Appendix A Highways pre-app

MINUTES

Meeting Title: Sevenoaks Wildlife Reserve pre-app

Attendees: Laura McKenzie (KCC), Rob Ranson and David Allen(Offset), Philippa Robinson (Savills) Gareth Elphick (Stantec)

Apologies:

cc:

Date of Meeting: 21st January 2021

Job Number: 48735-5501

Item	Subject	Actions
1.	Introductions	
2.	**Site and Access Road** GE showed the Streetview available for the access road. RR then discussed the expected changes to the layout. The general ethos of upgrade rather than complete overhaul was discussed, both for the visitor centre and the access road.	
3.	**Parking** The current unmarked parking provision and the proposed marked parking provision was discussed. A general agreement that number of spaces was commensurate with SPG4. Coach parking and movement was discussed. Tracking of coaches can be provided. Removal of car parking spaces 68 & 69 was recommended to allow for two way vehicle movement and coach turning head. The likely tiering of the spaces to have some all year round spaces, and some as 'summer' overspill (grasscrete or grassed) was acceptable. LMc accepted the use of Country park parking standards.	
4.	**Visitor numbers** GE informed that whilst Kent Wildlife Trust had installed car and person loggers in Oct 2019, the various COVID lockdowns had limited available data from the equipment. Stantec will analyse the data as far as possible for reporting. A broad working estimate of 75,000 visitors (persons) per annum was offered. It was also explained that the purpose of the scheme was to increase existing visitors footfall through the visitor centre rather than significantly increase the numbers of visitors to the site.	
5.	**Access at A25** GE asserted that capacity assessment was likely not required. If LMc should so require, what data to use (in COVID times) is to be discussed. LMc explained that she needed to consider this further and would let us know if it was required. The change of speed limit from 40mph to 30mph on the A25 was noted. The use of junction at moment for larger vehicles, such as horse-boxes, was highlighted. The junction is large and has a right-turn bay from A25.	

MINUTES

Item	Subject	Actions
6.	**Other modes** LM explained that she thought the site was in an accessible location. LM stated that we need to set out a robust strategy for alternative methods of travel to the site. This will help with the number of parking spaces. LM did not consider a full Travel Plan was required. LMc to provide her thoughts on this subject. There is space for 12 bicycles at moment. LMc accepts that these are not covered but will consider whether more are required.	
7.	**Scope for TS** A relatively generic TS is sufficient. Broadly, Introduction, Access, Tracking, Traffic Impact, Other Modes, Conclusion. Stantec will add the analysis of the car/person logger. LMc would rather KCC full accident stats are obtained rather than CrashMap.	
8.	**Next steps** LMc to provide written response. GE will provide any further information required for such a response.	
9.	**AOB** Disabled/EV parking Ideally kept separate. The disabled parking on plan seems appropriate. LMc asked for an aspiration of 10%EV parking. This only needs to be applied against the 'Tier 1 – all year round' spaces. Motorcycle parking was shown on plan. PR pointed out that the site was sensitive as it is located in the Green Belt and that the design takes account of the impact to the openness. LM understood this and reiterated that this is why we need we need a robust strategy for alternative transport methods.	

Highways and Transportation
Ashford Highway Depot
4 Javelin Way
Ashford
TN24 8AD
Tel: 03000 418181
Date: 25 February 2021

Gareth Elphick
Stantec

By email: gareth.elphick@stantec.com

Application - PAP/2020/049
Location - Sevenoaks Wildlife Reserve, Bradbourne Vale Rd, Sevenoaks, TN13 3DH

Proposal - The redevelopment and extension of the visitor centre within the wildlife reserve.

Dear Gareth

Thank you for your request for pre-application advise relating to the redevelopment and extension of the visitor centre at Sevenoaks Wildlife Reserve. I am in receipt of a proposed site layout plan for the car park and the access road. A virtual meeting was held on 21 January 2021 to discuss the project in further detail.

Access

An existing priority junction access road is available at Bradbourne Vale Road. A horse riding centre also shares the access, and is located approximately 50 metres from the junction. Bradbourne Vale Road is subject to a 40mph speed restriction in the immediate vicinity of the access, which changes to 30mph approximately 20 metres east of the access. The proposal seeks to upgrade the existing arrangements, with a one way loop arrangement to incorporate coach movements alongside private cars.

I acknowledge that the operation of the site is existing. It has been noted that data is available between October 2019 and March 2020. This data would be useful, alongside a gauge of the anticipated increase in visitors. Numbers of staff would also be beneficial.

