

14TH August 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 19th August 2019 to follow Finance & General Purposes Committee and Town Council starting 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 R Hogarth

Cllr R E Parry

Cllr A Clayton (Vice Chairman)

Cllr J M Canet

Cllr C Shea

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 24th June 2019 (Copy previously circulated and attached).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 958 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
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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 & RAMP (to consider the report attached)

7. 3G RUGBY PITCH AT RALEYS FIELD (report attached)

**Minutes of the Community Infrastructure Committee
Held on 24th June 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.39 p.m.

Committee Members Present: Cllr Parry (Chairman), Cllr Clayton (Vice Chairman), Cllr Canet, Cllr Hogarth, Cllr Mrs Parry, Cllr Shea (Arrived 7:08pm)

In Attendance: Cllr Eyre, Cllr Raikes, Deputy Town Clerk

138. Election of Chairman

RESOLVED: That Cllr Parry be elected as Chairman of the Community Infrastructure Committee.

139. Election of Vice Chairman

RESOLVED: That Cllr Clayton be elected as Vice Chairman of the Community Infrastructure Committee.

140. Apologies for Absence

It was noted that Cllr Shea would be late.

141. Requests for Dispensation

There were no requests for dispensations.

142. Declaration of Interests

Both Cllrs Canet and Clayton noted that they had already declared their association with Sevenoaks Rail Travellers Association in their register of interest forms.

143. Community Infrastructure Committee Amended Minutes of the Meeting held on 15th April 2019.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman.

144. 2019 Community Investment Plan

ii)	Bat & Ball Centre	<p>Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted.</p> <p>The Town Council has agreed to progress a Public Works Loan Board application for £1.4m. The application was approved on 18th June 2019 and an</p>
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		<p>Extra Ordinary Council meeting would take place on 1st July 2019 to reconfirm Sevenoaks Town Council's intention to borrow the funds.</p> <p>A successful funding application had been agreed from the SDC CIL Board for £1.2m.</p> <p>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 are currently being undertaken. Approval of contractor has been delegated to Chairman of Community Infrastructure Committee, Chairman of Finance & General Purposes Committee and Town Clerk.</p> <p>The building is now closed to the public with a schedule of re-opening in December 2020.</p>
ii)	<p>Multi Use Games Area</p> <p>Once the new Bat & 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>Neighbourhood Development Plan</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</p>	<p>SDC made available final version of Economic Development Review. STC to arrange timetable for reviewing NDP and EDR during 2019 with consultants.</p>

	consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.	
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible.
v)	<p>Sevenoaks Business Hub</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 8th April 2019 subject to the following conditions:</p> <ul style="list-style-type: none"> • 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. <p><u>Tenders</u></p>	<p>It is understood that the SELEP fund will be reconsidered on 28th June 2019.</p> <p>It is also understood that SDC are reviewing the criteria for CIL applications.</p>

	<p>Sevenoaks Town Council sought tenders via the Government Contract Finder Website.</p> <p>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.</p> <p>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.</p> <p><u>Funding</u> 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 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred.</p> <p><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.</p>	
vi)	<p>Community Rail Partnership</p> <p>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:</p>	<p>Meetings were currently taking place with potential stakeholders for funding towards the project.</p> <p>It was hoped that a meeting of the Steering Committee would be arranged for early July with a launch date for the Community Rail Partnership of 1st September 2019.</p>

	<ol style="list-style-type: none"> 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. <p>Sevenoaks Town Council has formally 'adopted' the Bat & 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>	<p>It was noted that GTR were keen to engage with the CRP, once established, to identify spending priorities and that this was a subject which needed to be raised at the inaugural meeting to ensure a discussion takes place within the consultation period which runs to the end of July.</p>
vii)	<p>Electric No. 8 Bus</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>	<p>It was hoped that the Town Council could make a CIL application in the autumn of 2019.</p>
viii)	<p>Tarmac Site Community Development</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>It was noted that Enovert, the operators of the Greatness Integrated Waste Management Facility, had submitted a planning application seeking to extend the functional timescale of the site. A presentation would be made prior to the Town Council's Planning Committee</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>	<p>meeting on 15-07-19 commencing at 6:30pm.</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>	

145. Bat & Ball Station

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.

