

Sevenoaks Town Council
Minutes of the Community Infrastructure Committee held in the Council Chamber
on Monday 18th July 2016 at 8.00 p.m.

Present: Cllr M A Chakowa, Cllr A S Clayton, Cllr A Eyre (ex officio), Cllr R L Piper (Vice Chairman), Cllr R J Parry, Cllr S G Raikes

In Attendance: Cllr M Canet, Cllr Mrs R Parry, Cllr P Towell, Town Clerk and Assistant Town Clerk.

There were no members of the public present.

Cllr Piper Chaired the meeting in the absence of Cllr Hogarth.

156. Apologies for Absence

Apologies for Absence were received from Cllr R Hogarth and Cllr Arnold.

157. Requests for Dispensations

No requests for Dispensations had been received.

158. Declaration of Interest

Cllr Eyre reminded the Committee of his Declaration of Personal Interest in the agenda item relating to the Stag.

159. Minutes of the Meeting held on 8th February 2016

It was noted that the Minutes had not been circulated with the Agenda, however had previously been approved by full Council.

160. Asset Disposal

i) Sale of Raleys Land

The developers of the land have submitted a revised planning application to the planning authority. The public consultation period for the planning application concluded on 24th June 2016. It is hopeful that planning permission will be granted in the near future which would result in the Town Council receiving capital receipts*.

The developers were currently negotiating a s.106 with the Planning Authority this also needed to be approved by the Town Council.

RESOLVED: To grant delegated authority to Chairman of the Community Infrastructure Committee, Chairman of Planning Committee and Town Clerk to approve the s.106 agreement.

ii) Sale of STC Offices

The Town Council has currently put on hold the sale of the office site to avoid lengthy and costly rental of alternative temporary facilities. As part of the Town Council's asset management procedures it is looking to renew the residential planning permission for the site. Unfortunately the planning authority will not now accept the previous s.106 agreement. The Town Council will commence negotiations of the new s.106 agreement, it should however be noted that this was previously a lengthy and costly exercise.

RESOLVED: To request Sevenoaks District Council to identify the issues relating to the old s.106 and commence negotiations for the new agreement.

iii) Sale of Cemetery Lodge

Negotiations had completed in relation to the sale, contracts were signed by the Mayor and Town Clerk on 6th July 2016. The Town Clerk hoped to be in a position soon to report the proposed Completion Date. The Committee considered some outstanding matters raised by the purchaser.

RESOLVED: The Town Clerk be granted delegated powers to complete the negotiations relating to the sale.

161. Community Investment Plan

i) Bat & Ball Centre

The Town Council was awaiting capital receipts in order to formally appoint the architectural team for the development of the project.

In the meantime the architectural team had completed as previously agreed the Feasibility Study into providing some mixed use residential properties on site. Details of this had been informal considered by Councillors previously and were circulated at the meeting.

RESOLVED: Cllr Clayton proposed and Cllr Raikes seconded and agreed that an element of residential development be included within the Bat & Ball Centre development site.

ii) Replacement of Raleys Gym

As part of the Town Council's SP10 agreement for the sale of the Raleys land there was an agreement to provide £90,000 for the replacement of gymnasium facilities. The Town Council was anticipating that plans would be forthcoming from Sencio relating to this, to date these have not been received.

iii) Replacement of Internal Cricket School

As part of the Town Council's SP10 agreement for the sale of Raleys land there was an agreement to provide £150,000 for replacement of the Indoor Cricket School. An agreement has been obtained with KCC to include this provision within the new Grammar School. The Heads of Terms for the agreement were circulated and discussed, formal plans were awaited.

It was noted that the plans and agreement with KCC had to be submitted to Sevenoaks District Council for confirmation that this met the requirements of the SP10 s.106 agreement.

RESOLVED: The Town Council accepts the Heads of Terms for the lease subject to the following – lease numbering and dates to be reviewed, Town Council lawyer's comments.

iv) Environmental Park

Sevenoaks Town Council had completed the installation of the new Buckhurst Land Play Area within the Environmental Park and this had proved to be very successful and popular.

The Children's Workshop were currently accessing some of the land as access for constructing their new facility. This should be completed in the next few weeks.

Following the success of the new play area and the compliments for the Town Council improving its leased area of the Environmental Park the Town Council had been approached both by members of the public and Knole Estates requested that it considers taking over the management of the rest of the park.

The annual revenue cost for maintaining the whole park would be an additional £15 – £20,000 per annum.

RESOLVED: That the Town Clerk enters into further discussions with Knole Estate including potential dowry and report back to the Committee.

v) Community Facilities at Greatness Recreation Ground.

Sevenoaks Junior Football Club has ambitious plans for the grounds including a £1.8 m new pavilion and 3G pitch. The Town Council has supported the plans in principle and had submitted the planning permission application on behalf of the football club. The rest of the project was subject to obtaining grants and funds.

The new safety surface has been installed under the outdoor gym.

The Town Council following a proposal from the Youth Council and local skateboarders had hoped to install a youth shelter adjacent to the Skateboard Park. This project has attracted local complaints, particularly from the Residents Association.

The Town Council being mindful of the ambitious plans for the recreation ground was aware that these could take some time to realise and therefore wanted to adapt the current pavilion to enable public toilet facilities to be available. The project has again attracted a strong complaint from the Residents Association.