The site access is currently accessed by larger vehicles, including horse trailers. While this is noted, I would like to request that tracking for coaches is provided to ensure that no conflicts occur.

Crash data for a 3 year period should be obtained from KCC crash data team crashdata@kent.gov.uk, and full details provided within the Transport Statement.

Parking

Currently the parking provision is by way of unmarked parking bays. The proposal seeks to mark out parking spaces. SPG4 outlines standards for Country Parks as 1 space per 400 visitors per annum. As noted above, I understand that visitor logging information is available for

the period between October 2019 and March 2020, which has reported 75,000 visitors per annum. This would equate to 187 car parking spaces.

The car park currently operates with approximately 50 un marked spaces, and the proposal sees an increase to approximately 85 spaces. I acknowledge that the site is currently operating with the current car parking provision, and that the proposal sees an increase of footfall through the visitor centre, as opposed to overall visitors. Clarification of this should be outlined in the Transport Statement. An overspill car park area (grass or grasscrete) would be made available which would be acceptable. I am minded to accept the proposed parking levels.

The vertical angle of car parking for the first 5 spaces conflict with the direction of travel. If users are to enter the site using the one way loop, it appears to assume that all users will reverse into the spaces. I suggest spaces are angled at 45 degrees to the access.

The seven vertical spaces near to the disabled spaces appears to assume that all users will enter the spaces in a forward gear, which is acceptable due to the one way loop. Sufficient visibility needs to be maintained to ensure users can exit spaces while seeing other users travelling along the loop. The spaces appear to narrow the access route.

All disabled spaces should be 5.5 metres x 3.6 metres. Coach spaces should be 14 metres x 4 metres.

I am assuming that service vehicles will utilise the drop off area outside the Visitor Centre, although this should be confirmed in the TS.

The site is located in an accessible location, whereby I would like to ensure the promotion of non car modes of transport promoted by way a of a robust strategy. While this may not take the form of a full Travel Plan, this will enable justification of a reduced car parking in terms of standards.

12 cycle parking spaces are proposed, which are not proposed to be covered. However, I suggest that at least half of the cycle facilities are covered to promote their use in less fair weather.

Four coach parking spaces are proposed, which is acceptable. Full tracking of coaches will be required, both traversing the loop arrangement and manoeuvring in and out of dedicated spaces. As discussed, spaces 68 and 69 may benefit from being removed to allow for two way vehicle movements and coach turning.

A scheme of signage should be outlined and potentially conditioned as part of any planning approval. This should clearly outline how the 'one way' loop arrangement is to operate. As previously noted, tracking will be required of both cars and coaches manoeuvring the loop. The bend to the north to enter the coach parking area appears tight where two vehicles will be entering the exiting the car park along the one way exit route.

Disabled and EV parking spaces should ideally be kept separate. Neither occupier should be deterred due to spaces being occupied by other users. I suggest a 10% provision of EV parking spaces on the permanent spaces.

I hope that the information provided in this note is beneficial at this stage. Please do not hesitate to contact me as the application progresses.

Important Notes

Any advice given by Council officers for pre-application enquiries does not indicate a formal decision by the Council as the Highway Authority. Any views or opinions are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application.

The final decision on any application that you may then make can only be taken after the Planning Authority has consulted local people, statutory consultees and any other interested parties. The final decision on an application will then be made by senior officers or by the respective Local Planning Authority and will be based on all of the information available at that time.

You should therefore be aware that officers cannot guarantee the final formal decision that will be made on your application(s).

