

# Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## DEVELOPMENT CONTROL

### MINUTES

Wednesday 16<sup>th</sup> May 2018

**Present:** Chairman Cllr R Morris, Cllr L Ball, Cllr P Darrington, Cllr M Hogg,  
Cllr V Southern

**Also Present:** Cllr L Dyball, Cllr E Komolafe, Cllr T Searles, Cllr H Willingale

**Officers:** CEO - Steve Nash  
Democratic Services Officer - Barbara Playfoot

#### Public Participation

None

#### APOLOGIES FOR ABSENCE

Cllr J Barnes – Cllr L Dyball said that she was happy to substitute for Cllr J Barnes

#### DECLARATIONS OF INTEREST

Cllr L Dyball – 5 St Marys Road

#### 10456 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on 2<sup>nd</sup> May 2018

**APPROVED – Typo correction required**

#### DECISIONS TO BE CONSIDERED BY SWANLEY TOWN COUNCIL

**10457** SE/18/00568/FUL – White Oak Court, Sycamore Drive, Swanley, KENT BR8 7WF  
Change of use from sheltered housing flats (Class C30 to extra care residential use (Class C2)

NO COMMENT

**10458** SE/18/01420/HOUSE – 6 The Spinney, Swanley, KENT BR8 7YW  
Erection of a single storey side and rear extension. Alterations to fenestration

NO COMMENT

**10459** SE/18/01442/HOUSE – Upland, Beechenlea Lane, Swanley, KENT BR8 8DR  
Erection of a single storey side extension

NO COMMENT

**10460** SE/18/01197/HOUSE – 19, Hazel End, Swanley KENT BR8 8NU  
The erection of a single storey rear extension, alterations to fenestrations to include moving of existing front door and new steps up to front door.

NO COMMENT

**10461** SE/18/01433/FUL – Land West of 3 St Marys Road, Swanley, KENT BR8 7BU

Erection of a new build house

OBJECT – Over intensification of site and parking is commensurate with a 2 bedroomed property

**10462** SE/18/01211/HOUSE – St Albans, Beechenlea Lane, Swanley, KENT BR8 8DR

Erection of one bedroom annexe to rear garden

COMMENT – The proposed Annexe remains part of the property and not to be sold a separate dwelling in the future.

**10463 CIL BID**

To note the CIL bid submitted by SDC and consider a response

Cllr Ball stated that not at any time had SDC consulted with STC on the proposed redevelopment of Swanley Station.

Cllr Hogg agreed that neither he nor the councillor for Christchurch ward had been approached on the re-development and asked if the CIL monies could be re-allocated for other improvements.

Cllr Horwood said that he had been talking with Network Rail and would ask them to come to a meeting to speak to the councillors.

Cllr Morris proposed that a letter of complaint be sent to the CEO of SDC by the Town Clerk and feedback to full council on the response.

**NOTED – Letter of complaint to be sent to the CEO of Sevenoaks District Council**

**DECISIONS MADE BY PLANNING AUTHORITY**

SE/18/00809/HOUSE – 32 Charnock Swanley KENT

Erection of a double storey side extensions and a single storey side extension

REFUSED – STC comment – OBJECT 28/3/18

SE/18/00374/FUL – Kingdom Hall of Jehovahs Witnesses, London Road, Swanley

APPROVED – STC comment – OBJECT 8/3/18

**DATE OF NEXT MEETING – 6<sup>th</sup> June 2018**

**Meeting closed at 20.50**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

**APPLICATION D**

**Proposal**      Swanley Station Improvements

**Applicant**    Sevenoaks District Council

**Ward(s)**        Swanley St Marys

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

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

**Introduction**

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

**Description of Proposal**

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

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

### Funding

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

### Representations and Support

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

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

#### Lead Officers Appraisal of Bid

##### Principal Criteria met

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

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

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

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- Seeks to enhance the customer experience through creating a safer and more attractive passenger environment.
  - Encourage further growth of pedestrian and cycling users, and enhance the interchange with bus services
  - Improving air quality through encouraging sustainable transport alternatives to and from the station
- 19 There are also significant social benefits to the proposal. With a potential increase in passengers, the improvements will make the station as more attractive environment, enhancing the customer experience while minimising the risk of anti-social behaviour through better design. It is also important that the station is accessible to all. Currently there is no step free access on the north side of the station, meaning that those who require step-free access must travel to the south side of the station. Improvements and enhancements will be looked at as part of the scheme, through the provision of a new footbridge. Feasibility work is being undertaken to provide the necessary design and costs of this work.

#### Partnership working with other organisations

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

#### Majority of project cost secured through match-funding

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

Other considerations

*Planning Permission*

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

*Management of the Proposal*

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

**Conclusion**

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

**Appendices**

Appendix 1 - Applicant's original pro-forma

**Background Papers**

The Darent Valley Landscape Partnership Scheme

**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>



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

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

<p>Environmental</p>	<p>The scheme seeks to encourage further growth of pedestrian (58% of station users) and cycling users (3% of station users) and enhance the interchange with bus services (4% of station users). The former will be achieved through further secure covered cycle parking and seeking to reduce the travel time to the station through new cycleway/footway routes, including the feasibility of a new footbridge giving step free access to the ticket hall for passengers from the north side of the railway line. The latter will be achieved through forming a bus drop off within the reconfigured south side forecourt linked with the implementation of a one way route along Station Approach from Goldsel Road.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan (Reg 1,2,3 list). If so, which?</p>	<p>The scheme is included in the approved West Kent Local Sustainable Transport Fund - Tackling Congestion 2016-2021 package.</p> <p>The scheme proposals fit with the following National policies and plans:</p> <p>National Planning Policy Framework (2012)</p> <ul style="list-style-type: none"> <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>


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	<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>

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	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>Maintenance</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>	
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	Andrew Stirling
Position	Head of Economic Development & Property
Organisation	Sevenoaks District Council
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Andrew Stirling, Head of Economic Development and Property, Sevenoaks District Council  A KCC representative may also be in attendance at the Board