.00			50p	£1.50

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PUBLIC CONSULTATION COMMENTS RECEIVED

Comments 1 – the Westerham Town Council

Westerham Town Council strongly objects to the changes to the car parking charges in Westerham and the failure to include the free 15 minute “pop & shop”. WTC feels the changes are unconstitutional. Option 5 was voted for by the general public with an unusually high response and the lack of the free 15 minutes, combined with such high increases in the short term centre tariffs (50% compared with the 10% across rest of district) means that there is no benefit to the local residents.

WTC fully supports the Westerham Town Partnership in their response to this consultation and the complete Option 5 package that was presented to SDC.

Westerham Town Council

Comments 2 – the Westerham Town Partnership

The Westerham Town Partnership is concerned with supporting the town's economy and quality of the life for residents, visitors and businesses. We are keen to adopt a holistic overview approach.

We are mindful of the Planning Permission recently granted for Charman's Farm development into a Winery, Brewery & Farm Shop and the detailed plans for marketing it, in London inter alia, together with the National Trust, Chartwell and Quebec House, as a Visitor Destination. This, in addition to our existing tourist numbers and the recent development of 5 new junior football pitches, without extra parking, has/will put our facilities under considerable strain.

Representatives of the town including the Partnership and the Council have been talking to Charman's Farm and the National Trust with a view to supporting their developments, and making sure the town can share in, and cope with, the results. The Parking Report is just one resultant document.

The Westerham Town Partnership is pleased that Cabinet has considered its Report. It has gone to some extraordinary lengths and effort to work with SDC, resisting Press pressure, communicating in an open and honest manner. After an initial severe problem we thought we had found a working relationship. In our Report we had gone to considerable trouble to ensure that our proposals enhanced SDC coffers: however the quid pro quo had to be that our economy was supported. In the Consultation, Option 5 was voted on by a very significant response but it has not been adopted. This does not seem democratic and makes a mockery of the consultation.

It is completely unacceptable to grab a 50% increase in charges from the centre and to balance it with a free 3 hours in the Darenth Car-park which costs the SDC nothing of significance, and in practice is not available at peak times because of space shortage (until rectified)

Residents: It is important to retain voters' goodwill. The proposed town centre rises are in the order of about 50%, and can only be acceptable if offered with the concession of free 15 minutes. Certainly locals will be deterred from considering the centre as a shopping destination without the concession. It is otherwise very difficult to justify such large hikes without the sweetener of a 'pop & shop' facility. For residents, we need to be able to demonstrate a return/reason for such large increases. From the marketing point of view the justification needs to be accompanied by a headline free 15 minute sweetener.

We also hope that the substantial projected rise in revenue from Westerham will be reinvested into extending the Darenth car-park, and improving the shabby lighting and signage. Furthermore we hope that CEOs will be retrained into Ambassadors of the town (whilst still carrying out their function). We have already had a meeting with SDC Officers to detail concerns at the east end of the town surrounding the Darenth car-park.

Tourists & Business: Marketing Westerham as a destination: as things stand we will not be able to advertise any parking enticement to visit the town, save for the 3 hours free in the car park which we think may encourage the dual spend visitor. But the success of this is dependent on expanding the Darent car park, since spaces are already full much of the time. The plans for this are only at embryonic stage, and we cannot advertise this until we have something to offer. The effect on SDC revenue of 3 hours free is negligible.

We would also like to use the 'pop & shop gift' (which does not affect SDC coffers at all) as a marketing tool in order to attract visitors. We expect very few of these will use the free concession, and advertising this will ultimately increase the spend in the centre parking meters. Without it, we have no adequate headline with which to attract shoppers to the centre.

The current proposals seem like a very short term decision, which we think will have the result of showing SDC to be milking Westerham, strangling its economy, making life harder for its residents, and discouraging short term tourist visits. The Town Partnership objects strongly to the exclusion of 15 minutes 'pop and shop' and would be grateful if this were reconsidered: otherwise we object to any change in the Traffic Order.

Westerham Town Partnership

Comments 3 – the Westerham Society

You will recall that I had submitted a letter on behalf of the Westerham Society with regard to the proposed parking charge changes in Westerham.

I now enclose a further letter and strongly request that our very valid concerns are addressed before any final decisions are made.

As you are aware, the Westerham Society is a very long established heritage and community group focused on the history and future development of Westerham. We work very closely with the Westerham Town Council, the Westerham Town Partnership and the National Trust, along with many other groups and individuals.

We are very disappointed that SDC appear to be ignoring the direct wishes of all the above bodies and, more importantly, the democratically chosen choice (Option 5) of the residents.

Specifically, we believe that the 15-minute 'pop and shop' amendment is key to the future strength and viability of Westerham as a retail option for the residents. The agreed 3 hour free period in the Darenth car park has no relevance to the requested 15 minutes in the town centre. The two needs are for entirely different users as has been expressed, most comprehensively, by the Westerham Town Partnership (WTP). Again, we would like to go on record as fully supporting their concerns and demands as outlined in their recent letter to SDC, dated 4th February 2014.

Chairman

Comments 4

I object to the imposition of a charge for a 15 minute "pop & shop" facility - this is detrimental to our retailers and to residents and not what was promised by the SDC.

Comments 5

I believe there have been consultations re parking in Westerham with input from Westerham Town Partnership.

Just to say that I would support the council's proposals for a minimal charge (10p or 15p) for 15 minutes pop and shop because in practice it makes it much easier to find a quick parking space.

Comments 6

I am writing to demonstrate my objection to the new proposed parking charges in Westerham. I live about 4 miles as the crow flies from Westerham, and therefore this small town is my local centre. I park there at least 2-3 times each week, either to visit the bank, to pick up a few groceries or on longer visits to peruse the myriad of small individual sole trader shops to be found. The availability of parking spaces near to the shops can be a problem at times. It is vital for the survival of a busy and thriving town centre to have cheap and available parking spots to use for short visits.

I have seen the havoc that heavy handed parking charges can reap on a commercial centre first hand. I work in both nearby Sevenoaks, and Oxted, and the different parking policies are very apparent. In Sevenoaks in Kent there is little shop side parking to facilitate quick in and out visits to run errands. This forces the traffic into the larger car parks which are fed by one way traffic which takes much longer to filter in and out. The charges are also high. Blighs Car park which is nearest to the high street is 70p for 30 mins. If you wish to call in quickly to drop some shoes off at the menders or pay a cheque into the bank it is a real consideration if you have to add on at least 70p to each transaction.

However In Oxted being in Surrey the charges are completely different. Firstly there are many available shop side parking bays to facilitate quick errands running up both sides of the high street offering free parking for 30 mins. Finding a space is usually possible as cars are always coming and going. There is a large car park behind the high street which also offers free parking for up to four hours but a ticket is required. This policy has resulted in Oxted remaining a vibrant and busy commercial hub throughout the darkest days of the recent recession.

In contrast the expensive parking in Sevenoaks has resulted in a severe drop in footfall to the high street in recent years and thus has meant there have been many empty shop premises which are becoming harder and harder to rent out.

In light of my personal observations. I would urge the town council to think very carefully about the proposed parking fee structure. In my opinion it would be most effective to have free parking in and around the town centre for up to 30 minutes, and free parking in the Darenth Valley car park for all day parking. This would help the workers coming into the town. Then charge a reasonable fee, say (£1.00 for each hour) for longer stays in the bays located just off the high street. This would be paid by tourists and visitors to the town who expect to pay something to park, but do not want to leave feeling they have been 'fleeced'. It is much more conducive to repeat visits if good value for money is to be found. Cheap and reasonable parking could be used as a 'Unique Selling Point' for the town as a whole in its bid to become a destination stop.

Comments 7

I received your letter outlining the new parking charges. This is one response that will not be complaining about the new prices.

My concern, as a new "season ticket holder" is availability. I commute at varying times and obviously later trips can mean no spaces remain at Bradbourne.

If you make Buckhurst 2 a long stay only car park I suspect the other car parks will get more shorter term parking.

Paying the second highest fee and running out of spaces earlier seems a poor deal.

I know you had audits done, what did they tell the Council about parking habits?

Comments 8

Travelling to London as a part timer (mum of 2 children under 5) is expensive enough ... And I do it to keep my career going...!

So adding even a slight extra cost is something I do object to. All costs add up! And, as an annual subscriber to bay ** in sennocke you are already benefiting from my and others advance payment in the bank!

I appreciate the year on year things do or can change but the train companies have frankly wrung us out to dry over the last 8 years since I've lived here (almost double the cost now to travel in to London in rush hour!)

I feel a heavy sigh as I'm convinced that my views will probably count for nothing :-(

Comments 9

I write regarding the proposed increase from £5.30 to £5.50 in daily parking charges, in Ashley Road and St Botolph's Road Sevenoaks.

In recent months, daily commuters have been filling the parking bays in Ashley Road from ever earlier hours. The average utilisation of the parking bays by all-day parking is increasing, and use of the bays during the day by residents and their visitors is becoming correspondingly more challenging. Over the longer period, the situation is progressively worsening. The ability for anybody to "convenience park", for visiting or shopping locally, for a few hours is in gradual decline.

It turns out that the reasons for this are:-

- the Station car park charge is now £6.70 per day, a premium of more than 20% over the future street parking charge, and about 25% premium over today's street charge.

- the gap between the street parking price and the station parking price is getting larger as the years go by.

The natural consequence of this is that the Street bays are filling up before the organised car park at the station. I cannot imagine that this balance is in line with the town parking strategy. The balance is moving the wrong way, and against the interest of the tax paying residents of the area, who have to live with it day to day.

My request is therefore obvious. The correct policy should be to move the full day tariff for parking in Ashley Road, so that it is just above the Station car park full day charge and that each year the policy direction is to keep it that way.

Comments 10

My wife and I wholeheartedly agree with Mr **** recent letter to you on the above subject. We too have noticed a distinct shift in parking practice in this cluster of cul-de-sac roads, with the result that early in the morning a significant proportion of the available parking in St Botolphs and our roads are taken by commuters to London. You too must be aware of this.

Not all of us are able to accommodate our visitors cars, especially should we have fund-raising events and children's parties for example.

Have you considered the advantages of a Multi-story car park? Built for instance on the old (compulsorily purchased) Farmers pub site by the station. It has been derelict and a

dreadful eyesore for years now, and a disgraceful waste of valuable space. At least this would demonstrate that the Council was taking action at last.