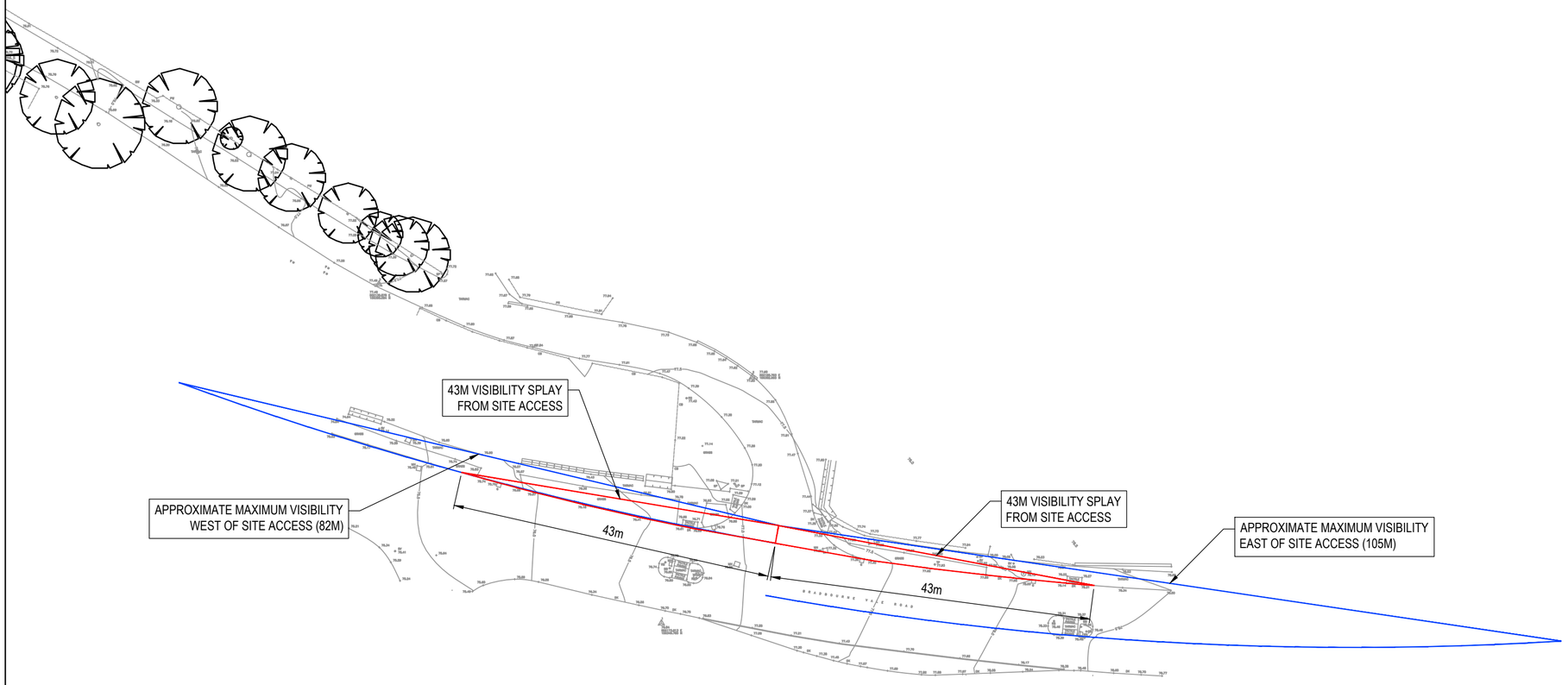
Any pre-application advice that has been provided will be carefully considered in reaching a decision or recommendation on an application; subject to the proviso that circumstances and information may change or come to light that could alter that position.

It should be noted that the weight given to pre-application advice will decline over time.

Yours sincerely

Laura McKenzie
Development Planner

Appendix B Visibility Splay



Mark	Revision	Date	Drawn	Chkd	Appd

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Drawing Issue Status

FOR INFORMATION

SEVENOAKS WILDLIFE RESERVE

SITE ACCESS VISIBILITY SPLAYS

Client

Date of 1st Issue	Designed	Drawn
20.04.2020	-	DS
A2 Scale	**Checked**	**Approved**
1:500	JSL	JSL

