

10<sup>th</sup> April 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 15<sup>th</sup> April 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 7<sup>th</sup> January 2019 (Copy previously circulated and attached).

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Sevenoaks Kent TN13 3QG

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5. COMMUNITY INVESTMENT PLAN (to consider the report attached)
  - i. Bat & Ball Centre
  - ii. Multi Use Games Area
  - iii. Neighbourhood Development Plan
  - iv. Stag Community Arts Centre
  - v. Sevenoaks Business Hub
  - vi. Community Rail Partnership
  - vii. Electric No.8 Bus
  - viii. Tarmac Site Community Development
  - ix. Business Improvement District

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

**Minutes of the Community Infrastructure Committee  
Held on 7<sup>th</sup> January 2019 at Sevenoaks Town Council**

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

**Meeting Concluded:** 7.43 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, Cllr O Schneider.

**In Attendance:** Cllr A Clayton, Cllr E Waite (arrived 7.20 p.m.), Town Clerk and Deputy Town Clerk

*2 members of the public present.*

**389. Apologies for Absence**

None Received

**390. Requests for Dispensation**

There were no requests for dispensations.

**391. Declaration of Interests**

There were no Declarations of Interest.

**392. Community Infrastructure Committee Amended Minutes of the Meeting held on 10<sup>th</sup> October 2018.**

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

**393. 2014 – 2018 Community Investment Plan**

ii)	Bat & Ball Centre	<p>Planning Permission had been approved without any conditions.</p> <p>A funding application had 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 had to be ratified by SDC Cabinet on 10<sup>th</sup> January 2019.</p> <p>The timetable for progressing the project had been delayed due to the uncertainty surrounding the planning</p>
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		<p>approval. It should be noted that the revised timetable for the approval of tenders was very close to 2019 Elections.</p> <p><b>Current Timetable:</b></p> <p>Dec - Feb – preparation of tender documents.</p> <p>Feb – 12. April – tender period</p> <p>April – tender review and selection</p> <p><b>RESOLVED:</b> It was unanimously agreed 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 up to £2.9m and signing legal documentation.</p>
ii)	<p>Replacement of Raleys Gym</p> <p>Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement.</p> <p>Sevenoaks Town Council has paid the £95,000 to Sencio.</p>	Completed
iii)	Replacement of Internal Cricket School	Timescale now expired for STC to provide facilities.
iv)	<p>Café on the Vine</p> <p>Refurbish old band practice room and convert into community café and encourage people to use the Vine.</p>	Completed
v)	Environmental Park £100,000 new play area	Completed

	<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, the 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>	SDC providing amphitheatre.
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>	Intention when centre and new nursery completed to install new MUGA in new location on current site.
viii)	<p>Free Recreational Facilities</p> <p>The Town Council had made a commitment to provide free recreational</p>	

	<p>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>	Completed and ongoing
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>

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><b>Original Draft Timetable</b></p> <p>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</p>
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	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.	SDC had stated should be delayed until Local Plan completed.
xi)	Stag Community Arts Centre The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.	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>	

#### 394. Capital Projects Cash Flow Forecasts

It was noted that due to recruitment of a new Responsible Financial Officer the report was not available and would be provided to a future meeting of the Finance & General Purposes Committee.

The Cash Flow report would include a Recommendation for Public Works Loan Board approval for the Bat & Ball Centre project and include information relating to interest rates at the time of the report and how long loan approval is valid for.

It was noted that the Public Works Loan Board approval would be for the maximum amount permitted to be borrowed the Town Council can approve the actual amount to be borrowed as and when needed at a later date.

It was also noted that the Town Council had previously obtained a Public Works Loan Board loan when building the Council Offices, the loan had been paid off.

### **395. 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 connections was installed. Water and Electricity connection was due to be installed by 11<sup>th</sup> January. The delay to opening the building was due to waiting for meter installation. All commissioning work to the building including sign off by EHO cannot happen until meter installation takes place. 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 would be held on Saturday 19<sup>th</sup> January and Saturday 16<sup>th</sup> February.