Comments 11

I am writing regarding the proposed increase in daily parking charges in St. Botolph's Road and Ashley Road. As residents of Ashley Close, we have noticed over the last few months a big increase in the volume of cars parking all day in all the 3 roads off St. Botolph's Road: namely Ashley Road, Ashley Close and Chestnut Lane. This of course denies access for short-term visitors, including those needing to get to the Amherst Medical Practice, whose car park is often full.

An immediate solution to the problem of commuters occupying all the parking spaces would be to align the charges for parking in the station car park, or even making the charges for parking in these roads higher than the station car park.

A possible long-term solution might be to put on 2 floors of parking space above the station car park opposite the Shell Garage, using the money paid by B.T. when they were granted planning permission for building their monstrous office block on the old market site. We were told at the time that this money was to be used to improve local traffic problems and as far as I can tell it was only used for the traffic signalling system outside the station.

Creation of these two extra levels of parking should not cause offence to the local environment and would help to relieve the pressure on parking in the local roads near the station.

I await your reply with interest.

Comments 12 – Kent Police

Kent Police have no specific observations to make regarding these proposals.

SEVENOAKS TOWN CENTRE PARKING REVIEW

Cabinet 6 March 2014

Report of Chief Officer Environmental and Operational Services

Status: For Decision

Also to be considered by: Economic and Community Development Advisory Committee –
26 February 2014
Council 1 April 2014

Key Decision: Yes

Executive Summary: In Autumn 2013 Members requested Officers to give consideration to providing additional parking provision in Sevenoaks Town Centre. This report details a proposal to provide additional parking capacity in Sevenoaks Town by ‘decking’ the existing Council owned Buckhurst 2 and/or the Suffolk Way car parks.

It details a review of current parking provision and the results and conclusions from a parking survey undertaken by an independent company in November 2013.

It provides details of estimated construction costs for various options for these two car parks and the existing planning policies and scope for both sites.

The report provides a breakdown of estimated costs per option and the likely estimate of additional income generated. It also provides options for funding the project.

The report also identifies opportunities for increasing parking in the areas near the railway station by ‘decking’ the existing Council owned Bradbourne car park.

This report supports the Key Aims of a dynamic and sustainable economy; effective management of Council resources and assisting with the aim of greater financial self sufficiency.

Portfolio Holder Cllr. Roderick Hogarth

Contact Officer(s) Gary Connor – Parking Services Manager – Ext: 7310
Andrew Robson – Property and FM Manager – Ext: 7209
Aaron Hill – Development Control Team Leader – Ext: 7399
Roy Parsons – Principal Accountant – Ext: 7204

Recommendation to Cabinet: That

- (1) a planning application be submitted to provide an additional 300 car park spaces on the existing Buckhurst 2 car park by providing a two storey elevated car deck.
- (2) it be recommended to full Council that:-
 - (a) subject to planning consent, to undertake a Procurement exercise for the project and subject to the successful tender being within the estimated costs as outlined in this report, to award a contract to design and build the elevated car park decks on the existing Buckhurst 2 car park.
 - (b) a budget of £3.5-£4.0 million be approved to be financed by borrowing from the Public Works Loan Board.
 - (c) that delegated authority be granted to the Portfolio Holders for Finance and Resources and Economic and Community Development to, after consideration of the tender evaluation, accept the most economically advantageous tender, to award the contract and authorise expenditure and approvals within the estimated costs outlined in this report and the borrowing approval.
 - (d) that a planning application be submitted for the decking of the existing Bradbourne car park to increase parking capacity in the area adjacent to the railway station.
 - (e) a planning application be submitted to provide additional parking spaces in the existing Suffolk Way car park by providing either a one or two storey elevated car deck, to allow for longer term provision of additional short stay parking capacity.

Reason for recommendation: To provide essential additional car park capacity in Sevenoaks as evidenced by the parking survey report and demonstrated by current demands on existing parking provision.

Introduction and Background

1. In Autumn 2013 Members requested Officers to investigate the provision of additional parking capacity in the Sevenoaks Town Centre and adjacent to the railway station.
2. It was evident from demonstrated demand levels and from existing in-house usage surveys that capacity, particularly for long stay parking, was at a critical usage level in Sevenoaks Town Centre.
3. Accordingly, an independent survey was commissioned in November 2013 that has provided an evidence based report on the current usage levels and the need for providing additional capacity.

4. Leading on from this report a technical feasibility study was commissioned to determine how and where this identified additional capacity, could be best provided within the constraints of existing town parking demands.
5. The estimated costs of providing this additional capacity, on two Council owned sites, Buckhurst 2 and Suffolk Way have been identified.
6. The existing planning policies relating to these sites has been considered.
7. Finally, the financial implications have been considered regarding the potential cost of a scheme; the likely additional annual income this could generate and the options for funding.
8. Consideration has also been given to increasing parking capacity on the existing Council owned car parks adjacent to the railway station.

Review of Current Parking Provision – Sevenoaks Town Centre

9. The following relates to the parking stock in the town centre and to the assessment of parking demand, and comprises the following sections:

Current Parking Stock

The Blighs Development

Current Parking Situation

Parking Survey

Parking Survey Results and conclusions

Current Parking Stock – Car Parks

10. The parking stock in the town centre reduced slightly with the commencement of the Marks and Spencer development in London Road. The “old” section of the Blighs car park comprising 49 public short stay spaces and 17 private spaces was lost to the development, along with 5 spaces forming part of the main Blighs car park. Hence, in total 54 public pay and display (p&d) spaces were lost.
11. The residential part of the development will also lead to the loss of the Pembroke Road car park. To date, as at the end of January 2014, 23 spaces have so far been taken by the development. It is expected that the remaining 31 spaces will be lost in the next couple of months.
12. Certain car parks in the town centre are only available on certain days. This means that the total number of spaces available fluctuates depending upon the day of the week. It is important that this is taken into account in reviewing the ability of the parking stock to meet parking demands. The split between long stay and short stay provision also needs to be reflected in how well the parking stock can meet different parking needs.
13. In assessing the availability of parking in the town centre, certain assumptions need to be made and relevant factors concerning parking use need to be taken into account. The following car park summary information should be noted:

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- The Blighs car park (168 p&d spaces; 7 disabled spaces; short stay parking up to 3 hours) is the most centrally located car park in the town centre and proves to be very popular. As a result of this, and to help manage parking provision and the turnover of spaces, the tariff structure is higher here than in the other town centre car parks.
- The Buckhurst 1 car park (37 p&d spaces; 3 disabled spaces; short stay parking up to 4 hours) is not available on Wednesdays when the market is held.
- The Buckhurst 2 car park (291 p&d spaces; no disabled spaces; long and short stay parking) has been joint long stay and short stay use Monday to Saturday. However, at the time of preparing this report, a proposal to ease the long stay parking situation by removing short stay use from the Buckhurst 2 car park during the working week, has been approved by the Council's Portfolio Holder. The change is due to be implemented in the next few weeks. However, in practice the car park has been predominantly used as long stay during the working week and, hence, it has been specified as such for the purposes of this assessment. In respect to Saturdays, although it is available for short stay use, its location away from the town centre tends to render it less well used in preference of the other town centre car parks apart, perhaps, from use by visitors to the leisure centre and, therefore, for the purposes of this assessment it is considered as also being long stay on Saturdays.
- The South Park car park (138 p&d spaces; 7 disabled spaces; short stay parking up to 4 hours) is available as short stay but it also contains a number of business season tickets (32 number) and resident permit holders (7 number). The arrangement is historic and has continued for many years, but more recently as a temporary measure to help ease pressures on long stay parking, a small number of season ticket holders were transferred from the Buckhurst 2 car park. This long stay element in the south Park car park therefore needs to be included in the assessment of long stay parking in the town centre.
- The Suffolk Way car park (212 p&d spaces; 9 disabled spaces; short stay parking up to 4 hours) includes the parking spaces at the Sevenoaks leisure centre as these are publicly available (the higher and lower level areas immediately adjacent the leisure centre – 43 p&d spaces; 4 disabled) which are managed by Sencio Community Leisure.
- The Pembroke Road car park (currently reduced to 33 p&d spaces; no disabled spaces) operates as long stay only Monday to Friday and on Saturdays changes to short stay only.
- The Council office car park (140 spaces – excluding the front visitor car park) is available for public use, free-of-charge, on Saturdays only. It can be used for either short stay or long stay parking. However, the car park has been considered to be short stay for the purposes of this assessment.
- Marks and Spencer: the car park (79 p&d spaces; 2 disabled spaces) being provided as part of the Marks and Spencer development are excluded from this assessment on the basis that they provide parking facilities to meet the 40% new trips likely to be generated by the store as stated in the Planning Application assessment.
- Waitrose: whilst it is acknowledged that the parking facilities (152 p&d spaces; 10 disabled spaces) provided by Waitrose are publicly available for pay and display parking, because of the need to buy goods at the store in order to obtain a refund of

the parking fee, and taking into account that the car park is located behind the store and away from the immediate town centre, it is not considered to operate as a public short stay car park in the same way that others do in the town. Therefore, it has been excluded from this assessment.

The total number of car parking spaces available for short stay and long stay use (including disabled parking spaces) for the different days of the week are as follows:

Short Stay

- Mondays, Tuesdays, Thursdays and Fridays – 581 spaces
- Wednesdays – 541 spaces
- Saturdays – 760 spaces (but will reduce to 727 when the Pembroke Road car park is removed)

Long Stay

- Mondays to Fridays – 324 spaces (but will reduce to 291 when the Pembroke Road car park is removed)
- Saturdays – 291 spaces

Current Parking Stock – On-Street Parking

14. In addition to off-street parking, on-street parking facilities including pay and display are provided in and around the town centre. The following should be noted:
- In the immediate town centre, short stay pay and display parking with a maximum stay of 2 hours is provided in the High Street (20 spaces), London Road (17 spaces) and South Park (22 spaces).
 - A little further out of the town centre, in the area of The Vine, long stay pay and display parking is provided in Holy Bush Lane (26 spaces) and Plymouth Drive (27 spaces). This provides long stay parking for all day and short stay parking for up to 2 hours.
 - 2 hours free parking is provided in many of the roads on the periphery of the town. As part of the Council's permit scheme, non-residential permits are offered to accommodate people who seek long stay parking facilities a short walk from the town centre, and offer a cheaper option to parking in the town centre.
 - Some of the residential roads immediately adjacent the town centre are provided with residents' only parking to give preference to residents where parking facilities are limited.

