

08 May 2018 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Despatched: 27.04.2018



Community Infrastructure Levy (CIL) Spending Board

Membership:

Chairman, Cllr. Edwards-Winser; Vice-Chairman, Cllr. Reay
Cllrs. Ball, Mrs. Bayley, Brown, Clack, Dyball, Halford, Kelly, Maskell, McArthur,
McGregor, Parson, Purves and Miss. Stack

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
Meeting Procedure		
1. Declarations of interest or Predetermination		
Including any interests not already registered		
2. Declarations of Lobbying		
3. Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects	(Pages 3 - 8)	Simon Taylor Tel: 01732 227134
Application		
A. Upper Darent Flood Alleviation Scheme	(Pages 9 - 24)	
B. Four Elms Playground (Hever Parish Council)	(Pages 25 - 34)	
C. Darent Valley Path Enhancements (Kent Downs AONB Unit)	(Pages 35 - 50)	
D. Swanley Station Improvements (Sevenoaks District Council)	(Pages 51 - 64)	
E. Refurbishment of Bat & Ball Station (Sevenoaks Town Council)	(Pages 65 - 118)	

- F. Sevenoaks Day Nursery Rebuild (Sevenoaks Day Care) (Pages 119 - 134)
- G. Westerham Public Toilets (Westerham Town Council) (Pages 135 - 148)

Appendix

- H. Key Considerations & Recommendations (Pages 149 - 152)

EXEMPT INFORMATION

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.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

Extract from Appendix X1 of the Council's Constitution:

5. Board structure, procedures and speaking protocol

("Local Member" means a member of the District Council whose ward, in the opinion of the Chairman, is affected by a bid which is to be included on an agenda for consideration by the CIL Spending Board.)

- 5.1 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include;
- Summary of CIL Legislation
 - Amount of funding available
 - Where CIL receipts have come from
- 5.2 Each bid will then be discussed individually.
- 5.3 Bids will only be debated at the discretion of the Chairman, if it is requested for debate by a Local Member or if there are registered speakers and this must be agreed prior to the meeting.
- 5.4 Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman's discretion, late registration maybe accepted until the start of the meeting. Only one public speaker supporting the application and one against will be permitted.
- 5.5 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. Visual aids are allowed by speakers.
- 5.6 At the beginning of the meeting the Chairman will indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.
- 5.7 The Chairman will read out the project title.
- 5.8 The officer will introduce the item and lay out the key considerations and summarise the recommendation.
- 5.9 Speakers who have previously registered will be invited to do so by the Chairman in the following order for a maximum of 3 minutes (Local Members will have 4 minutes):
- company/person/body responsible for the Bid
 - A member of the public wishing to speak for the Bid.
 - A member of the public wishing to speak against the Bid
 - The Local Council representative.
 - The Local Member

Notwithstanding the foregoing, the Chairman retains discretion to allow additional speakers as he sees fit.

- 5.10 Speakers will then be asked questions of clarification.

Supplementary Information

Extract from Appendix X1 of the Council's Constitution:

- 5.11 Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- 5.12 Discussion of each Bid will then take place.
- 5.13 A decision on each Bid will only be made at the end of the meeting after all the Bids are discussed.
- 5.14 A vote will then be taken on each bid after a motion has been moved (and seconded if necessary). Any motion put forward ~~can only~~ should usually be for one of the following recommendations:
 - Funding for the scheme is recommended for approval
 - Partial funding for the scheme is recommended for approval
 - Funding for the scheme is not recommended for approval on the basis that the other proposed schemes have been given greater priority
 - Funding for the scheme is not recommended for approval on the basis that insufficient evidence has been provided to justify it.
 - Funding for the scheme is not recommended for approval on the basis that the scheme is not considered appropriate for the use of CIL.
- 5.15 A vote will take place and the Chairman will advise the meeting of the result.

ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) CONTRIBUTIONS TO LOCAL AND STRATEGIC INFRASTRUCTURE PROJECTS

Community Infrastructure Levy (CIL) Spending Board - 8 May 2018

Report of Chief Planning Officer

Status For Consideration

Also considered by Cabinet - 7 June 2018

Key Decision Yes

This report supports the Key Aim of ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the relevant Infrastructure.

Portfolio Holder Cllr. Robert Piper

Contact Officer Simon Taylor, Ext. 7134

Recommendation to the CIL Spending Board: That the Board consider the report and appendices, and agree the recommendations as set out in paragraph 6 of Appendix H to the report.

Recommendation to Cabinet: That Cabinet ratify the recommendations made by the CIL Spending Board as set out in the minutes of the meeting.

Introduction and Background

- 1 Sevenoaks District Council (SDC) adopted their Community Infrastructure Levy (CIL) charging schedule on 18 February 2014 and has been charging on all qualifying development since 4 August 2014. The District's CIL Charging Schedule sets out the charging rates and what development is charged under CIL.
- 2 Since the Council has been charging CIL, there has been a steady income from CIL contributions resulting in sufficient income for the CIL Spending Board to allocate funding to make a meaningful contribution to infrastructure projects in the area.
- 3 An invitation for Bids was sent out to all statutory providers and interested parties. The invitation to Bid was open for 12 weeks from 1 September 2017. The invitation to Bid closed on 1 December 2017.

Agenda Item 3

Update on CIL Legislation

- 4 Members are advised that there are no updates to the CIL regulations to report on to the CIL Board.
- 5 On 5 March 2018, central Government published a consultation on the role of developer contributions and CIL, alongside the proposed revisions to the National Planning Policy Framework (NPPF). The proposals include streamlining the process for setting a CIL Charging Schedule, reducing the complexities of CIL, improving market responsiveness for CIL to function appropriately and increasing the transparency in the way that developer contributions are spent. The Council will be responding to this consultation in conjunction with the Portfolio Holder for Planning.

Update on CIL Contributions

- 6 CIL contributions are collected on qualifying developments. As the Charging Authority, SDC has a mandatory responsibility to pass a proportion of CIL contributions to town and parish councils where development has occurred within a 6-month period. These payment periods are defined as:
 - a) **1 April to 30 September** of the given financial year, with payments made to town and parish councils by **28 October**; and
 - b) **1 October to 31 March** of the given financial year, with payments made to town and parish councils by **28 April**.
- 7 Under the CIL regulations, town and parish councils are entitled to receive 15% of CIL contributions in their area where there is no neighbourhood plan, and 25% of CIL contributions where there is a neighbourhood plan in place. However, the Council's Cabinet in November 2014 (Minute 50) agreed that all parish and town councils within the District would receive 25% of CIL contributions collected, regardless of charging area and whether a neighbourhood plan is in place. This would be calculated against the top CIL charging rate (£125 per m²), resulting in discretionary "top-up" payments made by the District Council.
- 8 Furthermore, the District Council can to recover up to 5% of CIL receipts collected for administration costs. The remaining proportions of CIL receipts collected are retained by the District Council to be allocated by the CIL Spending Board to strategic and/or local infrastructure projects. Cabinet must ratify all recommendations made by the CIL Spending Board, before the allocated sum can be passed to the bidding organisation.
- 9 The following table summarises the total value of CIL contributions collected to date and value of contributions available for the CIL Board to allocate. Members should note that the information provided is accurate to 31 March 2018, as this was the last payment period to town and parish councils:

Total value of CIL receipts collected by Sevenoaks District Council to date (01.04.2014 - 31.03.2018)	£4,363,529.68
Total value of CIL receipts passed to town and parish councils	£0.00
Total value of CIL receipts available to the CIL Spending Board (after mandatory obligations) (Total value collected <u>minus</u> the value of receipts passed to the town/parish councils and administration recovery)	£3,035,907.57
Total value of CIL receipts that have been previously allocated by the CIL Spending Board (to date)	£0.00
Total value of CIL receipts available for the CIL Board to allocate for local infrastructure projects	£3,035,907.57

- 10 It should be noted that it is difficult to forecast the value of CIL contributions which will become available for the Board to allocate, once the parish payments and administration recovery costs are taken into account. Furthermore, it is unclear when CIL contributions will be collected, as they are dependant on the commencement of the development, and any exemptions that the applicant has applied for (i.e. self build, affordable housing, charitable status).

Process for Assessing Bids

- 11 The process of assessing applications is made by the Lead Officer using the following two-stage process:

Stage One: Bids are discounted from the process either where:

- i) A completed bidding pro-forma has not been submitted;
- ii) The applicant does not have the legal right to carry out the proposed scheme or does not have the support from the statutory authority/provider;
- iii) Schemes that could clearly not be defined as infrastructure to support development.

Stage Two: Bids are considered against criteria in order to make a recommendation to the CIL Board. The criteria was agreed by Cabinet and refined by Members of the CIL Spending Board in summer 2017. The lead officer assessed the bids in accordance with the criteria and ranked them

Agenda Item 3

accordingly. Bids with the highest scores are shortlisted and presented to the Board.

- 12 A summary of the criteria used in Stage Two is included in the CIL governance arrangements and Council's constitution.

Consideration of Shortlisted Bids

- 13 The following reports following this paper set out the shortlisted bids. Each report sets out the application proposal.
- 14 The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.
 - a) Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
 - b) Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
 - c) Whether the scheme forms part of a planned strategy to address the need for infrastructure.
 - d) Whether the CIL contribution will be matched by funding from other sources.
 - e) Whether the use of other funding sources has been maximised.
 - f) Whether there is sufficient certainty that the scheme will be delivered.
 - g) Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
 - h) Whether the scheme is supported by the relevant town/parish council.
 - i) Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- 11 The board may also take into account other factors that it considers relevant.
- 12 There is limited CIL funding available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

Key Implications

Financial

It is the duty of the Council as the Charging Authority to meet its obligations in relation to the CIL Regulations 2010 (and subsequent amendments). There are no financial implications with regards to this report.

Legal Implications and Risk Assessment Statement

The Council has a duty, as the charging authority, to ensure that the allocation and spending of CIL is in line with the CIL Regulations 2010 (and subsequent amendments). In addition, this report has been drafted in line with the Council's CIL Governance Arrangements.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

The Council has been collecting contributions under the Community Infrastructure Levy (CIL) since August 2014, following its adoption in February 2014. Over the last couple of years, the Council is now in a position to allocate the contributions collected to local and/or strategic infrastructure across Sevenoaks District. The report sets out the value of CIL contributions available to the Board to allocate, and sets out the process of how applications to the CIL Board have been assessed in accordance with the CIL governance arrangements.

Appendices

Application A - Upper Darent Flood Alleviation Scheme (Environment Agency)

Application B - Four Elms Playground (Hever Parish Council)

Application C - Darent Valley Path Enhancements (Kent Downs AONB Unit)

Application D - Swanley Station Improvements (Sevenoaks District Council)

Application E - Refurbishment of Bat & Ball Station Building (Sevenoaks Town Council)

Application F - Sevenoaks Day Nursery Rebuild (Sevenoaks Day Care)

Application G - Westerham Public Toilets

Agenda Item 3

(Westerham Town Council)

Appendix H - Key Considerations &
Recommendations

Background Papers

[Community Infrastructure Levy Regulations 2010
\(as amended\)](#)

CIL Governance Arrangements (Cabinet [June
2017](#) and [July 2017](#))

List of CIL Applications removed from the
shortlist.

[Council Constitution](#)

Richard Morris

Chief Planning Officer

APPLICATION A

Proposal: Upper Darent Flood Alleviation Project

Applicant: Environment Agency

Ward(s): Westerham & Crockham Hill
Brasted, Chevening & Sundridge

RECOMMENDATION: That the £29,000.00 funding applied for, as set out in the report, for scheme “Upper Darent Flood Alleviation Project” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- Majority of project cost secured through different match-funding sources.

Introduction

- 1 The Environment Agency is the statutory body with responsibilities for regulating major industry and waste, the treatment of contaminated land, water quality and resources, fisheries, inland river, estuary and harbour investigations, and conservation and ecology.
- 2 The Environment Agency is also responsible for managing the risk of flooding from main rivers, reservoirs, estuaries and the sea. They do not lead on managing the risk of flooding from surface water, groundwater and ordinary watercourses. These responsibilities are for the Lead Local Flood Authority (LLFA).
- 3 The application for CIL funding was received by Officers on 30.11.2017.

Description of Proposal

- 4 The proposal is for a flood alleviation scheme for the Upper Darent river. The proposed scheme is located along the A25 corridor between Westerham and Sundridge. The proposal looks to make a number of improvements and works to reduce the risk of flooding to existing property along the A25 corridor. The works will also mitigate the risk of flooding on the highway as well.

Agenda Item 3a

- 5 Works proposed include the following improvements:
- New channels and watercourses;
 - Improved drainage;
 - Enhanced flood embankments; and
 - Natural flood management measures at a number of locations
- 6 The project is identified as part of the North Kent River Catchment Flood Plan and Kent Local Flood Risk Management Strategy. It is anticipated that the project would be completed by during the financial year 2021/2022.

Funding

- 7 The Environment Agency estimates that the total cost of the Upper Darent Flood Alleviation project is £330,000.00.
- 8 The Environment Agency has identified a number of additional funding sources and grants to support their application to the Board:
- Flood Defence Grant in Aid from Defra: £145,000.00
 - Interreg Climate Resilient Community based Catchment Planning & Management Project (Triple C Project): £106,000.00
 - Kent County Council: £50,000.00 (of which £35,000.00 has been already spent/committed)
- 9 To meet the funding gap for the full cost of the project, the Environment Agency has applied to the Board for £29,000.00 of CIL funding.

Representations and Support

- 10 The application states a number of organisations that the Environment Agency are working in partnership to deliver the scheme:
- KCC Highways
 - KCC as the Lead Local Flood Authority
 - Medway Valley Countryside Partnership
 - South East Rivers Trust
- 11 The application is supported by the following local representatives and organisations:
- Cllr. Diana Esler (SDC Member for Westerham & Crockham Hill)
 - Westerham Town Council

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- Majority of project cost secured through match-funding

Strong economic, social and environmental benefits to the community

- 12 Firstly, the application sets out a number of community benefits to the area, including social, economic and environmental gains. The applicant has demonstrated that the scheme will have significant impacts, not just in the local project area but also provide benefits for the wider area.
- 13 There are strong environmental benefits which are associated to the application. The application describes a number of works that have already been completed at Sundridge to connect the River Darent with the floodplains, allowing the natural floodplains in the local area to be used and reduce the risk of flooding to residential property and the A25. Improvements to the channel will also allow the flow of water to return to a natural state and conserve the environment.
- 14 There are also significant economic benefits to the scheme. The A25 corridor is an important vehicular route for residents and employers alike who need access to the strategic highways network. The proposal described by the Environment Agency states that the A25 is subject to numerous floods during the winter periods, resulting in traffic disruption and temporary road closures causing the unnecessary delays. These disruptions also have impacts on local businesses, as well as the effectiveness of the public transport network. Improvements to the Upper Darent could mitigate the impacts of flooding from an economic viewpoint.
- 15 Finally, from a social perspective, a number of properties in the proposal area are at high risk to flooding as well as the Sundridge Medical Centre and Village Hall. The community facilities are important assets to the village and the surrounding communities, resulting in limited/reduced access for residents should the A25 corridor flood.
- 16 It is clear that a reduction of flooding in the area would improve the access to community facilities, improve surface access to surrounding towns and villages and enhance the natural environment and its resources. I am therefore of the conclusion that the project does offer a number of social, economic and environmental benefits for the project area and the wider community.

Agenda Item 3a

Partnership working with other organisations

- 17 One of the key criteria for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 18 In the application, there is mention of strong partnership working, both at a local and regional level. As the national authority, the applicant demonstrates partnership working with the Lead Local Flood Authority (Kent County Council) as well as the Medway Valley Countryside Partnership.
- 19 The applicant states that a Collaborative Agreement has already been established previously with Kent County Council, following the completion of existing works at Sundridge. It has been acknowledged that the Agreement between the two organisations will continue to be in place during the course of the project.

Majority of project cost secured through match-funding

- 20 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 21 The application made clearly demonstrates that additional funding sources have been sought and secured for the project. This includes a mix of the Environment Agency’s own funding grants, as well as contributions from scheme partners as well as central Government grants (i.e. Defra support grants).
- 22 It should be noted that the applicant has not sought any additional CIL funding from the appropriate town/parish councils (i.e. Westerham, Brasted or Sundridge) to help fund the scheme.

Other considerations

Planning Permission

- 23 As a statutory Government body, the Environment Agency has its own permissive powers to carry out works to watercourses under its jurisdiction. The Environment Agency recognises that there might be a requirement for planning permission to be sought in Westerham to carry out some material works. The applicant is currently working on options and design for these sections of the scheme.
- 24 The assessment criteria states that preference of CIL funding will be given to those which have permissions or consents in place before funding is given. It is acknowledged that this scheme does not have all its permissions in place, but this is countered by the permitted development rights that the applicant can administer.

- 25 On balance, I would consider that elements of the scheme could begin in earnest under the applicant's permitted development rights and should not delay the funding for the rest of the project. Where planning permission is required for parts of the scheme, information should be submitted at the earliest possible opportunity to the relevant local planning authority.

Conclusion

- 26 It is clear that the proposed project has strong benefits to the local community, mitigates the impacts of future flooding and will improve traffic from disruption in the future, if the A25 should flood. The proposal is expected to be completed in the next four years. The majority of the scheme will be match-funded from other sources, minimising the funding gap.
- 27 Therefore, the recommendation made is that the Board consider fully funding the request made by the applicant for £29,000.00.

Appendices

Appendix 1 - Applicant's original bid pro-forma

Background Papers

None

This page is intentionally left blank

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

<p>Scheme name:</p>	<p>Upper Darent Flood Alleviation Project</p>
<p>Description of Scheme:</p>	<p>This project covers the area from Westerham to Sundridge and has identified a suite of works to reduce flood risk to existing property and the A25 Highway. Some works have already been successfully completed at Sundridge in partnership with Kent County Council (Medway Valley Countryside Partnership) & South-East Rivers Trust (SERT). Works include new channels, improved drainage, flood embankments and natural flood management measures at a number of locations.</p>
<p>Is this scheme promoted by your organisation in partnership with another organisation (s)?</p>	<p>Yes</p> <p>Who is involved in the Partnership. Organisation Name (s): Kent County Council - Medway Valley Countryside Partnership (KCC)</p> <p>Responsible individuals (s): Louise Smith</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <div data-bbox="443 1352 791 1464" style="background-color: black; width: 218px; height: 50px; margin: 10px 0;"></div> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p> <p>Works completed at Sundridge followed a Collaborative Agreement between the two parties. The EA made a contribution of 33%. A second collaborative agreement exists to develop more substantial works at Westerham, which should reduce flood risk to property and to the A25 highway. This is based on 40/60% between EA and KCC respectively for the first tranche of works. KCC Highways have completed works to reduce flood risk arising from surface water runoff onto the A25 Highway.</p>

Agenda Item 3a

	<p>More substantial works for Westerham has a funding allocation from Central Government (Flood Defence Grant in Aid). An initial assessment has identified the preferred option but this is subject to further modelling to assess viability. This modelling is to be completed March 2018 and will inform detailed design and cost estimates.</p> <p>Additional works at Sundridge are also planned, which will reduce flood risk from the River Darent to the A25 Highway and residential property.</p>
Is planning permission required for the scheme?	<p>Planning consent may be required for works at Westerham. An application has not been made as the option and design are yet to be confirmed.</p> <p>If no - please explain why? At Sundridge, the EA may be able to use permissive powers to undertake works to the watercourse for the purposes of flood management.</p>
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	<p>Consent required: Consent may be required at Sundridge as the River Darent passes adjacent to a listed Historic Park (Coombe Bank). Consultation has already begun with KCC Heritage Officer. We will work closely with Darent Valley Landscape Partnership scheme, who intend to deliver parkland restoration in this area.</p> <p>Date applied for / granted: tbc when further design details are available.</p>
<u>Need for the Scheme</u>	
List of projects or development that result in the need for this scheme:	<p>To reduce flood risk to the existing A25 Highway and property at several locations between Westerham and Sundridge.</p> <p>It will unlock existing sites currently at risk of flooding to enable redevelopment.</p> <p>It will work alongside the outcomes of any future approved Westerham Master Plan.</p>
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	<p>Works delivered by the scheme will reduce frequency and depth of flooding to the Darent floodplain and A25 corridor. This will improve the resilience of the transport infrastructure by ensuring it remains functional during flood events, particularly at Sundridge and Westerham. In particular, the opportunity exists to reduce flooding to the A25 at the junction with Goodley Stock Road. This is used as the bus turning area and is also the main route for Westerham commuters travelling to Oxted Station. This flood risk is illustrated in Appendix 1. It will also reduce disruption to existing business and community services. Overall the scheme will improve community flood resilience. Outputs from high level flood modelling at Sundridge illustrate the reduction in flood risk to the A25, are attached as Appendix 2.</p>


<u>Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:</u>	
Economic	<p>During the floods of winter 2013/14, the A25 at Sundridge to Brasted was flooded on several occasions, not only resulting in flooding to property but also causing traffic delays and temporary closure of the road.</p> <p>Flooding of the A25 at Westerham also occurred, contributing to flooding to residential property.</p> <p>Flood risk to a retail premises and a garage workshop will also be reduced as a result of completion of works at Sundridge. Improving community flood resilience also improves business continuity to all businesses, including those not directly affected by flooding.</p> <p>Keeping the A25 free of floodwater is considered essential for maintaining the flow of traffic. Alternative routes are not suitable for commercial vehicles or buses.</p>
Social	<p>Following completion of the scheme at Westerham, in addition to reduced flooding to the A25, flood risk would also be reduced to eight residential properties and an electricity sub station. These properties are considered to be at high risk to flooding. Recent works at Sundridge has already reduced flood risk to the A25 and 14 residential dwellings, but not eliminated the risk completely.</p> <p>Flooding of the A25 may still occur, restricting access to local facilities including the Medical Centre and Village Hall. The final stage of works at Sundridge will reduce this risk further.</p> <p>Reducing frequency and depth of flooding reduces the negative impact of flooding on the health and emotional wellbeing of the entire community. This in turn will reduce longer term economic costs by reducing the impact on health and social services.</p>
Environmental	<p>Works at Sundridge have already reconnected the River Darent with the floodplain, by restoring natural channel features and allowing the natural floodplain to flood more frequently. This reduces the risk to the A25 and residential property.</p> <p>It also improves fish passage and restores a section of channel to a natural, cleaner fast flowing section. Delivery of these projects helps meet targets set under the Water Framework Directive.</p>
Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?	<p>The Upper River Darent is within the Environment Agency North Kent Rivers Catchment Flood Management Plan (CFMP) as sub-area 2. The policy for this area is to “take action with others to store water or manage runoff in locations that provide overall flood risk reduction or environmental benefits.” All the proposed works meet this policy objective. The proposal for flood alleviation at Westerham was also allocated Grant in Aid funding following the flood events of winter 2013/14. However, the potential scheme will not be fully funded and so contributions will be required from others.</p> <p>This project is also identified as a priority project within the KCC Kent Local Flood Risk Management Strategy 2017-2023 due to be published in December 2017.</p> <p>It is also within the Darent Valley Partnership Scheme which includes the Interreg Climate Resilient Community based Catchment Planning & Management Project (Triple C).</p>


Agenda Item 3a

<u>Funding</u>	
Total project cost:	£ 330K
Funding required from CIL:	£29K
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1) Flood Defence Grant in Aid from DeFRA (145K).
	2) The Triple C project will contribute 106K
	3) KCC (50k of which 35k already spent/committed)
	<p style="text-align: center;">Summary</p> <p>Nine projects have been identified, of which two have been completed or are nearly completed. The Triple C funding should be allocated for works which also help to improve the landscape so cannot be used for reducing flood risk where there is no landscape or heritage improvement. A scheme to provide flood protection to the A25 at Westerham and adjacent properties will be the most costly and is unlikely to be fully funded. Some of the allocation has already been used to reduce highways flooding and the subsequent impact on flooding of property at both Westerham and Sundridge. If successful, the CIL funding will be used for the higher priority schemes where there is both benefit to individual properties, local infrastructure and the wider community.</p>
Is this bid for staged payments?	No
Will staged payments be accepted?	Yes Details of anticipated funding requirements and timetable: 2018-2020
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made: No

Would the scheme be fully funded if the CIL contribution is agreed:	Yes. However, due to the nature of the project which consists of multiple projects which collectively form a catchment based community flood alleviation scheme, the scope of work will be determined by available funding.
Has this scheme benefited from CIL funding previously:	No
<u>Deliverability</u>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	2017. One project has already been delivered successfully by reducing flood risk to property and the A25 at Sundridge (see Appendix 1). Other works are also underway in Westerham
Anticipated finish date for the delivery of the scheme:	2021/22
Anticipated date when CIL funding will need to be made available:	Financial yr 2018/19
Does land need to be purchased to facilitate the scheme:	No Details: We are working with relevant landowners to undertake appropriate improvement works
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Project Reports will be provided at Catchment Improvement (Darent Valley Landscape Partnership) Group of which SDC Planning dept are represented.
Please provide details of the management and timescales of the project.	Regular project meetings are held between professional partners. Stages of work are currently informed by a number of factors including hydraulic modelling projects and funding availability. Modelling is due to be completed March 2018 which will enable progression. Match funding from Darent Valley Landscape Partnership Group recently confirmed and will also enable progression with immediate effect.
Has consultation been carried out on the scheme or is any planned?	Carried out / Planned / No Consultation planned Details: Community consultation was undertaken at Sundridge. Specific community consultation will take place for each individual project and will also with the Catchment Improvement Group (CIG). (Note: Results can be attached separately if necessary.)

