

09 December 2019 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Despatched: 29.11.2019



# Community Infrastructure Levy (Cil) Spending Board

## Membership:

Chairman, Cllr. Esler; Vice-Chairman, Cllr. Mrs. Morris  
Cllrs. Abraham, Andrews, Barnett, Collins, P. Darrington, Eyre, Fothergill, Grint,  
Hogarth, McGregor, Osborne-Jackson, Pender and Purves

## 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. <b>Minutes</b> To agree the Minutes of the meeting of the CIL Spending Board held on 18 December 2019.	(Pages 5 - 14)	
2. <b>Declarations of interest or Predetermination</b> Including any interests not already registered.		
3. <b>Declarations of Lobbying</b>		
4. <b>Swanley Station Improvements - Request for amendment to conditions</b>	(Pages 15 - 28)	Claire Pamberi, Simon Taylor Tel: 01732227178/7134
5. <b>Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects</b>	(Pages 29 - 36)	Claire Pamberi, Simon Taylor Tel: 01732227178/7134
Applications		
A <b>Re-provision of White Oak Leisure Centre (Sevenoaks District Council)</b>	(Pages 37 - 68)	
B <b>Bradbourne Lakes Landscape Improvement (Sevenoaks District Council)</b>	(Pages 69 - 94)	

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| C | <b>Swanley Transport Interventions<br/>(Kent County Council - Highways)</b>                         | (Pages 95 -<br>122)  |
| D | <b>Westerham Parking Project<br/>(Westerham Town Council)</b>                                       | (Pages 123 -<br>196) |
| E | <b>Extension to Kemsing Surgery<br/>(NHS West Kent Clinical Commissioning<br/>Group)</b>            | (Pages 197 -<br>212) |
| F | <b>Go 2 - A Demand Responsive Bus Service<br/>(Go-Taxi Hire Limited &amp; Go-Coach<br/>Limited)</b> | (Pages 213 -<br>244) |

Appendix

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| G | <b>Key considerations &amp; Recommendations</b> | (Pages 245 -<br>248) |
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**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](mailto: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 At the beginning of the meeting the Chairman will move the recommendation and 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.
- 5.2 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include:
- Summary of current CIL Legislation
  - Amount of funding available
  - Where CIL receipts have come from
- 5.3 The Chairman will read out each project title.
- 5.4 The officer will introduce the bid then lay out the key considerations and summarise the recommendation for each bid.
- 5.5 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 s/he sees fit.

- 5.6 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.

## Supplementary Information

### Extract from Appendix X1 of the Council's Constitution

- 5.7 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. A bid is likely to be deferred if the Board considers that they reasonably require further information in order to determine it.
- 5.8 Speakers are allowed visual aids (of up to 5 slides).
- 5.9 Members of the Spending Board will then have an opportunity to ask questions of clarification of the Speakers present.
- 5.10 Members of the Spending Board will then have an opportunity to ask questions of the officers present.
- 5.11 Discussion of each Bid will then take place. Any proposed changes shall be treated as an amendment to the motion and voted on accordingly.
- 5.12 A decision on the motion will only be made at the end of the meeting after all the Bids have been discussed. This ensures that every bid is considered and discussed before any decision is made.
- 5.13 The Board can only consider the bid put before them and the details provided by the applicant. This means that the Board cannot amend any details of the bid or the amount of money awarded at the meeting. They can only agree, refuse or defer if they consider more information is needed or that further investigation is required to be carried out in regard to the costs of the project.
- 5.14 Each bid should be given the following considerations during the decision making process:
- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
  - Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
  - Whether sufficient evidence has been submitted to show that the project involves partnership working.
  - Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
  - Whether sufficient evidence has been provided to show the clear public benefit to the scheme.

**Extract from Appendix X1 of the Council's Constitution**

- Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
  - Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
  - Whether the scheme has local support.
  - Whether the project has already benefited from CIL through the Parish and Town Councils.
  - Whether overall the scheme provides a strong community benefit.
- 5.15 After all the bids have been considered individually and any amendments made, a vote will take place on the motion / substantive motion and the Chairman will advise the meeting of the result.

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**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

Minutes of the meeting held on 18 December 2018 commencing at 7.00 pm

Present: Cllr. Edwards-Winser (Chairman)

Cllr. Reay (Vice Chairman)

Cllrs. Ball, Mrs. Bayley, Clack, Dyball, Halford, Kelly, Maskell, McArthur, McGregor, Purves and Reay

Apologies for absence were received from Cllrs. Parson and Miss. Stack

Cllrs. Coleman, Mrs Hunter, Raikes and Scholey were also present.

1. Minutes

Members discussed amending Minute 3 (d) to include that the granting of funds be approved subject to disabled access being provided from both sides of Swanley station. It was advised that the recommendations had already been ratified by Cabinet at its meeting on 7 June 2018 (Minutes 8 (a)) and additional conditions could therefore not be imposed. However, Officers would investigate this with the parties involved in order to convey the Board's wishes.

Resolved: That the Minutes of the Community Infrastructure Levy (CIL) Spending Board meeting held on 8 May 2018 be approved and signed by the Chairman as a correct record.

2. Declarations of interest or Predetermination

Councillor McArthur and Councillor McGregor declared that for Application A - Edenbridge Public Toilets (Edenbridge Town Council) and Application D - Edenbridge Hub Development (Kent Community Health NHS Foundation Trust) they were Ward Members for the applications and Members of Edenbridge Town Council however remained open minded.

Councillor Edwards-Winser declared that for Application B - Health Pod for Otford Medical Practice (Otford Patient Participation Group) he was a Ward Member for the application however remained open minded.

Councillor Ball and Dyball declared that for Application C - Disabled Play Equipment (Swanley Town Council) they were Members of Swanley Town Council however remained open minded.

Councillor Halford declared that for Application C - Disabled Play Equipment (Swanley Town Council) he was a Ward Member for the application and would not take part in the debate or voting thereon, but would remain in the Chamber.

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3. Declarations of Lobbying

There were none.

4. Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects

The Planning Officer (Policy) presented a report which advised Members that the first round of bids had been open for 5 weeks from 21 October 2018 to 29 November 2018. Community Infrastructure Levy (CIL) contributions had been collected on qualifying developments and the council had a mandatory responsibility to pass a portion of CIL contributions to Town and Parish Councils where development had occurred within a 6-month period.

Cabinet had agreed that all Parish and Town Councils in the District would receive 25% of CIL contributions collected and would be calculated against the top CIL charging rate, resulting in discretionary 'top up' payments made by the District Council. The Board were advised that following the last Community Infrastructure Levy (CIL) Spending Board meeting, Cabinet had agreed to amend the recommendations to include a legal agreement to allow funds to be returned if not spent or if not spent correctly. This would not apply to Town and Parish Council applications as they were covered under a separate agreement. The Council could recover up to 5% of CIL receipts for administrative costs.

The process for assessing applications was a two-stage process as set out in the council's Constitution and all bids had been judged on merit.

Application A - Edenbridge Public Toilets

The application sought £34,000.00 to fund a major refurbishment of the public toilets in the town centre at the Market Yard car park, Edenbridge, in the central part of the High Street. They would be available for use by businesses, residents and visitors. The refurbishment would modernise the existing facilities, improve hygiene standards to increase usage as well as providing a hot water supply to the facility. This application had been submitted prior to the last CIL Spending Board however as planning permission had not been granted at that stage, did not get through to stage two.

The proposal demonstrated strong economic, social and environmental benefits to the community and partnership working with other organisations. There was considered to be sufficient certainty that the scheme would be delivered, with a need for the scheme being identified in an adopted plan or strategy. Sufficient evidence had been submitted to demonstrate a strong link between new development and the scheme.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid      Cllr Scholey

For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker. The speaker explained that Edenbridge Town Council had obtained a number of quotes for the refurbishment of the toilets with the £70,000 being the best value for money. The different features, sizes and levels of disrepair of public toilets were said to account for differences in price. The proposal was for a male, female and disabled use toilet. The facilities' running costs would not be significantly affected by the refurbishment as this was mainly cleaning costs. Efforts to reduce vandalism would be taken when refurbishing the toilets.

Application B - Health Pod for Otford Medical Practice

The proposal was for a "health pod" for the Otford Medical Practice and sought £2,500.00 for its installation. The pod would include a number of basic medical instruments for patients to measure certain health conditions, including blood pressure, weight, pulse, glucose levels etc. The information would be recorded against the patient's medical record for a GP to view at any time. The Patient Participation Group who were responsible for the bid believed the "health pod" would reduce the amount of "face time" patients have with GPs for basic check-ups and free up capacity for appointments. It was advised that as the pod was an internal installation it would not require planning permission.

There had been considerable local support for the project which proposal demonstrated strong economic, social and environmental benefits to the community. There was believed to be sufficient certainty that the scheme would be delivered and a CIL contribution would be matched by funding from other sources.

Company/person/body responsible for the bid	Kenneth Cardinal
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker. A 'health pod' trial and demonstration was expected to take place on 7 January 2019 and, subject to funds, expected installation in the Otford Practice would take place in early 2019. Running costs for the first year were said to be included in the estimate of £8,500.00 for the project with subsequent years to be funded by the Otford Patient Participation Group through fundraising activities. Members were advised that the Otford Medical Practice would be willing to pay for maintenance costs of £650 per year if the patient group were unable to. Various additional features were expected to become available over time and the need for a health pod was expected to be a long term one. The health pod would not have a designated staff member however patients using the pod could seek assistance from reception staff. The facility was

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expected to be used mainly by patients waiting for their appointment. It was acknowledged that some patients would have difficulty using the health pod.

Application C - Swanley Park Disabled Play Equipment

Members were advised that the proposal requested £10,000.00 for the installation of play equipment for the disabled in Swanley Park to provide better facilities and opportunities for those with accessibility or disability issues. This would follow on from ongoing improvements to the park following an increase in visitor numbers. There was considerable local support for the proposal which demonstrated strong economic, social and environmental benefits to the community. The CIL contribution was expected to be matched by funding from other sources. Planning permission for this application would not be required as the proposal could be carried out under permitted development rights.

Company/person/body responsible for the bid	Stephen Nash
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the speaker. The proposed equipment would consist of a wheelchair accessible swing and roundabout and ramps to be installed to provide access to the paddling pool. Although there was opportunity for integration between wheelchairs users and non-wheelchair users within the wider park it was stated that this would not be enhanced by the proposed equipment. It was noted that an access roundabout currently installed in the district did allow for a wheelchair user and non-wheelchair users to enjoy the facility at the same time.

Application D - Edenbridge Integrated Health and Wellbeing Centre

Members were advised that the proposal was for the development of a Health and Wellbeing Centre in Edenbridge which sought £600,000.00. The scheme would relocate the Medical Practice and services at the Edenbridge War Memorial Hospital into a single integrated building to provide a number of medical and community health services. The creation of an integrated Health and Wellbeing Centre would also look to provide the associated infrastructure supporting the development of an energy centre, car parking and community areas. The application had been submitted prior to the last CIL Spending Board however was considered to have insufficient information to make it to the Board. If successful in gaining planning permission completion of the proposal was expected by the end of 2020.

The proposal had considerable local support and demonstrated strong economic, social and environmental benefits to the community and effective partnership working with other organisations. The CIL Contribution was expected to be match funded from other sources and the scheme formed part of a planned strategy to address the need for infrastructure.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Carl Dodd
For the bid	-
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the Officers and the speakers. Officers advised that granting this CIL application would not adversely affect the collection of CIL from any CIL liable development including future housing development in the area as it was a statutory requirement to pay it on any new development. Planning permission would be required before the funding was released to the Kent Community Health NHS Foundation Trust. Estimates on the total cost of the project were difficult to predict as the proposal was still in progress however the forecasted cost included the price of the land. The Trust responsible for the bid were not expecting any funding or input from site developers. It was advised that there was an existing need for this service in Edenbridge and the proposal was not dependant on new houses being built in the area.

#### Application E - Bat and Ball Community Centre

The proposed scheme requested £1,200,000.00 for alterations and improvements to the existing Sevenoaks (Bat & Ball) community centre. The planned works would include a front, side and link extension and the erection of a cycle and bin store. The project was expected to address an increased demand for high quality community facilities in the area. Additionally, significant growth was planned in the immediate area within the emerging Neighbourhood Development Plan and the Draft Local Plan. Planning permission for these works was approved by the Council on 8 November 2018.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Linda Larter MBE
For the bid	-
Against the bid	-
Parish Representative	Richard Parry
Local Member	-

Members asked questions of the Officers and the speakers. Any funding gaps between Sevenoaks Town Council and a CIL grant were expected to be filled by a Public Works Loan Board loan. Members were advised that the Sevenoaks Town Council along with local businesses were having to use other venues within and outside of the District for events due to the lack of large halls in Sevenoaks. The proposed design would be 120 square meters larger than the existing centre. It was advised by the speakers that the proposal would include a transport integration policy and the development of cycle racks (including electric) and would be in close proximity to the train station and two bus routes. The development would also include improving access to the northern side of Bat and Ball train station. The currently facility would be required to close for 18 months during redevelopment and events and booking were would be relocated to other local

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venues. It was advised that this project would further improve the Bat and Ball area.

Application F - Fordcombe Village Community Hall

The application sought £185,000.00 to fund the redevelopment and repair of the existing village hall and provide additional sports facilities. An error within the report was highlighted and it was advised that planning permission for the project had been granted on 24 August 2018. The use of the hall by village groups and individuals had reportedly dwindled due to dire facilities and poor access for the less mobile/disabled. The amount of money required to refurbish the Community hall would be greater than developing a new hall. The project would provide 'a fit for purpose' community and sports facility with no other community facility provided in the village. Planning permission for the application had been approved. There was sufficient certainty that the scheme would be delivered which would provide strong economic, social and environmental benefits to the community. The CIL contribution was expected to be match funded from other sources.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid	Elaine Barnett
For the bid	Nick Byrne
Against the bid	-
Parish Representative	-
Local Member	-

Members asked questions of the Officers and the speakers. It was advised that the applicant had raised a third of the necessary funds through fundraising activities and they expected to also receive some funding from Kent Sport grants. It was advised that confirmation of match funding would be required before the CIL grant was released to the applicant.

At 8.49 p.m. the Chairman adjourned the meeting for the convenience of Members and Officers. The meeting resumed at 9.01pm.

Members were advised by Officers that meeting procedure required that all the applications should be debated before being voted on. However, it was decided by the Chairman and supported by Members that they would debate and vote on each application as there was sufficient funding available for all of the bids.

5. Edenbridge Public Toilets (Edenbridge Town Council)

Members debated the application.

Resolved: That it be recommended to Cabinet that the £34,000.00 funding applied for, as set out in the report, for scheme “Edenbridge Public Toilets” be approved on the following grounds

- i. Strong economic, social and environmental benefits to the community
- ii. Partnership working with other organisations;
- iii. There is sufficient certainty that the scheme will be delivered
- iv. Need for the scheme is identified in an adopted plan or strategy
- v. Sufficient evidence has been submitted to demonstrate a strong link
- vi. between new development and the scheme.

6. Health Pod for Otford Medical Practice (Otford Patient Participation Group)

Members debated the application. Members noted that the funding request was relatively small when considering total project costs.

Resolved: That it be recommended to Cabinet that

- a) subject to a legal agreement being signed within 6 months of the decision date, the £2,500.00 funding applied for, as set out in the report, for scheme “Otford Medical Practice Health Pod” be approved on the following grounds
  - i. strong economic, social and environmental benefits to the community
  - ii. strong local support for the project
  - iii. the CIL contribution will be matched by funding from other sources
  - iv. that there is sufficient certainty that the scheme will be delivered
- b) if the legal agreement was not signed in accordance with (a) above then funding applied for would be refused for failure to ensure the effective management of CIL funds.

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7. Disabled Play Equipment (Swanley Town Council)

Members debated the application.

Resolved: That it be recommended to Cabinet that the £10,000.00, applied for, as set out in the report, for scheme “Swanley Park Disabled Play Equipment” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community
- ii. strong local support for the scheme
- iii. the CIL contribution will be matched by funding from other sources

8. Edenbridge Hub Development (Kent Community Health NHS Foundation Trust)

Members debated the application. It was suggested that granting the application funding should be subject to the proposal receiving planning permission.

Resolved: That it be recommended to Cabinet that

- a) subject to a legal agreement being signed within 6 months of the decision date and planning permission in accordance with the terms of the CIL application being granted within 5 years of the decision date, the £600,000.00 applied for, as set out in the report, for scheme “Edenbridge Integrated Health and Wellbeing Centre” be approved on the following grounds
  - i. strong economic, social and environmental benefits to the community
  - ii. strong local support for the scheme
  - iii. partnership working with other organisations
  - iv. The CIL Contribution will be matched funded from other sources
  - v. The scheme forms part of a planned strategy to address the need for infrastructure

- b) if the legal agreement was not signed in accordance with (a) above then funding applied for would be refused for failure to ensure the effective management of CIL funds.

9. Bat & Ball Community Centre (Sevenoaks Town Council)

Members debated the application. It was noted that if granting funding for this application, 25% of CIL money granted would have been to the Sevenoaks Town Council for the Bat and Ball area. It was recognised that this percentage was likely to change following the granting of future applications and Bat and Ball area required regeneration. Members were reminded that applications should be made on their merit. This area was said to have a high density of residents. Members discussed the size of the proposed community centre and the need for large halls in the town and district was acknowledged. The considerable funds raised by the Town Council for this project was noted, and that the only funding sources outlined were from the Town Council and CIL grant.

Resolved: That it be recommended to Cabinet that the £1,200,000.00 funding applied for, as set out in the report, for scheme “Bat & Ball Community Centre” be approved on the following grounds:

- i. strong economic, social and environmental benefits to the community;
- ii. strong local support for the project
- iii. the scheme forms part of a planned strategy to address the need for infrastructure
- iv. There is sufficient certainty that the scheme will be delivered

10. Fordcombe Village Community Hall (Fordcombe Hall Trust)

Members debated the application. Members commended the application and the speakers. It was noted that granting of the CIL funds should be subject to the applicant also securing funding from other sources.

Resolved: That it be recommended to Cabinet that

- a) subject to a legal agreement being signed within 6 months of the decision date and secured funding from other sources the £185,000 applied for, as set out in the report, for scheme “New Village Hall/Sports Pavilion Project” be approved on the following grounds:
  - i. strong economic, social and environmental benefits to the community

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- ii. the CIL contribution will be match funded from other sources
  - iii. there is sufficient certainty that the scheme will be delivered
- b) if the legal agreement was not signed in accordance with (a) above or if the remaining funding was not secured from other sources then funding applied for would be refused for failure to ensure the effective management of CIL funds.

THE MEETING WAS CONCLUDED AT 9.28 PM

CHAIRMAN

**Proposal**      Swanley Station Improvements

**Applicant**    Sevenoaks District Council

**Ward(s)**        Swanley St Marys

### Introduction

- 1      At the CIL Spending Board held on Tuesday 8 May 2018, Sevenoaks District Council applied for £750 000 towards improvements to Swanley Train Station.
- 2      The Board agreed to give the full £750,000.00 applied for, 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.
- 3      The Board agreed to give the full £750,000.00 applied for, on the following grounds:
  - iv.     Subject to disabled access from both sides of the station detailed as part of the scheme, listed support of at least one local member, views from the Town Council obtained and ongoing arrangements with Network Rail.
- 4      Officers from the property team have been working with other bodies including national rail and Kent County Council towards progressing this project. They have provided planning officers with an updated report on their progress which includes the following:
  - The project plans have been progressing since the funding approval and plans have been submitted for planning under general permitted development, currently awaiting decision.
  - The total project funding which has been allocated is £2.25 million including the £750k CIL contribution. Without the CIL contribution this partnership project will not go ahead and the significant external funding allocated to the area would be lost with it being unlikely to be available in the future.

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- Local members have been asked for comment on the planning application, with further opportunity to view the plans to be arranged following response from planning application.
- Significant work and planning has gone into these proposals which will include changes to the road layout surrounding the station, increased CCTV coverage, as well as improving the look and functionality of the station buildings and extending the retail offerings for customers.
- SDC officers from the Economic Development Team have met with the Swanley Town Council Chief Executive Officer and confirmed that they were supportive of this development to bring investment into the station to support the town as it begins to regenerate and grow. Information about the scheme is to be available in the Swanley link for residents to view.

5 Looking at the supplementary information provided, it is clear that the Council are likely to or have met the following conditions laid out by the CIL Spending Board:

- Support from a local member.
- Views of the Town Council obtained.
- Ongoing arrangement with Network Rail.

6 The main issue here is that the project, when submitted did not include an access for the disabled on both sides of the station. The south side already has access and this provision will be enhanced. However looking into the provision on both sides, the applicant comments as follows:

*“The station currently has stairs to access the footbridge from the Northern side, the extensive feasibility work for this project considered 2 options for achieving step free access. The provision of a ramp from the entrance to the car park onto the overbridge and a small lift shaft to achieve the same and navigate the nine-step change in levels between the entrance and the overbridge.*

*The engineering to achieve either of these options is highly complex as there are set conditions around gradients of ramps (i.e. cannot be more than 1:20 gradient, resting landing at regular intervals etc) and the location of either the ramp or lift shaft involved creating the structure on the side of a deep cutting with the operational railway below. The two potential solutions were evaluated in terms of buildability and only the ramp was considered a viable option for achieving step-free access given the unique position above the operational railway. The cost of the ramp would be over £1million to achieve and was therefore not possible within the budget or*

*timescale available. Other more budget friendly options such as installing stair lifts were discounted as a viable option for the station environment as they have been tried elsewhere on the railway, have not worked well and have now been discontinued.*

*Southeastern currently offers an Assisted Travel service for all users who need further help to access the network owing to their personal circumstances, to circumvent physical barriers owing to the Victorian infrastructure or a combination of both. The Assisted Travel service offers a basket of support options for users including providing additional staff support, loan of a wheelchair while on the station to get from entrances to the train or where there are physical barriers, which cannot currently be engineered out, accessible taxi transfer to areas where step-free access can be provided.*

*To this end, Southeastern would currently offer this service to anyone requiring step-free access from the North Side at Swanley as the road route from one side to another is a long one. The service is promoted at the station on the ‘Welcome to Swanley station poster’ at each entrance and there are leaflets available from customer services by post or from the ticket office at the station*

*The scheme, (which is being part funded by CIL) encompasses a number of accessibility improvements as follows:*

- Introduction of three parking spaces at South entrance for blue badge holders installed the latest standard in terms of bay dimensions and transfer zones. This replaces the current two spaces, which are not installed to the latest standards and have limited transfer space for users.*
- De-cluttering of booking hall and approaches to overbridge with relocated cycle stands and removal of current tenant space to open up areas*
- Refurbished footpaths down station approach with renewed and compliant drop kerbs with blister tactile paving on the entire route down to the station*
- New drop kerbs with blister tactile paving on Station Approach and Azalea Drive to create step-free route from Station Approach up Azalea Drive and to bus stop including parade of shops*
- Installation of anti-slip stair nosings and warm-to-touch new handrails including new LED lighting on staircase leading the Station Approach towards bus stop and parade of shops on Azalea Drive.”*

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- 7 In light of the above, it is clear that SDC and their partners are progressing this project and have fully considered the option to provide access for the disabled on both sides of the station. It is clear from the information provided that due to the change in levels and the cost of that provision the provision to both sides would render the scheme unviable especially if the CIL money is released only if the access for the disabled is provided to both sides.
- 8 The property team have therefore approached the CIL Spending Board to amend the condition of the payment of funds.

### Officers Assessment

- 9 Officers have considered the proposal and it is their view that the proposal without the access for the disabled to the north of the station would still provide a project that had strong economic benefits to the community, partnership working with other organisations and that the majority of the project would be secured through match funding. It is therefore considered that the amendment to the condition is acceptable as it does not significantly impact upon the overall improvements to the station or the reason for granting the money in the first place.
- 10 In addition to this as the need to provide access for the disabled to public buildings is covered by other legislation, it is not considered that it is truly within the remit of the Spending Board to insist on the provision of access for the disabled over and above what the law provides.
- 11 Members are reminded that without the CIL contribution it is likely that the redevelopment of the station will not happen and the allocated external funding would be lost as the majority of it is time limited.

### Conclusion

- 12 The property team at SDC have requested that an amendment be made to the conditions of a bid that has already been before the CIL Spending Board and awarded funding.
- 13 The proposal has been fully considered and it is recommended that even without disabled access to both sides of the station, the need for the scheme has been clearly demonstrated. It is therefore considered that the bid is still approved for the following reasons and conditions:
  - 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.
- iv) subject to support local support being provided, views of the Town Council obtained and ongoing arrangements with Network Rail.

**Appendices**                      Original bidding proforma and supporting information

**Background Papers**            [Minutes - CIL Spending Board - May 8 2018](#)

**Contact Officers**                Claire Pamberi, Ext. 7221 & Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

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**Sevenoaks District Council**

**Community Infrastructure Levy Spending Board**

**Bid for Funding Pro-forma**

**Infrastructure Only**

<p><b>Scheme name:</b></p>	<p>Swanley Station access improvements</p>
<p><b>Description of Scheme:</b></p>	<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>
<p><b>Is this scheme promoted by your organisation in partnership with another organisation (s)?</b></p>	<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 &amp; 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 4

<p>Is planning permission required for the scheme?</p>	<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>
<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<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>
<p><b><u>Need for the Scheme</u></b></p>	
<p>List of projects or development that result in the need for this scheme:</p>	<p>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%)</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>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.</p>

<p><b><u>Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:</u></b></p>	
<p>Economic</p>	<p>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.</p>
<p>Social</p>	<p>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>

<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"> <li>• Making it easier for jobs to be created in cities, towns and villages</li> <li>• Replacing poor design with better design</li> <li>• Improving the conditions in which people: live, work, travel and take leisure</li> </ul> <p>National Infrastructure Plan (2014)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• The transport system must adapt to unexpected pressures allowing for the rapid movement of goods and people, adding value to the economy</li> </ul> <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"> <li>• Delivering growth and prosperity</li> </ul>

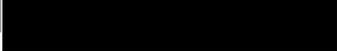
## Agenda Item 4

	<ul style="list-style-type: none"> <li>• Tackling congestion hotspots</li> <li>• Transferring existing and new car trips onto public transport, walking and cycling, especially for short journeys</li> <li>• Providing sufficient transport infrastructure to mitigate the impact of planned development</li> </ul> <p>Local Transport Plan for Kent 2011-16</p> <ul style="list-style-type: none"> <li>• Growth without Gridlock</li> <li>• A Safer and Healthier County</li> <li>• Tackling a Changing Climate</li> <li>• Enjoying life in Kent</li> </ul> <p>The scheme proposals fit with the following SDC objectives:</p> <p>Sevenoaks District Cycling Strategy:</p> <ul style="list-style-type: none"> <li>• Development transport interchanges in the main urban areas of Sevenoaks, Swanley and Edenbridge resulting in linkages to key services</li> <li>• Enhancing commuter cycle travel</li> </ul> <p>Sevenoaks District Strategy for Transport 2010-2026:</p> <ul style="list-style-type: none"> <li>• Reduce areas of congestion</li> <li>• Improving air quality and existing levels of pollution</li> <li>• Tackle issues associated with accessibility and road safety</li> </ul> <p>Sevenoaks Core Strategy 2011-2026</p> <ul style="list-style-type: none"> <li>• High quality regeneration of Swanley to sustain the local economy through the redevelopment of employment and attractive modes of sustainable transport</li> <li>• Account for climate change, development must attempt to mitigate and adapt to climate change whilst contributing towards improving air quality</li> </ul>
<b><u>Funding</u></b>	
Total project cost:	£2.25 million
Funding required from CIL:	£0.75 million
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) 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.
Is this bid for staged payments?	No
Will staged payments be accepted?	Yes

	<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><b><u>Deliverability</u></b></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 4

	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 <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> 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 <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.
<b><u>Maintenance</u></b>	
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:	
<b><u>Declaration</u></b>	
<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	
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>

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## Allocation of Community Infrastructure Levy (CIL) Contributions to Local and Strategic Infrastructure Projects

### Community Infrastructure Levy (CIL) Spending Board - 9 December 2019

Report of Chief Planning Officer

Status For Consideration

Also considered by Cabinet

Key Decision Yes

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**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. Julia Thornton

**Contact Officers** Claire Pamberi (Planning Standards Manager) Ext. 7221

Simon Taylor (Planning Officer) Ext. 7134

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**Recommendation to the CIL Spending Board:** That the Board consider the report and appendices, and agree the recommendations as set out in Appendix G 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.

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### Introduction and Background

- 1 As members are aware, Sevenoaks District Council (SDC) adopted their Community Infrastructure Levy (CIL) charging schedule on 18<sup>th</sup> February 2014 and has been charging on all qualifying development since 4<sup>th</sup> August 2014. SDC has therefore been collecting CIL receipts since that date. The District's CIL Charging Schedule sets out the charging rates and what development is charged under CIL.
- 2 Since the introduction of CIL, the Council has held two Spending Boards. The Boards have granted various amounts of CIL to be given a variety of infrastructure projects across the District. Following the meeting of the last CIL Spending Board, the Council has also reviewed the Governance of CIL, to provide further clarification to the assessments of bids, the structure and function of the Board and also to ensure a more consistent and open process.

## Agenda Item 5

This is therefore the first meeting of the CIL Spending Board since the change in Governance.

- 3 Since the last Spending Board, there has been a steady income of CIL Receipts resulting in sufficient funds for this CIL Spending Board to allocate to make a meaningful contribution to infrastructure projects in the area.
- 4 An invitation for Bids to this Board was sent out to all statutory infrastructure providers and interested parties. The invitation to Bid was open from 29<sup>th</sup> July through to 5pm on Monday 30<sup>th</sup> September 2019.

### Update on CIL Legislation

- 5 Members may be aware that new CIL Regulations came into force on 1<sup>st</sup> September 2019.
- 6 The regulations make a number of important changes to the operation of CIL and also section 106 planning obligations. These include:
  - removing the requirement to consult on a preliminary draft charging schedule;
  - applying indexation when planning permissions are amended;
  - removing the restriction on the number of planning obligations that can be used to fund a single project;
  - introducing new reporting requirements through Infrastructure Funding Statements (from December 2020);
  - allowing authorities to spend up to 5% of levy receipts on administrative expenses; and
- 7 It should be noted that whilst these are considered important they will not impact on the process of the CIL Spending Board and how the money will be spent.

### Update on CIL Contributions

- 8 CIL contributions are collected on all qualifying developments. A percentage of these receipts are passed to the Town and Parish Councils to spend on infrastructure and/or anything else that is concerned with addressing the demands that development places on an area.
- 9 This has resulted in over £2.3 million being passed to Parish and Town Councils to date. The most up to date CIL figures in regard to Parish and Town Councils can be found using the Council's interactive tool by using the following link:

[https://www.sevenoaks.gov.uk/info/20075/community\\_infrastrucure\\_levy/285/what\\_is\\_cil\\_and\\_when\\_does\\_it\\_apply](https://www.sevenoaks.gov.uk/info/20075/community_infrastrucure_levy/285/what_is_cil_and_when_does_it_apply)

All information shown on the interactive tool is updated in real-time, meaning that Town and Parish Council, Members and the public are able to

see how much CIL is collected within an area and how much is passed to the respective Town or Parish Council within a given period.

- 10 Furthermore, the District Council may apply up to 5% of CIL to administrative expenses incurred by it in connection with CIL. The remaining proportions of CIL receipts collected are retained by the District Council to be allocated by the CIL Spending Board towards 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.

The following table summarises the total value of CIL contributions collected and the amount of contributions available for the CIL Board to allocate. Members should note that the information provided is accurate from the commencement of CIL up until 30<sup>th</sup> September 2019, as this was the last payment period to town and parish councils:

<b>Total value of CIL receipts collected by Sevenoaks District Council to date (01.04.2014 - 30.09.2018)</b>	<b>£8,077,449.19</b>
Total value of CIL receipts that have been previously allocated by the CIL Spending Board (to date)	£3,291,724.00
<b>Total value of CIL receipts available for the CIL Board to allocate for local infrastructure projects</b>	<b>£2,029,008.49</b>

- 11 It should be noted that it is not possible to predict when CIL contributions will be collected, as the payments of CIL are dependant on the date of the commencement of development, and any exemptions that the applicant has applied for (i.e. self-build, affordable housing, charitable status).

#### Process for Assessing Bids

- 12 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 for the assessment of bids

## Agenda Item 5

was discussed with members of the CIL Spending Board and agreed by the Development and Conservation Advisory Committee and Cabinet in July 2019. In this case lead officer has assessed the bids in accordance with the criteria agreed and ranked them accordingly. Bids with the highest scores are shortlisted and presented to the Board.

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

### Consideration of Shortlisted Bids

- 14 The following reports set out the shortlisted bids. Each report sets out the application proposal and indicates the strengths and weaknesses of each bid against the key considerations of the Board.
- 15 The CIL spending board's key considerations will be whether there is a community 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 sufficient evidence has been submitted to show that the project involves partnership working.
  - d) Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
  - e) Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
  - f) Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
  - g) Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
  - h) Whether the scheme has local support.
  - i) Whether the project has already benefited from CIL funding through the CIL Spending Board or the Parish and Town Councils.

j) Whether overall the scheme provides a strong community benefit.

- 11 The board may also take into account other factors that it considers relevant.
- 12 It is important to note that there is limited CIL funding available for the Board to allocate on this occasion. For this Board the CIL money requested to support all the projects is more than the total amount available to spend.

<b>Total value of CIL receipts available for the CIL Board to allocate for local infrastructure projects</b>	<b>£2,029,008.49</b>
<b>Total value of CIL requested through all the projects put forward to this CIL Board</b>	<b>£2,428,232.98</b>
<b>Shortfall</b>	<b><u>£399,224.49.</u></b>

- 13 As part of the reports on each item (see Applications A to F), Officers have provided information to the Board to indicate which criteria they consider each of the bids performs strongly under and also the criteria that they perform weaker under. It is therefore for the Board to determine which applications they consider closely meet the criteria listed above and should be granted CIL receipts towards their infrastructure projects.

#### **Additional Item**

- 14 Members will also find attached a separate report regarding Swanley Station Improvements. In this case, Sevenoaks District Council, working in partnership with a number of organisations were awarded £750,000 towards the improvements to the station. The award was 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.
  - iv. subject to disabled access from both sides of the station detailed as part of the scheme, listed support of at least one local member, views of the Town Council obtained and ongoing arrangements with Network Rail.
- 15 SDC, working with other organisations wish to amend condition iv and details of this are provided in the report.
- 16 Members should note that as the money has already been allocated for this project, this would not impact upon the spending summary provided

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previously. It is purely the role of Members on this occasion to agree whether the condition can be amended or not.

