

10th October 2018



TOWN COUNCIL

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 15th October 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 amended minutes of the meeting of the meeting of the Community Infrastructure Committee held on 20th August 2018 (Copy previously circulated and attached).



5. 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
 - xi. Capital Projects Cash Flow Forecast [copy forecast to follow].

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

7. BUSINESS HUB (to consider the progress report attached)

To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

8. RALEYS DEVELOPMENT
To receive and consider the Town Clerk's report (copy circulated to Members only).

**Minutes of the Community Infrastructure Committee
Held on 20th August 2018 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

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

In Attendance: Cllr A Clayton and Town Clerk

1 member of the public present.

203. Apologies for Absence

Received from Cllr Schneider.

204. Requests for Dispensation

There were no requests for dispensations.

205. Declaration of Interests

Cllr Eyre reminded the Committee of his Declarations of Interest relating to the Stag.

206. Community Infrastructure Committee Minutes of the Meeting held on 25th June 2018.

RESOLVED: To agree that the Minutes were true records of the meetings and to be signed by the Chairman.

207. 2014 – 2018 Community Investment Plan

i) Bat & Ball Centre

The Town Council had previously resolved to refurbish and extend the current facility (named Plan B) retaining the original architect and similar design.

Pre planning advice awaited. Planning Application hoped to be submitted before end of September 2018.

Plans would then be worked up to seek tenders.

Sevenoaks Town Council pursuing Option B has enabled the Sevenoaks Day Nursery with more flexibility to move forward with its plans. If the nursery are able to retain their current facility until the Town Council completes the new Centre this will enable the Town Council to facilitate some hirers in alternate accommodation e.g. play group.

RESOLVED: For the 25 year peppercorn lease to Sevenoaks Day Nursery to be on the land identified on the document circulated which would encompass the building known as 'The Club Room' subject to Sevenoaks Day Nursery enabling the facility to be used by similar nursery / playgroup organisation (all security measures to be met) during term time and ownership of the current nursery building to be transferred to Sevenoaks Town Council. Lease details and negotiations to be delegated to the Chairman, Vice Chairman and Town Clerk.

- ii) Replacement of Raleys Gym
Sevenoaks Town Council had contributed £95,000 to Sencio's gym refurbishment project. An opening event is being arranged in the near future by Sencio and there will be a plaque to acknowledge Sevenoaks Town Council's contribution.
- iii) Replacement of Internal Cricket School
Local cricket providers had been requesting a change of provision to that originally intended and included within the s.106 agreement. It was noted that the timescale for Sevenoaks Town Council to provide the facilities had finished and that this would move to Sevenoaks District Council.
- iv) Café on the Vine
The old band practice room had been refurbished and converted into a community café to encourage people to use the Vine.
- v) Environmental Park
The new £100,000 play area had been completed. Discussion are ongoing with Sevenoaks District Council regarding the amphitheatre operation.
- vi) Community Facilities at Greatness Recreation Ground
The following facilities had been provided – youth shelter, new fencing and benches, additional play equipment and new public toilet.
- vii) Multi Use Games Area
To be reviewed once designs and planning completed for Bat & Ball Centre.
- viii) Free Recreational Facilities
Play Equipment had been installed at Kippington Meadow. An additional event was held on 3rd August due to the poor weather on launch day. A further piece of equipment will be installed in the near future with funding from KCC Cllr Crabtree.

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- ix) Sports Strategy
The following commitments had been agreed:

Project	Partner	£	Status
Replacement gymnasium	Sencio	£95,000	Completed
Replacement indoor cricket school	KCC	£150,000	Escrow account
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000	
3G Football Pitch / Greatness*	STFC	£200,000	Completed
3G Hockey Pitch / Hollybush	Hockey Club	£50,000	Completed
Total		£745,000	

- x) Neighbourhood Development Plan
Public consultation has been delayed due to waiting for the Economic Assessment being commissioned by Sevenoaks District Council.
- xi) Stag Community Arts Centre
The Town Council had provided £150,000 which had been used to improve the air handling system.
- xii) Sevenoaks Fund
The Fund had been rebranded to the Sevenoaks Mayors Fund for all future Mayors to use. During Cllr Hogarth's year of office he would be raising funds for the following four charities:
- Sevenoaks Powerchair Football
 - Sevenoaks Rugby Football Club (3G pitch)
 - Sevenoaks Day Nursery
 - Stag

208. **Bat & Ball Station Building**
In addition to the main HLF project for the refurbishment of the station building the Town Council had been successful in obtaining additional funds for ancillary projects, a precis of draft figures shown below.

