

15th August 2018



You are hereby summoned to a Meeting of the **Community Infrastructure Committee** meeting to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks Monday 20th August 2018 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 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but 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 J M Canet

Cllr A Eyre

Cllr R L Piper

Cllr R M C Hogarth (Vice Chairman)

Cllr S G Raikes

Cllr O Schneider

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Committee any matter.

1. **APOLOGIES FOR ABSENCE**

2. **REQUESTS FOR DISPENSATIONS**

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.

4. **MINUTES**

To receive, note and sign the minutes of the meeting of the meeting of the Community Infrastructure Committee held on 25th June 2018 (Copy attached).

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Bradbourne Vale Road
Sevenoaks Kent TN33 3QG

tel: 01732 459953 fax: 01732 742 577
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Town Clerk



5. COMMUNITY INVESTMENT PLAN (to consider the report attached)

- i. Bat & Ball Centre
- ii. Replacement of Raleys Gym
- iii. Replacement of Indoor Cricket School
- iv. Environmental Park
- v. Community Facilities at Greatness Recreation Ground
- vi. Multi Use Games Area
- vii. Free Recreational Facilities
- viii. Sports Strategy
- ix. Neighbourhood Development Plan
- x. Stag Community Arts Centre

6. BAT & BALL STATION (to consider the report attached)

7. BUSINESS HUB (to consider the progress report attached)

To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

8. RALEYS DEVELOPMENT

**Minutes of the Community Infrastructure Committee
Held on 25th June 2018 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.55 p.m.

Committee Members Present: Cllr R Hogarth (Vice Chairman), Cllr R Piper, Cllr M Canet, Cllr A Eyre, Cllr S Raikes.

There were no members of the public present.

116. Apologies for Absence

Received from Cllr R Parry (Chairman) and Cllr Schneider.

117. Requests for Dispensation

There were no requests for dispensations.

118. Declaration of Interests

Cllr Eyre reminded the Committee of his Declarations of Interest relating to the Stag.

119. Community Infrastructure Committee Minutes of the Meeting held on 23rd April 2018.

RESOLVED: To agree that the Minutes were true records of the meetings and to be signed by the Chairman.

120. Asset Disposal

It was noted that the sale of the Cemetery Lodge had been completed on 30th May 2018 at a sale price of £485,000.

121. 2014 – 2018 Community Investment Plan

i) Bat & Ball Centre

The Town Council had previously resolved to refurbish and extend the current facility (named Plan B) retaining the original architect and similar design.

Pre planning advice was being sought and hoped for a response for 28th June 2018.

Documents relating to Project Fees, Plan and Draft Timetable for Plan B had been circulated. It was noted that there was a change to the QS and Structural engineers and percentage fees were lower than original plan.

RESOLVED: That the report relating to the fees, timetable and plans were accepted to enable the project to move forward to the next stage.

- ii) Replacement of Raleys Gym
Sevenoaks Town Council had contributed £95,000 to Sencio's gym refurbishment project.

- iii) Replacement of Internal Cricket School
Local cricket providers had been requesting a change of provision to that originally intended and included within the s.106 agreement. It was noted that the timescale for Sevenoaks Town Council to provide the facilities had finished and that this would move to Sevenoaks District Council.

RESOLVED: To research timescales relating to the s.106 agreement.

- iv) Café on the Vine
The old band practice room had been refurbished and converted into a community café to encourage people to use the Vine.
- v) Environmental Park
The new £100,000 play area had been completed. Discussion would take place with Sevenoaks District Council regarding the amphitheatre operation.
- vi) Community Facilities at Greatness Recreation Ground
The following facilities had been provided – youth shelter, new fencing and benches, additional play equipment and new public toilet.
- vii) Multi Use Games Area
To be reviewed once designs and planning completed for Bat & Ball Centre.
- viii) Free Recreational Facilities
Play Equipment had been installed at Kippington Meadow. It was hoped to hold an additional event there in the near future due to the poor weather on launch day.
- ix) Sports Strategy
The following commitments had been agreed:

