

2<sup>nd</sup> January 2019

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 7<sup>th</sup> January 2019 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](http://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 15<sup>th</sup> October 2018 (Copy previously circulated and attached).

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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Town Clerk

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)
  
8. LOWER ST JOHNS PUBLIC TOILETS (to consider the report attached)

**Minutes of the Community Infrastructure Committee  
Held on 15<sup>th</sup> October 2018 at Sevenoaks Town Council**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 7.45 p.m.

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

**In Attendance:** Cllr S. Arnold, Cllr A Clayton Town Clerk and Deputy Town Clerk

*1 member of the public present.*

**280. Apologies for Absence**

Received from Cllr R. J. Parry (Chairman).

**281. Requests for Dispensation**

There were no requests for dispensations.

**282. Declaration of Interests**

There were no Declarations of Interest.

**283. Community Infrastructure Committee Amended Minutes of the Meeting held on 20<sup>th</sup> August 2018.**

**RESOLVED:** That the Minutes were true records of the meetings and to be signed by the Vice Chairman.

**284. 2014 – 2018 Community Investment Plan**

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| ii) | Bat & Ball Centre | <p>Town Council had resolved to refurbish and extend current facility using same architect and similar design.</p> <p>In May 2018 the Town Council was advised in writing from SDC Planning Officer that the refurbished building would not require BREEAM.</p> <p>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.</p> |
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|  | <p>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 13<sup>th</sup> September 2018 and a decision date for 8<sup>th</sup> November 2018.</p> <p>On the 28<sup>th</sup> 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...”</p> <p>The Town Council would try to establish how it could feasibly meet this request at this stage in the project. As SDC stated this needed to be included in the design stage, which would have been several months ago. It would be virtually impossible to apply retrospectively and would mean reviewing all design work. The time delays and additional costs would be considerable.</p> <p>The Town Council had submitted a document to accompany its planning application to state that it was not possible to address this for reasons identified in the Planning Core Strategy.</p> <p>The Town Council was in the process of completing an application to SDC CIL Board for funding towards the project.</p> <p><b>RESOLVED:</b> Cllr Canet would provide a letter of support as Ward Councillor for the CIL application.</p> |
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| ii)  | <p>Replacement of Raleys Gym<br/> Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement.<br/> Sevenoaks Town Council has paid the £95,000 to Sencio.</p>  | Completed   |
| iii) | Replacement of Internal Cricket School   | <p>Local cricket school have requested review of replacement facilities. Ongoing discussions will be required particularly in relation to planning permission for Raleys.</p> <p>Timescale now expired for STC to provide facilities.</p> |
| iv)  | <p>Café on the Vine<br/> Refurbish old band practice room and convert into community café and encourage people to use the Vine.</p>  | Completed   |
| v)   | <p>Environmental Park £100,000 new play area</p> <p>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 1<sup>st</sup> 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.</p> <p>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</p> | <p>Completed</p> <p>SDC providing amphitheatre.</p>   |

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|       | Council's planning application for the adjacent car park.  |           |
| vi)   | <p>Community Facilities at Greatness Recreation Ground</p> <p>Additional facilities including the following installed:</p> <ul style="list-style-type: none"> <li>• Youth shelter</li> <li>• New fencing</li> <li>• Additional play equipment</li> <li>• New Public toilet</li> </ul>  | Completed |
| vii)  | <p>Multi Use Games Area</p> <p>Once the new Bat &amp; Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.</p>   |           |
| viii) | <p>Free Recreational Facilities</p> <p>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.</p> <p>The Finance &amp; General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.</p> <p>It was also noted that a grant of £18,349 had been obtained from Enover (formally ICET) for the refurbishment of Pontoise Play Area to include the following items:</p> <ul style="list-style-type: none"> <li>• Replacement of Swing Set</li> <li>• Repainting all other equipment</li> </ul> | Completed |

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|     | <ul style="list-style-type: none"> <li>Installation of new disabled/all-inclusive piece of equipment with additional fencing and safety surface.</li> </ul>   |           |
| ix) | <p><b>Sports Strategy</b></p> <p>The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding.</p> <p>To date the Town Council has agreed the following funding from the Sport Strategy fund:</p> <p>Sevenoaks Fund*</p> | 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         |
| <b>Total</b>                      |             | <b>£745,000</b> |