Agenda Item 3a

<p>Is a relevant SDC ward member(s) supportive of the scheme?</p>	<p>Yes</p> <p>Signature of at least one SDC ward member:</p> <p>Please see email from Councillor Esler</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<p>Is the relevant town/parish council supportive of the scheme?</p>	<p>Yes - Westerham Town Council</p> <p>Signature of a town/parish council chairman, clerk or chief executive:</p> <p>Email below from Westerham Town council</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p> <div style="text-align: center;">  <p>RE Proposed CIL bid.msg</p> </div>
<p><u>Maintenance</u></p>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	<p>EA will maintain permissive powers for works on "main river". Agreements with riparian landowners will also be obtained. Riparian responsibility is unlikely to alter from the existing obligations.</p>
<p>Are funding arrangements in place for maintenance:</p>	<p>Yes</p> <p>Details: EA will continue with operational maintenance budgets</p>
<p>Any further comments:</p>	<p>In summary, we consider reducing flood risk through the catchment of the Upper Darent will enable communities to redevelop and release opportunities for sustainable growth. The EA and KCC have a proven track record of delivering flood risk improvement projects and will continue to develop the professional relationship in this area. Both organisations recognise the need to utilise expertise from within the respective organisations and from external groups such as South East Rivers Trust (SERT) and community groups. The development of flood resilient communities is a key objective of the EA and KCC to ensure Kent maintains a good economic and natural environment in which to live and work. The proposed works form part of several strategies, including the Catchment Flood Management Plan and the Darent Catchment Improvement Plan of which SDC is a professional partner. Funding has already been made available via the EA, KCC and Interreg (Triple C) but additional CIL funds will provide match funding to complete the current proposed programme of works. We have an established working relationship with Westerham Town Council who are supportive of the scheme. Sundridge Parish Council have also been essential to the delivery of works at Sundridge. The EA and KCC</p>

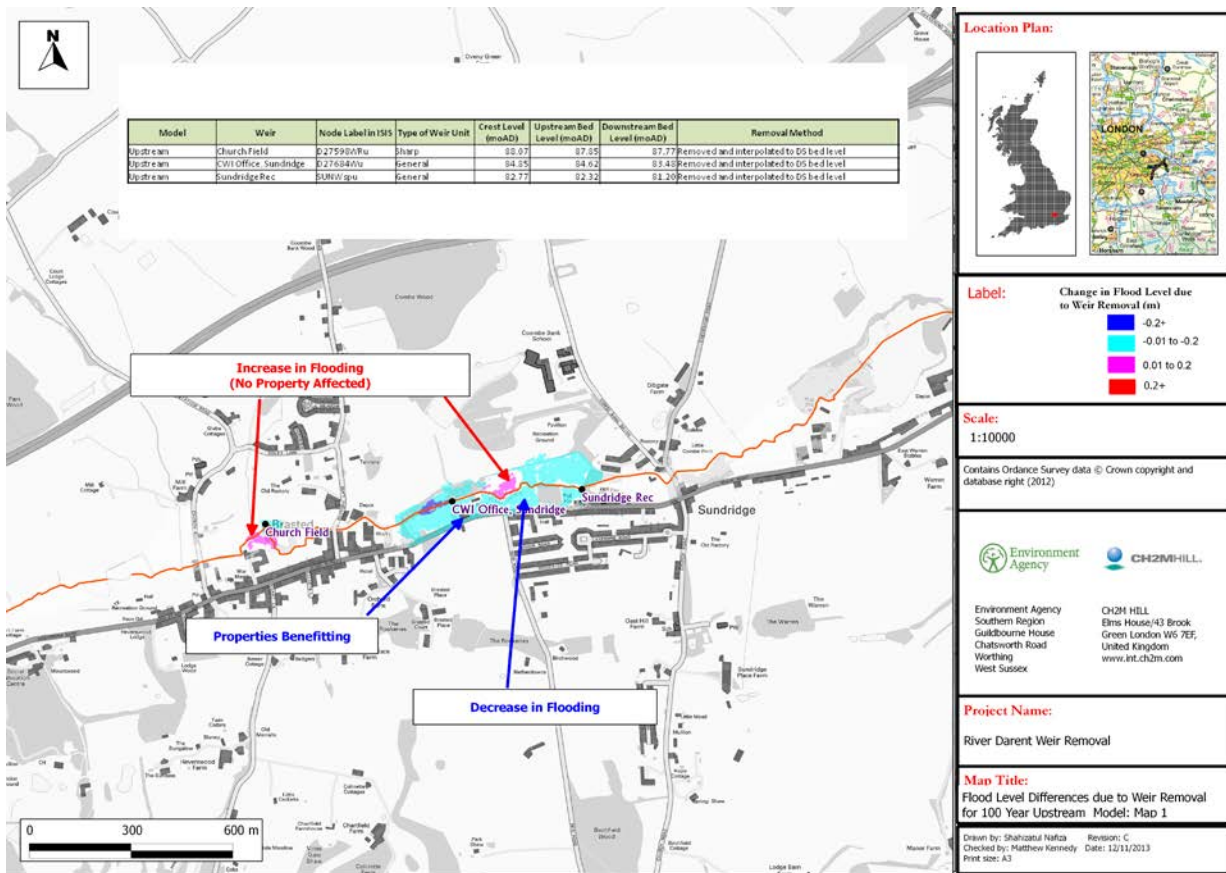
	staff involved in the project delivery and management have several years of experience in delivering this type of work. Both have a management structure to ensure successful delivery.
<u>Declaration</u>	
I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.	
Signature	
Name	PETER WARING
Position	Senior Flood Risk Advisor
Organisation	Environment Agency
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Peter Waring peter.waring@environment-agency.gov.uk

Appendix 1

Flooding at junction of A25 and Goodley Stock Road



Appendix 2



This demonstrates the potential reduction in flood level at Sundridge by up to 0.2m, by removal of two weirs on the River Darent. In 2016, a bypass channel was constructed at Sundridge Recreation ground in lieu of weir removal in conjunction with two highways drainage channels to relieve surface water flooding on the A25. These works successfully prevented flooding to property in June 2016, when one month’s rainfall fell within a few hours over the Darent catchment. Further detailed modelling is currently being undertaken to establish whether works are required to reduce the risk further. The results of this modelling are due by April 2018.

This page is intentionally left blank

APPLICATION B

Proposal: Four Elms Playground

Applicant: Hever Parish Council

Ward(s): Cowden & Hever

RECOMMENDATION: That the £3,000.00 funding applied for, as set out in the report, for scheme "Four Elms Playground" be approved on the following grounds:

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- Majority of project cost secured through different match-funding sources.

Introduction

- 1 Hever Parish Council is one of 31 Parish Councils in Sevenoaks District. It is located in the rural south of the District and shares administrative parish boundaries with Edenbridge, Cowden, Chiddingstone, Brasted and Westerham.
- 2 The application for CIL funding was received by Officers on 13.11.2017.

Description of Proposal

- 3 The Four Elms Playground is located to the south of Four Elms Primary School, towards to the back of the school playfield. The playground is located adjacent to the Four Elms Recreation Ground to the west.
- 4 The proposal seeks to fund the removal of the existing, underused playground equipment and replace it with new accessible play equipment which would be suitable of 0-15 year olds. The scheme would also include renovation of the ground surface for the playground, while also providing additional seating, bins and landscaping.
- 5 The original application to the CIL stated that the anticipated completion date for the scheme was May 2018. As the Board is meeting for the first time in May 2018, it is likely that the timetable for the project's delivery will be revised. Maintenance and delivery will be with Hever Parish Council.

Agenda Item 3b

Funding

- 6 Hever Parish Council estimates that the total cost of the Four Elms Playground project ranges between £20,000.00 to £40,000.00.
- 7 Hever Parish Council has identified a number of additional funding sources and grants to support their application to the Board:
 - Hever Parish Council reserves: £5,000.00
 - Kent Community Foundation Grant: £3,000.00
 - Tesco Bags of Help Grant: £2,000.00
 - Waitrose Community Fund Grant: £430.00
 - Hever Trust Grant: £1,000.00
 - Combined Members Grant: £3,000.00
- 8 To meet the funding gap for the full cost of the project, Hever Parish Council has applied to the Board for £3,000.00 of CIL funding.

Representations and Support

- 9 The application states that Hever Parish Council is looking to work in partnership with Four Elms Primary School during the course of the scheme, as the school exclusively uses the land everyday during term-time.
- 10 In addition, residents of Four Elms have been supportive of the scheme and are fundraising to support the scheme.
- 11 The application is supported by the following local representatives and organisations:
 - Cllr. Matthew Dickens (SDC Member for Cowden & Hever)
 - Hever Parish Council

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong economic, social and environmental benefits to the community;
- Majority of project cost secured through different match-funding sources.

Strong economic, social and environmental benefits to the community

- 12 There are strong economic, social and environmental arguments for the scheme. The applicant highlights the need for high quality play equipment

in the parish as it is the only playground serves Hever Parish and is the only accessible public space for the village of Four Elms. The facility is frequently used by the primary school during term time, but there is a suggestion that the current playground is used by the wider general public during the weekends and outside of the term time calendar. The desire to create an accessible play area for all, supports the claim for greater social benefits.

- 13 The applicant mentions a number of policies which supports the protection and enhancement of outdoor, recreation and community facilities to support the application. At the national level, the NPPF looks to protect and enhance the rural landscape and to improve the existing local open green spaces of community or of environmental value. In addition, current local planning policies look to protect and enhance local open space and recreation grounds.
- 14 The Council is currently reviewing its Local Plan. Planning policies are subject to change following the review of the Local Plan as well as additional changes to the NPPF in the summer.
- 15 Finally, Hever Parish Council recognises the impact of potential development within the District as a result of the Council trying to meet its Objectively Assessed Need (OAN) for housing. The application makes it clear that the improvements to the Four Elms playground would have greater environmental and social benefits to the local and wider community.
- 16 After reviewing the material submitted, I conclude that there are sufficient social and environmental benefits to the scheme. The economic benefits of the scheme are unclear at this stage, but should not interfere with the decision to release funding to the project.

Majority of project cost secured through different match-funding sources

- 17 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 18 The application made clearly demonstrates that additional funding sources have been sought and secured for the project. This includes a mix of the Environment Agency’s own funding grants, as well as contributions from scheme partners as well as central Government grants (i.e. Defra support grants).
- 19 It should be noted that the applicant has sought any additional CIL funding from Edenbridge Town Council to help fund the scheme. However, it is unclear whether (a) the bid to Edenbridge Town Council was successful and (b) if the bid to the Town Council was successful, how much was secured by Hever Parish Council.

Agenda Item 3b

Other considerations

Planning Permission

- 20 The assessment criteria states that preference of CIL funding will be given to those which have permissions or consents in place before funding is given. Hever Parish Council have confirmed that the project would not require planning permission, as it can be conducted under permitted development. Confirmation of this has been provided by the Council's Planning department.

Management and Use of the Proposal

- 21 The applicant has stated that the playground is only used by the wider general public outside of term time and at weekend. The majority of the time the playground is in constant use by the school. It is clear that the applicant has an aspiration to create a more useable and accessible recreation facility that the community can use.
- 22 Furthermore, the management and maintenance of the current playground is the responsibility of Hever Parish Council, not Four Elms Primary School. Should the funding be granted for the scheme, the playground will continue to be maintained by Hever Parish Council.

Conclusion

- 23 The proposed scheme from Hever Parish Council supports the growth of the community by supporting recreation facilities and open space for residents and the primary school. The existing playground facility is shared between the wider community and the primary school, with access to the public only being granted outside of term-time and at weekends. The proposal demonstrates that a number of funding sources have been identified to fund the project, resulting in a small amount for CIL funding for the Board to consider.
- 24 Therefore, the recommendation made is that the Board consider fully funding the request made by the applicant for £3,000.00.



Appendices

Appendix 1 - Applicant's original bid pro-forma

Background Papers

None

Sevenoaks District Council - Community Infrastructure Levy Spending Board
 Bid for Funding Pro-forma - Infrastructure Only

<p>Scheme name:</p>	<p>FOUR ELMS PLAYGROUND, HEVER PARISH</p>
<p>Description Of Scheme:</p>	<ul style="list-style-type: none"> • Removal of derelict, old, unused basic playground equipment (swing, slide) • Renovation of ground surface • Installation of a range of new accessible play equipment for ages 0 – 15 and seating and rubbish bins. • Sympathetic modest landscaping <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">FROM THIS TO THIS;</p>
<p>Is this scheme promoted by your organisation in partnership with another organisation (s)?</p>	<p>Not in partnership but working with;</p> <ul style="list-style-type: none"> • Four Elms Primary school (who use the land daily and exclusively during term time) • Residents of Four Elms village who have been fundraising
<p>Is planning permission required for the scheme?</p>	<p>No. SDC Planning have advised that won't be required (as not increasing height or surface area of playground). PA/17/00316</p>
<p>Details of any other consent required.</p>	<p>NONE</p>
<p><u>Need for the Scheme</u></p>	
<p>List of projects or development that result in the need for this scheme:</p>	<ul style="list-style-type: none"> • ~80% of the children who attend Four Elms Primary school live in neighbouring Edenbridge and travel to attend school in Four Elms. Edenbridge has a high deprivation rate in the Sevenoaks District. Edenbridge parish has been subject to a consistently higher rate of housing growth over the last 15 years compared with Sevenoaks District generally, which is likely to continue with the proposed housing development site (the land to the rear of St Johns Way has now been granted outline planning permission for 300 houses) with likely future secondary education and medical centre. • The school use this land / playground daily as backs onto the school and is the only grass area for them to use for sports and physical education.

Agenda Item 3b

	<ul style="list-style-type: none"> It is also the only publically accessibly space in the village for resident children (many of whom are in West Kent accommodation), despite living in the Green Belt.
How is the scheme related to these developments	<p>Likely expansion of housing in Sevenoaks Rural South (current popn. of 16,410), rates of affordable housing (18%), new health centre planned locally and post 11 education hub - in addition to needing to protect community facilities.</p> <p>This space needs to be enhanced to support the oversubscribed and successful local Four Elms primary school.</p>

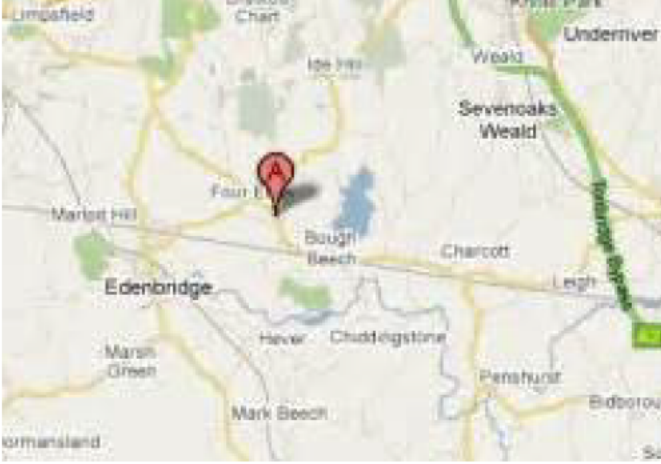
Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:

Economic	Excellent value for money in the provision of accessible, inclusive play area for children - as costs minimised by; using contracted caretaker for parish to remove existing equipment, workman facilities to be provided by hiring of parish rooms and recycling / refurbishment of fencing rather than replacing.
Social	This is the only public space accessible in Four Elms village and the only playground for the whole parish (Hever, Four Elms and Markbeech). Required for residents of, visitors to the village and school children (into the school from Edenbridge and surrounds).
Environmental	<p>To protect and enhance the rural landscape and to improve the existing local open green spaces of community or of environmental value. They are deserving of protection afforded by para 76 and 77 of NPPF, and SDC policies SP 10, SP 11 and GI 2.</p> <p>Plan to install refuse bin, environmentally / recycled play equipment / seating where possible and aim to refurbish existing split log fencing.</p>
Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?	<p>SDC Local plan draft identifies need to "protect shops, services, community facilities..."</p> <p>Sevenoaks District Council is currently reviewing its Local Plan. The SDC Core Strategy was adopted in Feb 2011;</p> <p>"Ensuring services and facilities are provided and maintained to meet the needs of the community"</p> <p>5.6 Green Infrastructure, Open Space, Sport and Recreation "As well as meeting recreational needs open spaces are an important feature contributing positively to the environment in many areas of the District. While overall provision is good there is a need for improvement in some areas."</p> <p>5.6.6 The Community Plan recognises the need to protect open spaces and promote the use of leisure facilities and open spaces. These are important in helping to create green and healthy environments.</p> <p>The Sevenoaks District Play Strategy 2007 – 2010 acknowledges the importance of play for children and young people.</p> <p>Strategic Policies Sevenoaks District Council Core Strategy Adopted February 2011</p> <p>Policy SP10 supports this aim by protecting and enhancing provision of facilities sport and recreation in the District.</p> <p>The Allocations and Development Management Plan (ADMP) was adopted in Feb 2015.</p>

Funding	
Total project cost:	£20,000 - 40,000
Funding required from CIL:	£ 3,000
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1) Hever Parish Council £5,000 committed towards 2016 – 2017.
	2) Grant obtained from Kent Community Foundation of £ 3,000
	3) Grant obtained from Tesco Bags of Help £ 2,000 4) Grant obtained from Waitrose Community Fund £430 5) Grant obtained from Hever Trust £ 1,000 6) Grant obtained from Combined Members Grant £ 3,000
Is this bid for staged payments? Will staged payments be accepted?	No Details of anticipated funding requirements and timetable: Require the £ 3,000 by February 2018
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Yes – including Edenbridge Town Council
Would the scheme be fully funded if the CIL contribution is agreed:	Yes
Has this scheme benefited from CIL funding previously:	No
Deliverability	
Does your organisation have the legal right to carry out the proposed scheme?	Yes
Anticipated start date for delivery of the scheme:	March 2018
Anticipated finish date for the delivery of the scheme:	May 2018
Anticipated date when CIL funding will need to be made available:	February 2018

Agenda Item 3b

Does land need to be purchased to facilitate the scheme:	No
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Monthly from March 2018 until completion (estimated May 2018)
Please provide details of the management and timescales of the project.	Managed by Hever Parish Council and appointed supplier of equipment. This project will definitely proceed Spring 2018 - however without the additional CIL funding the equipment provided will be on a smaller scale.
Has consultation been carried out on the scheme or is any planned?	<p>Have already consulted with locals during Parish Council meetings / Annual Assembly / Family fund days and further planned to finalise design in January 2018 by;</p> <ul style="list-style-type: none"> ● Inviting residents to Council meetings with displays ● Visiting Four Elms Primary school and presenting options / designs at Assembly ● Leafleting residents.
Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes – Matthew Dickins</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
Is the relevant town/parish council supportive of the scheme?	<p>Yes</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<u>Maintenance</u>	
Which organisation will be responsible for ongoing maintenance:	Hever Parish Council who currently maintain this space.
Are funding arrangements in place for maintenance:	Yes - part of annual HPC asset management budget (including annual play inspection)

<p>Any further comments:</p>	 <p style="text-align: center;">Location of Four Elms village, Kent.</p>
------------------------------	--

Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature	
Name	CHARLOTTE COLE
Position	CLERK
Organisation	HEVER PARISH COUNCIL, clerk@hever.org 01732 865547
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	As above or Matthew Dickins, SDC

This page is intentionally left blank

APPLICATION C

Proposal	Darent Valley Path Enhancements
Applicant	Kent Downs AONB Unit
Ward(s)	Brasted, Chevening & Sundridge Dunton Green & Riverhead Eynsford Farningham, Horton Kirby & South Darenth Otford & Shoreham Sevenoaks Northern Westerham & Crockham Hill

RECOMMENDATION: That the £255,230.00 funding applied for, as set out in the report, for scheme “Darent Valley Path Enhancements” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community;
- Partnership working with other organisations;
- Majority of project cost secured through different match-funding sources.

Introduction

- 1 The Kent Downs Area of Outstanding Natural Beauty (AONB) Unit is employed by Kent County Council. Working on behalf of the Kent Downs AONB Joint Advisory Committee, the Unit is a strategic body that works with partners to achieve the conservation and enhancement of the Kent Downs AONB. The main body of work conducted by the Kent Downs AONB Unit is the Kent Downs AONB Management Plan, as well as being a consultee for planning applications and for the Local Plan.
- 2 The application for CIL funding was received by Officers on 01.12.2017.

Description of Proposal

- 3 The proposed scheme looks to improve the standard of the Darent Valley Path (DVP) by creating an integrated sustainable transport corridor through the Darent Valley. This would provide a viable alternative to car journeys for both visitors and residents. The project will make further provision for cyclists to use the path or an alternative parallel route, as well as enhancing routes to local train stations to encourage sustainable travel. Improvements to wayfinding and signage are also proposed.

Agenda Item 3c

- 4 Further work will be considered to improve and update interpretation along the route by providing better understanding of the heritage features of the Valley. The proposals will be extended to Westerham and Chipstead to enhance the DVP. Additional work for enhancement, signing and interpretation for circular routes will also be undertaken under the scheme.
- 5 The proposal, which runs along the entire area of the Darent Valley, covers a substantial area of the District which involves 7 Wards.
- 6 It is anticipated that the project would be completed by July 2022. The project has identified as part of a number of strategies, including:
 - Sevenoaks District Council Local Plan;
 - Kent Downs AONB Management Plan 2014-2019;
 - Local Transport Plan 4: Delivering Growth within Gridlock 2016-2031;
 - Sevenoaks District Strategy for Transport 2010-2026;
 - Sevenoaks District Community Plan;
 - Kent Active Travel Strategy;
 - Kent Countryside Access Improvement Plan; and
 - Kent Downs AONB Unit (Darent Valley Landscape Partnership Scheme) Landscape Conservation Action Plan

Funding

- 7 The Kent Downs AONB Unit estimates that the total cost of the DVP Enhancement project is £405,460.00.
- 8 The Unit has identified a number of additional funding sources and grants to support their application to the Board:
 - Heritage Lottery Fund: £112,130.00
 - Kent Wildlife Trust (Member donations): £38,100.00
- 9 To support the Heritage Lottery Fund bid, a number of town and parish councils committed to the DVP. The total amount of funding committed at the time was £19,000.00 from four parish/town councils. In the application to the CIL Board, it is unclear whether this funding is still committed.
- 10 To meet the funding gap for the full cost of the project, the Kent Downs AONB Unit has applied to the Board for £255,230.00 of CIL funding.

Representations and Support

- 11 The application states a number of organisations that the AONB Unit are working in partnership to deliver the scheme:
 - Heritage Lottery Fund

- Ashmolean Museum
- Connect Plus / Highways England
- Darent Valley Parish Councils
- Environment Agency
- Kent County Council - County Parks & Countryside
- Kent County Council - Heritage
- Explore Kent
- Kent Wildlife Trust
- National Farmers Union
- Southeastern Trains
- Sevenoaks District Council
- Wide Horizons; and
- Dartford Borough Council

12 The application is supported by the following local representatives and organisations:

- Cllr. Philip McGarvey (SDC Member for Farningham, Horton Kirby & South Darent)
- Cllr. Ingrid Tennessee (SDC Member for Farningham, Horton Kirby & South Darent)
- Cllr. Diana Esler (SDC Member for Westerham & Crockham Hill)
- Cllr. Michelle Lowe (SDC Member for Otford & Shoreham)
- Horton Kirby & South Darent Parish Council
- Westerham Town Council
- Eynsford Parish Council
- Farningham Parish Council

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong economic, social and environmental benefits to the community;

Agenda Item 3c

- Partnership working with other organisations;
- Majority of project cost secured through different match-funding sources.
- Local support from the community

Strong economic, social and environmental benefits to the community

- 13 One of the key criteria for the assessment of bids is that proposals should demonstrate the economic, social and environmental benefits of the scheme. This includes whether there are significant benefits for the economy, community and social impacts and how the proposal benefits the environment and mitigates any impacts.
- 14 The Darent Valley is one of the District's main tourist attractions in itself as well as containing a number of other visitor destinations (i.e. Eynsford Castle, Lullingstone Villa). The area is heavily dependent on rural tourism, as a number of visitors come from London, Dartford, Gravesham and other surrounding area. The application looks at the economic case for the DVP enhancements, by providing better access and enhancing better transport improvements to tourism and business. It could increase the value of the rural economy as well as providing further opportunities for employment.
- 15 One of the main potential benefits is the creation of better linkages between the villages and towns along the DVP, to provide more opportunities for sustainable transport modes. Congestion and increases in traffic flows create concerns that the increasing number of journeys made by private vehicles will impact and degrade the quality of the Kent Downs. By providing better opportunities for sustainable transport (i.e. walking and cycling) the DVP enhancements could reduce the number of vehicles travelling along the Darent Valley, provide better benefits for health and wellbeing for residents and visitor through walking and cycling, and provide better linkages to other tourist attractions along the Darent Valley.
- 16 The culmination of these economic and social benefits could provide significant environmental impacts. The opportunities for active travel (i.e. cycling and walking) created with the potential of reducing car journeys would improve air quality along the Darent Valley corridor. With improved air quality, other improved environmental enhancements can be considered such as increased awareness/education of the landscape and its character, the conservation of important biodiversity and significant historical characteristics/features of the Valley.
- 17 The need for the scheme is clearly demonstrated and it is clear that there are significant economic, social and environmental benefits which not only benefit local communities along the Darent Valley, but provides clear District-wide benefits as a result.

Partnership working with other organisations

- 18 Another key criterion for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 19 It has been clearly demonstrated that the application made by the Kent Downs AONB Unit has a number of partners which are involved in the delivery of the scheme, with the AONB Unit taking the lead in delivery and management of the scheme. Organisations that are included in the delivery of the scheme include environmental and heritage groups, transport providers, the County Council and local government authorities.

Majority of project cost secured through match-funding

- 20 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 21 The application made clearly demonstrates that additional funding sources have been sought and secured for the project. This includes a secured grant from the Heritage Lottery Fund, as well as contributions from scheme partners, member donations from member organisations, as well as commitments from town and parish councils.
- 22 It should be noted that the applicant has not sought any additional CIL funding from the appropriate town/parish councils (i.e. Westerham, Brasted, Chevening, Sundridge, Sevenoaks Town, Riverhead, Dunton Green, Otford, Shoreham, Eynsford, Farningham, Horton Kirby & South Darent) to help fund the scheme.

Local support from the community

- 23 The purpose of CIL is to support the delivery of local or strategic infrastructure to meet the pressures of development. An additional criterion that the applications were assessed against is to whether there is local support.
- 24 It is evidenced through the application that a number of local town and parish councils have offered their support to the project through the Heritage Lottery Fund bid, including some financial contributions to aid the delivery of the proposal. In addition, it is documented that a number of local Members across the Darent Valley have also voiced their support.
- 25 Finally, the scheme has been identified in a number of established plans and strategies at local and regional levels (outlined in paragraph 6).

Other considerations

Planning Permission

Agenda Item 3c

- 26 The assessment criteria states that preference of CIL funding will be given to those which have permissions or consents in place before funding is given. The Kent Downs AONB Unit has confirmed that while planning permission would be required for some aspects of the scheme, no planning permission has been sought yet. Due to the recent approval of the Heritage Lottery Fund bid, it hasn't been possible for the Kent Downs AONB Unit to apply for the necessary permissions. The applicant has stated that any final designs and plans are currently being worked up and these will inform whether any necessary planning permissions are required.
- 27 The proposal is a significant strategic scheme which covers a wide area of the District. It is also noted that the project will be completed within the next five years (July 2022). It is recognised that, depending on the final design enhancements, there may be some works which require permission or could be carried out under permissive powers. This is dependent on the type of work that is required and the organisation which carries out the works.
- 28 On weighing the evidence submitted in the application, I consider that this is a strategic project which offers a number of benefits for the District and local communities along the Darent Valley. If CIL funding was to be withheld before the project before planning permissions are in place, there is a potential risk that any secured funding could be lost.

Management of the Proposal

- 29 The Kent Downs AONB Unit is employed by Kent County Council, who work on behalf of the Kent Downs AONB Joint Advisory Committee. As such, the ongoing maintenance of the DVP will continue to be provided by Kent County Council. The Unit has also confirmed that there will be ongoing funding from Kent County Council for the maintenance of the DVP but the value of this has not been confirmed.

Conclusion

- 30 The DVP enhancement along the Darent Valley is considered as a strategic project, as it covers a number of parishes. The economic, social and environmental benefits add weight to the needs of the project. The proposal has some match funding and has significant support of locally elected Members and a number of parish councils.
- 31 Therefore, the recommendation made is that the Board consider fully funding the request made by the applicant for £255,230.00.

