



Vine Café Business Plan

February 2015



Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG
Email: council@sevenoakstown.gov.uk
Tel: 01732 459953

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1. Executive Summary

The aspiration to convert the Band Practice Room on the Vine into a café was part of the Town Council's 2012 Blue Skies thinking.

It was hoped that the Vine Pavilion Cricket Club would refurbish the facility and run the café generating income for the upkeep of the cricket field.

The Town Council assisted the Vine Pavilion Cricket Club in submitting a £100,000 grant funding application which was unsuccessful. The Town Council then assisted with the submission of a £50,000 funding application to Cory Environmental Trust which was confirmed to be successful in January 2014. It was originally hoped that the new café would be open in the spring / summer of 2014.

Due to a variety of concerns relating to the lack of Vine Pavilion Cricket Club's progress on the project during 2014 and the information received in December that the funding grant offer would expire at the end of December 2014 the Town Council had discussions with the funding trust as to how this project could continue to be funded.

Cory Environmental Trust agreed that if the Town Council as the local authority would take over the project it would provide the longest possible extension for the project in order to retain the £50,000 funding. This has been agreed now for the 31st May 2015.

The Business Plan has been prepared by Sevenoaks Town Council staff Linda Larter MBE, Chief Executive / Town Clerk and Julie Loble, Responsible Financial Officer and Hugh D'Alton Assistant Town Clerk.

In addition to a small team of paid staff the Town Council has 16 voluntary elected councillors who hold a wealth of professional knowledge and experience ranging from accountants, senior civil servants, lawyers, human resources. These councillors also have considerable knowledge of the needs and requests of the local community and how this fits into the social / economic structure of Sevenoaks.

2. Vine Café Objectives

The provision of the Vine Café will seek to meet the following objectives:-

- i) Encourage more members of the community to use the Vine Gardens.
- ii) Support community events taking place in the Vine Gardens, particularly in relation to the evening economy including Thursday live band nights during the summer.
- iii) Create and maintain a small toddler play area adjacent to the café providing a healthy fun facility and encourage a meeting place for parents and carers.
- iv) Where possible promote Kent produced food and drink products.
- v) Reinvest profits back into the upkeep and maintenance of the Vine area as shown on the map below.



3. Vine Café Design Statement (as per planning application)

Design and Access Statement – Vine Café **by a2d architecture 12.01.2015**



Introduction

This Supporting Planning, Design and Access Statement accompanies a planning application for the conversion of the band practise room into a community café at the Vine in Sevenoaks.

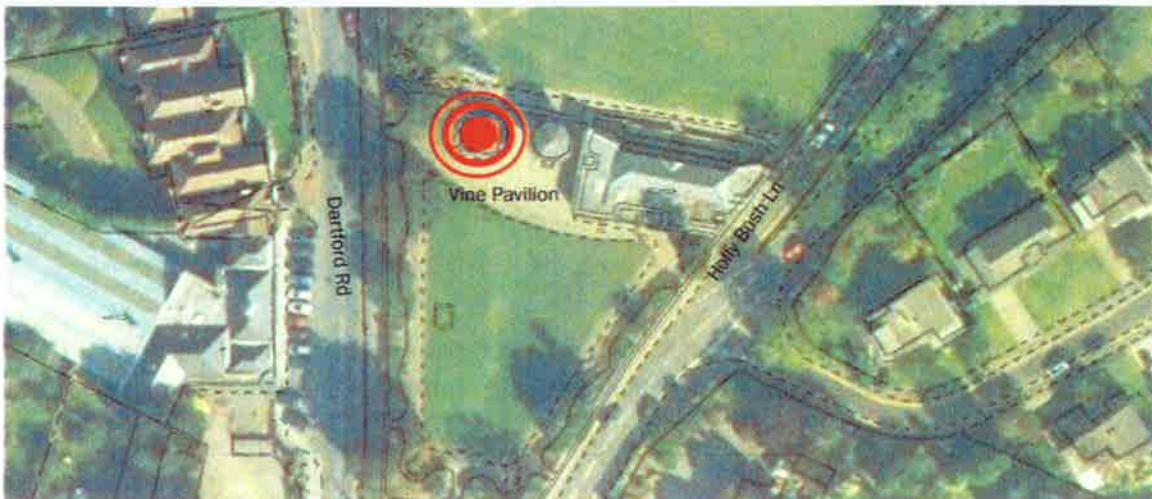
The detailed drawings to accompany the application are listed on the attached issue sheet.

Site location

The site is located within the confines of the Vine Conservation Area, close to the town centre.



Site location, Sevenoaks Context



Site location, The Vine Context

Site Description

The Vine Conservation Area covers 18.95 hectares immediately to the north of the High Street. It includes the historic cricket ground and the residential roads which immediately surround it.

The site is part of an important grouping within the area and faces both the Vine Gardens and the cricket ground. It is adjacent to the bandstand, and the Grade II listed Vine Pavilion.

The site at present contains a building which is in a poor state of repair (structural survey included as part of planning application for information)

The existing building was originally the band practise room, and in recent times has been used as a storage room.

A number of substantial trees line the boundary of the Vine Gardens facing Dartford Road, which contribute to the character and sylvan nature of The Vine Conservation Area and provide valuable screening for the gardens.

Site context images



View from Dartford Road



View from Holly Bush Lane



View from the Vine Gardens

Pre-application Feedback – Sevenoaks District Council ref PA/14/01017

Two options were submitted for consideration. Option 2 was considered preferable as it proposed minimal external alterations to the existing building and was considered more acceptable within the conservation area, resulting in no harm to the setting of the adjacent Grade II listed Pavilion.

It was suggested that any existing tiles should be recycled where possible when carrying out the works to the roof. If any new roofing material is required then samples should be submitted to the Council for comment.

The Design

The most immediate site consideration is maintaining the appearance of the historic environment and the setting of the adjacent buildings located within the conservation area.

