

9th October 2019



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 14th October 2019 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 R Hogarth

Cllr R E Parry

Cllr A Clayton (Vice Chairman)

Cllr J M Canet

Cllr C Shea

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 19th August 2019.
(Copy previously circulated and attached).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

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

- i. Bat & Ball Centre
- ii. Multi Use Games Area
- iii. Neighbourhood Development Plan
- iv. Stag Community Arts Centre
- v. Sevenoaks Business Hub
- vi. Community Rail Partnership
- vii. Electric No.8 Bus
- viii. Tarmac Site Community Development
- ix. Business Improvement District

**Minutes of the Community Infrastructure Committee
Held on 19th August 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.20 p.m.

Meeting Concluded: 8.00 p.m.

Committee Members Present:

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Apologies
Cllr R E Parry	Present	Cllr C Shea	Apologies

Substitute	For
Cllr V Granville Baxter	Cllr Dr J M Canet
Cllr Waite (7.45 p.m.)	Cllr Shea

In Attendance: Cllr Morris Brown, Cllr Piper, Cllr Bonin, Cllr Mrs Parry, Town Clerk, Responsible Finance Officer

There were no members of the public present.

233. Apologies for Absence

Apologies received as noted above.

234. Requests for Dispensation

There were no requests for dispensations.

235. Declaration of Interests

There were no Declarations of Interest.

236. Community Infrastructure Committee Amended Minutes of the Meeting held on 24th June 2019.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman.

237. 2019 Community Investment Plan

i)	Bat & Ball Centre	Planning Permission has been approved without any conditions. An amended planning application with some change of details to exterior finishes has been submitted. The Town Council has agreed to progress a Public Works Loan Board
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	application for £1.4m. The application was approved on 18th June 2019. A successful funding application has been agreed from the SDC CIL Board for £1.2m. Tenders for the project were received on 15th April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3rd June 2019. Due diligence tests were undertaken. The building is closed to the public with a schedule of re-opening in December 2020. <i>CIC Cttee 7.1.19 Minute 393</i> <i>RESOLVED: it was unanimously agreed to avoid additional delays to delegate to the Chairman of Finance & General Purposes Cttee, Chairman of Community Infrastructure Committee and Town Clerk / Deputy Clerk the formalizing of acceptance of tenders up to £2.9m and signing legal documentation.</i> <i>Four tenders were received:</i> <i>1. £1,493,050.95</i> <i>2. £1,885,065.00</i> <i>3. £1,948,120.07</i> <i>4. £2,043,166.64</i> <i>On the 1st August 2019 BJB Group were appointed as the contractor for the Bat & Ball Centre. The value of the contract is £1,559,953.56, revised from £1,493,050.95 to include additional roof light to disabled toilet, soft play area surfacing and roller shutter to external store. Cllrs noted that this cost was for one element of the project, additional costs would relate to professional fees, landscaping, car park and fitting out. Work was originally due to commence on site on 30th September 2019 however</i>
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		<i>the timetable had moved to 14th October 2019 – 4th May 2020.</i>																																	
ii)	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.	Intention when centre and new nursery completed to install new MUGA in new location on current site.																																	
iii)	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. In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.	<i>Draft timetable for progressing:</i> <table border="1"> <tr> <td>A</td><td>Update draft NDP</td><td>July / August 2019</td></tr> <tr> <td>B</td><td>Present to STC and NDP Steering Group</td><td>September 2019</td></tr> <tr> <td>C</td><td>Final amendments to NDP</td><td>September 2019</td></tr> <tr> <td>D</td><td>Sign off Consultation Draft NDP with STC and NDP Steering Group</td><td>October 2019</td></tr> <tr> <td>E</td><td>Prepare consultation material</td><td>October 2019</td></tr> <tr> <td>F</td><td>Regulation 14 Consultation</td><td>October / November 2019</td></tr> <tr> <td>G</td><td>Review comments and agree changes</td><td>December 2019</td></tr> <tr> <td>H</td><td>Prepare Submission draft NDP</td><td>December 2019</td></tr> <tr> <td>I</td><td>Prepare Basic Conditions Statement</td><td>December 2019</td></tr> <tr> <td>J</td><td>Present to STC and NDP Steering Committee</td><td>January 2020</td></tr> <tr> <td>K</td><td>Submit to SDC</td><td>January / February 2020</td></tr> </table>	A	Update draft NDP	July / August 2019	B	Present to STC and NDP Steering Group	September 2019	C	Final amendments to NDP	September 2019	D	Sign off Consultation Draft NDP with STC and NDP Steering Group	October 2019	E	Prepare consultation material	October 2019	F	Regulation 14 Consultation	October / November 2019	G	Review comments and agree changes	December 2019	H	Prepare Submission draft NDP	December 2019	I	Prepare Basic Conditions Statement	December 2019	J	Present to STC and NDP Steering Committee	January 2020	K	Submit to SDC	January / February 2020
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iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible. <i>In September 2019 Sevenoaks Town Council and the Stag will celebrating 10 Years since the Town Council took over the venue.</i>																																	
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub	It is understood that the SELEP fund will be reconsidered on 28th June. <i>This was not successful.</i>																																	