Appendices

Appendix 1 - Applicant's original pro-forma

Background Papers

[The Darent Valley Landscape Partnership Scheme](#)

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

Scheme name:	Heart of the Valley - Enhancing the Darent Valley Path through the Darent Valley Landscape Partnership Scheme
Description of Scheme:	<p>To improve the standard of the Darent Valley Path (DVP) to create an integrated sustainable transport corridor through the Darent Valley providing a viable alternative to the car for residents and visitors. This project will raise the quality of the DVP so that it is befitting of a county promoted route. Where possible it will make provision for cyclists to either use the path or an alternative parallel route, and enhance links to train stations along the route (including the provision of bike storage) to encourage sustainable travel.</p> <p>Waymarking and interpretation along the route will be improved and updated to provide a better understanding of the heritage features of the valley. The path will also be extended from Chipstead to Westerham to provide a 'complete' Darent Valley experience.</p> <p>Enhancement, signing and interpretation on associated circular routes will be undertaken.</p>
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>Yes/No</p> <p>The Darent Valley Landscape Partnership is led by the Kent Downs AONB Unit (KCC is the host authority) with several partner organisations representing the public sector, private sector, local communities and charitable organisations. The partners that sit on the DVLPS Partnership Board are listed below</p> <p>Who is involved in the Partnership. Organisation Name (s): Heritage Lottery Fund (Simon Shaw) Ashmolean Museum (Colin Harrison); Connect Plus/Highways England (Will Salvetti); Darent Valley Parish Councils (Rod Shelton, John Evans, Geoff Kirby), Environment Agency (Tom Cook), Kent County Council - Country Parks and Countryside Partnerships (Isabel Shaw); Kent County Council Heritage (Lis Dyson);</p>

Agenda Item 3c

	<p>Explore Kent (Stephen Law); Kent Wildlife Trust (Dave Hutton); National Farmers Union (William Alexander); Southeastern Trains (Nina Peak); Sevenoaks District Council (Helen French); Wide Horizons (Liam Mills). Dartford Borough Council (Tony Phillips) also sit on the Partnership Board representing interests in the Dartford section of the Darent Valley.</p> <p>Responsible individuals (s): See above</p> <p>Signature (s) on behalf of other supporting organisations (s): DVLPS Partnership Agreement with signatures attached.</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p> <p>The Heritage Lottery Fund provides much of the funding for the Darent Valley Landscape Partnership Scheme as a whole (£2.1m out of a total of £4m for the scheme as a total). Grant notification letter to be forwarded.</p>
<p>Is planning permission required for the scheme?</p>	<p>Yes / No</p> <p>If yes, has it been applied for? No</p> <p>If no - please explain why? The Heart of the Valley project is a package of several works within the Darent Valley Landscape Partnership Scheme. Permission to start has only just been provided by the Heritage Lottery Fund, and the scheme will run over a five-year period until 2022. Specifications are being finalised and will form the basis for applying for planning permission (should it be required).</p>
<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<p>Consent required: Land Drainage Consent (Environment Agency); SSSI consent (possibly)</p> <p>Date applied for / granted: Not yet applied for.</p>
<p><u>Need for the Scheme</u></p>	

<p>List of projects or development that result in the need for this scheme:</p>	<p>The need for the 'Heart of the Valley' project has been generated by the increased population within the northern half of the district and the consequential increase in demand for recreational and leisure transport. The Darent Valley Path is an opportunity to cater for this growth in the population created by the significant recent developments and future housing provision in Sevenoaks, Swanley and the villages along the valley from Westerham to Horton Kirby.</p> <p>The development at Fort Halstead is located close to the Darent Valley Path and is likely to contribute to increased demand on the use of the Darent Valley as a leisure and recreation resource due to its proximity. In addition, the greater demand placed on the transport network because of these developments requires a viable alternative to car use for shorter journeys to stations, between villages and to stations.</p>
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	<p>Due to the nature of this project which will be delivered over a distance of 21km in the northern half of the district, it relates to most developments within Sevenoaks, Westerham, Brasted, Sundridge, Chipstead, Dunton Green, Otford, Shoreham, Eynsford, Farningham, Horton Kirby and South Darenth. The enhanced and extended DVP will provide transport opportunities for existing and new residents.</p> <p>In addition, there is additional pressure from outside the district with additional housing in Dartford and Gravesham boroughs that places greater visitor pressure on the Darent Valley as the closest and most accessible (by car) area of attractive countryside. This is most acute due to the proximity of Ebbsfleet Garden City with its 15,000 new homes over the next fifteen years.</p>

Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:

<p>Economic</p>	<p>This project will enhance the rural tourism potential of the Darent Valley to facilitate sustainable access, benefit the local rural economy and develop the opportunity for an increased number of paying visitors to reach it from nearby urban areas. It will improve accessibility to tourist destinations and rural businesses by means other than cars, increase use of rural public transport, increase the numbers of visitors reaching the valley in a sustainable manner, and open new rural business opportunities. It will be integrated with work delivered elsewhere by the DVLPS that will provide training for local communities and business to participate and contribute to promoting the valley as a tourist destination.</p> <p>In its management plan, the Kent Downs AONB recognises the role that sustainable tourism plays in supporting a strong rural economy</p>
-----------------	---

Agenda Item 3c

	<p>and supporting vibrant communities. Its role is to support local businesses and communities to achieve this. An audience development consultation undertaken by the AONB in 2016 (attached) to support the development of the DVLPS, demonstrated that whilst the Darent Valley landscape is highly appreciated, the main barriers to visiting are not knowing where to go and transport issues. With central London only 15 miles away, and a population of 3.2m people within 10 miles, the potential is considerable.</p> <p>However, the valley is largely seen as close to capacity for visitors travelling by car, and there is a need to provide sustainable forms of travel that don't detract from the quality and value of the landscape.</p>
Social	<p>Congestion and increased traffic remain constant issues for communities in the Darent Valley, and there is genuine concern that the proximity of London, a growing population and increased numbers of visitors will affect the quality of life and damage the area's landscape character. This project will help to mitigate these issues by providing a convenient, integrated, attractive and more usable modes of transport to explore and move through the valley.</p> <p>An enhanced Darent Valley Path will provide a traffic-free linear route for walkers and cyclists that will connect the main urban centres in the northern half of the district, as well as the villages and towns in the valley bottoms. In addition, linking routes will be provided to stations within the valley to improve integration with other transport modes. This will not only provide safe connecting routes for commuters and school trips, but also for visitors to explore the valley at a more leisurely pace.</p> <p>The Heart of the Valley project is a constituent component of the wider DVLPS scheme which will enhance and conserve the heritage and landscape of the Darent Valley. The Darent Valley Path will facilitate access to the work that the DVLPS will undertake at many of the key natural and heritage sites in the valley. Consequently, this will enhance knowledge and awareness of these sites and support their future protection.</p> <p>The health benefits of walking and cycling are well known and documented in strategies such as the Sevenoaks District Strategy for Transport, Sevenoaks District Community Plan, Sevenoaks District Cycling Strategy, and Kent Active Travel Strategy. There is considerable demand for safe traffic-free routes that can be used by communities and visitors, and the provision of this through the DVP will make a significant step towards providing for this.</p>

<p>Environmental</p>	<p>With the lead for the DVLPS being the Kent Downs AONB Unit, there is recognition that the DVP in Sevenoaks District falls almost entirely within this internationally protected landscape. In its management plan 2014-2019, its vision for 'Access, enjoyment and understanding' of the AONB is:</p> <p>"In 2034... the Kent Downs AONB is a place of natural beauty with opportunity and access for all people; they feel welcome to participate in quiet recreation for health, relaxation, enjoyment and for cultural and artistic expression. Improved management ensures that the Public Rights of Way and much of the highway network is safe, quiet and convenient for walkers, cyclists and horse riders and public transport is an attractive option to reach and enjoy the landscape. Maintenance of the Public Rights of Way and highway network is sympathetic to biodiversity and landscape character."</p> <p>In addition, it has a specific policy that states:</p> <p>"AEU7 - Improvements to the Rights of Way Network to provide and improve countryside access, health and well-being opportunities, including way-marking, signposting and maintenance, new routes and establishment of higher rights which conforms with AONB policies and design guidance, will be supported."</p> <p>The Heart of the Valley project will deliver these aims and will provide improved environmental enhancements such as reduced air pollution, greater awareness of landscape character, important biodiversity, and heritage features within the valley.</p> <p>In addition, it will be integrated into the wider DVLPS suite of projects that will conserve important habitats such as the chalk river and riparian land, chalk grassland, woodland and historic parkland.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<ul style="list-style-type: none"> • Sevenoaks District Council Local Plan • Kent Downs AONB Management Plan 2014 - 2019 • Local Transport Plan 4: Delivering Growth without Gridlock 2016-2031 • Sevenoaks District Strategy for Transport 2010 - 2026 • Sevenoaks District Community Plan • Sevenoaks District Cycling Strategy • Kent Active Travel Strategy • Kent Countryside Access Improvement Plan • Kent Downs AONB Unit (Darent Valley Landscape Partnership Scheme) Landscape Conservation Action Plan
<p>Funding</p>	
<p>Total project cost:</p>	<p>£405,460</p>

Agenda Item 3c

Funding required from CIL:	£255,230
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1) Heritage Lottery Fund - £112,130. HLF fund landscape partnerships at a percentage rate and require recipients to find match funding to make up the scheme's pot. This has been agreed and signed up to. The grant rate cannot be increased.
	2) Kent Wildlife Trust - Member donations £38,100. This donation cannot be increased and was part of a legacy payment to the Trust.
	3)
	4)
	5)
	6)
Is this bid for staged payments?	Yes/ No
Will staged payments be accepted?	Yes/ No Details of anticipated funding requirements and timetable: The funding timetable is currently being reviewed and will be provided upon completion.

Has a bid(s) for CIL funding been made to relevant town and parish councils?	<p>Bid made: Yes / No</p> <p>Details of bid:</p> <p>Decision made: Yes / No</p> <p>Details of decision:</p>
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / No
Has this scheme benefited from CIL funding previously:	<p>Yes / No</p> <p>If Yes; Please provide further justification as to why further CIL funding is required for this project.</p>
<u>Deliverability</u>	
Does your organisation have the legal right to carry out the proposed scheme?	<p>Yes / No</p> <p>If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>
Anticipated start date for delivery of the scheme:	February 2018
Anticipated finish date for the delivery of the scheme:	July 2022
Anticipated date when CIL funding will need to be made available:	Yearly from 2018/19
Does land need to be purchased to facilitate the scheme:	<p>Yes / No</p> <p>Details:</p>
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Audience Development/Consultation attached.


Agenda Item 3c

Please provide details of the management and timescales of the project.	
Has consultation been carried out on the scheme or is any planned?	<p>Carried out / Planned / No Consultation planned</p> <p>Details: An Audience Development Plan was undertaken in the preparation for the DVLPS as a whole</p> <p>(Note: Results can be attached separately if necessary.)</p>
Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes / No</p> <p>Signature of at least one SDC ward member: Email from Cllr Philip McGarvey being sent directly by email.</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
Is the relevant town/parish council supportive of the scheme?	<p>Yes / No</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p> <p>Letters of support for the DVLPS to be forwarded.</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<u>Maintenance</u>	
Which organisation will be responsible for ongoing maintenance:	Kent County Council
Are funding arrangements in place for maintenance:	<p>Yes / No</p> <p>Details:</p>
Any further comments:	Further detailed information can be found in the DVLPS Landscape Conservation Action Plan, notably projects 3A, 3B.1, 3C, 3D and 4D.4. Please note that these also include references to work in Dartford Borough, and these have been omitted from the funding

	<p>requirement.</p> <p>Supporting documents can downloaded using the links below:</p> <p>DVLPS Landscape Conservation Action Plan Parts 1 & 2 (see background papers)</p> <p>DVLPS Landscape Conservation Action Plan Part 3 (see background papers)</p> <p>DVLPS Public Survey Results</p> <p>DVLPS Audience Development Plan</p> <p>DVLPS Strategic Landscape Enhancement Plan</p> <p>DVLPS Partnership Agreement (signed)</p> <p>Sustrans report for Darent Valley Path (available on request)</p>
--	---

Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature	
Name	Rick Bayne
Position	Landscape Partnerships Manager
Organisation	Kent Downs AONB Unit

Agenda Item 3c

<p>Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:</p>	<p>As above. rick.bayne@kentdowns.org.uk 01634 242826</p> <p>Kent Downs AONB Unit, The Cedars, Holborough Road, Snodland, ME6 5PL.</p> <p>Please note that as of 21 December 2017, the new address will be: Darent Valley Landscape Partnership Scheme, The Tea Barn, Castle Farm, Redmans Lane, Shoreham, Sevenoaks, TN14 7UB</p>
--	---

APPLICATION D

Proposal Swanley Station Improvements

Applicant Sevenoaks District Council

Ward(s) Swanley St Marys

RECOMMENDATION: That the £750,000.00 funding applied for, as set out in the report, for scheme “Swanley Station Improvements” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community
- Partnership working with other organisations
- Majority of project cost secured through match-funding

Introduction

- 1 In 2015, Kent County Council approached Sevenoaks District Council to whether there were any infrastructure projects which the District Council would like to deliver. This was part of the Local Growth Fund, which is administered by the South East Local Enterprise Partnership (SELEP). Sevenoaks District Council worked on a number of bids including improvements to wayfinding at key locations in the District and transport hub refurbishments (e.g. Sevenoaks Bus Station).
- 2 The following report focuses on the refurbishment and access improvements to Swanley Station.
- 3 The application for CIL funding was received by Officers on 01.12.2017.

Description of Proposal

- 4 The scheme includes the refurbishment of the station building, improvement to the forecourt, the provision of 20 sheltered and secure cycle spaces, provision of a bus and taxi drop off/pick up point, improved signage and implementation of a one way system.
- 5 Additionally it is proposed to improve pedestrian and cycling routes from the Town Centre including assessing the feasibility of an additional footbridge across the railway lines to reduce travel times to and from the station.

Agenda Item 3d

- 6 It is anticipated that the project would be completed by 2020/21.

Funding

- 7 Kent County Council as part of its business case to the SELEP estimated that the total cost of the improvements to Swanley Station would be approximately £2,250,000.00.
- 8 The application has identified the following additional funding sources and grants to support their application to the Board:
- Local Growth Fund: £1,500,00.00
- 9 Members should note that this funding was allocated as part of a business case that Kent County Council put forward to the SELEP, on the basis that the District Council would match fund £0.75 million with the Community Infrastructure Levy.
- 10 The managers of the LGF funding are seeking confirmation that the SDC match funding of £0.75 million will be available for the project. If the match is not available then the LGF funding will likely to be reallocated to other projects within the County.
- 11 Therefore Sevenoaks District Council has applied to the Board for £750,000.00 of CIL funding.

Representations and Support

- 12 The application states a number of organisations who Sevenoaks District Council are working in partnership to deliver the scheme:
- Kent County Council
 - Southeastern Railway
 - Network Rail
- 13 The application is supported by the following local representatives and organisations:
- Kent County Council
 - Southeastern Railway
 - Network Rail
- 14 The application is also supported by a number of county and local plans and strategies including:
- West Kent Local Sustainable Transport Fund - Tackling Congestion 2016-2021 package.

- Growth without gridlock: A transport delivery plan for Kent (2010)
- Local Transport Plan for Kent 2011-16
- Sevenoaks District Cycling Strategy:
- Sevenoaks District Strategy for Transport 2010-2026:
- Sevenoaks Core Strategy 2011-2026

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong economic, social and environmental benefits to the community
- Partnership working with other organisations
- Majority of project cost secured through match-funding

Strong economic, social and environmental benefits to the community

- 15 One of the key criteria for the assessment of bids is that proposals should demonstrate the economic, social and environmental benefits of the scheme. This includes whether there are significant benefits for the economy, community and social impacts and how the proposal benefits the environment and mitigates any impacts.
- 16 A Master Vision for Swanley and Hextable was produced by Sevenoaks District Council to determine a number of growth scenarios that could regenerate Swanley town centre and the surrounding area to provide housing, employment and infrastructure requirements to meet the needs of the community. This piece of work is an evidence base for the emerging Local Plan.
- 17 The application recognises that there is potential for future growth in Swanley town centre, both for residential and economic opportunities. There is an expectation that the growth of the town will generate additional passengers and the project will seek to enable further sustainable access rather than increase the number of vehicle movements giving lifts to the station. Swanley station also lies in the London Travel Area in Zone 8, meaning that the community benefits from TfL's Oyster payment system.
- 18 There are significant economic and environmental benefits to the scheme. The proposals seek to address improving access as well as reducing traffic congestion to and from the station. Additional benefits which have been considered include:
 - Reduce 'drop off/pick up' vehicle movements to the station, reducing traffic congestion around the town

Agenda Item 3d

- Seeks to enhance the customer experience through creating a safer and more attractive passenger environment.
- Encourage further growth of pedestrian and cycling users, and enhance the interchange with bus services
- Improving air quality through encouraging sustainable transport alternatives to and from the station

19 There are also significant social benefits to the proposal. With a potential increase in passengers, the improvements will make the station as more attractive environment, enhancing the customer experience while minimising the risk of anti-social behaviour through better design. It is also important that the station is accessible to all. Currently there is no step free access on the north side of the station, meaning that those who require step-free access must travel to the south side of the station. Improvements and enhancements will be looked at as part of the scheme, through the provision of a new footbridge. Feasibility work is being undertaken to provide the necessary design and costs of this work.

Partnership working with other organisations

- 20 Another key criterion for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 21 There is clear evidence in the CIL application to demonstrate partnership working to deliver the scheme. The proposal was originally supported in the business case to the Local Growth Fund by the four organisations; Sevenoaks District Council, Kent County Council, Network Rail and Southeastern Trains.

Majority of project cost secured through match-funding

- 22 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 23 Funding has been secured through the Local Growth Fund. The business case secured £1.25 million of funding for the project, on the basis that the District Council would match fund £0.75 million with the Community Infrastructure Levy.
- 24 The managers of the LGF funding are seeking confirmation that the SDC match funding of £0.75 million will be available for the project. If the match is not available then the LGF funding will likely be reallocated to other projects within the County.
- 25 No other funding proposals have been put forward as part of the scheme. There is no evidence to suggest whether local town and parish councils have been approached to contribute to the funding of this scheme.

Other considerations

Planning Permission

- 26 The assessment criteria states that preference of CIL funding will be given to those which have permissions or consents in place before funding is given.
- 27 Sevenoaks District Council has indicated that some works may require planning permission. Network Rail has permissive powers to carry out works on land owned by them. It should be noted that the application states that the plans for the station improvements are being finalised and the relevant consents will be sought (where applicable).
- 28 Any additional consent that are required as part of the scheme will be sought as part of the scheme implementation programme. The extent of the land required to implement the station improvements lies within the control of Network rail and Southeastern. As partners in the scheme, there are no perceived land ownership issues.

Management of the Proposal

- 29 The station improvements will be subject to maintenance obligations already existing with and between Network Rail and Southeastern. Separate funding arrangements are in place as per the existing maintenance obligations between Network Rail and Southeastern Trains.

Conclusion

- 30 The proposal to improve Swanley Station is considered as a local infrastructure project. The economic, social and environmental benefits add weight to the needs of the project and add value to the community. The proposal has match funding secured through the Local Growth Fund, but is dependent on whether CIL funding is secured and confirmed. The project is supported by a number of partners and will be managed by existing agreements between Network Rail and Southeastern Trains.
- 31 Therefore, the recommendation made is that the Board consider fully funding the request made by the applicant for £750,000.00.

Appendices

Appendix 1 - Applicant's original pro-forma

Background Papers

The Darent Valley Landscape Partnership Scheme

This page is intentionally left blank

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

Scheme name:	Swanley Station access improvements
Description of Scheme:	<p>The scheme includes the refurbishment of the station building, improvement to the forecourt, the provision of 20 sheltered and secure cycle spaces, provision of a bus and taxi drop off/pick up point, improved signage and implementation of a one way system.</p> <p>Additionally it is proposed to improve pedestrian and cycling routes from the Town Centre including assessing the feasibility of an additional footbridge across the railway lines to reduce travel times to and from the station.</p>
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>Yes</p> <p>Who is involved in the Partnership. Organisation Name (s):</p> <p>Kent County Council</p> <p>Network Rail</p> <p>Southeastern Trains</p> <p>Responsible individuals (s):</p> <p>Tim Middleton - Senior Transport Planner KCC Robbie Lough - Commercial Scheme Sponsor, South East Route Network Rail Nina Peak, Partnership Manager, Southeastern (London & South Eastern Railway Ltd)</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation. LGF funding of £1.5 million is confirmed subject to SDC matching with £0.75 million from Community Infrastructure Levy.</p>

Agenda Item 3d

Is planning permission required for the scheme?	<p>Yes</p> <p>If yes, has it been applied for? No</p> <p>The scheme is in feasibility stage and planning permission will be sought for any works that require planning consent prior to their commencement.</p>
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	<p>Consent required: Any additional consents that are required as part of the scheme will be sought as part of the scheme implementation programme</p> <p>Date applied for / granted: n/a</p>
<u>Need for the Scheme</u>	
List of projects or development that result in the need for this scheme:	The projected growth in the Town will generate additional passengers and the project will seek to enable further sustainable access rather than increase the number of vehicle movements giving lifts to the station (21%)
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	The purpose of the scheme is to improve access to the railway station for the 58% of all users who walk to the station and to encourage further use by cyclists, currently 3% of all users.

<u>Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:</u>	
Economic	Improved access for pedestrians and cyclists will reduce 'drop off/pick up' vehicle movements to the station, reducing traffic congestion around the town. An improved station and facilities will create a safer and more attractive passenger environment, enhancing the customer experience and encouraging more discretionary travel.
Social	The access from the northern entrance of the station is not step free which requires those with impaired mobility to access from the south side. This project will seek to remove that constraint through undertaking the feasibility of a new footbridge linking a footway/cycleway from the Town Centre across the railway lines to the south side. The scheme also seeks to enhance the customer experience through creating a safer and more attractive passenger environment.

<p>Environmental</p>	<p>The scheme seeks to encourage further growth of pedestrian (58% of station users) and cycling users (3% of station users) and enhance the interchange with bus services (4% of station users). The former will be achieved through further secure covered cycle parking and seeking to reduce the travel time to the station through new cycleway/footway routes, including the feasibility of a new footbridge giving step free access to the ticket hall for passengers from the north side of the railway line. The latter will be achieved through forming a bus drop off within the reconfigured south side forecourt linked with the implementation of a one way route along Station Approach from Goldsel Road.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>The scheme is included in the approved West Kent Local Sustainable Transport Fund - Tackling Congestion 2016-2021 package.</p> <p>The scheme proposals fit with the following National policies and plans:</p> <p>National Planning Policy Framework (2012)</p> <ul style="list-style-type: none"> • Making it easier for jobs to be created in cities, towns and villages • Replacing poor design with better design • Improving the conditions in which people: live, work, travel and take leisure <p>National Infrastructure Plan (2014)</p> <ul style="list-style-type: none"> • To create a national road network fit for the 21st century, which improves economic productivity and supports jobs and growth across the country. It seeks to increase capacity, tackle congestion, support development, strengthen connectivity, improve reliability and resilience, and ensure a road network of the best possible quality • Transport infrastructure can have a significant and positive effect on economic growth and can be a key driver of jobs throughout the economy via enhancing connectivity between businesses, goods and people and by encouraging a sustainable, low-carbon economy that is vital for future success and development • Local transport systems are crucial to the overall transport system and must facilitate the growth of suburban areas. The transport network must allow for people to move freely and easily helping to support jobs and growth • The transport system must adapt to unexpected pressures allowing for the rapid movement of goods and people, adding value to the economy <p>The scheme proposals fit with the following County level plans and policies:</p> <p>Growth without gridlock: A transport delivery plan for Kent (2010)</p> <ul style="list-style-type: none"> • Delivering growth and prosperity

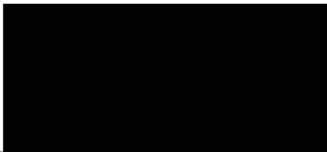
Agenda Item 3d

	<ul style="list-style-type: none"> • Tackling congestion hotspots • Transferring existing and new car trips onto public transport, walking and cycling, especially for short journeys • Providing sufficient transport infrastructure to mitigate the impact of planned development <p>Local Transport Plan for Kent 2011-16</p> <ul style="list-style-type: none"> • Growth without Gridlock • A Safer and Healthier County • Tackling a Changing Climate • Enjoying life in Kent <p>The scheme proposals fit with the following SDC objectives:</p> <p>Sevenoaks District Cycling Strategy:</p> <ul style="list-style-type: none"> • Development transport interchanges in the main urban areas of Sevenoaks, Swanley and Edenbridge resulting in linkages to key services • Enhancing commuter cycle travel <p>Sevenoaks District Strategy for Transport 2010-2026:</p> <ul style="list-style-type: none"> • Reduce areas of congestion • Improving air quality and existing levels of pollution • Tackle issues associated with accessibility and road safety <p>Sevenoaks Core Strategy 2011-2026</p> <ul style="list-style-type: none"> • High quality regeneration of Swanley to sustain the local economy through the redevelopment of employment and attractive modes of sustainable transport • Account for climate change, development must attempt to mitigate and adapt to climate change whilst contributing towards improving air quality
<p><u>Funding</u></p>	
<p>Total project cost:</p>	<p>£2.25 million</p>
<p>Funding required from CIL:</p>	<p>£0.75 million</p>
<p>Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety</p>	<p>1) Local Growth Fund monies totalling £1.5 million have been allocated the project on the basis that the District Council's Community Infrastructure Levy match is £0.75 million.</p>
<p>Is this bid for staged payments?</p>	<p>No</p>
<p>Will staged payments be accepted?</p>	<p>Yes</p>

	<p>Details of anticipated funding requirements and timetable:</p> <p>The managers of the LGF funding are seeking confirmation that the SDC match funding of £0.75 million will be available for the project. If the match is not available then the LGF funding will likely to be reallocated to other projects within the County</p>
<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: No</p> <p>Details of bid:</p> <p>Decision made: Yes / No</p> <p>Details of decision:</p>
<p>Would the scheme be fully funded if the CIL contribution is agreed:</p>	<p>Yes</p>
<p>Has this scheme benefited from CIL funding previously:</p>	<p>No</p>
<p><u>Deliverability</u></p>	
<p>Does your organisation have the legal right to carry out the proposed scheme?</p>	<p>Yes - the scheme partners have the rights to undertake the scheme.</p>
<p>Anticipated start date for delivery of the scheme:</p>	<p>Q1 2018</p>
<p>Anticipated finish date for the delivery of the scheme:</p>	<p>The finish dates for the station improvements and footbridge are to be confirmed as part of the feasibility study work.</p>
<p>Anticipated date when CIL funding will need to be made available:</p>	<p>Q1 2018</p>
<p>Does land need to be purchased to facilitate the scheme:</p>	<p>The extent of the land required to implement the station improvements lies within the control of Network rail and Southeastern.</p> <p>The extent of land required to implement the footbridge will be determined by the feasibility study. Options will include minimising the number of different land interests to be acquired or made</p>

Agenda Item 3d

	available by scheme partners
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	The project group can provide progress reports on a timescale agreed with the CIL administrator.
Please provide details of the management and timescales of the project.	The station refurbishment works will be undertaken by Southeastern. The feasibility study work for the footbridge will be undertaken by Network Rail. These activities will be co-ordinated through a project group made up of the scheme partners that will meet on a regular basis.
Has consultation been carried out on the scheme or is any planned?	Planned Any improvements to the railway station will be subject to receipt of planning permission and the scheme will be subject to consultation both prior and as part of the statutory processes. Additional consultation will be undertaken, as required, with regard to any footbridge and cycleway/footway proposals that come out of the feasibility study.
Is a relevant SDC ward member(s) supportive of the scheme?	Yes Signature of at least one SDC ward member: Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.
Is the relevant town/parish council supportive of the scheme?	Yes Signature of at town/parish council chairman, clerk or chief executive: Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.
<u>Maintenance</u>	
Which organisation will be responsible for ongoing	The station improvements will be subject to maintenance obligations already existing with and between Network Rail and Southeastern.

maintenance:	Future maintenance requirements for the cycleway/footway and footbridge will be agreed as part of the approved and implemented scheme.
Are funding arrangements in place for maintenance:	As above re works to existing Network Rail and Southeastern infrastructure. Future maintenance requirements for the cycleway/footway and footbridge will be agreed as part of the approved and implemented scheme.
Any further comments:	
<u>Declaration</u>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	
Name	Andrew Stirling
Position	Head of Economic Development & Property
Organisation	Sevenoaks District Council
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	<p>Andrew Stirling, Head of Economic Development and Property, Sevenoaks District Council</p> <p>A KCC representative may also be in attendance at the Board</p>

This page is intentionally left blank

APPLICATION E

Proposal Bat & Ball Station - Transport and Access Improvements

Applicant Sevenoaks Town Council

Ward(s) Sevenoaks Northern

RECOMMENDATION: That the £258,274.00 funding applied for, as set out in the report, for scheme “Bat & Ball Station - Transport and Access Improvements” be approved on the following grounds:

- Identified need for the scheme
- Strong economic, social and environmental benefits to the community;
- Majority of project cost secured through match-funding

Introduction

- 1 Sevenoaks Town Council is one of the 31 parish/town councils that operate within Sevenoaks District. Sevenoaks Town Council shares its administrative town boundaries with Seal, Sevenoaks Weald, Riverhead, Dunton Green, Otford and Kemsing.
- 2 The application for CIL funding was received by Officers on 29.11.2017.

Description of Proposal

- 3 The application is focused on Bat & Ball Station, Bat & Ball Road, Sevenoaks. There are four components to the proposal:
 - Refurbishment of the station building to provide a community venue/asset for the community to use;
 - Improved access to platform 1 of the station;
 - The provision of cycle racks adjacent to both platforms 1 and 2; and
 - Enabling access from Otford Road, via the proposed community centre.
- 4 The proposal is closely aligned to the Town Council’s plans for providing a new community centre to the site adjacent to Bal & Ball station, as well as the wider aspirations of the Draft Northern Sevenoaks Masterplan which include better transport and community facilities for this area of Sevenoaks Town.

Agenda Item 3e

- 5 It is anticipated that the project would be completed by August 2018. It is noted that the anticipated start date would be February 2018, from the original CIL application submitted in November 2017.

Funding

- 6 Sevenoaks Town Council estimate that the total cost of the works and improvements to Bat & Ball Station is **£1,305,310.00**. A detailed breakdown of costs for each component of the scheme has been provided to support the application, including associated contingency costs and preliminaries to deliver the components of the scheme.
- 7 The application has identified the following additional funding sources and grants to support their application to the Board:
- Heritage Lottery Fund: £755,600.00 (subject to approval)
 - Sevenoaks Town Council: £291,436.00
- 8 Since the submission of the application in November 2017, there appears that no further evidence has been demonstrated as to whether the Heritage Lottery Fund grant has been secured.
- 9 To meet the funding gap for the full cost of the scheme, Sevenoaks Town Council has applied to the Board for £258,274.00 of CIL funding.