Drawing Number	Revision
48735_5501_001	-

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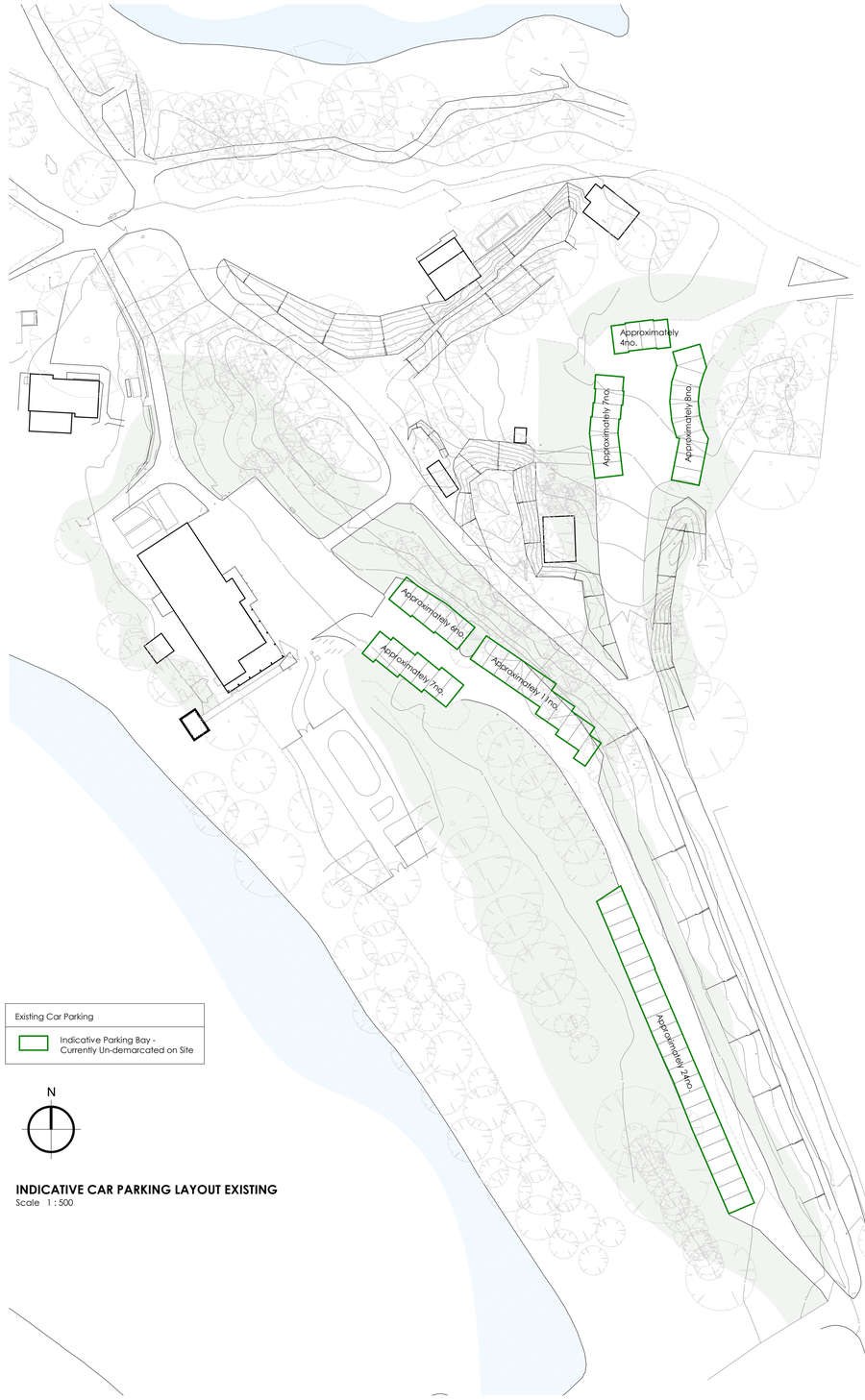
Appendix C Existing and proposed site layout



