

**Sevenoaks Town Council
Record of Officer Decision**

Local Audit and Accountability Act 2014
The Openness of Local Government Bodies Regulations 2014

Reference Number 2014 / 2:

Topic of decision:

Appointment of consultant to prepare the NDP Integrated Transport Survey

Date decision was made:

8th August 2014

Record of decision with reasoning in full, including alternative options considered and rejected:

1. Following a public meeting and discussions at Finance and General Purposes Committee, the Town Council resolved to commission a Car Parking Survey.
2. Contractors were provided with a specification for this piece of work and provided quotations.
3. It became clear however in public workshops relating to the Neighbourhood Development Plan that this report needed to be expanded to include a more holistic view of integrated transport including – cycling, pedestrian audits, public transport, park and ride and the ability for some blue sky thinking.
4. This was relayed to contractors and in one case a revised quotation was received.
5. A report relating to the quotations received was considered by the Neighbourhood Steering Committee who stated that they wanted members of the Transport Sub Committee to have an opportunity to meet the preferred contractor prior to any contract being provided.
6. A summary of the three quotations received were
 - A) £38,625
 - B) £15,000
 - C) £5,600
7. It was unanimously Resolved at the Finance and General Purposes Committee held on 16th June 2014 that the Town Council budget up to £16,000 for a car park / integrated transport report and hold further discussions (including members of the Neighbourhood Development Plan Transport Sub Committee) with Contractor

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B & C and that a decision to appoint be delegated to the Chairman, Vice Chairman, of the Finance and General Purposes Sub Committee and the Town Clerk.

8. It should be noted after this meeting that a revised quotation from contractor C was received of £23,260. As this revised quotation did not fit with the resolution outlined in 7 above a further meeting did not take place with contractor C.
9. A meeting was held on 20th August 2014, open to all involved in the Neighbourhood Development Plan process including members of the Transport Sub Committee and contractor B.
10. Following the above the Chairman and Vice Chairman of the Finance and General Purposes Committee and the Town Clerk have made the decision to appoint contractor B.

Costs incurred as a result of decision:

£16,000

Evidence of delegation: F&GP Minute 16th June 2014


Councillor conflicts of interests (declarations or dispensations granted):

Not applicable

Decision taken by:

Chairman / Vice Chairman of F&GP and Town Clerk

Signed:



Date recorded and published:

3rd November 2014

Background information attached:

Précis of Quotations
NDP Steering Committee Minutes
Original car parking specification

ref	Details of Provision	Comment	Tender A	Tender B	Tender C
1	Undertake a site visit to review current parking provision in Sevenoaks town centre (car park and on-street parking locations, current parking tariff structures, parking restrictions, number of parking spaces available) to understand the baseline situation.		X	X	
2	Review the existing car park surveys to understand the current utilisation of the parking in Sevenoaks town centre		X	X	
3	Identify how an proposed developments of car parks, within Sevenoaks town centre may affect the baseline situation		X	X	
4	Identify any current and future issues and challenges relating to off street and on street parking in Sevenoaks town centre		X	X	X
5	Identify the likely challenges in parking demand in Sevenoaks town centre as a result of new developments in the local area, housing allocation, changes to population and car ownership.		X	X	X
6	Preparation of a report setting out the findings of the parking strategy and any initial recommendations that are identified.		X	X	X
7	Third party traffic survey.	Carried out by SDC and data available.			X
8	Stakeholder Engagement		X	X	

SEVENOAKS TOWN COUNCIL

CAR PARKING REPORT SPECIFICATION

1. Background

Sevenoaks Town Council and Sevenoaks Town Partnership have been lobbying for some time for improvements to car parking facilities within Sevenoaks. This has been in response to serious complaints from both residents, visitors and businesses. Including people stating that they wanted to work elsewhere, could not operate their businesses, and visitors not wanting to return to the town due to car parking unavailability. This is heightened at key times of the year, as an example when the pantomime takes place at the theatre at Christmas. On 30th January 2014 Sevenoaks Town Partnership held a public meeting to discuss the car parking provision and also received some email statements.

Of particular concern is the reputation that Sevenoaks is too difficult and expensive to park in. This in turn could be preventing people visiting the town and adding to the local economy and or they come once and do not return due to unpleasant parking experiences.