Representations and Support

- 10 The application states the following organisations who Sevenoaks Town Council are working in partnership to deliver the scheme:
- Friends of Bat & Ball Station
 - National Rail
 - Southeastern Trains
- 11 The support given by Network Rail and Southeastern Trains has been given in principle, in relation to operational works that need to be undertaken to some of the works described in the proposal.
- 12 The application is supported by the following local representatives and organisations:
- Cllr. Marilyn Canet (SDC Member for Sevenoaks Northern)
 - Cllr. Johnathan Krogdahl (SDC Member for Sevenoaks Northern)
 - Mayor of Sevenoaks Town (Sevenoaks Town Council)

Lead Officers Appraisal of Bid

Principal Criteria met

- Identified need for the scheme
- Strong economic, social and environmental benefits to the community;
- Majority of project cost secured through match-funding

Identified need for the scheme

- 13 The CIL application asks applicants to demonstrate why the scheme is required and to evidence the need. Sevenoaks Town has two rail stations with both serving a number of destinations, mainly London, Maidstone and Ashford.
- 14 The Draft Northern Sevenoaks Masterplan is a Sevenoaks Town Council initiative through the Sevenoaks Neighbourhood Plan. The Masterplan looks at how growth and development might be achieved during the new Local Plan period which covers the plan period up to 2035, including the provision of circa. 1,200 new homes, community facilities, new sport and recreation facilities. The Town Council is supporting the development of Northern Sevenoaks through the neighbourhood planning mechanism, which will potentially be included within the Local Plan.
- 15 It is noted that the Northern Sevenoaks Masterplan was put out to public consultation by Sevenoaks Town Council, as part of the Neighbourhood Planning process. Consultation results showed positive support for the Masterplan, with improvements being made to Bat & Ball Station.
- 16 The delivery of the scheme is also supported by potential development which may come forward as part of the Local Plan, as to provide critical infrastructure which existing and future residents will come to benefit from. This includes enhancing better train services to London, Maidstone and Ashford, while provide better opportunities for sustainable travel to places of work, education and community facilities in Northern Sevenoaks.
- 17 Through careful consideration, I conclude that there is a demonstrated need for the scheme for the community.

Strong economic, social and environmental benefits to the community

- 18 One of the key criteria for the assessment of bids is that proposals should demonstrate the economic, social and environmental benefits of the scheme. This includes whether there are significant benefits for the economy, community and social impacts and how the proposal benefits the environment and mitigates any impacts.
- 19 The applicant has documented each of the potential social, economic and environmental impacts that the scheme could bring within the application.

Agenda Item 3e

- 20 An Economic Impact Assessment was commissioned by Sevenoaks Town Council in November 2016. This was largely to support the funding bid to the Heritage Lottery Fund. The economic benefits of the station improvements are summarized as:
- The creation of 25 net jobs per annum, following the completion of the refurbishment, resulting in a direct boost to the local economy (approximately £1.2 million Gross Value Added);
 - The refurbishing of the station building will provide social enterprise for local people, allowing the proposed community uses to generate its own funding streams to sustain financial viability; and
 - The number of day numbers using the station have the potential to increase, meaning that more revenue could be collected through tourism and events being held in Northern Sevenoaks.
- 21 The environmental benefits to the scheme are primarily identified as sustainable transport options and increasing the usage of the station and its rail services. The Bat & Ball line serves the Darent Valley, including Otford, Eynsford and Swanley. This increases the opportunities for sustainable transport for residents, as an alternative to using private vehicles for leisure, employment or education trips. It would aid positive impacts on air quality and could reduce traffic congestion on key roads and junctions, namely St Johns Hill and Bat & Ball junction, by encouraging residents to use the rail services to Sevenoaks station.
- 22 The proposals outlined in the application indicate that improvements to the station's environment and station building will improve the community value of the area. In addition to this, by bringing the station building back into use would deter anti-social behaviour and improve the surrounding environment.
- 23 The social impacts and benefits that the proposal are closely linked with the environmental and economic benefits. One of the main focuses of the proposal is to refurbish the existing station building which is a heritage assets, into a community venue/asset to include a cafe and community space for residents to use. This meeting point will allow the community a focal point to work, meet, organise events and connect with wider local infrastructure (e.g. health and social infrastructure).
- 24 Furthermore, the proposal at the station looks to make it more accessible for those with disabilities. Therefore, the access to the station will be linked to the proposed community centre to the north of the station where there will be a greater provision of community rooms and services linked to wider infrastructure in the locality.
- 25 It is clear that there a number of economic, social and environmental benefits that could be realised if the project was delivered. It appears that these benefits would be realised through the course of the Northern Sevenoaks Masterplan with immediate benefits coming from improved access to the station and renovation of station building. Further economic,

social and environment benefits would be attributed following the development of a new community centre.

Majority of project cost secured through match-funding

- 26 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 27 The bid is supported by two significant funding sources. It is noted that at the time of submission, the funding from the Heritage Lottery Fund was applied for, but the application does not conclude whether the funding has been secured, or what the contingencies are if grant funding is not approved from the Heritage Lottery.
- 28 A proportion of the funding will also come from Sevenoaks Town Council reserves.
- 29 The submitted application also requests that the CIL funding applied for is staged into two payments, to co-inside with the timetable for delivering the scheme.
- 30 This is an important component to the funding package that the application has put together to support the delivery of this project to provide additional transport and community facilities to service the surrounding area and will support the development of additional housing as suggested by the Northern Sevenoaks Masterplan and Local Plan.

Other considerations

Planning Permission

- 31 An additional consideration of the criteria in which applications are assessed against is whether a proposal has the appropriate consents in place to carry out the project.
- 32 Sevenoaks Town Council have confirmed that planning permission would be required to carry out the necessary works on the Bat & Ball station building, and permissions have been granted. Further planning applications are to be submitted in relation to the Bat & Ball Centre, access improvements to platform 1 and cycle racks for both station platforms. Details for access from Otford Road is to reviewed following the submission of all planning permission associated to the scheme.
- 33 Members should note that all planning permissions should have been submitted by the end of 2017. No further information on whether those planning applications have been accepted has been provided.
- 34 In addition, Sevenoaks Town Council recognise that additional consents from Southeastern Trains and Network Rail must be secured in order to carry out

Agenda Item 3e

works on their operation land. It has been confirmed that agreements in principle have been agreed with Network Rail (works to Platform 1) and Southeastern Trains (Cycle racks on platform 2).

Management of the Proposal

- 35 The management of the proposal has been confirmed in the application and Sevenoaks Town Council would be the principle lead for the management in delivering this scheme, while working with necessary partners to ensure its completion.

Conclusion

- 36 There are a number of benefits that the scheme could bring to Northern Sevenoaks. The proposal seeks to enhance and improve the existing transport links, while creating a new community facility which would benefit the existing community and any future development. The funding gap is modest due to the amount of funding that has been secured through the Heritage Lottery Fund and Sevenoaks Town Council's own reserves. Finally, it is clear that the need for scheme has been identified through the neighbourhood planning process to produce the Draft Northern Sevenoaks Masterplan.
- 37 Therefore, the proposal put forward by Sevenoaks Town Council demonstrates an appropriate use of CIL funding as it is maintaining infrastructure as well as creating a new facility to meet the demands of future development in the local area. As such, the £258,274.00 funding request that has been applied for has been recommended for approval.

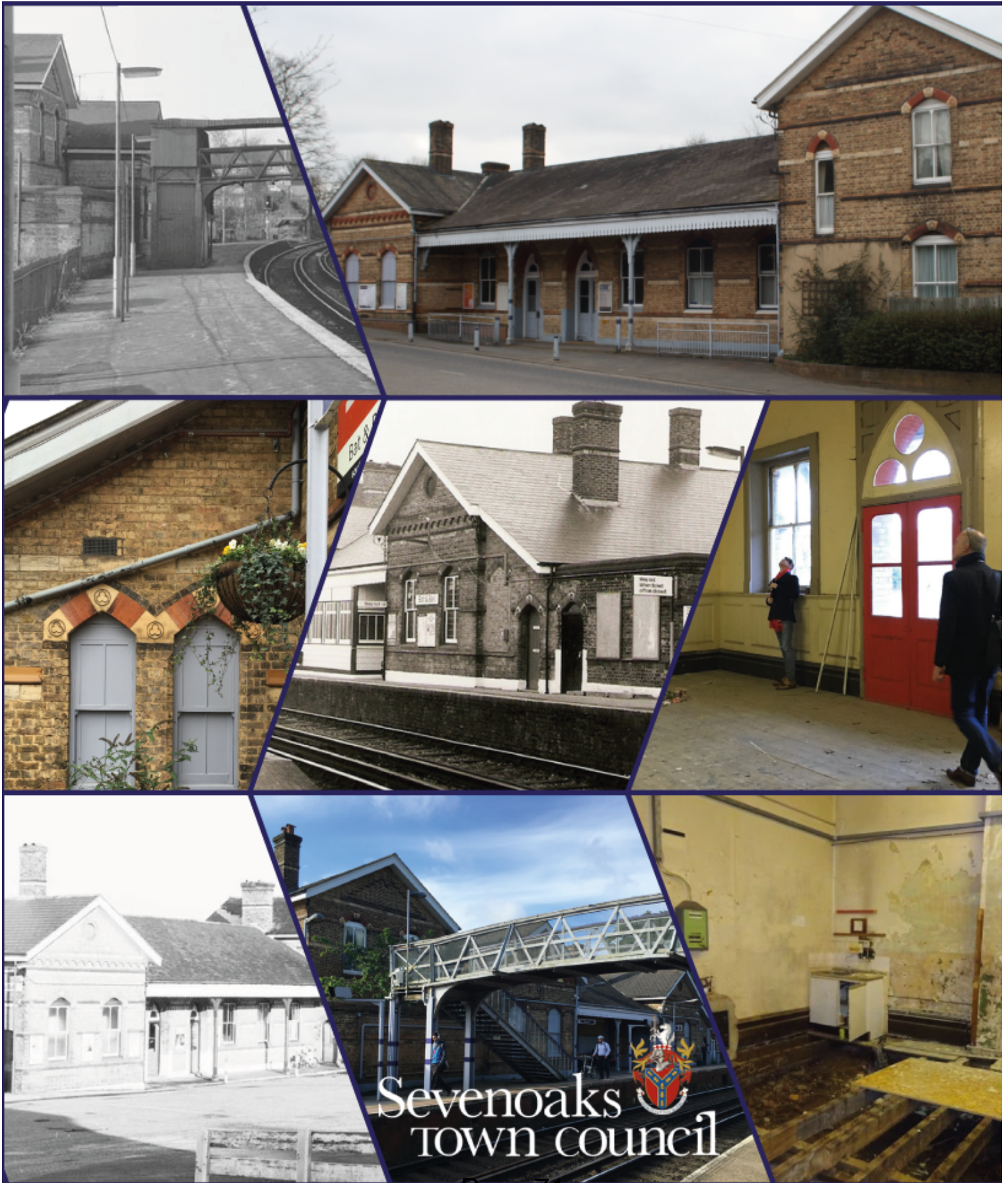
Appendices

Appendix 1 - Applicant's original pro-forma

Background Papers

None

Improved Transport Infrastructure at Bat & Ball Station CIL funding Bid



Sevenoaks
TOWN council

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

<p>Scheme name:</p>	<p>Improved Transport Infrastructure at Bat & Ball Station.</p>
<p>Description of Scheme:</p>	<p>Improved Transport Infrastructure at Bat & Ball Station.</p> <p>To include:</p> <p>1. <u>Refurbishment of Bat & Ball Station Building</u></p> <p>Bat & Ball Station Building is a Victorian property constructed in 1862. It was the first station in Sevenoaks and used by Queen Victoria when visiting Knole House.</p> <p>The proposal is to restore the boarded up Grade II Listed building to provide a community venue. The building has been boarded up since 1991 and gradually deteriorated.</p> <p>The building is within the Sevenoaks Town Council’s Northern Sevenoaks Masterplan for the regeneration of the area and complimenting a new Bat & Ball Centre to be constructed on the opposite side of the railway and integral to wider development – new leisure, business, and homes.</p> <p>The station has been identified by the public as an area of concern in relation to personal safety. It is believed that a presence in the building and investment will improve this perception and act as a deterrent.</p> <p>The restored building will provide public toilets, two community rooms, a café selling Kent produce and heritage information. It will also have the ability to sell train tickets. Currently there is only a ticket machine. All of these facilities should encourage more people to use the station.</p> <p>In addition by improving the Bat & Ball Station, commuters and local people will be encouraged to use it as a means to connect to Sevenoaks Station. This will reduce the amount of people driving to and from Sevenoaks Station, and therefore the amount of traffic, (traversing busy junctions) and the number of cars parking in and around Sevenoaks Station.</p> <p>2. <u>Provision of access to Platform 1.</u></p> <p>Flat access from community centre site. This enables those with mobility needs, buggies etc to be able to use the train services. Currently they need to walk over a bridge for access to the platform.</p>

Agenda Item 3e

	<p>The refurbished station is due to be opened September 2018. The new platform entrance will be permanent. The ramp will be re located when the new Bat & Ball Centre is constructed at a later date.</p> <p>There is about 750mm height difference between platform 1 and the ground adjacent to it, which had been a railway siding until the early 1960s.</p> <p>3. <u>Provision of cycle racks adjacent to</u></p> <p>Platform 1 (community centre side) Bike enclosure with rack for 56 cycle bikes (Bike Dock Solutions) two tier rack.</p> <p>The cycle rack provision will be permanent however will be relocated at a later date within the vicinity when the new Bat & Ball Centre is constructed.</p> <p>Platform 2 (station building side) Bike enclosure with rack for 30 cycle bikes (Bike Deck Solutions) on permanent base.</p> <p>Electricity will be installed in the adjacent new store cupboard. This will be able to be extended to enable provision of up to 6 charging points for electrical bikes using a FalcoSpark Electrical Cycle Charging System.</p> <p>4. <u>Provision of additional access from Otford Road via community centre to station.</u> Access from community centre site enabling access to Otford Road.</p>
<p>Is this scheme promoted by your organisation in partnership with another organisation (s)?</p>	<p>Yes</p> <p>Who is involved in the Partnership?</p> <p>Organisation Name (s):</p> <p>Sevenoaks Town Council (STC) Friends of Bat & Ball Station (FBBS)</p> <p>Responsible individuals (s):</p>

	<p>STC - Linda Larter, Chief Executive / Town Clerk FBBS – Bonnie Tarling, STP Committee Clerk</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Linda Larter, Chief Executive / Town Clerk</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p> <p>The project is current at Stage 2 of a HLF Application, a decision is due first week of December 2017. The HLF application is for £755,600 of the total Delivery Costs of £1,486,321. The Delivery Costs includes five years of revenue costs at £396,401 as required by HLF. The development costs to reach RIBA stage 4 have been paid by Sevenoaks Town Council.</p>
<p>Is planning permission required for the scheme?</p>	<p>Yes</p> <p>If yes, has it been applied for?</p> <p>Bat & Ball Station Building – Planning Permission granted.</p> <p>Bat & Ball Centre (including access to platform, and cycle racks platform 1) Pre Planning advice received, full application planned to be submitted by end of 2017.</p> <p>Cycle Racks – Platform 2 – Planning Application to be submitted by end of 2017. Provision with Southeastern was agreed after Planning Application approved for station building.</p> <p>Access to Otford Road – new steps. Details being reviewed Planning Application to be submitted by end of 2017.</p>
<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<p>Consent required:</p> <p>Lease from Network Rail for platform 1, agreed in principle.</p> <p>Lease from Southeastern for land for cycle racks on platform 2, completed August 2017.</p>

Need for the Scheme	
<p>List of projects or development that result in the need for this scheme:</p>	<p>The area of Northern Sevenoaks has undergone significant development in the years since the CIL charging schedule was adopted, including a rise in the number of residential units in the area, and new employment space.</p> <p>These developments have already resulted in a rise in the number of users of Bat & Ball station, both living in the area and commuting to London or elsewhere in the District, and commuting into Bat & Ball as the nearest train station.</p> <p>The Town Council has anecdotal information from conversations with FM Conway that significant numbers of its employees now travel to Bat & Ball station following the business' relocation to the Vestry Estate. This is viewed as a growing trend for employers in the Vestry Estate, and one which should be encouraged to reduce the reliance of employees on private car use.</p> <p>The development of the Grammar Annex and Trinity school on the former Wildernesse site will further increase the number of students using the Bat & Ball station in peak hours. A very large number of Knole Academy Students already use the station to commute into the area.</p> <p>Sevenoaks District Council has also recently approved the development of a new ALDI supermarket on the former Haywards site. The travel plan associated with this application places great emphasis on recruiting staff from the local area and encouraging the use of sustainable transport.</p>
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	<p>Sevenoaks Town Council commissioned the creation of a masterplan focused on Northern Sevenoaks, which set out a vision for how the area could grow and develop over the next 30 years.</p> <p>This masterplan includes proposals for circa 1,200 new homes, community facilities including a substantial boating / leisure destination on the current Tarmac Quarry site, and the development of improved employment spaces.</p> <p>During public consultation, the proposals were supported by the local community, and will be included within the Town's emerging Neighbourhood Development Plan.</p>

	<p>Sevenoaks District Council also consulted on the masterplan as part of its Local Plan review process. While we appreciate that the results of this consultation have not yet been made public, the Town Council understands that consultation will indicated strong support for the Masterplan’s proposals across all geographic regions. Thus the Town Council is confident that proposals will be incorporated within the emerging Local Plan and Neighbourhood Plan.</p> <p>Should proposals be enshrined in policy the Northern area of Sevenoaks is set to experience significant transformation and growth over the coming decades.</p> <p>This growth and transformation can only take place when core infrastructure needs are also addressed. The Town Council is currently actively discussing infrastructure needs with a range of providers including the Clinical Commissioning Group, Kent Highways and Education, and public transport providers.</p> <p>The Town Council considers these investments in the Bat & Ball station to be absolutely vital to allow the delivery of the, publicly supported, transformation of Northern Sevenoaks. This transformation and growth will help to meet the needs of the local community, the Town, Neighbouring Parishes, and the entire District over the coming decades. Making a significant contribution to the housing numbers Sevenoaks District Council must deliver.</p>
--	---

Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:	
Economic	<p>In November 2016, Sevenoaks Town Council commissioned the Economics and Development Division of AECOM Infrastructure and Environment Ltd to provide an independent economic impact assessment of the Bat & Ball Station redevelopment project, in preparation for a HLF bid to the Enterprise Heritage Fund.</p> <p>The report sets out the results of the economic impact assessment, as well as the methodological approach and assumptions underpinning it. Responses to selected questions in the HLF Heritage Enterprise Fund bid are also included in this report.</p>

Agenda Item 3e

	<p>A summary of the report indicates</p> <p>1.1 The redevelopment of the Bat & Ball Station building will create a direct boost to the local economy. An independent economic impact assessment of the project shows that the project will support or create 25 net additional jobs, contributing in the region of £1.2m of Gross Value Added (GVA) per annum, following the development. This excludes the temporary economic impact created through construction, supporting approximately 19 FTE construction jobs during the 12 month renovation period.</p> <p>1.2 The project itself will generate a social enterprise opportunity. A café, venue for hire and the retail of local produce will provide revenue streams to support the financial viability of the building into the future. This will directly create two jobs. A Heritage Engagement Officer will also be employed. The venue will spend money on local goods and services. The café will stock local produce from Kent and the South East, supporting further indirect employment. Procurement of local produce to sell, as well as other local goods and services such as caretaking, supplies and professional services, will support one further FTE job.</p> <p>1.3 The existing business plan estimates there to be 90,563 visits to the station in 2019/20 and 15% of these visits are anticipated to be day visitors who are attracted to the area to attend events and activities at Bat & Ball Station. These day visitors are likely to spend money on other local goods, services and activities in the local economy. This visitor spend is estimated to be £360k per annum and would support or create a further 13 local jobs in the local economy. This is likely to be in relevant sectors such as retail, tourism, food and drink and transport.</p> <p>1.4 In total, this equates to 17 jobs created or supported in the local economy through the redevelopment of Bat and Ball Station. After taking into account the multiplier effects of employment through staff spend and supply chain effects, this represents a total effect of 25 jobs, or £1.2m GVA.</p>
<p>Social</p>	<p>The redevelopment of the Bat & Ball Station building will make the Bat & Ball area a better place to live, work and visit. The project will bring back a vacant heritage building into a productive community use. This will provide an aesthetic benefit, as the building is currently boarded up, falling into disrepair and constant vandalism. Restoration of the building will add to the architectural fabric and quality of the area. The local and wider community is supportive of the project.</p>

Bat & Ball Station is especially important given its context as a gateway to the Bat & Ball area of Sevenoaks. In addition to improving local pride, it will also help to improve the external image and perceptions of the area. This may increase investor confidence which could provide a catalyst for further local investment. The plan to sell local produce will also help to contribute to the local brand.

The building will provide an essential local community facility, providing much needed social infrastructure. It will provide activities to bring communities together and break down barriers, between different communities and generations. It will provide a focal point for the Bat & Ball area, and it will connect with wider local infrastructure.

The station is also the nearest to the local hospital and is therefore beneficial to patients, nursing and auxiliary staff at the hospital and also to the residents of the sheltered housing in Lower St Johns who rely on public transport.

The proposed redevelopment and programme of activities moving forward will increase the footfall in the area. It will widen the range of uses, the hours of use and the audiences who will engage with the building. It will bring a buzz and sense of atmosphere to an area where existing residents report that they feel unsafe. This will also increase the level of natural surveillance in the area, which is known to reduce crime and anti social behaviour as well as reduce the fear of crime.

As part of the station renovation plan, a level access pathway, will be added on the north west, London bound platform, meaning there will be a quick, direct link between the (newly renovated) Community Centre and Bat & Ball Station. The renovation of the station in conjunction with the community centre, will form a strong hub in Northern Sevenoaks. This is particularly enhanced by the fact that Bat & Ball Station will itself be a community hub as the renovation will create a café and community rooms. In this way the station, will form a dual purpose of transport and community provisions now and to address future plans.

A survey of local residents suggested that they would be more likely to use the station following its redevelopment. This provides a dual benefit thereby making the location a more desirable place to live. This in turn could stimulate demand in the local housing market.

As part of the emerging Neighbourhood Local Plan, Sevenoaks Town Council commissioned a Masterplanning exercise with planning consultants to focus solely on Northern Sevenoaks. The Town Council is aware that development pressures are not able to be met within the rest of the town due to lack of brownfield land, this increased pressure on Northern Sevenoaks necessitates careful planning to ensure development takes place in a sensitive manner.

The Bat & Ball station is a key asset, and helps to unlock the potential of the area it provides a useful link to neighbouring parishes and into London, acting as a vital transport hub.

In order for it to serve the local community the current perception of unsafety needs to be dispelled.

The renovation of Bat & Ball Station is very important for those travelling to both Sevenoaks Hospital and local schools. Trinity School which opened in 2013 is of note, as it is much closer to Bat & Ball Station than Sevenoaks Station. It is very important that students walking to local schools from the station (particularly in winter when it is darker in the morning and evening) feel safe and have an enjoyable experience when using the station. Furthermore, renovation would encourage mothers traveling with young children from the direction of Otford to Sevenoaks Primary School and St John's Church of England Primary School to use the station as they too would feel safer and would be able to make use of the various new facilities provided by the renovation.

Sevenoaks Town Council is confident that by renovating the station, having an onsite presence for most of the day and evening, and having cameras and lighting both platform and road side, the level of anti social behaviour in and around the station will be significantly reduced. This would result in a reduced need of police resources.

Cycling – The draft Masterplan for Northern Sevenoaks endorses the Sevenoaks Cycling Strategy and encourages cycling by recommending additional routes and facilities. The additional routes are to encourage cycling to and from schools and to and from train stations. Secure cycle parking provision and charging facilities for electrical cycles at the Bat & Ball Station will be important to encourage greater cycle use. Long term it is hoped that once the new leisure facility is created on the quarry site people will be able to arrive by train and hire a cycle to take them to the new water park.

Walking access – Providing an access to the station from the west will significantly improve pedestrian connections for the northern ward of Sevenoaks. The proposals in and around the Bat & Ball Station for proposed improvements to walking routes complies with the following objectives within the Sevenoaks District Strategy for Transport (SDST):

- Enhancing safety and security on existing routes with improved surfacing, lighting and road crossings;
- Providing new routes, particularly where they close gaps in the existing network or link to major trip generators or public transport;
- Providing wheelchair friendly routes;

	<ul style="list-style-type: none"> • Improving the walking environment; and • Promoting the health benefits of walking
<p>Environmental</p>	<p>The building which has been boarded up since 1991 will be brought back into public use.</p> <p>The building will be refurbished to provide practical public facilities e.g. café and public toilets.</p> <p>The building by being left empty for so long has attracted anti social behaviour and vagrants which has in turn meant that the public has not wanted to use the station (including many school children) – this will be addressed by having people on site providing reassurance to the public.</p> <p>The building will also generate a sustainable income.</p> <p>Restoration works inherently consume a fraction of the energy of new construction due largely to the embodied energy and resultant carbon emissions in the production of new materials. Steel, glass, cement, bricks etc. require significant energy to produce, form and transport. The waste from construction and resultant landfill is also significantly less with restoration works. Thus a restored building can become a functioning asset using a fraction of the environmental impact of a new build.</p> <p>The on site local labour resource can also be much greater with restoration works as restoration is labour intensive. This is good for local employment and skills training.</p> <p>The project will improve the station environment considerably and thereby the use of the train service. This should reduce local congestion, pollution and the considerably higher carbon footprint of car journeys.</p> <p>In addition by improving the Bat & Ball Station, commuters and local people will be encouraged to use it as a means to connect to Sevenoaks Station. This will reduce the amount of people driving to and from Sevenoaks Station, and therefore the amount of traffic, (traversing busy junctions) and the number of cars parking in and around Sevenoaks Station.</p> <p>The renovation of the station is very important to the improvement of the various natural assets near the station by improving access to green open spaces and being at the core of the Northern Sevenoaks Masterplan. It is the intention that an arrival space will be opened out opposite the station, improving the image of the area as well as improving the flow of people to</p>

Agenda Item 3e

	<p>more efficient routes. Plans are in place for improvements at Greatness Recreation Ground (a new 3G Football Pitch has recently been installed). It is planned for the Greatness Quarry to be transformed into an area for water sports as well as the construction of 600 new homes. This will bring tourism and new residents into the area, improving the local economy as well as the image of the area.</p> <p>Therefore Bat & Ball Station will be at the heart of the Northern Sevenoaks Masterplan, its renovation is vital to the rest of the plan. This means that the improvements to other areas in Northern Sevenoaks will be more likely to happen. As part of the Northern Sevenoaks Masterplan, the return of the Greatness Quarry (once extraction is completed) to public use, and Greatness Lake in to water activities park, means that firstly: An existing body of water / reserve will continue to gain attention and therefore protects its status as a reserve for the foreseeable future, and secondly: The creation of a tourist attraction that is attractive and beneficial for the environment will boost the local economy as well as improving conservation efforts. Therefore it is vital to elevate Northern Sevenoaks' image in one unified effort so that all aspects can feed into each other, and therefore this funding is much more important than just improving the station.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1, 2, 3 list). If so, which?</p>	<p>Improvements to the Bat & Ball station are the cornerstone of the Northern Sevenoaks Masterplan document created by Sevenoaks Town Council. The masterplan has been the subject of extensive consultation with all local stakeholders, and following support at consultation it will be included within the emerging Sevenoaks Town Neighbourhood Plan. The Sevenoaks District Council recent issues and options consultation also invited feedback on the Northern Sevenoaks Masterplan, which received resounding public support, both locally, and across the wider district, and the Town Council understands this will lead to proposals also being included within the emerging Local Plan.</p> <p>The station and wider area have been identified as an area in need of further investment and improvement in the Sevenoaks District Council Economic Development Strategy which states that "The future development of this site will play a vital role in the prosperity of the town in years to come" and "The rail station is of a substandard quality and the surrounding environment could be significantly upgraded in order to support the vibrant business atmosphere at the Bat and Ball Enterprise Centre."</p> <p>There is a clearly established need for investment to support the delivery of future economic, residential, and community development in the Northern Sevenoaks area.</p>

Funding						
Total project cost:	£1,305,310					
Funding required from CIL:	£258,274					
	See details below:					
	Sevenoaks Town Council Improved Transport Infrastructure at Bat & Ball Station			CIL application Nov 2017		
	Ref	Project	Cap ta Cost	HLF (cont)	Ba ance	C L Request
	1	<u>Bat & Ball Station Building</u>				
		Development	158,886			
			1,013,150			
		Refurbishment *	0			
		Ramps & Gate	5,000			
			<u>1,177,036</u>			
		6	1,177,036	755,600	421,436	130,000
2	<u>New Access to Platform 1</u>					
	Demonstrations	1,250		0		
	construction platform	20,512		0		
	balustrades etc	14,700				
	gate	1,500				
	premieres 15%	5,700				
	contingency 10%	3,800				
	professional fees	7,120				
		<u>54,582</u>	54,582	0	54,582	54,582
3	<u>Cycle Racks Platform 1</u>			0		
	Foundations	6,463				
	Cycle racks	16,515				
	premieres 15%	3,450				
	contingency 10%	2,300				
		<u>28,728</u>	28,728	0	28,728	28,728
4	<u>Cycle Racks & structure Platform 2</u>					
	construction	12,260				
	cycle racks	6,900				
	electric cycle racks	8,461				
	electricity connection	8,000				

Agenda Item 3e

	pre m nar es 15%	5,343				
	cont ngency 10%	4,000				
		<u>44,964</u>	44,964	0	44,964	44,964
5	<u>New Access to Otford Road</u>			0		
	Construct on of steps	12,650				
	Ba ustrades	6,000				
	Pav ng to steps	3,750				
	S te works	1,850				
	Pre m nar es 15%	3,640				
	Cont ngency 10%	2,425				
	Prof Fees	4,550				
		<u>34,865</u>	34,865	0	34,865	34,865
	<u>Tota s</u>		<u>£1,305,310</u>	<u>755600</u>	<u>£549,710</u>	<u>258274</u>
	Note re Refurb shment*					
	HLF Refurb shment De very Costs		£1,486,321			
	Less revenue costs		£396,401			
	Less HLF Act v ty P an		<u>£76,770</u>			
	Tota		<u>£1,013,150</u>			
Identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety	1) Heritage Lottery Fund (subject to approval) £755,600 HLF has a policy on the percentage and facilities it will fund.					
	2) Sevenoaks Town Council £291,436 The Town Council does not have the resources for the complete project. It has a policy to seek external funding for capital projects. If funding is not available parts of the project may need to be delayed until future funding opportunities become available.					