#### Ancillary Works

Waste Store, Café Store and Cycle Racks part of the project was due to be completed in January. The Cycle Racks were 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 was required. It was hoped that work will commence on this shortly.

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

Access to Otford Road. Details to be drawn up.



**396. 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 would be submitted as soon as possible.

**397. Lower St. John's Public Toilets**

Sevenoaks Town Council had a lease of a public toilet from Sevenoaks District Council 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 were arranging to lease a separate area of the car park to Enterprise Rent-a-Car.

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

Sevenoaks Town Council had notionally agreed to this, as had 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 would impact the leased building Sevenoaks Town Council would be responsible for a tri-party and a Deed of Easement proposed to formalise the agreement.

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

**RESOLVED:** that delegated authority be given to the Town Clerk / Deputy Town Clerk and Chairman / Vice 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 subject to Town Council being indemnified for any remedial costs.

There being no further business the Chairman closed the meeting.

Signed ..... Dated .....  
Chairman

## Community Infrastructure Committee 15<sup>th</sup> April 2019

### Agenda Item 5      Community Investment Plan 2019

ii)	<p>Bat &amp; Ball Centre</p>	<p>Planning Permission has been approved without any conditions. An amended planning application with some change of details to exterior finishes has been submitted.</p> <p>The Town Council has agreed to progress a Public Works Loan Board application for £1.4m.</p> <p>A successful funding application has been agreed from the SDC CIL Board for £1.2m.</p> <p>Tenders for the project are due to be returned on 15<sup>th</sup> April 2019. The contract is due to commence in June 2019.</p> <p>The Town Council previously agreed that the project would progress as a Design and Build. In order to do this the Town Council must employ a qualified architect as the 'Employers Agent' – Glenn Ball has been appointed to the post.</p>
ii)	<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>	<p>Intention when centre and new nursery completed to install new MUGA in new location on current site.</p>
iii)	<p>3G Rugby Pitch at Knole Paddock</p> <p>The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility will be available primarily for rugby but</p>	



	<p>should also be available for other compatible sports. The project is part of the Sevenoaks Mayor's Fund.</p>																	
iii)	<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> <table> <tr> <td>Draft Plan present to NDP Cttee</td> <td>Feb 2018</td> </tr> <tr> <td>Public consultation on draft plan</td> <td>July 2018</td> </tr> <tr> <td>Amendments</td> <td>Aug 2018</td> </tr> <tr> <td>Submission to SDC examination</td> <td>Sept 2018</td> </tr> <tr> <td>Pre examination consultation</td> <td>Oct 2018</td> </tr> <tr> <td>Amendments</td> <td>Dec 2018</td> </tr> <tr> <td>Referendum</td> <td>Feb 2019</td> </tr> <tr> <td>Plan is made</td> <td>Early / mid 2019</td> </tr> </table> <p>SDC had stated should be delayed until Local Plan completed.</p> <p>SDC have informed the Town Council that the report has been completed and have requested a meeting in May to discuss 'next steps'</p>	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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Amendments	Dec 2018																	
Referendum	Feb 2019																	
Plan is made	Early / mid 2019																	
iv)	<p><b>Stag Community Arts Centre</b></p>	<p>Agreed to continue to support and invest where possible.</p>																
v)	<p><b>Sevenoaks Business Hub</b></p> <p>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.</p> <p>The facility will provide – 16 x desk spaces; 5 individual office hubs; meeting room for 8 – 10; additional STC staff accommodation.</p> <p>An Economic Impact Assessment has been carried out and an application to SELEP made.</p> <p><u>Planning Permission</u> Confirmation of approved Planning Permission for the Business Hub was received on 8<sup>th</sup> April 2019 subject to the following conditions:</p>																	



- 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.

#### Tenders

Sevenoaks Town Council sought tenders via the Government Contract Finder Website.

14 tenders were returned on 5<sup>th</sup> 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.

Some elements of the specification could be eliminated to reduce the cost. However, it should be noted that the introduction of electric vehicle charging points will increase costs.