The proposal is the restoration and regeneration of the existing building in order to maximise the use of the surrounding open area. The proposal includes,

- A new main entrance door facing the Vine Gardens, created by removing 2 seats between the 2 existing windows.
- A new full width window facing the Band Stand, maintaining the existing seats below.
- A secondary access point via the existing entrance facing the cricket ground, with the addition of an accessible ramp.
- The removal of the seats facing Dartford Road to allow for the construction of a new wall and façade following the existing roofline.

Repairs. Repairs to existing historic structures must be undertaken sensitively to ensure that the appearance and condition of the fabric is not harmed. Regular maintenance of historic buildings can help to avoid the costly repair work required to rescue a building from dereliction. It is especially important to ensure that historic buildings are kept weather and water tight to prevent further deterioration and for this reason it is necessary to keep roofs in particular in a good state of repair.

Windows. The existing window types within the conservation area are single glazed white painted timber windows, in the form of vertical sliding sashes or simple casement windows. New windows will match existing and where possible double glazed to improve the energy efficiency of the building.

Doors. The existing door facing the cricket ground will be replaced to match the existing, and the new door facing the vine gardens will match in size and character the existing door. Both are to be partially glazed.

Materials. The existing materials will be repaired or replaced where necessary to match existing.

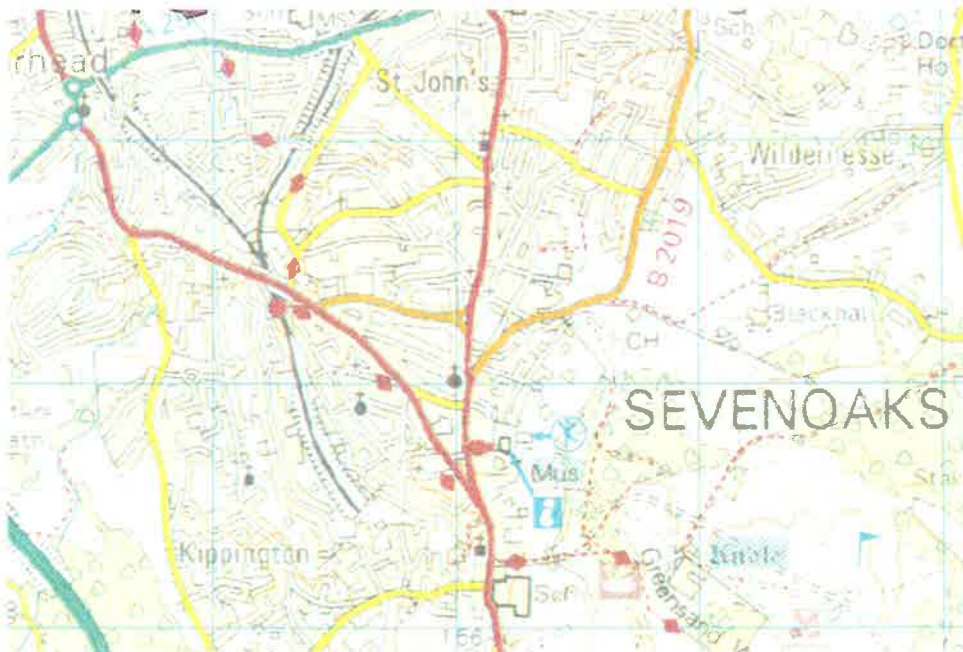
Environment and Sustainable design

Following discussions with the Conservation Office there are no additional requirements to meet with regards to the proposal due to the minimal alterations to a non-listed building.

As an existing building the energy efficiency will be improved by loft and wall insulation and the provision of secondary double glazing.

Flood Risk Assessment

The site is not in an area of flood risk, based upon the information provided by the Environment Agency's website (www.environment-agency.gov.uk).



Flood Risk Survey Map

Access and Accessibility

There is open pedestrian access to the site and restricted access for vehicles from Holly Bush Lane, connecting to Dartford Road where the red brick Constitutional Club building is.

Restroom facilities

The redevelopment of the Band Practise room into a café will take place at the same time as the refurbishment of publicly accessible toilets (including disabled and baby changing facilities) to the rear of the Vine Pavilion circa 30m from the proposed café, which will be available during the hours the café is operational.

Waste Management

Recycling and general waste will be stored in bins inside the building and will share collection points with the Vine Pavilion

Foul Sewerage Assessment

The site will connect with existing infrastructure along the road for all utilities and foul/surface water drainage.

Relevant Planning Policies:

The National Planning Policy Framework in paragraph 131 stresses the value of bringing local heritage assets back into viable uses consistent with their conservation, which serve the local community, help to ensure the asset is properly maintained in the future, supports the economic vitality of an area, and makes a positive contribution to the character of the area in which they are situated.

The Kent and Medway Structure Plan includes a number of policies, which are particularly important in conservation areas.

Policy QL 1 indicates that all development should be well designed and of high quality and should respond positively to the scale, layout, pattern and character of local surroundings.