### **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.

### **Conclusion**

The Council has been collecting contributions under the Community Infrastructure Levy (CIL) since August 2014, following its adoption in February 2014. Over the last year, the Council is now in a position to allocate the contributions collected towards 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. It is now the responsibility of the Board to determine which bids should be granted.

### **Appendices**

Application A - Re-provision of White Oak Leisure Centre (Sevenoaks District Council)

Application B - Bradbourne Lakes Landscape Improvements (Sevenoaks District Council)

Application C - Swanley Transport Interventions Fund (Kent County Council Highways)

Application D - Westerham Parking Project (Westerham Town Council)

Application E - Kemsing Surgery Extension (West Kent Clinical Commissioning Group)

Application F - "go 2" A Demand Responsive Bus

Service (Go-Coach Limited and Go-Taxi Limited)

Appendix G - Key Considerations & Recommendations

**Background Papers**

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

CIL Governance Arrangements (Cabinet [July 2019](#))

**Richard Morris**

**Chief Officer Planning & Regulatory Services**

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Application A

**Proposal** Re-provision of White Oak Leisure Centre

**Applicant** Sevenoaks District Council

**Ward(s)** Swanley White Oak

**RECOMMENDATION:** That the **£900,000.00** applied for, as set out in the report, for scheme “Re-provision of White Oak Leisure Centre” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.
- There is strong community support of the scheme

### Introduction

- 1 Sevenoaks District Council has 54 elected Members and is responsible for delivering services for local communities as well as producing statutory plans and strategies.
- 2 The application was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

### Description of Proposal

- 3 The proposal is to replace the existing White Oak Leisure Centre complex with a brand new facility. This is to be re-provided on the current site of the existing leisure centre. It is submitted to the CIL Spending Board that the existing leisure centre is coming to the end of its existing life given that it is now 53 years old (originally built in 1967).
- 4 The new leisure centre will offer brand new and fit-for-purpose facilities including:

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- A 6 lane, 25 meter length pool and learner pool with wet-side spectator seating for events;
- Tag Active Arena;
- New fitness suite;
- Toning room for people who need to use Shape-Master equipment;
- Group exercise studios;
- Changing facilities;
- Multi-purpose rooms and multi-functional courts;
- Café and other associated community uses.

### Funding

- 5 Sevenoaks District Council has estimated that the total cost of the project to re-provide the White Oak Leisure Centre will be approximately £20 million.
- 6 The District Council have identified the following additional funding sources and grants to support their application to the Board:
  - A bid has been submitted to Sport England under their Community Asset Fund stream for the maximum amount available (£150,000)
  - A bid has been made to Swanley Town Council for CIL funding (£10,000). A decision has not been submitted as part of the applicant's application.
- 7 It should be noted within the application that there is an expectation that capital receipts from a number of development sites within Swanley will contribute to the overall project cost. The value of capital receipts expected is currently unknown.
- 8 Further to this, the applicant's consultants have advised that a combination of income from the sale of assets, borrowing and income from a leisure centre operator will contribute to the overall cost of the scheme.
- 9 Therefore to meet the funding gap for the full cost of the project, Sevenoaks District Council has applied to the Board for £900,000.000 of CIL funding. This equates to 5% of the total project cost.

### Representations and Support

- 10 The application submitted indicates that Sevenoaks District Council is not working in partnership with any other organisation to deliver the scheme. Therefore, it should be assumed that the District Council is the sole organisation for the delivery of the scheme.

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

- Cllr. Lesley Dyball (SDC Member for Swanley St. Marys and People & Places Portfolio Holder)
- Cllr. Paul Darrington (SDC Member for Swanley White Oak)
- Mr. Steve Nash (Clerk to Swanley Town Council)
- Mr. Tony Smith (White Oak Swimming Club)
- Mr. Ben McDonald (Water Polo Manager and Bexley Water Polo Club)
- Ms Carol Kent (White Oak Gymnastics Club)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong link between new development and the scheme
- Strong community

#### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 12 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 13 The proposal is a significant piece of infrastructure that would bring substantial social, economic and environmental benefits to the local community as well as the wider community that the facility would serve. In terms of the economic benefits, the proposal seeks to align with the aspirations and ambitions of the Local Plan to create integrated communities, which are served by appropriate infrastructure to support development. There are also aspirations to integrate existing community facilities and services with the new leisure centre.
- 14 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 to the wider town and further afield as this is a community asset used by the residents outside of the District as well.

## Agenda Item 5a

### The project is identified in an adopted strategy/plan

- 15 As submitted in the funding application, it is stated that the White Oak Leisure Centre is coming towards the end of its operational life and must be replaced.
- 16 As the local planning authority, the applicant identifies Swanley as an area of regeneration in the Council's Economic Development Strategy 2018-2021, and is supported through the priorities of the Sevenoaks District Community Plan 2019-2022.
- 17 The re-provision of the existing leisure centre is identified within the Sevenoaks Sports Facility Strategy 2016-2035, an evidence-based document which supported the preparation of the emerging Local Plan. The Open Space Study 2016-2035 also describes that there is an undersupply of fitness stations across the District.
- 18 Furthermore, the White Oak Leisure Centre has been identified as a draft allocation in the new Local Plan (Local Plan site reference ST2-20) where the proposed allocation seeks to develop 80 units on the existing site as well as a new leisure centre facility.
- 19 It should be noted that the new Local Plan is currently under Examination and has not been adopted by the Council (see paragraphs 24 to 26 of this report). However, in March 2019 the Council agreed to submit the Plan to the Planning Inspector which formally included the White Oak Leisure Centre as a proposed development allocation, which was based on local evidence.
- 20 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

### Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

- 21 As part of their submission, the applicant has specifically identified developments in the area that have created a need for this project.
- 22 The applicant has identified 1875 housing units to be delivered between 2019 and 2024 within the catchment area of the leisure centre which includes Swanley Town and the surrounding area, which is evidenced in the Local Plan as draft allocations, through existing planning permissions or where applications are being prepared.

- 23 The applicant has therefore sufficiently identified evidence to demonstrate that there is a strong link between the new development and the project, which is seeking funding.
- 24 Therefore, after careful consideration, the need for the scheme has been adequately demonstrated through the submitted application.

*Strong community support for the project*

- 25 The applicant has carried out extensive consultation in Swanley and the surrounding areas on new homes, improved health facilities, better public transport, improving retail, entertainment and leisure facilities and open spaces.
- 26 Over 1800 household surveys were completed between February and August 2016, with over 1,000 residents attending consultation drop-in sessions organised by the Council. It was highlights during the consultation sessions that the existing White Oak Leisure Centre was no longer financially viable to maintain. A majority of residents who responded to the Council's survey (96%) wanted to keep a leisure centre in Swanley.

*Other considerations*

*Project management*

- 21 Whilst the project is in its early stages, Sevenoaks District Council have confirmed that the Council would manage the project with an appointed contractor. A project management timetable has been provided with the application which clearly demonstrates how the project will be managed and expected timeframes to complete the scheme. This is set out in Appendix 2 of the applicant's original CIL funding application.

*Requirement for Planning Permission*

- 22 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.
- 23 Given the scale and the type of development proposed, planning permission will need to be granted before any works are carried out. As part of their CIL application, Sevenoaks District Council has indicated that a planning application has been submitted in October 2019. Officers can confirm that the planning application is currently under consideration and that the application reference number is 19/02951/HYB.

## Agenda Item 5a

- 24 Once planning permission is granted it is expected that the project will take approximately two years to build out, with a completion date of Quarter 1 2022.
- 25 When considering this application for CIL funding, Members of the Board could consider whether the clear merits of the scheme outweigh the absence of planning permission.

### *Implications for the Local Plan*

- 26 It should be drawn to Members attention that the proposal is also being considered as part of a mixed use allocation in the emerging Local Plan. The Council has been made aware of proposals on the site, which include an element of housing alongside the provision of a new leisure centre on site.
- 27 The Council submitted its Local Plan to the Planning Inspector for Examination in April 2019 and Hearings have taken place in September/October 2019. It should be noted that the Council received an initial response from the Planning Inspector in mid-October which set out concerns about the Local Plan in its current form. The Council will continue to monitor the situation with the Local Plan Examination, and will provide updates to Members and the public when further information becomes available.
- 28 Members should note that if the site is formally allocated in the Local Plan following Examination by the Planning Inspector, it does not mean that the proposal is automatically granted planning permission. The purpose of the allocation is to establish whether the principle of development in this location is acceptable. The proposal is then subject to the Development Management process through a separate planning application.

### *Application Considerations - Weakly Performing Criteria*

- 29 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:
  - Working in partnership

### **Conclusion**

- 30 Sevenoaks District Council has submitted an application to the Board to consider funding to re-provide a leisure centre facility on the existing White Oak Leisure Centre. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is

supported by the local community. It is noted that the applicant is asking for a small amount of funding in comparison to the total project cost, and has not benefited from CIL funding previously.

- 31 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £900,000.00 of CIL funding be approved to support the delivery of the project. It is clearly demonstrated that the scheme provides clear public benefits and approving this bid would provide good value for CIL money applied for, compared to the cost of the overall project.

<b>Appendices</b>	Original bidding proforma and supporting information
<b>Background Papers</b>	None
<b>Contact Officer</b>	Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

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SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Re-provision of White Oak Leisure Centre
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Description of Scheme:	Provide a new White Oak leisure centre in Swanley to replace the existing life expired (53 years old, built in 1967) facility. The new centre will be built on the site of the current leisure centre and will offer a 25m x6 lane pool, learner pool, Wet-side spectator seating, Tag Active Arena, Fitness Suite, Toning room for people who need to use Shape-master equipment, Changing facilities, Group Exercise Studios, a Café, multi-use rooms and multi-functional use courts. Appendix 1 details the design plans and visuals.
------------------------	---

1	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes/ No (please delete as appropriate)	
		Organisation Name(s):	Sevenoaks District Council
		Responsible individuals(s):	Lesley Bowles, Chief Officer
		Signature(s) on behalf of other supporting organisations(s):	N/A
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	N/A

2	Is planning permission required for the scheme?	Yes / No (please delete as appropriate)	
		If yes, has it been applied for?	No
		If no, please explain why?	Application to be submitted in October 2019
	If planning permission has been granted – please provide details and a reference number.	N/A	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	N/A
Date applied for / granted		N/A	

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**Need for the Scheme**

Page 46	List of projects or development that result in the need for this scheme:	The Local Plan Housing Supply list of deliverable sites between 2019 and 2024, identified 1875 new homes within the catchment area of the leisure centre, evidenced either by existing planning permission or applications being prepared. The existing leisure facility, White Oak Leisure Centre, is over 50 years old and life expired.
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4	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 Local Plan forecasts that the population of Sevenoaks District will grow by more than 13,500 by 2028. The Open Space Study 2016-2035 identifies an overall undersupply of 157 fitness stations with a future undersupply of 219 fitness stations. The proposed facility will contribute a minimum additional supply of 70 stations, helping to meet the future unmet need. The proposed multi-use space will satisfy future demand for courts, providing 2 courts where an over-supply of 6 courts is currently predicted. Re-provision of the White Oak leisure centre is essential to continue to meet existing and future demand for swimming. The Study recommends that White Oak leisure centre requires replacement and that the
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District's population will grow significantly so that there is a need to ensure sufficient provision of accessible, quality and affordable facilities.

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

5	Economic	<p>In accordance with point 3 of the Executive Summary of the Proposed Submission version of the SDC Local Plan (dated December 2018) leisure is identified as part of the Council's aim to assist economic growth and the creation of new and exciting job opportunities by supporting a range of leisure and recreational facilities to create a vibrant town centre, as well as looking after existing businesses. Chapter 1, of the Local Plan refers to a balanced strategy for sustainable growth in a constrained District and on page refers specifically to infrastructure improvements including better leisure facilities in Swanley. Indeed, specified as part of the development of site ST2-28 (page 30) is the redevelopment or replacement of White Oak Leisure Centre. This is based on the Swanley and Hextable Master Vision which highlighted the importance of creating a vibrant Swanley town centre, improving the leisure offering to make the town more competitive with surrounding town centres outside of the District (page 59 of the Local Plan refers).</p> <p>The re-provision of White Oak Leisure Centre in Swanley will support the Council's Promises of the regeneration of market towns and supporting local employers to promote mental and physical wellbeing. The Submission Version of the new Local Plan sets out the essential role local leisure plays to the local economy as well as health and wellbeing. It is also reflected in the Council Plan and the Sevenoaks District Community Plan 2019 - 2022. Key outcomes set out in this Plan are:</p> <ul style="list-style-type: none"><li>• Promote economic growth and investment</li><li>• Improve skills for employment</li></ul> <p>The Council's Economic Development Strategy 2018 - 2021 identifies Swanley as an area for regeneration.</p>
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6	Social	<p>Paragraph number 10 of the Executive Summary of the Proposed Submission version of the SDC Local Plan (dated December 2018) includes reference to improving opportunities for residents to relax and have fun: “The Local Plan aims to improve the quality of the District’s existing leisure facilities.”</p> <p>In accordance with the SDC Community Plan Priorities 2019-2022, the Council recognises that health is not just about health care. “It is about lifestyle choices, decent housing, social networks and access to leisure and open spaces.” The aim is to introduce further preventative measures for a healthy lifestyle and investment in leisure services and infrastructure is recognised as a key method of achieving this.</p> <p>Contributing to the Council’s fifteen year vision (set out in the Council Plan), this project will provide residents with access to health and leisure services and incorporate the health promises set out in the Community Plan 2019 – 2022 and the Council Plan. It will deliver first class wellbeing services supporting residents to make healthy choices and link them to core Council services such as leisure and housing, as well as to other community groups and activities. In turn, this will support residents to tackle non-medical reasons why people visit their GP or hospital, helping them to make and sustain the changes needed to lead healthier lives. The following are eight key outcomes set out in the Community Plan which this project will support:</p> <ul style="list-style-type: none"> <li>• Reduce healthy inequalities and improve health and wellbeing for all</li> <li>• Supporting safe, strong and connected neighbourhoods</li> <li>• Improve outcomes for children and young people</li> <li>• Support people to lead safe, independent and fulfilling lives</li> <li>• Encourage access to health services for all</li> </ul>
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7	Environmental	This project will support the Council Plan to support high standards for new development, including design safety, connectivity to services and transport and community links. The construction of the new facility will include environmentally efficient systems and this are likely to include: an air source heat pump which is efficient at transferring heat from outside to inside and vice versa; a highly efficient composite cladding system with high levels of insulation and air tightness for the outside of the facility; and a moveable pool floor that acts as a more energy efficient pool cover.
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8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	<p>Urban Settlement Site number 20 referenced on page 35 of the Proposed Submission version of the SDC Local Plan (dated December 2018) is: 80 units at White Oak Leisure Centre, Hilda May Avenue, Swanley (as part of a leisure centre replacement programme).</p> <p>The need for a new facility (by 2035) is recognised on page 16 of the Sport Facility study 2016-2035, dated 2017.</p>
	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	The re-provision of White Oak Leisure Centre is classed as a 'community facility' under the Council's Infrastructure Delivery Plan.

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**Funding**

10	Total Project Cost	£20,000,000
11	<p>Funding required from CIL:</p> <p>Please 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.</p>	<p>£900,000</p> <p>Work by Savills informed us that capital receipts to be realised from five sites in Swanley together with the Council's share of income from the sale of the Woodlands site, together with borrowing, underpinned by income from an operator, will provide funding for the project, leaving a funding gap of £900,000. This is based on very detailed estimates and Cost Confidence regarding the capital scheme.</p>

Agenda Item 5a

	Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.	2) An application is being submitted to Sport England under their 'Community Asset Fund' stream for the maximum available £150,000
		3) Further sources of funding are currently being investigated and explored for specific additional pieces of equipment, e.g. swimming race starting blocks.

12	Is this bid for staged payments?	Yes / No (please delete as appropriate)
	Will staged payments be accepted?	Yes / No (please delete as appropriate)
	Please provide details of anticipated funding requirements and timetable	3x equal staged payments will be required of £300,000 each during April, June and August 2020.

13 Page 50	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	Yes / No
		Details of bid	A bid for £10,000 will be made to the Swanley Town Council CIL pot. This is the maximum bid allowed.
		Decision made (please delete as appropriate):	N/A
		Details of decision:	N/A
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	N/A	

14	Would the scheme be fully funded if the CIL contribution is agreed?	Yes / No (please delete as appropriate)
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15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	Yes / No (please delete as appropriate)	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	N/A

16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?  Note- this can include grants, section 106s, a Community Fund etc.	Yes / No. However, the Council will contribute receipts from land in Swanley & take out a loan to be repaid from the leisure facility operator contributions.	
		If Yes; Please provide further details of amount and the project involved.	

**Deliverability**

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes / No (please delete as appropriate)	
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	April 2020
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19	Anticipated finish date for the delivery of the scheme:	Spring 2022
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20	Anticipated date when CIL funding will need to be made available:	April 2020
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21	Does land need to be purchased to facilitate the scheme?	Yes / No appropriate)	(please delete as
		Please provide details	The new leisure centre will be developed on the existing White Oak Leisure Centre site, which is land owned by the Council.
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	See timetable at Appendix 2. Progress reports can be made available at regular points during this programme.	
23	Please provide details of the management and timescales of the project.	People & Places team managing the project with the assistance of externally appointed experts. This includes input from the Chief Officer, the Head of Property, the Council's Construction Project Manager and Leisure Officer, the Chief Finance Officer, the Council's Principal Legal Adviser. See timetable at Appendix 2.	
24	Has consultation been carried out on the scheme or is any planned?	Carried out / <del>Planned</del> / <del>No consultation planned</del> appropriate)	(please delete as
		Please provide details (Note: Results can be attached separately if necessary.)	During February and Autumn 2016, consultations were carried out in Swanley about new family homes, improved health facilities, better public transport and ideas to reduce road congestion, introduce a better range of shops and restaurants, leisure facilities and open spaces. 1,838 surveys were completed and over 1,000 people attended Council drop-in sessions to find out more about the ideas. During these consultations, the Council highlighted that it was no longer financially viable to continue to repair the current White Oak Leisure Centre. Nearly everyone (96%) of those who

			<p>responded to the consultation wanted to keep a leisure centre at Swanley.</p> <p>Information events were held more recently in March 2019 at Swanley market, White Oaks Leisure Centre and Swanley Link.</p>
--	--	--	---

25	Is a relevant SDC ward member(s) supportive of the scheme?	Yes / <del>No</del>	(please delete as appropriate)
		<p>You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a>.</p>	Email of support provided by Cllr Paul Darrington.

26	Is the relevant town/parish council supportive of the scheme?	Yes / <del>No</del>	(please delete as appropriate)
		<p>Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).</p>	Email of support provided by Steve Nash of Swanley Town Council

27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes / <del>No</del>	(please delete as appropriate)
		<p>Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).</p>	<p>Emails of support provided by:</p> <ul style="list-style-type: none"> <li>• Cllr Lesley Dyball, Portfolio Holder for People &amp; Places.</li> <li>• Tony Smith of White Oak Swimming Club;</li> <li>• Ben McDonald, Water Polo Manager and Bexley Water Polo Club;</li> <li>• Carol Kent of White Oak Gymnastics Club</li> </ul>

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**Maintenance**

28	Which organisation will be responsible for ongoing maintenance?	Sevenoaks District Council via a contract with a leisure centre operator that is currently being procured.	
29	Are funding arrangements in place for maintenance?	Yes / <del>No</del>	(please delete as appropriate)
		Please provide details	SDC is seeking to enter into a full repairing lease with the new leisure centre operator that is currently being procured.
30	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	N/A	

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**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**

...Lesley Bowles.....

**Position**

...Chief Officer.....

**Further information:**

Name, role and contact details of the person that will be the contact for this bid:	Lesley Bowles, Chief Officer, <a href="mailto:Lesley.Bowles@sevenoaks.gov.uk">Lesley.Bowles@sevenoaks.gov.uk</a>
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Lesley Bowles, Chief Officer, <a href="mailto:Lesley.Bowles@sevenoaks.gov.uk">Lesley.Bowles@sevenoaks.gov.uk</a>
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Lesley Bowles, Chief Officer, <a href="mailto:Lesley.Bowles@sevenoaks.gov.uk">Lesley.Bowles@sevenoaks.gov.uk</a>
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Lesley Bowles, Chief Officer, <a href="mailto:Lesley.Bowles@sevenoaks.gov.uk">Lesley.Bowles@sevenoaks.gov.uk</a>
Full company/charity name:	Sevenoaks District Council
Registered No:	

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## Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

**SEVENOAKS DISTRICT COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**Re-provision of White Oak Leisure Centre**

**APPENDIX 1**







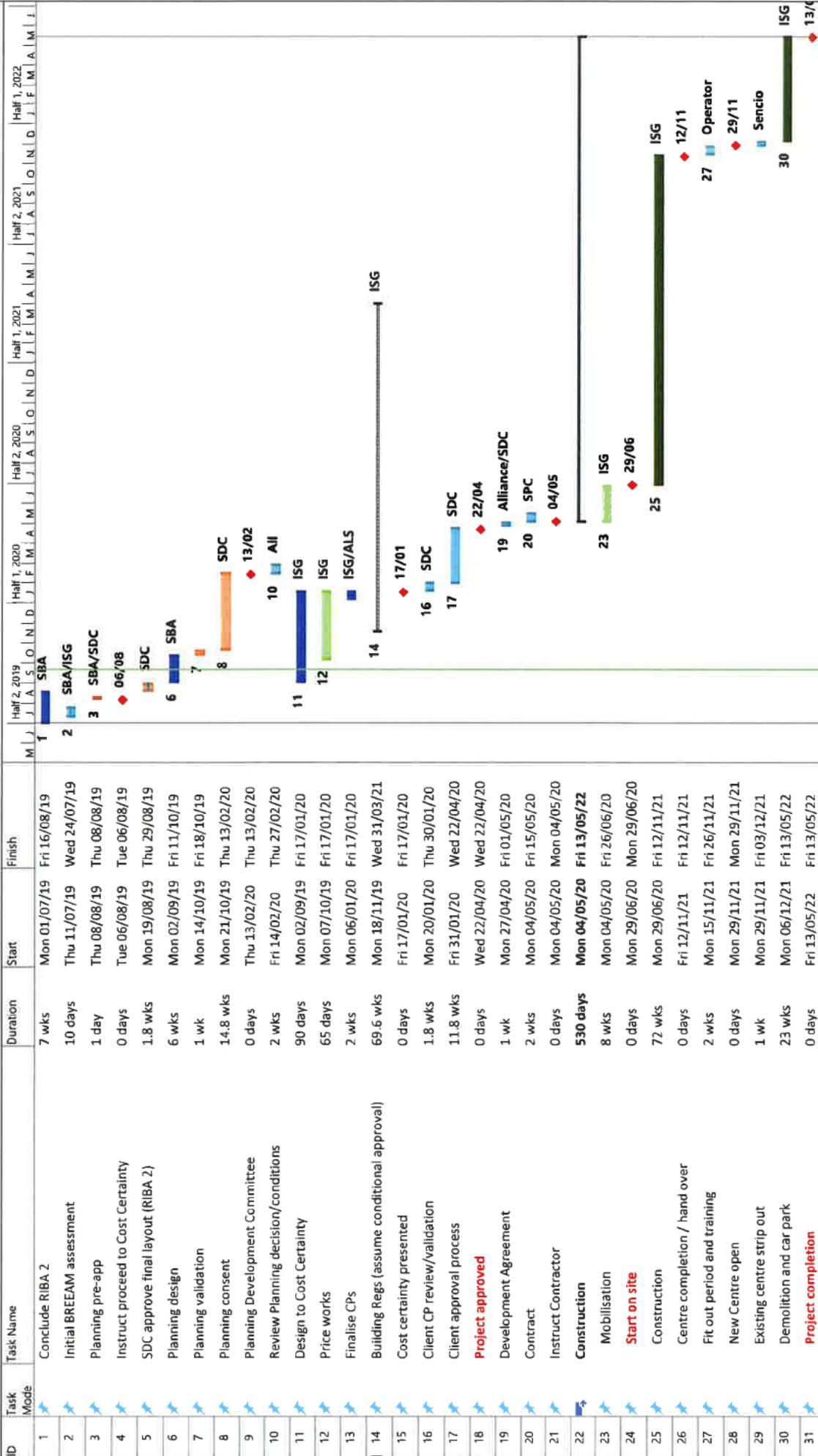
**SEVENOAKS DISTRICT COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**Re-provision of White Oak Leisure Centre**

**APPENDIX 2**

# White Oak Leisure Centre, Sevenoaks - Project Programme Rev C.4

Proposed new Leisure Centre



Project: 190920 Project Programme Rev  
Date: Fri 20/09/19

Task Split Milestone Summary

Project Summary Inactive Task Inactive Milestone Inactive Summary

Manual Task Duration-only Manual Summary Rollup Manual Summary

Start-only Finish-only External Tasks External Milestone

Deadline Progress Manual Progress

**From:** [Ben McDonald](#)  
**To:** [CIL Mailbox](#); [Jenny Godfrey](#); [Kathryn Bone](#)  
**Subject:** Letter of Support for Water Polo  
**Date:** 26 September 2019 17:29:41

---

The Water Polo Community strongly support the development of the new leisure facilities at White Oak (Swanley) where we have used the previous facilities for many years.

The local area are desperately in need of new facilities that are suitable for Water Polo and other Aquatics Sports by including the following features:

- 25m swimming pool (6 lanes wide)
- movable floor to make the whole pool 2m deep
- 100 seat viewing gallery for spectators.

Therefore, because this project includes all of the above, it is strongly supported by all the following organisations:

- Kent ASA Swimming - Water Polo
- South East Region Water Polo
- Bexley Water Polo Club

All have agreed to work together to increase participation and maximise the use of the new facilities to have the biggest impact possible.

Kind Regards Ben McDonald  
South East Region - Water Polo - Manager

## Agenda Item 5a

**From:** [Jenny Godfrey](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Lesley Bowles](#); [Kathryn Bone](#)  
**Subject:** FW: Supporting letter: WOLC CIL Funding Bid  
**Date:** 27 September 2019 15:40:43

---

Please see the attached email of support from Carol Kent of White Oak Gymnastics Club.

---

**From:** Carol Kent [REDACTED]  
**Sent:** 27 September 2019 15:38  
**To:** Jenny Godfrey <jenny.godfrey@sevenoaks.gov.uk>; Kathryn Bone <Kathryn.Bone@sevenoaks.gov.uk>; Cllr Fleming, Peter <cllr.fleming@sevenoaks.gov.uk>; Cllr Waterton, Rachel <cllr.waterton@sevenoaks.gov.uk>  
**Subject:** Supporting letter

September 2019

To Whom It May Concern

I would like to confirm that White Oak Gymnastics Club supports the application for funding towards a new much needed leisure centre in Swanley.

I started White Oak Gymnastics Club in 1981 - during that time thousands of gymnasts and their families from the local community and surrounding areas have attended and been involved with my club. We pride ourselves on being a friendly club with the children's interests and welfare at heart. We provide recreational gymnastics in a safe environment and follow all the guidelines under our Governing Body, British Gymnastics.

We run every Saturday from White Oak Leisure Centre during term time so normally 36 weeks per year minimum. We hold three separate sessions on a Saturday and currently have on roll 150 gymnasts (age range 4 years to 18 years) and 17 Coaching Staff. I also have a waiting list of local children in the community wishing to join the club.

We hold regular displays and open days which bring in around 450 people who come and use the facilities at the centre as do all our parents and carers who come to the club with their children every week.

We have a strong team of local coaching staff who support the club. The club also supports them with their training and professional development within the club.

At White Oak Gymnastics Club we support all our gymnasts, not only with their physical development within the sport but also with their social and mental development. Our roles as Coaches goes far beyond teaching gymnastics. We support children with SEN, including Autism and ADHD and children with health issues including diabetes and asthma.

We support and mentor our gymnasts with their Duke of Edinburgh Awards and other awards including their brownie badges etc.

Over the years I have supported many gymnasts and their families with testimonies to support their progress to their chosen secondary schools. I also provide references for the staff who may be looking to extend their professional development.

White Oak Gymnastics Club has strong links with competitive local clubs and over the years we have taken many of our talented gymnasts along for trials where they have become squad members competing at regional and national level.

Over the years I have added to the equipment at the leisure centre to enable the gymnasts to have the best opportunities to progress and enjoy their sport in a safe and friendly environment.

Carol Kent

Head Coach  
White Oak Gymnastics Club



## Agenda Item 5a

**From:** [Cllr Dyball, Lesley](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Lesley Bowles](#); [Jenny Godfrey](#)  
**Subject:** Proposal to build a new White Oak Leisure Centre  
**Date:** 27 September 2019 17:13:10

---

Dear CIL Board

The current White Oak Leisure Centre has served the residents of Swanley and surrounding areas for 5 decades. The building, with its associated plant and equipment, although still open and fully operational, is now in a state of dilapidation and further advanced repairs and maintenance are neither cost effective nor will suffice.

Residents in Swanley, particularly families with children who make considerable use of the swimming and teaching pool, have welcomed Sevenoaks District Council's proposal to build a new White Oak Leisure Centre. A modern, fully equipped state-of-the-art building will deliver swimming pools, sports and leisure facilities for not only the current population of Swanley but also the inevitable future growth in this area.

I fully support the proposal.

With best wishes

**Cllr Lesley Dyball**  
**Member for Swanley St Mary's**  
e-mail [cldr.dyball@sevenoaks.gov.uk](mailto:cldr.dyball@sevenoaks.gov.uk)

**From:** [paul darrington](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Lesley Dyball](#)  
**Subject:** Whiteoak Leisure Centre Application  
**Date:** 25 September 2019 11:12:58

---

Dear CIL Board

As local members for Swanley Whiteoak Ward, we are pleased to support this request for funding from the CIL Board towards a new leisure centre for Swanley.

It is important that suitable leisure provision, for all ages and abilities, is made for a growing and diverse population in and around Swanley.

Thanking you for your attention.

Cllr P Darrington & Cllr G Darrington.

Sent from my Huawei phone

## Agenda Item 5a

**From:** [Stephen Nash](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Jenny Godfrey](#)  
**Subject:** White Oaks Leisure Centre  
**Date:** 27 September 2019 10:49:56

---

I can confirm that during meetings with Swanley Town Councillors and Senior members of SDC that Swanley Town Councillors are supportive of the White Oaks Leisure Centre development and will be publishing a statement shortly to acknowledge this on their web site and social media pages.

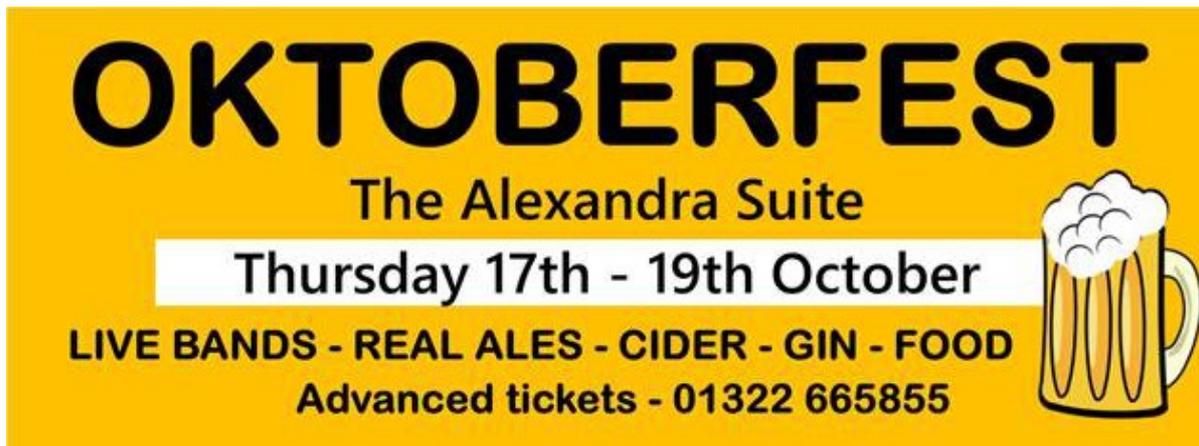
Regards

Steve

Steve Nash MSc MInstF  
Chief Executive Officer  
Swanley Town Council  
Civic Centre  
St Mary's Road  
Swanley  
Kent BR8 7BU

Tel 01322 611663

Email: [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)



**OKTOBERFEST**  
The Alexandra Suite  
Thursday 17th - 19th October  
LIVE BANDS - REAL ALES - CIDER - GIN - FOOD  
Advanced tickets - 01322 665855



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**Application B**

**Proposal** Bradbourne Lakes Landscape Improvement

**Applicant** Sevenoaks District Council

**Ward(s)** Sevenoaks Northern

**RECOMMENDATION:** That the **£252,400.00** applied for, as set out in the report, for scheme “Bradbourne Lakes Landscape Improvement” be refused on the following grounds:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;
- The need for the scheme (Economic) is not clearly demonstrated in the application;
- The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s)

### **Introduction**

- 1 Sevenoaks District Council has 54 elected Members and is responsible for delivering services for local communities as well as producing statutory plans and strategies.
- 2 The application was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

### **Description of Proposal**

- 3 The Bradbourne Lakes is a local park situated in Northern Sevenoaks, which has local and historical significance to the town. The park has five ornamental lakes with waterfalls, cascades and a circular walking route around them. The Lakes are also important for biodiversity and wildlife, including veteran trees.
- 4 The Lakes has a number of areas which are overgrown and poorly maintained, including dense overgrown vegetation which inhibits the use of park for leisure and ecology purposes. In 2015, Sevenoaks District Council applied for Heritage Lottery Funding to restore the Lakes following a visitors survey

## Agenda Item 5b

carried out by the Bradbourne Residents Association in 2012. In July 2017, Sevenoaks District Council instructed consultants to produce a Vision Plan to restore the Lakes which included:

- Dredging the lakes;
- Structural repairs to the lake edges, walls and ornamental features;
- Ecological enhancements through native hedge and marginal planting to the lakes to improve water quality; and
- Upgrades to footpaths and park furniture to create safe accessible routes for all park users.