	Project	Budget Cost	Funding obtained	Budgeted Net cost to STC
1	Station Building - Development costs (tbc)	£158,886	0	£158,886
2	Station Building - Capital Costs (inc. professional fees).	£1,013,150		
	Heritage Lottery Fund		£755,600	
	SDC CIL		£130,000	

	STC CIL (Oct. 2017) STC CIL (April 2018)		£78,810 £110,000 <u>£1,074,410</u>	-£61,260
3	New Access & Ramp to Platform 1 SDC CIL	£54,582	£39,000	£15,582
4	30 Cycle Racks adjacent to station building SDC CIL	£28,728	£28,728	£0
5	56 Cycle Racks (inc. 6 electric charging) Community Centre land SDC CIL	£44,964	£32,000	£12,964
6	New Access to Otford Road SDC CIL	£34,865	£28,546	£6,319
7	Waste Bin Store & Store Room STC CIL	£55,000	£37,000	£18,000
8	Railings & Gates Railway Heritage Trust	£5,000	£2,000	£3,000
9	Station Signs Railway Heritage Trust	£3,500	£1,400	£2,100
10	Waiting Room Seat Railway Heritage Trust	£2,000	£800	£1,200
11	Vintage Railway Clocks Railway Heritage Trust	£2,000	£800	£1,200
12	Heritage External Lighting Railway Heritage Trust	£9,000	£3,600	£5,400
	Totals	£1,411,675	£1,248,284	£163,391

Liaison was currently taking place with Southeastern and the Railway Heritage Trust for them to fund some additional works in the station environs to include the following. The works may take place after the completion of the main project:

- i) Restoration to canopy roadside
- ii) Restoration to canopy Platform 2 – connected to building
- iii) Restoration to shelter Platform 1
- iv) Cleaning of external brickwork
- v) Repair to exterior tiles
- vi) Removal and relocation of exterior cable trunking on the building

Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and was on target for 24 weeks completion.

There had been two items of increased expenditure. First the requirement to install a pumping system due to the main building not being connected to the mains but to a historic disused cesspit. The second was the higher than expected connection cost from UKPN. Both of the items were identified within the original Risk Analysis of the project. HLF had confirmed that the costs could be taken from the Contingency within the HLF project funds.

Ref	Variation	Omissions £	Additions £	Variation £
1.02	New Electricity Connection – UKPN	8,175	39,826	31,651
5.01	Revised drainage proposals including Provisional Sum for temporary works	6,450	37,597	31,147
				62,798

The Heritage Engagement Officer with support from other Town Council officers was progressing with the HLF Activity Plan.

RESOLVED: To commend the Town Clerk and her team for obtaining external funding to enable the investment to take place at the station to the benefit of Northern Ward and the town.

209. Business Hub (former Red Cross building)

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.

It was hoped that the £25,000 could be used towards match funding for a larger grant, however the roof does now need some immediate repairs even if they are temporary.

The feasibility plan for the project is being worked up and the Town Council's summer intern Holly Wilkinson has been a considerable help with this project.

Presentations have been made to local business contacts and the feedback has been very positive to date.

Research is continuing in relation to obtaining grant funding for the project.

Resolved under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item of the confidential nature of the business.

210. Raleys Development

RESOLVED: To note the report relating to overage.

There being no further business the Chairman closed the meeting.