#### Funding

Unfortunately, the Town Council did not receive the approval from SELEP in March 2019 as it was hoped. SELEP has stated that there might be further funding available in June 2019. There may also be the opportunity to apply for CIL funding in July 2019.

#### Option to Tax

Sevenoaks Town Council has applied to HMRC for Option to Tax on the Business Hub. Due HMRC considering this a commercial venture they are still considering their decision. Option to Tax





	enables the Town Council to reclaim VAT on refurbishment and construction costs.	
vi)	<p><b>Community Rail Partnership</b></p> <p>As part of the regeneration of Bat &amp; Ball station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat &amp; Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:</p> <ol style="list-style-type: none"> <li>1. Bring together 5 separate stations &amp; Darent Valley Partnership to create the scenic route – Samuel Palmer Line</li> <li>2. Share promotion to encourage passengers to use the stations to visit local tourism attractions</li> <li>3. Increased footfall to local tourism attractions at each station</li> <li>4. Create a distinctive ‘brand’ for the line</li> <li>5. Link the use of the train to other non-car form of transport e.g. walking and cycling.</li> <li>6. Raise awareness of the local heritage relating to Samuel Palmer artist.</li> </ol>	<p>Sevenoaks Town Council has formally ‘adopted’ the Bat &amp; Ball Station and Sevenoaks Station.</p> <p>STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.</p>
vii)	<p><b>Electric No. 8 Bus</b></p> <p>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.</p>	
viii)	<p><b>Tarmac Site Community Development</b></p> <p>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.</p>	



	<p>There is a possibility however that some areas of development may happen in advance of that time period.</p> <p>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.</p>	
ix)	<p>Business Improvement District (BID) including elements if possible, to improve Public Realm.</p> <p>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.</p>	



## Community Infrastructure Committee 15<sup>th</sup> April 2019

### Bat & Ball Station Building

#### Refurbishment Project

The majority of the HLF Refurbishment project has been completed. There are some snagging works taking place, however the building including the café is operational and being promoted.

The HLF Activity Plan continues throughout 2019.

As part of the HLF Funding the Town Council is required to produce an Evaluation Plan a draft copy of which is attached. Once completed the document will be made publically available and a simplified summary leaflet also produced.

#### Access Ramp

The project for the Access Ramp has grown considerably since its original design and this has been reflected in the tenders received\*. Three tenders were received:

A	£157,166.64
B	£179,467.35
C	£223,919.00

Tender A has been reviewed and some savings made with a smaller area of surface and removal of bollards surrounding the ramp on the community centre side, also additional works to the canopy (other than what is required for the opening for the ramp) on platform 1 reducing the contract works to £145,420.

In addition to the contractor cost there are professional fees and rail authority permits and the total project will cost £175,000. This will be funded from CIL payments as follows:

SDC CIL	Agreed and received 2018	£39,000
STC CIL	Previously allocated to Bat & Ball Centre (agreed Town Council April 2019)	£100,000
STC CIL	Allocated from April 2019 payment	£36,000
		£175,000

The project plans have now moved successfully through the lengthy Station Investment Proposal process which involves consulting with nine railway authorities and adapting the project to meet their requirements where necessary\*.

Pre Meeting for start of construction works scheduled to take place on 10<sup>th</sup> April 2019.

Unfortunately, GTR (and DfT) have included an acceptance condition to infer an ongoing liability on Sevenoaks Town Council to cover the costs of any additional staff deemed necessary to support users with additional needs being able to use their services as a result of the introduction of the access ramp. This might include staff to load customers in wheelchairs onto the trains or a chaperone for vulnerable users of their services. Sevenoaks Town Council would never be able to consider such an undertaking.

Sevenoaks Town Council continue to liaise with GTR and DfT on this matter supported by Southeastern, Sevenoaks Rail Travellers Association and Sir Michael Fallon MP.

#### Ancillary Works

The Cycle Racks, additional streetlight and signage post have been installed adjacent to platform 2.

Installation of the Cycle Racks on the Community Centre site will be reviewed once the new centre hoardings / temporary access has been finalised.

Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.