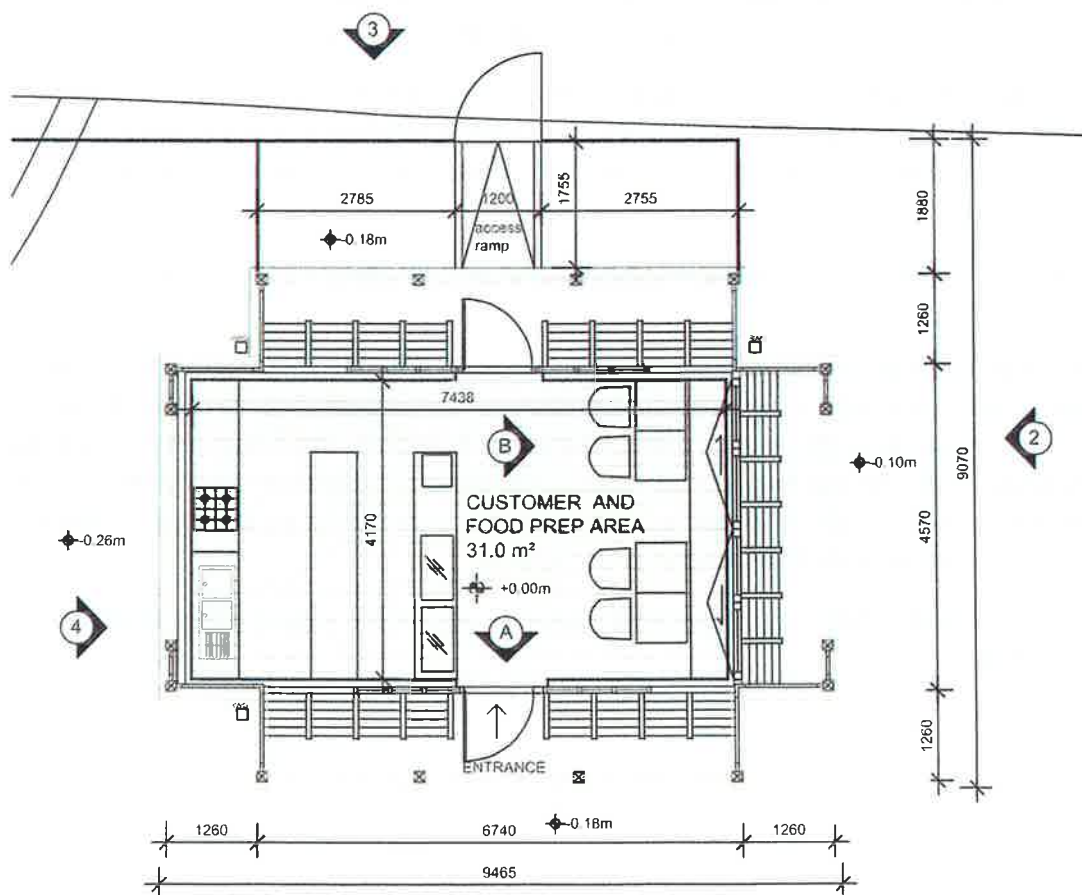
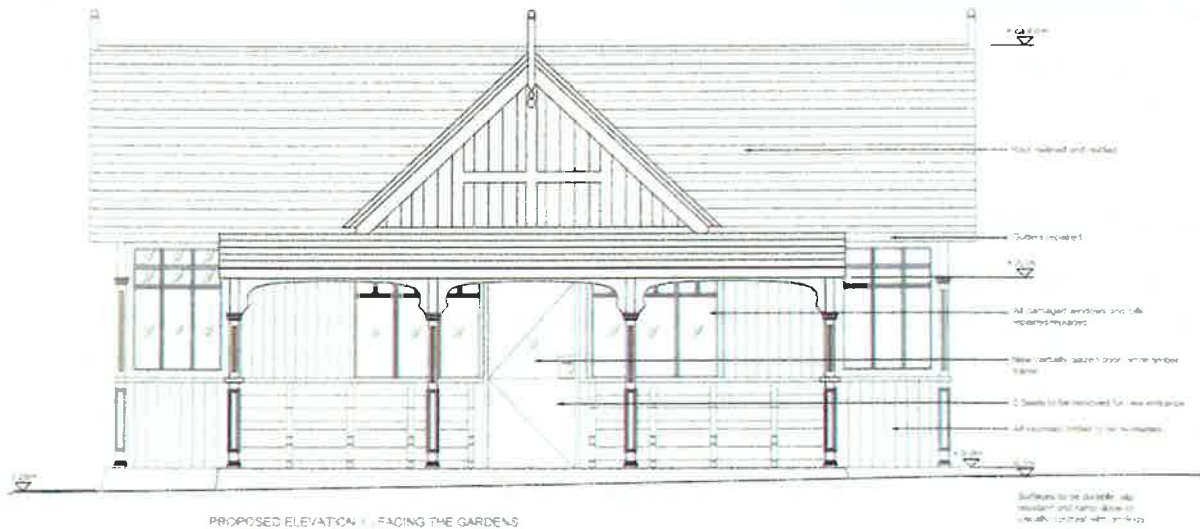
Policy QL6 states that the primary planning policy in conservation areas is to preserve or enhance their special character or appearance and QL8 says that listed buildings will be preserved and their architectural and historic integrity and the character of their settings will be protected and enhanced.

The Sevenoaks District Local Plan (adopted March 2000) lists the following policy relating to conservation areas.

EN23 Proposals for development or redevelopment within or affecting Conservation Areas should be of positive architectural benefit by paying special attention to the desirability of preserving or enhancing the character or appearance of the area and of its setting. The design of new buildings and alterations to existing buildings should respect local character, whilst the treatment of external spaces including hard and soft landscaping, boundary walls, street furniture and signs should be compatible with and enhance the appearance of the area.

The Local Plan also identifies specific policies designed to protect the natural environment and historic buildings.

4. Vine Café Plans



5. Specification for Tenders

TENDER DOCUMENT FOR VINE CAFÉ PROJECT – FEBRUARY 2015

Background

The property to be known as the Vine Café is situated on the southern edge of The Vine Ground, Sevenoaks, TN13 3UH.

Sevenoaks Town Council owns a building historically known as the Band Practice Room, the project is to convert the building into a café, open to the general public.

The building itself is approx. 69m² (9.46m x 7.29m) including the external, covered, perimeter seating and has an internal area of approx.. 29m² (6.53m x 4.40m). There is a small outside, gravelled area to the North, enclosed by an iron fence and lockable gate of ca. 11.7m² (6.69m x 1.75m).

Although not listed, the Vine Café does sit immediately next to the Grade II Listed Vine Pavilion and Bandstand and all the buildings sit within a Conservation Area. Due care must be taken at all times to preserve the integrity of the neighbouring buildings.

The building is also situated within a public open space and by its nature will have public in the vicinity and events taking place, including cricket.

Refurbishment of former Band Practice Room to Vine Café

Schedule 1 External Works

		Details of product where applicable	£
1.01	Re-line, insulate and re-tile roof. Roof tiles to match existing.		
1.02	Repair guttering		
1.03	Replace front door (including all ironmongery). Timber framed panel door, suitable for exteriors, painted white with a toughened glass panel in the top half.		
1.04	Supply Part M compliant ramp on North Side. Handrails tbc.		