Signed

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Chairman

Dated

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Agenda Item 5 2014 – 2018 Community Investment Plan

ii)	Bat & Ball Centre	Town Council resolved to refurbish and extend current facility using same architect and similar design. In May 2018 the Town Council was advised in writing from SDC Planning Officer that the refurbished building would not require BREEAM. A pre-application advice request was submitted and paid for in May and a meeting held in June 2018 where again verbally it was confirmed that BREEAM was not required. In September 2018 the written pre-application advice had not been received, and despite several requests there was no information available as to when it would arrive. To avoid delays in the project and due to very positive feedback the Town Council took the decision to submit the Planning Application which was validated on 13th September 2018 and a decision date for 8th November 2018. On the 28th September 2018 pre-application advice was received, four months after the pre-application meeting and included the statement that the community centre would be expected to achieve BREEAM "Very Good" and "this should be accounted for in the design stage..." The Town Council is trying to establish how it could feasibly meet this request at this stage in the project. As SDC states this needs to be included in the
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		design stage, which would have been several months ago. It is virtually impossible to apply retrospectively and would mean reviewing all design work. The time delays and additional costs would be considerable. The Town Council has submitted a document to accompany its planning application to state that it is not possible to address this for reasons identified in the Planning Core Strategy. The Town Council is in the process of completing an application to SDC CIL Board for funding towards the project.
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	Completed

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	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.	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. 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	Original 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
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	understood a draft report has been completed and SDC are meeting with the consultant.	
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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Bat & Ball Station Building

The Railway Heritage Trust have agreed to fund some additional works totalling £70,000. Normally the grant is for 40% and the grant applicant e.g. Sevenoaks Town Council would be required to fund remaining 60%. In this instance Southeastern Ltd have agreed to fund the 60%. Sevenoaks Town Council will be required to pay the £268. These works may be completed after the completion of the main project:

i)	Refurbishment of canopy roadside	£4,024
ii)	Refurbishment of canopy Platform 2	£4,220
iii)	Brickwork – additional cleaning	£8,760
iv)	Restoration of exterior tiles	£4,851
v)	Scaffolding for works	£28,113
vi)	New cast iron guttering	£12,000
vii)	Removal of building external trunking and wiring	£8,300
	Total	£70,268

Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and is on target for 24 weeks completion.

The Town Council have requested possession of the building for a Preview Event on 27th November 2018. The building contract will not have completed as the scheduled completion date is 2nd December 2018.

The works are progressing well, bearing in mind the additional works, for example see above that have been added. There are still some delays relating to the supply of utilities which is currently being worked on.

The Heritage Engagement Officer with support from other Town Council officers is progressing with the HLF Activity Plan.

Ancillary Works

Waste Store, Café Store and Cycle Racks part of the project is commencing shortly. In order to enable the substructure to be created some trees on the boundary line had to be removed. The trees were not subject to a Tree Preservation Order and had some low level disease. This also fitted in with the original Environmental Visual Audit in which it was requested that foliage including trees were removed to enable more visibility between the platform and the road.

Drawings for the ramp have been finalised and are currently being reviewed by Southeastern and Network Rail. It is hoped that work will commence on this shortly.

Cycle Racks on Community Centre site will be reviewed when planning permission is received for the new building.

Access to Otford Road. Details to be drawn up.

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Sevenoaks Town Council

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Sevenoaks Business Hub (former Red Cross building)

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.

It was hoped that the £25,000 could be used towards match funding and feasibility and development work for a larger grant. The roof does now need some immediate repairs and this work has been arranged.

To date the Town Council has

1. Submitted an Expression of Interest to the SELEP (South Eastern Local Enterprise Partnership) for a grant of £265,400. The Expression of Interest has been accepted and the Town Council is completing a full application to be submitted for the end of October.
2. Created online questionnaire to obtain data from local businesses.
3. Produced a Feasibility Report – copy attached. Awaiting data from online questionnaire.
4. Commissioned an Independent Economic Assessment – extracts included within the Feasibility Report.
5. Commissioned a consultant to assist with the technical aspects of the SELEP grant application.
6. Arranged for roof repairs.
7. Submitted application for Permitted Development Rights to Planning Authority.
8. Appointed Architect and Structural Engineer to prepare tender documents.

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