<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p>	<p>No</p> <p>Yes</p> <p>The following staged payments would be helpful. June 2018 £130,000 towards refurbishment of Bat & Ball Station Building.</p> <p>August 2018 £128,274 towards additional infrastructure projects.</p>
<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: No</p> <p>Details of bid: N/A</p> <p>Decision made: N/A</p> <p>Details of decision: N/A</p>
<p>Would the scheme be fully funded if the CIL contribution is agreed:</p>	<p>Yes.</p>
<p>Has this scheme benefited from CIL funding previously:</p>	<p>No</p> <p>If Yes; Please provide further justification as to why further CIL funding is required for this project.</p>
<p><u>Deliverability</u></p>	
<p>Does your organisation have the legal right to carry out the proposed scheme?</p>	<p>Yes</p> <p>If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>


Agenda Item 3e

Anticipated start date for delivery of the scheme:	February 2018					
Anticipated finish date for the delivery of the scheme:	August 2018					
Anticipated date when CIL funding will need to be made available:	June – August 2018 (stage payments)					
Does land need to be purchased to facilitate the scheme:	No Details:					
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	STC provides regular updates to project stakeholders. SDC will be included in the circulation of monthly project programme reports.					
Please provide details of the management and timescales of the project.	Draft Project Programme for Improved Transport Infrastructure at Bat & Ball Station – subject to funding.					
	2018 Month	Bat & Ball Station Building Refurbishment	Access to Platform 1	Cycle Racks Platform 1	Cycle Racks Platform 2	New Access to Otford Rd.
	January	Preliminary works in place. Contractor's welfare on cycle / store site.				
	February	Refurbishment work taking place.				
	March	Refurbishment work taking place.				
	April	Refurbishment work taking place.	Construction work for new access and ramp to take place.			Construction work for new step access to Otford Rd.
	May	Refurbishment work taking place.	Construction work for new access and ramp to take place.			Construction work for new step access to Otford Rd.
	June	Refurbishment work taking place.	Construction work for new access and		New cycle racks to be installed.	Construction work for new step access to Otford Rd.

			ramp to take place.			
	July	Refurbishment work taking place.				
	August	Removal of Contractors Welfare. Construction of store and waste compound. Fitting out of building.		New cycle racks to be installed.		
	September	'Soft' opening of facilities.				
	October	'official' opening of the facilities				
Has consultation been carried out on the scheme or is any planned?	<p>Consultation carried out to date:</p> <p>Neighbourhood Development Plan Questionnaire to all households (8000) Creation of Friends of Bat & Ball Station and development of strategy Sevenoaks District Council Environmental Visual Audit Planning Permission and Listed Building Consent Public Meetings Public Minutes and Reports Community Centre User Group Youth Council consultation School assemblies for 1600 school children RIBA exhibition for neighbouring new centre 1800 visitors Coverage in local newspaper Town Crier – Quarterly magazine Precept leaflet Bat & Ball Station Building consultation leaflet Bat & Ball Station Building Notice Board Key element in Masterplan for Northern Sevenoaks – widely publicised. Masterplan for Northern Sevenoaks within SDC Local Plan consultation.</p>					
Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes</p> <p>Signature of at least one SDC ward member:</p> <ol style="list-style-type: none"> 1. Cllr Marilyn Canet (see attached) 2. Cllr Jonathan Krogdahl (see attached) <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>					

Agenda Item 3e

<p>Is the relevant town/parish council supportive of the scheme?</p>	<p>Yes – Letter from the Mayor (see attached)</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<p><u>Maintenance</u></p>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	<p>Sevenoaks Town Council</p>
<p>Are funding arrangements in place for maintenance:</p>	<p>Yes</p> <p>Details: Annual revenue maintenance budget for the entirety of the scheme.</p>
<p>Any further comments:</p>	<p>The planned Improved Transport Infrastructure at Bat & Ball Station is part of a wider regeneration plan relating to the new proposed Bat & Ball Centre and the Masterplan for Northern Sevenoaks.</p> <p>The funding request relates to the permanent planned aspects which will be constructed during 2018.</p>

<u>Declaration</u>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	
Name	Linda Larter
Position	Chief Executive / Town Clerk
Organisation	Sevenoaks Town Council
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Linda Larter, Sevenoaks Town Clerk and Town Councillors (tbc, dependent on date of meeting)

Agenda Item 3e

Appendix 1	Bat & Ball Station Building Refurbishment
Appendix 2	Provision of Access to Platform 1 and Provision of Cycle Racks adjacent to Platform 1
Appendix 3	Provision of Cycle Racks adjacent to Platform 2
Appendix 4	Provision of additional access from Otford Road via Community Centre to station.
Appendix 5	Supporting documents from <ol style="list-style-type: none">1. Mayor of Sevenoaks2. Cllr Jonathan Krogdahl3. Cllr Margaret Crabtree4. Heritage Lottery Fund

Appendix 1

Bat & Ball Station Building Refurbishment



exterior condition



Introduction

Situated in the Bat and Ball area of Sevenoaks, the Bat and Ball Station is a grade II listed building first opened in 1862. It continues to remain in operation today however the ticket office was closed in 1991 and the windows boarded.

The exterior of the building has been maintained by the Southeastern Rail Company and Sevenoaks Town Council will be taking over the lease of the internal areas.

The proposed scheme is to convert the disused building into community multifunction spaces and cafe. The building will not be used by Southeastern.

Despite being unoccupied the station is regularly used by commuters and the cafe is expected to be used frequently.

Brief

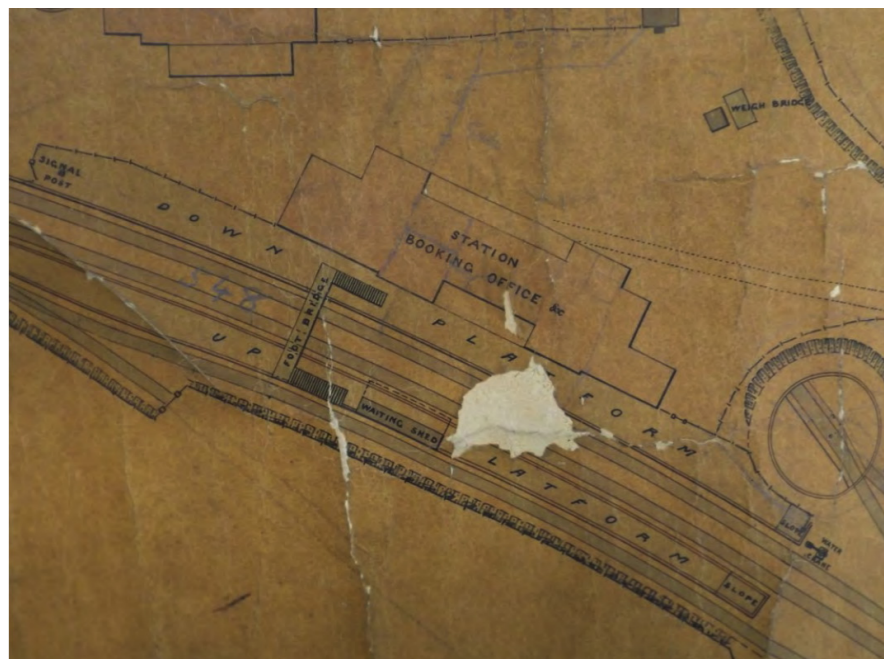
Sevenoaks Town Council developed the following initial brief for internal refurbishment of the Station:

- Lettable main community hall for; meetings, presentation, keep fit, community classes and children's parties.
- Smaller Community hall for meetings
- Cafe and associated kitchen to be run by Vine cafe operators.
- WC's with 1 accessible WC with external access.
- Allow exhibition of local museum artefacts (on walls)
- Retain station typology and architecture with working fireplaces
- Provide suitable in built AV to enable the above activities.



interior condition

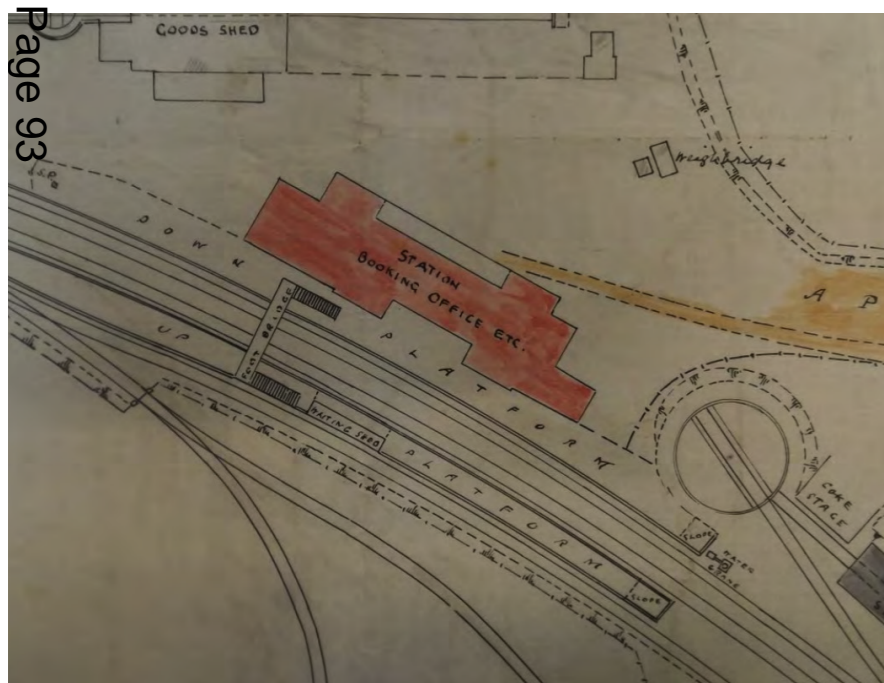




station plan from 1874



extract from 1896 OS map



station plan 1920



extract from 1936-41 OS map

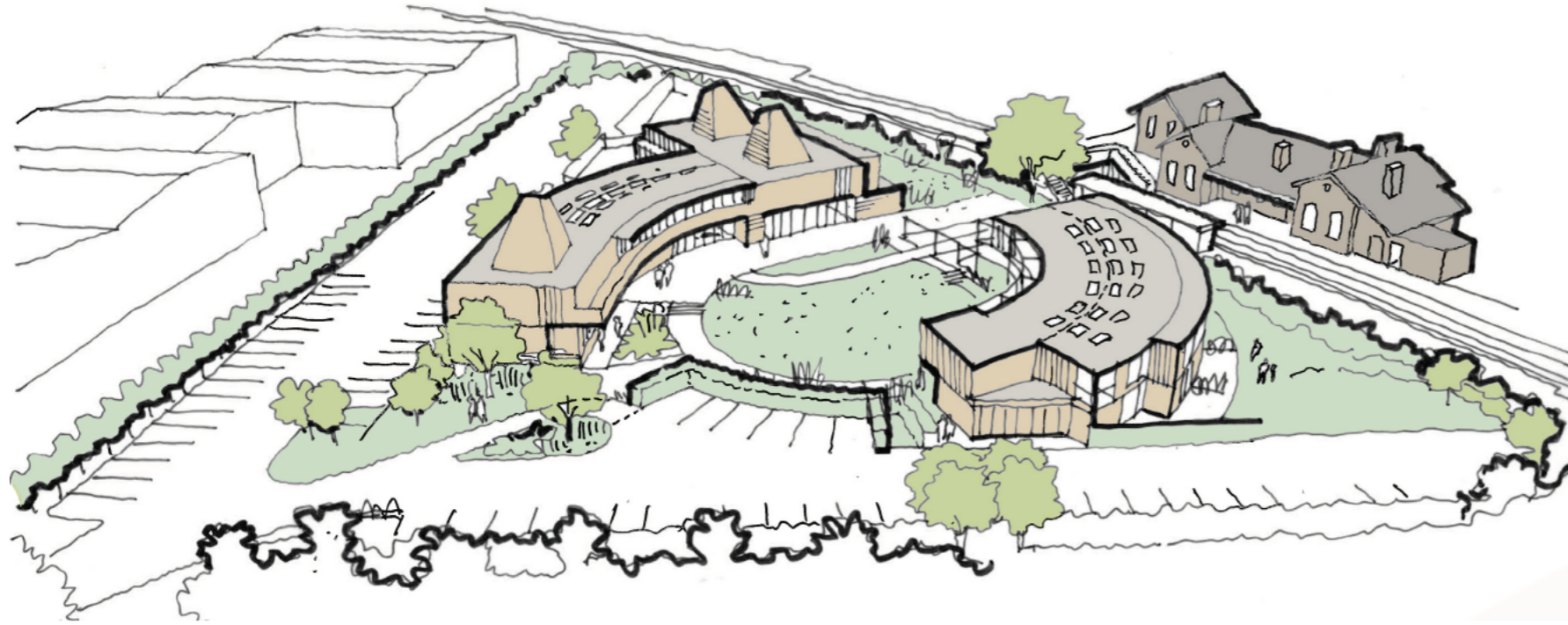
Historic Context

The Bat and Ball Railway Station is a grade II listed building, first designated on 24 July 1990. The building dates from 1862 and was the original terminus for Sevenoaks before the mainline station was built in 1868. Following several changes of use the building has been unoccupied for approximately 20 years.

The List Description for the building reads:

“Railway Station. 1862, the original terminus for Sevenoaks before the main line was built in 1868. It comprises Station offices and waiting room with Station Master’s House at the NE end. Built in London yellow stocks with string courses in red, dark blue and cream with dark blue slate roof. 1 storey to centre with gable end to SW and 2 storey Station Master’s House at NE end. 9 windows in all. Both gables are plain barge boarded, the south west gable has a circular bricked-up window feature. The station gable ends (back and front) have a decorative red brick band of pseudo machicolations. This feature also runs along the top of the recessed walls under the canopies, back and front. The two double entrance doors and 4 windows are recessed into an entrance portico, with typical carved valance boards under the eaves. The portico roof is supported on 2 wooden columns plus brackets, the NE column retaining its hook and eye for the horses reins. The windows are segmental arched with red brick voussoirs and cream terracotta keystones and springers, each with trefoil motif. All windows are double-hung sashes, with horns on the upper sash and with one vertical glazing bar per sash. These glazing bars end in ‘capitals’ with responds in the top corners of the sash. The fanlights over the double doors are subdivided into a circle with two semi-circles below. The Platform side shows a single storey building with gable ends to right and left, each with plain barge boards and a bricked- circular window feature. The centre of the building is recessed, the eaves beam with its valance boards being supported on a single wooden column. Minor later extensions have been added at each end.”

extract of heritage statement by
HeritageCollective



aerial sketch of proposed bat and ball centre



proposed future connection to the bat and ball centre

Context

The surrounding context is a mix of architectural styles and scales with large industrial units to the north and small terraced housing to the south and east. The Bat and Ball community centre and nursery are located north west of the station. Part of the station building has been converted in a private residential dwelling. Bat and Ball station is not in a conservation area.

Southwest of Otford road is Sevenoaks Wildlife reserve which is designated as a SSSI.

Bat and Ball Station is located in close proximity to the proposed Bat and Ball community centre and it is envisaged that the two buildings will be linked once work is complete.

This will provide a connection between the two buildings and increase foot traffic and use of the station.



1982



1984



1986



2004

Architectural Interest

The grade II listed building is of considerable architectural interest as a largely unaltered and highly representative station building of its period. The building has likely survived in such an unaltered state due to its limited use, almost immediately after construction, and its isolated position from the town centre.

Externally the building's architectural interest is derived from the picturesque and gothic influences of its envelope, the use of materials and general aesthetic merit of the building's composition. Internally this is demonstrated by a number of factors including:

- Its plan form, which appears to be mostly intact and clearly demonstrates how the building would have been used by both staff and passengers with luggage rooms, ladies waiting rooms and booking halls etc.
- Surviving features associated with the use such as station masters ticket windows and desks.

Other features with the curtilage of the building are also of architectural interest; including the original footbridge and the opposite timber waiting room. The footbridge dates from a few years after the main station building and is a cast iron structure with triangular spans. Though surviving, the footbridge lost its decorative cover in the mid to late 20th century. The original timber waiting room with decorative valance on the opposite platform also survives broadly. These features contribute to the architectural interest of the site as a set piece of railway architecture.

Historic Interest

The grade II listed station building is also of historic interest as the main railway for Sevenoaks when constructed in 1862, though soon replaced by the main line terminus in 1868. The building is highly representative of an important moment for the transportation of people and goods in the Sevenoaks area, specifically for the connection it provided to central London.

Illustrative value of the building as a mid 19th century station is mostly derived from its broadly unaltered external form and appearance and numerous internal features including the plan form which shows how the building was used and surviving elements of station master's fittings.

There is also a degree of associative value due to the station having been host to the Prince and Princess of Wales in 1866 and Queen Victoria in 1867.

extract of heritage statement by

HeritageCollective

TOWN AND COUNTRY PLANNING ACT 1990

Town and Country Planning (Development Management Procedure) (England)
Order 2015

GRANT OF PLANNING PERMISSION

Site : Bat And Ball Railway Station Bat And Ball Road Sevenoaks KENT
TN14 5AP
Development : Conversion of an existing disused grade II listed station into a new
cafe and community facilities. New doorways to be formed between
cafe, kitchen and WCs. Existing external courtyard to be covered to
form new plant room and external wc.

Sevenoaks District Council, as the District Planning Authority, pursuant to powers in the
above mentioned Act and Order, HEREBY GRANTS PLANNING PERMISSION for the
development described above, to be carried out in accordance with the application and
plans submitted therewith,

SUBJECT TO THE CONDITIONS set out below :-

1) The development hereby permitted shall be begun before the expiration of three
years from the date of this permission.

In pursuance of section 91 of the Town and Country Planning Act 1990.

2) No development shall be carried out on the land until details of the materials to be
used in the construction of the flat roof above the existing courtyard hereby permitted
have been submitted to and approved in writing by the Council. The development shall
be carried out using the approved materials.

To maintain the integrity and character of the building as supported by Policy EN4 of the
Sevenoaks Allocations and Development Management Plan.

Prior to the completion of the development hereby approved, details of how the
development will enhance biodiversity will be submitted to and approved in writing by the
Local Planning Authority. The approved details will be implemented and thereafter
retained.

3) Provide opportunities to conserve and enhance biodiversity on the site, in accordance
with Policy SP11 of the Sevenoaks Core Strategy.

4) Prior to the commencement of development, bat emergence surveys shall be
carried out with the results to be submitted to, and approved in writing by the Local
Planning Authority. If bats are found, a full bat mitigation strategy along with measures to
enhance the site for bats shall be submitted to, and approved in writing by the Local
Planning Authority. The approved strategy shall be implemented in full, and any
enhancement measures shall be thereafter retained.

To provide opportunities to conserve and enhance biodiversity on the site, in accordance
with Policy SP11 of the Sevenoaks Core Strategy.

5) The use of the cafe and community facility shall only take place between the hours
of 06:00 and 00:00 on Monday to Sunday, inclusive of public holidays.

To safeguard the amenity of the adjoining residential property Station House in
accordance with policy EN2 of the Sevenoaks Allocations and Development Management
Plan.

6) No amplified music shall be played at the premises at any time unless a detailed
acoustic assessment including any necessary mitigation measures, has been submitted
to and agreed in writing by the Council. Any approved scheme shall then be fully
implemented prior to the first playing of amplified music and retained thereafter.

To safeguard the amenity of the adjoining residential property Station House in
accordance with policy EN2 of the Sevenoaks Allocations and Development Management
Plan.

7) Full details of the kitchen extract equipment, including an assessment of noise at
the nearest residential unit shall be submitted to and approved in writing by the Council
prior to the commencement of the development. The approved scheme shall then be
fully implemented prior to the first use and retained and maintained thereafter.

To safeguard the amenity of the adjoining residential property Station House in
accordance with policy EN2 of the Sevenoaks Allocations and Development Management
Plan.

8) The development hereby permitted shall be carried out in accordance with the
following approved plans: 3_110P4, 3_111P4, 3_120P6 and 3_130P6.

For the avoidance of doubt and in the interests of proper planning.

TOWN AND COUNTRY PLANNING ACT 1990

Town and Country Planning (Development Management Procedure) (England)
Order 2015

GRANT OF LISTED BUILDING CONSENT

Site : Bat And Ball Railway Station Bat And Ball Road Sevenoaks KENT
TN14 5AP
Development : Conversion of an existing disused grade II listed station into a new
cafe and community facilities. New doorways to be formed between
cafe, kitchen and WCs. Existing external courtyard to be covered to
form new plant room and external wc.

Sevenoaks District Council, as the District Planning Authority, pursuant to powers in the
above mentioned Act and Order, HEREBY GRANTS LISTED BUILDING CONSENT for the
development described above, to be carried out in accordance with the application and
plans submitted therewith,

SUBJECT TO THE CONDITIONS set out below :-

1) The works to which this consent relates shall begin before the expiration of three
years from the date of this consent.

In pursuance of section 91 of the Town and Country Planning Act 1990.

2) No development shall be carried out on the land until details of the materials to be
used in the construction of the flat roof above the existing courtyard hereby permitted
have been submitted to and approved in writing by the Council. The development shall
be carried out using the approved materials.

To maintain the integrity and character of the building as supported by Policy EN4 of the
Sevenoaks Allocations and Development Management Plan.

3) Horizontal and vertical sections at a scale of 1:10 and elevations at a scale of 1:20
detailing all of the windows for which secondary glazing is proposed shall be submitted to
and approved in writing by the Council prior to the commencement of the development.
The development shall be carried out in accordance with the approved details unless
otherwise agreed in writing.

To maintain the integrity and character of the Listed Building as supported by Policy EN4
of the Sevenoaks Allocations and Development Management Plan. The Local Planning
Authority is satisfied that it is fundamental to the development permitted to address this
issue before development commences and that without this safeguard planning
permission should not be granted

4) Drawings of the ceilings detailing the current condition, any areas where repairs are
required and showing the details of the repairs to be undertaken shall be submitted to
and approved in writing by the Council prior to the commencement of development. The
development shall be carried out in accordance with the approved details unless
otherwise agreed in writing.

To maintain the integrity and character of the Listed Building as supported by Policy EN4
of the Sevenoaks Allocations and Development Management Plan. The Local Planning
Authority is satisfied that it is fundamental to the development permitted to address this
issue before development commences and that without this safeguard planning
permission should not be granted

5) Specifications for the proposed torc or doff exterior paint removal including a
sample panel shall be submitted to and approved in writing prior to the commencement of
development. The development shall be carried out in accordance with the approved
details unless otherwise agreed in writing by the Council.

To maintain the integrity and character of the Listed Building as supported by Policy EN4
of the Sevenoaks Allocations and Development Management Plan. The Local Planning
Authority is satisfied that it is fundamental to the development permitted to address this
issue before development commences and that without this safeguard planning
permission should not be granted

6) The development hereby permitted shall be carried out in accordance with the
following approved plans: 3_110P4, 3_111P4, 3_120P6, 3_130P6, 3_300.1P5,
3_300.2P5, 3_301.1P5 and 3_302.1P5.

For the avoidance of doubt and in the interests of proper planning.

Planning and Listed Building Consent

Planning and listed building consent was granted for the proposed works earlier this year. The
planning authority and conservation officer were supportive of the scheme and Sevenoaks Town
Council's plans once again make use of a heritage asset within the area.

The next steps are for the design team to prepare the information required to discharge the planning
and listed building consent conditions.

This will require the submission of a detailed repair schedule to Sevenoaks District Council for the
window and door repairs, secondary glazing and cornicing.

We will also need to approval of the material selection of the courtyard flat and the proposed doff
cleaning.

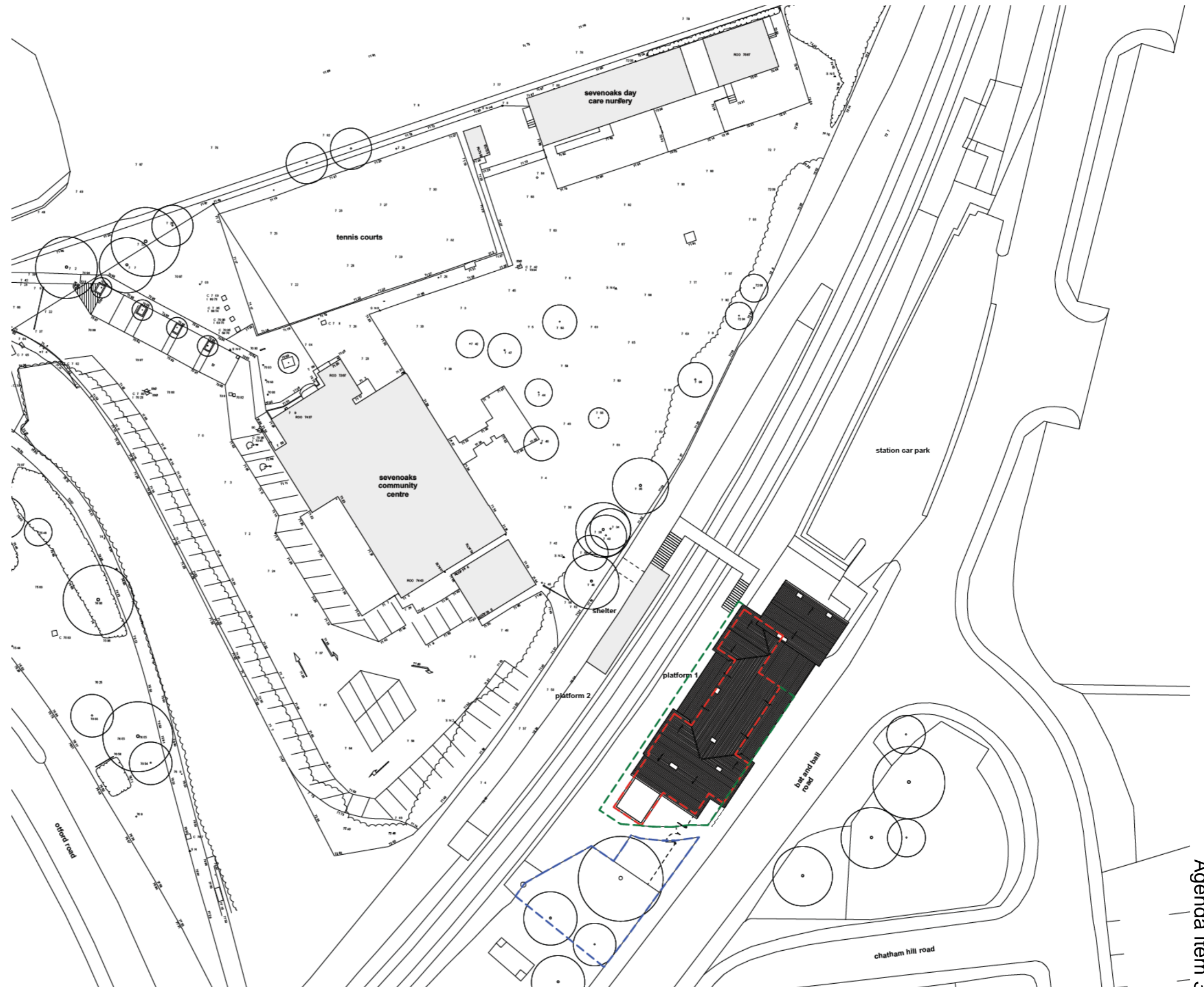
Bat emergence surveys have been carried out and they report no sightings of Bats. This report is
ready for submission to Sevenoaks District Council.