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1.05	Cut away central part of perimeter seating on South side (to be retained)		
1.06	Create additional entrance door on South side (facing Vine Gardens) and supply new door including all ironmongery (half glazed).		
1.07	Remove perimeter seating on West side (nb. Preserve intact for possible relocation)		
1.08	Repair / replace damaged window and cills and window ironmongery.		
1.09	Redecorate all external wood and metal work.		
1.10	Install new external lighting (with PIR sensors)		
1.11	Dig trench (ca. 20m long) for new incoming water supply and make good.		
1.12	Dig trench (ca. 5m long) to link into existing sewer and make good.		
1.13	Dig trench (length tbc) to connect to new Mains supply (Vine Gardens)		
1.14	Window installed on wall facing bandstand. Price for bi-fold window.		
1.15	Window installed on wall facing bandstand. Price for window to match existing.		
	Sub Total		£

External Works – Optional (pending local approvals)

1.14	Add small 'tear drop' work-surface between perimeter seats, i.e. on each arm rest.		
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1.15	Add planters, e.g. 1 on each external corner. Total = 4		
	Sub Total		£

Schedule 2 Internal Works

		Details of product where applicable	£
2.01	Extend internal space towards West (Dartford Road), removing end wall and adding new external side and end wall, i.e. within existing external walls (formerly external seating area)		
2.02	Remove high level cupboards		
2.03	Insulate to latest Building Regulations		
2.04	Provide new flooring as per floor finishes layout. Vinyl in kitchen area and porcelain tile plank with wood pattern for main space. nb. May require new sub structure.		
2.05	Re-wire to latest Building Regulations (Part P) i.e. new mains supply, connected to terminal in Vine Gardens.		
2.06	Provide suitable controllable comfort heating, e.g. electric plinth heaters. Tbc.		
2.07	Provide ceiling lighting as per lighting plan (to be supplied)		
2.08	Install small, fully functional commercial kitchen, including storage cupboards, oven, hob, extractor fan, fridge (glass fronted) freezer, dishwasher, 2 sinks & serving counter (including refrigerated display surface and flap down for disabled access).		

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2.09	Install part-height dividing wall (height = +1.50m) between serving counter and back kitchen.		
2.10	Install ventilation in line with Building Regulations.		
2.11	Install large menu board. Size tbc.		
2.12	Install fixed telephone line and internet connection with wireless router and webcam tbc.		
2.13	Supply indoor furniture (see plan) i.e. full width bench along end wall.		
2.14	2 x tables 4 chairs		
2.15	Install mains supplied smoke alarm		
2.16	Redecorate all other surfaces		
2.17	Install intruder alarm with door and window sensors – linked to Town Council system.		
2.18	Boiler installation. To be confirmed. To fit into cupboard above microwave.		
	Sub Total		£

Summary

Schedule 1	External Works	£
Schedule 1	External Works (optional)	£
Schedule 2	Internal Works	£
	Total	£

Please complete final page of contractor details

Name of Contractor	
Address	
Email	
Telephone Number	
Name of Main Contact	
Trade Reference 1	
Trade Reference 2	

6. Comparison prices with similar facilities

It has been difficult to acquire a considerable amount of data from comparative facilities as most commercial cafes would consider their revenue costs to be commercially sensitive.

Ide Hill café as a registered charity has been helpful in providing comparative data.

Please see Appendix B for summary of comparative prices.

7. Consultation

As previously mentioned the refurbishment of the Band Practice Room into a Vine Café has been publically stated since 2012. This is reported with the Objectives and Priorities Report of the town council which accompanies each Finance & General Purposes Committee Agenda. The project is also contained within the town councils Community Investment Plan published in November 2014 and the draft Sports Strategy.

The Vine Pavilion Club carried out some public consultation in the summer of 2013 with the following results:-

Date	3.6.13	15.6.13	15.6.13	21.6.13	26.6.13	3.7.13	5.7.13	8.7.13	12.7.13	total	Hours spent
Day	Mon	Sat	Sat	Fri	Wed	Wed.	Fri	Mon.	Fri.		
Weather	Cool	Cool	Cool but warmer	Warm	Warm	Hot / sunny	Hot / sunny	Hot / sunny	Hot / sunny		
Start time	08.30	10.00	14.45	16.45	08.00	16.30	10.30	14.45	10.30		
End time	09.15	11.00	16.30	17.30	09.00	17.30	11.15	16.15	11.45		
Time spent	00:45	01:00	01:45	00:45	01.00	01.00	00.45	01.30	01.15	09.45	
Definitely in the summer	10	12	25	18	8	18	17	18	26	152	22%
Possibly in the summer	15	16	40	35	16	19	31	30	29	231	34%
Definitely in the winter	8	8	12	12	5	5	16	12	8	86	13%
Possibly in the winter	12	18	16	21	19	12	21	19	15	153	22%
Definitely not	10	5	3	8	7	8	5	10	8	64	9%
Total respondents	55	59	96	94	55	62	90	89	86	686	

Not included in the survey sample, and expected to drive custom are

- Approximately 14 band stand recitals per year
- Art shows and fetes on Vine Gardens
- Cricket Week and the Veterans Hockey Festival

In February 2015 the following questions were asked and answers received via the Sevenoaks Mums website:-

Questions asked

- **New vine café to open in Sevenoaks. What would you like to see there?**
- **Would you use it?**
- **How much would you pay for a cup of coffee / tea?**
- **Would having toddler equipment on site encourage you to go?**
- **What would you like to see on the menu?**