to provide affordable office space for small and new businesses. The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation. An Economic Impact Assessment has been carried out and an application to SELEP made. <u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions: • The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays. • Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority. <u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529. Some elements of the specification could be eliminated to reduce the cost.	<i>SDC have reviewed the criteria for CIL applications with the next closing date for 30th September 2019 with a decision meeting in December 2019.</i>
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	However, it should be noted that the introduction of electric vehicle charging points will increase costs. <u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred. <u>Option to Tax</u> Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.	
vi)	Community Rail Partnership As part of the regeneration of Bat & Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims: 1. Bring together 5 separate stations & Darent Valley Partnership to create the scenic route – Samuel Palmer Line 2. Share promotion to encourage passengers to use the stations to visit local tourism attractions 3. Increased footfall to local tourism attractions at each station 4. Create a distinctive ‘brand’ for the line	Meetings are currently taking place with potential stakeholders for funding towards the project. The Community Rail Partnership is now officially formed, and a Steering Committee created consisting of – The following organisations represented (they choose their delegated member to attend meetings) • Sevenoaks District Council • Sevenoaks Town Council (currently Town Clerk) • Swanley Town Council • Eynsford Parish Council • Shoreham Parish Council • Otford Parish Council • Darent Valley Partnership • GTR

	5. Link the use of the train to other non-car form of transport e.g. walking and cycling. 6. Raise awareness of the local heritage relating to Samuel Palmer artist. Sevenoaks Town Council has formally 'adopted' the Bat & Ball Station and Sevenoaks Station. STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.	• Southeastern There is also a wider Stakeholder group which would include representations from visitor attractions and probably SRTA and other rail traveller organisations. <i>Launch date for the Community Rail Partnership of 1st September 2019 – details to be confirmed.</i> <i>The Steering Committee resolved to call the CRP the Darent Valley Community Rail Partnership. Its link to the Samuel Palmer landscapes will be included in literature.</i> <i>A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum.</i>
vii)	Electric No. 8 Bus Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.	<i>It is hoped that the Town Council can make a CIL application in the future.</i>
viii)	Tarmac Site Community Development The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and unlikely to be developed in total within the next ten years. There is a possibility however that some areas of development may happen in advance of that time period. Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by	

	developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.	
ix)	Business Improvement District (BID) including elements if possible, to improve Public Realm. The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.	<i>Work would recommence on the BID in the autumn / winter of 2019. It is recommended that the referendum for the BID is after the referendum for the NDP.</i>

238. **Bat & Ball Station**

Refurbishment Project

The majority of the HLF Refurbishment project has been completed. There are some snagging works taking place, however the building including the café is operational and being promoted.

The HLF Activity Plan continues throughout 2019.