### Funding

- 5 Sevenoaks District Council has estimated that the total cost of the project to carry out the works will be over £1.2 million.
- 6 The District Council has identified the following additional funding sources and grants to support their application to the Board:
  - Ibstock Enovert Trust - £15,000
  - Enovert Landfill Grant - £50,000
- 7 It should be brought to the attention of Members that both funding sources are not confirmed and therefore not secured.
- 8 It should also be noted that no other sources of funding have been explored, including a bid to the relevant town or parish council for CIL funding. In this instance, it is confirmed by the applicant that no CIL funding bid has been made to Sevenoaks Town Council. However, this is the first time that the applicant has submitted this project to CIL Spending Board for CIL funding.
- 9 Therefore to meet the funding gap for the full cost of the project, Sevenoaks District Council has applied to the Board for £252,400.00 of CIL funding.

### Representations and Support

- 10 The application submitted indicates that Sevenoaks District Council will be working in partnership with the Bradbourne Residents Association to deliver this project.
- 11 The application is supported by the following local representatives and organisations:

- Cllr. Margot McArthur (SDC Member for Edenbridge South & West and Cleaner & Greener Portfolio Holder)
- Cllr. Dr. Marilyn Canet (SDC Member for Sevenoaks Northern)
- Cllr. Irene Collins (SDC Member for Sevenoaks Northern)
- Linda Larter MBE (Clerk to Sevenoaks Town Council)
- Mr Byron Brown (Chair, Bradbourne Residents Association)
- Mr John Ingram (Committee Member, Bradbourne Residents Association)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.
- There is strong community support of the scheme

#### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 12 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 13 The proposal is a significant area of historic and ecological value which benefits the local northern Sevenoaks area, as well as the wider area, as set out in the supporting information that the applicant has supplied with the application. The proposal would bring substantial social, economic and environmental benefits to the local community as well as the wider community that the facility would serve.
- 14 The predominant benefit from the proposal is the significant environmental enhancements that it would bring to the Lakes including improving water quality and raising standards for biodiversity and ecology opportunities. This includes encouraging a number of different species of wildlife into the Lakes, creating opportunities for diverse flora and fauna. The area is also within a High Risk Flood Potential Area, according to the Environment Agency. By carrying out these improvements, the proposal also seeks to enhance the role that the Lakes play in reducing the risk of localised flooding in the area and contribute to the town's flood defences.

## Agenda Item 5b

- 15 There are also a number of social benefits to the scheme as well, due to the number of visitors that use the Lakes for recreational use, including a number of social functions which are provided by the Bradbourne Residents Association. The improvement to the Lakes can improve the health and wellbeing of residents by providing high quality open space to encourage exercise. There is also the opportunity to create educational value through work with schools and other groups.

### The project is identified in an adopted strategy/plan

- 16 As submitted in the funding application, the Bradbourne Lakes site is owned and managed by Sevenoaks District Council. It has been documented in the submission that extensive work has been carried out to determine how the Lakes will be managed and enhanced through extensive consultation since 2012.
- 17 In 2017, the applicant commissioned consultants to prepare a Vision Plan for the Lakes which was subsequently agreed by the Sevenoaks District Council's Cabinet in October 2018.
- 18 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

### There is strong community support of the scheme

- 19 In 2012, the Bradbourne Residents Association carried out a visitor survey of the Lakes which recorded a strong desire for restoration for the site. This in essence began an extensive process for community engagement.
- 20 As set out in the funding application, the applicant has demonstrated that extensive consultation has been carried out with the local community. A consultation event was carried out in August 2018 which informed the final Vision Plan for the Lakes.
- 21 The consultation event invited park users to share their comments on the Vision Plan proposals, which were developed by the appointed consultants. A online survey was also carried out where a majority of respondents strongly agreed or agreed with the proposals set out.
- 22 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project has strong community support for the scheme.

Other considerations

*Project management*

- 23 The site is owned and managed by Sevenoaks District Council. The scheme has been drawn up with input from Land Use Consultants, the appointed consultant who was involved in the preparation of the Vision Plan for the Lakes. Sevenoaks District Council, as the applicant, has only confirmed that they will be responsible for the delivery and maintenance of the scheme.
- 24 It is anticipated that the scheme will begin in mid-2020 and would be completed by the end of 2020.

*Requirement for Planning Permission*

- 25 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.
- 26 The applicant acknowledges that planning permission will be required for some aspects of the scheme. However, planning permission has not been applied for at present due to the programme timeframes.
- 27 When considering this application for CIL funding, Members of the Board could consider whether the clear merits of the scheme outweigh the absence of planning permission.

*Application Considerations - Weakly Performing Criteria*

- 28 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:
- **The need for the scheme (Economic)**  
The applicant has set out a number of potential economic benefits in relation to the scheme. However, during the assessment process, Officers considered that the economic benefits described were more closely aligned to social benefits. Therefore, it is not sufficiently clear what the direct economic benefits are to the project.
  - **The scheme not maximising funding sources / CIL funding from the relevant town or parish council(s)**  
The applicant has been clear that additional funding has been sought through the application of grants, which have not been secured at present. Furthermore, the applicant has not explored any additional sources of funding including discussions with the relevant town or parish council(s).

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- **Other proposed schemes put forward to the Board have been given greater priority.**

A total of 26 projects have been put forward during the latest round of CIL funding for this CIL Spending Board. Whilst the project provides locally significant infrastructure, there were other projects which were considered more strategically significant in nature.

### Conclusion

- 29 Sevenoaks District Council has submitted an application to the Board to consider funding to improve the Bradbourne Lakes through a number of landscape enhancements. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is asking for a small amount of funding in comparison to the total project cost, and has not benefited from CIL funding previously.
- 30 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that the funding request of £252,400.00 be refused. Whilst the project does provide a clear public benefit, the project does not maximise all sources of funding and the application does not provide clear economic benefits. It is was also deemed that the project is more locally significant, in comparison to other infrastructure projects which were more strategic in nature.

**Appendices** Original bidding proforma and supporting information

**Background Papers** Bradbourne Lakes - Consultation Feedback  
Bradbourne Lakes - Masterplan Report  
Printed Cabinet Minutes (11 October 2018)

**Contact Officer** Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme name:</b>	<b>Bradbourne Lakes Landscape Improvement</b>
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Page 75	<p><b>Description of Scheme:</b></p> <p>Bradbourne Lakes is a tranquil local park of historical and local significance, comprising a series of five ornamental lakes with waterfalls, cascades and a circular walking route set in areas of amenity grass, dense overgrown vegetation and clumps of trees, and some striking specimen veteran trees.</p> <p>In 2012 the Bradbourne Residents' Association (BRA) carried out a visitor survey that recorded a strong desire for restoration. In 2015 an application was made by Sevenoaks District Council to the Heritage Lottery Fund for a grant to restore the park, which unfortunately was unsuccessful at the first round pass.</p> <p>In July 2017 it was agreed to employ design consultants to prepare a Vision Plan for the park. The Vision Plan includes a number of restoration proposals including dredging of the lakes; structural repairs to various lake edges, walls and ornamental features; ecological enhancement through native hedge and marginal planting to the lakes to improve water quality; and upgrade of footpaths and park furniture to create safe accessible routes for all park users.</p>
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<b>1</b>	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>Yes</b>	
		Organisation Name(s):	Bradbourne Residents Association
		Responsible individuals(s):	Byron Brown (Secretary BRA) John Ingram (Committee Member BRA)
		Signature(s) on behalf of other	

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		supporting organisations(s):	
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	The BRA is a local friends group only and are not able to provide any funding.

Page 76	2	Is planning permission required for the scheme?	<b>Yes</b>		
			If yes, has it been applied for?	No	
			If no, please explain why?	Programme of project has not allowed time for a planning application yet	
		If planning permission has been granted – please provide details and a reference number.			
		Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required		
	Date applied for / granted				

**Need for the Scheme**

3	List of projects or development that result in the need for this scheme:	Refer to SDC Cabinet agreement on 11.10.18, point 34 (included within this application). It was agreed that the results of the public consultation be noted and that LUC be commissioned to develop a full vision costed plan, and to explore funding opportunities, and to submit various grant applications to fund the proposed improvement and restoration works.
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4	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):	Refer to The Vision for the Future document – August 2018, included with this submission.
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**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

5	Economic	<p>The park and the immediate local area has a rich and diverse history which is currently under-exploited and generally unknown. But there are many surviving remnants of the previous estate including the lakes themselves, standing stones, various ornamental water features, and several veteran trees. Parks provide a great economic benefit to both local government and individuals through their opportunity to boost health and wellbeing. This in turn helps decrease medical costs through increased exercise. The park has a unique opportunity to increase its local user numbers by creating a high quality open space that exploits its key features (its picturesque heritage, unique hydrological features, and ecological value), that is accessible to all, educational, sustainable, and preserved for the enjoyment of future generations.</p>
6 Page 77	Social	<p>The park is a much loved local resource for a wide variety of community members. The Bradbourne Residents' Association (BRA) organise bimonthly working parties to help maintain the park. They also organise social events such as Easter egg hunts, picnics and music concerts. There are other numerous historic events and activities that are either no longer popular or are becoming increasingly difficult to sustain, such as the affect the lake silting has on the use of the ornamental lake for model boating. Even the current degraded state of the footpaths prevent some users from visiting site due to uneven and slippery surfaces.</p>
7	Environmental	<p>The park currently offers a lot in terms of ecological value, from a variety of water fowl to invertebrates, but this could be significantly enhanced through a number of simple interventions. Generally increasing the biodiversity of the park through development of a range of habitats may attract a mixture of new species that could help improve the water quality through oxygenation. If oxygen is present throughout the water at all times, beneficial aerobic microorganisms and insects feed on the organic sediment which will ultimately result in a cleaner lake bottom. The park also has a great number of trees with some striking specimen veterans remaining from the original historic estate. The proposals include a number of removals and arboricultural improvements, with a re-planting strategy in order to</p>

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		further diversify species against pests and diseases, all as part of a future succession plan.
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8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	Refer to The Vision for the Future document – August 2018, agreed by SDC Cabinet and included with this submission.
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	<p>The project fits within the following Infrastructure categories:</p> <ul style="list-style-type: none"> <li>- <b>Water quality</b> – The five artificial lakes which form Bradbourne Lakes were created on a tributary of the River Darent, which flows into the park moving from south to north. The lakes are heavily silted up due to leaf drop from overhanging trees, which in turn has implications on the local ecology and recreational use. The scheme seeks to dredge the lakes and use some of the silt arising to form planting areas for marginal and aquatic planting such as reed beds and oxygenating plants, to create habitat spaces such as for amphibians and improve overall water quality.</li> <li>- <b>Flood defences</b> - the majority of the park sits within an area of High Risk Flood Potential for both flooding from rivers or the sea, and from surface water, all as determined by the Environment Agency. An area of high risk means that each year this area has a chance of flooding of greater than 3.3%. This takes into account the effect of any flood defences in the area. These defences reduce but do not completely stop the chance of flooding as they can be overtopped, or fail. Dredging of the lake bottoms, clearing of connector pipes and structural improvements to various walls and lake edges will ensure that the flow of water through the site does not become impeded.</li> <li>- <b>Blue green infrastructure</b> – The site is identified within the Sevenoaks Local Development Framework and is in the Kent Compendium of Historic Parks and Gardens. This list includes a number of other historic parks and gardens which are both registered and non-registered, Bradbourne Lakes being the</li> </ul>

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		<p>latter. However, the Local Planning Authority considers that it is an important part of the area's heritage and makes a significant contribution to the character of the area in which it is located. The park is also categorised as Open Space, which includes both public and private spaces and covers any open space which contributes to the character of the locality and is important to the local community. Various enhancements include improvements to the existing footpaths which are in a severely degraded state and limit the accessibility to vulnerable park users (such as the elderly, the disabled and mothers with prams); removal of overgrown vegetation to enhance views and passive amenity, as well as improve safety; ecological enhancement through species rich grassland mixes, native hedge planting to link up nature corridors; informal play facilities in a naturalised setting; trim trail equipment along relinked circular walking/running routes; additional seating; and, improved park signage and interpretation.</p>
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**Funding**

10	Total Project Cost	<b>£1,262,000</b>
11	<p>Funding required from CIL:</p> <p>Please 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>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p><b>£252,400</b></p> <p>1) Ibstock Enovert Trust - £15,000 Investigating the source of funding</p> <p>2) Enovert Landfill Grant - £50,000 Investigating the source of funding</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p>

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<b>12</b>	Is this bid for staged payments?	<b>No</b>	
	Will staged payments be accepted?	<b>Yes</b>	
	Please provide details of anticipated funding requirements and timetable	<ul style="list-style-type: none"> <li>- Planning application scheduled for Winter 2019</li> <li>- Assuming planning is successful we would aim to prepare detailed drawings and tender for a landscape contractor in early Spring 2020</li> <li>- Construction could start (at the earliest) in mid-summer 2020 which is when funding would be required</li> </ul>	
<b>13</b>	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made (please delete as appropriate):	<b>No</b>
		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	
<b>Page 80</b>	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		
<b>14</b>	Would the scheme be fully funded if the CIL contribution is agreed?	<b>No</b>	
<b>15</b>	Has this scheme already benefited from CIL funding through the CIL Spending Board?	<b>No</b>	
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	
<b>16</b>	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?  Note- this can include grants, section 106s, a Community Fund etc.	<b>Yes</b>	
		If Yes; Please provide further details of amount and the project involved.	SDC maintain the lakes and are paying for the work carried out by LUC to support the bid.

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**Deliverability**

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes - SDC own and manage the site
18	Anticipated start date for delivery of the scheme:	Mid/late summer 2020

19	Anticipated finish date for the delivery of the scheme:	Autumn/winter 2020	
20	Anticipated date when CIL funding will need to be made available:	Mid-summer 2020	
21	Does land need to be purchased to facilitate the scheme?	<b>No</b>	
		Please provide details	
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	<p>Consultation event already undertaken in August 2018 helped inform The Vision for the Future document.</p> <p>Throughout the remainder of the project during design development and construction there would be monthly client and project board meetings , with minutes, updated drawings and project reports circulated for review.</p>	
Page 82	Please provide details of the management and timescales of the project.	<p>On approval of funding a project client team would be assembled who would appoint a landscape architect as lead consultant of a wider design team. They would be responsible for production of a detailed project programme with the inclusion of a gantt chart. We envisage that the duration of this project would be two years.</p>	
24	Has consultation been carried out on the scheme or is any planned?	<b>Carried out &amp; Planned</b>	
		<p>Please provide details (Note: Results can be attached separately if necessary.)</p>	<p>An initial public consultation event was held in the park on Thursday 9<sup>th</sup> August &amp; Saturday 11<sup>th</sup> August 2018, at which park users were invited to share their comments on the vision plan proposals. This was coupled with an online survey which was open until Friday 24<sup>th</sup> August 2018. The results concluded that 72% of people strongly agreed with the proposals, with a further 21% also agreeing. Further information on the results has been attached with this application.</p>

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			A follow up consultation session with the Bradbourne Residents Association to go through development of the proposals is scheduled for some time over the coming weeks.
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25	Is a relevant SDC ward member(s) supportive of the scheme?	<b>Yes</b> Supported by Councillor Margot McArthur, Councillor Dr Merylyn Canet, Councillor Irene Collins, and Sevenoaks Town Clerk Linda Larter MBE.	
		You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> .	

26 Page 83	Is the relevant town/parish council supportive of the scheme?	<b>Yes</b>	
		Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Sevenoaks Town Clerk Linda Larter MBE

27	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	<b>Yes</b>	
		Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Bradbourne Residents Association (BRA)

**Maintenance**

28	Which organisation will be responsible for ongoing	Sevenoaks District Council
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	maintenance?	
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29	Are funding arrangements in place for maintenance?	Yes	
		Please provide details	<p>Total annual maintenance budget for the lakes is £18,391.</p> <p>£11,412 is budgeted for DLO recharge for grounds maintenance.</p> <p>£2,856 is budgeted for the pump and plant maintenance/electric.</p> <p>Leaving <b>£4,123</b> as spendable budget on the lakes themselves.</p>

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30 Page 84	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	None
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## 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** Ashley Walmsley  
**Position** Sevenoaks District Council Amenities Officer

## Further information:

Name, role and contact details of the person that will be the contact for this bid:	James Virgo LUC - <a href="http://www.landuse.co.uk">www.landuse.co.uk</a> Landscape Architect <a href="mailto:James.virgo@landuse.co.uk">James.virgo@landuse.co.uk</a> 020 7383 5784
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Ashley Walmsley SDC, Amenities Officer <a href="mailto:Ashley.Walmsley@sevenoaks.gov.uk">Ashley.Walmsley@sevenoaks.gov.uk</a> 01732 227 175 & James Virgo LUC - <a href="http://www.landuse.co.uk">www.landuse.co.uk</a> Landscape Architect <a href="mailto:James.virgo@landuse.co.uk">James.virgo@landuse.co.uk</a> 020 7383 5784
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Martin Goodman SDC, Head of Legal and Democratic Services and Monitoring

	<a href="mailto:Martin.Goodman@sevenoaks.gov.uk">Martin.Goodman@sevenoaks.gov.uk</a> 01732 227 245
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Adrian Rowbotham SDC, Chief Officer Finance and Trading <a href="mailto:Adrian.Rowbotham@sevenoaks.gov.uk">Adrian.Rowbotham@sevenoaks.gov.uk</a> 01732 227 067
Full company:	LUC Registered office: 250 Waterloo Road, London, SE1 8RD
Registered No:	2549296

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).



# Bradbourne Residents' Association (BRA)

**Chairman : Mr N Kennard**  
**Secretary : Mr B R Brown**  
**Treasurer & Membership Secretary : Margaret Nicholas**

## **Committee Members**

**John Ingram**  
**Graham Dean**  
**Amanda Owens**  
**Robert Miles**

FAO : James Virgo : Associate Landscape Architect  
250 Waterloo Road  
London SE1 8RD

My Ref : LUC/CIL/1  
Your Ref :

## **1. Bradbourne Lakes Restoration**

Very early in the initial business of the Association it became obvious that a major concern of BRA Members and the wider Sevenoaks Community was the relentless deterioration of the Historic Bradbourne Lakes Site. The area being the remaining ornamental Lakes part of the Bradbourne Estate dating back to 1760. The site is located in the centre of the geographic area covered by the BRA.

The Committee knowledge of the concern of the Sevenoaks Community of the deterioration of the site and the gross silting of the Lakes stimulated the BRA Committee in 2011 to embark on a long term plan and lobbying to restore the Lakes Site to its former status as a much loved Sevenoaks Asset.

In its heyday the Lakes were the home of a wide range of wildfowl some rare including Black Swans thought to have come from Slimbridge.

The Site had over the years become a favourite destination for a wide range of visitors benefitting from the Lakes offering seclusion in some areas to a place where families could spend time picnicking in the company of wildlife, and the surrounding historic trees and shrubs. Waterfalls separating the Lakes are a key feature and areas of shallow water offer a safe fishing net area for children. The Presence of toilets (now removed by the SDC) encouraged long day visits and Public events as well as one of the Lakes providing a popular model boat pond.

## **2. The BRA Restoration Plan**

Initially the BRA Committee decided to educate itself on the Hydrological and Geological aspects of the site including the water flow characteristics that kept the Lakes, although ornamental, fed with adequate clean water that supported aquatic life as well as wildfowl.

This involved consulting local organisations with experience in managing such sites such as Tunbridge Wells Borough Council and the National Trust.

Armed with this knowledge the Committee sought to widen the project to consult with all the organisations responsible for the care and maintenance of the site particularly the owners the SDC. The consultations also included local interest organisations such as Schools and wildlife groups. The process was wide ranging covering, but not exhaustive, the following :-

- The Sevenoaks District Council (SDC)
- Local Cllr's
- Thames Water
- Kent Highways
- Kent Wildlife Trust
- Local and special interest Schools
- Disability organisations
- The Sevenoaks Society
- Other Sevenoaks Resident Associations

In association with the above the Committee organised a comprehensive survey of the public using the site to determine their views on the site, its condition, and particularly where they had come from.

An analysis of the survey soon revealed much concern for the future of the site and disappointment at its deterioration. Many saw the deterioration of the site as a major loss to the Sevenoaks Community. An important finding was that a substantial number of visitors came from the wider Sevenoaks District and in some cases other Towns in Surrey and Kent. The site was particularly important to people with a disability because of its unchallenging characteristics and location in an urban residential setting.

More recently, a petition to the SDC to restore the Lakes Park received the support of well over 1,000 people.

### 3. The Current Status Quo

Apart from the routine liaison with the SDC, Local Cllr's and other organisations the BRA has conducted a policy of maximizing **volunteer effort** to enliven Brabourne Lakes by establishing support measures and infrastructure that could demonstrate the sincerity and commitment of the BRA to the restoration of the Lakes site.

These BRA measures and infrastructure performed by volunteers are as follows :-

- Establishment and management of regular bi-monthly Working Parties engaged in routine maintenance tasks within the capability of volunteers (Normally 12 to 18 people per Working Party). Tools have been provided from BRA Funds.
- Planning and execution of Public Events currently, Easter Egg Hunt, Treasure Hunt, Picnic in the Park and Band Concert, Santa and Sleigh Visit all supported from BRA Funds
- Story Telling for the under fives with parents

In addition to the above the BRA has been given grants from the Sevenoaks Town Council for ornamental tree planting and the provision of Picnic Tables supplemented from BRA funds. The Sevenoaks Round Table has generously supported some of the BRA Events.

The BRA has no doubt that the establishment of the above has raised the public profile of the Lakes to a point where support for the restoration process is widespread and of much value to the Community as a Sevenoaks Asset. Indeed, the Sevenoaks MP, Sir Michael Fallon has demonstrated this by turning out for our Working Parties.

Any Sponsorship or allocation of outside funds would greatly assist the current BRA effort to restore the Lakes site, accelerate the process and arrest the ongoing deterioration. As such we strongly support this application for CIL funding.

#### **4. The Bradbourne Residents Association (BRA)**

The Association was formed in 2011 under a new Constitution replacing the former Bradbourne Lakes Residents Association. The Association has a membership of 450 households representing about 2 thirds of the households in the geographic area of Sevenoaks covered by the Association.

As its Constitution dictates, the BRA represents the interests of its members and therefore, inter alia, acts to :-

- Represents those interests in relation to the Kent County Council (KCC), the Sevenoaks District Council (SDC) and Sevenoaks Town Council (STC) directly or in Committees and Working Groups.
- Liaise and co-ordinate representation with other Sevenoaks Residents Associations.
- Establish measures and activities which will encourage cohesiveness of the membership and the wider community
- In particular, and in respect of this application, to fulfill its constitutional obligation to “preserve areas of residential amenity perceived to be under threat”.

The Committee Meets bi-monthly with special Meetings when necessary. Comprehensive Meeting Notes and other documents are kept to officially record the business of the Association to audit standards. The Association has a BRA Website and produces a bi-annual newsletter to keep Members informed of important BRA business and matters of local interest. On other occasions where there is a degree of urgency or matters of immediate interest the BRA uses email communications.

Byron R Brown – Secretary BRA

Date : 27<sup>th</sup> September 2019

Copies

BRA Committee Members

Clr Dickins  
Clr Canet  
Clr Collins

BRA Committee File



To whom it may concern

Bradbourne Lakes are a unique part of Sevenoaks enjoyed by many from far and wide. If you visit Trip Adviser it lists them as no 8 of things to do in Sevenoaks. They provide a much-needed lung near two congested areas of Sevenoaks.

Historically the lakes are important being the ornamental lakes to Bradbourne House and housing one of the estates monoliths.

The park has helped wildlife to flourish and be appreciated by everyone who visits or live nearby. They provide a habitat for wildlife, and opportunities for both old and young to meet, socialise, enjoy the tranquility and to appreciate and learn about their surroundings. They are a safe place to go to eat your picnic, meet a friend or for a group activity.

Regular events in the park, (Easter Egg Hunts, Band Concerts, Father Christmas, Story Time) run by Bradbourne Residents Association help to promote exercise, social contact and prevent loneliness; they are not restricted to the local residents but open to all.

Sadly, despite much work done by the Bradbourne Residents Association and maintenance by Sevenoaks District Council who run the park the whole area has deteriorated and fallen into disrepair. If the lakes were to be renovated they would be a jewel in the crown of Sevenoaks, drawing in not only local people but tourists, who are important to the town. The lakes are within walking distance of both railway stations and near several no 8 bus stops.

The renovated lakes would be a place for local schools, cub, brownie and scout groups among others to visit to explore and learn about the wildlife. Several local nurseries would be able to use it as a stimulating space for their charges. It is a safe place for the elderly and for parents and their young ones. Once restored it will be suitable for wheelchair users and others with limited physical mobility.

In the lakes we have an established well-loved green space crying out for restoration, we have people who use it, a perfect social, ecological site ready to be restored for the current and the next generation.

Cllr Irene Collins

Sevenoaks Northern Ward

Local Bradbourne Lakes Resident

## Agenda Item 5b

Dear CIL Chairman

I am pleased to be able to support the application for CIL funding to continue the support that has been given for the Bradbourne Lakes restoration.

There has been much support for the lakes by many local people particularly the Bradbourne Lakes Resident Association , who have worked so hard on the Park entirely voluntarily because they know that it is a valued community asset.

The park is used by many people of all ages for quiet recreation and to spend time in pleasant place in the open air.

The actual lakes require restoration as do the footpaths so that they can be enjoyed by more people , some with mobility problems or with babies and young children in push chairs. There is a need for toilets to enable greater use by a wider public and to enable them to access the park .

I have been visiting the Lakes since I was at school and know the importance of this public space and its lovely trees, I have shared some days with my grandchildren in more recent days in the park.

I hope that CIL Board will be able to support this application.

Thank you.

Merilyn Canet

Cllr Merilyn Canet Northern Ward SDC

Mr James Virgo, BA (Hons), DipLA, CMLI  
LUC  
250 Waterloo Road,  
London SE1 8RD

27<sup>th</sup> September 2019

Dear Mr Virgo

I am writing on behalf of Sevenoaks Town Council to confirm its support to Sevenoaks District Council's Community Infrastructure Levy (CIL) application for the proposed improvements to Bradbourne Lakes.

Should you need any further information please do not hesitate to contact me.

Yours sincerely

*L Larter*

Linda Larter MBE  
Chief Executive / Town Clerk

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

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Application C

**Proposal**      Swanley Transport Interventions

**Applicant**    Kent County Council - Highways

**Ward(s)**        Crockenhill & Well Hill  
                       Hextable  
                       Swanley Christchurch & Swanley Village  
                       Swanley St. Marys  
                       Swanley White Oak

**RECOMMENDATION:** That the **£1,000,000** applied for, as set out in the report, for scheme “Swanley Transport Interventions” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong evidence has been submitted to demonstrate a strong link between new development and the scheme

**Introduction**

- 1     Kent County Council (KCC) holds a number of statutory functions which includes its role as the Local Transport Authority (LTA). The LTA oversees roads, drainage, streetlights, school transport and working with public transport bodies and companies. KCC also has a role in the planning process by advising Borough and District Councils on planning applications on transport matters, as well as Local Plan allocations.
  
- 2     The application was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

**Description of Proposal**

- 3     The Swanley Transport Interventions Fund (STIF) is described as a package of measures that will help improve accessibility and connectivity in Swanley and the surrounding villages. Poor connectivity and accessibility has been attributed to traffic congestion on the local and strategic road networks

## Agenda Item 5c

(SRN), which is having significant impacts on business confidence and economic growth opportunities.

- 4 Possible mitigation measures will focus on public realm improvements, which will help improve desire lines and increase options for more sustainable transport choices for short door-to-door journeys. The STIF will also deliver physical infrastructure improvements within Swanley Town Centre as well as key interchange points to facilitate multi-modal journeys using public transport, walking and cycling.

### Funding

- 5 Kent County Council has estimated that the total cost of the project to carry out the works will be approximately £5 million.
- 6 Kent County Council has stated that it would expect funding would be made available from developments being brought forward in the new Local Plan from developer contributions.
- 7 It should be brought to the attention of Members that as a CIL charging authority, planning obligations will only be asked for where there is site-specific or off-site specific improvements as detailed within a Section 106 legal agreement.
- 8 The applicant has not applied to the CIL Spending Board before and has not approached the relevant town and parish councils for CIL funding either. For clarity, the three town and parish councils are applicable to this scheme are the following:
  - Swanley Town Council
  - Crockenhill Parish Council
  - Hextable Parish Council

The reason that these town and parish councils are applicable to the funding application is that the parish areas of Swanley, Hextable and Crockenhill formed the study area for the Swanley Transport Study.

- 9 Therefore to meet the funding gap for the full cost of the project, Kent County Council has applied to the Board for £1 million of CIL funding. This equates to 20% of the total project cost.

### Representations and Support

- 10 The application submitted indicates that Kent County Council will be working in partnership with Sevenoaks District Council. This is due to joint partnership

working on producing the transport evidence based documents to support the new Local Plan. The transport evidence base includes the Swanley Transport Study Stages 1 & 2 (May 2018) and the Sevenoaks District Transport Assessment (December 2018).

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

- Cllr. Michael Horwood (Kent Member for Swanley and Swanley Town Councillor)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong evidence has been submitted to demonstrate a strong link between new development and the scheme

#### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 12 When considering an application for CIL funding from the Board, it must be demonstrated that there are clear economic, social and environmental benefits to the scheme proposed. This enhances the sustainability case as to whether the scheme should receive CIL funding.
- 13 The proposal has a strong benefits which not only aids site-specific improvements to development but also the wider area of Swanley and the surrounding villages. Improved pedestrian and cycling facilities and linkages would reduce traffic and congestion, allowing residents to choose more sustainable modes of transport for short door-to-door journeys. This creates a better environmental benefit to the area as reduced traffic and congestion improves air quality, as well as improving resident's health and well-being. Furthermore, reduced congestion can also improve journey times for public transport (i.e. buses).
- 14 There are also social and economic benefits to the scheme. The applicant has stated that the measures proposed in the STIF would benefit the economy due to its close proximity to the M20, the M25 and the A20. Swanley also has excellent rail links into London, benefiting from regular services to London Victoria and London Blackfriars. The station was also included within the Transport for London (TfL) travel area allowing commuters to use

## Agenda Item 5c

Oyster/contactless technology. By reducing congestion in the area would improve the connections to the town, unlocking growth and regenerating the town.

### The project is identified in an adopted strategy/plan

- 15 As submitted in the funding application, it is stated that Swanley is the District's second largest settlement and is recognised as an area of potential growth through the preparation of the Local Plan evidence base, namely the Swanley Transport Study Stages 1 and 2 (May 2018).
- 16 The Stage 1 report for the Swanley Transport Study identified approximately 30 specific issues within the study area. All issues identified in Stage 1 were considered to be existing problems and were validated in consultation with local Members. The report concluded that future growth and regeneration of Swanley would be inhibited in a "do-nothing" scenario.
- 17 The Stage 2 report for the Swanley Transport Study considered a range of intervention and mitigation measures to deal with the identified issues from Stage 1. Almost 100 measures were identified initially before being reduced to a definitive list of 62 measures.
- 18 The lists of existing issues and mitigation measures can be found in the Swanley Transport Study. A number of mitigation measures have also been included in the Council's Infrastructure Delivery Plan.
- 19 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

### Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.

- 20 As part of their submission, the applicant has identified developments in the area that have created a need for this particular scheme.
- 21 Whilst preparing the Swanley Transport Study, and the Sevenoaks District Transport Assessment, a number of committed or permitted developments were identified, as well as a number of sites that were submitted for the new Local Plan. This also included residential, employment and other forms of development.
- 22 A number of sites have been allocated in Swanley for the new Local Plan. Therefore, it is likely that a number of site-specific transport and highway improvements will be required (subject to the granting of planning

permission) as well as off-site improvements for the wider area. This is demonstrated through the new Local Plan and the evidence which supports it.

- 23 The applicant has therefore sufficiently identified evidence to demonstrate that there is a strong link between the new development and the project, which is seeking funding.
- 24 Therefore, after careful consideration, the need for the scheme has been adequately demonstrated through the submitted application.

Other considerations

*Funding of the scheme*

- 25 Whilst the issue of funding has been discussed in paragraphs 5 to 9 of this report, it should be brought the attention of Members that the applicant is dependent on development coming forward to fund the appropriate works as set out in the Swanley Transport Study. It is not clear how developer contributions (both Section 106 and CIL) will be used, and therefore this provides a degree of uncertainty with regards to funding.
- 26 Members may wish to consider the implications of developer contributions coming forward to fund the scheme proposed.

*Project management*

- 27 Whilst the project is in its early stages, Kent County Council have confirmed that the Council would manage the project as the Local Transport Authority. A project management timetable has been provided with the application which clearly demonstrates how the project will be managed and expected timeframes to complete the scheme. It is expected that the scheme will begin at the end of 2020 with the anticipated completion of the project being the end of 2021.

*Requirement for Planning Permission*

- 28 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.
- 29 Given the scale and the type of development proposed, planning permission is not required under the powers that Kent County Council have as the Local Transport Authority.

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### *Implications for the Local Plan*

- 30 It should be drawn to Members attention that the proposal should be seen in the wider context of site allocations proposed in the emerging Local Plan.
- 31 The Council submitted its Local Plan to the Planning Inspector for Examination in April 2019 and Hearings have taken place in September/October 2019. It should be noted that the Council received an initial response from the Planning Inspector in mid-October which set out concerns about the Local Plan in its current form. The Council will continue to monitor the situation with the Local Plan Examination, and will provide updates to Members and the public when further information becomes available.
- 32 Members should note that if any site is formally allocated in the Local Plan following Examination by the Planning Inspector, it does not mean that the proposal is automatically granted planning permission. The purpose of the allocation is to establish whether the principle of development in this location is acceptable. The proposal is then subject to the Development Management process through a separate planning application. Any planning obligations would be negotiated through the Development Management process.

### *Application Considerations - Weakly Performing Criteria*

- 33 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:
- Limited partnership working
  - The scheme not maximising funding sources / CIL funding from the relevant town or parish council(s)

### **Conclusion**

- 34 Kent County Council has submitted an application to the Board to consider funding for a package of transport intervention measures in Swanley and the surrounding area. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is asking for a comparable amount of funding in comparison to the total project cost, and has not benefited from CIL funding previously. However it recognised that the applicant is dependent on planning obligations being made available to fund the improvements from development within Swanley.

