

**Minutes of the Community Infrastructure Committee
Held on 14th October 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.35 p.m.

Committee Members Present:

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Present
Cllr R E Parry	Apologies	Cllr C Shea	Present (7.25pm)

Substitute	For
Cllr R Piper (7.07pm)	Cllr R E Parry

In Attendance: Cllr Eyre, Town Clerk, Committee Clerk

There was one member of the public present.

317. Apologies for Absence

Apologies received as noted above.

318. Requests for Dispensation

There were no requests for dispensations.

319. Declaration of Interests

Councillor Hogarth declared an interest in respect of the Sevenoaks Business Hub (Agenda Item 5, item (v)) as he was a member of the Sevenoaks District Council Community Infrastructure Levy (CIL) Spending Board

Councillor Hogarth took no part in the discussion on this item and did not vote thereon.

320. Community Infrastructure Committee Minutes of the Meeting held on 19th August 2019.

It was noted that Cllr Mrs R E Parry was included both on the list of committee members present and on the list of those in attendance; it was agreed that the minutes be amended by the removal of her name from those in attendance.

RESOLVED: That, subject to the amendment above, to receive and sign the Minutes as a true record of the meeting.

321. 2019 Community Investment Plan

i)	Bat & Ball Centre	Planning Permission has been approved without any conditions. An amended planning application with some change
----	-------------------	--

	of details to exterior finishes has been submitted. The Town Council has agreed to progress a Public Works Loan Board application for £1.4m. The application was approved on 18th June 2019. A successful funding application has been agreed from the SDC CIL Board for £1.2m. Tenders for the project were received on 15th April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3rd June 2019. Due diligence tests were undertaken. The building is closed to the public with a schedule of re-opening in December 2020. CIC Cttee 7.1.19 Minute 393 RESOLVED: it was unanimously agreed to avoid additional delays to delegate to the Chairman of Finance & General Purposes Cttee, Chairman of Community Infrastructure Committee and Town Clerk / Deputy Clerk the formalizing of acceptance of tenders up to £2.9m and signing legal documentation. Four tenders were received: 1. £1,493,050.95 2. £1,885,065.00 3. £1,948,120.07 4. £2,043,166.64 On the 1st August 2019 BJF Group were appointed as the contractor for the Bat & Ball Centre. The value of the contract is £1,559,953.56, revised from £1,493,050.95 to include additional roof light to disabled toilet, soft play area surfacing and roller shutter to external store. <i>Work commenced on site on 30th September 2019 with the removal of</i>
--	---

		<i>asbestos. Construction work commenced on 14th October 2019. Burying of the time capsule to take place on 1st November 2019.</i>												
ii)	Multi Use Games Area Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.	Intention when centre and new nursery completed to install new MUGA in new location on current site. <i>Quotations to be sought November/December.</i>												
iii)	Neighbourhood Development Plan The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum. In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.	<i>Draft timetable for progressing:</i> <table border="1"> <tr> <td>A</td><td>Update draft NDP</td><td>September 2019</td></tr> <tr> <td>B</td><td>Present to STC and NDP Steering Group</td><td>4th November 2019</td></tr> <tr> <td>C</td><td>Comments from Cllrs and Steering Group</td><td>25th November 2019</td></tr> <tr> <td>D</td><td>Final amendments to NDP</td><td>December 2019</td></tr> </table> <i>Revised timetable to be considered by Planning Committee on 21st October 2019.</i> <i>Noted that Plan had been amended in line with climate change discussions arising from the Council's Blue Skies meeting.</i> <i>Plan currently being proof read; any proposed changes by Councillors to be submitted by 25th November 2019.</i>	A	Update draft NDP	September 2019	B	Present to STC and NDP Steering Group	4th November 2019	C	Comments from Cllrs and Steering Group	25 th November 2019	D	Final amendments to NDP	December 2019
A	Update draft NDP	September 2019												
B	Present to STC and NDP Steering Group	4th November 2019												
C	Comments from Cllrs and Steering Group	25 th November 2019												
D	Final amendments to NDP	December 2019												
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible – <i>additional items of priorities to be reviewed by F&GP.</i> In September 2019 Sevenoaks Town Council and the Stag celebrated 10 Years since the Town Council took over the venue.												
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub													

