

26th January 2021



You are summoned to attend a virtual meeting of **the COMMUNITY INFRASTRUCTURE COMMITTEE** to be held via Zoom on **MONDAY 1st FEBRUARY 2021 at the conclusion of the Personnel Committee which commences at 7pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/-WEXPTGQXYU> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr R J Parry (Chairman)	Cllr A Clayton (Vice-Chairman)
Cllr N Busvine, OBE (ex-officio)	Cllr J M Canet
Cllr R Hogarth	Cllr C Shea
Cllr R L Piper	

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1. **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.

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| 2. | <u>REQUESTS FOR DISPENSATIONS</u>
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011). | — |
| 3. | <u>DECLARATIONS OF INTEREST</u>
To receive any declarations of interest from members in respect of any items of business included in this report. | — |
| 4. | <u>MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 12TH OCTOBER 2020</u>
To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 12 th October 2020. | Copy attached |
| 5. | <u>COMMUNITY INVESTMENT PROJECTS CASH FLOW</u>
To consider the Cash Flow. | Copy attached |
| 6. | <u>COMMUNITY INVESTMENT PLAN</u>
To consider the report attached: <ul style="list-style-type: none"> i. Bat & Ball Centre ii. Multi Use Games Area iii. Neighbourhood Development Plan iv. Sevenoaks Business Hub v. Darent Valley Community Rail Partnership vi. Electric No.8 Bus vii. The Stag Community Arts Centre viii. Knole Paddock 3G Pitch | Copy attached |

**Minutes of the Community Infrastructure Committee
Held on 12th October 2020 at 7pm via Zoom**

Committee Members present:

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice-Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Present
Cllr R Piper	Present	Cllr C Shea (7.02pm)	Present
Cllr N Busvine	Present		

In Attendance: Cllr Bonin, Cllr Eyre (7.10pm), Town Clerk and Senior Committee Clerk.

There were no representations received from Members of the Public.

Unfortunately, the livestream failed but the recording of the meeting will be uploaded to YouTube.

240. Apologies for Absence

There were no apologies submitted.

241. Requests for Dispensations

There were no requests for dispensations.

242. Declaration of Interests

There were no declarations of interest.

243 Minutes of the Meeting held on 17th August 2020

The Minutes of the meeting of the Community Infrastructure Committee held on 17th August 2020 were received and agreed as a true record.

244. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Projects Cash Flows Summary, as at September 2020.

The total unallocated Capital Receipts Reserve was £394,941.

255. Sevenoaks Business Hub

The Committee considered a report on the Sevenoaks Business Hub proposal. It was noted that £274,268 had been allocated to this project from Capital Receipts Reserve. Following a revised tender process, 11 tenders were obtained by the closing date of 14th September 2020. Two tenders were within the budget.

RESOLVED that:

- i) Sevenoaks Town Council accepts Tender B (as set out in the report) of £236,928.30 net and enters a contract for the refurbishment of the former Red Cross building to create a Business Hub;

- ii) Fees and Charges are reviewed and agreed by the Finance and General Purposes Committee;
- iii) Market research be conducted to ascertain local demand for the proposed flexible workspace; and
- iv) The possibility of a head lease holder operating the business be explored.

256 2019 Community Investment Plan Projects

256.1 Bat & Ball Centre

It was noted that, subject to some snagging works, the building had been completed. Hard landscaping had commenced in July and was scheduled to complete in November. Site visits had taken place for Town Councillors, Sevenoaks District Council's CIL Board and Town Team members. Members of the Community Centre Users Group would be visiting on 5th November 2020. A promotional video would be produced for the Town Council's website to enable people to view remotely.

The "official opening event" was scheduled for Friday 4th December 2020 but due to current public health guidelines this would be a soft opening with a grander opening event in 2021.

RESOLVED: that the following proposed capacity numbers be approved for the purposes of the Premises Licence application:

Room	Standing	Theatre Seating	Sit down Meal / Meeting
Meeting Room	20	20	12
Harry Garrett Room (large hall)	340	340	160
John London Room (small hall)	130	120	65
Harry Garrett and John London Room combined (sliding door opened)	470	460	260

256.2 Multi Use Games Area (MUGA)

Installation had commenced in October 2020.

256.3 Neighbourhood Development Plan (NDP)

Referendums for Neighbourhood Development Plans had been deferred until May 2021 due to Covid-19. The Town Council would continue to progress the Plan for submission to Sevenoaks District Council so that they could arrange for independent examination and prepare for the running of a referendum. Documentation would

need to be signed off by the NDP Steering Group and Planning Committee in due course.

The Town Clerk had written to the District Council to enquire whether the Sevenoaks Northern Masterplan could be adopted as a Supplementary Planning Document.

256.4 Darent Valley Community Rail Partnership (DVCRP)

Proposals for a Community Interest Organisation/Company had been agreed by the Partnership and Sevenoaks Town Council had agreed to be the 'Accountable Body' for the new structure.

The DVCRP would be arranging its first AGM and separate Stakeholders Meeting soon. A website was in development.

256.5 Electric No.8 Bus

The electric No.8 bus fits within the Town Council's No.1 Priority of addressing climate change and an application would be made to the next round of the CIL Board at Sevenoaks District Council. The Town Clerk confirmed that Kent County Council had agreed to fund the No.8 Bus Route at 100% for two years, at £51,000 per annum, total £101,000, from January 2021.

256.6 Stag Community Arts Centre

It was noted that at its Cabinet meeting held on 9th July 2020, Sevenoaks District Council had agreed to loan the Town Council £220,000 to support the Stag Community Arts Centre. Following a review of the legal position for the Town Council borrowing money to grant to another party, the Town Clerk and the Responsible Financial Officer confirmed their original opinion that it was not possible to borrow for revenue expenditure. The borrowing should be for a purpose that would be considered Capital Expenditure under Section 16 of the Local Government Act 2003.