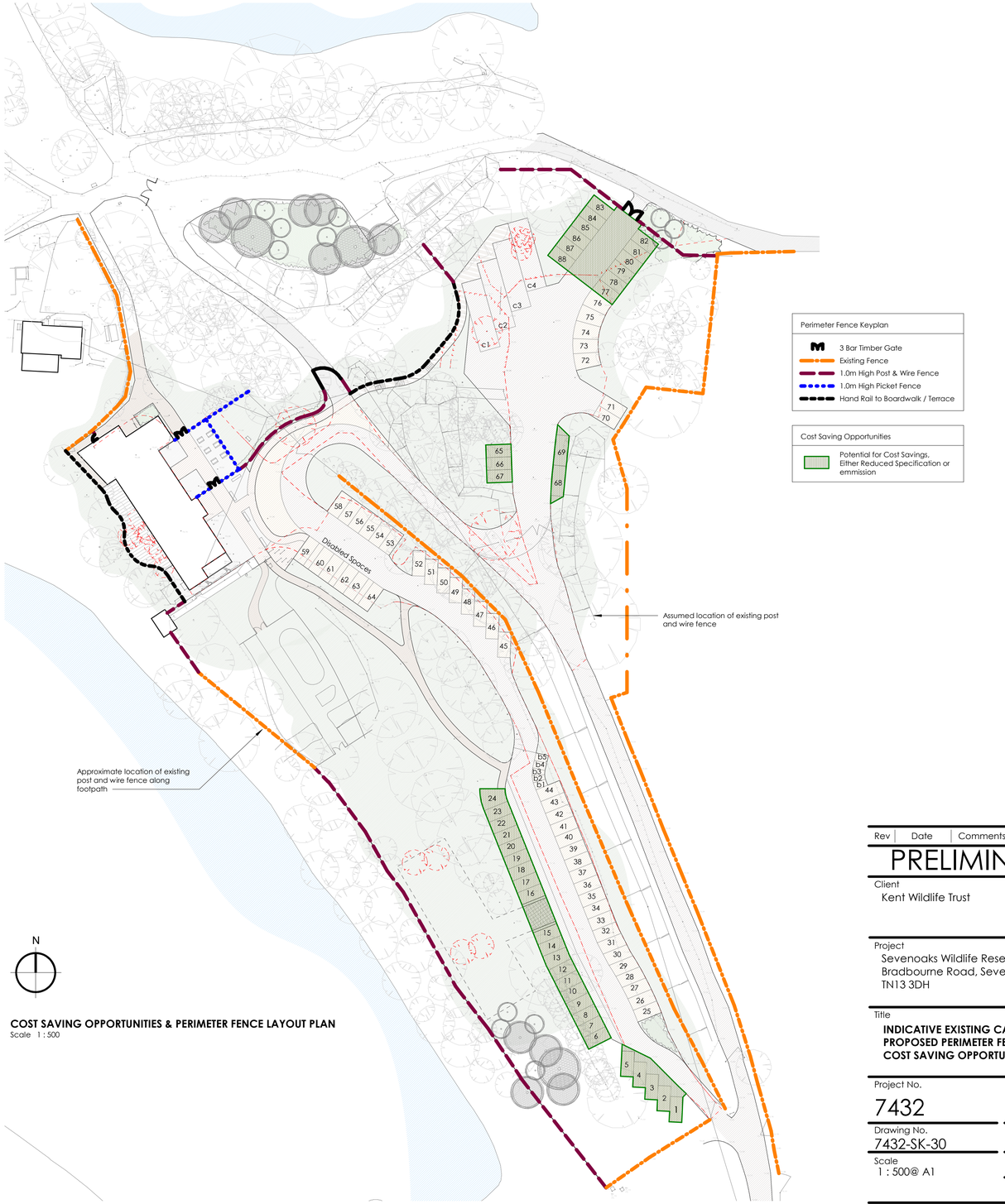
Existing Car Parking

Indicative Parking Bay - Currently Un-demarcated on Site

N

INDICATIVE CAR PARKING LAYOUT EXISTING
Scale 1 : 500

SCALE1:500
0 5 10 15 20 25 50m



N

COST SAVING OPPORTUNITIES & PERIMETER FENCE LAYOUT PLAN
Scale 1 : 500

Rev	Date	Comments

PRELIMINARY

Client
Kent Wildlife Trust

Project
Sevenoaks Wildlife Reserve
Bradbourne Road, Sevenoaks,
TN13 3DH

Title
INDICATIVE EXISTING CAR PARKING, PROPOSED PERIMETER FENCING AND COST SAVING OPPORTUNITIES PLAN

Project No.	Date
7432	JAN 2021
Drawing No.	Revision
7432-SK-30	
Scale	Drawn
1 : 500@ A1	DA
	Checked
	RR

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SHEET 1

SHEET 2

Site Keyplan Legend

- Proposed tree
- Existing tree
- Existing Tree / landscaping to be removed
- Existing buildings to be removed
- Existing soft landscaping
- Proposed soft landscaping
- Lakes
- Path - timber deck with anti slip wire mesh
- Concrete foot path
- Coloured concrete surface
- Woodchip
- Terrace
- Grass reinforced mesh car parking spaces
- Grass reinforced grid car parking spaces
- Grass
- Existing Road
- Road
- New gate and picket fence
- Indicative boundary to SSSI
- Timber 5 bar gate
- Post & wire fence
- Picket fence