The Blighs Development

15. The planning application for the development comprising a new Marks and Spencer store and residential units was considered and approved at the Development Control Committee meeting on 29 November 2012. The sufficiency of the parking proposals and the effect upon the public car parks in the town centre was assessed on the basis that the development would generate a maximum of 40% new trips, which would be the point at which the car parks included in the development would reach capacity.

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16. By averaging the minimum and maximum rates of utilisation obtained from in-house parking surveys, and having made an adjustment to account for the effects of the development, the following indications were made for the parking assessment in respect to the planning application:

Short Stay

- For Mondays, Tuesdays, Thursdays and Fridays, occupancy of the town centre car parks as a whole would range from 88.4% in the morning to 77.1% in the afternoon.
- For Wednesdays, occupancy would range from 94.7% in the morning to 86.3% in the afternoon.

Long Stay (Buckhurst 2 Car Park)

- For Mondays, Tuesdays, Thursdays and Fridays, occupancy of the Buckhurst 2 car parks would range from 109.6% in the morning to 106.9% in the afternoon.
- For Wednesdays, occupancy would range from 109.6% in the morning to 104.4% in the afternoon.

17. Short stay provision was not considered to be a problem. The assessment had been based on 40% new trips being generated which was considered to a worse case scenario. The provision of variable message signing will also assist in directing people to available spaces. However, with the loss of the Pembroke Road car park to the development, it is evident that there will be insufficient spaces in the town to meet future demand for long stay parking.

Current Parking Situation – Long Stay Parking Provision

Buckhurst 2 Car Park

18. Long stay parking is provided in the Buckhurst 2 and Pembroke Road car parks, although it is expected that the Pembroke Road car park will be lost to the development over the next few months.
19. Parking in Buckhurst 2 can be by paying daily (pay and display or pay by phone) or by provision of a season ticket. A season ticket does not guarantee that a space will be available. However, a concession is offered on the cost which, based on a 5 day week 45 week year, works out at 87% of the equivalent cost of buying a day ticket.
20. In order to try and ensure that the car park is not over-subscribed the number of business season tickets issued for Buckhurst 2 car park is limited to 150. However, as the car park is open to day ticket purchasers, it's a case of 'first-come first-served' in respect to finding a space irrespective of whether someone might have a season ticket.
21. In addition to business season tickets, the Council also issues resident season tickets for the car park. These are for residents who live in properties in the immediate town centre which do not have any parking facilities. Due to pressures upon the car park, these are now limited to one per property for new applications.

South Park Car Park

22. Historically, a small number of business season tickets and residential season tickets have been issued for the car park. Due to the recent pressures upon parking in the Buckhurst 2 car park, 10 season tickets holders were transferred to the South Park car park to help ease congestion in Buckhurst 2. Additional pressures upon the Council to assist with parking facilities for the doctors of the Town Medical Practice who lost their own parking facilities to development, also served to increase the numbers using the car park. More recently, we have assisted the South Park Medical Practice with staff parking facilities following the temporary loss of parking at the practice due to development. This additional long stay use has served to increase pressures upon short stay provision in the car park. New residential season tickets are not being issued and the number in the car park is gradually reducing as they are naturally given up. There are currently 39 business and 7 residential season tickets for the car park.

On-Street Parking

23. In addition to the on-street pay and display long stay parking in the area of The Vine, the Council provides non-residential (i.e. business) permits in many of the roads within walking distance of the town centre. These are provided where there is sufficient road space once the allocation of residents' permits has been taken into account, and leaving a certain proportion of spaces for visitors.
24. A total of 250 permits have been issued for 6 different parking zone areas on the periphery of the town. The allocation for non-residential permits is now more or less fully taken up, with only more recently additional spaces provided in areas furthest from the town (in Hitchen Hatch Lane and Woodside Road) remaining available. These are less likely to be taken up due to their location and the walking distance in to the town. There is currently a waiting list for permits in roads nearer the town centre.
25. The non-residential permits cost £270 per year. This is equivalent to 50% of the cost of buying a day ticket on-street (£2.40 a day) and is 33% of the cost of a season ticket for the Buckhurst 2 car park (£819).

Long Stay Parking Problems

26. In 2009, at the time the on-street permit scheme was introduced, there was some transfer of season ticket holders from the Buckhurst 2 car park in to the new on-street parking areas due, it is thought, to the cost differential. Over recent years, there has been a gradual build-up in the numbers of people seeking long stay parking in the town and increases have been seen in the take up of both the on-street permits and car park season tickets. The loss of private business parking spaces in the town to development had contributed to the increased demand.
27. In the months leading up to the start of the Marks and Spencer development, the Council was receiving reports from season ticket holders for Buckhurst 2 that spaces were becoming difficult to find. These were users who were tending to come and go on business visits during the day i.e. surveyors and architects, rather than staying parked for the whole day. There currently appears to be many such users in the car park.

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Historically, the car park was used for traditional long stay, where people would turn up, park, and remain parked for the whole day. However, in more recent years there has been a noticeable change of use and an increase in the type of business use where users need to go out on visits, possibly coming and going a number of times during the day. Although this type of use could be considered to be more short stay rather than long stay, it is acknowledged that season tickets and, indeed, pay and display day tickets, offer this type of user greater convenience and at a lower cost when compared to using the short stay car parks. The downside is, of course, that there is no guarantee that spaces will be available at any time during the day and increased pressures and demands for long stay parking are leading to more and more people not being able to find a space if they leave and later return to the car park.

28. At the time of preparing this report, a proposal to ease the long stay parking situation by removing short stay use from the Buckhurst 2 car park during the working week, has just been approved by the Council's Portfolio Holder. The change is due to be implemented in the next few weeks.

Parking Survey

29. The Council engaged an external survey company to record parking use in the town centre car parks and in the surrounding roads on a Wednesday, Friday and Saturday for two consecutive weeks starting the 06 November 2013.
30. The purpose of the survey was to determine the degree to which parking provision is meeting parking needs. It would also provide valuable information regarding parking use on Saturdays. A morning count was undertaken between 11.00am and 12.00 noon and an afternoon count between 2.00pm and 3.00pm, these being the general peak times for parking use. In addition, an early count at 9.00am was carried out in the Buckhurst 2 and Pembroke Road car parks on weekdays of the survey.
31. The survey results have been assessed in respect to long stay and short stay parking.
32. The survey results in terms of spaces available have been adjusted to specifically exclude disabled parking spaces in order to produce a more realistic set of results. While Disabled Blue Badge Holders may use any space in the car parks should none of the designated disabled spaces be available, all other users are restricted to using standard parking bays.
33. The results have been averaged for the different days of the week surveyed. In accordance with good practice, and to ensure the availability of adequate spaces, utilisation levels should generally be no higher than 85%. A traffic light system has been used in the results tables below to grade the utilisation levels and, hence, indicate any critical areas:

green indicates utilisation levels of less than 80% (acceptable)

yellow indicates levels of between 80% and 89% (possible concern)

red indicates levels of 90% and over (critical).

34. The provision of variable message signing being provided in connection with the Marks and Spencer development will help inform motorists where spaces can be found. Although it could be argued that higher levels of utilisation could, therefore, be tolerated, there still needs to be an adequate provision of parking facilities to ensure that people are not deterred from coming into the town and to help secure the viability of the town centre as a whole.

Parking Survey Results and Conclusions – Long Stay Car Parks

35. The following results were obtained in respect to the Buckhurst 2 and Pembroke Road car parks.

Table 1: Survey Results – Buckhurst 2 and Pembroke Road Car Parks:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	83	8	14	82	6	25	151	167
	Utilisation	74.4%	97.7%	95.7%	74.8%	98.1%	92.3%	48.1%	42.6%
Peak Values	Spaces available	78	4	12	78	1	25	149	140
	Utilisation	75.9%	98.8%	96.3%	75.9%	99.7%	92.3%	48.8%	51.9%

36. The reasons for the low numbers parked at 9am is not clear, as the car parks should be at their busiest at this time of day. It is assumed that some business people will have parked and then gone out on their business by that time, and would probably be replaced, to some extent, by others arriving later.
37. There are very few spaces available at 11am and 2pm on the weekdays, and accordingly the utilisation levels are very high. The spaces that are available are probably a result of business people having left the car park, leaving spaces that hadn't yet filled.
38. The results for Saturday show that long stay parking is not an issue on this day of the week.
39. The Council carries out an informal monthly survey of car parks in the town centre to provide usage records on a sample basis. The checks are undertaken twice a day during one week of the month to record the number of spaces available at morning and afternoon peak times. It is not always possible to carry out the survey on each day of the week, but Wednesdays are usually recorded. Average figures are produced for the other days of the week. Data from the Council's in-house survey from April to October 2013 is attached as Appendix 'A'. As can be seen, there is good correlation between the full parking survey undertaken and the Council's own informal survey data.

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40. However, as the Pembroke Road car park will soon be lost, the results shown in Table 1 should be adjusted to show the effect if long stay parking was only available in the Buckhurst 2 car park.

Table 2: Adjusted Survey Results – if Pembroke Road long stay parking is transferred to the Buckhurst 2 car park:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	50	-26	-19	49	-27	-8	151	167
	Utilisation	82.8%	108.8%	106.5%	83.3%	109.3%	102.7%	48.1%	42.6%
Peak Values	Spaces available	45	-29	-21	45	-32	-8	149	140
	Utilisation	84.5%	110.0%	107.2%	84.5%	111.0%	102.7%	48.8%	51.9%

41. For comparison purposes, it is noted that the utilisation rates from the parking survey correspond well to those produced as part of the assessment for the Planning Application for the Blighs development.
42. The table shows the effect of the loss of the Pembroke Road car park upon long stay parking provision. However, this is not, perhaps, the true position in respect to total long stay parking needs in the town. A further calculation should be done to take account of the following factors:
- at the time of the survey, separate counts of the number of Buckhurst 2 business season tickets holders who were actually parked at the time of the survey indicate that, on average, 90 season ticket holders were not present in the car park when the survey was undertaken;
 - the figures for Buckhurst 2 ought to be adjusted to include long stay use (i.e. season ticket holders) currently allocated in the South Park car park (39 number in total).
43. Transferring all long stay parking to the Buckhurst 2 car park would effectively increase the availability of short stay in the in South Park car park.