It was confirmed that the remedial works to the external toilet door locks had been completed and it was anticipated this facility would open to the public within the week.

The HLF Activity Plan continues throughout 2019.

Access Ramp

Work on the ramp commenced in April 2019. Unfortunately, as soon as access was possible to Network Rail land and works commenced a High Voltage cable was detected with the result that works had to be initially stopped. Work recommenced keeping a safe distance from the cable. Considerable amount of time was being invested into negotiations and consultations with Network Rail and Southeastern in relation to the construction of the

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ramp in relation to the HV cable. This would unfortunately result in additional costs; discussions were also taking place with Network Rail regarding these.

Ancillary Works

The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2. It was noted that remedial works to the slab which the cycle racks on platform 2 sit on would be taking place w/c 1st July 2019 and would necessitate a 2-3day closure of the racks.

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

Access to Otford Road. Details to be drawn up. It was noted that land ownership was complex in the area, and that there was an active dialogue with Kent County Council to identify methods of delivering this project.

146. 3G Rugby Pitch at Knole Paddock

The need for a 3G rugby pitch at Knole Paddock was identified as part of Sevenoaks Sports Strategy. The facility would be available primarily for rugby but should also be available for other compatible sports. The project was part of the Sevenoaks Mayor's Fund.

Sevenoaks Town Council were currently awaiting a decision on the planning application.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman

Community Infrastructure Committee 19th August 2019

Agenda Item 7 Community Investment Plan 2019

ii)	Bat & Ball Centre	<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. The application was approved on 18th June 2019.</p> <p>A successful funding application has been agreed from the SDC CIL Board for £1.2m.</p> <p>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.</p> <p>The building is closed to the public with a schedule of re-opening in December 2020.</p> <p><i>CIC Cttee 7.1.19 Minute 393</i> <i>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.</i></p> <p><i>Four tenders were received:</i></p> <ol style="list-style-type: none"> 1. £1,493,050.95 2. £1,885,065.00 3. £1,948,120.07 4. £2,043,166.64
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		<p><i>On the 1st August 2019 BJB 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. Work is due to commence on site on 30th September 2019.</i></p>																																	
ii)	<p>Multi Use Games Area</p> <p>Once the new Bat & 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>Neighbourhood Development Plan</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><i>Draft timetable for progressing:</i></p> <table border="1"> <tr> <td>A</td> <td>Update draft NDP</td> <td>July / August 2019</td> </tr> <tr> <td>B</td> <td>Present to STC and NDP Steering Group</td> <td>September 2019</td> </tr> <tr> <td>C</td> <td>Final amendments to NDP</td> <td>September 2019</td> </tr> <tr> <td>D</td> <td>Sign off Consultation Draft NDP with STC and NDP Steering Group</td> <td>October 2019</td> </tr> <tr> <td>E</td> <td>Prepare consultation material</td> <td>October 2019</td> </tr> <tr> <td>F</td> <td>Regulation 14 Consultation</td> <td>October / November 2019</td> </tr> <tr> <td>G</td> <td>Review comments and agree changes</td> <td>December 2019</td> </tr> <tr> <td>H</td> <td>Prepare Submission draft NDP</td> <td>December 2019</td> </tr> <tr> <td>I</td> <td>Prepare Basic Conditions Statement</td> <td>December 2019</td> </tr> <tr> <td>J</td> <td>Present to STC and NDP Steering Committee</td> <td>January 2020</td> </tr> <tr> <td>K</td> <td>Submit to SDC</td> <td>January / February 2020</td> </tr> </table>	A	Update draft NDP	July / August 2019	B	Present to STC and NDP Steering Group	September 2019	C	Final amendments to NDP	September 2019	D	Sign off Consultation Draft NDP with STC and NDP Steering Group	October 2019	E	Prepare consultation material	October 2019	F	Regulation 14 Consultation	October / November 2019	G	Review comments and agree changes	December 2019	H	Prepare Submission draft NDP	December 2019	I	Prepare Basic Conditions Statement	December 2019	J	Present to STC and NDP Steering Committee	January 2020	K	Submit to SDC	January / February 2020
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iv)	<p>Stag Community Arts Centre</p>	<p>Agreed to continue to support and invest where possible.</p> <p><i>In September 2019 Sevenoaks Town Council and the Stag will celebrating 10 Years since the Town Council took over the venue.</i></p>																																	