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| x) | <p><b>Neighbourhood Development Plan</b></p> <p>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.</p> <p>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.</p> | <p><b>Original Draft Timetable</b></p> <p>Draft Plan present to NDP Cttee Feb 2018<br/> Public consultation on draft plan July 2018<br/> Amendments Aug 2018<br/> Submission to SDC examination Sept 2018<br/> Pre examination consultation Oct 2018<br/> Amendments Dec 2018<br/> Referendum Feb 2019<br/> Plan is made Early / mid 2019</p> |
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| xi)  | <p>Stag Community Arts Centre<br/>The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.</p>   | Completed |
| xii) | <p>Sevenoaks Fund*</p> <p>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.</p> <p>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:</p> <p>Sevenoaks Powerchair Football</p> <p>Sevenoaks Rugby Football Club (3G pitch)</p> <p>Sevenoaks Day Nursery</p> <p>Stag</p> |           |

**285. Capital Projects Cash Flow Forecasts**

A copy of the report had been circulated electronically after the agenda distribution. Printed copies of the report were available at the meeting.

**RESOLVED:** To note the report.

**286. Bat & Ball Station Building**

The Railway Heritage Trust had agreed to fund some additional works totalling £70,000. Normally the grant would be 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:

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| 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         |
|      |  |                |
|      | <b>Total</b>                                     | <b>£70,268</b> |

#### Refurbishment Project

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

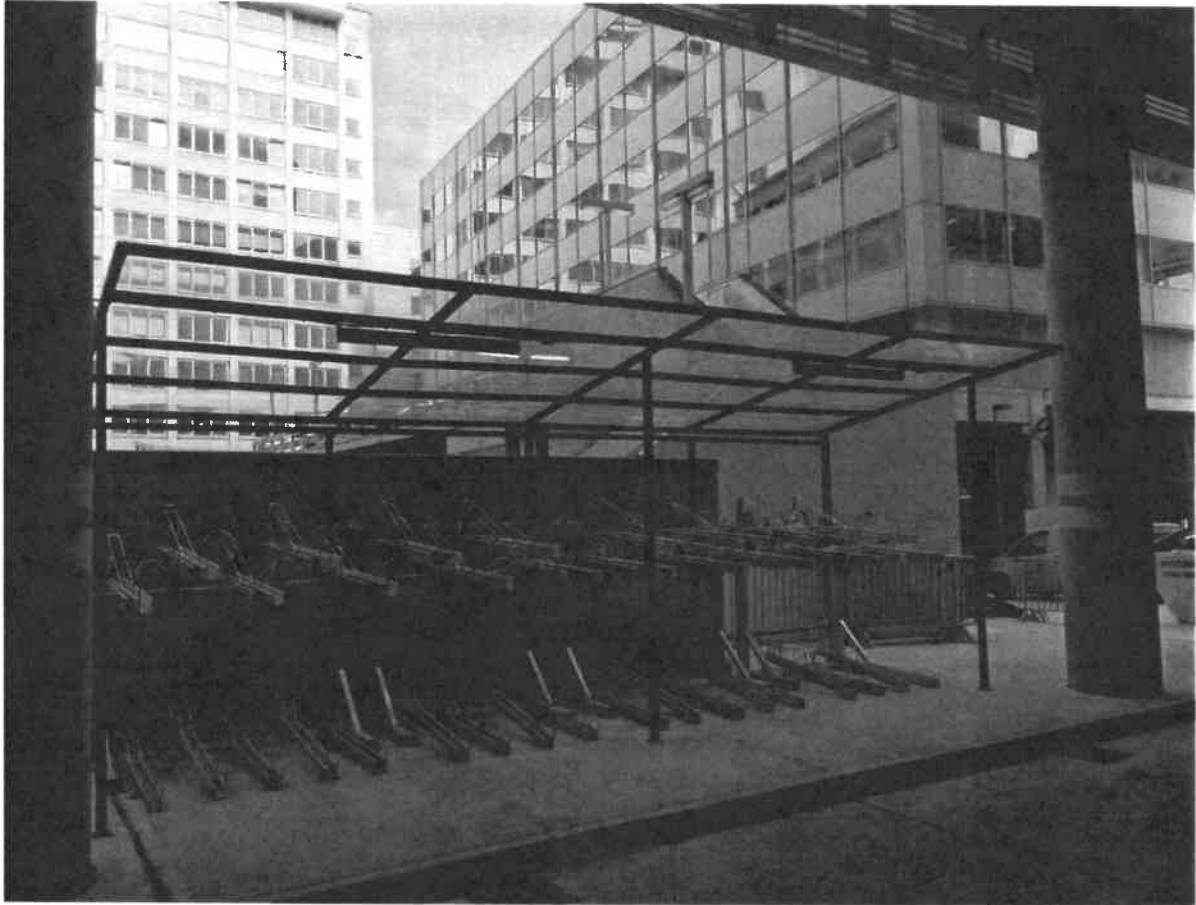
The Town Council have requested possession of the building for a Preview Event on 27<sup>th</sup> November 2018. The building contract will not have completed as the scheduled completion date is 2<sup>nd</sup> December 2018.