Project	Partner	£	Status
Replacement gymnasium	Sencio	£95,000	Completed
Replacement indoor cricket school	KCC	£150,000	
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000	
3G Football Pitch / Greatness*	STFC	£200,000	Completed
3G Hockey Pitch / Hollybush	Hockey Club	£50,000	Completed
Total		£745,000	

x) Neighbourhood Development Plan

It was noted within the draft timetable that it was hoped to carry out consultation during July. However it was also noted that the Economic Assessment being commissioned by Sevenoaks District Council could create some delay.

xi) Stag Community Arts Centre

The Town Council had provided £150,000 which had been used to improve the air handling system.

xii) Sevenoaks Fund

The success of the fund had enabled the new £450,000 3G Football Pitch to be built for and used by the Sevenoaks Town Football Club.

Initially the intention was to have the Fund operational for one year. However the Mayor thought the initiative and community benefits were too important not to continue. Therefore it had been agreed to continue with the Fund and rebrand it the Sevenoaks Mayors Fund for all future Mayors to use. During Cllr Hogarth's year of office he will be raising funds for the following four charities:

- Sevenoaks Powerchair Football
- Sevenoaks Rugby Football Club (3G pitch)
- Sevenoaks Day Nursery
- Stag

122. Bat & Ball Station Building

i) Funding

The Town Council had been successful in its Stage Two bid to the Heritage Lottery Fund for a grant of £755,600 and obtained £8,000 from the Railway Heritage Trust for the purchase of heritage items.

CIL Application

Sevenoaks Town Council had submitted and been granted from Sevenoaks District Council's Community Infrastructure Levy Spending Board.

The funding application related to the emerging Masterplan for Northern Sevenoaks in particular the following projects in and around Bat & Ball Station:

1	Refurbishment of Bat & Ball Station	£130,000
2	Provision of New Access to Platform 1	£54,582
3	Provision of 56 Cycle Racks Adjacent to Platform 1	£28,728

4	Provision of 30 Cycle Racks (inc. 6 electrical charging points) adjacent to Platform 2 (station building side)	£44,964
5	Provision of additional access from Otford Road via Community Centre.	£34,865
	Total	£258,274

ii) Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 with a build scheduled for 24 weeks.

Research was being undertaken in relation to the drains for the building.

Since the project has become a reality Council Officers are coming under increased pressure from third parties to consider alternative operational arrangements for the building.

RESOLVED that the project continues as per its funding commitments and the funding is not put at risk by the consideration of any changes to these commitments and action plans at this stage.

Recent initial discussions have been held relating to linking Bat & Ball Station with other stations along the line to create a Community Rail Partnership. The initial proposal is to link to the Darent Valley project and name the Samuel Palmer Line. Sevenoaks District Council have agreed to arrange a meeting between all interested parties.

RESOLVED that Sevenoaks Town Council support the proposal of a Samuel Palmer Community Rail Partnership.

Originally it had been planned to progress with a second lease via Network Rail and Southeastern for land relating to the new access onto platform 1. This was proving far more complicated than originally expected. Southeastern had offered to employ the Town Council's contractor for this element of the work and the Town Council to provide reimbursement. This would avoid the need for the second lease and reduce the Town Council's future liabilities.

RESOLVED: Authority be delegated to officers to work with Southeastern to develop a pragmatic approach to enable the new access to be provided as efficiently as possible.

123. Business Hub (former Red Cross building)

One of the reasons that the Town Council changed its development plans on its community centre site was due to the opportunity to develop the former Red Cross building into a Business Hub for small and start-up businesses.

Had the Town Council sold its current site and moved offices into the community centre site the development opportunity for the Business Hub would have been lost as it would not have been economically viable to purchase or new building for this facility.

The proposed Business Hub has been a long-term aspiration of both Sevenoaks Town Council and Sevenoaks Town Partnership and will provide the following for new and small businesses.

A part of the building, currently derelict will be retained for Town Council staff and BID Admin staff if BID develops.