- 35 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £1,000,000.00 of CIL funding be approved to support the delivery of the project. Whilst the project does not maximise all sources of funding, it is considered to provide a clear public benefit and approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Appendices** Original bidding proforma and supporting information

**Background Papers** None

**Contact Officer** Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

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# View Response

## Response Details

From	<a href="#">KCC Highways (Louise Rowlands)</a>
Date	Started: 09 Sep 2019 12:12. Last modified: 09 Sep 2019 13:28
Status	Complete
Email Address	<a href="mailto:louise.rowlands@kent.gov.uk">louise.rowlands@kent.gov.uk</a>
Title	Mrs
Firstname	Louise
Surname	Rowlands
Company / Organisation Name	KCC Highways
Position / Role in organisation	Principal Transport & Development Planner
Address 1	Ashford Highway Depot
Address 2	Henwood Industrial Estate
Address 3	Javelin Way
Address - Town	Ashford
Address - County	Kent
Postcode	TN24 8AD
Telephone Number	03000413787

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Which consultations would you like to be told about? **Core Strategy** **CIL Charging Schedule**  
**Local Plan**

Internal Categorisation **Statutory Consultee (others)**

Response ID #743427

Visibility Unknown.

Thank you for expressing your interest in applying for CIL funding.

The purpose of CIL is to provide financial assistance to deliver local and/or strategic infrastructure projects across Sevenoaks District to support development and mitigate any adverse impacts from it.

Before continuing with your application, we would advise that you answer all questions as fully as you can. This will help the CIL Spending Board to better understand your proposal for your funding application.

If you still require further assistance and guidance, please do not hesitate to contact the Planning Policy team on 01732 227000 or please email [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk).

### Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal

obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

## Section 1 - Project Details

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Scheme Name

Swanley Transport Interventions

Description of the Scheme

**Swanley Transport Interventions Fund (STIF)** is a package of measures that will address the growing accessibility and connectivity problems caused by traffic congestion and a lack of resilience on the strategic road network, which is damaging business confidence and economic growth opportunities within Swanley and the surrounding villages. It will focus on improving traffic flow through the constrained town centre environment by improving

## Agenda Item 5c

the public realm environment and increasing the attractiveness of making door to door journeys by sustainable modes. Infrastructure improvements will be delivered within the town centre, along key desire lines within Swanley and the surrounding villages and key interchange points to facilitate multi-modal journeys using public transport, walking and cycling.

Is this scheme promoted by your organisation in partnership with another organisation(s)?

Yes

No

If you answered YES please provide the following details:

- Organisation Name(s)
- Responsible individuals(s)
- Signature(s) on behalf of other supporting organisations(s)
- Details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.

The scheme is a result of the Swanley Transport Study which was a joint initiative between KCC and SDC. Louise Rowlands is the contact for KCC and Simon Taylor for SDC. Each provided funding for the Study to be completed and it is anticipated that some developer funding will be available through the emerging new Local Plan.

Is planning permission required for the scheme?

Yes

No

If YES, has this been applied for?

If NO, please explain why?

The Swanley Transport Interventions comprises a package of measures which include highway infrastructure improvements and traffic management measures which will be subject to further detailed design and consultation.

If planning permission has been granted – please details and a reference number.

*«No response»*

Please provide details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies), including the date it was applied for/granted:

Further detailed design and consultation will be required.

## Section 2 - Need for the Scheme

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

List of projects or development that result in the need for this scheme:

The STIF interventions were developed as part of the Swanley Transport Strategy, which included an option appraisal that assessed identified options based on their ability to contribute to addressing existing issues and the objectives of the strategy, and whether they were deliverable, feasible and affordable. An appraisal framework was developed with consideration of the DfT's Early Assessment and Sifting Tool (EAST) and that supported the 'Scale of Impact' and 'Fit with other Objectives' criteria within the DfT Tool. The appraisal results for each option were used as the basis of establishing a prioritised list of interventions to be included within the Swanley Transport Strategy. The 'high-scoring' infrastructure interventions are included within the STIF scope of works .

Phase 1 of the Swanley Transport Study identified some 27 specific issues within the study area. Of these, nine related to the highway network and congestion. A further fifteen related to accessibility for pedestrians, cyclists and public transport whilst the remaining issues related to car parking and the public realm. These are existing problems and engagement with local members has confirmed that these problems are currently being experienced. Future growth and regeneration in Swanley would be inhibited in a do nothing scenario and the existing problems would be exacerbated.

Phase 2 of the Swanley Transport Study included an option generating exercise to identify a range of measures or interventions to achieve LTP4 and the Sevenoaks Strategy for Transport objectives and address the issues and opportunities identified in Phase 1. A total of 98 options were identified for further consideration. The options were sifted to generate a definitive list of 62 options and measures. Further assessment of the options included scheme deliverability, feasibility and affordability and a qualitative assessment scoring system. Each of the options were scored to

identify the better performing options to be included in the final transport strategy.

A total of 21 measures were identified as high scoring and which form the underlying basis of the package of transport measures.

A further 18 measures scored well and form the wider package of transport strategy measures with deliverability and feasibility considered to be possible but with challenges.

A further 22 measures were considered to be more challenging to implement and offer lower benefits.

Two measures were considered to perform insufficiently well.

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 Swanley Transport Study Phase 1 and 2 are appended

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

- Economic
- Social
- Environmental

Improved pedestrian and cyclist facilities, reduced congestion, highway safety improvements, accessibility for pedestrians and cyclists improved by

## Agenda Item 5c

the provision of new routes. Public transport facilities to encourage and promote more bus trips. Improved journey times for buses. Reduced queues and delays, improved air quality .

The government has identified a need for 13,960 homes, 11.6ha of employment land and 32,000m<sup>2</sup> retail floorspace in the new Sevenoaks District Local Plan period up to 2035. This equates to an annualised need for 698 new homes across the District.

Swanley is Sevenoaks district's second largest town and whilst it is strategically located close to the M20, M25, A20 and has excellent rail connections the Swanley Transport Study has identified constraints and issues within the town itself. Solving these issues will unlock potential for growth and regenerate the town.

[

Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?

To be included in the Infrastructure Delivery Plan which will run alongside the new Local Plan.

How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?

The measures for Swanley are to be included in the IDP to be delivered should appropriate developer funding be available.

## Section 3 - Funding

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Total Project Cost

£5m

Funding required from CIL:

£1m

Please 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.

Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.

Funding would be available from developments coming forward in the new Local Plan. The Local Plan hearing is to take place September/October 2019 after which it will be clearer which developments will be included and can contribute towards the measures proposed.

Is this bid for staged payments?

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Yes

No

Will staged payments be accepted?

Yes

No

Please provide details of anticipated funding requirements and timetable

The Swanley Transport Interventions comprise a package of measures and therefore it would be possible to delive the measures piecemeal in several phases and this would allow phased funding.

Has a bid(s) for CIL funding been made to relevant town and parish councils?

Yes

No

If YES, please provide the following details:

- Details of bid
- Decision made; and
- Details of decision

«No response»

If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.

This bid is not being made by a parish or town council

Would the scheme be fully funded if the CIL contribution is agreed?

Yes

No

Has this scheme already benefited from CIL funding through the CIL Spending Board?

Yes

No

If YES, please provide further justification as to why further CIL funding is required for this project.

CIL funding is required to allow delivery of the Swanley Transport measures identified in the Swanley Study.

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Has this scheme/land/building already benefited from funding from Sevenoaks District Council?

Note - this can include grants, section 106s, a Community Fund etc.

Yes

No

If YES, please provide further details of amount and the project involved.

«No response»

## Section 4 - Deliverability

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Does your organisation have the legal right to carry out the proposed scheme?

Yes

No

If not, you must attach documentation showing that the statutory provider of this service supports this scheme.

«No files»

Anticipated start date for delivery of the scheme

end of 2020

Anticipated finish date for the delivery of the scheme:

2021

Anticipated date when CIL funding will need to be made available:

Spring 2020 but the delivery program can be managed should funding be available later.

Does land need to be purchased to facilitate the scheme?

Yes

No

If YES, please provide details

«No response»

Please provide a consultation plan to let SDC know when they can expect progress reports on the project.

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Consultation has taken place during the Swanley Transport Study with engagement with members and workshop events. Further engagement and consultation will take place with key stakeholders during the design stages and prior to procurement.

Please provide details of the management and timescales of the project.

The delivery of the project will be managed by KCC Highways. The scheme will be allocated a project manager who will lead on the management and delivery of the project. It is envisaged that once funding is confirmed work can commence on further design

Has consultation been carried out on the scheme or is any planned?

Carried out

Planned

No consultation planned

Please provide details (Note - results can be attached separately if necessary)

Consultation has taken place during the Swanley Transport Study with engagement with members and workshop events. Further engagement and consultation will take place with key stakeholders during the design stages and prior to procurement.

Is a relevant SDC ward member(s) supportive of the scheme?

You may provide the signature of an SDC ward member or an email from them to [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk).

- Yes
- No

Is the relevant town/parish council supportive of the scheme?

Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk) would also be sufficient).

- Yes
- No

Do you have any other local support for the scheme?

This can be in the form of businesses, community groups etc.

- Yes
- No

Please provide details of local support. (Note: An email from a relevant party to [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk) would also be sufficient).

This bid is for a package of measures within Swanley Centre and therefore the support for the different measures has differing levels of support but Michael Horwood the County member and member of the Town Council supports most aspects of the proposals

## Section 5 - Maintenance

Please answer all questions as fully as possible. If you wish to supply additional information and attachments to support your bid, you can add these in "Section 6 - Supporting Information".

Which organisation will be responsible for ongoing maintenance?

KCC Highways

Are funding arrangements in place for maintenance?



Yes



No

Please provide details

KCC Highways have a responsibility to maintain the public highway infrastructure and apparatus.

Please provide any further comments here.

This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

«No response»

## Section 6 - Supporting Information

You can provide any supporting documents for your application here.

Please note that you are only able to upload a maximum of 10 documents.

If you do not wish to provide any additional documents, please go to the next section.

«No files»

## Section 7 - Declaration and Further Information

Please read the following declaration and provide the additional information required.

### 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.



On behalf of my organisation, I agree to the Declaration as stated above

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- On behalf of my organisation, I do not agree to the Declaration as stated above

### Please provide the following additional information

Name, role and contact details of the person that will be the contact for this bid:

Louise Rowlands

Principal Transport & Development Planner

Kent County Council - Highways, Transportation & Waste

Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid

Please note that if a representative does not attend the CIL Spending Board, your bid is likely to be referred to a committee that they can attend.

As above and/or Mark Fitch Sweco

Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:

TBC

Name, role and contact details of the person that will be legally responsible for receiving the CIL funds

TBC

Full company/charity name

Kent County Council

Registered No:

TBC

## Privacy Notice

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If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

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### Application Complete

Thank you for your application to the CIL Spending Board for CIL funding.

Your application will now be reviewed and assessed by Officers. If any part of your application requires further information or clarification, you will be contacted with the details you have provided.

You will be notified as soon as possible as to whether your application has been successful and to be considered by the CIL Spending Board.

Please click the "Finish" button to complete and submit your CIL funding application.

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Application D

**Proposal** Westerham Parking Project  
**Applicant** Westerham Town Council  
**Ward(s)** Westerham & Crockham Hill

**RECOMMENDATION:** That the **£59,975.00** applied for, as set out in the report, for scheme “Westerham Parking Project” be refused on the following grounds:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;
- The need for the scheme (Economic) is not clearly demonstrated in the application;
- The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s)

**Introduction**

- 1 Westerham Town Council is one of 31 Town and Parish Councils in Sevenoaks District. It is located in the rural west of the District and shares administrative parish boundaries with Edenbridge, Hever and Brasted. In addition, it shares the County boundary of Kent with Surrey. 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 was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

**Description of Proposal**

- 3 The proposal is to increase the number of car parking spaces by creating an additional 75 car parking spaces. These spaces are to be provided in four locations which have been described as some of the “worst affected areas” in the parish:
  - Costells Meadow Car Park, King Georges Field - up to **34** car parking spaces

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- Madan Road, Westerham - **12** car parking spaces
- Hartley Road, Westerham - **19** car parking spaces
- Crockham Hill Playing Field, Dairy Lane, Crockham Hill - up to **30** car parking spaces

### Funding

- 4 Westerham Town Council has estimated that the total cost of the project to provide 75 additional car parking spaces will be £185,926.00
- 5 The Town Council has identified the following additional funding sources and grants to support their application to the Board:
  - Westerham Town Council Asset Repair and Replacement Reserve - £20,287.00
  - Westerham Town Council CIL funds contribution - £100,664.00
  - Crockham Hill War Memorial Playing Field Trust - contribution of £5,000.00

Westerham Town Council has confirmed in their funding application that all funding and contributions have been formally agreed.

- 6 Therefore to meet the funding gap for the full cost of the project, Westerham Town Council has applied to the Board for £59,975.00 of CIL funding.

### Representations and Support

- 7 The application submitted indicates that Westerham Town Council will be working in partnership with the Crockham Hill War Memorial Playing Field Trust to deliver this project. Westerham Town Council also notes that the scheme was drawn up in consultation with Sevenoaks District Council and Kent County Council.
- 8 The application is supported by the following local representatives and organisations:
  - Cllr. Kevin Maskell (SDC Member for Westerham & Crockham Hill)
  - Cllr. Helen Ogden (Chairman, Westerham Town Council)
  - Westerham Town Partnership
  - Crockham Hill War Memorial Playing Field Trust

## Lead Officers Appraisal of Bid

### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- There is strong community support of the scheme

### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 9 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 to the wider town.
- 10 The proposal is a significant piece of infrastructure which meets an identified existing localised need. The scheme would bring significant social, economic and environmental benefits to immediate residents in the four locations as well as the wider local community. The applicant states that the creation of the additional parking provision will protect and enhance existing amenity green spaces by preventing cars from parking on it. This creates a safer environment for residents and improves the visual amenity value.
- 11 With regards to the social benefits of the scheme, the main point to consider is that it increases the amount of parking available to residents and the local community, especially where there are community events at the two playing fields.
- 12 With regards to economic benefits, the applicant describes Westerham as a vibrant tourist, market town which receives a significant number of visitors a year for community events and the retail offering that is available in the town. The applicant has stated that the additional parking will alleviate pressure on the existing Darent car park where sporting events take place on King Georges Field.

#### *The project is identified in an adopted strategy/plan*

- 13 As submitted in the funding application, Westerham Town Council has supplied a number of documents to support its application including its Council's Strategy 2016-2019 which outlines the aims and objectives of the Town Council, including the ambition to increase parking provision within the town. This is further underpinned through the Westerham Parking and Amenities Policy Document (published 2013) which also outlines the Town

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Council's ambitions to increase car parking provision due to residential, commercial and leisure developments coming forward.

- 14 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

### There is strong community support for the scheme

- 15 In the applicant's application for CIL funding, it is evident that there is strong community backing for this scheme.
- 16 Westerham Town Council states that the issue of car parking in the parish was first raised in 2015/16 following a number of concerns and complaints from residents, as well as from public consultation on the Town Council's priorities for 2015 - 2019. The Town Council, in support with Kent County Council, developed the four proposed car parking schemes which were subjected to further public consultation with residents, local community groups, sport club users and businesses.
- 17 It was noted that there was overwhelming support for developing additional car parking provision across the parish. Westerham Town Council has included the results of its public consultations to support its CIL funding application.
- 18 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project has strong community support for the scheme.

### Other considerations

#### *Project management*

- 19 In the application submitted, it has been stated that a Town Council Officer will project manage the scheme. It has also be stated that on-site management of the scheme will be undertaken by a contractor (Amey), who will be completing the works.
- 20 It is anticipated that the scheme will begin March 2020 and would be completed June/July 2020. The applicant has confirmed that no land would need to be bought to facilitate the scheme. The applicant has also stated that they would advise the CIL Spending Board when the project has commenced with the option to provide progress updates to Officers.

#### *Requirement for Planning Permission*

- 21 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.

- 22 The scheme would require planning permission, due to the nature of the works to be carried out. Westerham Town Council applied for planning permission for all four car parking schemes in October 2018. All four car parking schemes were granted planning permission in December 2018. The applicant has supplied information on the planning permissions granted as part of their CIL funding application.

*Application Considerations - Weakly Performing Criteria*

- 23 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:

- **The need for the scheme (Social)**

The applicant has set out a number of potential social benefits in relation to the scheme. However, during the assessment process, Officers considered that it is not sufficiently clear what the direct social benefits are to the project and how this would impact the local community.

- **The scheme not maximising funding sources / CIL funding from the relevant town or parish council(s)**

The applicant has been clear the majority of funding will be coming from the Town Council reserves/asset maintenance budget as well as the Town Council's CIL funds. The applicant has also secured a minimal amount of funding from the Crockham Hill War Memorial Playing Field Trust. While it is positive to see the applicant use a majority of its own CIL funds, it is not clearly demonstrated whether any other funding sources have been maximised to meet the project cost in full.

- **Other proposed schemes put forward to the Board have been given greater priority.**

A total of 26 projects have been put forward during the latest round of CIL funding for this CIL Spending Board. Whilst the project provides locally significant infrastructure, there were other projects which were considered more strategically significant in nature.

**Conclusion**

- 24 Westerham Town Council has submitted an application to the Board to consider funding to create additional car parking provision within the parish, following complaints and concerns from the local community. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is providing a large amount of its own CIL funding

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towards the project. It is noted has not benefited from CIL funding from the CIL Spending Board previously.

- 25 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that the funding request of £59,975.00 be refused. Whilst the project does provide a clear public benefit, the project does not appear to have maximised all sources of funding and the application does not provide clear social benefits for the wider local community. It is was also deemed that the project is more locally significant, in comparison to other infrastructure projects which are more strategic in nature.

**Appendices** Original bidding proforma and supporting information

**Background Papers** None

**Contact Officer** Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**  
**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

**Scheme name:**

Westerham Parking Project

**Description of Scheme:** Westerham's parking requirements are beyond current capacity. This scheme has been designed to provide an additional 75 parking spaces, across four of the worst affected areas around the parish, to help alleviate the congestion in these areas and keep traffic flowing.

<b>1</b>	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>Yes / No</b> (please delete as appropriate)	
		Organisation Name(s):	Crockham Hill War Memorial Playing Field Trust (CHWMPF Trust)
		Responsible individual(s):	Alan Jpyett, Chairman of CHWMPF Trust
		Signature(s) on behalf of other supporting organisations(s):	[REDACTED]
Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.		CHWMPF Trust have guaranteed \$5,000 towards the scheme – 2.7%	

	<p>Organisation Name(s):</p>	<p>Sevenoaks District Council / Kent County Council:</p> <p>The parking scheme was developed in consultation with John Strachan from Sevenoaks District Council Parking and the designs were created by Amey, who are Kent County Council' preferred supplier for highways issues. Amey have been involved throughout the development of the project and will be responsible for delivering the parking scheme.</p>
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<p><b>2</b> Is planning permission required for the scheme?</p> <p>If planning permission has been granted – please provide details and a reference number.</p> <p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):</p>	<p><b>Yes / No</b></p>	<p>(please delete as appropriate)</p>	
	<p>If yes, has it been applied for?</p>		<p>Yes, applied for and granted</p>
	<p>If no, please explain why?</p>		
	<p>Costells Meadow Car Park – reference 18/033332/FUL Maddan Road – reference 18/033333/FUL Hartley Road – reference 18/033335/FUL Crockham Hill Playing Field – reference 18/033334/FUL <i>Planning permissions listed above are attached for reference.</i></p> <p>Consent required</p> <p>None</p> <p>Date applied for / granted</p>		<p>None</p>

**Need for the Scheme**

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<p><b>3</b> List of projects or development that result in the need for this scheme:</p>	<p>15/03394 Land west of Rosclare Close, London Road, Westerham          16/02196 Field south east of junction with Farley Lane, Croft Road, Westerham          18/01037 Land west of Gladedale House, 30 High Street, Westerham          17/00290 Land to the south of 22, Westways, Westerham          16/00799 Site of Bloomfield Cottage, Hortons Way, Westerham</p>
<p><b>4</b> 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>The development to the west of Rosclare Close has resulted in increased housing density and caused additional vehicles to be parked in Madan Road, opposite the site, which has had a knock-on effect on Hartley Road. This scheme will help to keep traffic flowing freely by providing additional parking in areas where vehicles are currently parked on pavements and verges, on both sides of the road, obstructing traffic movement and emergency vehicles.</p> <p>Additional housing and an increased population has added to the ever-increasing demand for sporting and recreational facilities in the town. There is an urgent need to create a car park within the site of Crockham Hill Playing Field to accommodate the increasing numbers using the site, who currently park and obstruct the narrow rural lane adjacent to the site, or along the Main Road (B2026 to Edenbridge). This reduces visibility for oncoming traffic at a crossroads where speed of traffic is already a problem – there was a fatality at the site in June 2018.</p> <p>This scheme would provide additional parking at King George’s Field as part of an ongoing programme of improvement, and to accommodate the increasing number of sports users using the site – two additional junior</p>

	football teams started in September 2019 and a cricket club is forming for the summer 2020.
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**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

<b>5</b> Economic	<p>Westerham is a tourist, visitor, event and shopping market town. Additional parking for local residents and sports users will alleviate the pressure on the Darent Car Park, particularly in the winter months when the overflow is closed and there are 25+ football teams playing their matches on adjacent King George's Field. This will maintain the present car parking capacity in the Darent Car Park for business users and visitors, encouraging increased footfall to the High Street, supporting retail outlets and the continued vibrancy of local business.</p>
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<b>6</b> Social	<p>Increased and improved parking facilities for residents. Prevention of cars parking on the open amenity grassed spaces will stop the estate from looking unsightly with rutted/muddy greens and avoid the current neighbourhood parking disputes, undoubtedly improving living conditions on the estate. The additional parking provision at the two playing fields will benefit the whole community.</p>
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<b>7</b> Environmental	<p>Improved visual amenity. The schemes in Madan and Hartley Roads are designed to maximise parking provision, whilst protecting and enhancing the remaining open amenity space for residents. The parking design at King George's Field includes a planting scheme to enhance the visual look of the car park in its green setting in the park, for the benefit of users and neighbouring residences. The car park design at Crockham Hill Playing Field maintains the open</p>
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	<p>aspect of this rural setting and includes the planting of native hedging to enhance the visual aspect of the provision.</p>
<p><b>8</b> Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>	<p>Westerham Town Council (WTC) 2016-2019 Strategy places this work in the priority category. Westerham Town Partnership (WTP) undertook a full parking impact survey within the town in which the report identified the serious need for additional parking (this resulted in WTC and WTP working with SDC to create an extension to the Darent Car Park) and noted the negative impact the success of the football club has had on the parking in the Darent Car Park – both documents are attached.</p> <p>The priorities identified in the Sevenoaks District Council Community Plan 2016 – 2019 also support this project. The Dynamic Economy section recognises that 'Parking is a key issue if town centres are to become more vibrant'. The Sustainable Economy section includes priorities:</p> <ul style="list-style-type: none"> <li>• To work with local people to provide strong, active and sustainable communities and to make the best of community spaces and facilities.</li> <li>• Enable local people and Town and Parish Councils to participate in issues that affect them or their local area</li> </ul> <p>The Healthy Environment section priorities include:</p> <ul style="list-style-type: none"> <li>• To support improvements to leisure and sports facilities and improve access to open spaces</li> </ul> <p>Sevenoaks District Council Playing Pitch Strategy states that King George's Field is 'currently considered to be at capacity for youth matches at peak times' and it is 'recommended that the ancillary ... be refurbished as it is vital for providing toilets and refreshments to players and spectators of the nearby pitches'.</p>

<p><b>9</b> How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?</p>	<p>Sevenoaks District Council Infrastructure Delivery states 'that in order to achieve sustainable communities...infrastructure requirements must': ensure that there is 'sufficient capacity to meet the needs of existing residents' and ensure that 'additional capacity can be provided to accommodate any future growth'.</p> <p>The infrastructure category 'Transport' includes car parking facilities and the category 'Community Facilities' includes sports venue and playing pitches.</p> <p>The parking scheme proposed identifies with these priorities by providing additional parking capacity to both accommodate an increase in population from the new developments and meet the needs of existing residents within congested areas of the town and at the two recreational facilities serving the parish.</p>
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**Funding**

<p><b>10</b> Total Project Cost</p>	<p><b>£185,926</b> including contingency – the precise extent of contingency items is unknown until the project commences as there are utilities on some of the sites that will have to be moved.</p>
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<p><b>11</b> Funding required from CIL:</p> <p>Please 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>Please provide the status of each source of funding for example whether it has been formally agreed,</p>	<p><b>£59,975</b></p> <p>1) Westerham Town Council reserves <b>£20,287</b>. This is the maximum Council believes can be contributed from the asset repair and replacement reserve. Formally agreed.</p> <p>2) Westerham Town Council CIL funds <b>£100,664</b>. Other priority projects (King George's Field re-development) to be funded from remaining Town Council CIL. Formally agreed.</p> <p>3) Crockham Hill War Memorial Playing Field Trust <b>£5,000</b>. This is the limit of</p>
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whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.		trust funds available. Formally agreed.	
		4)	
		5)	
		6)	
<hr/>			
<b>12</b> Is this bid for staged payments?		<b>Yes / No</b> (please delete as appropriate)	
Will staged payments be accepted?		<b>Yes / No</b> (please delete as appropriate)	
Please provide details of anticipated funding requirements and timetable		Commencement deposit 50% estimated March 2020 Balance on completion June/July 2020	
<hr/>			
<b>13</b> Has a bid(s) for CIL funding been made to relevant town and parish councils?		<b>Bid made (please delete as appropriate):</b>	
If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	
		Westerham Town Council will contribute £100,664 from received CIL. Yes Approved at Full Council meeting on 08/10/2018.	
<hr/>			
<b>14</b> Would the scheme be fully funded if the CIL contribution is agreed?		<b>Yes / No-</b> (please delete as appropriate)	
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<b>15</b> Has this scheme already benefited from CIL funding through the CIL Spending Board?		<b>Yes / No</b> (please delete as appropriate) If Yes; Please provide further justification as to why further CIL	

funding is required for this project.

<p><b>16</b> Has this scheme/land/building already benefited from funding from Sevenoaks District Council?  Note- this can include grants, section 106s, a Community Fund etc.</p>	<p><b>Yes / No</b>  If Yes: Please provide further details of amount and the project involved.</p>	<p>(please delete as appropriate)</p>
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**Deliverability**

<p><b>17</b> Does your organisation have the legal right to carry out the proposed scheme?</p>	<p><b>Yes / No-</b>  If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>	<p>(please delete as appropriate)</p>
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<p><b>18</b> Anticipated start date for delivery of the scheme:</p>	<p>March 2020</p>
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<p><b>19</b> Anticipated finish date for the delivery of the scheme:</p>	<p>June/July 2020</p>
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<p><b>20</b> Anticipated date when CL funding will need to be made available:</p>	<p>March 2020 for pre-start deposit and June/July 2020 for balance</p>
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<p><b>21</b> Does land need to be purchased to facilitate the scheme?</p>	<p><b>Yes / No</b>  Please provide details</p>	<p>(please delete as appropriate)</p>
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<p><b>22</b> Please provide a consultation plan to let SDC know when they can expect progress reports on the project.</p>	<p>Will advise on the start date and the anticipated finish date. This is a quick delivery project with works expected to be completed within three months – weekly progress reports can be made.</p>
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<p><b>23</b> Please provide details of the management and timescales of the project.</p>	<p>A Town Council Officer will project manage the scheme and on-site management of the project will be undertaken by Arney, who will be completing the works. Timescales as above.</p>
<p><b>24</b> Has consultation been carried out on the scheme or is any planned?</p>	<p><b>Carried out / Planned / No consultation planned</b> (please delete as appropriate)</p> <p>The evidence of need for additional parking was identified through complaints and requests from residents and through extensive public consultation undertaken in 2015/16, which highlighted parking as one of the top priorities for local residents – see Strategy Consultation Results document attached.</p> <p>Once the parking scheme had been developed, further local consultation was undertaken with residents of Madan and Hartley Roads, with overwhelming support.</p> <p>Consultation was also carried out with the sports clubs and users, and local residents regarding the schemes proposed at King George's Field and Crockham Hill Playing Field and unanimous support was received for both schemes.</p>
<p><b>25</b> Is a relevant SDC ward member(s) supportive of the scheme?</p>	<p><b>Yes / No-</b> (please delete as appropriate)</p> <p>You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cll@sevenoaks.gov.uk">cll@sevenoaks.gov.uk</a>.</p> <p>SDC ward member, Kevin Maskell, will email in support of the scheme</p>

<b>26</b>	Is the relevant town/parish council supportive of the scheme?	<b>Yes / No-</b>	(please delete as appropriate)
		Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Westerham Town Council Chairman, Helen Ogden, will email in support of the scheme

<b>27</b>	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	<b>Yes / No-</b>	(please delete as appropriate)
		Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).	Westerham Town Partnership will email in support of the scheme  Crockham Hill War Memorial Playing Field Trust have signed in section 1 above in support of the scheme.

**Maintenance**

<b>28</b>	Which organisation will be responsible for ongoing maintenance?	Westerham Town Council
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<b>29</b>	Are funding arrangements in place for maintenance?	<b>Yes / No-</b>	(please delete as appropriate)
		Please provide details	Westerham Town Council precept

<b>30</b>	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	<i>Details of the Parking Scheme are attached for reference.</i>	

**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**

[Redacted Signature]

**Name**

..... DEBBIE MARSHALL.....

**Position**

..... RESPONSIBLE FINANCE OFFICER.....

**Further information:**

Name, role and contact details of the person that will be the contact for this bid:	Debbie Marshall Responsible Finance Officer TEL: 01959 562147/07967 144404 EMAIL: dmarshall@westerhamtowncouncil.gov.uk
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Helen Ogden Westerham Town Council Chairman TEL: 01959 562147 EMAIL: cilrogden@westerhamtowncouncil.gov.uk
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Angela Howells Town Clerk TEL: 01959 562147 EMAIL: ahowells@westerhamtowncouncil.gov.uk

Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Debbie Marshall Responsible Finance Officer TEL: 01959 5621 47/07967 144404 EMAIL: <a href="mailto:dmarshall@westerhamtowncouncil.gov.uk">dmarshall@westerhamtowncouncil.gov.uk</a>
Full company/charity name: Registered No:	Westerham Town Council

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

**HARTLEY ROAD & MADAN ROAD: PROPOSED ON-STREET PARKING**

**BACKGROUND**

Building of the estate to the north-east of Westerham was commenced in the 1940s and completed in the early 1960s, at a time when cars were considerably smaller and fewer cars were owned. Today the roads around the estate are congested and unable to cope with the volume of homeowners wanting to park their cars near their residence.

Residents double park and park on every available area of grassed amenity space, turning them into a muddy and rutted mess. We have received numerous complaints from residents concerned that emergency vehicles would be unable to gain access through the narrowed roads and that the amenity spaces are no longer safe or in a fit state for children to play outside their homes.

Westerham Town Council undertook a consultation with residents in Ash, Madan and Hartley Roads to ascertain whether the amenity spaces should all be protected by wooden posts to prevent vehicles parking on them. It was very clear from the high level of responses received and the feedback given that lack of parking was an enormous problem on the estate and that residents only parked on these areas because there was nowhere else available to park.

The grassed area in Hartley Road was identified as a suitable area to create additional on-street parking to help alleviate the problem.



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### SCHEME DESIGN

The layout proposed is shown on drawing 4300WEST/06, which would offer 19 parking bays, using perpendicular parking (90°).

A constraint for the design is the existing on-street parking on the opposite side of the road. This restricts the manoeuvrability to enter and leave the parking spaces and as such has determined the amount of land that is needed from the green open space, together with the need to re-establish the public footpath.

The grassed area in Madan Road was identified as a suitable area to create additional on-street parking to help alleviate the problem.



### SCHEME DESIGN

The layout proposed is shown on drawing 4300WEST/05, which would offer 12 parking bays, using perpendicular parking (90°).

A constraint for the design is the existing on-street parking on the opposite side of the road. This restricts the manoeuvrability to enter and leave the parking spaces and as such has determined the amount of land that is needed from the green open space.

**KING GEORGE'S FIELD - PROPOSED CAR PARK RE-DESIGN AND EXTENSION**

**BACKGROUND**

King George's Field (KGF) provides the only recreational facilities for the town of Westerham, with a population of 4,000 people. KGF is home to Westerham Bowling Club, Westerham Football Club and Westerham Junior Football Club. The field houses a picnic area, an outside gym, skatepark, tennis courts and children's playground, as well as being used by dog walkers, fitness boot camps, and for town events.

The designated car park for King George's Field has just 20 parking spaces and is wholly inadequate for a field of this size. Inevitably many users of the field use the nearby Darent Car Park (93 spaces). This puts tremendous pressure on the town's ability to provide sufficient spaces for shoppers and tourists to Westerham, particularly in the winter months. During the dry months of the year the Darent Car Park has an overflow car park, opened as a joint project of Westerham Town Council, Sevenoaks District Council and Westerham Town Partnership. The overflow eases the situation during the dry weather but is unable to open during the wet months of the winter as the grasscrete surface becomes water logged.

Westerham Junior Football Club has 21 youth teams and 420+ junior footballers, who all train and play league matches on the field on a weekly basis from September until April, when the overflow car park is closed. This results in the Darent Car Park often becoming full at weekends with football players, which is detrimental to the high street retailers and the economy of the town.

The existing car park does not meet sufficient needs and is in need of repair and expansion. The application submitted is to re-design and extend the existing car park in Costells Meadow to maximise the capacity using the land available, so increasing the available spaces from 20 to 34.



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### **SCHEME DESIGN**

The layout proposed is shown on drawing 4300WEST/02. Up to 34 vehicles can be accommodated. The area identified for redevelopment consists of the existing car park and the area of wasteland situated behind it. This area is currently un-used for the majority of the year, with adhoc parking by sports teams on the grass in fine weather. The area sits outside of the playing field boundary and serves no positive purpose to the running of KGF. It would be far better utilised to provide all year round additional parking.

Kerb boundaries and four distinct parking areas provide a more formal and manageable arrangement. A central bound surface (black top) access strip extending from the entrance to halfway along the site will ensure the long term integrity of the surface where traffic is highest. This will also help to avoid loose material accumulating at the entrance and immediately beyond.

All parking spaces and the southern part of the car park are shown to be surfaced with loose gravel. Provision is made in the design for access to be gained to the residual land at the southern end of the site, which would be gated. No drainage measures are anticipated. On the west side, a thin strip for planting has been provided, with a post and rail boundary fence. No loss of existing trees or hedgerows is anticipated.