Existing access road retained
Gated access
Re-wild anglers hut area with new trees and ground cover, to compensate for lost trees
Existing trees and landscaping to be retained
Coach parking spaces
Existing concrete slab to be removed in this area
Shrubs in this area are non native, predominantly Buddleia and Rhododenrons. To be cut back to facilitate new car park layout
Existing trees and landscaping to be retained
Oak Lodge
Existing trees and landscaping to be retained
400mm high gabion wall for reptiles
Gated access
Gate and fence
Path
Picnic table area
New footpath to parking areas
Woodchip playarea with play equipment
Garden to Tadorna
Coach turning area
Existing trees and landscaping to be retained
2no. Parent and child spaces
Existing trees and landscaping to be retained
Electric vehicle charge point
Drop off
Line of existing hardstanding
Shelf wall
Visitor Centre
Electric vehicle charge point
Decking Terrace
Covered bike store canopy
Bins
Electric vehicle charge point
Enclosed screening
Shrubs in this area are non native, predominantly Buddleia and Rhododenrons. To be cut back to facilitate new car park layout
New path and steps from terrace to existing lake path
Hide
Existing ramp to hide
New footpath to be formed in this area to line through with existing track
Oneway access road
Indicative location of the lake path
Existing trees and landscaping to be retained
LAKE
New footpath
Indicative Boundary to SSSI
Existing elemental gardens to be retained
Existing trees and landscaping to be retained
Indicative trees and soft landscaping to remain as existing
Motobike spaces
Existing pond in elemental gardens to be refurbished
Existing wild garden to be retained
Oneway access road
Existing trees and landscaping to be retained
Line of existing hardstanding
Indicative trees and soft landscaping to remain as existing
One way system
Area adjacent to existing play equipment to be cut back
Grass area to be used for summer overspill parking - approx 14no. cars
Existing trees and landscaping to be retained
LAKE
Existing small trees and scrub to be cut back
Access to overspill, potential extra 2 parking spaces in winter months
Indicative trees and soft landscaping to remain as existing
One way & no entry sign
One way traffic system
One way traffic system
Area of additional re-wilding and tree planting
5 bar gate
Existing access road
Indicative 1.0m wide painted pedestrian zone

N

PROPOSED SITE LAYOUT PLAN - MAIN SITE
Scale 1 : 250

SCALE1:250
0 10m 20m

Rev	Date	Comments
A	09.03.21	Alterations following KCC Highways Comments

PLANNING

Client
Kent Wildlife Trust

Project
Sevenoaks Wildlife Reserve
Bradbourne Road,
Sevenoaks, TN13 3DH

Title
PROPOSED SITE LAYOUT PLAN
SHEET 1 OF 2

Project No.	Date
7432	JAN 2021
Drawing No. 7432-PD-11	Revision A
Scale As indicated@ A0	Drawn DA
	Checked RR

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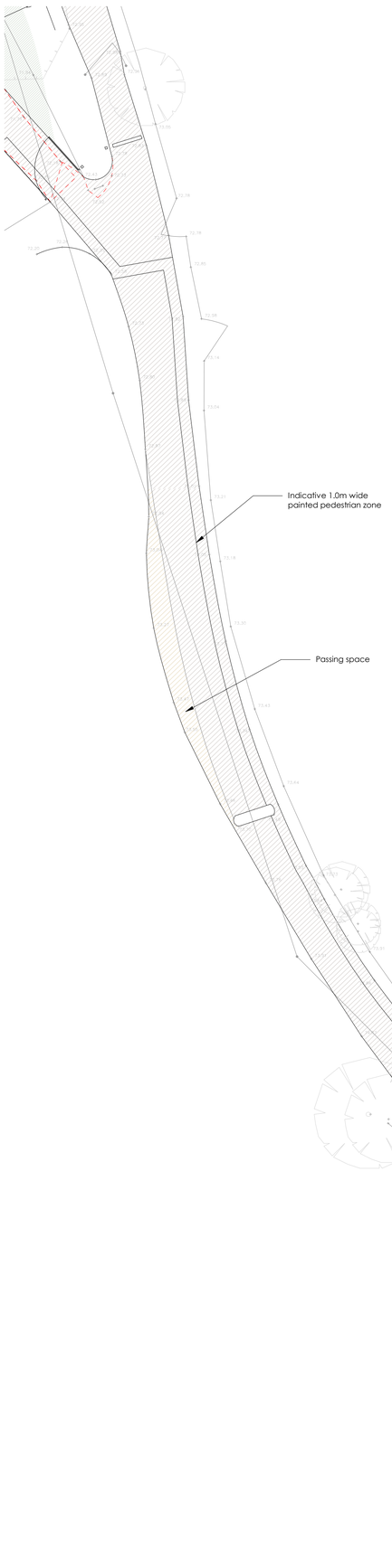