During the past few years Sevenoaks has become even more vibrant and successful due to a variety of factors and in particular the regeneration of the Stag theatre and cinema (now up to 30,000 visitors per month) and new investment into the nearby Knole National Trust property. There is a low rate of empty shops and national brands are keen to be present in the town even with higher rents and rates. In the autumn of 2014 M & S will be opening a significant store which is anticipated to bring into the town many more visitors / shoppers.

Sevenoaks has a main town centre shopping centre and secondary shopping area. It is also a commuter town with two stations. The mainline station can reach Charing Cross from Sevenoaks in approx. half an hour and therefore the station is not only used by commuters from the town but also for those who drive into the town for easier train access to London.

Please also note that Sevenoaks Town Council does not have the responsibility for car parking in the town with the exception of Raleys Car Park. However the Town Council is currently involved with the community in creating a Neighbourhood Development Plan mapping out the future vision of the town, car parking and integrated transport will feature strongly in this plan.

Sevenoaks population is approximate 20,000 and is a market town in the South East it is situated in close proximity to M25 and has good rail links to London and is considered to be within the 'Golden Triangle' as far as developers are concerned.

2. Aim of the Car Parking Report

- 2.1 To produce recommendations that provide sufficient car parking for current and future (next 15 years) residents, businesses and visitors to the town and be sympathetic to Sevenoaks historic character and be able to be incorporated into an integrated transport strategy.
- 2.2 To provide blue skies thinking for above without being dependent on revenue income constrictions.

3. Matters to be considered within the Car Park Report

- 3.1. Consideration of current car parking provision*
- 3.2 Recommendations of required capacity to meet the current needs taking into account:-
 - i) Shops
 - ii) Businesses
 - iii) Leisure facilities (attendance) – Stag theatre and cinema, Sencio Leisure Centre, Library
 - iv) Medical services
 - v) Financial services – banks, building societies etc.
 - vi) Schools
 - vii) Commuters
 - viii) Visitor numbers
- 3.3. Review of future needs of the town taking into account 3.2 i) – viii) above and anticipated developments, housing allocation and predicted population growth.
- 3.4. Consideration of Sevenoaks District Council's car parking report* and proposals.
- 3.5 Consideration of the comments raised at the public meeting on 30th January 2014.
- 3.6. Recommendations for alternative arrangements for car parking provision, including allocated times and charges to encourage different parking habits, Park & Ride, links and improvements to other forms of transport.
- 3.7. Consideration of any new or different car parking solutions and the visual impact on the historic character of the town.

*Statistics
Vision
Recommendations
Action*

- 3.8. Providing recommendations for car parking solutions which will be compatible with an Integrated Transport Policy to be prepared for the town.

4. Methodology of production of Car Parking Report

- 4.1. A single point of contact to be provided for the contractor undertaking the Car Parking Report.
- 4.2. Sevenoaks District Council's car parking report to be considered as a baseline information for this report.
- 4.3. Public comments provided to be considered.
- 4.4. Public and business interviews to take place.
- 4.5. Data analysis to be provided to support recommendations
- 4.6. Indicative plans to be provided to support recommendations
- 4.7. Regular reports of progress to be provided to Sevenoaks Town Council.
- 4.8. A report prepared to include a synopsis, data analysis, summary of discussions held with third parties, references to supporting data, recommendations and proposals for meeting current and future car parking needs for Sevenoaks town.

Updated integrated transport brief 23-09-14

Budget : £16,000

To produce a document which identifies current deficiencies in transport infrastructure, puts forward potential solutions, and promotes sustainable development within the Town taking into account its role as a hub to neighbouring villages and aspirations for the future.

To provide independent, impartial, and professional advice to help influence development in Sevenoaks during the lifespan of the Neighbourhood Development Plan. – Blue Skies thinking

The document should cover:

Car Parking, for Visitors, Businesses, and Residents

1. Assessing current capacity
2. Identifying practical methods of relieving strain on current parking demand/availability ratio
3. Positively planning for future development of both the Town and surrounding settlements which the Town Centre serves.

Traffic Flows

1. Identification of current pinch points
2. Methods of alleviation, ranked by delivery and impact e.g. signage updates, amendments to road layout

Identified development sites

1. Note that development sites have been identified as part of the local planning authority's local plan
2. Assess the sustainability of proposed sites for their intended purpose
3. Identify site specific transport infrastructure contributions which may be required
4. Identify best means of access to and from the sites
5. Assess likely parking demand for the site
6. Take into account sites which have not yet been formally identified but may be released

Ease of access to the Town Centre and other key destinations i.e. Station

1. Assess the ease of access from areas of the Town to specific destinations via the following modes of transport:
 - a. Pedestrian
 - b. Cycle
 - c. Private Car
 - d. Public Transport
2. Produce a list of priorities for which promote sustainable access to key destinations

Regeneration of Bat and Ball area

1. To recognise the need for regeneration of the Bat and Ball area and provide suggestions for transport infrastructure improvements in the area which support regeneration and growth.