### **CROCKHAM HILL PLAYING FIELD - PROPOSED CAR PARK**

#### **BACKGROUND**

Crockham Hill Playing Field provides the only recreational facilities for the village. The site acts as a busy central hub for the village providing the following:

- Junior and adult cricket teams from Oxted and Limpsfield Cricket Club and Cudham Wyse Cricket Club train and play matches on the cricket pitch
- Edenbridge Spitfires Junior Teams train and play matches on the football pitch
- Crockham Hill tennis club operates from the two tennis courts
- The village playground is sited in the corner of the field
- The playing field is used by dog walkers, for picnics, hosts the village fete and the local school and nursery sports days

There is no parking provision at the playing field. Currently users park along the length of Dairy Lane causing an obstruction on the narrow lane. There have been numerous complaints from local farmers who are unable to pass the parked cars in their tractors. Residents in Dairy Lane are concerned that emergency vehicles would also not be able to pass the parked vehicles.

During sports matches there is insufficient parking in Dairy Lane and the additional cars spill onto the B2026 Main Road (to Edenbridge), which reduces the visibility for oncoming traffic. There is already a problem with the speed of traffic travelling along this busy stretch and visibility on the crossroads of Dairy Lane/Main Road/Dennettsland Road. There was a fatality at the site in June 2018.

For these reasons residents and users of the playing fields urged the council to provide an onsite car park to remove parked vehicles from the surrounding roads. The Council undertook

a consultation with playing field users and village residents, who were overwhelmingly in support of the creation of a car park within the field itself.



### DESIGN

Feedback from Kent County Council Highways and the Road Safety Audit (submitted with this application) has been responded to and incorporated in the car park design. KCC Highways requested that the car park entrance was sited to take cars off the highway as soon as practicable. The Audit suggested that the car park entrance should be widened to 6 metres. Sufficient hedgerow needs to be removed on the south side of Dairy Lane (34m) to provide adequate visibility on exiting the car park at the new entrance.

The area identified for the car park is currently un-used, so there will be no adverse effect on the use of the field. The car park design submitted will provide spaces for 30 cars, which will accommodate multi users using the site at the same time. It is necessary to install a hard base at this site rather than use a material such as 'grasscrete' as the field is clay and does not drain well.

To assist with identifying appropriate parking areas and thereby ensure maximum use of the available space, three distinct parking areas are provided. This should hopefully prevent indiscriminate parking as parking bays may not be marked given the anticipated loose gravel finish.

The surface of the car park will be flush with the adjacent ground (i.e. no kerbs) and constructed with well graded granular layer topped with a shingle dressing if required, giving it a more rural feel. It is proposed that the new entrance will be more formal with kerbed edges and be hard paved (i.e. black top).

Other aspects include a convenient central pedestrian access point through the parking areas to the playing field, an area for cycle parking, if needed, easily accessible from the existing gated access. A low height single rail timber boundary fence is proposed to physically

## Agenda Item 5d

demarcate the parking site and prevent cars entering the grassed area, without damaging the open aspect of the field.

The layout proposed is shown on drawing 4300WEST/01. The desire to retain the mature trees adjacent to the northern field boundary and minimise the impact on the rural setting have been the main considerations.



Mrs Debbie Marshall  
Westerham Town Council  
Russell House  
Market Square  
Westerham  
Kent  
RH7 6NH

Application Number: 18/03335/FUL

**TOWN AND COUNTRY PLANNING ACT 1990**

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

**Grant of planning permission**

**Site :** Land To The Front Of 32 To 50 Hartley Road Westerham KENT  
**Development :** Creation of 19 parking bays.

---

Sevenoaks District Council, as the local planning authority has **granted planning permission** for the above development,

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) The development hereby permitted shall be carried out in accordance with the following approved plans and details: Site Location Plan and 4300WEST/06 Rev.0.

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

---

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)





Westerham Town Council  
Russell House  
Market Square  
Westerham  
Kent  
RN7 6NH

Application Number: 18/03333/FUL

**TOWN AND COUNTRY PLANNING ACT 1990**

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

**Grant of planning permission**

**Site :** Land West Of 96 To 114 Madan Road Westerham KENT  
**Development :** Creation of 12 parking bays.

---

Sevenoaks District Council, as the local planning authority has **granted planning permission** for the above development,

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) The development hereby permitted shall be carried out in accordance with the following approved plans and details: Site Location Plan and 4300WEST/05 Rev.0.

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

---

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)





Westerham Town Council  
Russell House  
Market Square  
Westerham  
Kent  
RH7 6NH

Application Number: 18/03332/FUL

**TOWN AND COUNTRY PLANNING ACT 1990**

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

**Grant of planning permission**

**Site :** Playground King Georges Field Costells Meadow Westerham KENT  
TN16 1DD  
**Development :** Re-design, re-surface and extend Costells Meadow car park.

---

Sevenoaks District Council, as the local planning authority has **granted planning permission** for the above development,

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) The development hereby permitted shall be carried out in accordance with the following approved plans and details: Site Location Plan and 4300WEST/02 Rev.0.

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

---

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)





Westerham Town Council  
Russell House  
Market Square  
Westerham  
TN16 1RB

Application Number: 18/03334/FUL

**TOWN AND COUNTRY PLANNING ACT 1990**

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

**Grant of planning permission**

**Site :** Crockham Hill War Memorial Playing Field Dairy Lane Crockham Hill  
KENT TN8 6RA  
**Development :** Creation of a 30 space car park.

---

Sevenoaks District Council, as the local planning authority has **granted planning permission** for the above development,

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) The development hereby permitted shall be carried out in accordance with the following approved plans and details: Site Location Plan and 4300WEST/01 Rev.01.

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

3) The use of the car park hereby granted planning permission shall not commence until full details of soft landscape works have been submitted to and approved in writing by the local planning authority and the approved soft landscaping has been implemented. Those details shall include:-planting plans (identifying existing planting, plants to be retained and new native planting);-a schedule of new plants (noting species, size of stock at time of planting and proposed number/densities); and-a programme of implementation including any necessary protection measures during construction.

To safeguard the visual appearance of the area as supported by policies EN1 and EN5 of the Sevenoaks Allocations and Development Management Plan.

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

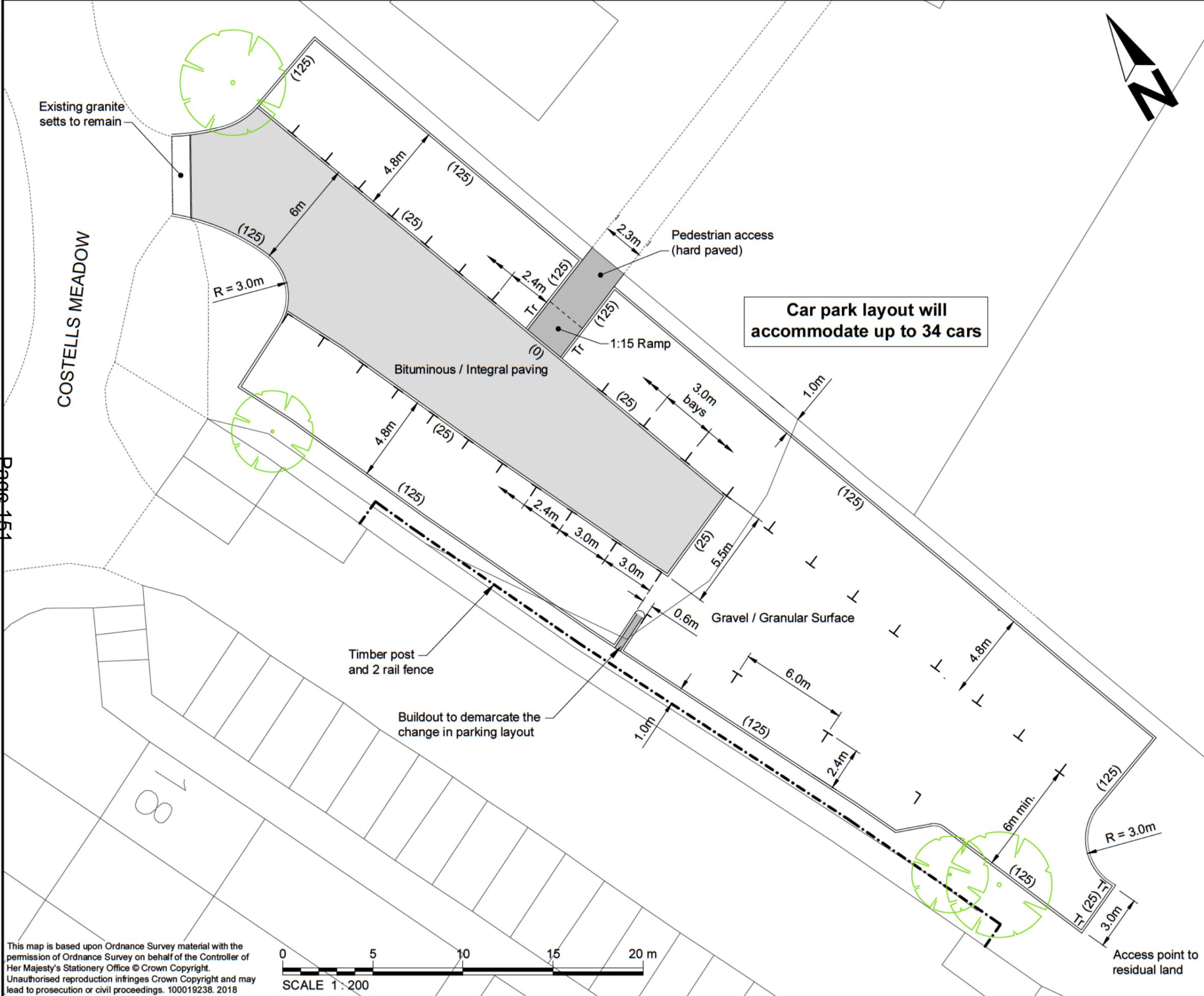




**KEY**

- Existing tree to remain
- Concrete edging (flush with ground)
- New kerb / channel (with upstand shown)
- Transition in kerb height
- Shown only to illustrate parking spaces. Actual form dependant on surfacing type.
- Planting/Landscape Area 150mm topsoil

**Car park layout will accommodate up to 34 cars**



Rev	Revision details	Chkd	Appd	Date
Drawn: TMW				Preliminary
Design: .				For comment
Chkd: MIM				For tender
Appd: MIM				For construction
Date: 26 March 2018				As constructed
				Other



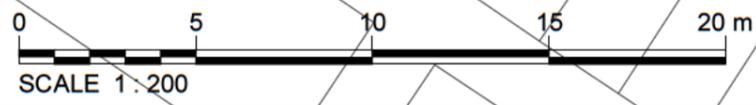
Project Name  
**Westerham Town Council  
Parking Amenities**

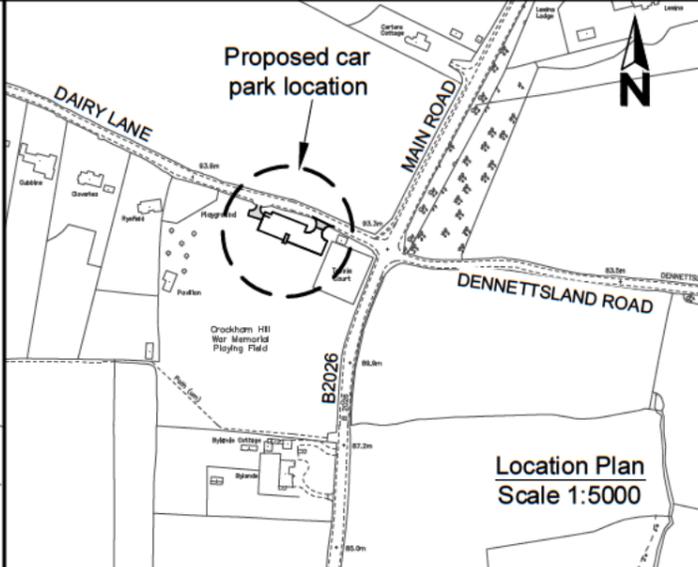
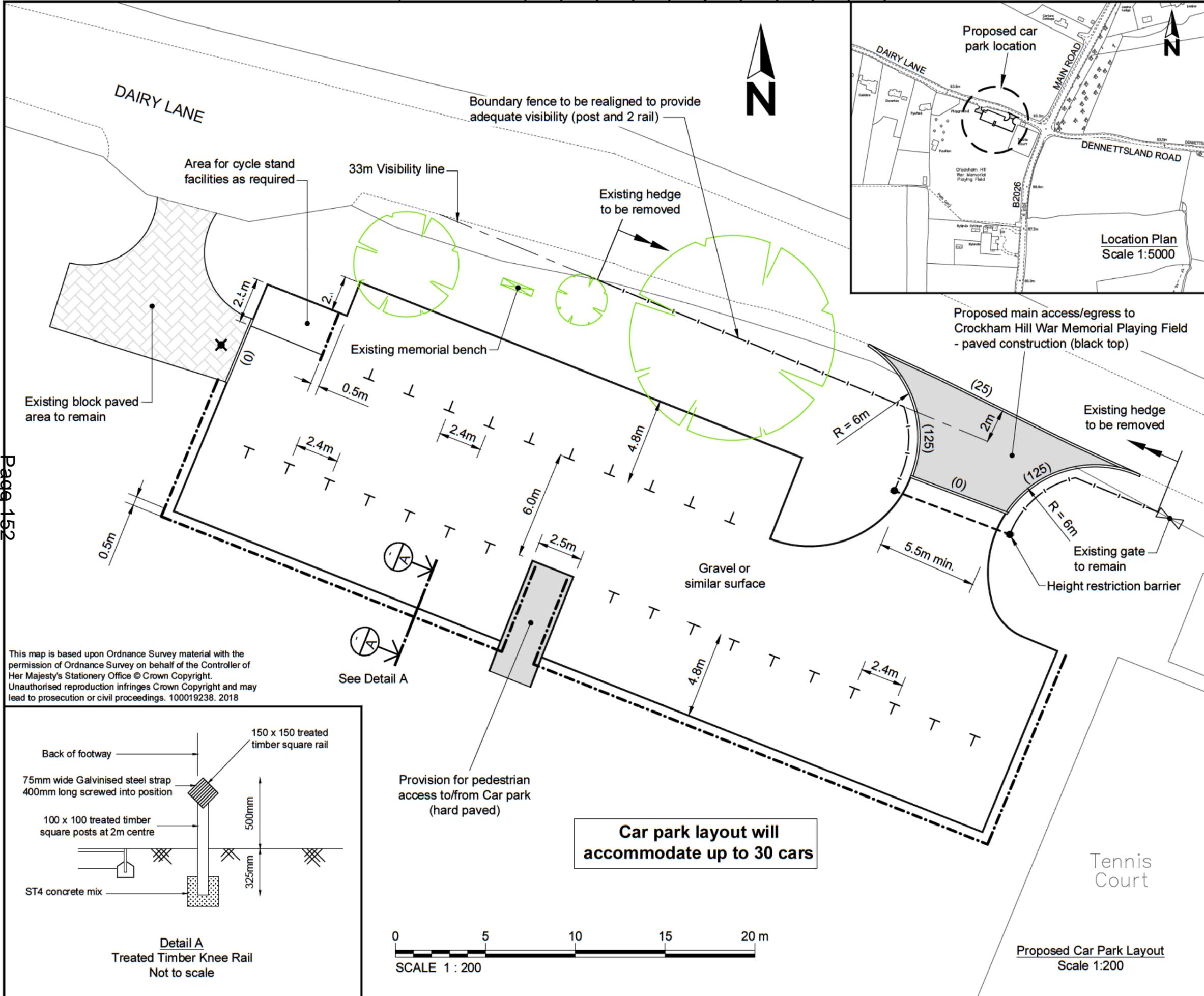
Drawing Title  
**OUTLINE DESIGN  
King George's Field  
Car Park Layout**

Original Drg Size : A3	Dimensions : m
Scale : 1:200	Copyright © Amey

Drawing No <b>4300WEST/02</b>	Rev <b>0</b>
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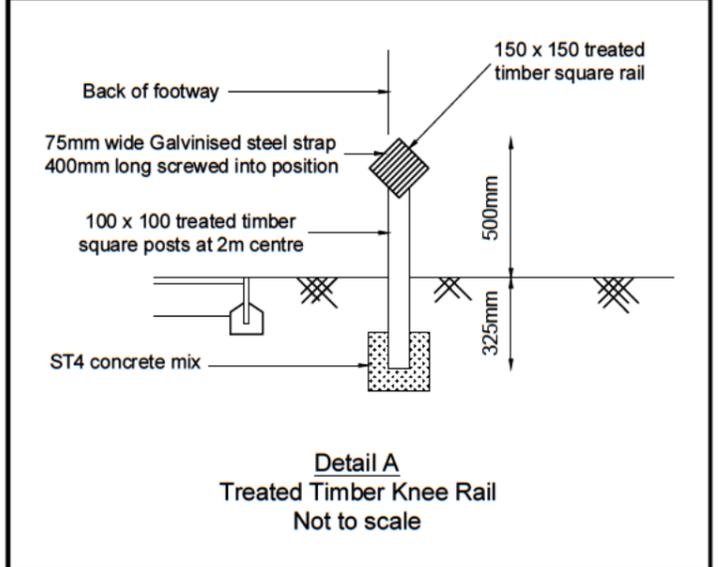
**DESIGN HAZARDS**  
 (The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 - Hazard Management for Designers)  
 1. Site in close proximity to Overhead Cables.

**KEY**

- Existing tree to remain
- Removable bollard to allow emergency / additional access point
- Knee Rail Fence (See Detail A)
- Concrete edging (flush with ground)
- New kerb / channel (with upstand shown)
- Shown only to illustrate parking spaces. Actual form dependant on surfacing type.

Rev	Revision details	Chkd	Appd	Date
Drawn: SS				Preliminary
Design: .				For comment
Chkd: MIM				For tender
Appd: MIM				For construction
Date: 23 March 2018				As constructed
				Other

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**Car park layout will accommodate up to 30 cars**



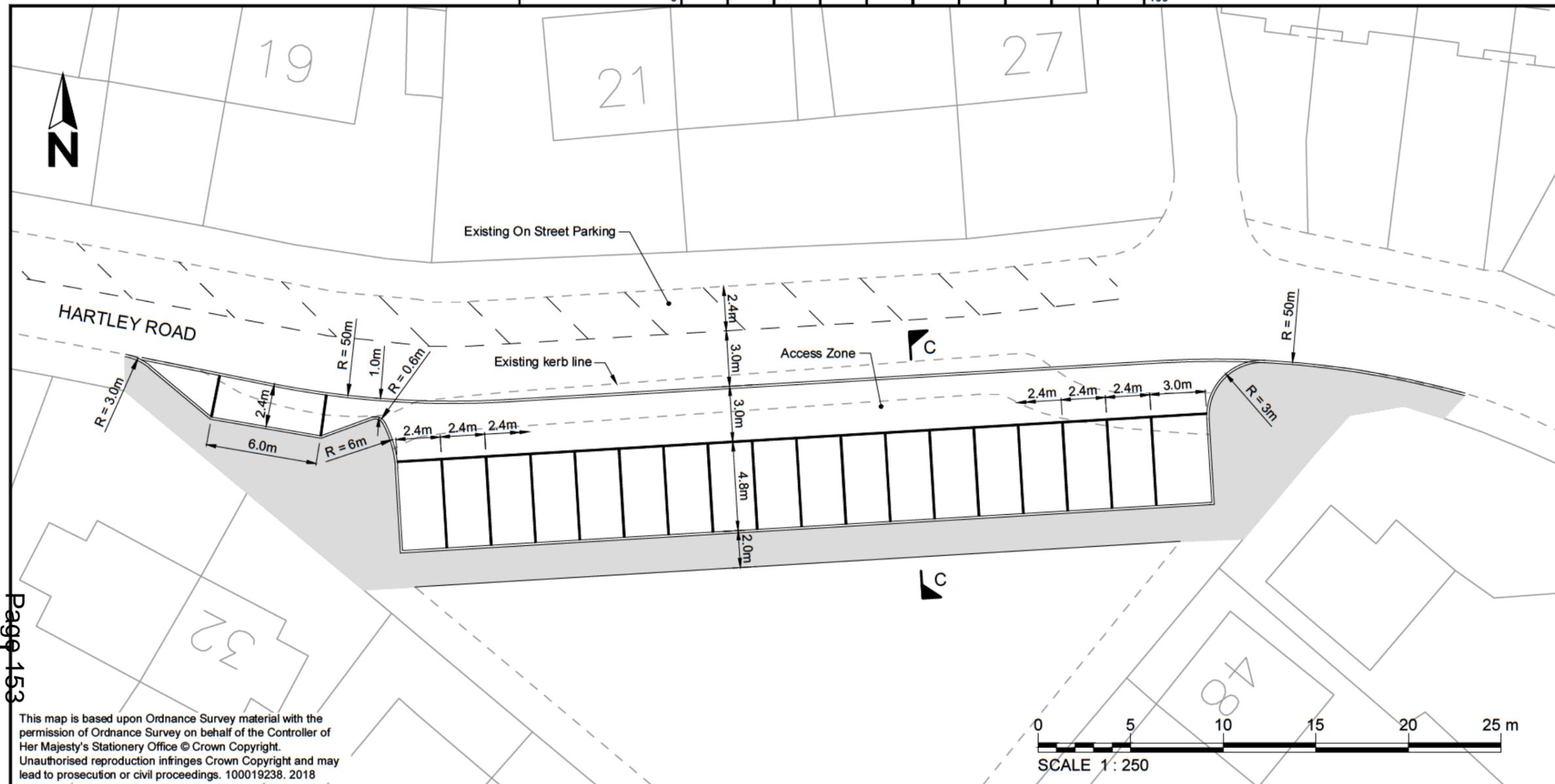
Client

Project Name  
**Westerham Town Council Parking Amenities**

Drawing Title  
**OUTLINE DESIGN**  
**Crockham Hill Cricket Club Car Park Layout**

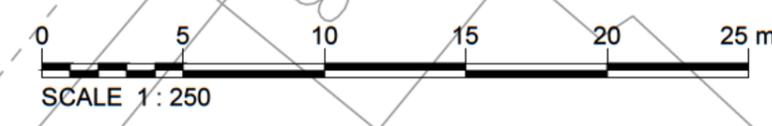
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Drawing No  
**4300WEST/01** Rev  
**0**

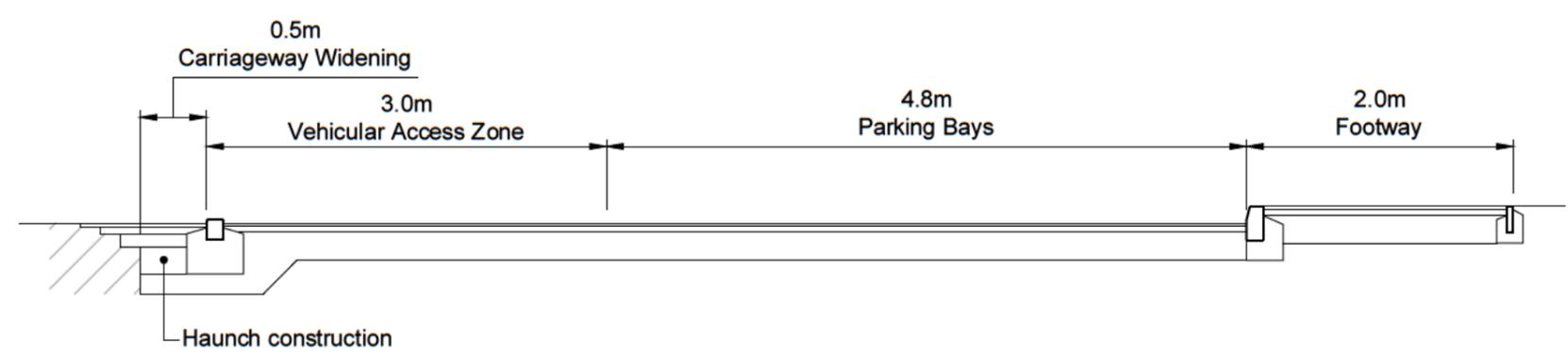


Page 153

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90° FORMATION  
(19 No. Parking Bays)  
Scale 1:250



Rev	Revision details	Chkd	Appd	Date
Drawn: JH				Preliminary
Design: .				For comment
Chkd: MM				For tender
Appd: MM				For construction
Date: 24/07/2018				As constructed
				Other



Client  
Project Name  
**Westerham Town Council  
Parking Amenities**

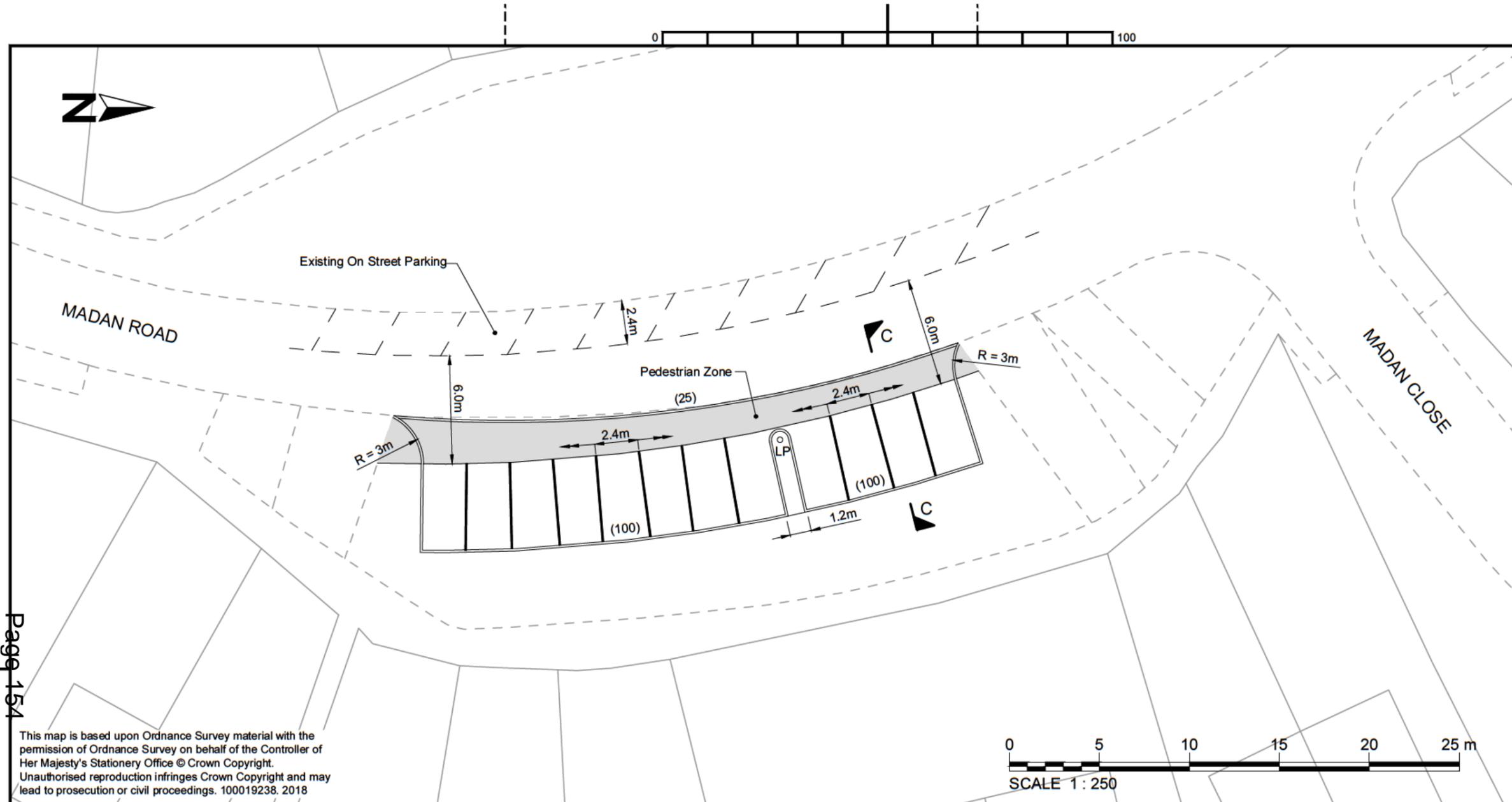
Drawing Title  
**OUTLINE DESIGN  
Hartley Road  
Proposed Car Parking**

Original Drg Size : A3 Dimensions : -  
Scale : As Shown Copyright © Amey

Drawing No  
**4300WEST/06** Rev  
**0**

Agenda Item 5d

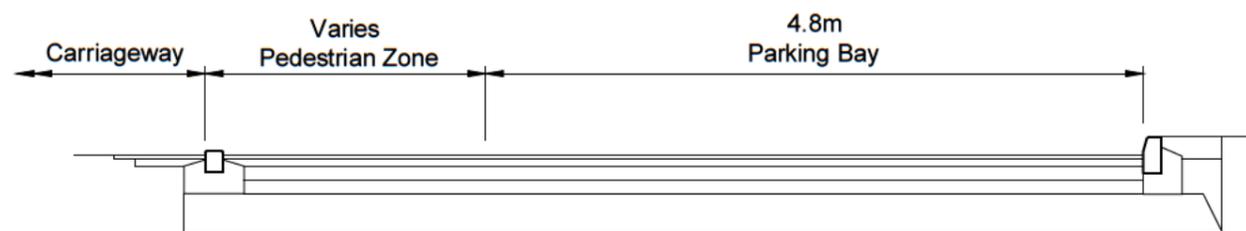
M:\D - Projects\CO04300xxx - Westerham\102.Drawings\01 - Working\000 Non Contract\4300west-06.dwg, 24/07/2018 10:53:19, jhughes



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**90° FORMATION**  
(12 No. Parking Bays)  
Scale 1:250



**SECTION C-C**  
Scale 1:50

Rev	Revision details	Chkd	Appd	Date
Drawn: JH				Preliminary
Design: .				For comment
Chkd: MM				For tender
Appd: MM				For construction
Date: 24/07/2018				As constructed
				Other



Client  
**Westerham Town Council**  
Parking Amenities

Project Name  
**Westerham Town Council**  
Parking Amenities

Drawing Title  
**OUTLINE DESIGN**  
Madan Road  
Proposed Car Parking

Original Drg Size : A3    Dimensions : -  
Scale : As Shown    Copyright © Amey

Drawing No  
**4300WEST/05**

Rev  
**0**

## Westerham Town Council: Strategy for 2016-2019

### Background

Following the 2015 local government elections, Westerham Town Council began a process of consultation to establish its strategy for the duration of its term of office (2015-19).

Views were gathered through a simple survey distributed to locations and organisations in the town and also available on-line. It was publicised in the local press and on the Council's and Town Partnership's website. Views from the primary School Council were also incorporated.

The response rate at c3% was not untypical of response rates for such surveys, particularly of first time surveys, although it was rather lower than hoped for.

The views expressed are summarised at Appendix A and form the basis of Council's strategy up to 2019.

### Priorities to 2019

Council priorities fall into two categories, each of which will require differing means of funding:

**Ongoing obligations:** generally funded through the 'precept'

**New projects:** for which sources of external funding are likely to be needed.

### Ongoing obligations

#### Planning:

- As a consultee on Westerham Parish planning applications presented to SDC our role is to provide SDC with local knowledge on applications that can affect decisions taken. In this role we will represent the views of residents of Westerham Parish and seek to explain to individual residents our community planning policies that affect them.
- We will seek to identify significant planning issues arising in local authorities bordering the Parish as well as KCC, communicate with the community where appropriate and respond where it is considered these may affect us.
- We will review, consider and respond to wider public consultations on behalf of our community, endeavouring where possible to communicate this to residents as appropriate.
- We will keep under review the changing framework of Neighbourhood Plans, and if considered appropriate bring proposals forward to the WTC.
- We will use training seminars and conferences provided to improve and update the knowledge of both Town Councillors and staff involved in planning matters.

### Youth and Community:

- We will support, either by providing directly, or by engaging with other organisations, activities which engage and support the young of the community
- We will work with the Community Warden, the Police and Sevenoaks District Council to reduce anti-social behaviour and to deal with the perpetrators.
- We will continue to support the elderly of the community by working with others to provide e.g. the Forget-me-Not cafe.
- We will work with retailers, businesses and the Town Partnership to support and develop economic activity in the town, taking leadership where appropriate.
- We will monitor services provided by other bodies which are regarded as a benefit to the community: e.g. library children's centre, and lobby to ensure that they remain.

## Agenda Item 5d

### Allotments, Playing Fields and Open Spaces:

- We will actively manage the allotment sites, ensuring as far as we can that there is sufficient supply to meet demand, making improvements as and when we can
- We will maintain the open spaces in the Council's ownership so that they remain attractive to visitors and in good state for residents to use.
- We will encourage the use of the Playing Fields in the Council's ownership or management, expanding the variety of sports which can use them. We will maintain them to the standard which enables them to be used safely and regularly

### Highways and Lighting:

- We will manage the street lighting in the Council's ownership, ensuring that it is effective, efficient and takes full advantage of technological advances. We will seek out the best value provision of energy for it.
- We will work with the Town Partnership and other organisations in the town to improve parking provision in and around the town.
- We will monitor road related issues, and lobby and influence those responsible for them to take appropriate actions.

### Finance and General Purposes:

- We will ensure responsible financial management of all funds within the Council's control, complying with best practice all relevant legislation
- We will ensure that all staff employed by the Council are recruited, managed, remunerated and trained to enable them to carry out the Council's strategy to high standards
- We will ensure that all Councillors attend training session appropriate to their Council roles which keep them up to date on legislation and regulations and current thinking on relevant topics.

### New projects

We will seek funding for, plan and manage the following new projects:

- **Traffic:** Development of a comprehensive plan to respond to residents views on traffic in Westerham. Lobby and influence those within whose responsibility action lies
- **Keep Westerham attractive:** Complete the Design Statement
- **Keep Westerham attractive** The provision of improved public toilets
- **Support Community activities:** The redevelopment of the south east portion of King George's Playing Field to include a multi-use games area, an outdoor gym, a repositioned skateboard park and a refurbished pavilion and car parking to meet the needs of users.
- **Support Community activities:** Work with the Darent Valley Landscape Partnership Scheme on the completion of the walking/cycle trail from Chipstead to the source of the Darent at Westerham

We will also achieve Gold status in the Local Council Award Scheme.