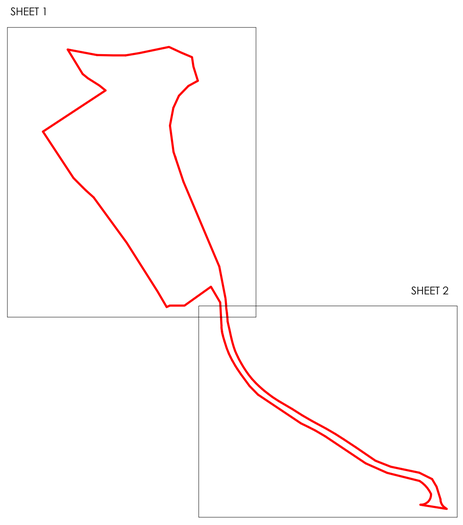

Site Keyplan Legend

- Proposed tree
- Existing tree
- Existing Tree / landscaping to be removed
- Existing buildings to be removed
- Existing soft landscaping
- Proposed shrub landscaping
- Lakes
- Path - timber deck with anti slip wire mesh
- Concrete foot path
- Concrete surface
- Woodchip / gravel path
- Terrace
- Permeable parking spaces
- Grass
- Existing Road
- New Road
- New gate and picket fence
- Indicative boundary to SSSI

N

PROPOSED SITE LAYOUT PLAN - ENTRANCE DRIVE
Scale 1 : 250

SCALE1:250
0 10m 20m

Rev	Date	Comments

PLANNING

Client
Kent Wildlife Trust

Project
Sevenoaks Wildlife Reserve
Bradbourne Road,
Sevenoaks, TN13 3DH

Title
PROPOSED SITE LAYOUT PLAN SHEET 2 OF 2

Project No.	Date
7432	JAN 2021
Drawing No. 7432-PD-12	Revision
Scale As indicated@ A0	Drawn DA
	Checked RR

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Appendix D Swept path analysis for coach

NOTES

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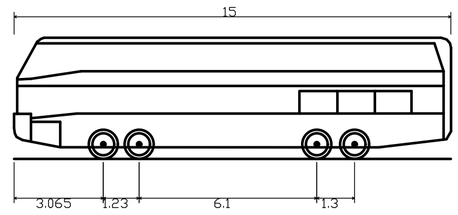
2. DRAWING UNITS IN METRES
3. MASTERPLAN RECEIVED ON 05.03.20

VEHICLE DESCRIPTION



15m 6WS Luxury Coach	
Overall Length	15.000m
Overall Width	2.500m
Overall Body Height	4.157m
Min Body Ground Clearance	0.397m
Track Width	2.500m
Lock to lock time	5.00s
Kerb to Kerb Turning Radius	9.773m

Mark	Revision	Date	Drawn	Chkd	Appd
A	UPDATED MASTERPLAN	05.03.21	WF	JSL	JSL

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Drawing Issue Status

FOR INFORMATION

SEVENOAKS WILDLIFE RESERVE

SWEPT PATH ANALYSIS
COACH

Client

Date of 1st Issue	Designed	Drawn
19.10.2020	-	WF
A1 Scale	Checked	Approved
1:500	JSL	JSL

Drawing Number: 48735_5501_003

Revision: A

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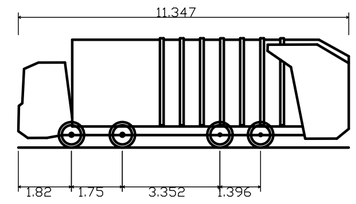
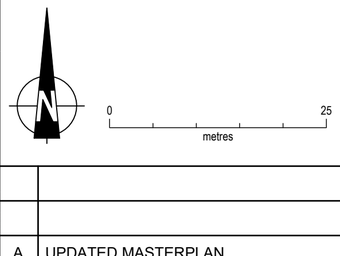
VEHICLE DESCRIPTION



Large Refuse Vehicle (4 axle)	
Overall Length	11.347m
Overall Width	2.500m
Overall Body Height	3.751m
Min Body Ground Clearance	0.304m
Track Width	2.500m
Lock to lock time	6.00s
Wall to Wall Turning Radius	11.330m