Access Ramp

Work on the ramp commenced in April 2019. Unfortunately, as soon as access was possible to Network Rail land and works commenced a High Voltage cable was detected with the result that works had to be initially stopped. Work recommenced keeping a safe distance from the cable. Considerable amount of time is being invested into negotiations and consultations with Network Rail and Southeastern in relation to the construction of the ramp in relation to the HV cable. In addition, the need to relocate the DOO cable was required as this had been installed within the shelter panelling and only detected when the back panel removed. This will unfortunately result in additional costs; discussions are also taking place with Network Rail regarding these.

The DOO cable was relocated overnight on 8th August 2019. Agreement has been reached for 'bridging works' over the HV cable for the ramp to be constructed.

An additional problem is the condition of the shelter on Platform 1. The Town Council has stated that it will not pay for the complete refurbishment of the shelter as this is currently Southeastern's responsibility. Southeastern have stated that they are not able to do this at present. The Town Council needs to make an opening to enable the access to the ramp and the opening needs to be structurally sound to support the rest of the shelter. Network Rail the owners of the structure must approve the structural work.

It was noted that the ramp was unlikely to open until mid-September 2019.

Ancillary Works

The Cycle Racks, additional streetlight and signage post have been installed adjacent to platform 2.

Installation of the Cycle Racks on the Community Centre site will be reviewed once the new centre hoardings / temporary access has been finalised.

Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements. It appears that the land is designated as 'Highway Land' which makes it more complicated to release.

239. 3G Rugby Pitch at Knole Paddock

The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility would be available primarily for rugby but should also be available for other compatible sports. The project was part of the Sevenoaks Mayor's Fund.

Sevenoaks Town Council had submitted a planning application in November 2018 and were awaiting a decision.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Community Infrastructure Committee 14th October 2019

Community Investment Plan 2019

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		is £1,559,953.56, revised from £1,493,050.95 to include additional roof light to disabled toilet, soft play area surfacing and roller shutter to external store. <i>Work commenced on site on 30th September 2019 with the removal of asbestos. Construction work due to commence on 14th October 2019.</i>												
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The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation. An Economic Impact Assessment has been carried out and an application to SELEP made. <u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions: • The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays. • Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority. <u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529. Some elements of the specification could be eliminated to reduce the cost. However, it should be noted that the introduction of electric vehicle charging points will increase costs.	<i>Part of the planning permission requires the Town Council to install two electric car charging points and arrangements have been made for this – see attached documentation.</i> <i>The Town Council needs to consider whether it a) agrees to undertake the cost of electricity and offer it free to users or b) recover the cost of electricity.</i>
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	<u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred. <u>Option to Tax</u> Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.	
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POLAR EV CHARGE POINT SURVEY

Project Number	P101828	
	Survey Date:	16/09/2019
Site / Hotel	Sevenoaks District Council Offices	MPAN
Address	Bradbourne Vale Road Sevenoaks Kent TN13 3QG	
Site Contact	Linda Larter	towndclerk@sevenoakstown.gov.uk

Name of Surveyor:	who conducted survey with	
David Cookman	sign to confirm location?	

*** NO RFID cards provided to site ***

Following the site survey at **Sevenoaks District Council Offices** please find our survey results for the EV charger in the location specified.

☒	W7 Dual Charge - Power 32amp Dual Phase	#	1
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Charger Locations ➔

Latitude, Longitude

51.286542, 0.189062

Dear customer,

Please review, sign and return this page to us which confirms and authorises the Installation of Polar Network Charge Point(s) at your site. We will be unable to proceed with the works without this authorisation.

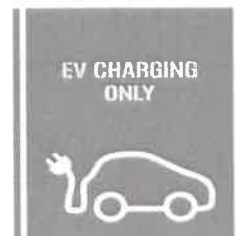


- 1) **Charger Location** – This is our suggested location; however, this is subject to change should a new connection be required.
- 2) **Cable run**
- 3) **Bay Marking** – This is only available if the parking area is smooth tarmac. If this is applicable to your parking area, please choose one of the following bay marking options.