We will review progress on this strategy at each full Council meeting and ensure that plans remain on track.

## **Westerham Town Council: Council meeting 21<sup>st</sup> March 2016**

### **Results of Consultation with Residents etc on Council Strategy**

---

#### **Background**

During January and February 2016, Council distributed to organisations, individuals and locations around the town a simple survey asking for priorities for the Council's strategic plan for the next four years.

Distribution was as agreed by Councillors at their meeting on 24 November 2015 and the survey was available in hard copy and on-line via the Council's website. Collection boxes were placed around the town

This paper gives the results of that survey and asks Councillors to agree next steps.

#### **Response rate**

As a proportion of the registered electorate (2780 in 2013) of Westerham ward, there was a c3% response rate. While this is lower than hoped for, it should be borne in mind that this is the first time residents, visitors, and those who work in the town have been asked for their views, and a certain level of disbelief that views would result in action could be expected. Response rates for public surveys generally fall between 1-20%.

Two-thirds of the responses were in hard copy, the remainder completed the survey on line.

It is disappointing to note that only 3 responses were received from the Crockham Hill ward, despite an extended closing date.

#### **Method of analysis**

Following the closing date, Cllrs Marsh and Ogden analysed the results using the following methodology:

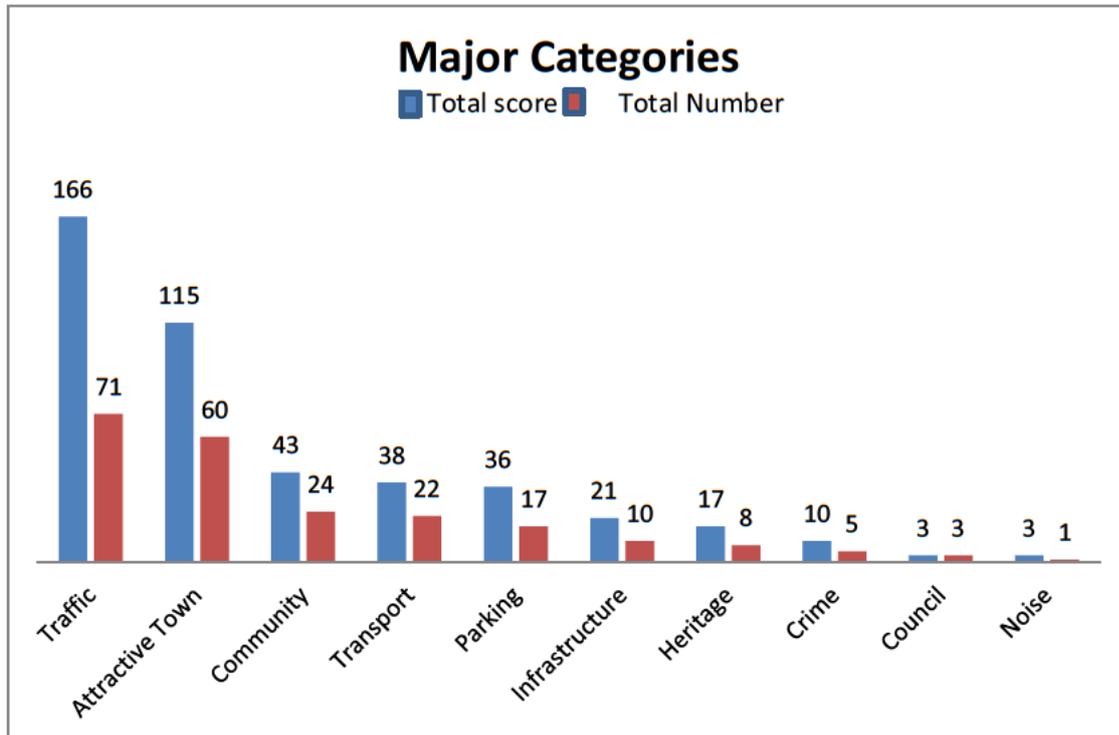
1. Comments were read and grouped according to the topic of the comments
2. The number comments in each grouping were counted (raw data)
3. Comments were weighted to reflect the number of times they were placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>.
4. The groupings were further refined into a smaller number of categories, to indicate possible areas for strategy.

**Results**

The graphs and tables below show the results:

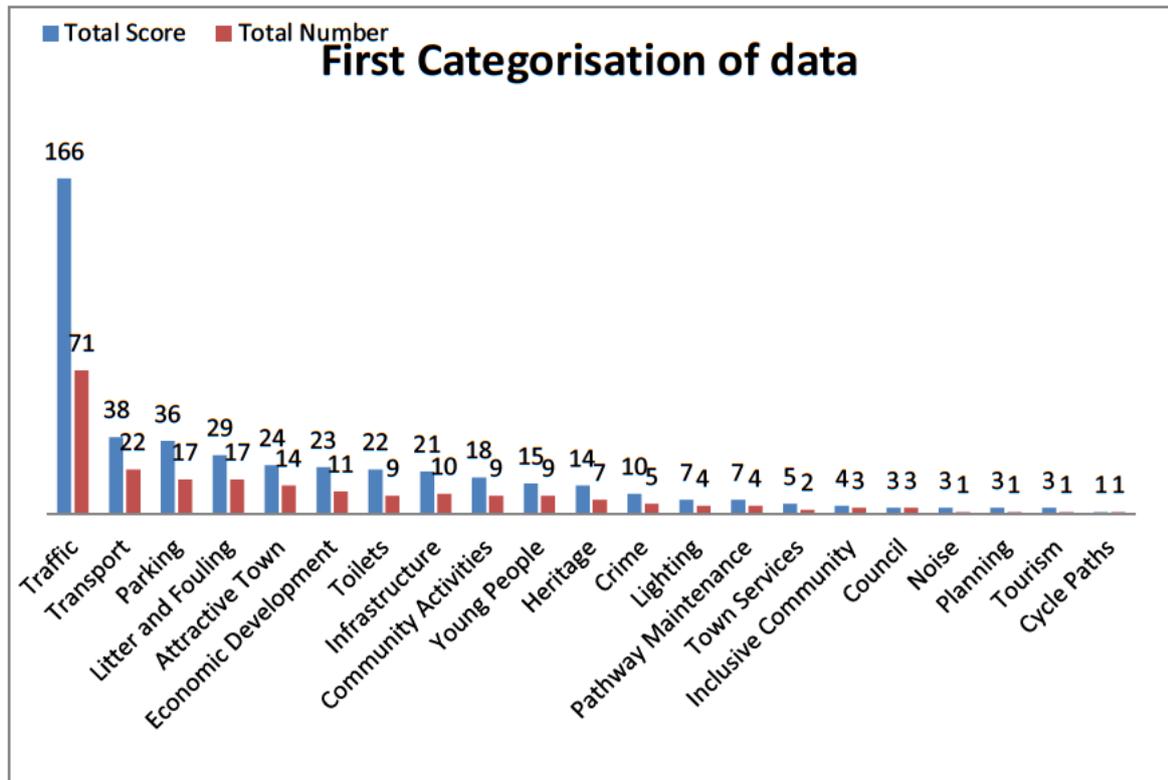
**Major categories**

This shows the data grouped into the headline categories



### First categorisation of data

This shows the results in a greater degree of granularity



Appendices A and B give both the raw data, the application of weighting and details of categorisation (App A) and rank order of comments in both total numbers and total weighted scores (App B)

Traffic is clearly far ahead of any other priority (without including parking within it) followed by transport, parking and litter/fouling.

### Recommendations

1. That this information be presented to the Town Meeting on 13 April
2. That the draw for the winning entry (prize of bottle of Squerryes champagne) be made at the Town Meeting
3. That Council determine which of the major themes should be adopted in their strategy.
4. That Council subsequently develops detailed action plans to deliver those themes

Issue	Total Number	1st	2nd	3rd	Weighting 1st	Weighting 2nd	Weighting 3rd	Total Score	Category 1	Category 2
Traffic calming	17	9	5	3	27	10	3	40	Traffic	Traffic
Parking	16	6	5	5	18	10	5	33	Parking	Parking
No HGVs	15	11	1	3	33	2	3	38	Traffic	Traffic
Look of high street	14	2	6	6	6	12	6	24	Attractive Town	Attractive Town
Public transport (buses)	12	1	4	7	3	8	7	18	Transport Economic	Transport
Economic Development	11	4	4	3	12	8	3	23	Development	Attractive Town
20 mph restriction	10	4	3	3	12	6	3	21	Traffic	Traffic
Loos	9	5	3	1	15	6	1	22	Toilets	Attractive Town
Pedestrianise ringroad	9	4	3	2	12	6	2	20	Traffic	Traffic
Youth work	9	2	2	5	6	4	5	15	Young People	Community
Litter	9	1	2	6	3	4	6	13	Litter and Fouling	Attractive Town
Bypass	8	7	0	1	21	0	1	22	Traffic	Traffic
Dog poo	8	4	0	4	12	0	4	16	Litter and Fouling	Attractive Town
Bus shelter Flyers Way	8	3	2	3	9	4	3	16	Transport	Transport
Infrastructure	7	1	5	1	3	10	1	14	Infrastructure	Infrastructure
Air pollution	5	2	3	0	6	6	0	12	Traffic	Traffic
Community Centre activities	5	1	2	2	3	4	2	9	Community Activities	Community
Library/heritage	5	1	2	2	3	4	2	9	Heritage	Heritage
Less ASB/crime	4	1	2	1	3	4	1	8	Crime	Crime
Lighting	4	1	1	2	3	2	2	7	Lighting	Attractive Town
Pathway management	4	0	3	1	0	6	1	7	Pathway Maintenance	Attractive Town
Pedestrian crossings	4	0	3	1	0	6	1	7	Traffic	Traffic
Affordable housing	3	1	2	0	3	4	0	7	Infrastructure	Infrastructure
ALL Westerham	3	0	1	2	0	2	2	4	Inclusive Community	Community
Christmas Lights LNS	2	1	1	0	3	2	0	5	Community Activities	Community
Protect green space	2	1	1	0	3	2	0	5	Heritage	Heritage
Supermarket	2	1	1	0	3	2	0	5	Town Services	Community

Issue	Total Number	1st	2nd	3rd	Weighting 1st	Weighting 2nd	Weighting 3rd	Total Score	Category 1	Category 2
Community transport	2	1	0	1	3	0	1	4	Transport	Transport
Wolfe Garage area	2	0	2	0	0	4	0	4	Traffic	Traffic
Councillors political persuasion	2	0	0	2	0	0	2	2	Council	Council
Noise	1	1	0	0	3	0	0	3	Noise	Noise
Planning enforcement	1	1	0	0	3	0	0	3	Planning	Heritage
Sports centre + SP	1	1	0	0	3	0	0	3	Community Activities	Community
Increase overflow	1	1	0	0	3	0	0	3	Parking	Parking
Tourist information	1	1	0	0	3	0	0	3	Tourism	Attractive Town
Width restrictions	1	0	1	0	0	2	0	2	Traffic	Traffic
CCT	1	0	1	0	0	2	0	2	Crime	Crime
W. Hall rates	1	0	0	1	0	0	1	1	Community Activities	Community
Cycle paths	1	0	0	1	0	0	1	1	Cycle Paths	Community
Access	1	0	0	1	0	0	1	1	Council	Council

No.	Total Score (highest to lowest)	Total Number (highest to lowest)
1	Traffic calming	Traffic calming
2	No HGVs	Parking
3	Parking	No HGVs
4	Look of high street	Look of high street
5	Economic dest.	Public transport (buses)
6	Loos	Economic devt.
7	Bypass	20 mph restriction
8	20 mph restriction	Loos
9	Pedestrianise ringroad	Pedestrianise ringroad
10	Public transport (buses)	Youth work
11	Dog poo	Litter
12	Bus shelter Flyers Way	Bypass
13	Youth work	Dog poo
14	Infrastructure	Bus shelter Flyers Way
15	Litter	Infrastructure
16	Air pollution	Air pollution
17	Community Centre activities	Community Centre activities
18	Library/heritage	Library/heritage
19	Less ASB/crime	Less ASB/crime
20	Lighting	Lighting
21	Pathway management	Pathway management
22	Pedestrian crossings	Pedestrian crossings
23	Affordable housing	Affordable housing
24	Christmas Lights LNS	ALL Westerham
25	Protect green space	Christmas Lights LNS
26	Supermarket	Protect green space
27	ALL Westerham	Supermarket
28	Community transport	Community transport
29	Wolfe Garage area	Wolfe Garage area
30	Noise	Councillors political persuasion
31	Planning enforcement	Noise
32	Sports centre + SP	Planning enforcement
33	Increase overflow	Sports centre + SP
34	Tourist information	Increase overflow
35	Councillors political persuasion	Tourist information
36	Width restrictions	Width restrictions
37	CCT	CCT
38	W. Hall rates	W. Hall rates
39	Cycle paths	Cycle paths
40	Tip access	Tip access

# Westerham Parking and Amenities Policy Document

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## Westerham Parking and Amenities Policy Document

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### 1.0 Summary of Challenges

This report seeks to describe parking challenges and demand in Westerham and explore solutions over the next 10 -15 years. The aim is to support the economy of the town and to enhance the wellbeing of residents, visitors, and workers.

Westerham has limited transport alternatives to the car: residents number about 5,000 with a significant influx of daily workers during the week and tourists, many of whom visit the town shops and pubs/restaurants and our two National Trust properties during the week and at weekends.

Making best use of on and off street parking spaces is a delicate balance in any town. The majority of spaces are managed by SDC.

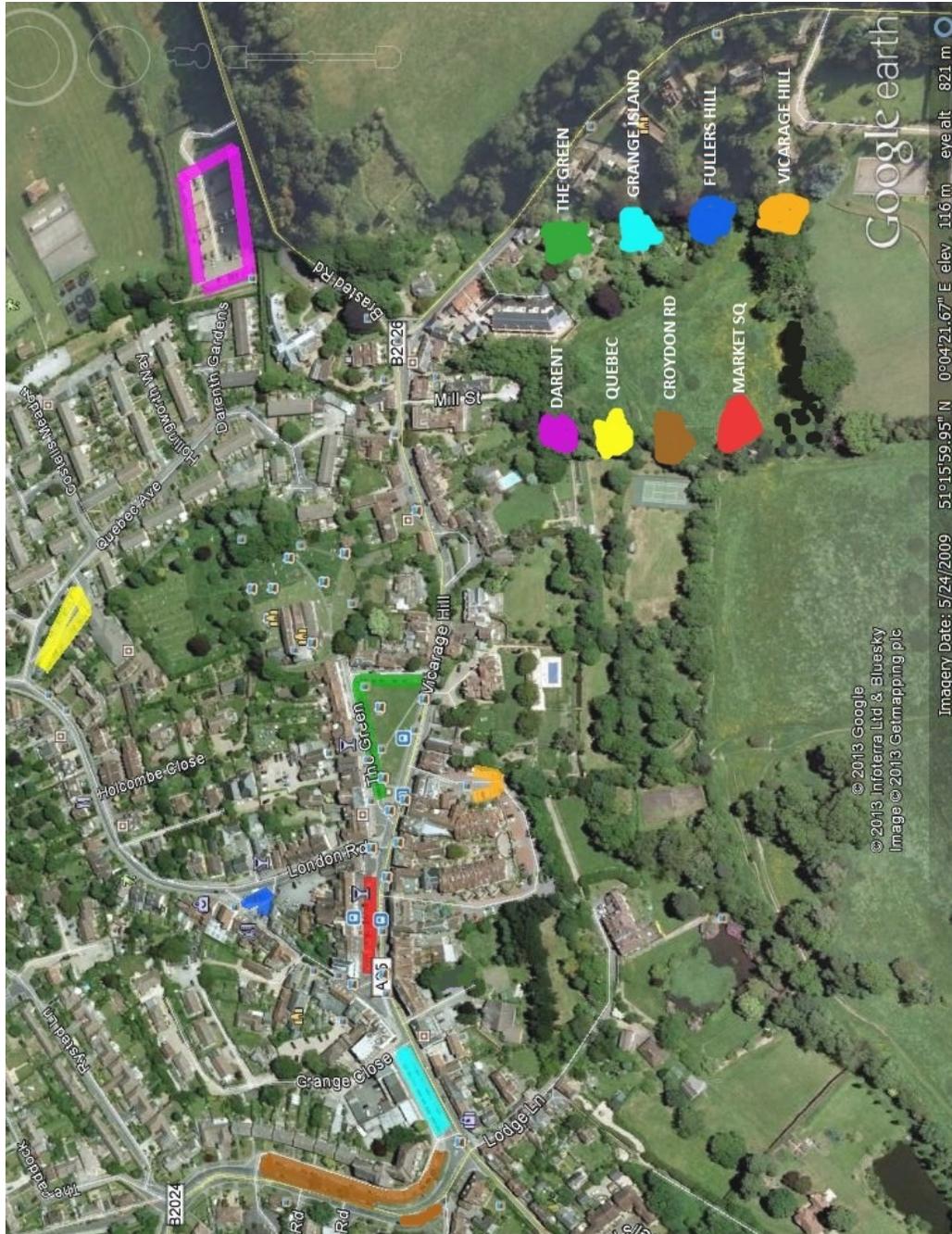
To be reviewed: Existing supply, demand including growth, timings, charges, cover for cars, cycle, coaches caravans, comparison with other towns in the area, etc.

There is evidence of business and visitors avoiding Westerham town centre because of parking issues, including numbers of convenient spaces, charges and signage.

### 1.1 Summary of Proposed Solutions

- 1) Free parking in the Darent car park for up to 3 hours.
- 2) Rural Grassprotecta overflow car park next to Darent car park.
- 3) Revised parking charges/restrictions including 15 minutes 'pop n shop' time in the town centre and time restrictions in Croydon Rd and Fullers Hill extended to 3 hours.
- 4) Parking permits price and flexibility changes.
- 5) Improved signage and lighting.
- 6) Better targeted and customer satisfaction focused enforcement.
- 7) Improved maintenance of the path twix Darent car park and the town.
- 8) New sites for car park spaces.
- 9) Planning permission issues.
- 10) Park and Ride initiative.

## 2.0 Existing Parking Facilities



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### 2.1 Car Park spaces, restrictions and charges.

Westerham has 3 car parks run by SDC with 145 bays including 8 disabled bays:

Darent	97
Quebec Av	35
Vicarage Hill	13

**Total**            **145**

#### Current Car Park parking charges for The Darent and Quebec Av:-

Monday to Saturday      8.30-18.30

£0.20	30 mins
£0.40	1 hour
£0.60	2 hours
£1.00	4 hours
£2.90	All day

#### Vicarage Hill:-

Monday to Saturday      8.30-18.30

£0.10	30 mins
£0.50	1 hour
£1.00	2 hour.

Max stay 2 hours. No return within 2 hours

Although these charges are cheaper than those in Sevenoaks town centre, the SDC car parks in Eynsford, Shoreham and Kemsing **are free**. Swanley has similar rates except on Saturday when parking is free.

There is **free town centre parking** for at least 3 hours in most neighbouring towns including Edenbridge, Oxted, Warlingham and Caterham on the Hill. (See Appendix B).

## **2.2 Current On Street Parking - spaces, restrictions, charges**

Westerham has about 96 on street parking spaces (including 3 disabled bays): -

Fullers Hill	10
Market Square	22
Croydon Rd	30
The Grange	15
The Green	19
<b>Total</b>	<b>96</b>

Parking charges as follows: -

Monday to Saturday 8.30-18.30

£0.20	30 mins
£0.50	1 hour
£1.00	2 hour.

No return within 1 hour.

**There are 49 permit holders in Market Square, Croydon Road and The Grange. Permit holders on The Green number 14.**

Time restrictions in other local town centres vary from ½ hour to 2 hours, but on street parking areas in Edenbridge, Oxted, Warlingham, Biggin Hill and Woldingham are all free. See Appendix B.

## **2.3 Parking Permits**

### **2.3.1 Residents Parking Permits**

SDC issue Residents Permits for the Darent, Quebec Av, Vicarage Hill and The Green.

Understandably these need to be particularly carefully restricted in the areas where parking spaces are severely limited and the general population needs access to parking to sustain local shops and businesses, eg The Green and Vicarage Hill. SDC charges £35 for first cars.

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### Comparison of parking spaces and permits issued

		Number of spaces	Number permits	Effective no. Visitor spaces	% spaces left for visitors
The Green		19	14	5	26%
Croydon Rd	30				
The Grange	15				
Market Sq	20				
		65	49	16	25%
Fullers Hill		9	6	3	33%
<b>All On Street Parking</b>		<b>93</b>	<b>69</b>	<b>24</b>	<b>26%</b>
Vicarage Hill		12	5	7	58%
<b>All Town Centre spaces</b>		<b>105</b>	<b>74</b>	<b>31</b>	<b>30%</b>
<i>Plus out of town spaces</i>					
<b>Quebec Avenue</b>		<b>32</b>	<b>20</b>	<b>12</b>	<b>37%</b>
<b>The Darent Car Park</b>		<b>93</b>	<b>25</b>	<b>68</b>	<b>73%</b>

### 2.3.2 Car Park Season Tickets

SDC offer an annual season ticket for The Darent car park for £50pa or £12.50pq. This seems to be a very reasonable ticket, designed to provide affordable parking for shop/office staff and it seems to be grossly underused.

Discussions are due to be held to promote this ticket and encourage more cars out of the town centre.

## 2.4 Motor cycles/Coaches /Cycles

### 2.4.1 Motor Cycles

Westerham has a designated motorcycle area in the Darent car park and there are plans also for another at Fullers Hill.

### 2.4.2 Coaches

There are 3 bays in the Darent car park for coaches and buses. One is in regular use by the local buses.

### 2.4.3 Cycles

Westerham has a cycle rack for parking bikes on the Green.

## **2.5 Parking Provisions for the Disabled**

There are currently 11 parking bays reserved for those that are registered disabled. The Darent has 4, Market Square 2, Quebec Avenue 3, Fullers Hill 1 and Vicarage Hill 1. The ones in Market Sq and Fullers Hill are in regular use. However cars without badges sometimes misuse those in Market Square. This can mean that occasionally parkers with valid badges may have problems parking there. The bays in The Darent and Quebec Avenue are rarely used.

## **3.0 Usage Survey**

Over the period 11th September to 20th October, records were made of all available parking spaces throughout the town (Appendix C). Although the report does not claim to be statistically robust (e.g. the times were not randomly drawn), it is an honest representation and does highlight in detail the problems faced by the town. The results are summarized as follows:

### **Market Square**

Market Square is in the centre of Westerham and offers 20 parking spaces (+2 disabled bays). The survey shows that, during the main part of the day, there is rarely more than one space available and more often than not it is full. Cars are often seen waiting along the edge and in the unloading bay. There is evidence too that, in this area in particular, a few individuals regularly flout parking restrictions. The disabled bays here are well used.

### **The Grange (opposite Co-Op):**

This is a popular parking area close to the town centre where there are retail, restaurant and business outlets. At full capacity there are probably 15 spaces but bad parking can make it much less and sometimes spaces are suitable only for smaller cars and confident parkers. The usage survey has recorded no times when there have been more than 3 available spaces in the main part of the day and usually one or less.

### **Croydon Road:**

This area has about 30 spaces. The nearest spaces are 50 meters walk from the Grange and 100 meters from Market Square.

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The usage survey shows that Croydon Road often has spaces when the rest of the town centre's parking is at capacity and the survey has yet to record it full. Its lack of popularity may be because: -

- It is further from the centre.
- More than half of the spaces are on the narrow service road (but large empty spaces have been regularly recorded)
- Passing traffic is unaware of the spaces (inadequate signage?)

### **Fullers Hill:**

The Fullers Hill car park is treated by SDC as 'on road parking'. It is a popular car park with 9 spaces, a disabled bay (regularly used) and an unloading bay. The usage survey shows that it is often full and rarely has more than 2 spaces free during normal shopping hours. There are 6 permit holders.

**The Darent Car Park:**

This car park has 93 spaces, 3 disabled bays, an area for motorcycles and 3 coaches. The parking bays are not well delineated and it does not run at 100% efficiency. The car park is on the edge of town and access to the centre is either by footpath through the churchyard and the Green or along the A25.

The survey suggests that the Darent has spare capacity most of the time **except Saturdays and Sundays and/or when there is an event in the Town**. Then the car park cannot cope with the demand and cars park in the bus/coach bays, on the verges and in the access road. The Darent Car Park has 25 permits.

This is the Darent car park on Sunday 14 April 2013, a typical weekend.



*The vehicles in the picture **were parked** and the drivers have walked away.*

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These photos were taken looking back up the ramp at the entrance to Darent Car Park on the same day. In desperation, people were parking either side of the ramp.



The motorcycle area and disabled bays in the Darent Car park are rarely used even when the car park is overflowing. Photo taken on the same day 14/04/2013



### Use of Season / Non- resident Tickets in Darent Car Park

SDC have issued only a few season tickets. They are available to everyone and cost £50pa (£12.50pq). At 21 pence per day for a normal working year, this should be a popular ticket. Its lack of appeal may be because:

- It is a few minutes' walk up hill to the town centre.
- Parkers are unaware of the offer (poorly advertised).

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### **Vicarage Hill Car Park:**

This car park is opposite the Green and close to Water Lane, which accesses Squerryes Estate for walkers. It has 13 spaces, which are well used. The survey found that usage can be variable, but often doesn't have much more than 1 space free during normal shopping hours. There are 5 permit holders.

### **Quebec Avenue Car Park:**

This car park is in front of Westerham Hall and has 32 spaces plus 3 disabled bays. The survey has rarely found it at full capacity except when there are events at the hall when it's full and parkers have to search around the neighbouring residential area and the King George's Field Car Park. Disabled bays are rarely used. Permit holders number 20.

## **4.0 Parking Enforcement Policy**

The Westerham Town Partnership has consulted a number of residents, business owners and tourists within the town as to the enforcement of parking restrictions.

We note that Westerham accounts for 24% of the total number of on street parking fines in the whole Sevenoaks District (SDC Annual Parking Report 2011/12).

Parking availability in the town is dire and we believe this is the main driver of parking offences. We welcome good enforcement of parking restrictions but the disproportionately high fines revenue from an otherwise law abiding town, signals a huge underlying problem.

Obviously the first way to tackle this is to look at the inadequate provision of spaces themselves, which is done elsewhere in this document. Supporting this, though, participants in the survey would like to address the methods of enforcement.

On the one hand, we can cite several cases of visitors who have overrun their permitted parking time by a few minutes and have been so put off by the parking officer's manner that they have resolved never to return. On the other hand, we have a few offenders that repeatedly and regularly flout the restrictions, block town centre spaces for hours and seem unrepentant. We need SDC officers to be able to distinguish between these two types of offender and be allowed to deal with them differently. We need SDC officers to be part of the solution to our problems.

On a practical level, we would like them to carry on effectively policing the parking zones but to be trained to promote a constructive customer service attitude. This would need a change of emphasis to pursue a helpful and friendly approach. Specifically, we recommend they:-

- Have and use the discretion to waive up to, say, 5/10 minutes over the allotted restricted time for inadvertent offenders .
- Have and use the discretion to allow a few minutes grace time for unloading where no harm is being done.
- If possible, have a history of past offenders' number plates and target those that repeatedly flout the restrictions.
- Have a sympathetic understanding to the background problem. We suffer from a poor parking reputation here and we would like your officers to help address that problem and limit the real commercial damage it causes.
- Have knowledge of all parking spaces in the town and offer helpful advice where they can.
- It would also be particularly helpful if repeat offending could be firmly addressed at the administrative and legal level to stop the corrosive effect on other users as well as the blocking of parking spaces.

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### 5.0 Charges & Fines Income

Extract from SDC's Annual Parking Report 2011/12 :-

Net Parking Income :	2011/12					
	Sevenoaks District			Westerham		
	Parking Spaces	Net Income (ex PCNs)	No of PCNs	PCN income	Parking Spaces	Fines (PCNs)
On Street Parking	531	£142266	4528	£133745	96	1093
Car Parks	1910	£1406677	5871	£147684	145	298
<b>Total</b>	<b>2441</b>	<b>£1548943</b>	<b>10399</b>	<b>£281429</b>	<b>241</b>	<b>1391</b>

The above table highlights the disproportional contribution that Westerham fines appear to have been making to the District's net income. Westerham has 18% of the district's 'on street' parking spaces and incurs 24% of the total 'on street' parking fines – presumably accounting for more than £24,000 in fine revenue. As a ratio to head of population, (who suffer the consequences) fines revenue is completely imbalanced.

When charges are included (assuming similar usage/charges across the district), total 'on street' income earned in Westerham are estimated at more than about £70,000. Our additional contribution to car park fees is estimated at £41,000. We believe that it is time for a lot of this revenue to be reinvested into schemes to alleviate Westerham's chronic parking problem.

### 6.0 Signage

It is clear from the demand survey (Appendix C) that some parkers are unaware of all the public parking areas in Westerham.

It would be useful to have a map on all the ticket machines in the town centre showing other parking zones and highlighting ample free weekday parking in the Darent.

The route from the Darent to the town via the churchyard and the A25 needs to be better signed and lit.

## **7.0 Future Additional Demands -Town Developments**

### **National Trust (Quebec House):**

The NT has invested heavily in Quebec House and set a target of 23,000 visitors in 2014, and heavy advertising will support this. This target is an increase of 5000 (27%) on 2013. Bearing in mind that we are not on a train line or a particularly frequent bus service (one every hour from Sevenoaks and one every 75 minutes from the Oxted direction), the majority of visitors will arrive by car. The NT has already had complaints that there is limited parking available over weekends (Quebec House is open every weekend). Indeed Quebec House records repeatedly showed falls in attendance on Saturdays when St Mary's had a wedding –more evidence of the inadequate weekend parking facilities. No doubt, if Quebec House lost revenue, so did many of the town's traders. See Appendix A.

### **King George's Playing Fields:**

A Sport England grant enabled the building of 2 new junior football pitches but no consideration seems to have been given to the parking of the extra cars for the additional teams of players, referees and spectators. The WSA car park is inadequate and The Darent is already literally full to overflowing on Sundays during the season.

### **Office Demand:**

On average during the recession, to 2013, 20% of the town's office space has been vacant. Although these offices have some parking, there is no allowance for any visitors to the offices. When they are let as the economy recovers, they and their visitors would place a greater strain on our already stretched parking resources.

We expect to have a 100% occupancy of the retail outlets, many of which have no onsite parking which results in them using spaces in the town for staff/visitor parking.

### **School site (London Road):**

Although the school site on London Road has been re-designated for housing, from a nursing home, the site itself has not been sold. The permission on the site is for 30 houses, so we would expect these to be families and use Westerham as their local shopping and eating area. They will also have visitors who would also require additional parking.

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### **Fairway Copse (Ward Homes Development):**

12 houses have been built on this site and the families can be expected to come and use Westerham's shops and restaurants. Brasted does not have a supermarket and its only food establishment is a gastro pub.

### **Fountain Park (Golf Course Houses):**

The families of 5 new houses join our resident numbers.

### **Charman's Farm (Beggars Lane):**

Henry Warde (Squerryes Estate) is putting forward an application to open a farm shop, develop a Winery, and also transfer the Westerham Brewery to this site. It is to be expected that this would increase the number of visitors to Westerham and the site may be linked to the town by a 'Park and Ride' scheme. It is envisaged that there will be parking on site.

When factoring in the additional pressures from the above developments, it is clear that Westerham's limited parking facilities will be further strained. The Darent Car Park is already woefully inadequate on Sundays and a huge increase in cars related to Quebec House and the two new playing fields will be particularly damaging. These cars will arrive early and substantially reduce space for other users – particularly the tourists and shoppers on whom the towns' traders depend.

## **8.0 Parker's Demand Survey**

Still on-going. The preliminary findings support all our recommendations. The questionnaire (Appendix D) is being answered by regular visitors only.

## 9.0 Park & Ride Initiative with National Trust and Squerryes Estate

This is a proposal for a trial of a park and ride system from the yard on Charman’s Farm to the centre of town, to Quebec House and to Chartwell.

### Timing of Charman’s Development

**Dec 2013** Planning application for Farm Shop, Winery & Brewery

**Easter 2014** - Park and Ride with a double decker bus to trial over the Easter Period – to be funded by NT.

**2014** building work carried out, Farm Shop opens Xmas 2014

**Easter 2015** Park & Ride starts on trial basis as follows:

**Site:** Charman’s Yard (which holds about 50 cars, already suitable surface) for a trial period of the summer.

**Demand:** from tourists and town office workers

### Costings:

Item	Est. Cost	Source
Westerham (branded as we wish) 17-seater bus provided by Westerham Cars and rented on a daily basis for £230, say 28 days = say £6,500	£6,500	Squerryes’ current proposal is Squerryes 25%, NT 37.5% Town (Partners: Retailers/TC and TP?) 37.5%. Sevenoaks got a grant from Mary Portas for 100% of trial bus running costs) Offset by ticket charge.
Charman’s Yard	nil	No cost for parking in the yard (need to put in place a system to avoid long termers)
Bus Stops	£400	?
External Bus branding	£500	? Offset by internal advertising

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Leaflets & Posters, Signage	£500	?
External Advertising	?	NT/Squerryes/WTP

**Running times:** On a continuous day loop on summer weekends, and holidays

Morning & evening commuter bus (or two) on weekdays 8.45am and 5.30pm throughout year

Charge £2? for a whole day tourist ticket ...commuter bus?

**Longer Term**

Potential to expand into field behind the yard that backs onto the M25 but this would need planning permission and is not necessary for the Trial. Cost unknown of preparing surface (looks fine this evening but there are ruts in the ground) but Squerryes willing to provide levelling tractor and hard-core entrance.

*(Extract from WTP minutes, July 2013)*

## **10.0 Proposals**

### **Proposal 1: Free Parking in the Darent Car Park ( up to 3 hours)**

Parking in Westerham is limited and in constant demand by a huge number of users. It is imperative however to ensure that those wishing to park and spend have a good chance of finding a space in the town centre. It is on them that the survival of our shops and businesses depend. In order to free up the centre of town, we must encourage as many cars as possible to park into the only car park we have with good weekday capacity- The Darent. It is only a 5-minute walk from the heart of Westerham and is particularly suitable for medium stay shoppers, office/shop staff, tourists etc. It is clear that all the towns and villages around us have benefitted from free town centre car parks. For us not to follow this route would risk losing valued shops and crippling the town's future. We propose that parking charges be amended to give an initial three hour 'free but ticketed' parking in the Darent Car Park.