RESOLVED: Proposed by Cllr Eyre, seconded by Cllr Clayton and agreed that when resources become available the Town Council progresses the provision of a Youth Shelter and Public Toilets at Greatness Recreation Ground.

vi) Multi Use Games Area

It was noted that there would not be space for a replacement Multi Use Games Area on the current community centre site when developed and therefore a replacement site needed to be considered potentially with a partner organisation.

RESOLVED: To include research for provision of a Multi-Use Games Area within the Masterplanning for Northern Ward and arrange a site meeting for Tarmac site.

vii) Free Recreational Facilities

The Town Council had made a commitment to provide free recreational facilities including play areas and outdoor gym equipment in various locations throughout the town. Public consultation has recently taken place relating to the proposal for installation of this at Kippington Meadow.

viii) Sports Strategy

The Town Council is awaiting capital receipts before committing to distribution of the funds which are subject to match funding.

ix) Neighbourhood Development Plan

A revised project plan has been prepared and would be considered by the NDP Steering Committee and Planning Committee.

x) Stag Community Arts Centre

The Town Council has set aside £150,000 from the Community Investment Plan for improvements for the Stag. The Committee previously allocated a provision of up to £65,000 for the purposes of an air handling system at the Stag (26.7.2015).

A further request has been received from the Stag for funding for the following:-

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| (i) £57,360 | Phase II of the refurbishment of the Stag's air handling system |
| (ii) £21,080 | An opportunity to upgrade and consolidate the EPOS and box office systems |

at the Stag.

RESOLVED: That the Town Council provide the Stag with the additional two grants as show above once it receives its capital receipts for sale of assets.

xi) Project Finances

It was noted that the Project Finances remained as previously agreed.

162. Bat & Ball Station Building

i) Lease

Prior to the completion of the lease the Town Clerk had been negotiating with Southeastern (and Network Rail) for structural work to be undertaken by and a cost to Southeastern and Network Rail before the Town Council takes over the building. This had now been agreed and a timetable for this was expected in the near future.

RESOLVED: To accept the following Heads of Terms for the lease follows:-

1. 25 year lease to Sevenoaks Town Council.
2. Peppercorn rent.
3. Tri party agreement between Sevenoaks Town Council (the tenant), Network Rail (The Landlord) approved by the Department of Transport and Southeastern.

4. Sevenoaks Town Council would be responsible for maintaining works to the internal fabric of the building and finish.
5. Landlord to carry out external heritage paintwork (station building only), every 5 years to tenants choice of colours.
6. Sevenoaks Town Council would be responsible for maintaining works to the internal fabric of the building.
7. Agreed to depart from an external corporate colour scheme to enable the original heritage finish to be reinstated.
8. Sevenoaks Town Council to work with the Railway Heritage Trust to investigate further potential funding.
9. Sevenoaks Town Council may want to use the station building on a temporary basis for council office administration as part of its overall plan for the regeneration of the Bat & Ball area (whilst adjacent new offices are being constructed).
10. It is noted that Landlord Consent and Station Change Agreements will need to be submitted by Southeastern to Network Rail on behalf of Sevenoaks Town Council which will be an approximate three month process.
11. Lease to be based on similar projects at Etchingham and Denmark Hill Station.
12. The introduction of a disabled access from the community centre to the station platform is considered a key component and benefit of the scheme, bringing both disabled access and improving the level of safety at the station. The current area of land separating the community centre site and the station platform is owned by Network Rail, South Eastern would need to add this section of land into the lease to facilitate works.
13. Network Rail or South Eastern Railways would pay for the following works identified in the structural survey:-
 - i) Reinstatement of the damp proof course, and repair flooring damaged by the covering of the damp proof course.
 - ii) Treat or replace flooring damaged by worm ingress.

- iii) Spilt the electrical supplies between the Station Coms area and remaining building. (Note STC will need to pay for upgrade of electricity to building to 3 phase supply).
- iv) Return internal finish to a good condition.
- v) The building would be returned to a structurally and cosmetically satisfactory condition prior to handover to Sevenoaks Town Council. Sevenoaks Town Council would then take the building to the next stage of refurbishment to meet its plans.

ii) Architectural Team Feasibility Study

The Architectural Team had completed the Feasibility Study for the Bat & Ball Station building capital project, a separate report was provided to members.

RECOMMENDED: The Town Clerk report to the appropriate Committee the costs for appointing the Architectural Team to point of obtaining planning permission and tenders for the work.

iii) Revenue Business Plan

A separate Revenue Business Plan had been prepared. It was be noted that the previous concerns relating to non-domestic rates has been addressed and therefore there was not a need to create a Community Interest Company.

RESOLVED: The Committee note the first draft off the Revenue Business Plan and that the Town Clerk would continue to work on the document.

iv) Funding

Now that the Feasibility Study for the capital project had been completed the Town Clerk would recommence working on the Heritage Lottery Fund application using the information provided.

RESOLVED: The Town Council formally approved the Town Clerk to prepare and submit a Heritage Lottery Fund and other suitable grant applications for the Bat & Ball Station building.

163. Projects Draft Timetable

A revised project timetable was circulated.

RESOLVED: To note the document.

There being no further business the Chairman closed the meeting at 9.01 p.m.

Signed
Chairman

Dated