The Committee welcomed the news that the Stag had today received notification of a grant award of £444,395 from Arts Council England which would secure its future until April 2021.

There being no further business the Chairman closed the Meeting at 7.39 pm.

Signed: Dated:

Chairman

Community Investment Project 2020/21 Cashflows & use of Capital Receipts Reserve (CRR)

F&GP 18/01/2021

	Oct 2020 CIC Update			Jan 2021 F&GP Update			Notes
	2020/21 Sept YTD	Remaining	Total	2020/21 Dec YTD	Remaining	Total	
<u>Bat & Ball Station Building</u>	(26,133)		(26,133)	(26,133)		(26,133)	Final invoices & automatic door installation. ** £396K Management & Maintenance reserve was created. Current balance £321K to cover operational costs
<u>Bat & Ball , Ancillary ram, bike stores etc</u>	(280)	(79,549)	(79,829)	(17,430)	(62,399)	(79,829)	Oxford steps & Cycle racks budget
<u>Bat & Ball Centre</u>	(1,359,081)	(545,223)	(1,904,304)	(1,788,936)	(281,928)	(2,070,864)	Remaining cost commitments broken down by supplier/ final estimates
<u>Business Hub</u>	(3,018)	(271,250)	(274,268)	(37,717)	(236,551)	(274,268)	Work commenced end Nov. First payment made
<u>Other Community Investment Plan projects</u>							
NDP & Northern Masterplan	(2,000)	(8,814)	(10,814)	(4,700)	(6,114)	(10,814)	2019/20 cost deducted. Remaining budget used as future spend
Sports Strategy-Rugby	(3,500)	(228,616)	(232,116)	(3,500)	(228,616)	(232,116)	Planning issues. Prior years capital spend deducted
Total Expenditure	(1,394,012)	(1,133,452)	(2,527,464)	(1,878,416)	(815,608)	(2,694,024)	
CIL reserves to be released							
Bat & Ball Community centre			570,525			570,525	
Business Hub			75,000			75,000	
Bat & Ball ancillaries			60,547			60,547	
			706,072			706,072	
PWL reserves - for Bat & Ball Comm Ctr			1,378,339			1,378,339	
KCC grant towards Bat & Ball Comm Ctr equipment						2,500	
Net funding required (after CIL & PWL & Grant)			(443,053)			(607,113)	
Capital Receipts Reserve (CRR) current balance			878,965			878,965	Sept 2020 balance
Agreed further use of CRR (F&GP 200720):							
PWLB repayment and interest Jan 2021			35,800			35,800	
St John's toilets improvements			2,391			2,391	
Replacement Bus shelter			2,779			2,779	£5,557 agreed by F&GP, less £2,778 KCC grant received (OSL 280920)
CRR Unallocated			837,995			837,995	
Remaining Unallocated CRR (After agreed further use & net project funding required)			394,941			230,882	

**Sevenoaks Town Council
Community Infrastructure Committee – 1st February 2021**

Community Investment Plan Projects

i) Bat & Ball Centre

The Bat & Ball Centre spend at project completion was expected to be £2,916,825 (subject to final account) against a budget of £3,078,805.

The project had included the following uplifts to the original specification:

- Solar Panels
- Higher Specification external wood paneling
- Additional insulation
- Sprung floor
- AV equipment
- Safety wet pour surface outside small hall
- Hard landscaping
- Soft landscaping
- Resurfaced car park
- MUGA
- New kitchen equipment
- Curtains and blinds
- Furniture
- Demolition of old Sevenoaks Day Nursery

It was noted that external funding towards the project had been achieved £1.2m from SDC and £2.5k from KCC. The external funding reduced the cost to the Town Council to approximate £1.8m as per the original Community Investment Plan 2014.

Due to the pandemic the facility cannot be used for its intended purposes however is providing a much-needed Symptom Free Testing facility.

There are some snagging works and external soft landscaping to be completed.

ii) Multi Use Games Area (MUGA)

The installation of the new MUGA has been completed, however the delivery and installation of the floodlights have delayed due to further Lockdown periods. MUGAs are currently not permitted to operate due to public health guidelines.

iii) Neighbourhood Development Plan

The final amendments for the NDP are currently being considered with the intention subject to public health guidelines to have a referendum during 2021.

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iv) Sevenoaks Business Hub

Construction work on the Business Hub started on 23rd November 2020 and is progressing well. There may be some delays relating to UKPN installing an upgrade to electricity due to current Lockdown restrictions.

v) Darent Valley Community Rail Partnership (DVCRP)

The partnership was launched on 1st September 2019. A Community Rail Officer has been appointed. Proposals for a Community Interest Organisation / Company have been agreed by the Partnership and Sevenoaks Town Council has agreed to be the 'Accountable Body' for the new structure.

The DVCRP has held its first AGM and separate Stakeholders Meeting. A website is also currently being worked on and due to be launched soon.

vi) Electric No 8 Bus

The project fits within the Town Council's No. 1 Priority of addressing climate change. An application for funding was not made to the current round of CIL Board at Sevenoaks District Council. At the time of the application process match funding was required and the Town Council did not have the funds to provide this – it is understood that this has been changed. In September 2020 KCC agreed to provide two years funding and operate the bus. Sevenoaks Town Council would become a consultee of the service.

vii) Stag Community Arts Centre

Due to COVID-19 the Stag remains closed and it is uncertain when it might re-open. The Stag were successful in securing a significant grant to assist with the difficult finances relating to the closure.

viii) Knole Paddock 3G Pitch

The planning application for the 3G pitch is currently at the appeal stage.