### **Proposal 2: Grassprotecta overflow car park next to the Darent Car Park.**

If the other proposals are accepted and successful, we would expect the Darent to see higher weekday use and, in the future, approach weekday full capacity. Sundays are already at capacity with regular use of verges and the access road itself - and that is before the effect of the extra football pitches and the National Trust's promotion of Quebec House. We would not want to permanently scar Green Belt land and the beautiful approach to the town, but believe that a modest overflow car park using Grassprotecta would be a sensible solution to the difficult predicament we have been placed in.

Squerryes Estate has offered the field to the East of the Darent Car park as an overflow. Companies offering Grassprotecta are preparing quotes and a meeting with landscape architects is scheduled. It is hoped that an Entrust Grant would fund this project. Some of the disproportionate SDC fines revenue to be reinvested into this scheme.

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Proposed site next to Darent car park with possible area marked with tape:-



Example of a Grassprotecta car park from their brochure:-



**Proposal 3: Revised Parking Charges/restrictions**

We believe our proposed charges (or a version of them, tailored after sight of SDC ticket data), would yield at least as high an increase in income as that proposed by SDC. Critically, however, it would do so in such a way as to be attractive to residents, promote Westerham’s economy and thereby help to secure the town’s future.

	Current	SDC proposal	WTP proposal
<b>Darent</b>			
15 mins			0.00
30 mins	0.20	0.30	0.00
1 hour	0.40	0.50	0.00
2 hours	0.60	0.70	0.00
3 hours		1.20	0.00
4 hours	1.00	1.20	1.20
All day	2.90	3.10	3.10
<b>Quebec Av</b>			
15 mins			0.00
30 mins	0.20	0.30	0.20
1 hour	0.40	0.50	0.50
2 hours	0.60	0.70	0.70
4 hours	1.00	1.20	1.20
All day	2.90	3.10	3.10
<b>Vicarage Hill max 2 hours</b>			
15 mins			0.00
30 mins	0.10	0.20	0.20
1 hour	0.50	0.60	0.60
2 hours	1.00	1.10	1.50
<b>Fullers Hill max 3 hours</b>			
15 mins			0.00
30 mins	0.20	0.20	0.20
1 hour	0.50	0.60	0.60
2 hours	1.00	1.10	1.50
3 hours			2.50
<b>The Green, The Grange and Market Square</b>			

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max 2 hours 8am – 6pm				
	Current	SDC	WTP	
15 mins			0.00	
30 mins	0.20	0.20	0.20	
1 hour	0.50	0.60	0.60	
2 hours	1.00	1.10	1.50	
Croydon Rd On Street Parking max 3 hours				
15 mins			0.00	
30 mins	0.20	0.20	0.20	
1 hour	0.50	0.60	0.60	
2 hours	1.00	1.10	1.50	
3 hours			2.50	

In order to encourage passers-by to stop in Westerham for quick purchases and services that they may otherwise do elsewhere, we would like to see an initial short free parking period – say, 15/20 minutes. The time could still be ticketed to aid enforcement and avoid abuse. We hope this would give a boost to our smaller retailers who depend on high volumes of smaller spends.

See Appendix F.

To encourage medium stay shoppers to park elsewhere, charges for stays over an hour could rise significantly.

We have had requests from retailers for both shorter and longer parking restrictions, which serves to illustrate the pressures that our traders are under. We hope that the shorter stay lobby may benefit from the above.

We have also had requests from some retailers for longer time restrictions to encourage “browsing and eating”. The proposals below provide 39 spaces within walking distance of the centre for up to 3 hours.

We do not have access to sufficient facilities to compute the exact financial effect of our proposals. We do however have alternative proposals should the above be financially difficult.

**We note that SDC’s proposed 13% increase in Westerham’s Car Park tariff income is considerably higher than the advertised 3.5% sought.** Whilst this may be an averaging exercise, coupled with the disproportionate fines revenue, it seems that Westerham is contributing more than its share. Our own proposals may predict an even-higher-than 13% increase in revenue: should they be accepted, this additional surplus must be directed towards the costs of our expansion plans.

#### **Proposal 4 : Parking permits**

The table in 2.3.1 above shows resident's permits issued as a proportion of the available spaces. **There are only 105 parking spaces in the town itself and against these spaces, 74 permits have been issued.** It seems therefore, that up to 70% of all available spaces could be used for extended periods by immediate residents and only 30% secured for all Westerham's other residents, shoppers and visitors. Obviously many permit holders will vacate their spaces for parts of the day but others could work in Westerham or be retired and their cars could effectively block these valuable spaces most of the time. In large numbers this is a problem.

There may, however, be some measures, which could be taken to restore a balance between the interests of immediate residents and the rest of the community:

- 1) Introduce two tier permits: permanent and off-peak (valid 6pm – 9am).
- 2) Gradually increase permanent permit prices significantly in the most critical areas (The Grange, The Green and Market Square).
- 3) Second permits should be avoided but if necessary they should be for the Darent Car Park only.
- 4) More rigorous application process in the granting of permits generally.
- 5) Any Resident's permit should be valid in their zone **and** the Darent Car park.
- 6) Croydon Rd and The Grange Permits to be valid in the Croydon Road ( and Darent ) only.

#### **Proposal 5: Improved signage and lighting**

It is clear from the demand survey that some parkers are unaware of all the public parking areas in Westerham. It would be useful to have stickers on the entire town centre ticket machines highlighting ample free parking in the Darent Car Park, the availability of season tickets and cheaper parking in Croydon Rd and Vicarage Hill Car Park. The route from the Darent to the town via the churchyard and the A25 could be better signed and lit.

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### **Proposal 6: Better targeted and customer satisfaction focused enforcement.**

We would like to harness the powers of the enforcement officers to help solve our parking problems - policing with discretion and constructive advice is the more productive approach. See Section 4 and Appendix F.

It would also be particularly helpful if repeat offending could be firmly addressed at the administrative and legal level to stop the corrosive effect on other users as well as the blocking of parking spaces.

### **Proposal 7: Improved maintenance of the path twixt Darent car park and town.**

If we are to persuade a significant number of drivers to park in the Darent, we need to consider if there is anything we can do to make the walk to the town more user friendly. We have, in the past, had complaints of flooding, lighting and accidents on slippery leaves. We should address any such issues.

### **Proposal 8: New sites**

We are constantly searching for spare pockets of land that may be used for public parking.

Westerham Town Council is in discussion with the owners of Pitts Cottage Car Park to see if there is availability for public parking.

There is also a car park off King George's Field and adjacent to the Bowling Club car park. The Westerham Town Council is considering applying to extend spaces for use by the Sports Clubs only.

### **Proposal 9: Planning Permission Issues**

It is absolutely critical that SDC Planning Policy considers the effect on public parking when granting planning permission in the very centre of Westerham. Allocation of more-than-adequate on site parking spaces should be required. Garages and 'one car in front of another' facilities will inevitably result in residents, their guests and second car users opting for handier public car spaces – especially in the evenings and Sundays – adding to the general pressure of central town parking.

**Proposal 10: Explore the "Park and Ride" initiative** – Joint venture with NT and Squerryes Estate (see Section 9)

## **11.0 Conclusions**

The serious issue of attracting paying visitors and shoppers to our town needs to be addressed. There is a real threat that Westerham's range of shops and businesses will not be able to survive in the future unless adequate parking is available for their customers.

All our residents as well as shops, businesses and tourists share the benefits of a thriving town centre.

We believe the above proposals are financially sound, and should be adopted as soon as possible.

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### **Appendix A**

#### ***Letter of concern from Z Colbeck of The National Trust :***

The National Trust and Westerham town have a very important relationship. The Town is the location of two of the National Trusts special places in Kent.

**Firstly, Quebec House** which is the charming childhood home of the 18th century famous General, General Wolfe. Wolfe was the leader of the Battle of Quebec winning this part of North America for the British against the French. The site offers an insight into life in the 18th Century and this remarkable man and his family. Visitors can also enjoy the garden and obtain a cup of tea from the coach house. Visitor numbers are normally around 20,000 per annum which is good for a historic house of this size, with links to the 18th century. However in 2013 despite all the other national Trust properties in this geographical region beating their visitor number targets by at least 6% Quebec is languishing 11% behind.

One of the key barriers is the lack of parking in Westerham which makes it difficult for visitors to access the house as there is nowhere to park. Parking needs to be improved and increased in Westerham to enable us to share this important part of our local history and enable visitors to enjoy this special place.

Visitors are crucial to the sustainability of the operation and paying for the up keep of Quebec house and garden.

**Secondly we have Chartwell** – family home of Sir Winston Churchill. This is one of the most visited properties in the National Trust and it receives about 200,000 visitors annually. The National Trust is broadening the offer at Chartwell to encourage visitors to explore the wider estate and woodlands and encourage them to come back and see the wonderful gardens throughout the year. The National Trust wants to increase visitor numbers by 20% by 2020. At Chartwell we have limited space for facilities and at times the queue for the restaurant is often over 45 minutes. Visitors often leave saying they are going to look to get something to eat in Westerham. Their second choice is then not possible due to parking difficulties and lack of capacity in Westerham meaning that Westerham loses out due to the lack of parking.

The relationship is also an important one for our staff and volunteers – totalling over 300 people who mostly all drive through Westerham on their way to Chartwell. Due to the parking issues in Westerham, very few use the local amenities as it is so hard to park and if you want to pop in for something the ticketing system doesn't encourage this.

Ms Z Colbeck 2/10/13

#### **File note: Dec 2012**

Ms Colbeck's predecessor repeatedly mentioned the recorded fall in attendance at Quebec House on Saturdays when St Mary's has a wedding –more evidence of the inadequate parking.

No doubt, if Quebec House lost revenue, so did many of our traders.

**Appendix B**

***Street parking charges in other towns***

Sevenoaks:

Same rates and 2 hr restriction in town centre ie London Rd, South park, High St. Other roads have extended times and all day parking ( The Vine, St Botolphs North, Holly Bush...)

Oxted:

Stay restricted to 1 hour . No return within 1 hour. Free

Edenbridge:

Stay restricted to 1 hour( 2 hrs north end of High St). . No return within 1 hour.  
Free

Warlingham:

Stay restricted to 1 hour . No return within 1 hour. Free .

Woldingham:

Stay restricted to 2 hours . No return within 2 hours. Free .

Biggin Hill:

Stay restricted to 30 minutes. Free

***Car park parking charges in other towns***

Sevenoaks:

All town centre car parks are considerably more expensive than Westerham.  
St James Rd , St Johns Hill is the same as Westerham.

Oxted:

Ellice Rd car park is free but stay limited to 4 hours - no return within 3 hours.

Caterham on the Hill :

First 3 hours free – no return within 3 hours.

Edenbridge:

Croft Close town centre car park free.

Warlingham:

Warlingham Green car park is free but stay limited to 3 hours -no return within 2 hours.

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### Appendix C

Usage of parking spaces in Westerham:

See document online at

<http://www.visitwesterham.org.uk/images/documents/DarentCPsurvey2.2013-4.2014.pdf>

### Appendix D

Demand Survey Questionnaire – [to follow](#)

### Appendix E

Westerham Health check April 2010 – Review findings at

[http://www.visitwesterham.org.uk/images/documents/Healthcheck/Westerham\\_Report\\_v10.pdf](http://www.visitwesterham.org.uk/images/documents/Healthcheck/Westerham_Report_v10.pdf)

### Appendix F

#### Shropshire Council Parking Policy

##### A) 15 minute free parking

In line with MP Eric Pickles' call for all local authorities to offer motorists free short term parking, Shropshire Council have made the following media announcement:-

Drivers will be given 15 minutes' free parking in an effort to boost high street trade, under new plans being introduced by Shropshire Council.

The council is introducing a 'grace period' of 15 minutes for designated pay and display bays at all council-owned surface car parks and on-street parking bays, meaning people would not need to buy a ticket if they were only parking for 15 minutes.

Council leader, Keith Barrow, said the aim was to make it easier for drivers to visit their local town centre without being put off by parking charges.

He said:

“High streets up and down the country are under pressure and car parking charges have been a bone of contention for some time now. As a council we are determined to do everything we can to encourage people to visit town centres

and use their local shops.

“By giving a grace period of 15 minutes, I hope we will make it easier for those people who just want to pop into town for a short time to run an errand or visit a particular shop.”

From Monday 20 May 2013, the grace period will apply to designated pay and display car parking bays at all council-owned surface car parks across the county (apart from those which already have a free period of parking), and on-street pay and display parking bays.

Councillor Barrow said the decision had been taken following discussions with all of the MPs in the Shropshire Council area, Owen Paterson, Daniel Kawczynski, Philip Dunne and Mark Pritchard.

Owen Paterson, MP for North Shropshire, said:

“I am delighted that these new parking rules are being implemented. This will make it much easier for local people to ‘pop in’ and use their local shops. I hope that my constituents will take full advantage of 15 minutes free parking to support local retailers.”

## **B) Extract from Shropshire CC Parking Service Customer Charter**

The following text is taken from

[www.shropshire.gov.uk/media/170678/customer-charter-and-procedures.pdf](http://www.shropshire.gov.uk/media/170678/customer-charter-and-procedures.pdf)

Shropshire Parking Service is committed to offering the best possible service to its customers. The following are our commitments:

### **Helpful**

- ◆ Our Parking Civil Enforcement Officers (CEOs) will give advice on parking provision and how to park safely and within any applicable parking restrictions.
- ◆ All parking staff will address customers with respect and courtesy at all times and will expect to be treated by them in the same way.

### **Fair**

- ◆ We will enforce the parking restrictions in a consistent and fair manner and will encourage considerate parking.
- ◆ We will use photographs of all parking offences to ensure that Penalty Charge Notices (PCNs) have been correctly issued by Parking CEO's and to assist in subsequent challenges.
- ◆ We aim to monitor and arrange to replace any incorrect signs or lines on the road or in car parks to avoid confusing drivers.

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### Excellent

- ◆ We will fully investigate and consider all correspondence regarding a PCN issue.
- ◆ We will reply clearly and provide full information as to how and why we have reached a decision.
- ◆ We will reply to all correspondence within 10 working days of receipt.
- ◆ We aim to improve on-line access to the parking services for customers.
- ◆ We will promote safe and considerate parking through the provision of information on our website and through the media.

*The above text is a quote from the Shropshire Council Customer Charter*  
[www.shropshire.gov.uk/media/170678/customer-charter-and-procedures.pdf](http://www.shropshire.gov.uk/media/170678/customer-charter-and-procedures.pdf)

## Agenda Item 5d

**From:** [Kevin Maskell](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Town.Council, Westerham](#)  
**Subject:** Westerham Town Council CIL Bid Application District Councillor Support E Mail- Car Park Development  
**Date:** 30 September 2019 11:05:54

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CIL Bid Assessment Officers

This e-mail is to confirm my full support for the above Westerham Town Council's CIL bid posted today the 30<sup>th</sup> September 2019.

Kind regards

Kevin

CLlr Maskell,  
District Councillor, Westerham and Crockham Hill

Sent from [Mail](#) for Windows 10

**From:** [Councillor Ogden](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Town.Council, Westerham](#)  
**Subject:** Westerham Parking Project  
**Date:** 30 September 2019 14:14:09

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This is to confirm that Westerham Town Council fully supports and indeed has driven the parking scheme described in this application. Its inception, need, planning and consultation are exactly as set out in the application.

*Helen Ogden*

Helen Ogden  
Chairman, Westerham Town Council

## Agenda Item 5d

**From:** [Info Westerham](#)  
**To:** [CIL Mailbox](#)  
**Cc:** [Jane Hunter](#)  
**Subject:** CIL funding bid..  
**Date:** 30 September 2019 12:36:57

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To whom it may concern

Westerham Town Partnership fully supports the Westerham Town Council Parking Project in all areas outlined in their application.

The Town Partnership also seeks better management of the Darent overflow car park by SDC during the winter months when it is most needed for young footballers' families and friends. The Grassprotecta surface installed was chosen specifically for its all-weather usage in a free draining area which the overflow car park most certainly is. For some reason this now remains closed all winter, and particularly when conditions are dry, and it seems that with better management, much better use could be made of this costly investment.

Appropriate warning notification would likely work fine. The whole idea of Grassprotecta is that it drains and remains a stable, firm surface on which to park. The Town Partnership has checked the surface, which is based on sand, on several occasions during persistent wet weather and have never seen those areas boggy or waterlogged. Simply not using the carpark for whatever reason is not efficient use of the desperately needed space or investment. Closure impacts the town's economy especially during the football season. We request that efforts are made to identify the reasons behind winter closure, and that steps are taken to improve the management of the space such that the overflow can remain open year round.

We would draw the Council's attention to WTP's parking report  
<http://www.visitwesterham.org.uk/wp-content/uploads/2012/02/Parking-Amenities-Policy-Doc-3-6-14.pdf>

Thank you,

Bill Curtis, for Westerham Town Partnership

Application E

**Proposal**      Extension to Kemsing Surgery

**Applicant**    NHS West Kent Clinical Commissioning Group

**Ward(s)**        Kemsing

**RECOMMENDATION:** That the **£114,646.00** applied for, as set out in the report, for scheme “Extension to Kemsing Surgery” be refused on the following grounds:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;
- The requirement for working in partnership has not been clearly demonstrated in the application;
- The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s)

**Introduction**

- 1    The NHS West Kent Clinical Commissioning Group (CCG) is a body of GPs and other healthcare professionals who are responsible for commissioning healthcare services across the West Kent region. For the avoidance of doubt, the West Kent CCG covers a majority of the Sevenoaks District except for the parishes of Hextable, Swanley, Crockenhill, Eynsford, Farningham, Horton Kirby & South Darenth, West Kingsdown, Fawkham, Hartley and Ash-cum-Ridley.
- 2    The application was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

**Description of Proposal**

- 3    The proposal is to extend the first floor of the Kemsing Surgery, which is a satellite branch of the Otford Medical Practice. The purpose of the extension is to increase capacity for existing residents, as well as future developments which might impact medical services that the surgery currently provides. This will include the provision of five additional clinical rooms, facilities and an

## Agenda Item 5e

extended patient waiting room. The scheme will be carried out in two phases.

### Funding

- 4 The West Kent CCG has estimated that the total cost of the project to carry out the first floor extension to the surgery will cost £173,706.00.
- 5 The West Kent CCG has identified the following additional funding sources and grants to support their application to the Board:
  - Funding provided from GP partners - £59,060
- 6 It should also be noted that no other sources of funding have been explored, including a bid to the relevant town or parish council for CIL funding. In this instance, it is confirmed by the applicant that no CIL funding bid has been made to Kemsing Parish Council. However, this is the first time that the applicant has submitted this project to CIL Spending Board for CIL funding.
- 7 Therefore to meet the funding gap for the full cost of the project, the West Kent CCG has applied to the Board for £114,646.00 of CIL funding.
- 8 The criteria by which we assess all CIL bids seeks to ensure that funding from other sources is maximised and there is therefore an expectation that CIL will not fund the majority of a project cost. It is the responsibility of the applicant to maximise all sources of funding before making an application to the CIL Spending Board for funding.
- 9 Members will note that the amount of funding requested by the CCG is significant against the total project cost (83%). However, the scheme has been assessed to have significant benefits to the local community, which are outlined in this report (paragraph 14 onwards).
- 10 Members may wish to consider whether the overall benefits of the scheme outweigh the amount of funding requested.

### Representations and Support

- 11 The application submitted indicates that the West Kent CCG will be working in partnership with the Otford Medical Practice to deliver this project. No other organisations have been identified to be working in partnership with the West Kent CCG to deliver this project.
- 12 The application is supported by the following local representatives and organisations:

- Cllr. Dee Morris (SDC Member for Kemsing)

### Lead Officers Appraisal of Bid

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme

#### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 13 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 to the wider community and the surrounding villages.
- 14 The applicant argues that maintaining local health services provides a strong economic benefit to the local community as it allows residents to attend their local GP practice rather than travelling further afield, thus reducing costs for patients. This is also considered as an environmental benefit as it reduces the number of journeys to GP practices by private car, allowing patients to walk or cycle to the surgery. As the Kemsing Surgery is within a rural community, alternative health/medical services would only be accessible by car as there is limited public transport provision.
- 15 In relation to social benefits, it provides vital health and medical services which support patients of all ages in the local and wider community. By improving the surgery, it would improve social cohesion in the community, allowing GPs to support their patients better.

#### *Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.*

- 16 As part of their submission, the applicant has identified developments in the area that have created a need for this particular scheme.
- 17 The applicant states that planned housing development in the new Sevenoaks Local Plan would increase pressure on medical services provided in the Otford Medical Practice boundary (circa 1,300 dwellings) which could result in approximately 2,900 patient registrations in the Plan period.

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- 18 This growth would look to increase the existing patient list by an additional 27%.
- 19 The applicant has therefore sufficiently identified evidence to demonstrate that there is a strong link between the new development and the project, which is seeking funding.
- 20 Therefore, after careful consideration, the need for the scheme has been adequately demonstrated through the submitted application.

### Other considerations

#### *Requirement for Planning Permission*

- 21 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.
- 22 The scheme would require planning permission, due to the nature of the works to be carried out. The West Kent CCG applied for planning permission for the first floor extension to the Kemsing Surgery and was granted planning permission in December 2018. The applicant has supplied information on the planning permissions granted as part of their CIL funding application.

#### *The project is identified in an adopted strategy/plan*

- 23 The proposed scheme has been identified in the Council's Infrastructure Delivery Plan, an evidence based document which supports the new Sevenoaks Local Plan. The applicant has also stated that the need to expand medical and health services in the northern Sevenoaks area has been recognised in the CCG GP Estates Strategy, in which the expansion of the Kemsing Surgery has been identified.

#### *Application Considerations - Weakly Performing Criteria*

- 24 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:
  - **The applicant has not sufficiently demonstrated the requirement for working in partnership with other organisations**  
Within the applicant's application, it is clear that there is little partnership working to sufficiently satisfy this criteria, as the West Kent CCG is only working with the Otford Medical Practice to deliver the scheme. Also, the applicant has not engaged with the relevant local town or parish council, local community groups or the local Ward Members.

- **The scheme not maximising funding sources / CIL funding from the relevant town or parish council(s)**  
The applicant has been clear that additional funding has been sought through the application of grants, which have not been secured at present. Furthermore, the applicant has not explored any additional sources of funding including discussions with the relevant town or parish council(s).
- **Other proposed schemes put forward to the Board have been given greater priority.**  
A total of 26 projects have been put forward during the latest round of CIL funding for this CIL Spending Board. Whilst the project provides locally significant infrastructure, there were other projects which were considered more strategically significant in nature.

### Conclusion

- 25 The West Kent CCG has submitted an application to the Board to consider funding for expanding the Kemsing Surgery. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is requesting a large proportion of CIL funding against the total cost of the project. It is noted has not benefited from CIL funding from the CIL Spending Board previously.
- 26 After reviewing the application and subsequent supporting evidence it is recommended by Officers that the funding request of £114,646.00 be refused. Whilst the project does provide a clear public benefit, the project does not maximise all sources of funding and the applicant has not adequately demonstrated that it is working in partnership with other organisations, including the relevant town or parish council, and local Ward Members. It is was also deemed that the project is more locally significant, in comparison to other infrastructure projects which were more strategic in nature.

<b>Appendices</b>	Original bidding proforma and supporting information
<b>Background Papers</b>	None
<b>Contact Officer</b>	Simon Taylor Ext. 7134

## Agenda Item 5e

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

Scheme name: **Kemsing Surgery Extension**

Description of Scheme: **First floor extension of the Kemsing branch of the Otford Medical Practice**

<b>1</b>	Is this scheme promoted by your organisation in partnership with another organisation(s)?	<b>Yes</b>	(please delete as appropriate)
		Organisation Name(s):	NHS West Kent CCG
		Responsible individual(s):	Allison Burchell
		Signature(s) on behalf of other supporting organisations(s):	
		Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	No agreements regarding capital funding. The CCG holds the budget for re-imburement of rent; any additional space will increase the re-imburement. This is considered through standard CCG processes.

<b>2</b>	Is planning permission required for the scheme?	<b>Yes</b>	(please delete as appropriate)
		If yes, has it been applied for?	Yes
	If no, please explain why?		
	If planning permission has been granted – please provide details and a reference number.	18/03389/FUL dated 27/12/2018	

Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	Planning permission requires an archaeologist to oversee excavation of foundation trenches
	Date applied for / granted	TBA

**Need for the Scheme**

3	List of projects or development that result in the need for this scheme:	The CCG has reviewed the Sevenoaks District Council Local Plan in order to provide an assessment of housing growth and the practice boundaries that this falls within. The analysis shows that within the Otford Medical Practice boundary there will be an estimated 1220 new houses; this takes into account existing permissions and allocations in the local plan.  The proposed developments at Halsted (c 832) fall within the boundary of the Otford Medical Practice.
4	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):	Planned housing developments will mean an increase in population which in turn requires further general medical professional capacity to meet this need. These medical professionals will need premises out of which to operate and the current building is too small to facilitate this anticipated demand.  The CCG estimates that the demand over the period resulting from the developments in the area will result in c2900 new patient registrations. To put this into perspective this would be an increase, based on the patient list today, of 27%.  Providing the extension will allow the facilitation of medical services to the local population, allowing for the population to continue to see a local GP and maximise medical coverage at a local level.

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

<p><b>5</b> Economic</p>	<p>Maintaining GP services locally provides an economic benefit as it enhances the local economy, fosters community spirit and maintains the attractiveness of the village and surrounding area to current and new residents.</p>
<p><b>6</b> Social</p>	<p>The medical practice currently provides vital services supporting patients of all ages in the community. Augmenting this can only improve social cohesion in the village and surrounding area and maintain community ethos and spirit.</p>
<p><b>7</b> Environmental</p>	<p>Providing local services reduces the need to drive in private motor vehicles elsewhere for these services. Kemsing is a rural village and the building to be extended is within walking or cycling distance of most of the populace. Alternative services could only be reached by car.</p>
<p><b>8</b> Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>	<p>The CCG GP Estates Strategy recognises the growth in the northern area of Sevenoaks and details the expansion of the branch surgery as a response to this growth. This has also been discussed with SDC as part of the Infrastructure Delivery Plan.</p>
<p><b>9</b> How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?</p>	<p>Yes, included in IDP.</p>

**Funding**

<b>10</b>	Total Project Cost	<b>£173,706, (inc VAT)</b>
<b>11</b>	<p>Funding required from CIL:</p> <p>Please 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>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p><b>£114,646 (inc VAT)</b></p> <p>1) GP Partners - £59,060 (inc VAT)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>Planning permission for this total scheme has been granted although delivery of the scheme will take place in 2 phases. The first phase will create 2 additional clinical rooms and the second phase will create a further 3 clinical rooms, patient's toilets and extended waiting area. A new patient touchscreen and Jayex display screen/patient call screen will also be installed. The first phase is being part funded by the partners at the practice and a capital contribution from the NHS England Minor Improvement Grant Scheme (successful bid). The partners will also part fund the second phase and are seeking a capital contribution towards this.</p> <p>The above total project costs are estimated (an estimated budget has been provided for the building works) and a full tender would be undertaken once funding secured.</p>
<b>12</b>	<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p> <p>Please provide details of anticipated funding requirements and timetable</p>	<p>Yes (please delete as appropriate)</p> <p>Yes (please delete as appropriate)</p> <p>To be agreed – from Autumn 2020</p>
<b>13</b>	<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made (please delete as appropriate):</p> <p>No</p>

		Details of bid	
		Decision made (please delete as appropriate):	
		Details of decision:	
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.		

<b>14</b>	Would the scheme be fully funded if the CIL contribution is agreed?	<b>Yes</b>	(please delete as appropriate)
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<b>15</b>	Has this scheme already benefited from CIL funding through the CIL Spending Board?	<b>No</b> If Yes; Please provide further justification as to why further CIL funding is required for this project.	(please delete as appropriate)
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<b>16</b>	Has this scheme/hand/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	<b>No</b> If Yes; Please provide further details of amount and the project involved.	(please delete as appropriate)
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**Deliverability**

<b>17</b>	Does your organisation have the legal right to carry out the proposed scheme?	<b>Yes</b> If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	(please delete as appropriate)
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<b>18</b>	Anticipated start date for delivery of the scheme:	Autumn 2020	
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19	Anticipated finish date for the delivery of the scheme:	Spring 2021
20	Anticipated date when CIL funding will need to be made available:	Autumn 2020
21	Does land need to be purchased to facilitate the scheme?	<p><b>No</b> (please delete as appropriate)</p> <p>Please provide details</p>
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Once the funding has been secured a project plan will be produced; this will include progress reports to the CCG and SDC.
23	Please provide details of the management and timescales of the project.	The practice has engaged a project manager for the first phase of the extension; the same project manager will remain engaged for the second phase of works. Expected commencement of project, subject to funding, Autumn 2020.
24	Has consultation been carried out on the scheme or is any planned?	<p><b>Carried out</b> (please delete as appropriate)</p> <p>Please provide details (Note: Results can be attached separately if necessary.)</p> <p>Local residents had an opportunity to comment as part of planning application and permission 18/03389/FUL</p> <p>In addition we provide updates to our Patient Participation Group; an extension to the existing premises does not require a formal consultation.</p>
25	Is a relevant SDC ward member(s) supportive of the scheme?	<p><b>Not discussed</b> (please delete as appropriate)</p> <p>You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a>.</p>
26	Is the relevant town/parish council supportive of the	<p><b>Not discussed</b> (please delete as appropriate)</p> <p>6</p>

scheme?	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cl@sevenoaks.gov.uk">cl@sevenoaks.gov.uk</a> would also be sufficient).	
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<b>27</b> Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	<b>No</b> Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cl@sevenoaks.gov.uk">cl@sevenoaks.gov.uk</a> would also be sufficient).	(please delete as appropriate)
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**Maintenance**

<b>28</b> Which organisation will be responsible for ongoing maintenance?	The Otford Medical practice.	
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<b>29</b> Are funding arrangements in place for maintenance?	<b>Yes</b> Please provide details	(please delete as appropriate) Funding for any ongoing maintenance will be provided year on year from the revenues of the practice.
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<b>30</b> Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	The CCG Estates Strategy takes an overarching assessment of the growth within the Sevenoaks area and in liaison with the practices has outlined the premises priorities required to respond to this growth. The proposed extension will provide resilience and sustainability for the Otford Medical Practice and alongside other general practice plans for the wider area.	
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**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: Dr Alastair Eakins**

**Position: Senior Partner, Otford Medical Practice**

**Signature:**



**Name: Alison Burchell**

**Position: Programme Director, Primary Care Strategic Planning, NHS West Kent CCG**

**Further information:**

Name, role and contact details of the person that will be the contact for this bid:	Dr Alastair Eakins, Otford Medical Practice, Sevenoaks, TN14 5RB
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Dr Alastair Eakins, GP, Otford Medical Practice Alison Burchell, Programme Director- Primary Care Strategic Planning, West Kent CCG
Name, role and contact details of the person that will be the	NHS England and NHS Improvement – Michael Turner, Head of Finance

point of contact and responsible for the Legal Contract:	{michaelturner1@nhs.net}  Alison Burchell, NHS West Kent CCG will be the central point of contact for CCG & NHSE.
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	NHS England and NHS Improvement – Michael Turner, Head of Finance (michaelturner1@nhs.net).  Alison Burchell, NHS West Kent CCG will be the central point of contact for CCG & NHSE.
Full company/charity name:	
Registered No:	

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

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Application F

**Proposal** go 2 - A Demand Responsive Bus Service  
**Applicant** Go-Taxi Hire Limited & Go-Coach Limited  
**Ward(s)** All Sevenoaks District Wards

**RECOMMENDATION:** That the **£71,961.98** applied for, as set out in the report, for scheme “go 2 - A Demand Responsive Bus Service” be approved on the following grounds:

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- There is strong community support of the scheme

**Introduction**

- 1 Go-Coach Limited is Kent’s largest independent bus operator which has a fleet of 50 vehicles operating 46 routes. It is the principal network provider in the Sevenoaks District, linking a number of rural communities in the District to the town centres.
- 2 The application was received before the application deadline closed on Monday 30 September 2019. This proposal has not been previously considered by the CIL Spending Board.

**Description of Proposal**

- 3 The proposal is an innovative infrastructure project for the provision of a flexible, demand-response ‘little bus’ public transport scheme. The ‘little buses’ will be four (4) Ford Transit Tourneo vehicles modified to accommodate passengers with mobility issues and to be fully wheelchair accessible. These vehicles will be London ULEZ compliant with Euro 6 diesel engines. They will also be fitted out to provide a comfortable, trusted and safe journey including air conditioning, CCTV and USB charging points.
- 4 The vehicles will be branded accordingly and all partners will have their branding incorporated in the vehicle branding ‘wraps’. The operation of these ‘go 2’ vehicles is based on the following model:

## Agenda Item 5f

- Mornings and evenings - cater for commuters wishing to go to the Railway Stations and places of work in the Sevenoaks town area;
  - School run hours (morning and afternoons) - transport SEN students to and from school;
  - Daytime:
    - transport older people to lunch clubs, day care facilities and shopping trips (working with Age UK (Sevenoaks & Tonbridge)) providing subsidised rate (possible because of income from journey types 1 & 2 above.
    - Replacing Rural KCC supported bus and Taxibus services with DRT (Demand response Transport).
  - Providing public transport to remote areas to help remove social isolation by using smaller vehicles.
- 5 The scheme will begin with 4 vehicles serving the District. This will be a pilot scheme. The above model means that this scheme will be financially sustainable, with profits reinvested to enlarge the scope of the infrastructure. If successful it is envisaged that within five years there could be ten (10) 'go 2' vehicles, rolling it out to other parts of the District.

### Funding

- 6 Go-Coach Limited has estimated that the total cost of the project will be £143,173.96
- 7 Go-Coach Limited has identified the following additional funding sources and grants to support their application to the Board:
- Go-Taxi Hire Limited - £71,71,211.98
- 8 Therefore to meet the funding gap for the full cost of the project, Westerham Town Council has applied to the Board for £71,961.98 of CIL funding.