1	Sounds great! Yes please to toddler equipment there's a lack of that locally. Look forward to using it!
2	Toddler toys would definitely encourage me to go.
3	A safe area for toddlers to play / toddler drinks and snacks available / would pay similar to costa / Nero prices / dairy free option please like coconut milk or nut milks not soya.
4	Sounds great and definitely yes to toddler toys.
5	Sounds great. Another yes to the toddler friendly aspect.
6	Yes I would go if there was toddler toys and a safe place for them to play. Sounds like a brilliant idea.
7	Sounds great. Toddler equipment that is safe and clean would encourage me to go.
8	Sounds good. Would be happy to pay whatever I pay in Neros etc. a selection of healthy snacks / food for adults and children would be good. And some kind of pre-schooler area with toys would be amazing and certainly encourage my patronage.
9	Yes to toddler play bits. Looking forward to trying it out!
10	A safe (inescapable) area for children would be good. Aka a baby cage. If coffee was same as existing cafes, I'd go for sure. Snacks for kids be good (inc one or two items which are dairy free if poss, as it is common requirements these days. Fab to have somewhere else to go for a cuppa which doesn't openly dislike children.
11	Def need for toddler friendly café / restaurants in sevenoaks! So toddler area would be appreciated by all mummies I think.
12	Wine
13	Pre-school age toys and colouring as well. Healthy snacks that are not full of preservatives and additives, and not overpriced just because they are more natural would be great.

8. Programme for the project

The 31st May 2015 deadline for the inherited grant funding will be a very tight deadline for the project. The Town Council has commissioned the architect who had started work on the designs for the café for a fee of £11,280 less 80 voluntary hours reducing the fee to £6,480.

Pre planning advice has been sought and the planning application submitted on 2nd February 2015.

The Town Council had commissioned a structural survey of the building which has indicated it is far poorer condition than was originally envisaged.

Tenders for the work for the refurbishment and new build are due for return during February 2015. The Finance & General Purposes Committee on 23rd February 2015 will receive a report on tenders received and asked to award the contract.

Builders would need to start on site as soon as possible and ground work may need to commence before planning permission is confirmed.

The Town Council is aiming for an opening date of 20th June 2015 – Summer Festival Day.

Vine Café Project Plan

Ref	Topic	Timeline	£	Comment	Update
1	Extension to funding grant timescale required	December 2014	0	Confirmed grant extension to 31 st May 2015	Builders invoice needs to be submitted for that date even if work not completed.
2	Pre Planning advice	January 2015	0	Received, all acceptable to SDC in principle.	
3	Prepare architectural drawings	January 2015	£11,280 (less voluntary contribution £4,800) = £6,480	Prepared to planning permission stage and tender document	
4	Planning application submission	February	£192.50	Submitted 2 nd February 2015	
5	Tender documents to 3 contractors	February	0	Sent 6 th February 2015	
6	Tender documents returned	February	0	Scheduled for 20 th February 2015	

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7	Prepare income and expenditure for café	February	0	Report to be prepared for F&GP 23 rd February 2015	
8	Resolution re expenditure and operational costs	23 rd February 2015	0	F&GP Meeting 23 rd February 2015	
9	Sundry equipment, white goods, etc grant application	February 2015	£9,000	Application made to Awards for All	
10	Contractor to start on site	March 2015			
11	Premises Licence	March 2015		Apply for Premises Licence to operate facility (including alcohol)	
12	Environmental Health	March 2015		Register with Environmental Health to operate café	
13	Signage	March 2015		Prepare design for signage and apply for planning permission	
14	Advertise for staff	April / May 2015		Manager Catering Apprentice Part time staff (hourly rate)	
15	Contractor completion	31 st May 2015			
16	Cleaning, fitting out of café	June 2015			
17	Order chairs, sundry items	June 2015			
18	Signage	June 2015		Install signage	
19	Opening of café	20 th June 2015			

9. Operation of Vine Café

Under the original proposals the town council would not have been involved with the operation of the café.

Having taken over the project the town council is now responsible for the operation of the new Vine Café and the funding agreement states that the facility cannot be sublet.

From 1st April 2015 within the management accounts for the Open Spaces & Leisure Committee there will be a separate 'department' for the Vine. This will include income and expenditure relating to the

- Vine Café
- Vine Bandstand
- Vine Pavilion
- Tea Shop
- Vine Gardens
- Common
- Events

Officers have been reviewing the revenue costs and projected income for the facility and these included in this plan, although to be noted are commercially sensitive.

It should be noted that the café will serve the public visiting and passing through the Vine area and will have limited internal seating and therefore income is likely to be seasonal and weather dependent. It may be that consideration is given to reduce winter opening hours and extend summer opening hours.

It is recommended to appoint a Vine Café Manager, Catering Apprentice and casual staff for the facility as per revenue statement.

The café will have a fully operational kitchen to ensure that it can serve maximum capacity in summer months (including additional outdoor seating). The café will have 8 internal seats, 4 immediately outside (railings area) and 15 of the original under cover seats attached to the building. In fair weather additional exterior seating will be provided. It is also envisaged that the café will cater for takeaway beverages and food.

10. Capital Expenditure & Funding

1	Architect Fees £11,280 less 80 voluntary hours reducing the fee to £6,480.	£6,480.
2	Planning Permission Application	£192.50
3	Refurbishment of Building Tenders to be opened 20 th February 2015. Anticipated to be in excess of £50,000 grant funding available due to condition of building. STC will need to take the balance of budget from its reserves to enable the project to proceed.	tbc
4	Fitting out – white goods, crockery etc. Grant Application made to Awards for All.	£9,000
5	External tables and chairs	£3,000

11. Additional Facilities

1. Public Toilets

The Vine public toilets are also scheduled for a refurbishment and these will be carried out as soon as is operationally possible. However some internal works may need to be done to the adjacent Vine Pavilion to enable the disabled toilet to comply with modern DDA requirements.

2. Play Equipment

There is also a proposal to install some play equipment for toddlers near to the new café on the Vine Gardens side. Additional grant funding and pre planning advice is being sought for this.

The play equipment will be low level and made from natural materials e.g. wood to enable it to blend into surrounds.