Town Centre

1. To recognise the impact transport infrastructure has on the character of the Town Centre and its long term desirability as a destination for shoppers, residents, retailers, and businesses e.g. car parking, taxi availability, HGV movements, deliveries, shared space, one way networks, pedestrianisation.

Railways

1. To recognise Sevenoaks' placement in relation to London and impact this has on demand for rail services
2. To set out a "wish list" for improvements in coming decades which will help to influence the decision making processes i.e. Extension of Zone 6
3. To set out proposals for the promotion and improvement of Bat & Ball station, for both the local community and to relieve the stress on Sevenoaks Mainline station

Buses

1. To identify deficiencies in the local bus network e.g. finish too early in the evening, do not serve neighbouring towns
2. To identify demand for potential new routes or extensions, to enable a business case to be made to operators

Schools

1. To recognise the unique impact new school sites will have on the transport network
2. To identify methods of improving sustainable routes to potential sites

Health

1. To recognise the benefits to public health which come from promoting sustainable means of transport and movement throughout the town

Sevenoaks Town Neighbourhood Plan

Steering Committee Meeting

(Open to members of the public)

Tuesday 23rd September 2014 – 7pm

Sevenoaks Town Council Chamber, Bradbourne Vale Road, TN13 3QG

Committee Members

Chairman of Planning Committee
Chairman of Open Spaces and Leisure Committee
Chairman of Finance and General Purposes Committee

-Awaiting nomination-

-Awaiting nomination-

Elizabeth Dolding

Cllr Hunter

Peter Moss

Cllr Canet

-Awaiting nomination-

Cllr Purves

Glenn Ball

Geoff Brown

Byron Brown

Cllr Roger Walshe

Simon Randall

Sevenoaks Town Council

Sevenoaks Town Council

Sevenoaks Town Council

Sevenoaks District Council

Kent County Council

Sevenoaks and District Chamber of Commerce

Sevenoaks Town Partnership

Sevenoaks Society

Sevenoaks District Seniors Action Forum

Sevenoaks Youth Council

Sevenoaks District Council, Hollybush Residents'

Association

Local Architect

St Johns Residents' Association / Sevenoaks Allotment

Holdings Association

Bradbourne Residents' Association

Sevenoaks District Council

Wilderensse Residents' Association

Agenda

Apologies for absence

1. Declarations of interest

2. Minutes of the previous meeting

To receive and note the minutes of the previous Steering Committee Meeting held on 12th August 2014

3. Membership of the Steering Committee

To receive and consider any proposed modifications to membership of the Steering Committee

4. Questionnaire

To receive and note that full verbatim responses to all free text questions in the questionnaire have now been received.

5. Integrated Transport

To receive and consider an update on the integrated transport project

6. Sub Committee Meetings

To set dates for individual Sub Committee meetings – Please bring diaries (list of initial membership included in the minutes of the last meeting)

7. Any other business

8. Dates of future meetings

To note that following dates for future Steering Committee meetings are as follows:

8.1. 18th November 2014 – Sevenoaks Town Council Chamber

Minutes of the Sevenoaks Town Neighbourhood Development Plan Steering Committee meeting held on the 12th August 2014, 7:00pm, Sevenoaks Town Council Offices

In attendance:

Cllr Hogarth – Chairman	Sevenoaks Town Council / Sevenoaks District Council
Cllr Canet	Sevenoaks Town Council / Sevenoaks Seniors District Action Forum
Cllr Hunter	Sevenoaks Town Partnership / Sevenoaks District Council
Cllr Purves	Hollybush Residents' Association / Sevenoaks District Council
Cllr Raikes	Sevenoaks Town Council / Sevenoaks District Council
Cllr Eyre	Sevenoaks Town Council / Sevenoaks District Council
Cllr Parry (arr7:03pm)	Sevenoaks Town Council / Kent County Council
Cllr Piper (arr7:10pm)	Sevenoaks Town Council / Sevenoaks District Council
Simon Randall	Wilderness Residents' Association
Geoff Brown	St John's Residents' Association
John Morrison	Hollybush Residents' Association
Brian Whiteley	Planning Aid England
Peter Moss	Sevenoaks Society
Byron Brown	Bradbourne Residents' Association
John Ingram	Bradbourne Residents' Association
Linda Larter	Sevenoaks Town Council
Hugh D'Alton	Sevenoaks Town Council