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 would be commencing shortly. Cycle Racks had been ordered (see image on next page). 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.

#### **287. 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.

*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.*

**288. Raleys Development**

**RESOLVED:**

1. Sevenoaks Town Council notes that due to extremely minimal chance that the overage clause could be triggered at such a late stage to accept financial compensation in return for postponing its charge over the land.
2. That consent is given to the Mayor and Town Clerk to sign and seal the deed of variation.

There being no further business the Chairman closed the meeting.

Signed .....

Chairman

Dated .....



**Community Infrastructure Committee 7<sup>th</sup> January 2019**

**Agenda Item 5      2014 – 2018 Community Investment Plan**

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| ii) | Bat & Ball Centre         | <p>Planning Permission has been approved without any conditions.</p> <p>A funding application has been submitted to the SDC CIL Board for £1.2m. The Town Clerk and Cllr Parry made a presentation to the CIL Board on 18<sup>th</sup> December 2018 which was successful. The decision has to be ratified by SDC Cabinet on 10<sup>th</sup> January 2019.</p> <p>The timetable for progressing the project has been delayed due to the uncertainty surrounding the planning approval. It should be noted that the revised timetable for the approval of tenders is very close to 2019 Elections. It might be sensible to avoid additional delays to delegate to Chairman of Finance &amp; General Purposes, Chairman of Community Infrastructure Committee and Town Clerk / Deputy Town Clerk the formalising of acceptance of tenders and signing legal documentation.</p> <p>Current Timetable:</p> <p>Dec - Feb – preparation of tender documents.</p> <p>Feb – 12. April – tender period</p> <p>April – tender review and selection</p> |
| ii) | Replacement of Raleys Gym | Completed  |

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|      | <p>Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement.<br/>Sevenoaks Town Council has paid the £95,000 to Sencio.</p>  |   |
| iii) | <p>Replacement of Internal Cricket School</p>  | <p>Local cricket school have requested review of replacement facilities. Ongoing discussions will be required particularly in relation to planning permission for Raleys.</p> <p>Timescale now expired for STC to provide facilities.</p> |
| iv)  | <p>Café on the Vine<br/>Refurbish old band practice room and convert into community café and encourage people to use the Vine.</p>   | <p>Completed</p>  |
| v)   | <p>Environmental Park £100,000 new play area</p> <p>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 1<sup>st</sup> 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.</p> <p>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.</p> | <p>Completed</p> <p>SDC providing amphitheatre.</p>   |

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| <p>vi)</p>   | <p><b>Community Facilities at Greatness Recreation Ground</b></p> <p><b>Additional facilities including the following installed:</b></p> <ul style="list-style-type: none"> <li>• Youth shelter</li> <li>• New fencing</li> <li>• Additional play equipment</li> <li>• New Public toilet</li> </ul>   | <p><b>Completed</b></p>   |
| <p>vii)</p>  | <p><b>Multi Use Games Area</b></p> <p>Once the new Bat &amp; Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.</p>   | <p>Intention when centre and new nursery completed to install new MUGA in new location on current site.</p> |
| <p>viii)</p> | <p><b>Free Recreational Facilities</b></p> <p>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.</p> <p>The Finance &amp; General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.</p> | <p><b>Completed and ongoing</b></p>   |
| <p>ix)</p>   | <p><b>Sports Strategy</b></p> <p>The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding.</p> <p>To date the Town Council has agreed the following funding from the Sport Strategy fund:</p>  | <p><b>Completed</b></p>   |

|                 |  |
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| Sevenoaks Fund* |  |
|-----------------|--|

| Project                           | Partner     | £               |
|-----------------------------------|-------------|-----------------|
| Replacement gymnasium             | Sencio      | £95,000         |
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| <b>Total</b>                      |             | <b>£745,000</b> |

|      |  |  |
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| x)   | <p><b>Neighbourhood Development Plan</b></p> <p>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.</p> <p>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.</p> | <p><b>Original Draft Timetable</b></p> <p>Draft Plan present to NDP Cttee Feb 2018<br/> Public consultation on draft plan July 2018<br/> Amendments Aug 2018<br/> Submission to SDC examination Sept 2018<br/> Pre examination consultation Oct 2018<br/> Amendments Dec 2018<br/> Referendum Feb 2019<br/> Plan is made Early / mid 2019</p> <p>SDC have now stated should be delayed until Local Plan completed.</p> |
| xi)  | <p><b>Stag Community Arts Centre</b></p> <p>The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.</p>  | Completed  |
| xii) | <p><b>Sevenoaks Fund*</b></p> <p>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.</p> <p>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</p>   |  |