to provide affordable office space for small and new businesses. The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation. An Economic Impact Assessment has been carried out and an application to SELEP made. <u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8th April 2019 subject to the following conditions: • The external seating area shall only be used between the hours of Monday to Friday from 8 a.m. to 6 p.m. and Saturdays from 8 a.m. – 1 p.m. The external seating area shall not be used on Sundays or Bank Holidays. • Prior to the first occupation of the offices hereby permitted details of the provision of two electric vehicle charging points should be submitted and approved in writing by the Local Planning Authority. <u>Tenders</u> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 14 tenders were returned on 5th April 2019. The capital works element of the project had been budgeted at £159,100 (overall project £265,400). Tenders ranged from £213,950 - £424,529. <u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in	<i>CIL applications made September 2019 SDC decision meeting on 9th December 2019.</i> <i>Part of the planning permission requires the Town Council to install two electric car charging points and arrangements have been made for this.</i> <i>The Committee considered whether to undertake the cost of electricity and offer it free to users or to recover the cost of electricity. Noted that the Town Council should be aware of the company's rates.</i> <i>RESOLVED: that the cost of the electricity be recovered from users of the charging points, based on the Sevenoaks District Council model.</i>
--	---

	March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred. <u>Option to Tax</u> Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub and been successful. Option to Tax enables the Town Council to reclaim VAT on refurbishment and construction costs.	
vi)	Community Rail Partnership As part of the regeneration of Bat & Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims: 1. Bring together 5 separate stations & Darent Valley Partnership to create the scenic route – Samuel Palmer Line 2. Share promotion to encourage passengers to use the stations to visit local tourism attractions 3. Increased footfall to local tourism attractions at each station 4. Create a distinctive 'brand' for the line 5. Link the use of the train to other non-car form of transport e.g. walking and cycling. 6. Raise awareness of the local heritage relating to Samuel Palmer artist. Sevenoaks Town Council has formally 'adopted' the Bat & Ball Station and Sevenoaks Station.	Meetings are currently taking place with potential stakeholders for funding towards the project. The Community Rail Partnership is now officially formed, and a Steering Committee created consisting of – The following organisations represented (they choose their delegated member to attend meetings) • Sevenoaks District Council • Sevenoaks Town Council (currently Town Clerk) • Swanley Town Council • Eynsford Parish Council • Shoreham Parish Council • Otford Parish Council • Darent Valley Partnership • GTR • Southeastern There is also a wider Stakeholder group which would include representations from visitor attractions and probably SRTA and other rail traveller organisations. Launch date for the Community Rail Partnership was 1st September 2019.

	STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.	The Steering Committee resolved to call the CRP the Darent Valley Community Rail Partnership. Its link to the Samuel Palmer landscapes will be included in literature. A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum. <i>The next project would be the preparation of an Action Plan for the next 3-4 years.</i>
vii)	Electric No. 8 Bus Following a recent trial, the Town Council would like to purchase with grant funding an electric bus for the award-winning No. 8 route to make it more economically viable and for environmental benefits.	It is hoped that the Town Council can make a CIL application in the future.
viii)	Tarmac Site Community Development The proposals for the Tarmac site within the Local Plan / Neighbourhood Development Plan are long term and unlikely to be developed in total within the next ten years. There is a possibility however that some areas of development may happen in advance of that time period. Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.	<i>The Town Council had indicated a willingness to speak in support of the Tarmac proposals at the District Council's Local Plan Inquiry</i>

ix)	Business Improvement District (BID) including elements if possible, to improve Public Realm. The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.	Work will recommence on the BID, however it was recommended that the referendum for the BID is after the referendum for the NDP.
-----	---	---

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated