**Masterplan for the Regeneration and Growth of Northern Sevenoaks**

**Brief for Consultants**

**Sevenoaks Town Council**

**1. Introduction**

1.1 Sevenoaks Town Council is inviting quotations for the preparation of a masterplan to help facilitate the regeneration and growth of Northern Sevenoaks.

1.2 Sevenoaks is located approximately 40 kilometres southeast of London, and sits just outside the M25. The total population at the 2011 census was 20,409. The mainline station provides access to London Bridge, Cannon Street, Waterloo East, and Charing Cross, with journey times of around 25-30 minutes resulting in a large commuter population. Development first started in Sevenoaks in the 13th Century when it became established as a market town serving surrounding settlements.

1.3 This masterplanning project will focus purely on the the Northern area of Sevenoaks which accounts from approximately 4,500 of the total current population. At its closest point it is approximately 1 mile away from the mainline station, but due to high property prices in Sevenoaks it remains attractive commuters who are willing to walk to the mainline station.

1.4 Northern Sevenoaks is broadly bounded by the M25 to the North and the A25 to the South. To the East lies the village of Seal, and to the West the villages of Riverhead and Dunton Green. The boundary (please refer to appendix) has been drawn to follow the Town Council’s Parished area and include key development sites.

1.5 In contrast to the rest of Sevenoaks Town the majority of residential dwellings are post 1900s, with a large number of workers cottages and interwar developments.

1.6 The area includes some heritage assets including the Grade II listed Bat & Ball station dating from the 1860s. The Town Council is in the final stages of acquiring a 25 year lease from Network Rail to facilitate the refurbishment of the derelict station to bring it back into a community use; hireable halls and café. This station is on the slower stopping line to London, but provides access to additional Central London stations such as Blackfiars in around 1 hour.

1.7 The Town Council also has an interest in other land within the area, including Greatness Cemetery and Recreation Ground, Allotments, Woodland, and the Community Centre site. There are other major landowners including Sevenoaks District Council, the local NHS Trust, Kent County Council, The Kent Wildlife Trust, Lafarge Tarmac, and Cory Environmental.

1.8 The Community Centre site is the subject of a redevelopment project to include a state of the art conference centre, Council offices, nursery accommodation, and limited residential development. An architectural competition was carried out in 2015 in collaboration with the Royal Institute of British Architects which led to the selection of an architectural firm who are currently working with the Town Council on this and the Bat and Ball Station project.

1.9 The active quarry and landfill site to the East of the area will be returned to community use in the coming decades. Current aspirations are for the development of area for water sports to augment the offer of the wildlife reserve formed in a previous quarry to the west of the site.

1.3 The key aim of the Masterplan will be to support and guide development in Northern Sevenoaks, to capitalise on the investment the Town Council is making in the redevelopment of core sites, and to identify areas for future residential, employment, mixed use development, or infrastructure to ensure sustainable growth of the Town.

1.4 In producing the Masterplan the views and concerns of the various partners and stakeholders will need to taken into account. Together with the local residential and working communities.

**2. Planning Background**

2.1. Sevenoaks District Council adopted its **Core Strategy** in February 2011 in the context of the then South East Regional Plan (SERPlan). Since the adoption of the Core Strategy the Government has revoked SERPlan and introduced new national policy in the form of the National Planning Policy Framework (NPPF).

2.2 Sevenoaks District Council has since produced its **Allocations and Development Management Plan** (ADMP) for the purpose of delivering the Core Strategy development requirements for the period to 2026. The ADMP contains proposals for the development of key sites and detailed development management policies, which will be used to determine planning applications. The ADMP was adopted in February 2015.

2.3 One of the main modifications required by the Inspector in finding the ADMP sound and capable of adoption is the undertaking of an **early review of the Core Strategy** within the next five years, which Sevenoaks District Council has committed to, in order to ensure that it has an up-to-date suite of policies and proposals in place to deliver sustainable growth in accordance with the NPPF.

2.4 The Planning Advisory Committee of Sevenoaks District Council has agreed a work plan for producing a new Local Plan and has begun work on producing an up to date evidence base to support the development of new and updated policy. An important first stage in this process has been the commissioning of an up-to-date assessment of housing need and it is becoming clear from this process that Sevenoaks District will need to consider options for accommodating a greater level of development than is currently catered for in the adopted Core Strategy.

2.5 Sevenoaks Town Council are currently preparing a Neighbourhood Development Plan which will set out a community vision for development over the entire Town. During public consultation and steering committee meetings Northern Sevenoaks was felt to be key to securing the Town’s long term vitality and meeting development needs of the future, thus is was considered important that a masterplanning exercise was carried out to influence strategic policy contained within the plan.

2.6 The Northern Area of Sevenoaks is considered to represent one of the only areas of the Town which is capable of accepting additional development, though currently this is constrained by the fact around 70% of land in Northern Sevenoaks is within the Metropolitan Green Belt. Sevenoaks Wildlife Reserve also lies within the area and is Site of Special Scientific Interest. There may be opportunities for peripheral development around the current landfill site when it is returned to community use in the future.

**3. Economic Development Background**

3.1 Sevenoaks District Council’s Economic Development Strategy (EDS) recognises the regeneration of Northern Bat & Ball area as a key challenge and area for growth and redevelopment:

*“Further growth will be needed over time if the town is to maintain its position relative to other centres. Vital to this is two main regeneration projects,* ***Bat and Ball*** *and the BT Exchange.*

***Bat and Ball*** *lies just to the north of Sevenoaks Town and has some properties that are empty or substandard. The rail station is of a substandard quality and the surrounding environment could be significantly upgraded in order to support the vibrant business atmosphere at the Bat and Ball Enterprise Centre. Any investigation of the inclusion of Bat and Ball in Transport for London’s travel zone, will need to be determine whether the inclusion of this area in the travel zone will relieve pressure from the London service of the nearby Sevenoaks town station.“*

**4. Key Deliverable and Budget**

4.1 The key deliverable is a Masterplan that will support and guide development in the Northern Sevenoaks to ensure sustainable growth of the Town.

4.2 There is a strong expectation that the Masterplan will make use of recognised urban design principles of analysis in order to articulate a clearly illustrated and a coherent, easily understood vision.

4.3 In preparing the Masterplan the combined support of the areas key regeneration partners must be obtained if the plan is going to be successful in guiding development and growth and in providing a robust evidence base for the emerging Neighbourhood Plan and District Council review of the Local Plan. The bid will need to demonstrate the mechanisms to be employed in achieving this engagement.

4.4 The contract value of this project is £10,000 – 40,000

**5. Core Outputs**

5.1 The format of the masterplan will be a matter for the consultants to recommend. However, it is anticipated that it will include the following elements

5.2 A **baseline** position setting out the contextual information for the area. This is likely to include an **analysis of place** taking into account the following elements:

* Key features
* Connectivity
* Public Realm
* Height and Massing
* Place Quality
* Liveability
* Heritage

5.3 On achieving a good understanding of place analysis may also take the form of **SWOT** analysis with particular emphasis on the **opportunities** presented by the unique attributes of Northern Sevenoaks and the **big ideas** that may help to achieve them.

5.4 Options for future levels of growth have not yet been progressed through the District’s new local plan nor have they been factored into the emergent neighbourhood plan. This will allow the master-planning process to employ urban design principles to help consider issues of **sustainable growth potential for both residential development and economic/business development.**

5.5 It is anticipated that a **Masterplan** will contain both a broad **vision** and specific **objectives** for regenerating the Northern Area of Sevenoaks and will clearly set out the **structure of the settlements now and in 20-30 years time**.

5.6 **Deliverability** of the masterplan will be key. As already described the masterplan is anticipated as representing an important element of evidence base for the emergent neighbourhood development plan and new Local Plan. The masterplan will, however, need to clearly identify the **transformation processes** necessary to achieve delivery. These are likely to include discussion of:

* **Key partnerships**
* **Sub-regional influences, in particular the relationship to the rest of Sevenoaks Town, and the possibility of improvements to the service from Bat & Ball station to London.**
* **Costings and funding streams**

**6. Other Requirements of the Consultant**

6.1 The Council will arrange workshop(s) with key stakeholders at which the consultant will be expected to lead and participate.

6.2 Following the workshop(s), the successful consultant will be expected to consider comments made and where justified reflect those comments in the masterplanning process. Further workshops will be organised if appropriate/necessary. The consultant will be expected to participate in these but this will be in addition to the original commission.

6.3 The successful consultant will be expected to present the findings of the study to officers and Members of the Council.

6.4 The successful consultant will be expected to work with the Council’s officers to build knowledge of the process and the assumptions applied. The consultant will, however, need to be available to support the Council at independent examination of the neighbourhood plan, which may take place up to 1-2 years after the completion of the study. This will be commissioned separately as necessary.

**7. Presentation of Findings**

7.1 The Council will require an electronic copy of the report, including an executive summary, in both Microsoft Word and PDF formats.

7.2 The Council will also require five hard copies of the report, including an executive summary.

**8. Information to be submitted with the Quotation**

8.1 The consultant is expected to submit the following information with the quotation:

* A proposed work programme and timetable for carrying out the work.
* Details of how the work will be undertaken and the methods used.
* Confirmation of how the work will provide a robust evidence base to influence the neighbourhood development plan.
* The quotation must be inclusive of all costs incurred by the consultant unless specifically referred to in this brief to undertake the work, including price per workshop, presentation of the draft masterplan to key Members and attendance at consultation events.
* The quotation should include a detailed breakdown of the cost of the work.
* The names and qualifications of the staff who will undertake the work, including an explanation of their previous relevant experience.
* Written confirmation that, if appointed, the assessment will not lead to a conflict of interest for the consultant.
* The names, addresses and contact details of two referees, preferably for whom the consultants have carried out similar work.
* The consultant is invited to provide examples of similar project work they have been involved in.
* Written confirmation that, if requested, evidence can be given at the subsequent independent examination of the local plan.
* Confirmation that the consultant has professional indemnity insurance cover of £10m for the project or is willing to obtain it if successful, this should be incorporated into costings.

**9. Key dates**

9.1 The timetable below sets out the anticipated key dates for undertaking the project.

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| **Task** | **Deadline** |
| Deadline for quotations | 5.00 pm Friday 16th September 2016 |
| Consultant interviews (if required) | w/c 26th September 2016 |
| Appointment of consultant | w/c 3rd October 2016 |
| Inception meeting | w/c 10th October 2016 |
| Workshop(s) with key stakeholders | w/c 24th October 2016 |
| Consultant to submit draft masterplan | Monday 9th January 2017 |
| Presentation of draft masterplan to Committee | w/c 16th January 2017 |
| Public consultation | January/February 2017 |
| Consultant to submit final masterplan | 27th March 2017 |

**10. Quotation Proposals and Contact Details**

10.1 The deadline for quotations is **5.00 pm on Friday 16th September 2016**

10.2 Quotations should be sent via email to townclerk@sevenoakstown.gov.uk or submitted by post in a plain envelope clearly marked ‘Quotation to prepare a masterplan for Northern Sevenoaks – Private & Confidential’ to Hugh D’Alton, Assistant Town Clerk, Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

10.3 Enquiries can be made to:

**Hugh D’Alton**

**Assistant Town Clerk**

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

Tel: 01732 459 953

Email: atc@sevenoakstown.gov.uk