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|  | <p><b>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:</b></p> <p><b>Sevenoaks Powerchair Football</b></p> <p><b>Sevenoaks Rugby Football Club (3G pitch)</b></p> <p><b>Sevenoaks Day Nursery</b></p> <p><b>Stag</b></p> |  |
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## **Community Infrastructure Committee 7<sup>th</sup> January 2019**

### **Agenda Item 6      Bat & Ball Station Building**

#### Refurbishment Project

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

Unfortunately, the risks identified at the early stages of the project in relation to utilities has become a reality. Gas and water connections are installed. Electricity connection is due to be installed by 11<sup>th</sup> January. However, the delay is for a meter to be installed. All commissioning work to the building including sign off by EHO cannot happen until this is installed. Officers are pressing hard for UKPN to progress this asap.

The Town Council held a successful Preview Event on 27<sup>th</sup> November 2018 attended by many members of the local community who had been involved and assisted with the project.

Public Open Day events will be held on Saturday 19<sup>th</sup> January and Saturday 16<sup>th</sup> February 2019.

#### Ancillary Works

Waste Store, Café Store and Cycle Racks part of the project is due to be completed in January. The Cycle Racks are due to be installed 9<sup>th</sup> January 2019.

Drawings for the ramp had been finalised and were reviewed by Southeastern and Network Rail. Further work on the plans is required. It is hoped that work will commence on this shortly.

Installation of the Cycle Racks on the Community Centre site will be reviewed once the ramp details have been finalised.

Access to Otford Road. Details to be drawn up.

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## **Sevenoaks Town Council**

### **Community Infrastructure Committee 7<sup>th</sup> January 2019**

#### **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.

The Town Council has also 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 completed a full application which was to be reviewed on 7<sup>th</sup> December 2018.

The Town Council has been advised of the following:

*Thank you for the email, and for all your hard work in submitting the bid.*

*The bids were sent across to the South East LEP team, and their consultants to assess ahead of the meeting that had been planned for on 7 December. The consultants were tasked with reviewing each application and giving a technical evaluation to the members of the SELEP Investment Panel. Regrettably, this information was not forthcoming in the time period, and so SELEP has decided to postpone their Investment Panel meeting until 8 March 2019.*

*I recognise this is disappointing news, however, having seen some of the bids, I do believe you have put forward a very strong case for investment, and I hope you can bear with SELEP while they go through this process.*

An application for a Change of Use had been submitted and were advised by the Planning Officers that it would not be approved and was therefore withdrawn. A new planning application will be submitted as soon as possible.

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**Sevenoaks Town Council****Community Infrastructure Committee 7<sup>th</sup> January 2019****Agenda Item 8      Lower St John's Public Toilets**

Sevenoaks Town Council has a lease of a public toilet within the lower St John's Car Park.

Sevenoaks District Council are the freeholder of the car park and the landlord for the purposes of the lease and are arranging to lease a separate area of the car park to Enterprise Rent-a-Car.

As there is no electrical connection for this area of the car park the Town Council has been approached to allow Enterprise Rent-a-Car to connect off the Town Council's supply.

Sevenoaks Town Council have notionally agreed to this, as have Sevenoaks District Council, subject to Enterprise Rent-a-Car meeting the costs of the work, of the electrical usage, and any remediation after they vacate the site.

As the works will impact the leased building Sevenoaks Town Council is responsible for a tri-party and a "Deed of Easement" has been proposed to formalise this agreement.

Enterprise Rent-a-Car have agreed to meet the Town Council's reasonable legal fees, and pay for their metered usage, installation and remediation.

**RECOMMENDATION:**

That delegated authority be given to the Town Clerk and Chairman of the Community Infrastructure Committee to progress the matter and to seek agreement as per Standing Order 14 (b) for the Mayor and Town Clerk to sign and seal documents regarding the Deed of Easement".