Table 3: Adjusted Survey Results - if all long stay parking is transferred to the Buckhurst 2 car park:

		Wednesday			Friday			Saturday	
		9am	11am	2pm	9am	11am	2pm	11am	2pm
Average Values	Spaces available	-85	-161	-154	-87	-162	-143	151	167
	Utilisation	129.2%	155.2%	152.9%	129.7%	155.7%	149.1%	48.1%	42.6%
Peak Values	Spaces available	-90	-164	-157	-90	-167	-143	149	140
	Utilisation	130.9%	156.4%	154.0%	130.9%	157.4%	149.1%	48.8%	51.9%

44. The figures would suggest a shortfall approaching 170 parking spaces if all long stay parking is to be accommodated in the Buckhurst 2 car park. Working to a utilisation rate of, say, 90% to provide some spare capacity would mean that a total of 221 spaces would be required.
45. As mentioned earlier, residents' permits are issued for the Buckhurst 2 and South Park car parks. While it could be expected that many residents take their car to work during the week, previous surveys last Summer showed that there were on average 20 residents were parked in Buckhurst 2 and South Park car parks during the working day. The provision of residents' permits therefore further reduces the availability of spaces and this should also be taken into account in any calculation for future parking needs thus increasing the number of spaces required to 241.

Parking Survey Results and Conclusions – Short Stay Car Parks

46. For the reasons given earlier, the survey results for short stay car parks have been assessed on the basis of availability of pay and display parking spaces only, i.e. disabled parking spaces have been excluded. This reduces the number of spaces available in the town centre to the following:
- Mondays, Tuesdays, Thursdays and Fridays – 555 spaces
 - Wednesdays – 518 spaces
 - Saturdays – 734 spaces (but will reduce to 701 when the Pembroke Road car park is removed)

Table 4: Survey Results Car Parks – Short stay parking (excluding disabled parking spaces):

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	41	66	30	60	58	81
	Utilisation	92.2%	87.4%	94.7%	89.2%	92.2%	89.0%
Peak Values	Spaces available	40	64	23	52	36	53
	Utilisation	92.3%	87.6%	95.9%	90.6%	95.1%	92.8%

The results show that utilisation of short stay spaces in the town centre is generally high.

47. However, should the long stay / season ticket element currently using the South Park car park be relocated to the Buckhurst 2 car park, this would then free-up short stay spaces and effectively reduce utilisation rates for the town centre. Therefore, the survey results are adjusted accordingly in the following table to take account of the numbers recorded during the survey (the figures having been averaged).

Table 5: Adjusted Survey Results Car Parks – Short stay parking (excluding disabled parking spaces) with long stay element removed from South Park car park:

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	69	94	58	88	58	81
	Utilisation	86.8%	81.9%	89.6%	84.1%	92.2%	89.0%
Peak Values	Spaces available	68	92	51	80	36	53
	Utilisation	86.9%	82.8%	90.8%	85.6%	95.1%	92.8%

- 48. As can be seen, by moving long stay parking out of the short stay car parks utilisation rates would reduce but would still be at fairly high levels, particularly on Fridays and Saturdays. This is despite the Council office car park becoming available on Saturdays.
- 49. The survey results compare reasonably well with data from the Council’s in-house survey, as shown in Appendix ‘A’. There are, however, slight differences in the way information is recorded for the Council’s surveys. The in-house survey does not differentiate between pay and display spaces and disabled Blue Badge spaces, it is merely a count of all spaces available. For this reason, the utilisation rates for the in-house survey are likely to be lower than those for recent full parking survey. This, and the fact that data is not available for exactly the same period, would inevitably lead to some variance between the two sets of data.
- 50. The provision of a variable message signing system will help in directing people to where parking spaces are available and would allow the car parks to better operate with fewer spaces available. However, if utilisation rates remain high, meaning that people need to hunt for spaces when they enter their chosen car park rather than finding them relatively easily, the net effect may be that people are put off using the car parks and may use them less frequently. This could, of course, ultimately have an impact upon the viability of the town centre.
- 51. As can be seen from the adjusted survey results in Table 5, the highest utilisation rates occur on Fridays and Saturdays with a peak value of 95.1% being achieved. These levels of utilisation do not leave much room for increased use of the car parks as people may be deterred from using them well before the saturation point is reached. The provision of additional short stay spaces would offer room for expansion in terms of car park use which, in turn, would encourage use of the town centre shopping facilities.
- 52. To reduce peak levels of utilisation to a generally acceptable level of operation, additional spaces would need to be provided. It is estimated that to achieve utilisation of 90% would require an additional 40 spaces; to achieve nearer 85% would require 85 additional short stay parking spaces.

Parking Survey Results - On-Street Parking

Short Stay Pay and Display Parking in the Town Centre

53. The following results were obtained for the 54 parking spaces provided in the High Street, London Road and South Park in the town centre.

Table 6: Survey Results On-Street – Short Stay P&D Parking in the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	9	9	7	7	5	5
	Utilisation	84.3%	83.3%	88.0%	87.0%	91.7%	90.7%

54. The on-street spaces in the town centre provide a cheaper option to parking in the car parks and tend to be very well used. The survey results are probably as expected with greatest utilisation on Saturdays, closely followed by Fridays.

55. It is not considered that the use of on-street parking in the town has a direct effect upon usage of the car parks. There is no potential to introduce further on-street parking in the town.

Long Stay Pay and Display Parking on the outskirts of the Town

56. The following results were obtained for the 65 parking spaces provided in Plymouth Drive and at The Vine in Holly Bush Lane. Although these areas also provide for short stay parking for up to 2 hours, use during the working week is predominantly long stay.

Table 7: Survey Results On-Street – Long Stay P&D Parking near the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	13	13	8	7	49	34
	Utilisation	80.8%	80.0%	88.5%	89.2%	25.4%	48.5%

57. The survey shows that spaces are available during both mornings and afternoons. However, it is considered that as a norm, fewer, if any, spaces are usually available on weekdays.

Short Stay Free Parking near the Town Centre

58. Roads providing free 2 hours parking were included in the survey. The following roads within an approximate 10 minutes walking distance of the town centre provide a total of 460 on-street parking spaces: Argyle Road, Crownfields, Eardley Road, Gordon Road, Granville Road (down as far as junction with Eardley Road), London Road, Park Lane, Pound Lane, St, Botolph’s Road (down as far as junction with Vine Avenue), South Park, The Drive and Valley Drive. The area is shown on the map attached as Appendix ‘B’.

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59. Although it could be argued that some roads within the area, such as Crownfields and Valley Drive, might not appeal to people wishing to park for the town centre they do, nevertheless, offer parking facilities within relatively easy reach of the town.
60. The survey results for this area are as follows:

Table 8: Survey Results On-Street – Short Stay Free Parking near the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	115	116	119	159	178	175
	Utilisation	75.0%	74.9%	74.2%	65.4%	61.4%	62.0%

61. The utilisation levels show that parking spaces are generally available on all days. However, people visiting the town centre are more likely to want to park fairly close to the shops and other facilities and, hence, would probably prefer to use the town centre car parks despite having to pay and display.

Parking Survey Results – Disabled Parking

62. The opportunity was taken to review the use of disabled parking spaces in the town centre.
63. Excluding the disabled parking spaces at the leisure centre, there are a total of 23 spaces provided on Wednesdays and 26 spaces on other days in the car parks and on-street in the immediate town centre.
64. The survey results for these are as follows:

Table 9: Survey Results – Disabled Parking in the Town Centre

		Wednesday		Friday		Saturday	
		11am	2pm	11am	2pm	11am	2pm
Average Values	Spaces available	3	7	2	7	7	10
	Utilisation	86.9%	71.7%	92.3%	73.1%	73.1%	63.5%
Peak Values	Spaces available	2	6	0	6	4	9
	Utilisation	90.9%	72.7%	100.0%	76.0%	84.0%	64.0%

The highest utilisations levels were on Wednesday mornings and Friday mornings, with a peak value of 100% Friday afternoons.

65. Whilst disabled Blue Badge Holders may use the standard parking spaces in the car parks if there are no disabled spaces available, use of these would be dependant upon the degree of disability and this might not always be a viable alternative.

66. Blue Badge Holders can park for up to 3 hours on yellow line restrictions on-street and many such areas in and around the town centre, such as Rockdale Road, are regularly used for this purpose. This may mean that sufficient spaces on-street within easy reach of the immediate town centre may not be readily available.
67. In view of the high utilisation levels, consideration could be given to increasing the provision of dedicated disabled parking spaces in the town centre to accommodate the needs of Blue Badge Holders.
68. Although consideration could be given to increasing provision in the car parks, this would be at the loss of general parking facilities. As an alternative, it would make better sense to provide any additional spaces on-street, locating them in the existing pay and display areas in the High Street and South Park. In this way, disabled facilities can be placed in the heart of the town centre enabling good access to amenities.

Summary of Findings of Independent Parking Survey Report

69. The independent parking survey clearly shows very high utilisation rates for the Buckhurst 2 long stay car park. By adjusting the results to add all long stay parking currently taking place in the town centre car parks, a more realistic indication of long stay parking needs can be determined. The outcome of the assessment is that between 170 and 221 additional parking spaces are needed.
70. In respect to short stay parking, and having made an adjustment for removing the element of long stay parking from short stay car parks, the results indicate high utilisation levels on Fridays and Saturdays. Although the variable message signing system being provided as part of the Marks and Spencer development will assist motorists in being find available spaces, it is prudent to consider increasing the provision of short stay parking in the town. It is estimated that 40 additional spaces short stay spaces would be required to reduce peak utilisation levels to 90%.
71. Dedicated disabled parking bays within the car parks are showing high utilisation levels at certain times during the week. Should consideration be given to improving the provision of disabled parking, it is recommended that additional spaces be provided, within the on-street pay and display areas around the town which would provide better access to facilities.