12. Identified Risks

No	Potential Risk	Comment
1	Large capital expenditure required to building.	As part of project building being completely refurbished and modernised. Maintenance during next few years should be minimal. To continue to be part of STC capital expenditure programme.
2	Vandalism	Building has suffered minimal vandalism in recent years, will be used more and have CCTV. Fully insured by STC.
3	Revenue income may not meet revenue expenditure.	Ensure good publicity, good products. Following a trial period of 1 year review, operation times etc and reduce if necessary.
4	Similar of new facility could be opened nearby.	Consider 3 above.
5	Potential fraud, cash handling	Financial controls to be put in place. Fidelity insurance to be provided.
6	Food Hygiene problems	Staff to be trained appropriately. Register with Environmental Health
7	Health and Safety Risks	Staff to be made aware of all relevant legislation, appropriate policies to be put in place. Venue to be placed within routine health and safety check by STC consultants.

Appendix A Structural Survey Report



Consulting Engineers

Band Practice Room
Visual Inspection Report

A2918/20 November 2014

Contents

Document Status and Signatures

- 1.0 Brief**
- 2.0 Observations**
- 3.0 Discussion and Recommendations**

Appendices:

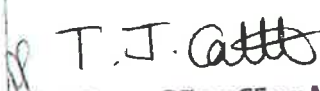
Appendix A – Photographs



Document Status and Signatures

Document Status		
Document Reference: A2918/Band Practice Room		
Issue Date	Version	Rev
20/11/2014	Final	F1

File location: N:\Jobs\A2750_A2999\A2918\Reports and Specifications\Band Room Report.doc

Signed on behalf of CTP	
Prepared by:	 Neil Casey BEng CEng MStructE
Reviewed by:	 Keith Midwinter BEng CEng FICE FStructE FConsE

1.0 Brief

- 1.1 CTP were instructed by Sevenoaks Town Council on 29 October 2014 to carry out a visual structural inspection of the band practice room which is located next to Sevenoaks Vine Cricket Club.
- 1.2 The inspection was undertaken on 18 November 2014 and the findings of the inspection are presented in this report. Reference to the left and right sides of the property are when viewed from the front door of the property. The front elevation faces the cricket pitch and the rear elevation faces town.
- 1.3 Record photographs are included in Appendix A.
- 1.4 This report has been prepared for Sevenoaks Town Council and CTP has no responsibility to any other parties to whom this report may be circulated, in part or in full and any such parties rely on the contents of this report solely at their own risk.
- 1.5 All copyright and other intellectual rights in and over this report and its contents shall remain vested in CTP. Sevenoaks Town Council and any person authorised by them is granted an irrevocable royalty free licence to use and reproduce this report for all purposes relating to the property but CTP shall not be liable for any use of the report for any purpose other than that for which it was originally prepared.

2.0 Observations

- 2.1 The property is a decorative timber framed building with timber cladding, clay tiled roof and an internal suspended timber floor. The building is rectangular on plan and has a portico on all four sides with external seating. It is not known whether the property is listed, but the property is a recognisable landmark.
- 2.2 The property is generally in poor condition with settlement of the exposed raft foundation at the front of the property and sway of the timber frame orientated towards the front elevation. Structural timber posts, timber window frames, timber panels and decorative features are suffering from decay. Gutters and downpipes are missing and roof tiles are missing. Details are recorded below:

Front Elevation (Facing the cricket pitch)

- 2.3 It appears that the external concrete within the portico area may form a raft foundation for the portico columns. The exposed concrete has cracked in places and has settled on both sides of the central door. Towards the right of the property, the top surface of the raft slopes at approximately 1:25 and the corresponding slope on to the left of the property is 1:35 (refer to photographs 1, 2 & 3).
- 2.4 External columns supporting the portico are leaning towards the front of the property by a maximum incline of 1:20, but no significant sway from side to side (refer to photograph 4).
- 2.5 Timber posts supporting the portico had no significant loss of section due to timber decay. Timber window frames, timber panels and decorative features are suffering from decay.
- 2.6 Gutters are distorted and are not connected to a downpipe. The tiled roof is uneven and tiles are missing (refer to photograph 5).

Rear Elevation (Facing Town)

- 2.7 The exposed concrete has cracked in places but does not appear to have settled (refer to photograph 6).
- 2.8 External columns supporting the portico are leaning slightly towards the right of the property (refer to photograph 7).
- 2.9 A repair in the upper section of the central timber post is failing.
- 2.10 Significant loss of section has occurred at the base and mid-height of the timber post (refer to photograph 8).

- 2.11 Timber window frames, timber panels and decorative features are suffering from decay.
- 2.12 Gutters are distorted and are not connected to a downpipe. The tiled roof is uneven and tiles are missing (refer to photograph 9).

Right Elevation (Facing Dartford Road)

- 2.13 The exposed concrete has cracked towards the front of the property and the maximum crack width was 6mm. The raft has settled at the front and rear of the property. Towards the front of the property, the top surface of the raft slopes at approximately 1:15 and the corresponding slope at the rear of the property is 1:25 (refer to photographs 11 & 12).
- 2.14 External posts supporting the portico are leaning away from centre of the elevation following the orientation of raft that has settled. The maximum inclination of the timber posts is 1:40 (refer to photograph 11).
- 2.15 A repair in the upper section of a timber post on the front elevation is failing and there is decay in the base of the same post (refer to photograph 13).
- 2.16 Decay in the base of the post (refer to photograph 14).
- 2.17 Decay in the post at mid-height (refer to photograph 15).
- 2.18 Decay in the base of the post (refer to photograph 16).
- 2.19 Decay in the ends of the beam at eaves level (refer to photographs 17 & 18).
- 2.20 Timber window frames, timber panels and decorative features are suffering from decay (refer to photographs 19 & 20).
- 2.21 Gutters are distorted and are not connected to a downpipe. The tiled roof is uneven and tiles are missing (refer to photograph 21).

Left Elevation (Facing Cricket Pavilion)

- 2.22 The exposed concrete has cracked in places but does not appear to have settled (refer to photograph 22).
- 2.23 External columns supporting the portico are leaning slightly towards the front of the property.
- 2.24 Decay in the base of the post (refer to photograph 23).