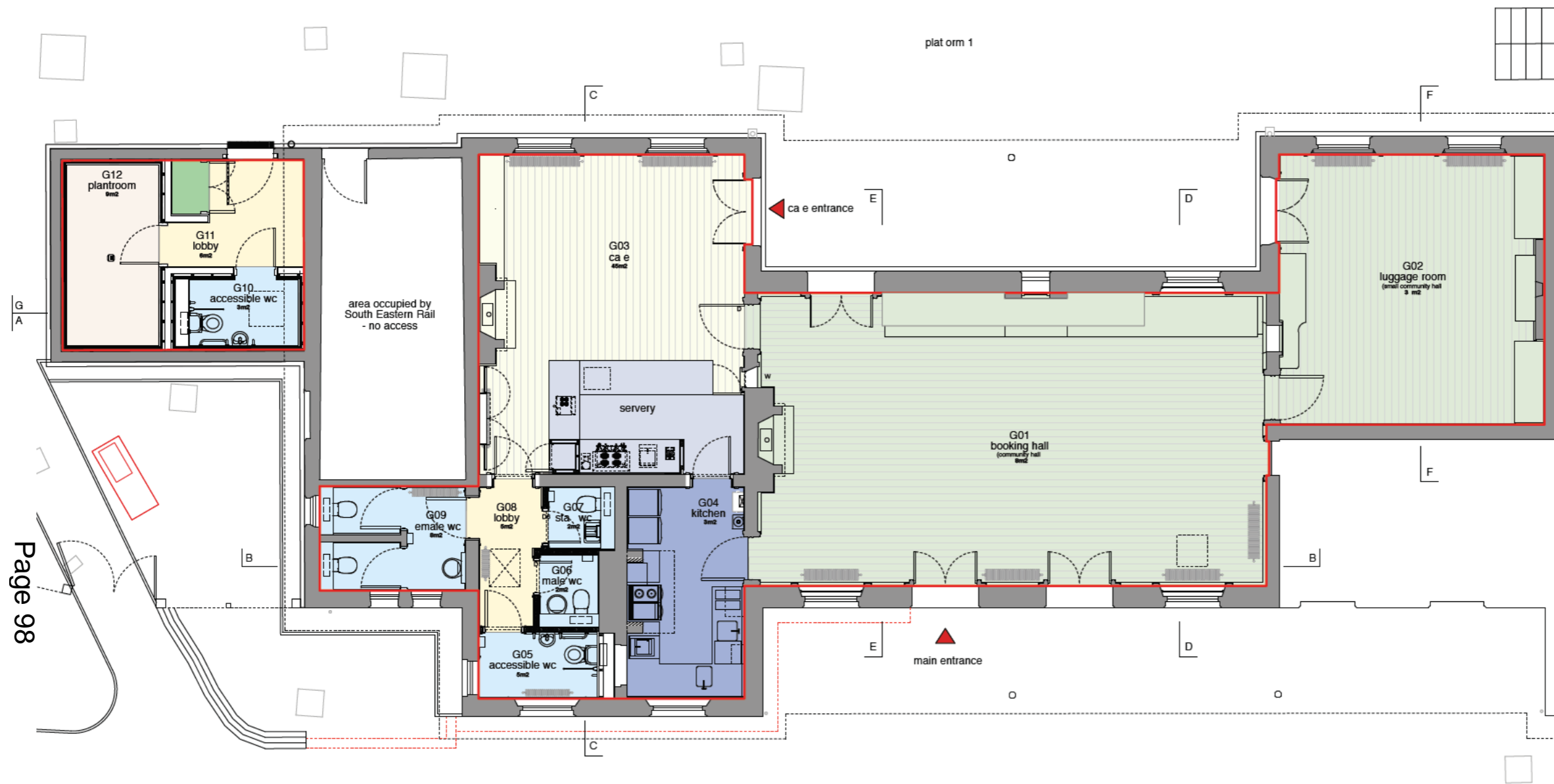
Bat and Ball Station
Stage 3 Report
Site Plan

1:500
 0 10 25M



- area of works
- site hoarding
- contractor welfare/storage compound





Page 98

- servery
- kitchen
- lobby
- wc
- storage
- community
- cafe
- plant room

proposed ground floor plan

The proposed layout makes use of the existing rooms with little subdivision or alterations to the layout. The intention is to keep the building as close as possible to its original layout.

The former luggage hall and booking hall become two community spaces whilst a cafe and servery will be created in the former waiting room. A new opening will be formed between the cafe to the toilet area.

An existing window opening will be converted into a door opening to the kitchen.

The footprint of the building will remain unchanged. A new flat roof will be constructed over the external walled courtyard to form a plant room and an accessible wc.

Agenda Item 3



proposed elevations

Alterations to the elevations will be kept to a minimum to preserve the character of the building.

The proposed roof will be installed so that it is not visible from ground level.

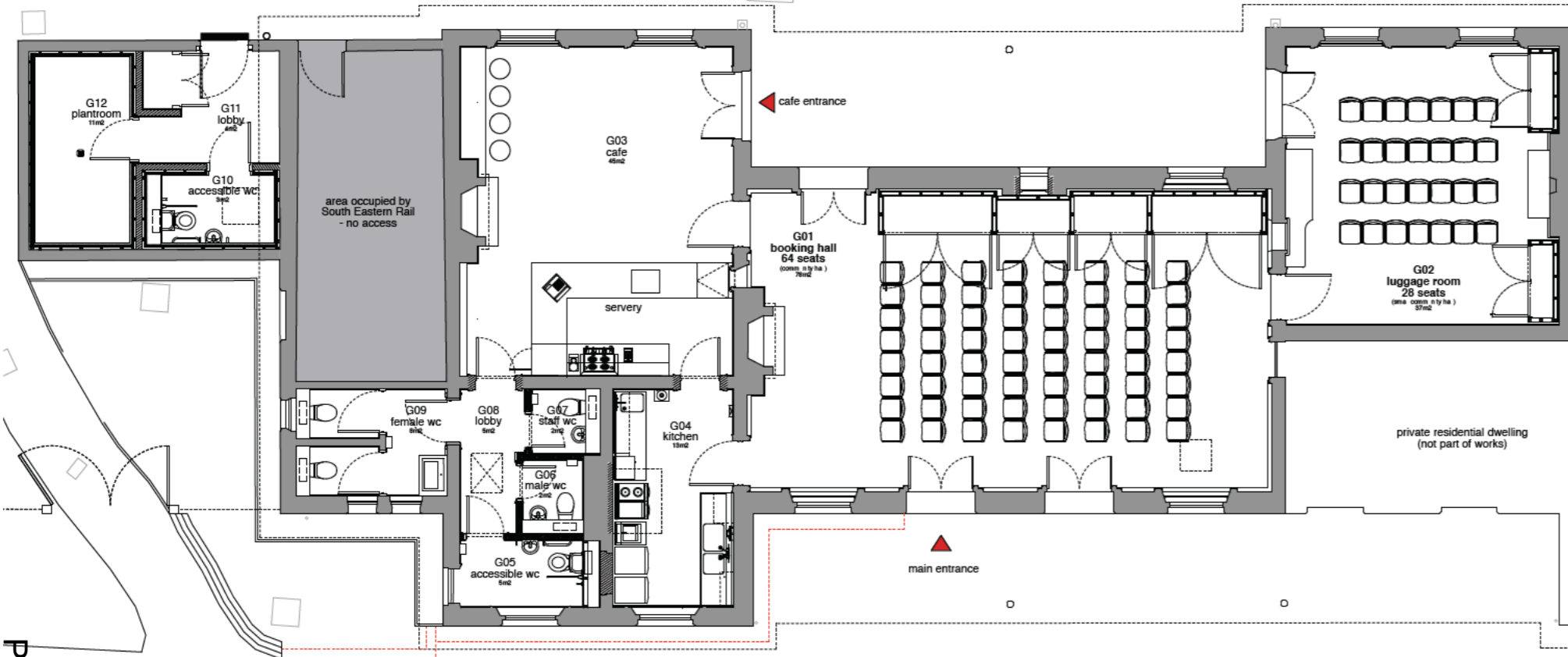
The doors and windows which are currently boarded will be refurbished and the existing lead paint on the façades will be removed.

The proposed works will return the building closer to its original condition when it was in use.

Alterations required for the change of use, such as ventilation extracts will be positioned as discreetly and possible.

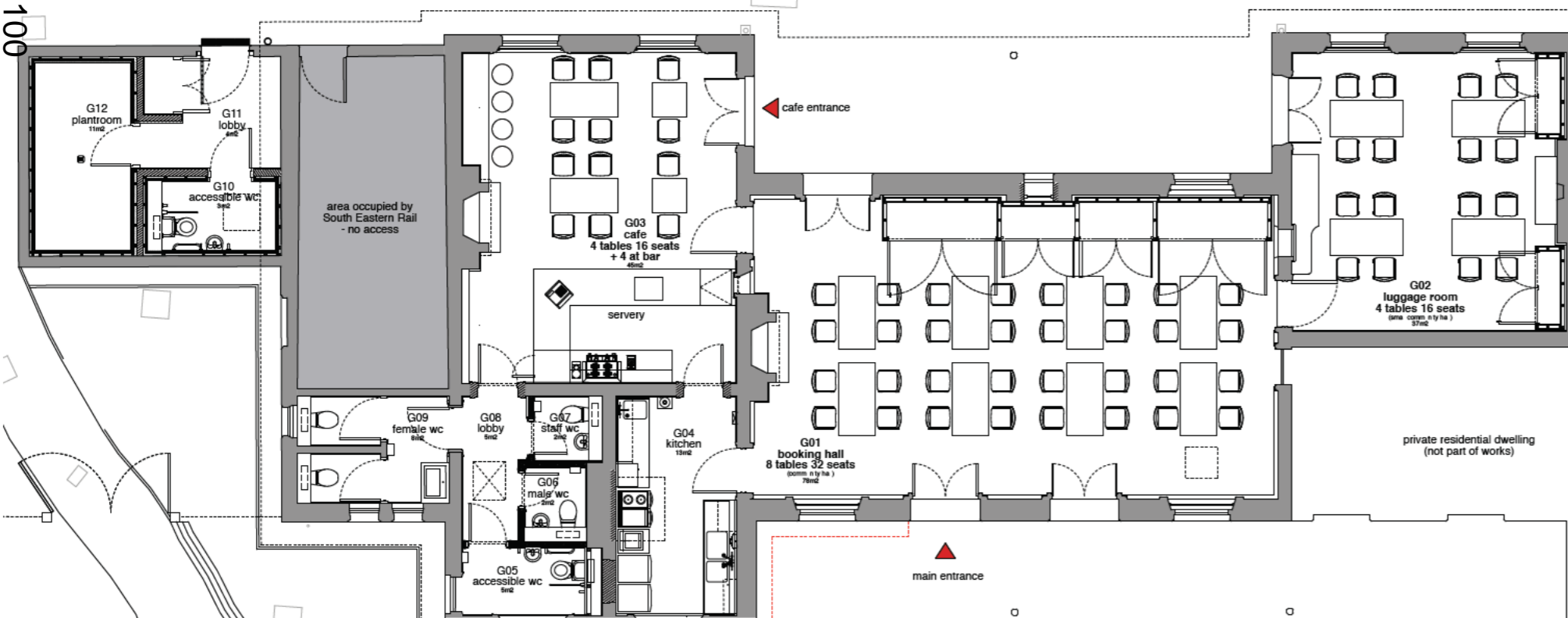
The kitchen supply duct will be positioned under the entrance canopy and tile vents will be used for the extract.





meeting/lecture furniture layout

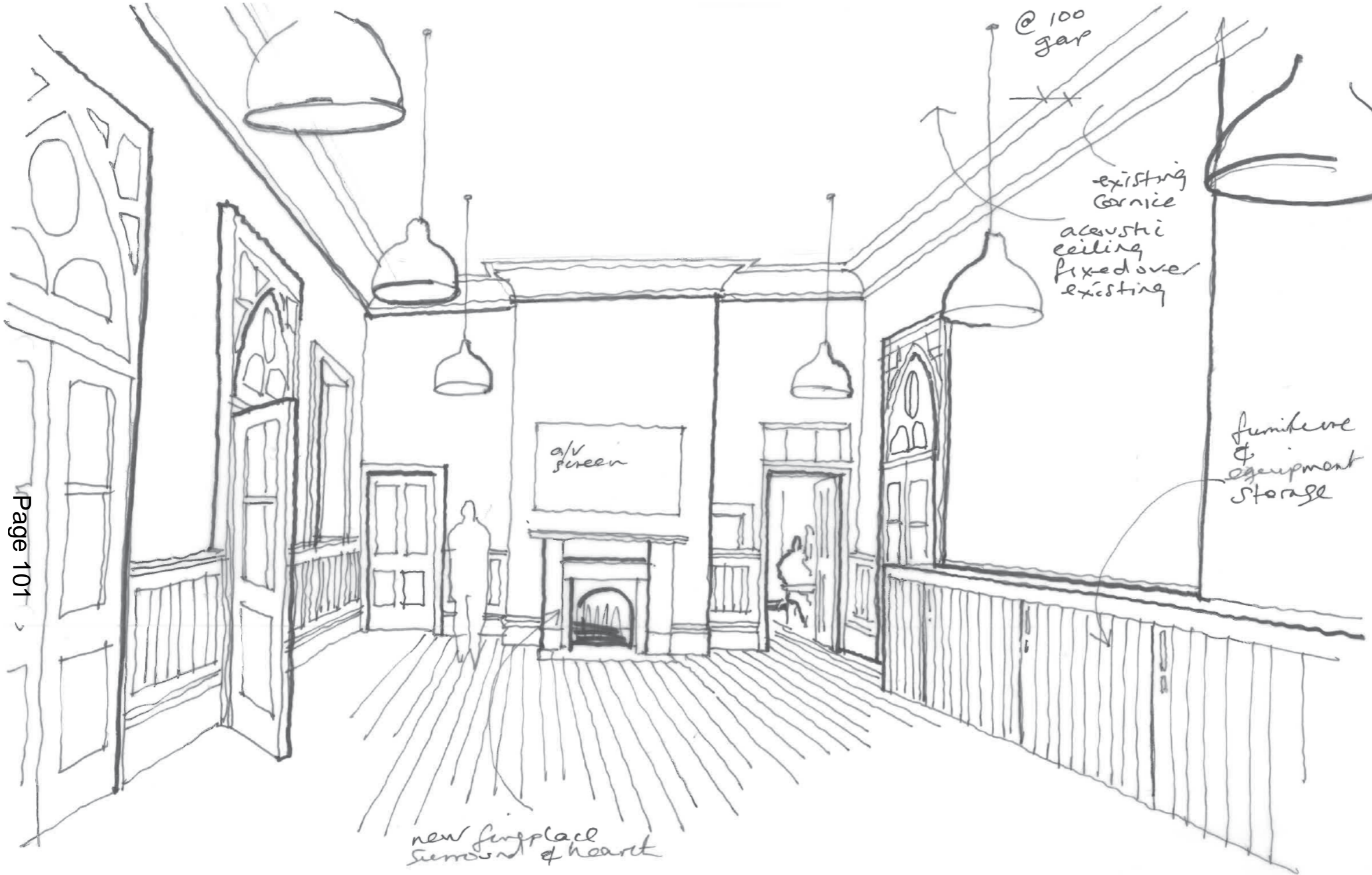
booking hall 64 seats
luggage room 28 seats



banquet furniture layout

cafe 16 seats (+4 at bar/counter)
booking hall 32 seats
luggage room 16 seats





sketch of booking hall

booking hall and luggage room

The booking hall and luggage room will become multifunction spaces.

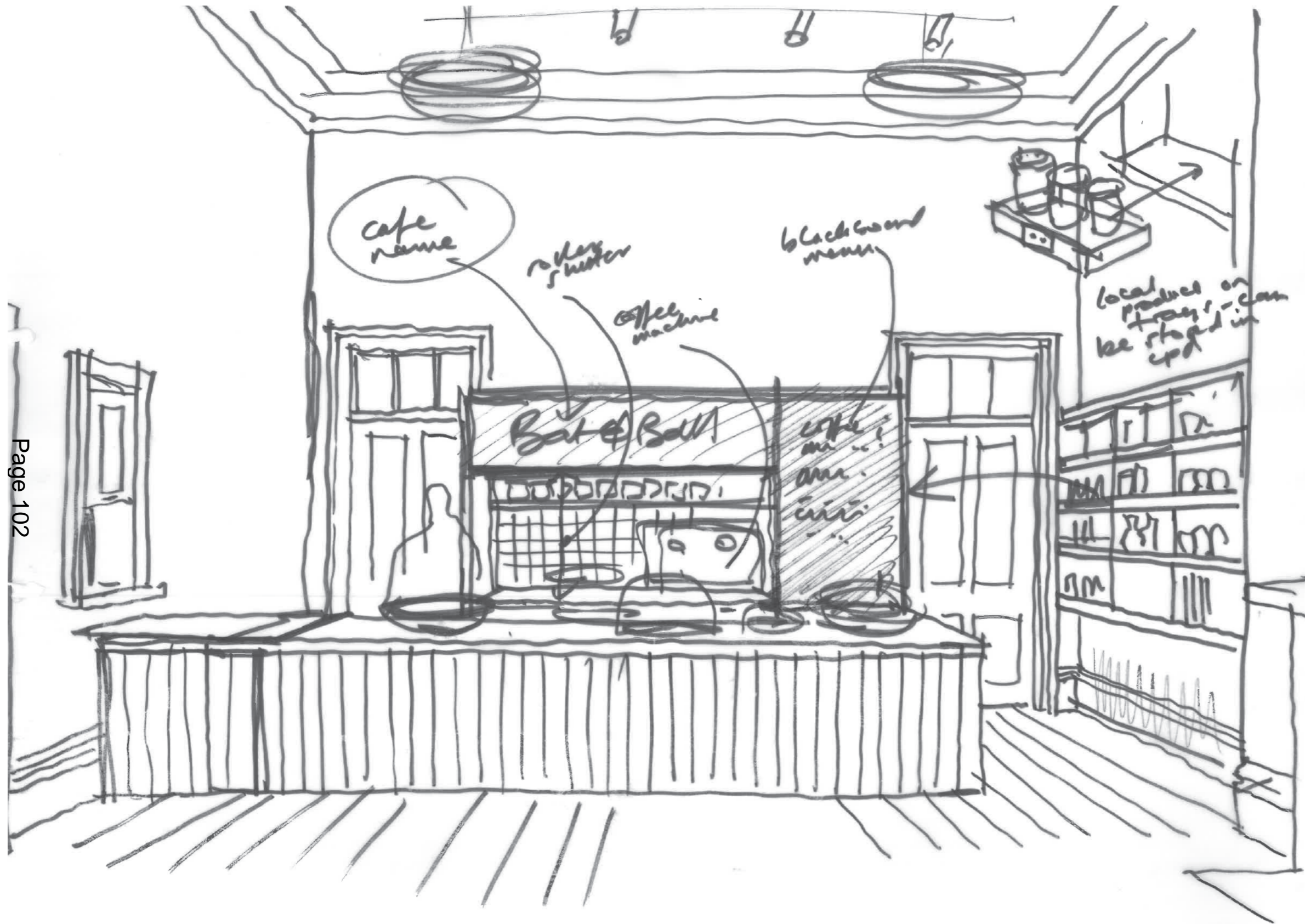
All the existing surfaces will be refinished and repaired. The walls, ceiling and cornicing will be repaired and repainted. The floors will be refinished and oiled.

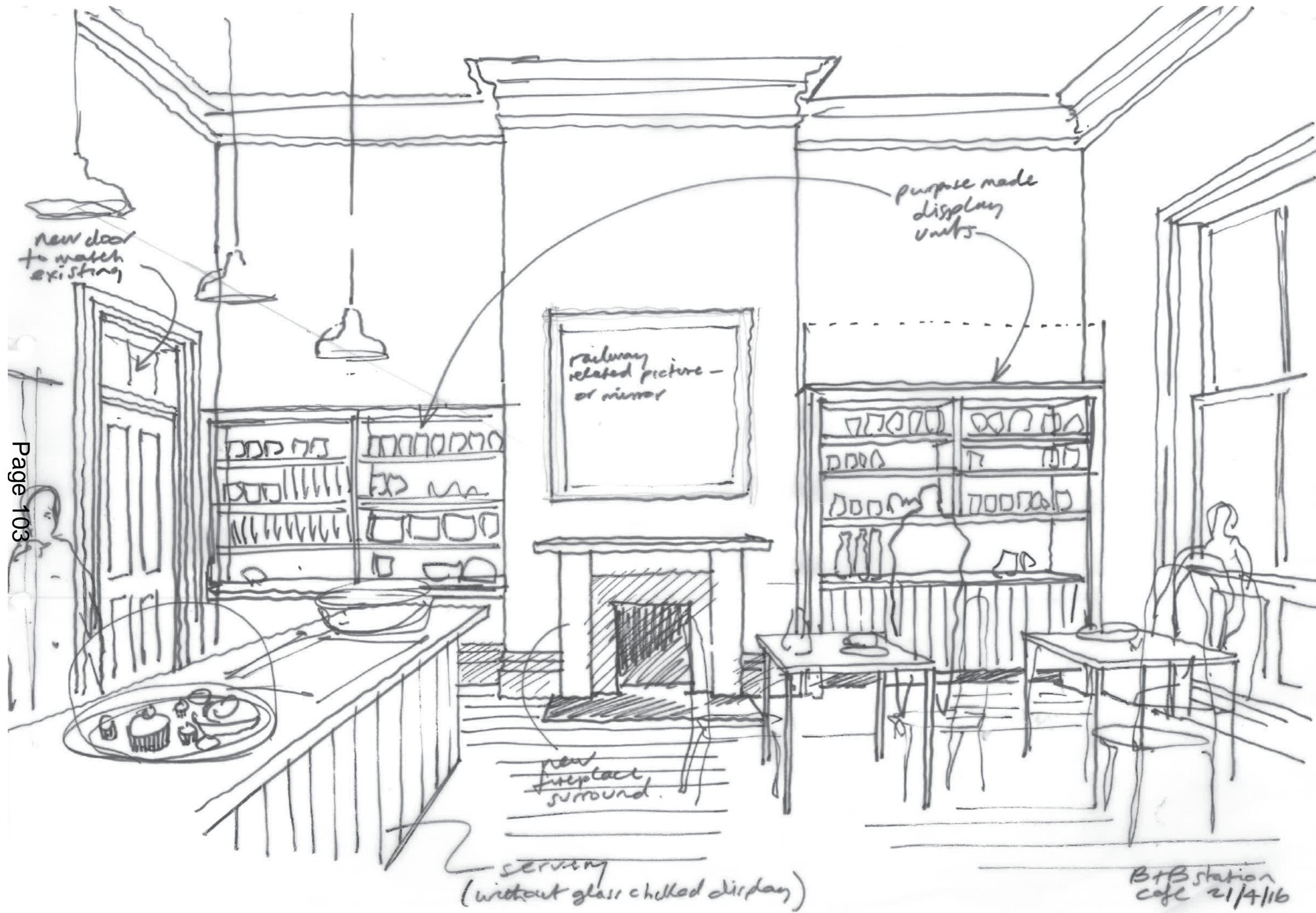
New storage will be provided in bespoke joinery units.

Lighting will be provided primarily by prismatic glass pendant fittings.

A new gas stove will be installed in the location of the existing fireplaces. STC and TKA are aiming to locate the original fireplace surrounds and reinstall them if possible.

cafe and servery - view 1

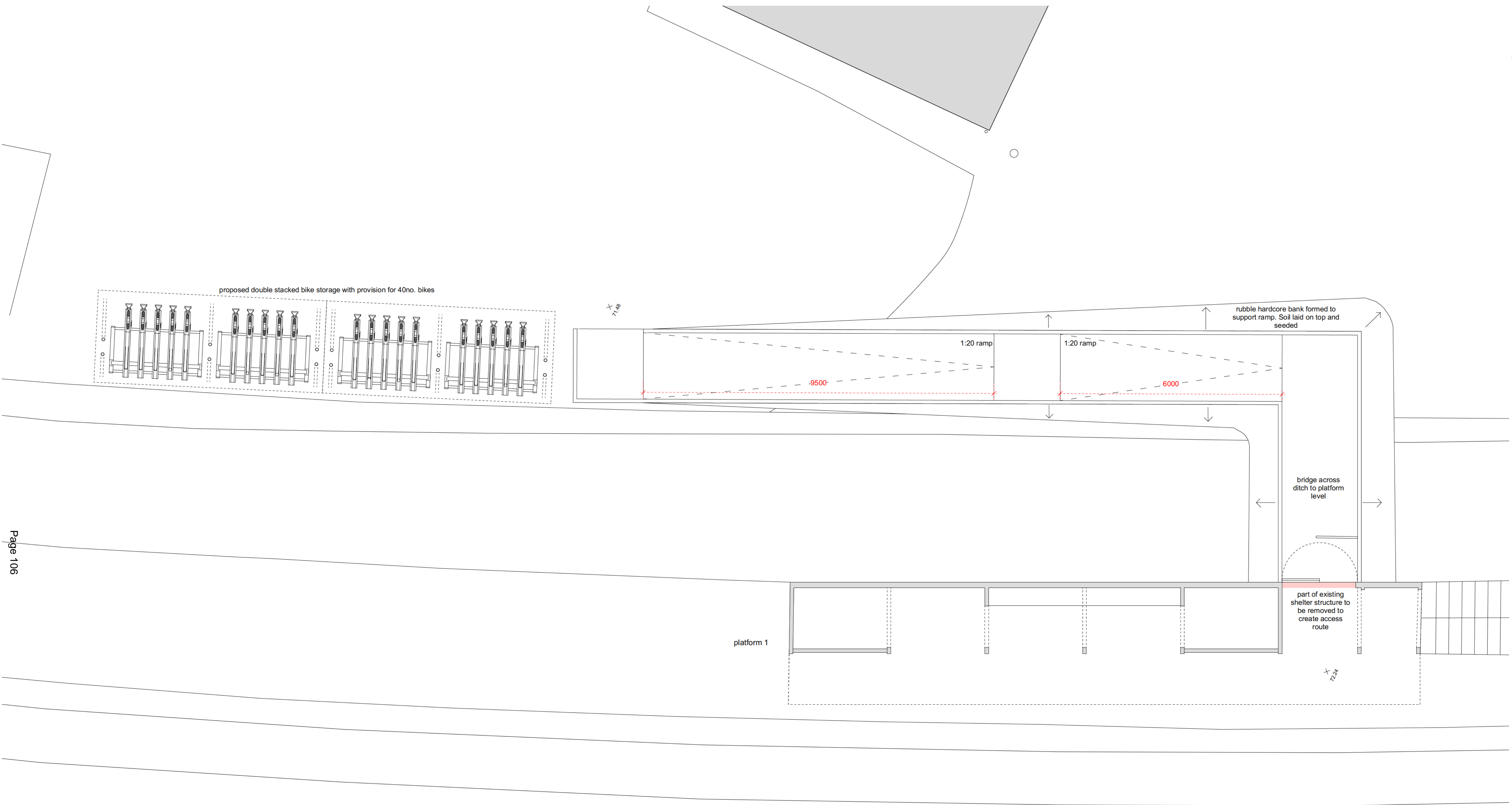




[Page deliberately left blank]

Appendix 2

Provision of Access to Platform 1 and Provision of Cycle Racks adjacent to Platform 1

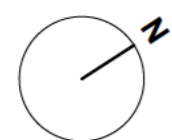


Page 106

notes

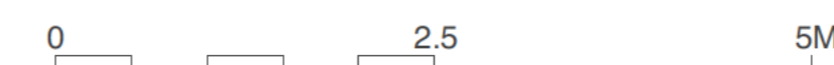
Do not scale.
 All dimensions to be checked on site and verified with the architect prior to construction.
 Any discrepancies or uncertainties regarding this drawing to be discussed with the architect prior to construction.
 Copyright © Theis and Khan Architects Ltd. All rights reserved

key



revision notes

changes since previous issue:
 - dimensions / notes updated



planning

revision	date	comment
p1	16.11.17	issued for comment

DRAFT

THEIS + KHAN

11-13 Lonsdale Gardens
 Tunbridge Wells
 Kent TN11 1NU
 +44 (0)1892 518094
 mail@theisandkhan.com
 www.theisandkhan.com

project
 bat and ball centre, sevenoaks

drawing
 ramped link between existing car park and station platform
proposed

scale	date	
1:50@A1	nov '16	
job number	drawing number	revision
1084	sk171115.07	p1

Before



Page 107

After



Agenda Item 3e

[Page deliberately left blank]

Appendix 3

Provision of Cycle Racks adjacent to Platform 2

notes

Do not scale except for planning purposes

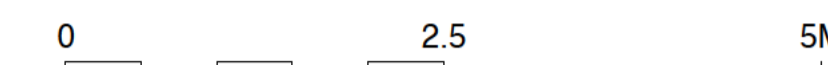
All dimensions to be checked on site and verified with the architect prior to construction.