Technical Feasibility Study

72. The opportunity to provide approximately, an additional 300 car park spaces, close to Sevenoaks Town Centre, is best served by examining the technical feasibility of 'decking' the existing Council owned car parks at Buckhurst 2 and/or Suffolk Way.
73. A specialist parking Consultant with extensive expertise in the conceptual design of parking structures, was appointed to survey both the existing car parks to provide elevated car decks to provide additional car park spaces.
74. An advantage to this method of construction compared to a more traditional construction method, is that the car decks are pre-fabricated off site, allowing a very

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short construction period on-site. This is vital as the existing car parks will be in demand during this on-site construction period, and alternative temporary parking will need to be identified for this period. This is likely to be for a period of 5-6 weeks.

75. The following option estimates have been received for both the Buckhurst 2 and Suffolk Way car parks.

76. Each estimate includes for design, super structure, staircase, edger protection, drainage/water proofing, lighting, cladding, plant labour, haulage and provisional cost sums for Civils, foundations, general items, variations, electrical sub station works, CCTV and signs.

(a) Buckhurst 2 – single storey decking to provide 164 additional spaces.

Build cost: £2,736,022 (includes £162,926 provisional cost sums) @ £16,683 per parking space.

(b) Buckhurst 2 – two storey decking to provide 300 additional spaces.

Build cost: £3,749,630 (includes £250,146 provisional cost sums) @ £12,498 per parking space.

(c) Suffolk Way – single storey decking to provide 67 additional spaces.

Build cost: £1,326,768 (include £146,049 provisional cost sums) @ £19,802 per parking space.

(d) Suffolk Way – two storey decking to provide 134 additional spaces.

Build cost: £2,334,157 (includes £199,905 provisional cost sums) @ £17,419 per parking space.

77. From the estimates provided it is clear that to provide an additional 300 parking spaces the most cost effective option is to build a two storey deck construction on Buckhurst 2 car park at an estimated cost per parking space of £12,498.

78. The guaranteed lifespan of the construction method is 30 years.

79. To bring each option to planning application stage would cost as follows:-

(a) Buckhurst 2 – 164 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£21,850</u>
	£40,300

(b) Buckhurst 2 – 300 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£25,259</u>
	£43,709

(c) Suffolk Way – 67 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£12,320</u>
	£30,770

(d) Suffolk Way – 134 spaces

Surveying and design -	£18,450
Planning application fees -	<u>£20,544</u>
	£38,994

Procurement

- 80. A procurement exercise will be carried out in accordance with the general principles of Council’s standing orders and E.U. Procurement Directives as are appropriate.
- 81. There are several routes available for the procurement of a contractor to deliver these works. The traditional Design and Build approach could be used, which would include the procurement of a ‘professional team’, including Architect, Structural Engineer and Planning advisors, before a tender was issued for contractors to submit prices against. This approach would also necessitate SDC recruiting a ‘client side’ Project Manager.
- 82. Alternatively, SDC could utilise a Contracting Authority / Central Purchasing Body arrangement.
- 83. A Contracting Authority/Central Purchasing Body arrangement must have followed an OJEU compliant process to form ‘frameworks’ from which a panel of consultants and contractors has been appointed. SDC could use procurement framework to engage the Major Works contractor, who act as a managing contractor for the delivery of the project. This management contractor would then sub tender packages for all elements of the required works. This enables the contractor to get economies of scale as regards costs, with the spend being delivered locally.
- 84. Following completion of a legal agreement for the delivery of the project, they would manage the process and the managing contractor, to deliver the project. Advantages to this route of procurement include shortened procurement time vs the Design and Build method and the benefit of economies of scale from the supply chain purchasing power, local spend and an obligation to provide local training and employment.

Planning Implications

Planning policies:

- 85. Both sites (Suffolk Way and Buckhurst 2) are subject to the same planning policies:
- 86. Core Strategy:

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Policy L03 – Development in Sevenoaks Town Centre – Suitable for redevelopment for retail and related uses. Town Centre car parking will be managed to ensure adequate and convenient provision for shoppers and appropriate provision for long stay parking.

87. Car park flagged up as an area of change on the map and supporting text makes reference to redevelopment would need to provide replacement decked car parking.
88. Draft Allocations & Development Management DPD:
Policy TLC1 - General town centre policy (though nothing specific about parking)
Within the Sevenoaks Town Centre area
89. In broad planning policies the provision of decked car parking areas would support the vitality of the Town Centre. In fact both car parks are earmarked for redevelopment for retail and related uses, so there is actually strong support in principle for decking both these sites.

Suffolk Way car park

90. The site lies within the Town Centre and the urban confines of Sevenoaks.
91. This is currently a short stay car park between the Kaleidoscope and Suffolk Way. It is into a prominent site and adjacent to the Sevenoaks Conservation Area to the southwest of the site. The site is opposite the service yards and rear of the shops that front onto the eastern side of the High Street.
92. Land levels vary across the site and there is extensive hard landscaping/boundary treatment within this car park. Land levels essentially drop to their lowest point by the northern access. There are no TPOs covering the site or nearby.
93. The Kaleidoscope Building and in particular its entrance is raised up and is a prominent feature building in the Suffolk Way streetscape. There are a small number of trees on the southern boundary and Buckhurst House is closest building to the south. Buckhurst House is a mix of B1 and D1 uses with no apparent residential use. There are no residential properties immediately adjoining the car park, however, residential properties in Buckhurst Lane do lie approximately 15m to the southeast. This southern end with the nearest residential properties, adjacent buildings, trees and entrance to the library is the most sensitive part of the site.
94. There is clear general policy support for this site to be redeveloped under the Core Strategy.

Buckhurst Two –car park

95. The site lies within the Sevenoaks Town Centre area as well as the urban confines. A pipeline runs through the northern section of site and southern section lies within the Area of Archaeological Potential. The southern boundary is adjacent to a Public Right of Way, whilst the Green Belt lies immediately to the east and southeast.
96. The site lies to the south of the Leisure Centre and is a relatively large and square parcel of land. The ground levels significantly change across the site, from west to east and north to south, as well as other internal variations.

97. To the east lies the Sevenoaks Environmental Park, with trees, hedges and bushes forming an extensive screen. To the south lies a narrow band of trees and behind them the important public right of way to Knole Park from the town. To the west lie the back gardens of the residential properties in Buckhurst Avenue. To the north is a small band of trees, paths and soft landscaping in front of the Leisure Centre.

General comment

98. Both of these sites have the potential to deliver additional parking spaces, through the use of decked car parks of varying scale and varying levels of needs for engineering operations required to create basement/levels as a base for a decked car park. Much will depend the quality of the new build and scale proposed and their impact on the locality.

Car Parking Adjacent to the Railway Station

99. By ‘decking’ the adjacent Council owned Bradbourne car park additional parking spaces could be provided for long stay commuter use, realising potential additional income and easing demand on long stay on-street parking.
100. It is therefore recommended that a planning application be submitted to ‘deck’ the existing Bradbourne car park.
101. To submit a planning application to ‘deck’ the Councils Bradbourne car park would cost in the region of £24,000 including planning application fees of £17,710.

Key Implications

Financial

The estimated cost of providing additional car park spaces is summarised below:-

Buckhurst 2	Additional 164 spaces	single storey	£2,736,022	Cost per space:	£16,683
Buckhurst 2	Additional 300 spaces	two storey	£3,749,630	Cost per space:	£12,498
Suffolk Way	Additional 67 spaces	single storey	£1,326,768	Cost per space:	£19,802
Suffolk Way	Additional 134 spaces	Two storey	£2,334,157	Cost per space:	£17,419

Predicted Income Generated For Additional Parking Spaces

102. The income figures quoted are shown net of VAT.
103. Estimated income reflects the assumed additional income from the start of 2015/16 following the construction period. This has been based on the charges proposed for 2014/15 and by applying a percentage increase year on year.
104. The estimate for the 300 space option at Buckhurst 2 is based on long stay parking only with the additional spaces divided equally between season tickets, reserved spaces and long stay pay and display charges.

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Buckhurst 2 Car Park (assumed income for 2015/16)

Season ticket £714*/space x 100 spaces	£71,400
--	---------

(* equivalent to a charge of £3.81 a day for a 5 day week / 45 week year)

Reserved space £1,015*/space x 100 spaces	£101,500
---	----------

(* equivalent to a charge of £5.33 a day for a 5 day week / 45 week year)

Pay and display £942*/space x 100 spaces	£94,200
--	---------

(* based on 2014/15 +3% a day for a 5 day week / 50 week year)

Estimated additional income/year	£267,100
----------------------------------	----------

105. This is based on 100% utilisation. If lower levels of utilisation are used this would reduce to:

£240,390	90%	Utilisation	Levels
£227,035	85%	Utilisation	Levels
£213,680	80%	Utilisation	Levels

106. Over a ten year period based on this allocation of spaces shown and applying a percentage increase year on year, this could produce an estimated additional income of £2,943,897 for the Buckhurst 2 Car Park based on full utilisation.

107. For the 300 space option, this could provide a full cost pay back period of the construction cost of 12-13 years. The estimated life of the construction is 30 years.

108. If 85 % utilisation were to be assumed, the pay back period would extend to 15 years.

Suffolk Way Car Park (Assumed Income for 2015/16)

109. Assuming the additional parking spaces are used for short stay parking:

Income per space	£1,744 x 67 spaces	£116,848
Income per space	£1,744 x 134 spaces	£233,696

110. If 67 additional spaces were provided in the Suffolk Way Car Park, based on applying a percentage increase year on year over a ten year period from 2014-15, this could generate an additional £1,279,241, assuming current utilisation levels. This option could provide a full cost (construction cost) pay back period of 10-11 years, which is based on the current utilisation levels for the car park. Allowing for a drop in utilisation of, say, 20% due to the provision of additional parking spaces, the pay back period would extend to 13 years.

111. If 134 additional spaces were provided for short stay use, this could generate an additional £2,558,481 over a ten year period, assuming current utilisation levels. However in view of the number of additional short stay spaces that would be provided

utilisation levels could reduce as a result. For the purpose of this calculation it would be prudent to assume that only 80% of the income figure quoted i.e £2,046,785 would be achieved. This option could provide a full cost (construction cost) pay back period of 9 years.

112. Alternatively, if the income calculation is based on the additional spaces being used for long stay, which as a result of the different charging tariffs would produce less income than the short stay option, the additional income over a 10 year period would be £723,877. This would extend the full cost pay back period to nearer 18 years.
113. A breakdown of the potential additional income generated is provided at Appendix 'D'.
114. Expenditure has already been incurred for:- Parking Survey £5,725. Technical and feasibility study £1,600. These costs have been met from existing approved budgets.