<p>v)</p>	<p>Sevenoaks Business Hub</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 8th April 2019 subject to the following conditions:</p> <ul style="list-style-type: none"> • 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. <p><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</p>	<p>It is understood that the SELEP fund will be reconsidered on 28th June. <i>This was not successful.</i></p> <p><i>SDC have reviewed the criteria for CIL applications with the next closing date for 30th September 2019 with a decision meeting in December 2019.</i></p>
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	<p>(overall project £265,400). Tenders ranged from £213,950 - £424,529.</p> <p>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.</p> <p><u>Funding</u> 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 (meeting arranged for 28th). There may also be the opportunity to apply for CIL funding in July 2019 – now likely to be deferred.</p> <p><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.</p>	
vi)	<p>Community Rail Partnership</p> <p>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:</p> <ol style="list-style-type: none"> 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 	<p>Meetings are currently taking place with potential stakeholders for funding towards the project.</p> <p><i>Launch date for the Community Rail Partnership of 1st September 2019 – details to be confirmed.</i></p> <p><i>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.</i></p>

	<ol style="list-style-type: none"> 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. <p>Sevenoaks Town Council has formally 'adopted' the Bat & 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>Electric No. 8 Bus</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>	<p><i>It is hoped that the Town Council can make a CIL application in the future.</i></p>
viii)	<p>Tarmac Site Community Development</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</p>	

	<p>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>	<p><i>Work will recommence on the BID in the autumn / winter of 2019. It is recommended that the referendum for the BID is after the referendum for the NDP.</i></p>

Community Infrastructure Committee 19th August 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.

Access Ramp

Work on the ramp commenced in April 2019. Unfortunately, as soon as access was possible to Network Rail land and works commenced a High Voltage cable was detected with the result that works had to be initially stopped. Work recommenced keeping a safe distance from the cable. Considerable amount of time is being invested into negotiations and consultations with Network Rail and Southeastern in relation to the construction of the ramp in relation to the HV cable. In addition, the need to relocate the DOO cable was required as this had been installed within the shelter panelling and only detected when the back panel removed. This will unfortunately result in additional costs; discussions are also taking place with Network Rail regarding these.

The DOO cable is due to be relocated overnight on 8th August 2019. Agreement has been reached for 'bridging works' over the HV cable for the ramp to be constructed.

An additional problem is the condition of the shelter on Platform 1. The Town Council has stated that it will not pay for the complete refurbishment of the shelter as this is currently Southeastern's responsibility. Southeastern have stated that they are not able to do this at present. The Town Council needs to make an opening to enable the access to the ramp and the opening needs to be structurally sound to support the rest of the shelter. Network Rail the owners of the structure must approve the structural work.

Subject to all of the above being addressed the ramp is due to open the first week of September 2019.

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. It appears that the land is designated as 'Highway Land' which makes it more complicated to release.

Sevenoaks Town Council

Community Infrastructure Committee 19th August 2019

3G Rugby Pitch at Knole Paddock

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 should also be available for other compatible sports. The project is part of the Sevenoaks Mayor's Fund.

Sevenoaks Town Council submitted a planning application in November 2018 and are awaiting a decision.