Any discrepancies or uncertainties regarding this drawing to be discussed with the architect prior to construction.

Copyright © Theis and Khan Architects Ltd. All rights reserved

key

1:50



- new walls
- to be demolished
- existing walls

tender

revision	date	comment
T1	24.07.17	issued to client for comment
T2	10.11.17	issued for comment

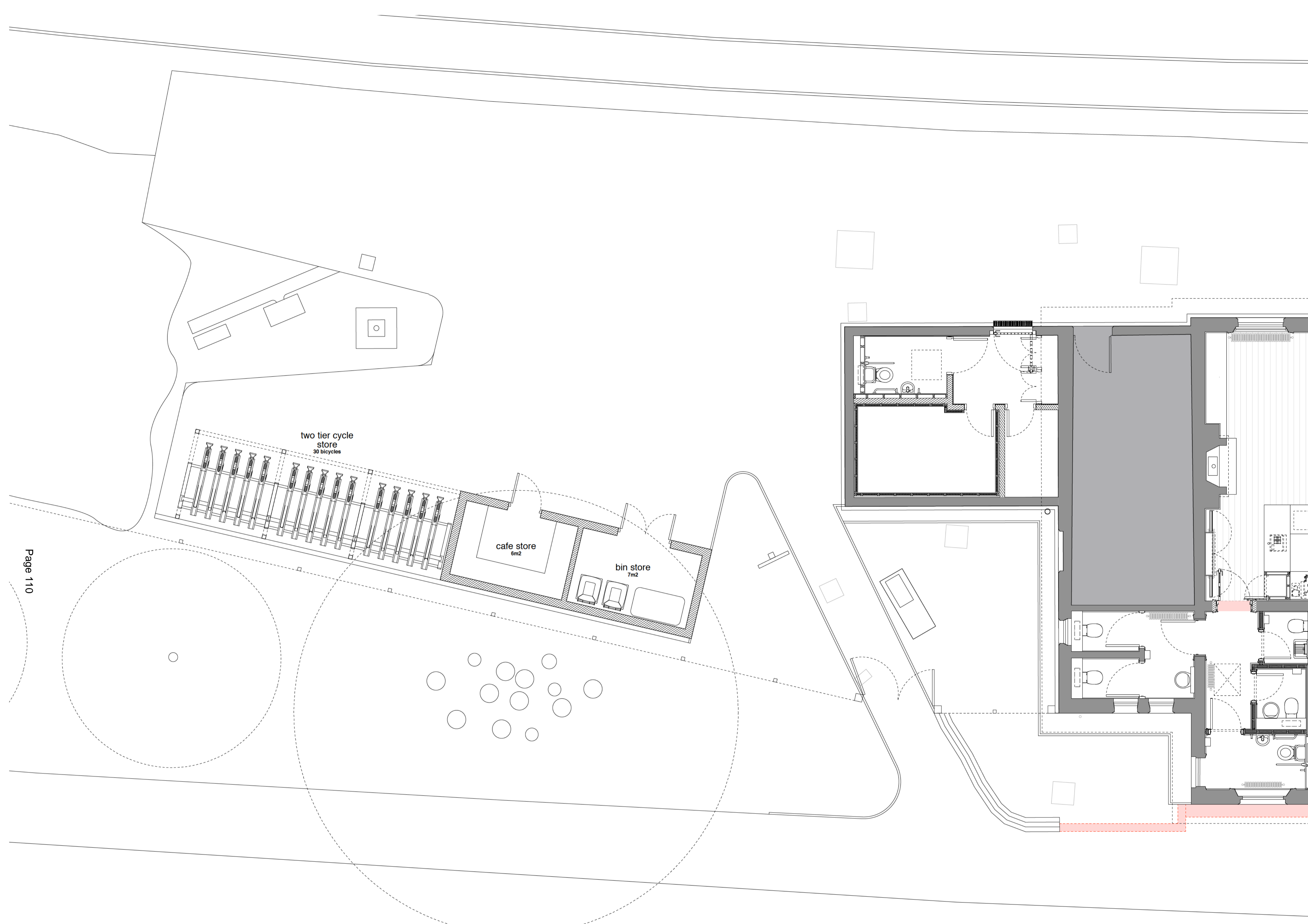
**THEIS
+KHAN**

11-13 Lonsdale Gardens
Tunbridge Wells
Kent TN11 1NU
+44 (0)1892 518094
mail@theisandkhan.com
www.theisandkhan.com

project
Bat + Ball Station Building

drawing
external store - option 2
proposed

scale	date	revision
1:50@A1	29.04.16	
job number	drawing number	revision
1084	3_116	T2



notes

Do not scale except for planning purposes

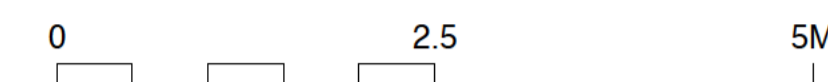
All dimensions to be checked on site and verified with the architect prior to construction.

Any discrepancies or uncertainties regarding this drawing to be discussed with the architect prior to construction.

Copyright © Theis and Khan Architects Ltd. All rights reserved

key

1:50

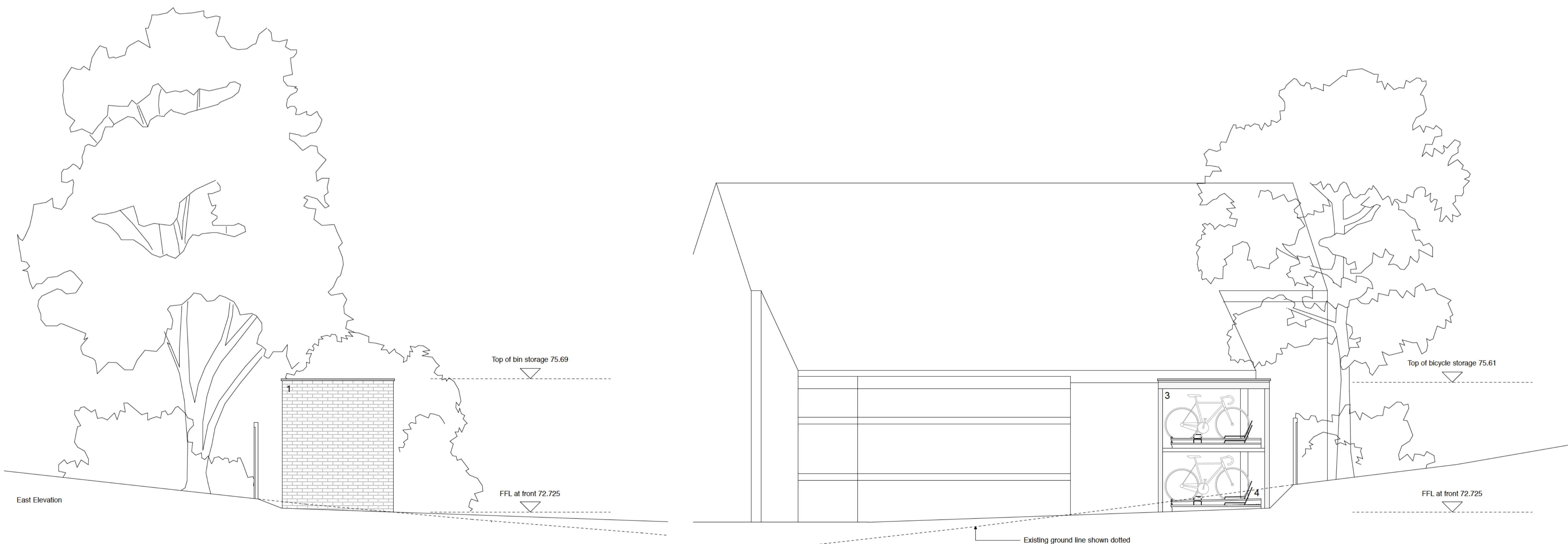


Material Key

- 1 - brick
- 2 - steel doors
- 3 - steel framed bicycle shelter
- 4 - two tier bike storage



North Elevation



East Elevation

West Elevation

tender

revision	date	comment
T1	10.08.17	issued for comment
T2	10.11.17	issued for comment

THEIS + KHAN

11-13 Lonsdale Gardens
Tunbridge Wells
Kent TN11 1NU
+44 (0)1892 518094
mail@theisandkhan.com
www.theisandkhan.com

project

Bat + Ball Station Building

drawing

bins and bicycle storage elevations
proposed

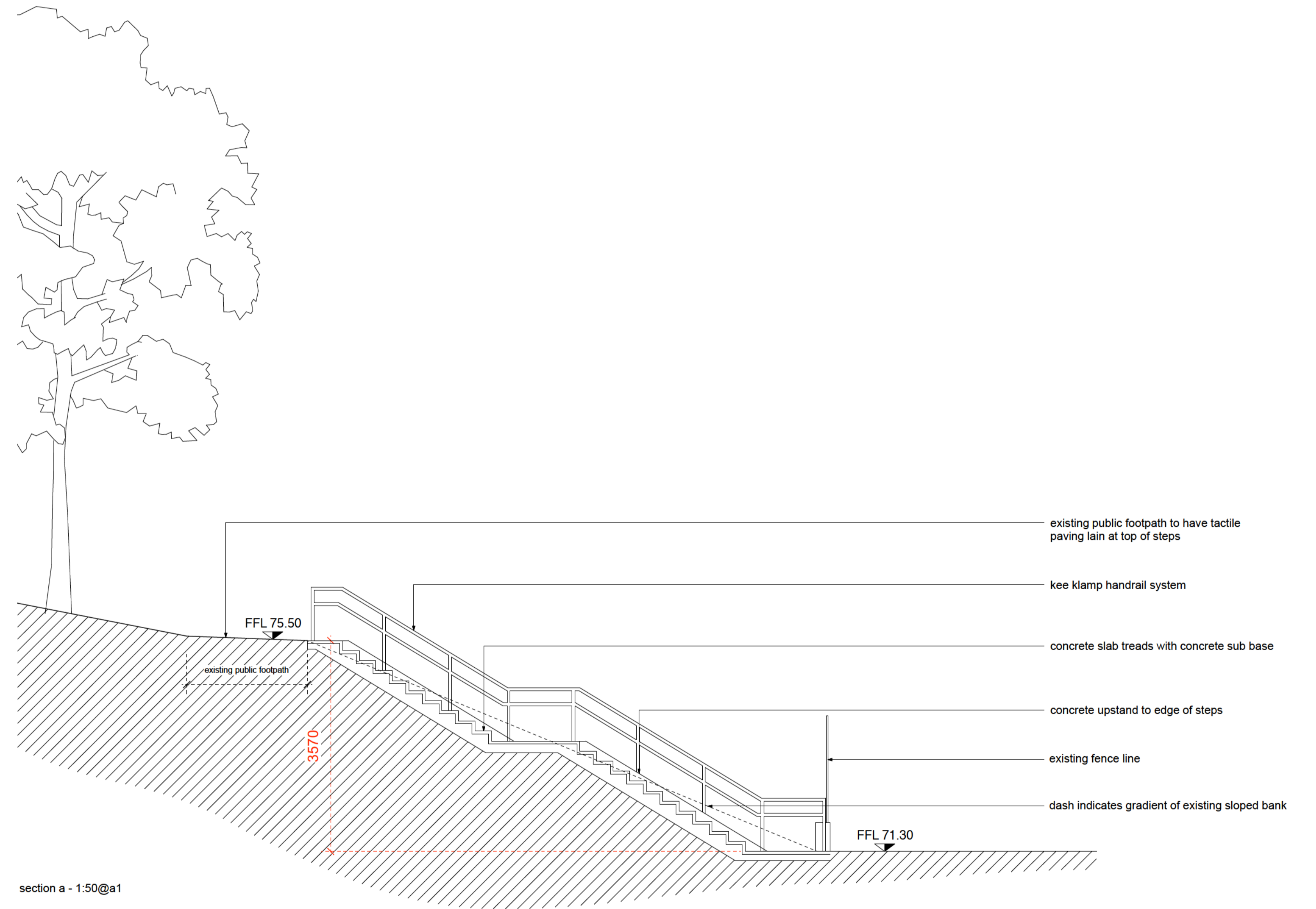
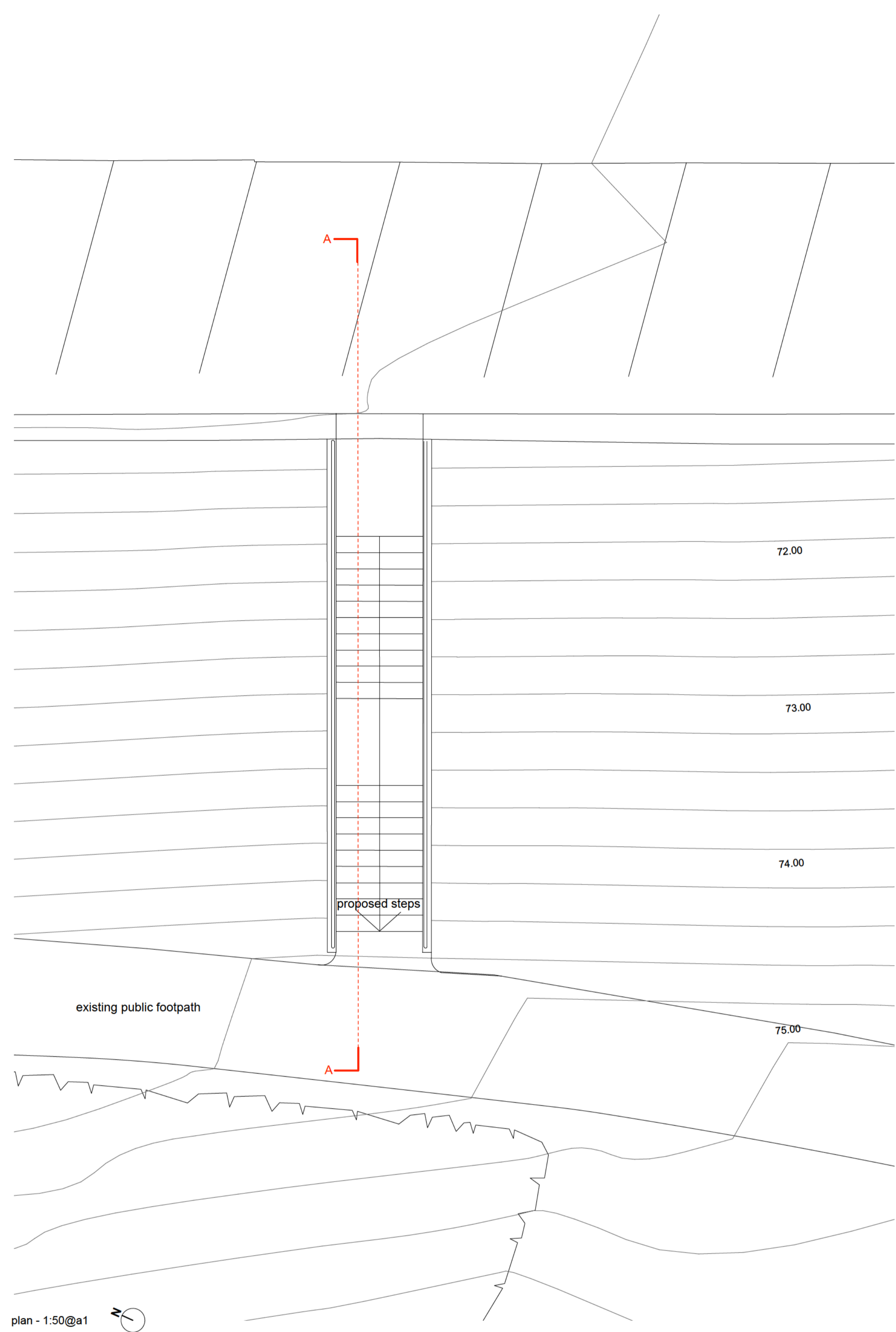
scale	date	revision
1:50@A1	10.08.17	
job number	drawing number	revision
1084	3_121	T2

Agenda Item 3e



Appendix 4

Provision of additional access from Otford Road via Community Centre to station.



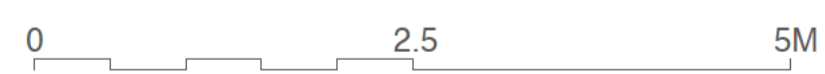
notes

Do not scale.
 All dimensions to be checked on site and verified with the architect prior to construction.
 Any discrepancies or uncertainties regarding this drawing to be discussed with the architect prior to construction.
 Copyright © Theis and Khan Architects Ltd. All rights reserved

key

revision notes

changes since previous issue:
 - dimensions / notes updated



planning

revision	date	comment
p1	16.11.17	issued for comment

THEIS + KHAN

11-13 Lonsdale Gardens
 Tunbridge Wells
 Kent TN11 1NU
 +44 (0)1892 518094
 mail@theisandkhan.com
 www.theisandkhan.com

project
 bat and ball centre, sevenoaks

drawing
 public footpath connection - stair plan
proposed

scale	date	
1:50@A1	nov '16	
job number	drawing number	revision
1084	sk171116.08	4p1

Appendix 5

Supporting documents from

1. Mayor of Sevenoaks
2. Cllr Jonathan Krogdahl
3. Cllr Margaret Crabtree
4. Heritage Lottery Fund

.

Agenda Item 3e

From: Cllr Jonathan Krogdahl [<mailto:cldr.krogdahl@sevenoaks.gov.uk>] **Sent:** 27 November 2017 05:42 **To:** Linda Larter <townclerk@sevenoakstown.gov.uk> **Cc:** Cllr Roddy Hogarth <cldr.hogarth@sevenoaks.gov.uk> **Subject:** Fwd: FW: Improved Transport Infrastructure at Bat & Ball Station

Linda,

Thank you for including me in this application that I am of course, more than happy to support. It is an excellent initiative and is much needed fundin to support in the development of the Bat & Ball area.

I have for some time viewed the entire Bat & Ball area within the ward of Sevenoak's North, as being prime for investment in both the streetscape improvement and necessary infrastructure. With this in mind, I am encouraged that the town council have chosen to make this application for funding and should you have any need for me to contribute further in support of this application, please don't hesitate to ask.

Best regards,
Jonathan Krogdahl
District Councillor, Sevenoaks Northern

From: Linda Larter [<mailto:townclerk@sevenoakstown.gov.uk>] **Sent:** 24 November 2017 13:18 **To:** Jonathan Krogdahl **Cc:** 'Roderick Hogarth' [REDACTED] [REDACTED] **Subject:** RE: Improved Transport Infrastructure at Bat & Ball Station **Importance:** High

Dear Jonathan

Further to my previous email please see attached Sevenoaks Town Council's bid for CIL Funding from SDC.

I hope that you will be able to provide a letter / email of support for this application.

With regards
Linda

Linda Larter MBE
Chief Executive / Town Clerk
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953



See www.sevenoaks.fund

From: Jonathan Krogdahl [REDACTED] **Sent:** 20 November 2017 21:29
To: Linda Larter <townclerk@sevenoakstown.gov.uk>; Merylyn Canet [REDACTED]
Cc: 'Roderick Hogarth' [REDACTED]
Subject: Re: Improved Transport Infrastructure at Bat & Ball Station

Linda,

Yes absolutely. I look forward to receiving it.

Best,

JK

----- Original message -----

From: Linda Larter <townclerk@sevenoakstown.gov.uk>
Date: 21/11/2017 03:13 (GMT+10:00)
To: [REDACTED] Merylyn Canet [REDACTED]
Cc: "'Roderick Hogarth' [REDACTED]
Subject: Improved Transport Infrastructure at Bat & Ball Station

Dear Cllr Krogdahl and Cllr Canet

I am writing to inform you in advance that I am currently preparing on behalf of Sevenoaks Town Council a funding application to Sevenoaks District Council from its Community Infrastructure Levy Spending Board.

The funding application will be related to the emerging Masterplan for Northern Sevenoaks in particular the following projects in and around Bat & Ball Station:

1. Refurbishment of Bat & Ball Station
2. Provision of Access to Platform 1
3. Provision of Cycle Racks adjacent to Platform 1
4. Provision of Cycle Racks adjacent to Platform 2
5. Provision of additional access from Otford Road via Community Centre.

The funding application needs to be with the District Council by the end of the month and

Agenda Item 3e

requires a letter / email of support from SDC Ward Councillors hence my communication with you.

As I mention we are working on the final elements of this funding application which should be available for Monday 27th November. If I get a copy of it to you then would you be able to review please and consider offering your support?

With regards
Linda

Linda Larter MBE
Chief Executive / Town Clerk
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953



See www.sevenoaks.fund

APPLICATION F

Proposal Rebuild of Sevenoaks Day Centre Nursery

Applicant Sevenoaks Day Nursery

Ward(s) Sevenoaks Northern

RECOMMENDATION: That the £100,000.00 funding applied for, as set out in the report, for scheme “Rebuild of Sevenoaks Day Centre Nursery” be approved on the following grounds:

- Identified need for the scheme
- Strong economic, social and environmental benefits to the community
- Partnership working with other organisations
- Majority of project cost secured through match-funding

Introduction

- 1 The Sevenoaks Day Nursery is a registered charitable day-care nursery (CIO Number 1162242) which was established in April 1987. Based in Sevenoaks on the field of the community centre at Bat & Ball (north Sevenoaks), the charitable trust aims to provide affordable full day childcare for preschool children. The trust also aims to provide holiday clubs for older primary school children.
- 2 The application for CIL funding was received by Officers on 01.12.2018.

Description of Proposal

- 3 The current day nursery is housed in modular buildings on the field of the existing Community Centre at Bat & Ball, north Sevenoaks. These modular buildings have been in place since the charitable trust started in 1987.
- 4 To continue providing affordable childcare for families in Sevenoaks Town, the applicant seeks CIL funding to replace the current buildings on the site to meet the demands of the current and future residents of northern Sevenoaks.
- 5 The creation of a more modern facility for the Sevenoaks Day Nursery to occupy and use is closely linked to the Draft Northern Sevenoaks Masterplan

Agenda Item 3f

and Sevenoaks Town Council's ambitions to provide a new Community Centre on the Bat & Ball site.

- 6 It is anticipated that the project would be completed by December 2019, should CIL funding be approved by the CIL Board.

Funding

- 7 Sevenoaks Day Nursery estimate that the total cost to deliver a new day care nursery/facility would be £623,000.00. It should be noted that the cost to provide a new build has been estimated to cost £450,000.00.
- 8 The application has identified the following additional funding sources and grants to support their application to the Board:
- Sevenoaks Town Council: £173,000.00
 - General fundraising (Families and supporters): £20,000.00
 - Operational Excesses (Sevenoaks Day Nursery): £35,000.00 (potential)
- 9 In the application, it states that the value of contributions given by Sevenoaks Town Council is not capital funding, but services and value in kind. Sevenoaks Day Nursery state that Sevenoaks Town Council will support the development of the new day care facility including the levelling of the site, groundworks and foundations as well as providing all mains services. It estimates that the total cost of this would be approximately £173,000.00.
- 10 Further to its support, Sevenoaks Town Council has agreed to provide Sevenoaks Day Nursery with a 25 year lease on the new site as part of the proposal.
- 11 The charity has saved approximately £300,000.00 to meet the costs of the structural build and believes that it can raise an additional £50,000.00 to meet the full structural costs of the scheme. Therefore, the Sevenoaks Day Nursery in its application to the CIL Board has made a funding request for £100,000.00 to meet the funding gap.

Representations and Support

- 12 The application states the following organisations who Sevenoaks Day Nursery are working in partnership to deliver the scheme:
- Sevenoaks Town Council
- 13 The application is supported by the following local representatives and organisations:
- Cllr Merilyn Canet (SDC Member for Sevenoaks Northern)
 - Cllr Roderick Hogarth (SDC Portfolio Holder for Economic & Community Development)

- Cllr Johnathan Krogdahl (SDC Member for Sevenoaks Northern)

Lead Officers Appraisal of Bid

Principal Criteria met

- Identified need for the scheme
- Strong economic, social and environmental benefits to the community
- Partnership working with other organisations
- Majority of project cost secured through match-funding

Identified need for the scheme

- 14 The CIL application asks applicants to demonstrate why the scheme is required and to evidence the need.
- 15 The Draft Northern Sevenoaks Masterplan is a Sevenoaks Town Council initiative through the Sevenoaks Neighbourhood Plan. The Masterplan looks at how growth and development might be achieved during the new Local Plan period which covers the plan period up to 2035, including the provision of circa. 1,200 new homes, community facilities, new sport and recreation facilities. The Town Council is supporting the development of Northern Sevenoaks through the neighbourhood planning mechanism, which will potentially be included within the Local Plan.
- 16 Sevenoaks Day Nursery state that if housing is going to be delivered in the Northern Sevenoaks area, there will be a potential change in the area demographic with more young families moving to the area. Along with good transport links to Bat & Ball station, it would allow low income families to access the Day Nursery more easily.

Strong economic, social and environmental benefits to the community

- 17 One of the key criteria for the assessment of bids is that proposals should demonstrate the economic, social and environmental benefits of the scheme. This includes whether there are significant benefits for the economy, community and social impacts and how the proposal benefits the environment and mitigates any impacts.
- 18 The District is perceived as an affluent area but there are high levels of deprivation in some areas. The purpose of the charity is to help provide affordable childcare for single parent, and low income families who can not afford the conventional local childcare and day nurseries in Sevenoaks Town. As housing costs in the District are high, the Sevenoaks Day Nursery seeks to help parents manage the cost of full day child care, allowing parents to work. The economic and social benefits to the scheme are described in the CIL application including:
 - reducing the number of benefit claims, by allowing parents to work;

Agenda Item 3f

- providing nursery education for disadvantaged families;
 - supporting bereaved parents with supported child care; and
 - working closely with the Sevenoaks Women’s refuge and other partners to support children in difficult households.
- 19 Some of the benefits described will influence the wider local infrastructure such as health and medical services, as well as providing a boost to the local economy with more people trying to get back into work and reducing the amount of benefit claims. Despite the charity’s primary concern is providing child care, this has an enabling effect on the wider community, economy and services.

Partnership working with other organisations

- 20 Another key criterion for assessing the application is determining how the project will be delivered and whether any additional partners are included in the project delivery.
- 21 To deliver the new day care facility, Sevenoaks Town Council has offered Sevenoaks Day Nursery a new site on the existing community centre at Bat & Ball. This is due to the new community centre to be built in the location of the existing day nursery modular buildings.
- 22 It is clearly demonstrated through the application that there has been collaboration between Sevenoaks Day Nursery and Sevenoaks Town Council, as the existing community centre has been earmarked to be redeveloped for new community facilities. The collaborative working and funding arrangements demonstrate that the delivery of the new day care centre and community facility is possible within the proposed timeframes.

Majority of project cost secured through match-funding

- 23 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 24 It is stated in the application that Sevenoaks Day Nursery will look to provide a majority of funding from its own reserves and charitable savings to deliver the new facility. It also confirms that, subject to the new Community Centre built by Sevenoaks Town Council, the Town Council is willing to fund a majority enabling works in kind for the Sevenoaks Day Nursery to begin construction with its structural funds.
- 25 The application also mentions that an Agreement between Sevenoaks Town Council and the Sevenoaks Day Nursery has been agreed for the 25 year lease of land in February 2017.