Mark	Revision	Date	Drawn	Chkd	Appd
A	UPDATED MASTERPLAN	05.03.21	WF	JSL	JSL

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Drawing Issue Status

FOR INFORMATION

SEVENOAKS WILDLIFE RESERVE

SWEPT PATH ANALYSIS
REFUSE FREIGHTER

Client

Date of 1st Issue	Designed	Drawn
19.10.2020	-	WF
A1 Scale	Checked	Approved
1:500	JSL	JSL

Drawing Number	Revision
48735_5501_002	A

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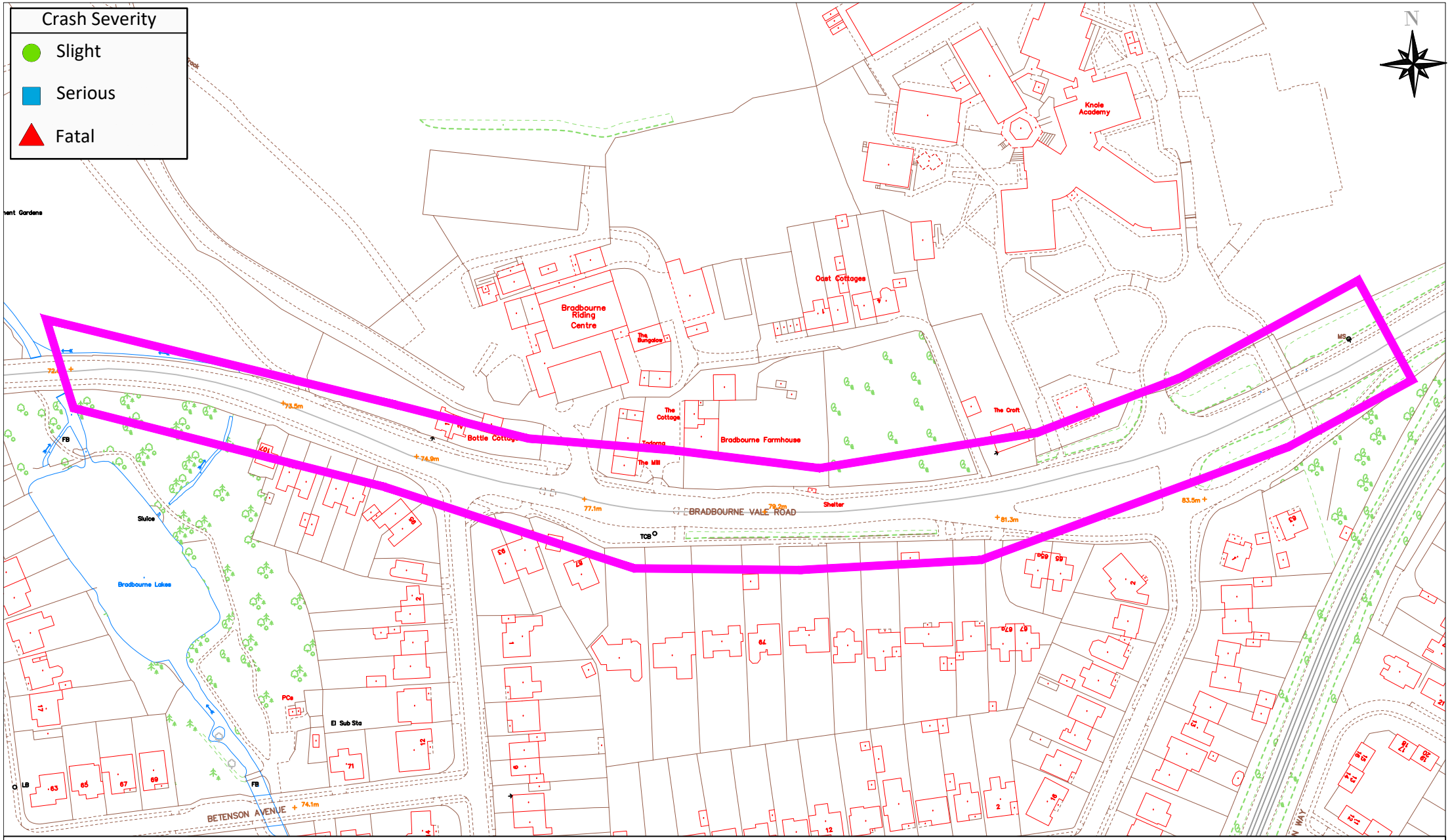
Appendix E Accident data



Location: A25, Sevenoaks

3 years personal injury crash data up to 30/09/2020 - ZERO CRASHES

KCC Ref number: EXT/012/21

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