- 14 x Desk Space
- Limited storage
- Meeting room for 8
- Free parking
- Wifi etc
- Close to stations and bus routes.

RESOLVED:

- i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work.
- ii) The Town Council seeks external funding to provide an improved facility.
- iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.

124. Capital Project Cashflow

The Committee reviewed the report relating to balances for the capital projects.

There being no further business the Chairman closed the meeting.

Signed

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Chairman

Dated

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Community Infrastructure Committee 20th August 2018

Agenda Item 5 2014 – 2018 Community Investment Plan

ii)	Bat & Ball Centre	Town Council resolved to refurbish and extend current facility using same architect and similar design. Pre Planning advice awaited. Planning Application hoped to be submitted before end of September 2018. STC pursuing Option B has enabled the Sevenoaks Day Nursery with more flexibility to move forward with its plans. If the nursery are able to retain their current facility until STC completes the new Centre this will enable STC to facilitate some hirers in alternative locations e.g. play group. RECOMMENDATION: To grant a 25 year peppercorn lease to Sevenoaks Day Nursery on the land identified on the attached plan. To enable the current buildings to remain in situ until the new Bat & Ball Centre is completed.
ii)	Replacement of Raleys Gym Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement. Sevenoaks Town Council has paid the £95,000 to Sencio.	Completed Opening event being arranged by Sencio.
iii)	Replacement of Internal Cricket School	Local cricket school have requested review of replacement facilities. Ongoing discussions will be required particularly in relation to planning permission for Raleys.

		Timescale now expired for STC to provide facilities.
iv)	Café on the Vine Refurbish old band practice room and convert into community café and encourage people to use the Vine.	Completed
v)	Environmental Park £100,000 new play area Following the success of the installation of the play area and public feedback Sevenoaks Town Council had agreed a 10 year peppercorn lease for the management of the Environmental Park. It was hoped that lease matters would be addressed to commence on 1st April 2017. However this matter had become complicated due to the proposed decking of the adjacent car park and Knole Trustees have entered into a lease with Sevenoaks District Council for the land. Sevenoaks Town Council had produced a sketch plan providing details of its ambitions for the park, which have been forwarded to Knole Trustees and Sevenoaks District Council. The proposal has been included within the District Council's planning application for the adjacent car park.	Completed SDC providing amphitheatre.
vi)	Community Facilities at Greatness Recreation Ground Additional facilities including the following installed: • Youth shelter • New fencing • Additional play equipment • New Public toilet	Completed

vii)	Multi Use Games Area Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.	
viii)	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 taken place relating to the proposal for installation of this at Kippington Meadow. The Finance & General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.	Completed
ix)	Sports Strategy The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding. To date the Town Council has agreed the following funding from the Sport Strategy fund: Sevenoaks Fund*	Completed

Project	Partner	£
Replacement gymnasium	Sencio	£95,000
Replacement indoor cricket school	KCC	£150,000
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000
3G Football Pitch / Greatness*	STFC	£200,000
3G Hockey Pitch / Hollybush	Hockey Club	£50,000
Total		£745,000

x)	Neighbourhood Development Plan The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum. STC is currently waiting for the Economic Study being commissioned by SDC to be incorporated into the draft NDP prior to consultation.	Original Draft Timetable <table><tr><td>Draft Plan present to NDP Cttee</td><td>Feb 2018</td></tr><tr><td>Public consultation on draft plan</td><td>July 2018</td></tr><tr><td>Amendments</td><td>Aug 2018</td></tr><tr><td>Submission to SDC examination</td><td>Sept 2018</td></tr><tr><td>Pre examination consultation</td><td>Oct 2018</td></tr><tr><td>Amendments</td><td>Dec 2018</td></tr><tr><td>Referendum</td><td>Feb 2019</td></tr><tr><td>Plan is made</td><td>Early / mid 2019</td></tr></table>	Draft Plan present to NDP Cttee	Feb 2018	Public consultation on draft plan	July 2018	Amendments	Aug 2018	Submission to SDC examination	Sept 2018	Pre examination consultation	Oct 2018	Amendments	Dec 2018	Referendum	Feb 2019	Plan is made	Early / mid 2019
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xi)	Stag Community Arts Centre The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.	Completed																
xii)	Sevenoaks Fund* The success of the fund enabled the new £450,000 3G Football Pitch to be built for and used by the Sevenoaks Town Football Club. Initially the intention was to have the Fund operational for one year. However the Mayor thought that the initiative and the community benefits were too important not to continue. Therefore it has been agreed to continue with the Fund and rebrand it the Sevenoaks Mayors Fund for all future Mayors to use. During Cllr Hogarth's year of office he will be raising funds for the following four charities: Sevenoaks Powerchair Football Sevenoaks Rugby Football Club (3G pitch) Sevenoaks Day Nursery Stag																	