Other considerations

Planning Permission

- 26 An additional consideration of the criteria in which applications are assessed against is whether a proposal has the appropriate consents in place to carry out the project.
- 27 The applicant has stated that planning permission is required as part of the scheme's delivery. However, this has not been sought yet as the scheme is dependent on the delivery of Sevenoaks Town Council's proposal for a new Community Centre on the same site. This is currently being prepared. There are no timescales to when this planning application will be submitted in the CIL Board application.
- 28 While no planning permission has been sought, the community benefits that this scheme seeks to deliver and provides physical infrastructure to meet the demands of the existing community, while considering the needs arising from future developments (i.e. planned development, or development arising from the Draft Northern Sevenoaks Masterplan).

Conclusion

- 29 The Sevenoaks Day Nursery is a charitable trust seeking CIL funding to replace its current modular buildings to provide a facility that is fit for purpose. It is no longer financially viable to renovate them to a high standard to maintain a high quality level of full day childcare. Community benefits are demonstrated through the application and has support from the community, Sevenoaks Town Council and local Members. Funding has been secured through the charity's reserves and in kind payments from Sevenoaks Town Council.
- 30 As a result, the funding gap for the delivery of the project is minimal. It is recognised that planning permission has not been secured as the proposal is linked to the new community centre proposals from Sevenoaks Town Council. The Board should be satisfied that the delivery of the Day Nursery could be considered as a separate project from the new community centre.
- 31 It is recommended that the rebuilding of the Sevenoaks Day Nursery is granted.

Appendices

Appendix 1 - Applicant's original pro-forma

Background Papers

None


This page is intentionally left blank

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

<p>Scheme name:</p>	<p>Sevenoaks Day Nursery Rebuild</p>
<p>Description of Scheme:</p>	<p>Sevenoaks Day Nursery (SDN) is located on the Community Centre field at Bat and Ball. This charitable daycare nursery (CIO No. 1162242) has been there since 1987 in modular buildings that are now nearing the end of their useful life. To continue providing low cost day care for working parents in the Sevenoaks area, SDN needs to replace these buildings. This scheme will enable the nursery to continue providing day care and charitable support for local families for the next 30 years, or more.</p>
<p>Is this scheme promoted by your organisation in partnership with another organisation (s)?</p>	<p>Yes</p> <p>Who is involved in the Partnership. Organisation Name (s): Sevenoaks Town Council ('STC')</p> <p>Responsible individuals (s): STC Town Clerk Linda Larter</p> <p>Signature (s) on behalf of other supporting organisations (s): </p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation. Agreements:</p> <p>We are currently in the process of drawing up Heads of Terms agreements with STC, and a lease of 25 years has been agreed by the Council in its Minutes dated 20th February 2017.</p>

Agenda Item 3f

	<p>SDN is also one of the four chosen charities participating in the Sevenoaks Fund, and an agreement is in place between the two parties for this initiative.</p> <p>SDN needs to be able to raise £450,000 of structural funding for the new nursery setting to enable this project to go ahead, together with a Sevenoaks Fund contribution to the estimated value of £173,000 which will be made available to SDN by STC in kind.</p>
<p>Is planning permission required for the scheme?</p>	<p>Yes If yes, has it been applied for? No</p> <p>If no - please explain why?</p> <p>This is being prepared and is scheduled for submission after STC's overall Community Centre development plans have been finalised for submission.</p>
<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<p>Consent required: None</p> <p>Date applied for / granted: N/A</p>
<p><u>Need for the Scheme</u></p>	
<p>List of projects or development that result in the need for this scheme:</p>	<ul style="list-style-type: none"> • The Northern Sevenoaks Masterplan. • The redevelopment of the Community Centre site at Bat and Ball.
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	<ul style="list-style-type: none"> • The increase in affordable housing as a result of the Northern Sevenoaks Masterplan will lead to an influx of young families who will require affordable nursery places. SDN is ideally placed to support those families with low cost nursery places within walking distance of Bat and Ball station. The improved access to the station only metres from the nursery will allow young parents to reach London quickly and easily. Typically, both parents now have to work to be able to afford to support a family, and by providing low cost day care to local families, SDN will be supporting the development of the Northern Sevenoaks area. • To redevelop the Community Centre site, STC will need to build on the land where the Nursery currently stands. They have offered us a replacement parcel of land on the same

	<p>site. Rebuilding in a different location will incur extra costs for Sevenoaks Day Nursery, including a new base for the modular buildings, the classrooms themselves, new play surfaces, new fencing and security for the building and a new, covered pram area so that the SDN babies can sleep outdoors.</p>
--	---

<p><u>Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:</u></p>	
<p>Economic</p>	<p>SDN provides low-cost, all-day childcare for families in the area, as well as emergency places via social services. There is a need for affordable childcare in the area to help single parent families, parents returning to work and those with children with special needs. Sevenoaks is perceived as an affluent district, but there are significant areas of high deprivation. Many families struggle to afford the commercial day nurseries available locally and in most cases, both parents have to work because of the high costs of housing. The nursery enables working families to be self-sufficient, to further their careers and to make fewer benefit claims. The catchment area of the nursery, as the Northern Sevenoaks Masterplan develops, will reach a higher number of families with low incomes.</p> <p>SDN’s policy is to make low cost nursery places available from eight weeks old to pre-school age from 8am to 6pm in the evening for every week of the year (excluding Christmas) to families who might not otherwise be able to afford day care.</p> <p>SDN also offer the Free for Twos scheme, which provides two days of nursery education for children from disadvantaged families. SDN is unique in that it also provides top-up charitable funding to pay for these schemes to run for two full days per week of nursery provision and for 51 weeks of the year, rather than the 38 weeks covered by the government funding.</p> <p>SDN also offers the extended free 30 hours of nursery education for children of qualifying families aged three and over. Many commercial nurseries don’t offer this funding, as the government grant does not meet the running costs of the settings.</p>
<p>Social</p>	<p>The main aim of the nursery is to provide safe and consistent care for the children of working parents, in a home-from-home environment.</p> <p>The Nursery provides day care for all children, including some with special needs which may be physical, social or mental. The Nursery caters for up to 39 children a day; with two places reserved for emergency sessions in the case of unforeseen circumstances. They also offer a holiday cover for children up to the age of 12, whose parents need to work.</p> <p>Examples of the support provided by the nursery include:</p>

	<ul style="list-style-type: none"> • Where a parent at the nursery has died, free places have been allocated to the children whilst the bereaved parent sorts out their affairs. • Free sessions have been given to children whilst their single parent attends hospital appointments or a job interview. • When a father was taken seriously ill and placed on life support for several months, the Nursery waived the fees in full throughout this time. • When a single mother was trying to get back to work, the Nursery waived her fees to help when her benefits were stopped. • SDN works closely with the Sevenoaks Women’s Refuge. Emergency places have regularly been allocated to children where there have been issues around domestic violence in the household. • A free place was allocated to a young boy attending the nursery so that his mother and support worker could concentrate on his older brother who has behavioural issues. It meant that the younger brother had the chance for some normalcy in his life whilst the mother gave her full attention to the brother’s problems.
<p>Environmental</p>	<p>The proximity of the Nursery to Bat and Ball station makes it an ideal location for local parents to access public transport. SDN is also at the epicentre of the Northern Sevenoaks Masterplan area, and will be an easy walk for those living nearby.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>No</p>
<p><u>Funding</u></p>	
<p>Total project cost:</p>	<p>£623,000, being £450,000 for the building plus £173,000 support in kind from STC for, inter alia, the levelling of the site, ground works and foundation, plus the provision of all mains services and security fencing for the external borders of the new Nursery site. The Town Council has agreed to provide a 25 year lease on this new site as part of its support for Sevenoaks Day Nursery.</p>

<p>Funding required from CIL:</p>	<p>£100,000, being the Trustees' best estimate of the structural funding gap the nursery faces, based upon the requirement to replace the existing nursery for £450,000 whilst maintaining sufficient operational funding for the nursery for a minimum of 2 months and contingent liability cover for redundancy pay for eligible staff.</p>
<p>Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety</p>	<p>1) Sevenoaks Town Council have kindly agreed to provide £173,000 in services and value in kind. Although this will provide for the levelling and preparation of the site, groundworks and foundation blocks for the nursery, it does not extend to any structural funds for the nursery building itself.</p> <p>2) Parents and supporters of the nursery have raised nearly £10,000 both last year (2016) and in this year (2017) and we are relying upon our ability to raise similar amounts towards the cost of the new nursery in 2018 and 2019.</p> <p>3) SDN's ongoing operational excess of income over expenditure was £16,000 in 2016 (excluding fundraising above) and the Trustees' approved forecast estimates a similar level of self-generated funding in 2018. The current year's outturn is anticipated to be closer to £35,000 due to a significant exceptional factor in the current year. The nursery may need to be fully paid for at any time in the course of 2019.</p> <p>4) Although we are applying for, and have received some, small grants to support our fundraising, we have no other sources of funding of note.</p> <p>5)</p> <p>6)</p>
<p>Is this bid for staged payments?</p>	<p>Yes</p>
<p>Will staged payments be accepted?</p>	<p>Yes</p>

Agenda Item 3f

	<p>Details of anticipated funding requirements and timetable:</p> <p>SDN will seek to make the first two staged payments to their Supplier, following contractual commitment, in the course of 2018 and early 2019 but would anticipate the requirement for CIL Structural Funding to arise on the third staged payment planned to be due in mid- to late 2019, with a fourth payment likely to be required on completion of all snagging etc. by end 2019 / early 2020. Alternatively, components of any approved CIL Funding could be staged from First Stage in 2018 through to Final Stage at end 2019 / early 2020.</p>
<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: No</p> <p>Details of bid:</p> <p>Decision made: N/A</p> <p>Details of decision:</p>
<p>Would the scheme be fully funded if the CIL contribution is agreed:</p>	<p>Yes, assuming the Sevenoaks Town Council agreement to provide £173,000 in kind is made available.</p>
<p>Has this scheme benefited from CIL funding previously:</p>	<p>No</p> <p>If Yes; Please provide further justification as to why further CIL funding is required for this project. N/A</p>
<p><u>Deliverability</u></p>	
<p>Does your organisation have the legal right to</p>	<p>Yes</p>

carry out the proposed scheme?	If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	Anticipated to commence delivery in early to mid 2019, based upon Sevenoaks Town Council development timescale for the Sevenoaks Community Centre site.
Anticipated finish date for the delivery of the scheme:	Likely to be towards the end of 2019.
Anticipated date when CIL funding will need to be made available:	Most likely in one or more staged payments in the course of 2019.
Does land need to be purchased to facilitate the scheme:	No Details:
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	These will be provided by Sevenoaks Day Nursery and we will ensure that they will be in line with the consultation and progress reporting requirements of Sevenoaks Town Council for the overall development project for the Sevenoaks Community Centre site.
Please provide details of the management and timescales of the project.	<p>The project is controlled and managed by the SDN Management Committee through a mobilised project team including the Nursery Manager, two Trustees, the SDN Finance and HR Manager and three Deputy Managers, one representing each of the classrooms in the nursery.</p> <p>Governance and oversight of the project is provided by the full Trustee body of six Trustees, who include a qualified Chartered Accountant, a qualified Solicitor, a Director of Price Waterhouse Coopers, a senior Local Government Officer and a Commercial Director. The group includes two current parents and three former parents.</p> <p>The project has been operational since early 2016 and will be delivered in the course of 2019.</p> <p>The proposed new Nursery building has been selected and is currently being specified and Planning Permission applied for. This follows a competitive bid process that considered five nursery providers' full proposals in detail and the project's budgets and cost estimates for all aspects of the new setting have been prepared and validated on the basis of these proposals and discussions.</p>

Agenda Item 3f

<p>Has consultation been carried out on the scheme or is any planned?</p>	<p>Carried out / Planned / No Consultation planned</p> <p>Details: Parental Consultations have been carried out in several dedicated meetings over the last two years commencing in March 2016.</p> <p>Consultations with the Town Council have been undertaken on a continuous basis over the last two calendar years.</p> <p>(Note: Results can be attached separately if necessary.)</p>
<p>Is a relevant SDC ward member(s) supportive of the scheme?</p>	<p>Please see the email support provided to you as part of this application process.</p> <p>Signature of at least one SDC ward member:</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<p>Is the relevant town/parish council supportive of the scheme?</p>	<p>Please see the email support provided to you as part of this application process.</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<u>Maintenance</u>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	<p>Sevenoaks Day Nursery</p>

<p>Are funding arrangements in place for maintenance:</p>	<p>Yes - to be paid for out of SDN operational income.</p> <p>Details:</p>
<p>Any further comments:</p>	<p>We have been building up reserves for 30 years to replace our modular classrooms, but hadn't expected to have our existing nursery demolished for redevelopment so soon. Even though our fees are low and we are a charity, we estimate that we will have managed to save a total of £350,000 by the end of 2017 but this is estimated to be £150,000 less than we will need to provide the budgeted £450,000 structural funding for the new nursery setting plus provide for our ongoing operational and contingent liability funding requirements. We believe we can reasonably expect to raise in the order of a further £50,000 in total ahead of delivery of the project, but £100,000 of specifically structural funding is still required.</p>

Agenda Item 3f

<u>Declaration</u>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	Hugh Kirby
Name	Hugh Kirby
Position	Finance Trustee
Organisation	Sevenoaks Day Nursery
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	As above. Email: [REDACTED] Mobile [REDACTED]

APPLICATION G

Proposal Westerham Public Toilets
Applicant Westerham Town Council
Ward(s) Westerham & Crockham Hill

RECOMMENDATION: That the £21,662.00 funding applied for, as set out in the report, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community
- Majority of project cost secured through match-funding

Introduction

- 1 Westerham Town Council is one of 31 parished areas in Sevenoaks District. Westerham shares its administrative parish boundaries with Edenbridge and Brasted. It also shared a District boundary with Tandridge District and the London Borough of Bromley. It is ranked as one of the larger settlements in the District with a large number of services and facilities available to the community.
- 2 The application for CIL funding was received by Officers on 29.11.2018.

Description of Proposal

- 3 The proposal are the public toilets located on Fullers Hill, Westerham. The facility was passed onto the Town Council by Sevenoaks District Council and has been described as “beyond economical repair” by Westerham Town Council. It has been stated that there are no alternative facilities in the town centre for residents and tourists to use.
- 4 The proposal is to remove the existing toilets with the associated equipment/fixings, and replace with a prefabricated module into the existing shell. This will include a unisex/disabled toilet and baby changing facilities within the module.
- 5 In the original CIL application, it was anticipated that the project would be completed by July 2018, with the funding in place prior to the completion date. Since the submission of the original CIL application, Officers have not

Agenda Item 3g

received any additional information to indicate a revised timetable to complete the proposal.

Funding

- 6 Westerham Town Council have estimated that the total cost of the public toilet refurbishment will cost approximately £61,662.00. This includes contingencies and pre-commencement costs (e.g. asbestos removal) but these costs are unknown until the internal works have begun.
- 7 The application has identified the following additional funding sources and grants to support their application to the Board:
 - Westerham Town Council (reserves): £10,000.00
 - Westerham Town Council (CIL neighbourhood portion): £30,000.000
- 8 No additional funding sources have been identified or secured for the purposes of this project.
- 9 To meet the funding gap for the full cost of the project, Westerham Town Council has applied to the Board for £21,662.00 of CIL funding.

Representations and Support

- 10 Westerham Town Council is the only organisation working on this proposal. There are no additional partners or organisations that are helping to deliver this proposal.
- 11 The application is supported by the following local representatives and organisations:
 - Cllr. Diana Esler (SDC Member for Westerham & Crockham Hill)

Lead Officers Appraisal of Bid

Principal Criteria met

- Strong economic, social and environmental benefits to the community
- Majority of project cost secured through match-funding

Strong economic, social and environmental benefits to the community

- 12 One of the key criteria for the assessment of bids is that proposals should demonstrate the economic, social and environmental benefits of the scheme. This includes whether there are significant benefits for the economy, community and social impacts and how the proposal benefits the environment and mitigates any impacts.
- 13 The case for improving the facility on Fullers Hill is based upon the needs of the town, in terms of economic, social and environmental requirements.

Westerham Town is described by the applicant as a “sustainable, tourist, visitor, event and shopping” market town. As such, the provision of public toilets helps to provide amenity, to keep people within the town for employment and leisure.

- 14 The public toilets are valued by the community. In a survey attached to the submitted CIL application, 80% of residents who responded believe that the provision of public toilets are essential to the town, while 92% for respondents believe that the facility is essential for visitors for tourism. It was also pointed out in the survey that public toilets are important as they are frequently used by the elderly, young families who need baby changing facilities and those with disability. Therefore, making the facility more accessible to the public is important.

Majority of project cost secured through match-funding

- 15 The Council has determined that the purpose of CIL funding is to be a “top-up”, to be used in meeting any funding deficiencies or gaps in order to deliver the project. This funding should only be used for “capital” investment, as opposed to being used for “revenue” spend.
- 16 The applicant has stated that the funding which has been secured for the proposal is from Westerham Town Council through committed funding from their reserves and CIL funds which have been passed from Sevenoaks District Council.
- 17 Members should note that the CIL funding committed from Westerham Town Council is a result of the CIL contributions that the Town Council is entitled to receive under the CIL regulations. This is known at the “neighbourhood portion” of CIL.

Other considerations

Planning Permission

- 18 An additional consideration of the criteria in which applications are assessed against is whether a proposal has the appropriate consents in place to carry out the project.
- 19 Westerham Town Council has confirmed that it has sought pre-application advice for whether the works to refurbish the facility would require permission. It has been stated in the application that planning permission is not required, as the work to the toilets are internal.
- 20 It is also noted that access requirements from a neighbouring, adjacent property to inspect the routing of the utilities and to provide ongoing maintenance. As the facility was transferred from Sevenoaks District to Westerham Town Council, there are no issues with land ownership

Management of the Proposal

Agenda Item 3g

- 21 The management of the scheme will be conducted by DANFO, the preferred supplier for Westerham Town Council. The ongoing maintenance of the public toilets will be Westerham Town Council.

Conclusion

- 22 The public toilets in Westerham are an important asset to the community for residents, visitors and tourists alike and are well used, especially during events. There are no other alternative facilities in the town and are described as beyond economical repair. The proposal seeks to refurbish the toilets internally, resulting in no requirements for planning permission. Westerham Town Council is carrying out the proposal by itself with its preferred supplier, with no other partnership organisations involved. A majority of funding is being provided by the Town Council itself through its own reserves and CIL monies (automatic entitlement) that have been passed over from Sevenoaks District Council.
- 23 As a result, the recommendation is to approve funding for this project.

Appendices

Appendix 1 - Applicant's original pro-forma

Background Papers

None

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

Scheme name:	Westerham Public Toilets Refurbishment
Description of Scheme:	Remove existing toilets and associated equipment/fixings, install prefabricated DANFO MODULET Unisex/Disabled Toilet and baby changing facilities into existing shell.
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>NO</p> <p>Who is involved in the Partnership. N/A Organisation Name (s):</p> <p>Responsible individuals (s):</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.</p>
Is planning permission required for the scheme?	<p>No</p> <p>If yes, has it been applied for?</p> <p>If no - please explain why? INTERNAL WORKS ONLY ADVICE RECEIVED FROM SDC.</p>
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):	<p>Consent required: Access via neighbouring property to inspect routing of Utilities and ongoing maintenance.</p> <p>Date applied for 25/10/17 granted verbally, documentation awaited.</p>

SEVENOAKS DISTRICT COUNCIL
29 NOV 2017
CIVIL ENGINEERING & PLANNING SERVICES

<u>Need for the Scheme</u>	
List of projects or development that result in the need for this scheme:	Existing toilets are beyond economic repair. Management of them was taken over by Westerham Town Council after SDC ceased responsibility. Public consultation 2017 confirmed facility is in the essential category, (80% of 279 responses), and 92% responded as essential for Town visitors. New builds in the London Road area.
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	No alternative public facilities and no support from businesses to allow use of their facilities. Fullers Hill where facility located is the pedestrian conduit from main residential area where new built/building increases are/have happened, to the Town centre.

<u>Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:</u>	
Economic	Westerham is a sustainable tourist, visitor, event and shopping market Town. The closure and non replacement of existing facilities will result in a loss of retail income and reputation not to mention the disincentive for local more elderly pedestrian shoppers to come to the High Street.


<p>Social</p>	<p>Westerham Town Council recent Public Survey clearly supports the need for these facilities for residents and visitors. Summary of results attached.</p>
<p>Environmental</p>	<p>Toilets are essential for events centred on the Green and Market Square. Whenever existing toilets closed for repair local walls and gardens become defecation and urination areas.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>Community engagement surveys and Westerham Town Council 2016-2019 Action Plan places this work in the priority category.</p>
<p>Funding</p>	
<p>Total project cost:</p>	<p>£61,662 including contingencies and p.c items for asbestos etc. Extent of contingency/p.c items unknown until existing removed.</p>
<p>Funding required from CIL:</p>	<p>£21,662</p>
<p>Identify other funding sources for this project, what contribution they are making and why these can not be</p>	<p>1) Westerham Town Council reserves £10,000. This is the maximum council believes can be contributed from our asset repair and replacement reserve.</p>

Agenda Item 3g

used to fund the scheme in its entirety	2) Westerham Town Council CIL funds £30,000. Other priority projects to be funded from remaining CIL.
	3)
	4)
	5)
	6)
Is this bid for staged payments?	No
Will staged payments be accepted?	No Details of anticipated funding requirements and timetable: Commencement deposit estimated 30% March/April 2018. Balance on completion June/July 2018
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made: Yes Details of bid: Westerham Town Council will contribute £30,000 of final costs from received CIL. Decision made: Yes

	Details of decision: Approved at Finance and General Purposes Committee 27/11/2017
Would the scheme be fully funded if the CIL contribution is agreed:	Yes
Has this scheme benefited from CIL funding previously:	No If Yes; Please provide further justification as to why further CIL funding is required for this project.
<u>Deliverability</u>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	March/April 2018
Anticipated finish date for the delivery of the scheme:	June/July 2018
Anticipated date when CIL funding will need to be made available:	March/April 2018 for pre start deposit and June/July 2018 for balance
Does land need to be purchased to facilitate the scheme:	No. Note that the land is subject to an agreed ownership transfer from SDC to Westerham Town Council. Details:
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	This is a quick delivery project given the prefabricated modular insert construction method.
Please provide details of the management and timescales of the project.	Management of the project is by DANFO who manufacture and install. They have installed/refurbished over 5,000 facilities worldwide. Timescales as above.
Has consultation been carried out on	Carried out Details: Resident and Retail Public Consultation 2017. Summary of

Agenda Item 3g

<p>the scheme or is any planned?</p>	<p>Consultation results attached.</p> <p>(Note: Results can be attached separately if necessary.)</p>
<p>Is a relevant SDC ward member(s) supportive of the scheme?</p>	<p>Yes</p> <p>Signature of at least one SDC ward member: e.mail to be sent from SDC ward member for Westerham Councillor D Esler.</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p>
<p>Is the relevant town/parish council supportive of the scheme?</p>	<p>Yes Westerham Town Council</p> <p>Signature of at town/parish council chairman, clerk or chief executive: e.mail to be sent from Westerham Town Council chairman, Councillor Alan Wesley</p> <p>Note - An e-mail from them to cil@sevenoaks.gov.uk would also be sufficient.</p> 
<p>Maintenance</p>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	<p>Westerham Town Council sub contracted to DANFO</p>
<p>Are funding arrangements in place for maintenance:</p>	<p>Yes</p> <p>Details: Westerham Town Council Precept</p>
<p>Any further comments:</p>	<p>The precise costings cannot be established until the existing toilet facilities are removed and the vacated space internally made good. P.C.items are included in the overall price at this stage for these items.</p>

--	--

Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature



Name

ALAN WESLEY

Agenda Item 3g

Position	Chairman
Organisation	Westerham Town Council
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	As above

Summary of results of public toilets survey

Do you use the toilets?	Yes 175 (66%)	No 84 (32%) + Yes if improved 6 (2%)
Do you think the toilets are essential?	Yes 222 (80%)	No 57 (20%)
Are the toilets essential for visitors?	Yes 258 (92%)	No 21 (8%)
Total Responses	Paper: 135 (48%)	Online: 144 (52%)

Comments

Toilets also needed at KGF as are baby changing facilities (numerous comments)

Westerham is a tourist town that needs public toilets (numerous comments)

Facilities are more needed at KGF so the £50,000 would be better for residents and Fullers Hill favours visitors, who is more important to WTC?

Toilet needed at Darent car park (a number of comments)

Toilets needed for the elderly

Why can't local businesses let customers use their toilets? (numerous comments)

What about using toilets in the cyclery, library or John Frith room?

Could voluntary wardens monitor the toilets to prevent vandalism?

Move the public toilets to the Darent car park

The toilets are currently appalling! (numerous comments)

Toilets are essential when holding events in the Town

Better signage needed to the toilets

Make a 10p charge

£50,000 is too much

The existing toilets are not up to standard (cold, lights not working, opening times)

Not worth it as new toilets will be vandalised

How do we stop them being vandalised? / Install CCTV

Pay the pubs for use of toilets / community toilet

Traders should contribute to the cost if used by tourists

The toilets are useful for workmen not just tourists

Too expensive, there are lots of eating places with loos

Trader should not be expected to let non-customers use their toilets

Lack of facilities would ultimately result in loss of income/reputation for the Town

Can't believe this needs a consultation

How about a transitional trial using a hired portable toilet for a year which users pay for? The revenue collected over a period of a year would demonstrate if and how much the toilet is being used and at what times of the year. Also, usage would indicate if a toilet is needed in Westerham.

AH - 6th September 2017

APPENDIX H

Key considerations

- 1 The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.
 - a) Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
 - b) Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
 - c) Whether the scheme forms part of a planned strategy to address the need for infrastructure.
 - d) Whether the CIL contribution will be matched by funding from other sources.
 - e) Whether the use of other funding sources has been maximised.
 - f) Whether there is sufficient certainty that the scheme will be delivered.
 - g) Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
 - h) Whether the scheme is supported by the relevant town/parish council.
 - i) Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- 2 The board may also take into account other factors that it considers relevant.
- 3 Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

Types of recommendation:

- 4 The board may make the following recommendations to Cabinet for it to ratify:
 - a) Funding for the scheme is approved.

Agenda Item 3h

- b) Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
 - c) Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
 - d) Funding for the scheme is not approved on the basis that the scheme is not considered to be an appropriate use of CIL.
- 5 These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

Recommendations to the CIL Spending Board

- 6 That it be recommended to Cabinet that
- A) the £29,000.00 funding applied for, as set out in the report, for scheme “Upper Darent Flood Alleviation Project” be approved on the following grounds:
 - (i) Strong economic, social and environmental benefits to the community;
 - (ii) Partnership working with other organisations;
 - (iii) Majority of project cost secured through different match-funding sources.
 - B) the £3,000.00 funding applied for, as set out in the report, for scheme “Four Elms Playground” be approved on the following grounds:
 - (i) Strong economic, social and environmental benefits to the community;
 - (ii) Partnership working with other organisations;
 - (iii) Majority of project cost secured through different match-funding sources.
 - C) the £255,230.00 funding applied for, as set out in the report, for scheme “Darent Valley Path Enhancements” be approved on the following grounds:
 - (i) Strong economic, social and environmental benefits to the community;
 - (ii) Partnership working with other organisations;
 - (iii) Majority of project cost secured through different match-funding sources.

- D) the £750,000.00 funding applied for, as set out in the report, for scheme “Swanley Station Improvements” be approved on the following grounds:
- (i) Strong economic, social and environmental benefits to the community;
 - (ii) Partnership working with other organisations;
 - (iii) Majority of project cost secured through match-funding.
- E) the £258,274.00 funding applied for, as set out in the report, for scheme “Bat & Ball Station - Transport and Access Improvements” be approved on the following grounds:
- (i) Identified need for the scheme;
 - (ii) Strong economic, social and environmental benefits to the community;
 - (iii) Majority of project cost secured through match-funding.
- F) the £100,000.00 funding applied for, as set out in the report, for scheme “Rebuild of Sevenoaks Day Centre Nursery” be approved on the following grounds:
- (i) Identified need for the scheme
 - (ii) Strong economic, social and environmental benefits to the community
 - (iii) Partnership working with other organisations
 - (iv) Majority of project cost secured through match-funding.
- G) the £21,662.00 funding 21,662.00 funding applied for, as set out in the report, for scheme “Westerham Public Toilets Refurbishment” be approved on the following grounds:
- (i) Strong economic, social and environmental benefits to the community;
 - (ii) Majority of project cost secured through match-funding.

This page is intentionally left blank