☐ a) Blue with white logo



☒ b) White logo only



Electricity Costs – If we will be using your electricity connection you have the choice of either undertaking the cost of electricity or claiming it back. Please choose from one of the 2 options

- ☐ a) We agree to undertake the cost of electricity and offer it for free to users
- ☐ b) We would like to recover the cost of electricity and I enclose a copy of our most recent electricity bill which shows our kWh rate.

I give authorisation for the Installation of Polar Network Charge Point(s)

Name: _____	Signature: _____
Title: _____	Date: _____

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1 Aerial Image



Figure 2: Aerial Image - 01

3 GSM Signal strength test – Charging Point

		SIG	GSM	Cell	BER	dBm	
Voda	2nd	71%	900	29373	GOOD	-79	dBm: -60 to -85 ok
O2	1st	83%	900	66748	GOOD	-63	
EE	0	0%			GOOD	-0	
T-Mob	0	0%	0	0	GOOD	-0	

If there is no GSM signal, is optional a Hera Router possible? NO
Max. 80m Network cable length,
 up to 4x Ultracharger, 13Amp Supply



4 Parking Restrictions

	☒	24/7 access
	☐	Barrier, limited access
	☐	Other: _____
	<i>Please describe here:</i>	

Figure 3: Parking Restrictions- 01

5 Charger Location



Figure 4: Charger Location - 01

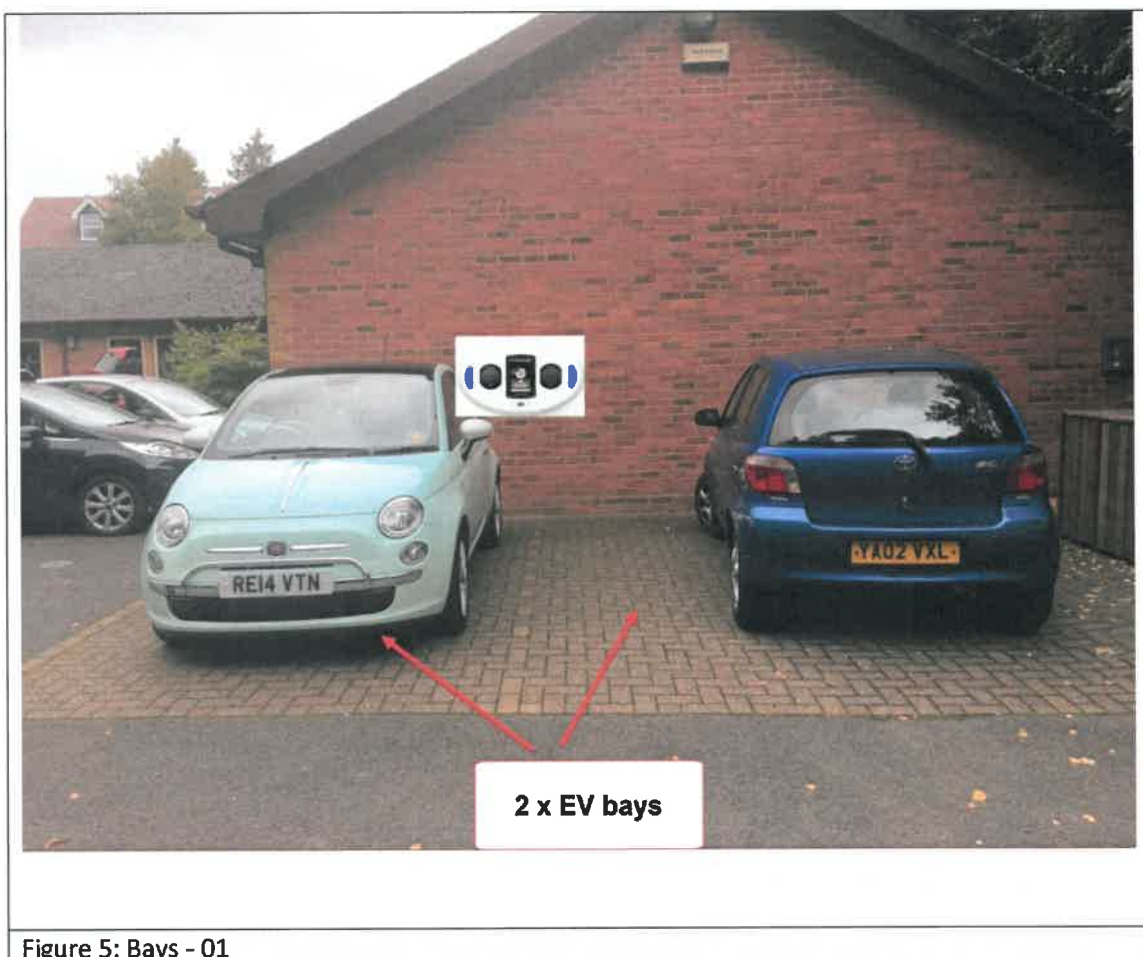


Figure 5: Bays - 01

6 Panel / Meter / Main Switch

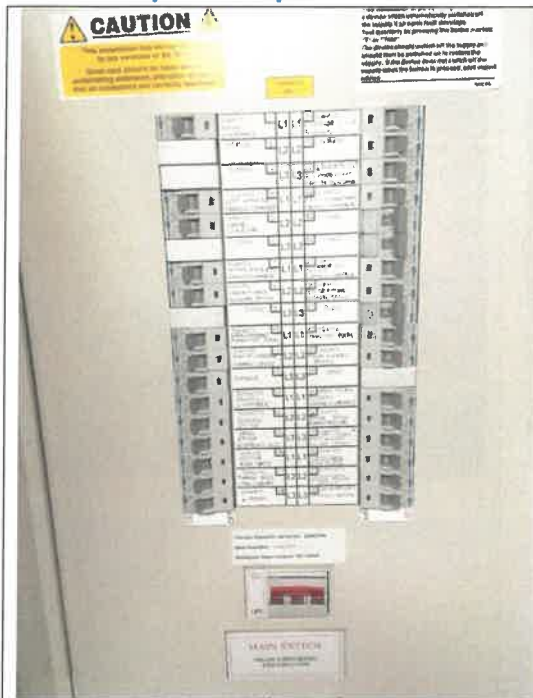


Figure 6: Panel / Meter / Main Switch - 03



Figure 7: Panel / Meter / Main Switch - 04

7 Cable path



Figure 8: Cable Path - 01



Figure 9: Cable Path - 01



8 Interpretation of work required:

8.1 Electrician

- **EVC* Qualified electricians to attend site** (NB:- This is an additional qualification for an electrician)
 - * L3 Award in Domestic, Commercial and Industrial Electric Vehicle Charging equipment installation.