### Representations and Support

- 9 The application submitted indicates that Go-Coach Limited will be working in partnership with Go-Taxi Hire Limited, Age UK (Sevenoaks and Tonbridge) and Sevenoaks District Council.
- 10 The application is supported by the following local representatives and organisations:
- Cllr. Merilyn Canet (SDC Member for Sevenoaks Northern

- Sevenoaks Town Council
- Simon Goldsmith (Chair, Sevenoaks District Access Group)
- Dr Marilyn Canet (Vice-Chair, Sevenoaks District Seniors Action Forum)

### **Lead Officers Appraisal of Bid**

#### *Principal Criteria met*

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- There is strong community support of the scheme

#### *Appraisal*

#### *Strong economic, social and environmental benefits to the community*

- 11 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 to the wider District.
- 12 The applicant suggests that there are a number of economic benefits to the scheme. It is noted that the existing fleet of vehicles that are operated by Age UK are in a state of decline, to the point where it is limited scope to maintain the fleet at adequate operational levels. By allowing Go-Coach to take over some services which are provided by Age UK, it would allow a greater focus of time and resources to be redirected onto other projects provided by Age UK.
- 13 With regards to the environmental benefits to the proposed scheme, the vehicles used will be more fuel efficient and compliant with recent legislation with regards to vehicle emissions standards. The applicant notes that the current fleet of vehicles are old and are not compliant with the updated regulations on vehicle emission standards. It is therefore anticipated that by running these services with greener vehicles, it will improve air quality and resident's health.
- 14 In terms of the social benefits for the scheme, the applicant has described that by bringing under utilised routes back into use, it will help provide better connections between communities. The scheme would help to prevent social isolation and loneliness, especially for those residents who are in rural communities throughout the District.

The project is identified in an adopted strategy/plan

- 15 As submitted within the funding application, Go-Coach Limited has identified the need for the scheme in a number of established strategies and plans. This includes:
- Sevenoaks District Council's Council Plan;
  - Sevenoaks District Community Plan;
  - Age UK (Sevenoaks & Tonbridge) Strategy for reducing loneliness and isolation; and
  - Go-Coach Development Plan
- 16 There are references to the Sevenoaks Local Plan and the Sevenoaks Infrastructure Delivery Plan. Whilst both documents make references to how transport and infrastructure will be provided over the Plan period, neither document specifically refers to this scheme.
- 17 However, after careful consideration, it is considered that there is sufficient evidence to demonstrate that the project is identified in an adopted strategy or plan.

There is strong community support for the scheme

- 18 In the applicant's application for CIL funding, it is evident that there is strong community backing for this scheme.
- 19 A number of community representatives, organisations and charities have supported the project, as well as a public consultation by Go-Coach has been carried out during 2019. The project is also supported by Sevenoaks District Council as key delivery partner.
- 20 Therefore, after careful consideration, there is sufficient evidence to demonstrate that the project has strong community support for the scheme

Other considerations

Project management

- 21 In the application submitted, it has been stated that Austin Blackburn of Go-Taxi Limited will project manage the scheme. Further input will be required from Age UK (Sevenoaks & Tonbridge) to work on the delivery of appropriate routes/journeys for clients and other frequent users.
- 22 A project timeframe has been submitted as part of the application. The applicant has also stated that they would advise the CIL Spending Board when

the project has commenced with the option to provide progress updates to Officers.

*Requirement for Planning Permission*

- 23 An additional consideration of the criteria is which applications are assessed is whether a proposal has the appropriate consents in place to carry out the project.
- 24 The key aspect of the proposal is to provide vehicles to facilitate the delivery of transport and appropriate routes for clients and other users to use. As a result the applicant does not require planning permission for this.
- 25 It is worth noting that the applicant would require a operator's licence before the project could take effect. The applicant in its submission has confirmed that discussions have taken place between Go-Coach Limited and the Licencing Team at Sevenoaks District Council. It has been confirmed by the applicant that a formal licencing application would have been submitted by October 2019.

*Application Considerations - Weakly Performing Criteria*

- 26 When carrying out the assessment of this funding application, Officers felt that the application did not perform strongly against the following criteria:
  - Local and/or strategic benefits have not been clearly laid out in the application
  - Not specifically mentioned in the Council's Local Plan or IDP
  - The scheme not maximising funding sources / CIL funding from the relevant town or parish council(s)

**Conclusion**

- 27 Go-Coach Limited has submitted an application to the Board to consider funding for a demand responsive bus service to support the local community. The need for the scheme has been clearly demonstrated and there are a number of social, economic and environmental benefits. The proposal is formally identified in a number of plans and strategies and is supported by the local community. It is noted that the applicant is providing a large amount of its own CIL funding towards the project. It is noted has not benefited from CIL funding from the CIL Spending Board previously.
- 28 After reviewing the application and subsequent supporting evidence, it is recommended by Officers that £71,961.98 of CIL funding be approved to support the delivery of the project. As it is considered to provide a clear

## Agenda Item 5f

public benefit and approving this bid would provide good value for the amount of CIL money applied for compared to the cost of the overall project.

**Appendices**                      Original bidding proforma and supporting information

**Background Papers**            None

**Contact Officer**                Simon Taylor Ext. 7134

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

Scheme name:	go 2
Description of Scheme:	<p>Kick start an innovative infrastructure project for the provision of a flexible, demand-response 'little bus' public transport scheme. The 'little buses' will be four (4) Ford Transit Tourneo vehicles modified to accommodate passengers with mobility issues and to be fully wheelchair accessible. As shown in Appendix 1, these vehicles will be London ULEZ compliant with Euro 6 diesel engines. They will also be fitted out to provide a comfortable, trusted and safe journey including air conditioning, CCTV and USB charging points.</p> <p>'go 2' will be the brand name for this scheme. The vehicles will be branded accordingly and all partners (Go Coach; Age UK and Sevenoaks District Council) will have their branding incorporated in the vehicle branding 'wraps'. The operation of these 'go 2' vehicles is based on the following model:</p> <ol style="list-style-type: none"> <li>1. Mornings and evenings – cater for commuters wishing to go to the Railway Stations and places of work in the Sevenoaks town area</li> <li>2. School run hours (morning and afternoons) – transport SEN students to and from school.</li> <li>3. Daytime:             <ul style="list-style-type: none"> <li>• transport older people to lunch clubs, day care facilities and shopping trips (working with Age UK (Sevenoaks &amp; Tonbridge)) providing</li> </ul> </li> </ol>

subsidised rate (possible because of income from journey types 1 & 2 above.

- Replacing Rural KCC supported bus and Taxibus services with DRT (Demand response Transport).
- Providing public transport to remote areas to help remove social isolation by using smaller vehicles.

The journeys detailed above will be shared journeys with more than one customer transported. The model does not operate using the quickest route. This is therefore not a Hackney carriage taxi service.

Some journeys will be timetabled, for example, those for the SEN students and those for the Age UK clients. Others, like those detailed above in journey type 1, will be a demand-response service. Ideally, this scheme will tie in with plans by Kent County Council to roll out access to a 'journey booking App' called 'Via'. This will enable customers to use an App to pre-book a 'go 2' journey. The App then uses algorithms to calculate the day's schedule for the 'go 2' service. However, if this roll out does not coincide with the kick start of this infrastructure scheme, in the interim, customers will be able to book via a website, phone number, the Sevenoaks Bus Station and use existing Go Coach ticket machines. Go Coach already use software to determine bus routes and schedules and can continue to use this to deliver this 'go 2' scheme too.

The scheme will begin with 4 vehicles serving the District. This will be a pilot scheme. The above model means that this scheme will be financially sustainable, with profits reinvested to enlarge the scope of the infrastructure. If successful it is envisaged that within five years there could be ten (10) 'go 2' vehicles, rolling it out to other parts of the District.

1	Is this scheme promoted by your organisation in partnership with another organisation(s)?		(please delete as appropriate)
Organisation Name(s):		Go-Taxi Hire Limited (new legal entity established by Austin Blackburn, Managing Director of Go Coach)	
Responsible individuals(s):		Austin Blackburn, Managing Director of Go Coach and <del>Go-Taxi Hire Limited.</del>	
Signature(s) on behalf of other supporting organisations(s):		<div style="background-color: black; width: 100%; height: 40px;"></div> Gill Shepherd-Coates, CEO of Age UK (Sevenoaks & Tonbridge).	
Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.		Go-Taxi Hire Limited will invest £71,211.98 by purchasing 2 of the 4 required 'go 2' vehicles. Go-coach will additionally budget £20,000 to set up the scheme. Go-Taxi Hire Limited will support Age UK (Sevenoaks & Tonbridge) in the provision of transport for its clients to and from lunch clubs and day care at a subsidised rate.	

2	Is planning permission required for the scheme?		(please delete as appropriate)
If yes, has it been applied for?			
If no, please explain why?		This is an infrastructure project that does not require planning permission.	
If planning permission has been granted - please provide details and a reference number.			

	<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):</p>	<p>Consent required</p>	<p>Operator Licence from SDC Licencing Team. The SDC Licencing Team have confirmed that either the Private Hire Vehicle or Hackney Carriage licencing framework will be used. Dialogue about which is the optimum licencing route for this innovative scheme and a formal application will be submitted during October 2019.</p>
		<p>Date applied for / granted</p>	<p>Formal licencing application to be submitted in October 2019.</p>

**Need for the Scheme**

<p>3</p>	<p>List of projects or development that result in the need for this scheme:</p>	<p>N/A</p>	
<p>4</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>N/A</p>	

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

<p>5</p>	<p>Economic</p>		<p>Age UK (Sevenoaks &amp; Tonbridge) will be able to reduce their fleet of ageing vehicles and reduce their overheads and costs for the provision of transport. They will retain one vehicle for the more vulnerable, frail clients. This reduction will enable the voluntary sector organisation to divert transport costs to the delivery of other projects for older people in the District.</p>
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		<p>The provision of this infrastructure scheme will support the Council's delivery of a sustainable economy. In line with the Community Plan's Priorities 1 &amp; 3. The scheme will make it easier for people to travel to key local services and improve infrastructure. It will also help people to shape their local communities, impacting greatly on supporting the Council to enhance community connections to tackle loneliness and social isolation. In turn this will lead to improved health and wellbeing and therefore economic benefits.</p>
<p>6</p>	<p>Social</p>	<p>The scheme will reduce loneliness and social isolation. It will address some of the areas known by Age UK's national survey of 'isolation hot spots'. Many of these areas in the District are rural where public transport can be more difficult to access. The timetabling of regular, reliable, trusted, comfortable and safe journeys to lunch clubs, day care activities and other destinations will increase community connections and help residents to shape their local communities. As a result, there will also be significant health and wellbeing benefits to residents.</p> <p>The scheme will also reduce loneliness and social isolation amongst other age groups, including the commuters and SEN students. As the journeys are shared ones, this model places people regularly in the same place, empowering them to connect as and when they wish both during and outside of their journeys.</p> <p>The scheme will increase the number of wheelchair accessible public transport vehicles into the District providing greater opportunities to travel for those with mobility difficulties.</p>
<p>7</p>	<p>Environmental</p>	<p>The introduction of four (4) 'go 2' vehicles will replace under-utilised bus runs, developing better connected communities. The 'go 2' vehicles are Euro 6, ULEZ compliant, with stop start engines. The buses currently running are only Euro 3 to 5. This scheme will therefore support the Council in its green environment priorities set out in the Community Plan and Air Quality Action Plan.</p>

8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	The need for this scheme is recognised in the Local Plan (TRANSPORT), Council Plan, Sevenoaks District Community Plan, Infrastructure Development Plan, Age UK (Sevenoaks & Tonbridge) Strategy for reducing loneliness and isolation and Go Coach Development Plans for improving access to key public services.
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	This scheme identifies with the Infrastructure Delivery Plan as an infrastructure project.

**Funding**

10	Total Project Cost	£143,173.96 (for 4x vehicles at £35,605.99 each – see quotation appended as Appendix 2, and £750 towards operator licensing)
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11	<p>Funding required from CIL:</p> <p>Please 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>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>	<p>£71,961.98</p> <p>1) £71,211.98 from Go-Taxi Hire Limited (for 2x vehicles)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p>
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12	<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p>	<p>Yes/ No appropriate)</p> <p>Yes/ No appropriate)</p> <p>(please delete as</p> <p>(please delete as</p>
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	Please provide details of anticipated funding requirements and timetable									
<b>13</b>	Has a bid(s) for CIL funding been made to relevant town and parish councils?	<table border="1"> <tr> <td data-bbox="225 73 304 1279">Bid made (please delete as appropriate):</td> <td data-bbox="225 73 304 1279">Yes/ No</td> </tr> <tr> <td data-bbox="304 73 384 1279">Details of bid</td> <td data-bbox="304 73 384 1279"></td> </tr> <tr> <td data-bbox="384 73 464 1279">Decision made (please delete as appropriate):</td> <td data-bbox="384 73 464 1279"></td> </tr> <tr> <td data-bbox="464 73 544 1279">Details of decision:</td> <td data-bbox="464 73 544 1279"></td> </tr> </table>	Bid made (please delete as appropriate):	Yes/ No	Details of bid		Decision made (please delete as appropriate):		Details of decision:	
Bid made (please delete as appropriate):	Yes/ No									
Details of bid										
Decision made (please delete as appropriate):										
Details of decision:										
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.									
<b>14</b>	Would the scheme be fully funded if the CIL contribution is agreed?	(please delete as appropriate)								
<b>15</b>	Has this scheme already benefited from CIL funding through the CIL Spending Board?	<table border="1"> <tr> <td data-bbox="751 73 842 1279">Yes/ No appropriate)</td> <td data-bbox="751 73 842 1279">(please delete as appropriate)</td> </tr> <tr> <td data-bbox="842 73 963 1279">If Yes; Please provide further justification as to why further CIL funding is required for this project.</td> <td data-bbox="842 73 963 1279"></td> </tr> </table>	Yes/ No appropriate)	(please delete as appropriate)	If Yes; Please provide further justification as to why further CIL funding is required for this project.					
Yes/ No appropriate)	(please delete as appropriate)									
If Yes; Please provide further justification as to why further CIL funding is required for this project.										
<b>16</b>	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?  Note- this can include grants, section 106s, a Community Fund etc.	<table border="1"> <tr> <td data-bbox="1038 73 1129 1279">Yes/ No appropriate)</td> <td data-bbox="1038 73 1129 1279">(please delete as appropriate)</td> </tr> <tr> <td data-bbox="1129 73 1236 1279">If Yes; Please provide further details of amount and the project involved.</td> <td data-bbox="1129 73 1236 1279"></td> </tr> </table>	Yes/ No appropriate)	(please delete as appropriate)	If Yes; Please provide further details of amount and the project involved.					
Yes/ No appropriate)	(please delete as appropriate)									
If Yes; Please provide further details of amount and the project involved.										

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes / No If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	(please delete as appropriate)
18	Anticipated start date for delivery of the scheme:	Mid to End December 2019	
19	Anticipated finish date for the delivery of the scheme:	December 2020 (it's an ongoing scheme but this will be the date by which a full report of progress and future steps can be made to the SDC CIL Board).	
20	Anticipated date when CIL funding will need to be made available:	Mid to end December 2019	
21	Does land need to be purchased to facilitate the scheme?	Yes / No appropriate) Please provide details	(please delete as appropriate)
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	<p><b>December 2019</b> – order vehicles. Confirm to SDC CIL Board.</p> <p><b>January to June 2019</b> – timetables for Age UK clients to be agreed &amp; demand-response process determined and implemented. Marketing of scheme to be agreed between partners (including SDC) and implemented. Update to SDC CIL Board in May/June 2020.</p> <p><b>June 2020</b> – take delivery of vehicles. Confirm to SDC CIL Board.</p> <p><b>July to August 2020</b> – run vehicles for Journey types 1 &amp; 3 (so not SEN students)</p> <p><b>September 2020</b> – run vehicles for all three Journey types.</p> <p><b>October 2020</b> – provide update to SDC CIL Board on start-up of running scheme.</p> <p><b>December 2020</b> – provide report of progress and future steps to SDC CIL Board.</p>	

23	Please provide details of the management and timescales of the project.	Austin Blackburn of Go-Taxi Hire Limited to lead on management of scheme. Gill Shepherd-Coates, CEO of Age UK (Sevenoaks & Tonbridge) to be key partner and work to secure appropriate journeys for her suitable clients. Timescales as detailed in point 22 above.
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24	Has consultation been carried out on the scheme or is any planned?	<p>Carried out / Planned / No-consultation-planned (please delete as appropriate)</p> <p>Please provide details (Note: Results can be attached separately if necessary.)</p> <p>Go Coach undertook a public consultation in July 2019 and have a follow up planned for December 2020. Go Coach are also scheduled to speak about the scheme at the Sevenoaks Town Partnership AGM in October 2019. Age UK (Sevenoaks &amp; Tonbridge) are currently consulting their clients.</p>
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25	Is a relevant SDC ward member(s) supportive of the scheme?	<p>Yes / No</p> <p>You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a>.</p> <p>Email of support provided by Cllr Canet, Northern Ward.</p> <p>(please delete as appropriate)</p>
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26	Is the relevant town/parish council supportive of the scheme?	<p>Yes / No</p> <p>Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).</p> <p>Austin Blackburn has been in consultation with Linda Larter of Sevenoaks Town Council and is speaking at the Sevenoaks Town Partnership AGM about this project on 8th October 2019. Letters of support will be requested following the AGM.</p> <p>(please delete as appropriate)</p>
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27	<p>Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.</p>	<p>Yes / No _____</p> <p>Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).</p>	<p>(please delete as appropriate)</p> <p>Email of support provided by Simon Goldsmith (Chair of Sevenoaks District Access Group).</p> <p>Email of support from Dr Merilyn Canet, Vice-chairman of the Sevenoaks District Seniors Action Forum.</p>
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**Maintenance**

28	<p>Which organisation will be responsible for ongoing maintenance?</p>	<p>Go-Taxi Hire Limited</p>	
29	<p>Are funding arrangements in place for maintenance?</p>	<p>Yes / No _____ (appropriate)</p> <p>Please provide details</p>	<p>(please delete as</p> <p>Go-Taxi Hire Limited will fund this and have the capacity and resources to carry out all necessary maintenance at their premises in Sevenoaks.</p>

30	<p>Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.</p>	<p>N/A</p>	
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**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** ..... AUSTIN BLACKBURN .....  
**Position** ..... MANAGING DIRECTOR, GO-TAXI LIMITED .....

**Further information:**

<p>Name, role and contact details of the person that will be the contact for this bid:</p>	<p>Austin Blackburn, Managing Director, Go-Taxi Hire Limited and Go-Coach Hire Limited</p>
<p>Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:</p>	<p>Austin Blackburn, Managing Director, Go-Taxi Hire Limited &amp; Gill Shepherd Coates, CEO Age UK (Sevenoaks &amp; Tonbridge)</p>
<p>Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:</p>	<p>Austin Blackburn, Managing Director, Go-Taxi Hire Limited and Go Coach Limited</p>
<p>Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:</p>	<p>Austin Blackburn, Managing Director, Go-Taxi Hire Limited and Go Coach Limited</p>
<p>Full company/charity name:</p>	<p>Go-Taxi Hire Limited</p>
<p>Registered No:</p>	<p>12169072</p>

## Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy).

**SEVENOAKS DISTRICT COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**'go 2' Infrastructure Project**

**APPENDIX 1**

# Changes to Sevenoaks buses

Austin Blackburn, Managing Director  
Andy Wells, General Manager

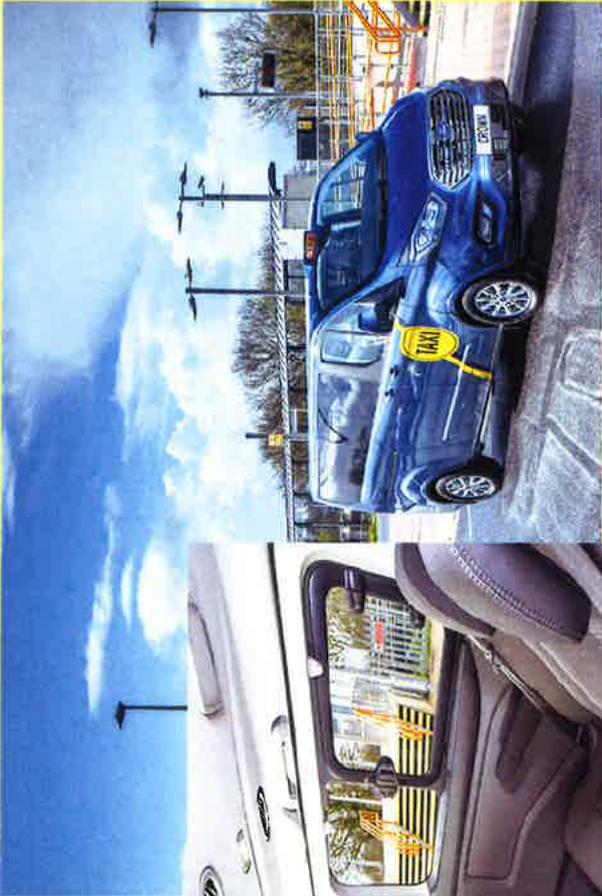
## **Why the need to change?**

- **Very poor usage of some services**
- **Buses and times unattractive to passengers**
- **A need to reverse the decline in rural accessibility**
- **Lack of any additional funding for supported buses**
- **We need to reduce costs to rural and commuter services to be sustainable**

## What does Sevenoaks expect of public transport?

- **Comfort**
- **Security**
- **Accessibility**
- **Environmentally friendly**
- **Ease of use**
- **Ease of payment**

# A possible answer?



**go Taxis.....**

## **The taxi's...**

- Transit Tourneo long wheelbase automatic
- Euro 6 (London ULEZ compliant)
- Fully wheelchair accessible (ECMT-IRU Type I fully accessible, 350kg ramp)
- 7 passengers in comfort
- Full air conditioning
- Plenty of luggage space
- Initially new, and not more than 5 years old
- Speed limited
- USB charging points
- At least 4 camera CCTV for security



# **The operation....**

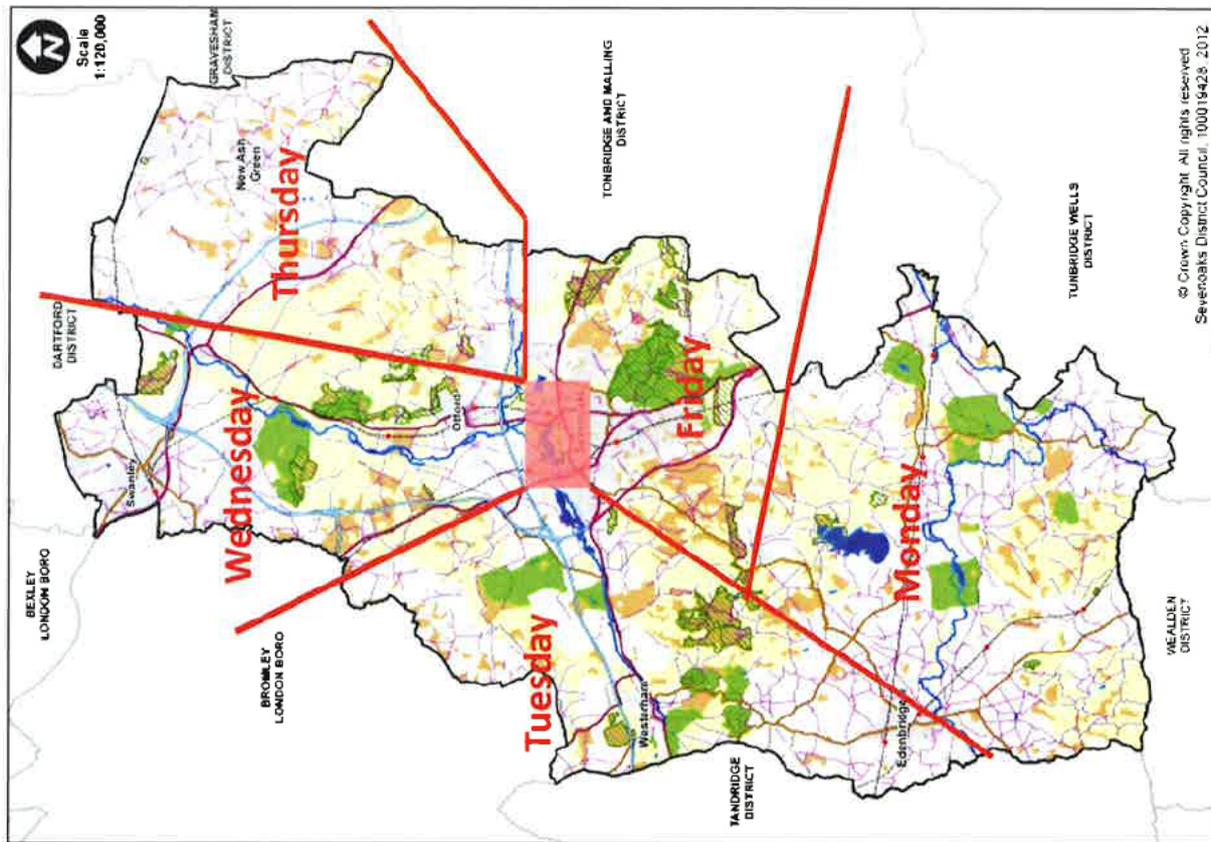
- Initially operating between 06:00 and 20:00 Monday to Friday
- Shopping hours Saturday
- Branded in distinctive go yellow/purple
- Fully uniformed drivers
- Enhanced DBS checked drivers
- Drivers licence checks monthly
- Carry Dogs!



# Daytime DRT Taxi's

## Replacing the daytime route 4 and possibly KCC Taxibus

- 4 taxi's running round the area
- Every day concentrating on a different area of the district to and from town
- Fixed cost / discount for those pre-booked
- Book on-line, app, by phone or at the Bus Station office
- Set return times from the bus station / station
- Discount for concessionary pass holders, but possibly not free
- Possible Saturday service
- As discussed use by ageUK



# Commuters.....

## go Taxi Sharing

Replacing 6, some 401's and 435 bus commuter journeys

### **MORNINGS to the station**

- Pre-booked to pick up outside / near their house
- Dropped outside the station
- Every 15 minutes from the Town/ Chipstead / Riverhead / Dunton Green area

### **EVENINGS from the bus stop outside the station**

- Taxi every 15 minutes from the bus stop outside to the local area
- Pre-book to secure a seat, or just turn up
- Drop you near your house

Fixed price to and from the station

All rides cheaper than normal taxi's

Pay by contactless, Apple / Google pay, on app, or by cash to the driver



**SEVENOAKS DISTRICT COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**'go 2' Infrastructure Project**

**APPENDIX 2**

# Quote Sheet

Flexi Cab  
 Teign Valley  
 Trusham  
 Newton Abbot  
 TQ13 0NX  
 Phone: 01626 855051  
 Mobile: 07952 649625  
[flexi-cab.co.uk](http://flexi-cab.co.uk)  
[Jason.jones@flexi-cab.co.uk](mailto:Jason.jones@flexi-cab.co.uk)



Job Number

Car Details:	
Model	Crown - 9 Seats
Specification	Titanium
Engine	2.0l 130PS 320L
Transmission	Auto
Body Type	Taxi Conversion
Colour	TBC
Trim	Dark Leather
Trim Colour	Grey
Carpet	Grey
Dashboard	Grey
Headlining	Standard
Reg Number	
VIN Number	

Invoice to:

Name	Austin Blackburn	
Email		
Address		D.O.B.
Post code		
Tel Number		

Register to:

Name		
Email		
Address		
Post code		
Tel Number		

Part Exchange:

Make		This vehicle is not subject to any lien or encumbrance.the mileage stated is correct. It has not been subject to an accident resulting in total loss claim. It was registered in the UK.
Model		
Reg No		
Miles/SIV		

Purchasers declaration I Agree to the sum of £1000 forthwith and to pay the balance as soon as the goods have been completed for delivery. I certify the I am 18 or over (where the purchaser is an individual). Delivery of the new vehicle is subject to manufacturing and will not be deemed late until 2 months following the estimated delivery date.	Date	10/07/2019
	Sales Exec	J.Jones
	Place of delivery	
	Est Delivery	

**Seller Declaration**  
 I accept and confirm the above order and undertake to supply the said goods upon and subject to the terms and conditions referred to herein.

**Purchasers signature**

**Sellers Signature**

**Internal Notes**

List Price	£33,507.00
Metallic paint	£0.00
Tinted Windows	£0.00
Taxi Light (Fitted)	£0.00
Taxi Meter (not Fitted)	£175.00
Full Running Board x 2	£280.00
Electric Winch	£825.00
Additional Handles (x 2 Doors)	£200.00
WheelChair access Swing ramp	£0.00
Wheel Chair secure points	£0.00
Wheel Chair safety attachments	£0.00
Full IVA Documents (M1)	£0.00
Delivery	£0.00
Sub Total (pre Vat)	£28,559.17
VAT @ 20%	£5,711.83
RFL & First reg fee	£1,335.00
Total	£35,605.99
Amount Due from finance co	
Add HP Settlement	
Part Exchange	
Customer Deposit	£0.00
Balance Due from customer	£35,605.99

**SEVENOAKS DISTRICT COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**

**'go 2' Infrastructure Project**

**Emails of Support**

**Jenny Godfrey**

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**From:** Simon Goldsmith [REDACTED]  
**Sent:** 26 September 2019 15:15  
**To:** CIL Mailbox  
**Cc:** Jenny Godfrey  
**Subject:** Go taxi Hire - Statement of Support

**Importance:** High

To whom it may concern

As Chairman of the Sevenoaks District Access Group, I support the application for funding towards a new, much needed and innovative approach to a public transport service serving our more isolated, lonely and disabled residents. I fully support the partnered approach that Go Coach Limited and Age UK (Sevenoaks and Tonbridge) have taken. This would be an important development that would bring significant social and health benefits to many residents by addressing a major cause of social isolation particularly by those who experience long term ill health, disability and economic disadvantage. I have no hesitation in wishing this scheme well and look forward to hearing how things progress.

Sincerely

Simon Goldsmith  
Chairman  
Access Group

## Agenda Item 5f

**From:** Marilyn Canet <[REDACTED]>  
**Sent:** 23 September 2019 18:35  
**To:** Austin Blackburn <[Austin.Blackburn@go-coach.co.uk](mailto:Austin.Blackburn@go-coach.co.uk)>  
**Cc:** Marilyn Canet [REDACTED]  
**Subject:** Support for CIL bid

Dear Austin

As Vice-chairman of the Sevenoaks District Seniors Action Forum and a Councillor for Northern Ward Sevenoaks , I welcome the new initiative that Mr Austin Blackburn is making to improve transport for people without a car. There are many people in this situation and the new ideas will help to reduce their feelings of isolation and loneliness. As medical facilities are sometimes hard to reach by the usual buses, this proposed service will be good.

I am aware that there are people whose transport needs are not being met by the current services, these new ideas will help meet that gap.

It will be more satisfactory to have fewer cars with single occupants, whether taxis or private cars , more environmentally friendly and perhaps even more people friendly!

At SDSAF our Transport Group is very active as it is a major concern for many of our 1200 members. The SDSAF group is growing as the elderly population is steadily growing in our District.

I would like to support Mr Blackburn.

Regards

Merilyn Canet

Cllr Dr Merilyn Canet

**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 sufficient evidence has been submitted to show that the project involves partnership working.
  - d) Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
  - e) Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
  - f) Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
  - g) Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
  - h) Whether the scheme has local support.
  - i) Whether the project has already benefited from CIL funding through the CIL Spending Board or the Parish and Town Councils.
  - j) Whether overall the scheme provides a strong community benefit.
- 2 The board may also take into account other factors that it considers relevant.
- 3 As members are aware on this occasion there is limited CIL funding available for the Board to allocate on this occasion. For this Board the CIL money

## Agenda Item 5g

requested to support all the projects is more than the total amount available to spend.

- 4 On this occasion it is therefore necessary for the Board to choose between schemes that could both be appropriate uses of CIL and only result in the spending of money up to £2,029,008.49.

### Types of recommendation:

- 5 The board may make the following recommendations to Cabinet for it to ratify:
  - A. Funding for the scheme is approved subject to a legal agreement being entered into. If no legal agreement is entered into, within 6 months the bid will be reported back to the CIL Spending Board to be reconsidered.
  - B. Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when planning permission is granted for the project. If planning permission is not granted, the bid will be reported back to the CIL Spending Board to be reconsidered.
  - C. Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when all the funding sources laid out in the submission documents have been secured. If not all the funding is secured, within 1 year, the bid will be reported back to the CIL Spending Board to be reconsidered.
  - D. Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
  - E. Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
  - F. A decision of the provision of funding a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
  - G. A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to indicate whether the project is viable.
- 6 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

- 7 On this occasion Members should be aware that there is an insufficient amount of CIL funding to approve all the projects.
- 8 Within each report, Officers have made a recommendation to approve or refuse funding for each individual project put forward. This is purely to reflect whether they meet the criteria by which Officers assess the bids under.
- 9 However, it should be noted that Members have the option to arrive at a different conclusion from the Officer's recommendations in each individual report. Members are reminded of the types of recommendations which are available to them, as set out in paragraph 5 of this Appendix.

#### Recommendation:

That it be recommended to Cabinet that:

- A. The £900,000 applied for, as set out in the report, for scheme Re-provision of "White Oak Leisure Centre" be approved on the following grounds:
  - Strong economic, social and environmental benefits to the community;
  - The project is identified in an adopted strategy/plan;
  - Sufficient evidence has been submitted to demonstrate a strong link between new development and the scheme.
  - There is strong community support of the scheme
- B. The £252,400 applied for, as set out in the report, for scheme "Bradbourne Lakes Landscape Improvement Scheme" be refused on the following ground:
  - Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority;
  - The need for the scheme (Economic) is not clearly demonstrated in the application;
  - The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s).
- C. The £1,000,000 applied for, as set out in the report, for scheme "Swanley Transport Interventions" be approved on the following ground:

## Agenda Item 5g

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- Strong evidence has been submitted to demonstrate a strong link between new development and the scheme

D. The £59,975.00 applied for, as set out in the report, for scheme “Westerham parking project” be refused on the following ground:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- The need for the scheme (Economic) is not clearly demonstrated in the application;
- The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s)

E. The £144,646 applied for, as set out in the report, for scheme “Kemsing Surgery Extension” be refused on the following ground:

- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority
- The requirement for working in partnership has not been clearly demonstrated in the application;
- The scheme has not clearly demonstrated whether it has maximised funding sources / CIL funding from the relevant town or parish council(s)

F. The £72,211.96 applied for, as set out in the report, for scheme “go 2 - A Demand Responsive Bus Service” be approved on the following ground:

- Strong economic, social and environmental benefits to the community
- The project is identified in an adopted strategy/plan
- There is strong community support of the scheme