

19th June 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 24th June 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. **ELECTION OF CHAIRMAN**

2. **ELECTION OF VICE CHAIRMAN**

3. **APOLOGIES FOR ABSENCE**

4. **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).

5. **DECLARATIONS OF INTEREST**

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

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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6. MINUTES

To receive, note and sign the amended minutes of the meeting of the meeting of the Community Infrastructure Committee held on 15th April 2019
(Copy previously circulated and attached).

7. COMMUNITY INVESTMENT PLAN 2019 (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

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

9. 3G RUGBY PITCH AT KNOLE PADDOCK (to consider the report attached)

**Minutes of the Community Infrastructure Committee
Held on 15th April 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.40 p.m.

Committee Members Present: Cllr R. J. Parry (Chairman), Cllr R Hogarth (Vice Chairman), Cllr A Clayton (substitute for Cllr M Canet), Cllr A Eyre, Cllr R L Piper, Cllr S G Raikes, Cllr O Schneider.

In Attendance: Town Clerk, Deputy Town Clerk, Responsible Finance Officer

2 members of the public present.

26. Apologies for Absence

Apologies received from Cllr J M Canet

27. Requests for Dispensation

There were no requests for dispensations.

28. Declaration of Interests

There were no Declarations of Interest.

29. Community Infrastructure Committee Amended Minutes of the Meeting held on 7th January 2019.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman, subject to noting that the word 'dead in Minute 397 should have read 'deed'.

30. 2019 Community Investment Plan

i)	Bat & Ball Centre	Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces. The Town Council had agreed to progress a Public Works Loan Board application for £1.4m.
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		A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019. 4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk. The Town Council previously agreed that the project would progress as a Design and Build. In order to do this the Town Council was required to employ a qualified architect as the 'Employers Agent' – Glenn Ball had been appointed to the post.
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.	The intention was when the centre and new nursery were completed to install new MUGA in a new location on current site.
iii)	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.	The project was currently awaiting a decision on the planning application.

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.	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> SDC had stated should be delayed until Local Plan completed. SDC have informed the Town Council that the report has been completed and have requested a meeting in May to discuss ‘next steps’	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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iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible.																
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub 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.

Tenders

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 would increase costs.

Funding

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. There may also be the opportunity to apply for CIL funding in July 2019.

Option to Tax

Sevenoaks Town Council had applied to HMRC for Option to Tax on the Business Hub. Due HMRC considering this a commercial venture they are still considering their decision. 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 had proposed to create a Community Rail Partnership (CRP) with the following key aims: 1. Bring together 6 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 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. It was noted that the Sevenoaks Rail Travellers Association had written to GTR regarding the £15m compensation funds for stations that had been badly impacted by the change of timetable and requesting that the local stations receive some of the funding to initiate the CRP. It was agreed that Sevenoaks Town Council would write to both GTR and Southeastern on the matter.
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.	
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.	It was noted that the Tunbridge Wells BID was operational and hoped that a visit could be arranged.

31. Bat & Ball Station Building

Refurbishment Project

The majority of the HLF Refurbishment project had been completed. There were some snagging works to take place, however the building including the café was operational and being promoted.

The HLF Activity Plan would continue throughout 2019.

As part of the HLF Funding the Town Council was required to produce an Evaluation Plan a copy of which was distributed with the agenda. Once completed the document would be made publically available and a simplified summary leaflet also produced.

Access Ramp

The project for the Access Ramp had grown considerably since its original design and this had been reflected in the tenders received*. Three tenders were received:

A	£157,166.64
B	£179,467.35
C	£223,919.00

Tender A has been reviewed and some savings made with a smaller area of surface and removal of bollards surrounding the ramp on the community centre side, also additional works to the canopy (other than what is required for the opening for the ramp) on platform 1 reducing the contract works to £145,420.

There will be a short ceremony followed by refreshments at 10.30 a.m. on 29th April 2019 where the Mayor will symbolically open the entrance up between the community centre land and railway land.

In addition to the contractor cost there were professional fees and rail authority permits and the total project would cost £175,000. This would be funded from CIL payments and Development Fund Contingency as follows:

SDC	CIL Agreed and received 2018	£39,000
STC	CIL Previously allocated to Bat & Ball Centre (agreed Town Council April 2019)	£100,000
STC	CIL Allocated from April 2019 payment	£21,315
STC	Development Fund Contingency	£14,685
		£175,000

The project plans had moved successfully through the lengthy Station Investment Proposal process which involved consulting with nine railway authorities and adapting the project to meet their requirements where necessary*.

Pre-Meeting for start of construction works scheduled took place on 10th April 2019, construction works to commence on 29th April 2019.

Originally GTR (and DfT) had included an acceptance condition to infer an ongoing liability on Sevenoaks Town Council to cover the costs of any additional staff deemed necessary to support users with additional needs being able to use their services as a result of the introduction of the access ramp. This could have included staff to load customers in wheelchairs onto the trains or a chaperone for vulnerable users of their services. Sevenoaks Town Council would never be able to consider such an undertaking.

Sevenoaks Town Council continued to liaise with GTR and DfT on the matter supported by Southeastern, Sevenoaks Rail Travellers Association and Sir Michael Fallon MP and GTR and DfT confirmed on 11th April 2019 that they had withdrawn the condition.

Ancillary Works

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

Installation of the Cycle Racks on the Community Centre site would 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.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman

Community Infrastructure Committee 24th June 2019

Agenda Item 7 Community Investment Plan 2019

ii)	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 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 are currently being undertaken. Approval of contractor has been delegated to Chairman of Community Infrastructure Committee, Chairman of Finance & General Purposes Committee and Town Clerk. The building is now closed to the public with a schedule of re-opening in December 2020.
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.	SDC made available final version of Economic Development Review. STC to arrange new timetable for reviewing NDP and EDR during 2019.
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible.
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub 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	It is understood that the SELEP fund will be reconsidered on 28th June. It is also understood that SDC are reviewing the criteria for CIL applications.

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.

Tenders

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.

Funding

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.

Option to Tax

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 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.	Meetings are currently taking place with potential stakeholders for funding towards the project. It is hoped that a meeting of the Steering Committee will be arranged for early July with a launch date for the Community Rail Partnership of 1st September 2019.
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.	It is hoped that the Town Council can make a CIL application in the autumn of 2019.

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.	

Community Infrastructure Committee 24th June 2019

Bat & Ball Station Building

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. This will unfortunately result in additional costs; discussions are also taking place with Network Rail regarding these.

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.

Sevenoaks Town Council

Community Infrastructure Committee 24th June 2019

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 will be available primarily for rugby but should also be available for other compatible sports. The project is part of the Sevenoaks Mayor's Fund.

Sevenoaks Town Council are currently awaiting a decision on the planning application.