Apologies: Cllr Roger Walshe, Cllr Mrs Pam Walshe

1. Declarations of Interest

None

2. Minutes of the previous meeting

The notes of the previous meeting held on 1st July 2014 were received and noted with the following modifications:

- i. Roger Lee was representing the Hollybush Residents' Association
- ii. John Ingram was representing Bradbourne Residents' Association

3. Changes to Membership of the Steering Committee

It was noted that a nomination from Sevenoaks District Council was being sought.

4. Questionnaire

The committee received and noted that results for all non free text questions had now been digitised and tabulated against demographic information. Free text responses were still in the process of being digitised, with a timescale of another 3-4 weeks before completion.

It was noted that the raw data was not easily accessible, and that graphs and charts would be produced from the data.

A flowchart setting out the next steps in the NDP project was tabled, and it was noted that the following individual Sub Committees would be reconvened in early September to consider responses to the questionnaire and begin to draft objectives:

Sub Committee	Initial Membership
Economic Development and Growth (example topics to be covered) 1. Land Development 2. Retail 3. Employment 4. Restaurants cafes	Sevenoaks and District Chamber of Commerce representative Stag Community Arts Centre representative Cllr Roger Walshe Sevenoaks Town Partnership representative Cllr Parry
Character of the Town (example topics to be covered) 1. Not a suburb of London 2. Built Environment 3. Note worthy Buildings 4. Local Heritage Assets	The Drive residents' association representative Sevenoaks Society - Gareth Atkinson Sevenoaks Society - Peter Moss Cllr Purves Cllr Roger Walshe Glenn Ball Cllr Mrs Walshe
Leisure, sports, green spaces, community, health	Geoff Brown Cllr Canet Byron Brown
Transport (example topics to be covered) 1. Parking 2. Rail 3. Bus 4. Car 5. Pedestrian access 6. Cycling	Glenn Ball Cllr Purves Cllr Roger Walshe Sevenoaks Town Partnership representative John Morrison Roger Lee
Environment and Sustainability	Cllr Canet Geoff Brown Jill Aisher
Education 1. Primary 2. Secondary 3. Adult	Cllr Mrs Crabtree Edward Oatley Cllr Mrs Walshe Cllr Canet
Housing	Glenn Ball Cllr Piper Cllr Canet

5. Integrated transport project

It was noted that contractors had been invited to attend a meeting on either the 19th or 20th August 2014 for an initial meeting with members of the Neighbourhood Plan project. It was requested that a pre meeting be arranged to enable discussion prior to the contractor arriving.

It was noted that while the project had initially begun as an independent investigation into the car parking situation within Sevenoaks Town, following discussions as part of the NDP

process it had grown to encompass an integrated transport brief covering other modes of transport including trains, cycling, park and ride, walking and buses.

Once the date had been agreed with contractors it would be circulated to all NDP members.

Following the meeting it was noted that papers had not been updated to reflect the new independent transport brief, despite it being communicated to potential contractors, leading to confusion during the meeting. Sevenoaks Town Council apologises for any confusion that may have arisen due to this oversight.

6. Next Steps

It was noted that the next step would be the reformation of Sub Committees who would meet in early September to consider responses to the questionnaire and draft objectives.

It was noted that all Sub Committee meetings were open to anyone who wished to attend. The initial list of Sub Committee Members would be included within with the minutes.

7. Any other Business

Bradbourne Lakes

It was noted that Thames Water had emptied the silt traps at Bradbourne Lakes and would be monitoring how long they took to fill up. Some concerns were expressed with regards to commitments SDC had made to the project and District Members present offered to look into this.

Planning Aid Volunteers

Brian reported that two possible volunteer planners had been recruited who could assist with policy drafting exercises.

8. Dates of future meetings

It was noted that following dates had been set for future Steering Committee meetings, and that all meetings would begin at 7pm unless otherwise indicated:

- a. 23rd September 2014 – Sevenoaks Town Council Chamber
- b. 18th November 2014 – Sevenoaks Town Council Chamber

Meeting concluded at: 8:05pm