

20th June 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 25th June 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 23rd April 2018 ratified at Annual Council Meeting on 14th May 2018 (Copy attached).

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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)
8. BUSINESS HUB (formerly known as Red Cross Building)

Community Infrastructure Committee 25th June 2018

Agenda Item 5 Asset Disposal

i)	Sale of Cemetery Lodge	Completed Sale was completed on 30 th May 2018 at a sale price of £485,000. Net to Town Council after Estate Agents and Legal Costs (including sales not progressed) = £463,770.
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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. Pre Planning advice being sought from SDC, return date no later 28th June. STC pursuing Option B has enabled the Sevenoaks Day Nursery with more flexibility to move forward with its plans. Attached are documents providing Project Fees, Plan and Draft Timetable for Plan B of Bat & Ball. Please note that we have arranged for T&K Architects to use more local consultants (structural and QS) whose percentage fees are lower than the previous team. RECOMMENDED: That the reports relating to fees, timetable and plans are accepted to enable the project to move forward to the next stage.
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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. 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.	Draft Timetable 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
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	
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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 was 8th May 2018, with recommendation to Cabinet 15th June 2018 for approval.

ii) Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work will commence on 18th June 2018 for 24 weeks.

Research is 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 change the project proposal for example into either a youth facility or enter into an agreement to enable a commercial café / event management business or sports business to operate the facility.

In order to obtain the funding in total of nearly £1m officers have invested an enormous amount of resources demonstrating the 'community and heritage value' of the project and setting out clear objectives and action plans to meet this.

Officers would therefore strongly **RECOMMEND** 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 Valle project and name the Samuel Palmer Line. Sevenoaks District Council have agreed to arrange a meeting between all interested parties. **RECOMMENDED** that Sevenoaks Town Council support the proposal of a Samuel Palmer Community Rail Partnership.

Agenda Item 8 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.

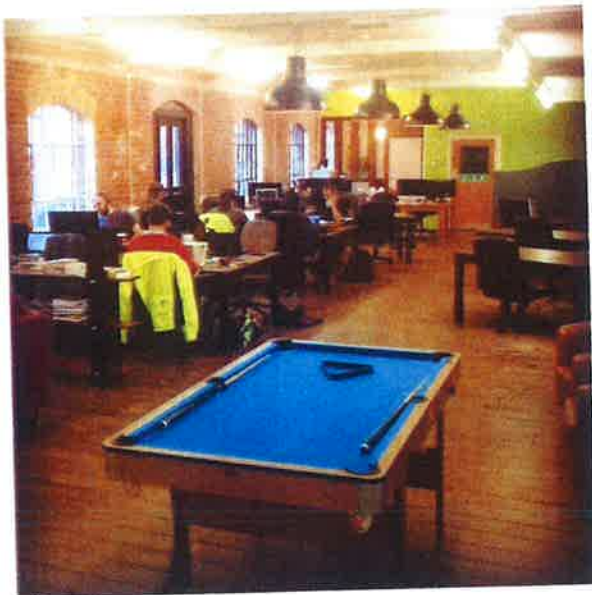
Had the Town Council sold its current site and moved offices into the community centre site the development opportunity for the Business Hub would have been lost as it would not have been economically viable to purchase or new building for this facility.

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.

Below are images of a similar facility at Canterbury. A sofa is proposed instead of a pool table.



RECOMMENDATIONS:

- Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work.
- The Town Council seeks external funding to provide an improved facility.
- A feasibility study be brought to the next meeting.

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Sevenoaks Town Council Community Investment Project Cashflows Year to 31/05/18

NET CASHFLOWS	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/05/2018	Total	Mvmt	Previously Reported
Starting Balance	-	197,670	2,675,809	346,996	1,053,689	4,275,262	1,053,388	3,221,874
Total Income	1,098	222,446	1,012,298	1,143,693	596,953	3,020,560	596,953	2,423,608
Total Expenses	45,171	(24,776)	(796,697)	(456,736)		1,254,702	456,435	798,287
NET (Income - Expenses)	(44,073)	(68,849)	1,594,862	797,986	1,254,702			
Projected End Balance	(44,073)	(68,849)	1,594,862	797,986	1,254,702	1,254,702	456,435	798,287

Notes 19/06/2018

- 1 *Current 'Projected End Balance' to 31 May 2018 accounts for committed costs but not all anticipated income. It excludes Bat & Ball station refurbishment contracted income and expenditure
- 2 *Committed fund reduced by £92,432 between March and May due to invoices paid and grants disbursed between the reporting periods
- 3 *Bat & Ball station income & expenditure excludes approved grant income from HLF and Railway Heritage Trust towards the refurbishment project. Funding HLF to be 52% of approved a
- 4 *An integrated budget tracker which pools together all projects including the Bat & Ball refurbishment project will be presented at the next CIC meeting