- Install EVC SWA from internal electric switch room to the EV charger location cable cleating around the building.
- Fix and connect wall mounted W7 EV charger.
- Connect SWA supply cables into existing distribution board into newly installed 32amp 'A' type RCBOs.
- Make all necessary checks and connections then energise circuits and complete all testing and certification.

9 Assumptions

Comments/assumptions

No allowance has been made in this quote for any of the DNO works required.

Site to locate and identify underground services and provide plans to comply with HSG47 (Third edition) "Avoiding danger from underground services".

<http://www.hse.gov.uk/pUbns/priced/hsg47.pdf>

The existing installation is in a "satisfactory" condition and free from any defects that will affect the safe and Code of Practice compliant EVC installation.

The proposed installation complies with CoP requirements regarding earthing or has a suitable balanced three phase load that ensures touch voltages in the event of a fault will not exceed 70 Volts or a simultaneous risk assessment permits a TT earth electrode to be installed for the EVC circuit only.

Any required planning/landlord permissions are to be obtained by the client prior to the commencement of the EVC installation.

Work is to be completed continuously without any undue delay from site, relevant sections of the EV car parking spaces will need to be closed for the duration of the work

* EVC will be commissioned at the same time/visit as the installation, providing the EVC boots up correctly within 30 mins of energising, return visits for EVC's that do not boot up correctly within 30 mins of energising may be chargeable.

All costs assume normal working hours.

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