- 2.25 Decay in the post at mid-height (refer to photograph 24).
- 2.26 Decay in the base of the post and at mid-height (refer to photograph 25).
- 2.27 Decay in the base of the post (refer to photograph 26).
- 2.28 Decay in the post at mid-height (refer to photograph 27).
- 2.29 Decay in the rear end of the beam at eaves level (refer to photograph 28).
- 2.30 Timber panels and decorative features are suffering from decay (refer to photograph 29).
- 2.31 Gutters are distorted and are not connected to a downpipe at the rear of the property. The tiled roof is uneven and tiles are missing (refer to photographs 30 & 31).

Internal

- 2.32 The internal timber floor boards are bouncy in some locations and this is likely to be due to deterioration of supporting timber joists or packers. Floor boards were not lifted so the condition of the timber joists is not known (refer to photographs 32 & 33).
- 2.33 External walls on the front and rear elevations are leaning outwards and the inclination is approximately 1:30 and 1:100 respectively.
- 2.34 There are two metal rod ties at eaves level that are in tension. The spread of the roof at eaves level has caused the bottom chord of the timber roof truss to pull away from the junction with the rafter (refer to photographs E34 & E35).
- 2.35 Timber window frames, timber panels and decorative features are suffering from decay (refer to photograph E36).

3.0 Discussion and Recommendations

- 3.1 The concrete that is exposed in the portico has cracked and has deformed due to ground movement. It is anticipated that the raft has been constructed across the footprint of the building and has additional finishes in the external portico areas or may be the main building is founded on pad/strip foundations and that is why the ground floor is reasonably level when the external areas are not.
- 3.2 The main structural timber frame has swayed and is leaning towards the front of the property. The direction of sway mimics movement of the raft and ground movement is likely to be the cause of the sway. The external walls provide stability and the intermediate frames are braced by the internal roof cladding.
- 3.3 Probing identified structural timbers where a loss of section has occurred due to decay and replacement or repair of members is required. Non-structural timber elements, for example window frames, sills and cladding have suffered from timber decay. It is recommended that a timber survey is undertaken to fully investigate the condition of the structural time frame and non-structural elements. Cladding panels would need to be carefully removed in strategic locations to investigate the condition of hidden timber elements.
- 3.4 Timber floor boards inside the building were bouncy in locations. It is envisaged that the floor is founded on timber joists or timber bearings which have decayed and the condition of the timber would need to be investigated.
- 3.5 The tiled roof is uneven due to movement of the timber frame. It is likely that some of the rafters and purlins have deteriorated and distorted due to moisture ingress where tiles are missing. We understand that children have been known to climb on the roof and this could lead to tiles becoming dislodged. Repair or replacement of the tiled roof, gutters and downpipes would be required.
- 3.6 If this property was not important from a heritage or visual perspective, we would suggest that it is likely to be uneconomical to repair and a new building to replace the existing could be purposely designed for the intended function and with durability and longevity in mind to minimise further maintenance costs.
- 3.7 If there is the will or obligation to preserve the existing building an extensive refurbishment would be required to safeguard the integrity of the building for the future. It is likely that the extent of timber decay identified in this report is only the tip of the iceberg and once cladding panels are removed decay could be even more widespread. Once claddings are removed, a more extensive survey could be carried out to determine the extent.



- 3.8 To determine the extent of works required to reinstate stability to the building, ground investigation would be required to determine the ground/foundation details. Structural investigations behind cladding would be required to confirm the layout of the structural frame. A timber condition survey would be required by a specialist for the structural and non-structural to agree timber treatment proposals.



Appendix A – Photographs



Photograph 1



Photograph 2



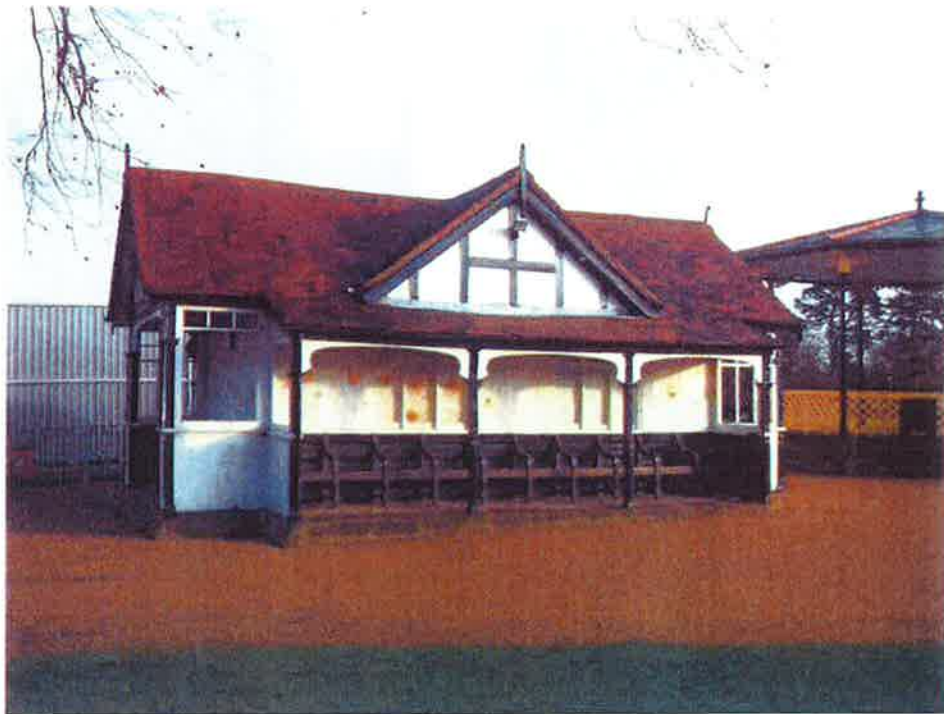
Photograph 3



Photograph 4



Photograph 5



Photograph 6



Photograph 7



Photograph 8



Photograph 9



Photograph 10

Blue Plan Blueprints
 Added to My Account View Cart



Photograph 11



Photograph 12

18 of 33



Photograph 13



Photograph 14



Photograph 15



Photograph 16



Photograph 17



Photograph 18

Band Practice Room
Adjacent to Sevenoaks Vine Cricket Club



Photograph 19



Photograph 20



Photograph 21



Photograph 22



Photograph 23



Photograph 24



Photograph 25

Band Practice Room
Adjacent to Sevenoaks Vine Cricket Club



Photograph 26



Photograph 27



Photograph 28



Photograph 29

Edited Phil Dwyer
Adapted to Supermarket



Photograph 30

1948-1950



Photograph 31



Photograph 32



Photograph 33



Photograph 34



Photograph 35



Photograph 36

neers

e Room

Report

ber 2014

Appendix B Comparison Café Menu & Prices

Sevenoaks Town Council
Vine Café – Business Plan 2015
Comparison to other facilities