Funding

115. Utilising up to date Public Works Loan Board fixed loan rates, the following would apply.
 - £3.5m annuity loan over 10 years @ 2.66% - half yearly repayment of £200,500 (£401,000 p.a)
 - £3.5m annuity loan over 20 years @ 3.71% - half yearly repayment of £124,700 (£249,400 p.a)
 - £4.0m annuity loan over 10 years @ 2.66% - half yearly repayment of £229,000 (£458,000 p.a)
 - £4.0m annuity loan over 20 years @ 3.71% - half yearly repayment of £142,500 (£285,000 p.a)
116. Alternatively, by using existing capital receipts, the loss of investment interest on £3.5m would be between £21,000 and £35,000 per annum. On £4.0m it would be between £24,000 - £40,000 per annum (based on current investment Interest rates of between 0.6% and 1%.
117. Alternatively the project could be funded by a mix of loans and use of capital receipts.
118. It is worth noting that capital receipts from recent sales of Council owned property in Sevenoaks have realised £3.4m.
119. Due to the relatively low chance of a financial return on the Investment in this project in the short term, it is recommended that the project, if approved, be funded by Public Works Loan Board borrowing to allow Capital receipts to be available for future investment in project delivery to meet the Councils wider vision and aspirations.
120. To advance a project to planning application stage expenditure will need to be incurred for surveying and design to submit the planning application on the Councils behalf, and also for planning application fees, as outlined earlier in this report.

Financial Summary

	Buckhurst 2		Suffolk Way	
	164 spaces	300 spaces	67 spaces	134 spaces
Cost	£	£	£	£
Estimated cost	2,736,022	3,749,630	1,326,768	2,334,157
Cost per space	16,683	12,498	19,802	17,419
Estimated Additional income 2015/16				
100% utilisation	146,015	267,100	116,829	233,657
90% utilisation	131,413	240,390	105,146	210,291
85% utilisation	124,112	227,035	99,304	198,608
80% utilisation	116,812	213,680	93,463	186,925

Funding	£3.5m £	£4m £
Loan annual repayment over 10 years @ 2.66%	401,000	458,000
Loan annual repayment over 20 years @ 3.71%	249,400	285,000
Loss of interest by using capital receipts	£21,000 to £35,000	£24,000 to £40,000

Legal Implications and Risk Assessment Statement.

121. The project construction costs identified in the report are estimates only and a full procurement process would be undertaken before a contract for construction is awarded.
122. Any such procurement will be carried out in accordance with the general principles of Council's standing orders and E.U. Procurement Directives as are appropriate.
123. Borrowing will be subject to the Council's financial procedure rules. New investment is made possible by the 'General Power of competence' introduced by Section 1 of the Localism Act 2011.
124. The proposed deckings would be built on existing Council owned car park land.
125. Any planning applications submitted would need to be considered and determined by the Councils Development Control Committee.
126. The parking survey has provided strong evidence of the shortage of long stay parking provision in the Sevenoaks Town. Failure to provide the additional car parking identified is likely to have a detrimental effect on the future economic viability of the town, and District, as a venue to work, shop and visit.
127. A parking solution is required not only to meet the current, but future anticipated demand on parking capacity.

128. Recently the Government has introduced greater powers for landowners to change the use of buildings without the need for planning permission (through its changes to the General Permitted Development order). Amendments that allow for offices to be converted to residential use and for space above shops to be converted to dwellings without the need for planning permission have the potential to increase demand for parking in Town Centres. Without the need for these changes of use to be considered through the Development Control process there is no scope for the Council to require additional parking for the new residents these developments will create, which will lead to increased demand for on-and off street parking for residents in Town Centres.
129. The additional income estimates are based on current usage and prices charged for parking.
130. Although the construction period, on site, for this method of construction is extremely short, temporary alternative parking will need to be made for existing users, during the on-site construction period.
131. The project costs, potential additional income generation, sources of funding, and pay-back period are detailed in the report.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes. Enhanced parking provision for blue badge holders	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

Community Impact and outcomes

132. Increased car parking capacity would have a strong positive impact on the town centre. It would allow more people to access local services, tourist attractions and support the high proportion of independent businesses in the Town Centre. The retail offer in the town continues to be of a very high standard, with high occupancy rates and continued inward investment from the likes of Wagamamas and Marks and Spencer. Further investment in parking provision will strengthen the retail offer and ensure that Sevenoaks town has increased footfall in years to come.

Agenda Item 9

Conclusions

1. The parking capacity/demand survey undertaken in November 2013 has identified current critical parking levels in existing Council owned car parks (above 90% utilisation) identifying a demand for an additional 241 long stay spaces and 40 additional short stay spaces (based on 90% utilisation rates).
2. Technical feasibility studies have indicated that additional car park spaces could be provided by constructing elevated car park decks on the existing Council owned Buckhurst 2 and Suffolk Way car parks.
3. Planning advice has identified that both sites have the potential to deliver additional car park spaces through the use of decked car parking construction methods.
4. Providing 300 additional spaces with a two storey deck construction at the Buckhurst 2 car park offers the lowest construction cost per parking space.
5. Estimates on potential additional income generation indicate that the estimated 'pay-back' period to cover construction costs is acceptable.
6. As the return on investment is likely to be relatively low in the short term, funding for the cost of the project may be best facilitated by the use of the Public Works Loan Board, rather than utilise existing Capital receipts.
7. To advance the projects to planning application stage, expenditure will need to be incurred with regard to surveying and design and planning application fees.
8. Although the construction period, on-site, is very short, alternative temporary parking provision will need to be considered for existing car park users, during the on-site construction period.
9. The lowest identified estimated cost of additional car parking provision utilising the 'decking' construction method is £12,500 per space.
10. Annual income per long stay space is estimated at an average of £890 (for 2015/16). Annual income per short stay space is estimated at £1,744 (for 2015/16)
11. It is recommended that a planning application be submitted to provide additional parking for long stay parking at the Buckhurst 2 car park for the immediate future. However, to allow provision to be allowed for, in the longer term, to meet possible future short stay demand in the Town Centre and adjacent to the railway station, planning permission be applied for to provide additional capacity at the existing Suffolk Way and Bradbourne car parks.
12. This proposed project supports the key aim in the Council's vision, as detailed in the approved Corporate Plan; to either borrow or utilise existing financial resources, to generate on-going revenue income.

Appendices

Appendix A – In-house Parking Survey April-Oct 2013

Appendix B – Map of Short Stay Parking near the
Town Centre

Appendix C - Breakdown of Potential Income

Background Papers:

Parking Survey – November 2013

SDC In-house Parking Surveys – April – Oct 2013

Report from Top Deck Parking Consultancy for
Buckhurst 2 , Suffolk Way and Bradbourne Car Parks
– January 2014.

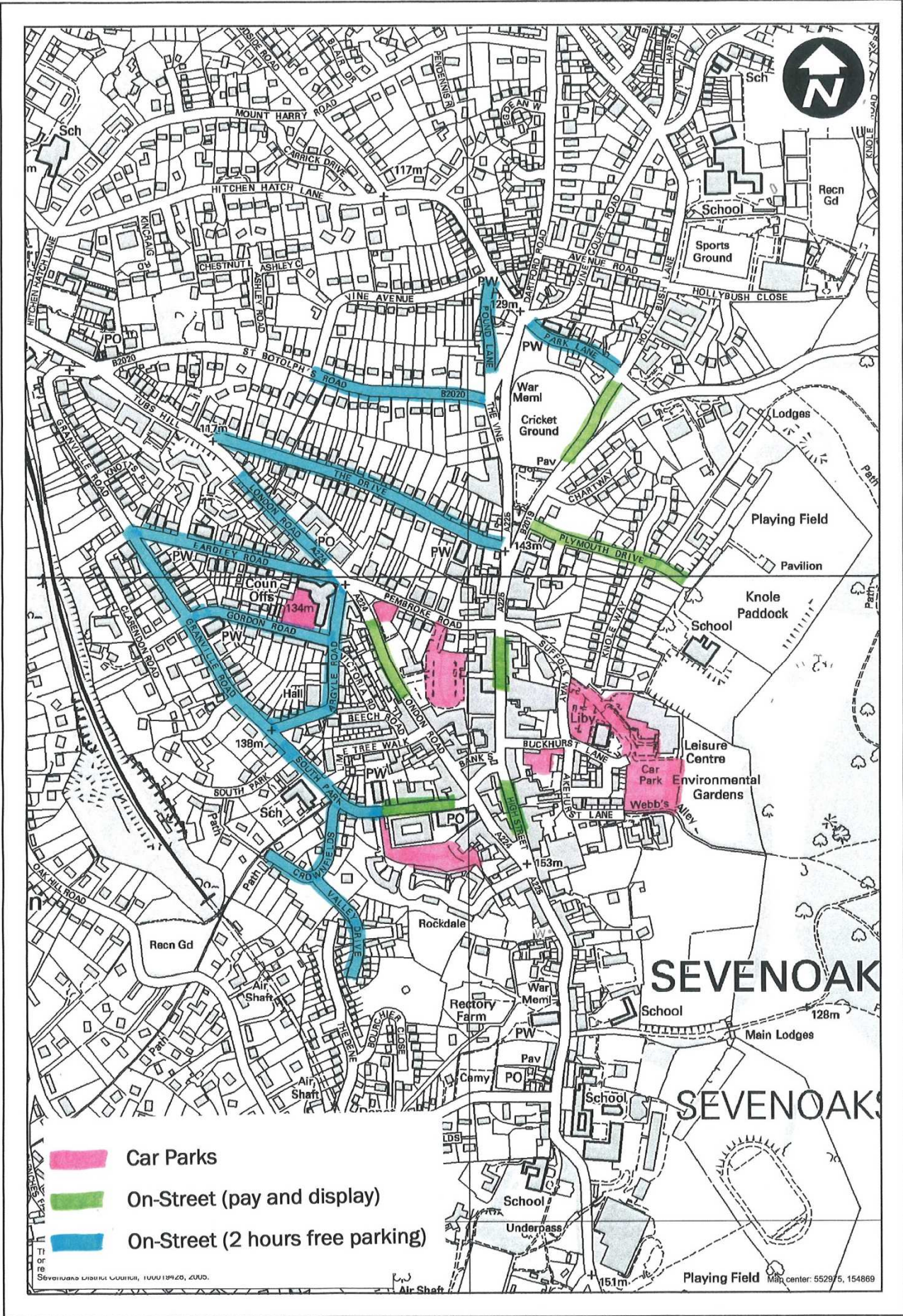
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Richard Wilson
Chief Officer Environmental and Operational Services