Community Infrastructure Committee 20th August 2018

Bat & Ball Station Building

In addition to the main HLF project for the refurbishment of the station building the Town Council has been successful in obtaining additional funds for ancillary projects, a precis of which is shown below.

	Project	Budget Cost	Funding obtained	Budgeted Net cost to STC
1	Station Building -Development costs (tbc)	£158,886	0	£158,886
2	Station Building - Capital Costs (inc. professional fees). Heritage Lottery Fund SDC CIL STC CIL (Oct. 2017) STC CIL (April 2018)	£1,013,150	£755,600 £130,000 £78,810 £110,000 <u>£1,074,410</u>	-£61,260
3	New Access & Ramp to Platform 1 SDC CIL	£54,582	£39,000	£15,582
4	30 Cycle Racks adjacent to station building SDC CIL	£28,728	£28,728	£0
5	56 Cycle Racks (inc. 6 electric charging) Community Centre land SDC CIL	£44,964	£32,000	£12,964
6	New Access to Otford Road SDC CIL	£34,865	£28,546	£6,319
7	Waste Bin Store & Store Room STC CIL	£55,000	£37,000	£18,000
8	Railings & Gates Railway Heritage Trust	£5,000	£2,000	£3,000
9	Station Signs Railway Heritage Trust	£3,500	£1,400	£2,100
10	Waiting Room Seat Railway Heritage Trust	£2,000	£800	£1,200
11	Vintage Railway Clocks Railway Heritage Trust	£2,000	£800	£1,200
12	Heritage External Lighting Railway Heritage Trust	£9,000	£3,600	£5,400
	Totals	£1,411,675	£1,248,284	£163,391

Liaison is currently taking place with Southeastern and the Railway Heritage Trust for them to fund some additional works in the station environs to include the following. These works may take place after the completion of the main project:

- i) Restoration to canopy roadside
- ii) Restoration to canopy Platform 2 – connected to building
- iii) Restoration to shelter Platform 1
- iv) Cleaning of external brickwork
- v) Repair to exterior tiles
- vi) Removal and relocation of exterior cable trunking on the building

Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and is on target for 24 weeks completion.

There has been two items of increased expenditure. First the requirement to install a pumping system due to the main building not being connected to the mains but to a historic disused cesspit. The second is the higher than expected connection cost from UKPN. Both of these items were identified within the original Risk Analysis of the project. HLF have confirmed that these costs can be taken from the Contingency within the HLF project funds.

Ref	Variation	Omissions £	Additions £	Variation £
1.02	New Electricity Connection – UKPN	8,175	39,826	31,651
5.01	Revised drainage proposals including Provisional Sum for temporary works	6,450	37,597	31,147
				62,798

The Heritage Engagement Officer with support from other Town Council officers is progressing with the HLF Activity Plan.

Sevenoaks Town Council

Community Infrastructure Committee 20th August 2018

Sevenoaks Business Hub (former Red Cross building)

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.

It was hoped that the £25,000 could be used towards match funding for a larger grant, however the roof does now need some immediate repairs even if they are temporary.

The feasibility plan for the project is being worked up and the Town Council's summer intern Holly Wilkinson has been a considerable help with this project. Presentations have been made to local business contacts and the feedback has been very positive to date.

Research is continuing in relation to obtaining grant funding for the project.

