

18th April 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 23rd April 2018 following a meeting of the Planning Committee 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 M C Hogarth (Chairman)

Cllr M A Chakowa (*ex officio*)

Cllr A S Clayton

Cllr A Eyre

Cllr R L Piper (Vice Chairman)

Cllr R J Parry

Cllr S G Raikes

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 approve and sign the minutes of the meeting of the meeting of the Community Infrastructure Committee held on 12th March 2018 (Copy attached).

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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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INVESTORS IN PEOPLE



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Town Clerk

5. ASSET DISPOSAL (to consider the report attached)
To receive and consider the progress of the Council's agreed Asset Disposal of the following:
 - i. Cemetery Lodge
6. 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
7. BAT & BALL STATION (to consider the report attached)

**Minutes of the Community Infrastructure Committee
Held on 12th March 2018 at Sevenoaks Town Council Offices**

Meeting Commenced: 7.40 p.m.

Meeting Concluded: 8.50 p.m.

Committee Members Present: Cllr R M C Hogarth (Chairman), Cllr S Arnold (substitute for Cllr Eyre), Cllr R J Parry, Cllr S G Raikes

In Attendance: Cllr N Busvine OBE, Cllr E Waite, Cllr Mrs P Walshe, Town Clerk and Assistant Town Clerk

There were no members of the public present.

532. Apologies for Absence

Received from Cllr A Clayton, Cllr A Eyre and Cllr R Piper

533. Requests for Dispensations

There were no requests for dispensations.

534. Declaration of Interests

There were no Declarations of Interest at the meeting.

535. Community Infrastructure Committee Minutes of the Meeting held on 19th February 2018

RESOLVED: That due to the Minutes of the Meeting held on 19th February 2018 not being circulated with the agenda there acceptance be deferred to the next meeting.

536. Options for Bat & Ball Centre

It was noted that at the last meeting it was unanimously agreed to instruct officers to further investigate Option B, providing additional details including plans and comparison of community facilities within both options.

It was noted in reviewing the options it was also taken into consideration the Bat & Ball 'complex' which included the station and community centre site, in addition to bearing in mind the wider offering in Sevenoaks Town. The reduction in size of the proposed centre was considered a pragmatic and sensible reaction to the Bat & Ball station development coming forward much sooner than ever anticipated, bringing with it two very high quality halls for hire. To make the complex a real success the smaller hireable rooms do need to be supplemented by a high spec large meeting space.

A document identifying three potential options A, B & C was circulated with the agenda. It was noted that there were some amendments to the document.

The Town Council remained committed to providing a new enhanced and enlarged community building on site. The Council was investigating the most appropriate and cost efficient method of achieving this in line with its initial aspirations. Within Option B the Town Council would not be investing in new offices on the first floor and keeping its offices in the current location which would enable the additional use of the former Red Cross building.

RESOLVED: Unanimously that the Town Clerk to arrange for the development of Plan B to be reviewed at the next Community Infrastructure Committee.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman

Community Infrastructure Committee 23rd April 2018

Agenda Item 5 Asset Disposal

i)	Sale of Cemetery Lodge	Contracts have been completed and are awaiting exchange.
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Agenda Item 6 2014 – 2018 Community Investment Plan

ii)	Bat & Ball Centre	Town Council resolved to refurbish and extend current facility using same architect and similar design. Research work currently being undertaken relating to sub structure. First draft plans prepared and consultation taken place with Community Centre User Group.
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
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.
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
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.	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																

Agenda item 7 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.

It has also obtained £8,000 for the purchase of heritage items from the Railway Heritage Trust.

CIL Application

Sevenoaks Town Council has submitted a funding application to Sevenoaks District Council from its Community Infrastructure Levy Spending Board.

The funding application will be 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

The meeting for consideration of the CIL applications is 8th May 2018.

ii) Planning Application

Planning Permission has been received with some conditions. The Town Council has been informed that it will need to submit further Listed Building Planning Application for some aspects of the refurbishment, these will be processed as soon as possible. The planning / permitted development application for the access on to the platform will be submitted imminently.

iii) HLF Requirements

The Town Council has received its official 'Permission to Start' from the HLF. It has also had a sign off in relation to the tender received which permitted some budget elements to be altered to take into account increases and decreases. It was noted that the tender was lower than the anticipated quantity surveyor costs.

iv) Refurbishment Project

Unfortunately the final approval of permit information has not been processed between the contractor and the railway authorities, it is hoped that this will be completed soon.

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