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SHORT STAY CAR PARKS							
		Apr-13	May-13	Jun-13	Jul-13	Sep-13	Oct-13
WEDNESDAYS							
Morning							
Average Values	Spaces Available	110	90	43	43	39	30
	Utilisation	81.5%	84.8%	92.0%	92.0%	92.8%	94.4%
Afternoon							
Average Values	Spaces Available	114	138	146	90	75	85
	Utilisation	80.8%	76.8%	73.0%	83.8%	86.1%	84.3%
OTHER WEEKDAYS							
Morning							
Average Values	Spaces Available	141	103	76	92	101	109
	Utilisation	77.7%	83.8%	86.9%	84.1%	82.6%	81.3%
Peak Values	Spaces Available	116	96	58	92	101	76
	Utilisation	81.7%	84.9%	90.0%	84.1%	82.6%	86.9%
Afternoon							
Average Values	Spaces Available	197	198	162	94	124	149
	Utilisation	68.8%	68.8%	72.2%	83.8%	78.6%	74.3%
Peak Values	Spaces Available	158	191	149	94	124	122
	Utilisation	75.1%	69.9%	74.3%	83.8%	78.6%	79.0%
LONG STAY CAR PARKS							
WEDNESDAYS							
Morning							
Average Values	Spaces Available	8	7	0	14	8	1
	Utilisation	97.7%	98.0%	100.0%	95.7%	97.5%	99.7%
Afternoon							
Average Values	Spaces Available	22	7	16	30	11	12
	Utilisation	93.6%	98.0%	95.1%	90.7%	96.6%	96.3%
OTHER WEEKDAYS							
Morning							
Average Values	Spaces Available	11	5	8	4	2	6
	Utilisation	96.8%	98.7%	97.5%	98.8%	99.4%	98.1%
Peak Values	Spaces Available	9	2	8	4	2	0
	Utilisation	97.4%	99.4%	97.5%	98.8%	99.4%	100.0%
Afternoon							
Average Values	Spaces Available	20	14	22	12	23	10
	Utilisation	64.2%	95.9%	93.4%	69.3%	92.9%	96.9%
Peak Values	Spaces Available	20	13	16	12	23	10
	Utilisation	94.2%	96.2%	95.1%	96.3%	92.9%	96.9%

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Breakdown of Potential Income

Appendix C

SUFFOLK WAY CAR PARK

Based on current utilisation levels and p&d spaces only.

Current income for car park averages £23,606 (net) a month giving £283,272 (net) for the year.

Based on 169 p&d spaces gives £1,676 net income per space.

67 ADDITIONAL SHORT STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
Current year		£1,676		
2014/15	2%	£1,710	67	£114,538
1	2%	£1,744	67	£116,829
2	2%	£1,779	67	£119,165
3	2%	£1,814	67	£121,548
4	2%	£1,850	67	£123,979
5	2%	£1,887	67	£126,459
6	2%	£1,925	67	£128,988
7	2%	£1,964	67	£131,568
8	2%	£2,003	67	£134,199
9	2%	£2,043	67	£136,883
10	2%	£2,084	67	£139,621
			Total	£1,279,241
			80%	£1,023,392

134 ADDITIONAL SHORT STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
Current year		£1,676		
2014/15	2%	£1,710	134	£229,076
1	2%	£1,744	134	£233,657
2	2%	£1,779	134	£238,330
3	2%	£1,814	134	£243,097
4	2%	£1,850	134	£247,959
5	2%	£1,887	134	£252,918
6	2%	£1,925	134	£257,976
7	2%	£1,964	134	£263,136
8	2%	£2,003	134	£268,399
9	2%	£2,043	134	£273,767
10	2%	£2,084	134	£279,242
			Total	£2,558,481
			80%	£2,046,785

67 ADDITIONAL LONG STAY SPACES:

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
(£915 based on £4.40 a day for a 5 day week 50 week year)				
2014/15	3%	£915		
1	3%	£942	67	£63,144
2	3%	£971	67	£65,038
3	3%	£1,000	67	£66,990
4	3%	£1,030	67	£68,999
5	3%	£1,061	67	£71,069
6	3%	£1,093	67	£73,201
7	3%	£1,125	67	£75,397
8	3%	£1,159	67	£77,659
9	3%	£1,194	67	£79,989
10	3%	£1,230	67	£82,389
			Total	£723,877

BUCKHURST 2 CAR PARK

Based on season ticket cost

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
2014/15		£699		
1	£15	£714	100	£71,400
2	£15	£729	100	£72,900
3	£15	£744	100	£74,400
4	£15	£759	100	£75,900
5	£15	£774	100	£77,400
6	£15	£789	100	£78,900
7	£15	£804	100	£80,400
8	£15	£819	100	£81,900
9	£15	£834	100	£83,400
10	£15	£849	100	£84,900
			Total	£781,500

BUCKHURST 2 CAR PARK

Based on reserved spaces (say at £1,000)

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
2014/15		£1,000		
1	£15	£1,015	100	£101,500
2	£15	£1,030	100	£103,000
3	£15	£1,045	100	£104,500
4	£15	£1,060	100	£106,000
5	£15	£1,075	100	£107,500
6	£15	£1,090	100	£109,000
7	£15	£1,105	100	£110,500
8	£15	£1,120	100	£112,000
9	£15	£1,135	100	£113,500
10	£15	£1,150	100	£115,000
			Total	£1,082,500

BUCKHURST 2 CAR PARK

Based on day ticket cost and 100% utilisation

Year	Increase (say)	Income per space per year (net)	Number of spaces	Income for number of spaces
(£915 based on £4.40 a day for a 5 day week 50 week year)				
2014/15	3%	£915		
1	3%	£942	100	£94,200
2	3%	£970	100	£97,026
3	3%	£999	100	£99,937
4	3%	£1,029	100	£102,935
5	3%	£1,060	100	£106,023
6	3%	£1,092	100	£109,204
7	3%	£1,125	100	£112,480
8	3%	£1,159	100	£115,854
9	3%	£1,193	100	£119,330
10	3%	£1,229	100	£122,910
			Total	£1,079,897

OPTION FOR 300 SPACES = 100 season ticket spaces (£781,500) + 100 reserved spaces (£1,082,500) + 100 p&d spaces (£1,079,897) = £2,943,897

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COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2014/15

Cabinet – 6 March 2014

Report of Chief Officer Communities & Business

Status: For Decision

Also considered by: Economic & Community Development Advisory Committee – 26 February 2014

Key Decision: Yes

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2014/15

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development and the Deputy Portfolio Holder for Economic & Community Development, Cllr Mrs Bosley. Both Members were trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report supports the Key Aim of Effective Management of Council Resources and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer(s) Lesley Bowles, Ext. 7374

Recommendation to Economic & Community Development Advisory Committee – for information

Recommendation to CABINET:

Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 13.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

Agenda Item 10

Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Sustainable Community Action Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2012. The closing date was 29th November 2013. The total budget available for distribution in 2014/15 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to an existing three year Service Level Agreement (SLA), which ends in March 2015.
- 4 The 2014/15 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
Total Budget	£ 153,331

- 5 A total of 31 grant applications have been received, representing total grant requests of £111,003.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Member's Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 The Council undertook a Corporate Peer Review between 3rd and 6th December 2013 and the Review Panel met a range of the Council's community partners. The overwhelming view of the Panel was that the Council has strong relationships with voluntary organisations based on mutual trust and respect. The Panel saw new, emerging and mature relationships with partners and the emergence of practical, results-based engagements.
- 10 In 2012/13, the 28 voluntary organisations funded supported 310,091 volunteer hours, which represented a benefit to the District of £3.89 million.

Appraisal Process

- 11 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for Economic & Community Development and the Deputy Portfolio Holder for Economic & Community Development, Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council’s Corporate Code of Practice for grants and take into account various factors, including:
- i. the extent to which the application supports the District Council’s priorities;
 - ii. the extent to which the application assists residents across the District and its impact;
 - iii. the extent to which the application should be funded by other organisations;
 - iv. whether performance indicators are relevant and appropriate;
 - v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
 - vi. the level of reserves held by the applicant.

Recommended Level of Grant

- 12 A summary of the total value of recommendations in this report and the total budget is set out below.

Total 2014/15 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2013/14 under the terms of the agreed SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,775
Total recommendations	£153,315

- 13 A full list of grants recommended to voluntary and youth groups is attached at Appendix C.
- 14 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Voluntary Action Within Kent or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Agenda Item 10

Recommended Conditions

- 15 It is recommended that grants be made to voluntary organisations subject to the following conditions:
- (i) that performance indicators as set out in the application forms are adhered to and monitored;
 - (ii) that, appropriate Safeguarding policies and arrangements are in place, where necessary;
 - (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
 - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

Key Implications

Financial

- 16 The level of funding recommended is in accordance with the 2014/15 budget of £153,331.

Resources (Non-financial)

- 17 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

- 18 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of grant any organisation allocating onward funding on behalf of the Council	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring

to another organisation must check whether appropriate police checks and child or adult protection policies are in place.	process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Equality Impacts

19 A full Equality Impact Assessment has been undertaken and is summarised below:

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?	No	The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Sustainability Checklist

20 A sustainability checklist has been completed and no negative impact has been identified.

Conclusions

21 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council’s grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the

Appendices

Appendix A - Council’s Corporate Code of Practice for making grants

Agenda Item 10

Appendix B – Community Grant Scheme guidelines

Appendix C – Full schedule of applications

Background Papers:

[Grant scheme guidelines](#)

[Sevenoaks District Council Code of Practice for grant-making](#)

Lesley Bowles
Chief Officer Communities & Business

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

**Sevenoaks District Council
Community Grants Scheme 2014/15
SCHEME GUIDELINES**

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.
Email grants@sevenoaks.gov.uk.

The Sevenoaks District Council Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, the Council wishes to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept one application per organisation.

Please complete the application form electronically – we cannot accept hand-written applications.