INCOME	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/05/2018	Total
Internal Funding						
Capital Budget						
340 Sale of Raleys			2,599,039			2,599,039
Bat & Ball Station						
Sale of STC Offices				483,326		483,326
Sale of Cemetery Lodge						
Residential on CC site						
Development Fund						
Reserves						
340 Sewer Relocation Rd	1,098	135,003	8,815	25,000		144,916
Rfd of rates				1,588		25,000
340 Other-interest income				73		1,888
Total Internal Income	1,098	135,003	2,607,854	28,661	483,326	3,253,941
						483,025
						2,770,916
External Funding/Other						
Grants-CETB Buckhurst Play area		40,000				40,000
Bat & Ball Station Grants-HLF		22,668	67,955	106,162	570,363	767,148
CIL						
Sevenoaks Funds-Community				1,948		1,948
Donations				212,225		212,225
Football Club						
Other						
Total External Income	-	62,668	67,955	320,335	570,363	1,021,321
						570,363
						450,958
TOTAL INCOME	1,098	197,670	2,675,809	346,996	1,053,689	4,275,262
						1,053,388
						3,221,874

EXPENSES							Total	
	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/05/2018		Total	Total
[Raleys Development] 9001/91								
Planning & Professional fees	29,804	52,820	32,019	3,407			118,051	
Sewer Relocation			25,000				25,000	
Completion Legal Fees			5,773				5,773	
Subtotal	29,804	52,820	62,792	3,407			148,824	148,824
[Council Offices] 9000/91								
Professional & other fees				5,728			5,728	
Subtotal				5,728			5,728	5,728
[Bat & Ball Station Building] 9062/91								
Professional & other fees		4,368	57,247	127,883	20,755		210,253	189,498
Subtotal		4,368	57,247	127,883	20,755		210,253	189,498
[Bat & Ball Centre] 9063/91								
Professional & other fees	14,269	41,254	114,984	222,856	3,345		396,708	393,363
Crescent		15,475					15,475	15,475
Subtotal	14,269	56,729	114,984	222,856	3,345		412,183	408,838
[Itemized expense]								
[Other Projects]								
9064/91 STAG		35,735		69,939	31,612		137,286	105,674
9012/91 Cemetery Lodge		111	6,698	6,076	6,579		19,464	12,885
9065/91 Sports Strategy-Rugby			2,071	3,600	2,100		7,771	5,671
9068/91 Sports Strategy-Football			412,343				412,343	412,343
Sports Strategy-Hockey					50,000		50,000	
Sports Strategy-Gym provision			95,000				95,000	95,000
Sports Strategy-Indoor Cricket	1,098						1,098	1,098
9066/91 NDP & Northern Masterplan			14,279	40,853	8,720		63,852	55,132
9014/91 Free Rec facilities		8,815					8,815	8,815
9014/91 Buckhurst Play Area		48,566	53,299				101,865	101,865
9013/91 Skatepark			9,045				9,045	9,045
9067/91 Comm. Funding branding			2,427				4,427	4,427
Tfr to General Reserves		135,003					135,003	135,003
Subtotal	1,098	93,226	729,738	122,895	99,010		1,045,968	946,958
[Spending from CIL] 360								
Vine Pavilion			33,000		35,000		68,000	33,000
Buckhurst Play Area			7,365				7,365	7,365
Greatness Toilets				33,953			33,953	33,953
Skatepark Maintenance			7,172				7,172	7,172
Cemetery Workshop				27,352			27,352	27,352
STAG		15,303		78,811	406,274		15,303	15,303
Bat & Ball Station					100,000		100,000	78,811
Bat & Ball Centre					25,000		25,000	
Business Hub								
Subtotal		15,303	47,537	140,116	566,274		769,229	202,955
[Other Committed expenditure]								
9064/91 STAG				31,612	(31,612)			31,612
9066/91 NDP & Northern Masterplan				44,888	(8,720)		36,168	44,888
Sports Strategy-Indoor Cricket				150,000			150,000	150,000
9065/91 Sports Strategy-Rugby				244,329	(2,100)		242,229	244,329
Sports Strategy-Hockey				50,000	(50,000)			50,000
Subtotal				520,808	(92,432)		428,376	520,808
Total EXPENSES	45,171	222,446	1,012,298	1,143,693	596,953		3,020,560	2,423,608