	Vine Café proposals	Ide Hill Café	Hatfield		
Number of seats internal	8 – 10	12	0		
Number of seats external	19 +	12	15 approx.		
Opening Hours weekdays	08.00 – 17.30 Wed - Fri	08.30 – 17.00 (17.30 in summer) Mon – Fri	07.00 – 16.00 Mon - Fri		
Opening Hours Weekend	08.00 – 17.30	08.30 – 16.30	07.00 – 16.00 Sat		
Menu	<u>Morning</u> Croissants, breakfast muffins, fruit / granola <u>Lunch & Afternoon</u> Cakes / tray bakes Rolls Panini	Croissants Cakes / tray bakes Sandwiches Pasties Bacon sandwiches (weekend only)	Burger Van		

	Jacket potatoes Ice creams (summer cream teas)					
Menu Prices			Tea = £1.60 Coffee = £1.80			
Staff			2 on duty at one time 1 paid morning 1 paid afternoon + volunteer (50 volunteers)			
Annual Turnover			£160,000			
Profit for café			To be confirmed	£6,000 rent paid to Council		

Vine Café project – menu price comparisons

Menu item	Stag Lodge Café	Stag Pop up and Play (PUP)	Costa Coffee (station)			Pumpkin Café (station)		
			Small	Med	Large	Small	Med	Large
Flat White			£2.10	/	/	/	/	/
Americano		£2.00	£1.95	£2.20	£2.40	£2.10	£2.40	£2.60
Cappuccino		£2.40	£2.15	£2.45	£2.65	£2.30	£2.65	£2.85
Espresso		£1.50	£1.45	£1.80	/	£1.70	£1.95	/
Espresso Macchiato			£1.45	£1.80	/	£1.75	£2.00	/
Latte		£2.40	£2.15	£2.45	£2.65	£2.30	£2.65	£2.85
Mocha		£2.45	£2.50	£2.80	£3.00	£2.35	£2.70	£2.90
Tea		£1.95	/	£1.75	/	/	£1.95	/
Infusions		£1.95	/	£1.95	/	/	£1.95	/
Hot chocolate		£2.45	£2.40	£2.70	£2.90	£2.35	£2.70	£2.90
Luxury Hot Chocolate			£2.85	£3.15	£3.35	£2.75	£3.00	£3.20
Chai Latte			£2.70	£3.00	£3.20	£2.50	£2.85	£3.05
Mini chino		50 p	55p			/		
Iced tea		£2.00						
Juice		£1.80						
Can of coke		£1.00						
Refillable squash		£1.00						
Milkshake medium		£1.75						
Milkshake large		£2.25						
Notes / Misc			+ 20p for guest / limited edition roasts			Extra Espresso shot – 25p		
						Squirty cream – 55p		
						Marshmallows - 55p		
						Flavoured Syrups – 30p		

Jacket potato (1 filing)	£5.50	£4.95	In	Away (VAT)	
Jacket potato (2 filling)		£5.25	/	/	/
Sandwich various	£2.85 - £4.15	£4.25 - £4.75	£2.10 - £3.35	£2.50-£3.60	/
Panini – various		£4.50 - £4.75	£3.95	/	
Wraps – various		£4.75 - £4.95	/	/	
Soup & bread	£5.40	£4.95	/	/	
Salads – various	£5.40 - £6.55				
Homemade cake		£2.50	£1.50 - £1.90	£1.85 - £2.20	
Tray bake		£2.00			
Gingerbread man		£1.35			
Cookie		£1.70			

Appendix C Specification for White Goods and Sundries

	Item	Price	Notes
3.01	Fridge	£489.99	
3.02	Freezer	£529.99	
3.03	Microwave	£219.99	
3.04	Boiler	£335.99	http://www.nisbets.co.uk/Lincat-Water-Boiler-E83F/J978/ProductDetail.raction
3.05	Burner	£525.25	
3.06	Electric Oven	£778.25	
3.07	Griddle	£249.70	
3.08	Dishwasher	£1,540.00	
3.09	Grill	£79.99	
3.10	Toaster	£99.99	
3.11	Soup Kettle	£49.99	
3.12	Food Mixer	£299.99	
3.13	Countertop Refrigerated	£329.99	
3.14	Chiller	£399.99	
3.15	Till	£149.99	
3.17	Grinder	£139.99	
	Sink	£279.99	
3.18	Crockery total est.	£1,028.41	
3.19	Cutlery/Utensils total est.	£919.67	
3.20	Pots, pans and trays total est.	£876.36	
3.21	Napkins/Tea Towels total est.	£44.59	
3.25	Uniform	£27.96	
	Grand Total	£9,060.07	Grand Total excludes Menus, Opening Hours sign and Additional Signage

Napkins etc

Napkins (5000 pack)	£12.99	http://www.nisbets.co.uk/Lunch-Napkins-330mm-White/GG996/ProductDetail.raction
Tea Towels (10 pack x4)	£31.60	http://www.nisbets.co.uk/Wonderdry-Tea-Towels-Black/CC597/ProductDetail.raction
Total	£44.59	

Uniform

Apron x4	£27.96	http://www.nisbets.co.uk/Uniform-Works-Tuxedo-A-Slate/A892/ProductDetail.raction
Total	£27.96	