1. WHAT ARE THE SCHEME'S PRIORITIES?

Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation by excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

- Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Arts & Sports:

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

2. WHO CAN APPLY?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity
- Youth Organisation
- Voluntary Organisation
- Community Interest Company

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

3. HOW MUCH AND WHAT CAN I APPLY FOR?

The minimum you can apply for is £100

The most we will award for any one application is £5,000

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition you can apply for core running costs that are commensurate with the project, service or activity applied for.

4. WHAT ARE THE MAIN CONDITIONS?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution.
- Your organisation has a bank account with at least two authorised signatories.
- Your organisation either has an equalities policy in place and is prepared to sign the Council’s Equalities Statement
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults.
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose.

- You will be required to submit monitoring for your project with supporting evidence.
- All publicity materials and annual reports must acknowledge Sevenoaks District Council's support.
- Your organisation can only submit one application in any financial year.
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

5. WHAT WE WILL NOT FUND

We will not fund the following:

- Projects, services or activities that serve only one Parish
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder
- Costs for projects that have already started or been delivered
- Projects where the beneficiaries are not Sevenoaks District residents
- Private concerns operated as a business
- Organisations seeking to add capital to their reserves
- Local organisations seeking funding for a central HQ
- Religious or political organisations
- Individuals
- Work that should be provided by statutory, educational, health organisations or social services
- Schools or parent/teacher organisations

6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

The appraisal process will look at:

- Your eligibility to apply
- The extent to which your project meets the Scheme's priorities
- How many people will benefit
- The level of need for the project
- The level of benefit to Sevenoaks District residents
- The level of reserves held by your organisation

7. WHEN WILL YOU KNOW IF YOUR APPLICATION IS SUCCESSFUL?

The deadline for submitting your completed application form is Friday 29th November 2013. Applications received after this date will not be considered.

During March, we will decide who will receive funding. We will write to you during April to let you know if your application has been successful.

If you require any assistance, please contact:

Simon Davies, Partnership and Projects Officer, on 01732 227000

Return by post to the address below:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**

Deadline for completed applications: 29th NOVEMBER 2013

Community Grant Scheme - Schedule of Applications 2014/15

Ref No	Name of Organisation	Purpose			Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
			2012/13	2013/14				
3	North West Kent Volunteer Centre (Northern Parishes)	Support the work of volunteering in Northern Parishes of Sevenoaks District. Provide Community Transport, befriending services and a Gardening Support Scheme for the elderly	£5,000	£5,000	£5,000	£4,500		
8	Sevenoaks District Arts Council (District-wide)	Distribute grants and/or underwriting to arts groups/societies across the Sevenoaks District	£5,000	£4,600	£5,000	£4,250		
21	Sevenoaks Area MIND (Sevenoaks and Southern Parishes)	"Many Minds" - a new volunteer/supporter project. Will increase volunteer and supporter base to combat isolation and increase social inclusion and confidence of adults with mental health problems. Recruitment of District-wide supporter groups. Increase skilled volunteering opportunities and wider community engagement.	No application	£4,200	£5,000	£4,200		
23	Relate West & Mid Kent (District-wide)	To launch a Young People's Counselling service into Sevenoaks District. Will offer 2-3 sessions per week.	£750	£800	£1,250	£800		
30	Sevenoaks District Sports Council (District-wide)	Group coaching and training in all sports, individual coaching, organised training/coaching courses, helping new sports clubs set up for the young/disabled, social sports for the older generation, helping all ages with disabled sports, individual grants for talented sports people	£5,000	£4,600	£5,000	£4,250		

Community Grant Scheme - Schedule of Applications 2014/15

Ref No	Name of Organisation	Purpose			Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
			2012/13	2013/14				
44	Sevenoaks Christian Counselling Service (District-wide)	To offer a confidential counselling service to clients of all faiths and none.	£600	£750	£800	£600		
51	Family Matters (District-wide)	To run a focussed project which provides specialist rape trauma therapy for victims of rape in Sevenoaks	£1,000	£1,200	£5,000	£1,200		
58	CVSNWK (Swanley and the Northern Parishes)	Provide support and infrastructure services and representative voice to 3rd sector within North West Kent. Offer support to groups in Swanley and Northern Parishes by circulation of newsletters, e-bulletins and information regarding training and funding opportunities	£1,000	£890	£5,000	£900		
66	Edenbridge Voluntary Transport Service	Contribute to the cost of volunteer drivers' car running costs, encouraging volunteering by new drivers and supporting elderly and disabled residents of Edenbridge for their travel needs	£500	£500	£500	£500		
85	VAWK (District-wide)	Support for 5 projects: CVS, Volunteer Centres, Youth Volunteering, SAFE (Suicide Awareness for Everyone), Dial2Drive	£14,250	£13,500	£19,750	£12,000		£4,500 for Volunteer Centres, £1,000 for CVS, £3,000 for Youth Volunteering, £3,500 for Dial2Drive
92	British Red Cross	A service providing support and guidance for vulnerable people living in rural West Kent, covering all Sevenoaks parishes. Target group vulnerable older people, particularly those with dementia and their carers, those living in isolation, those in harder to reach rural areas and on limited income. Will offer: Dementia support, Falls prevention advice, access to BRC services			£5,000	£0	3	

Community Grant Scheme - Schedule of Applications 2014/15

Ref No	Name of Organisation	Purpose			Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
			2012/13	2013/14				
148	Sevenoaks Home Library Service (Sevenoaks and surrounding Parishes)	Annual costs of running and maintaining the van.	£100	£150	£100	£100		
196	Sevenoaks PHAB (District-wide)	To provide weekly varied evening activities for those in the community with a learning or physical disability	£300	£300	£400	£400		
206	Sevenoaks Volunteer Transport Group	Running costs to support volunteer hospital transport service, to provide low cost transport for elderly, infirm and disabled residents to medical appointments	£500	£500	£500	£500		
264	West Kent Mediation (District-wide)	Continued provision of a free, impartial, professional, confidential community mediation service for SDC residents. Recruiting and training new local volunteers. Contribution to family mediation service.	£5,000	£5,000	£5,000	£5,000		
310	Bridges (Edenbridge)	Sound amplification system, incorporating a permanent hearing loop. Contribution to Manager's salary as the Pop-In cannot function without the Manager.	£0	£0	£3,325	£1,000		Contribution towards Manager's salary with a focus on volunteering
323	North Kent Crime Prevention Panel (District-wide)	To give residents advice on domestic crime prevention at all levels with supporting availability of 32 crime prevention devices.	£850	£450	£1,000	£1,000		
344	Kent Friendz (District-wide)	To fund "Friday Fun Club" at Sevenoaks Leisure Centre for children and young adults with disabilities. To provide experienced and qualified staff and volunteers to run sessions, hire of premises and equipment.	1290	£500	£2,000	£1,000		

Community Grant Scheme - Schedule of Applications 2014/15

Ref No	Name of Organisation	Purpose	2012/13	2013/14	Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
404	Kent Wildlife Trust (Sevenoaks area)	To support the 2014 Festival of Wildlife at Sevenoaks Wildlife Reserve. To extend the volunteering opportunities available to better engage the Sevenoaks community	No application	300	£4,975	£1,225		
409	Leafhopper Community Support CIC (District-wide).	To provide a 2 week "Safety in Action" event to be held between 23/4 and 7/5/14 for up to 1600 Year 6 students in West Kent.	£800	£800	£1,000	£1,000		
425	Play Place Innov8 Community Interest Company (Otford, Dunton Green, Seal)	To use a converted double decker bus as a fully equipped mobile service community bus to use where venues are not available or young people hard to reach.	£0	£2,000	£4,642	£2,550		
428	Swanley Therapy Centre (Swanley & Northern Parishes)	Installing electronic shutter doors to the centre and new carpets	No application	0	£2,000	£0	4	
436	West Kent Extra	To fund a Pop Up business school in Swanley. Following taster events, outreach and local promotion, the project will pop up in a community venue, bringing skilled trainers and support over a two week period.	No application	No application	£3,000	£1,500		
443	Vitalise	Respite services for people with disabilities and carers	£0	No application	£340	£0	2	
446	Domestic Abuse Volunteer Support Services (District-wide)	To provide vital support services for women and men experiencing domestic abuse. Providing: a cost effective helpline, personal/family safety planning, signposting to other agencies, assistance with paperwork, staffing Swanly One Stop Shop	2500	£3,000	£5,000	£3,000		

Community Grant Scheme - Schedule of Applications 2014/15

Ref No	Name of Organisation	Purpose			Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
			2012/13	2013/14				
450	Edenbridge Friendz	Social club for vulnerable adults with physical and learning disabilities - more days out, facilities to learn new skills, arts, crafts, drama, technology etc	No application	0	£2,500	£0	1	
452	Sunrise Parents Advisory Committee (District-wide)	The Triple A Project - Working with families who have children or young children with ASD, ADHD, Aspergers Syndrome and other saimilar conditions. The project will offer short breaks, expert advice, guidance and support	No application	1000	£5,000	£1,000		
455	Community Futures Kent	"Count Us In" project - Project will match people with learning disabilities, multiple impairments and long term health conditions, with volunteers to help them contribute to other people in their neighbourhood.	No application	No application	£4,940	£1,300		
456	Greatness Residents' Association	To fund a skate park awareness day targeting all skatepark users, as part of the Greatness Community Big Lunch	No application	No application	£1,400	£0	8	
457	The Parents' Consortium	Youth & Kids Clubs - to provide disabled children with a variety of activities. To offer integration with mainstream young adults who act as mentors.	No application	No application	£5,000	£1,000		
458	Sevenoaks District Seniors' Action Forum	Recruitment drive to increase membership. To write, print and distribute a leaflet. Hold 8 receitment events.	No application	No application	£1,581	£0	1	

TOTAL £111,003 £54,775

Ref No	Name of Organisation	Purpose			Grant app. 2014/15	Suggested allocations	Reason for refusal	Notes
			2012/13	2013/14				

Refusal Reasons

- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended
- 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
- 3 The available level of funding is not sufficient for the Council to be able to support this priority
- 4 This service is primarily the responsibility of another agency
- 5 This is an advice service that does not have CLS accreditation
- 6 This application is for work taking place in a different financial year
- 7 Application is ineligible under the Community Grant Guidelines
- 8 This application cannot be supported as priority has been given to applications supporting a wide area of the District