

**Minutes of the Community Infrastructure Committee
Held on 8th January 2018
At Sevenoaks Town Council Offices**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.15 p.m.

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

In Attendance: Cllr M Canet, Cllr O Schneider, Town Clerk

There were not members of the public present.

410. Apologies for Absence

Received from Cllr M Chakowa

411. Requests for Dispensations

There were no requests for dispensations.

412. Declaration of Interests

Cllr Eyre reminded those present of his Declaration of Interest relating to the Stag.

413. Community Infrastructure Committee Minutes of the Meeting held on 16th October 2017

RESOLVED: That the Minutes of the Meeting held on 16th October 2017 be accepted and signed as a true record.

414. Asset Disposal

i) Sale of Sevenoaks Town Council Offices

The Town Council had submitted plans to renew its residential planning permission for the site. Due to planning issues the Town Council resolved to withdraw its planning application and leave a future developer to obtain planning permission.

ii) Sale of Cemetery Lodge

The purchaser of the property had withdrawn.

415. Community Investment Plan

i) Bat & Ball Centre

The following update was provided. Design and costing work was taking place regarding the external areas of the site. Southeastern / Network Rail had verbally approved the new designed access to the platform. The Project Team were working on addressing the matters raised in Pre Planning advice.

It was noted that since the original Community Investment Plan had been agreed further opportunities and initiatives had become possibilities for additional community facilities including Bat & Ball Station building, Red Cross building, proposals for Tarmac site and potential partner project.

RESOLVED: The financial spreadsheet relating to Community Investment Plan projects be updated and recirculated. Delegated authority by provided to the Chairman and Town Clerk to review options bearing in mind new circumstances and report back on benefits of options for the delivery of a new centre.

ii) Replacement of Raleys Gym

The following update was provided. Sevenoaks Town Council and Sencio had agreed and signed the appropriate legal agreement and Sevenoaks Town Council had paid the £95,000 to Sencio for replacement gym facilities.

iii) Replacement of Internal Cricket School

As part of the Town Council's s106 agreement to facilitate the sale of Raleys land there was an agreement to provide £150,000 for replacement of the Indoor Cricket School. Sevenoaks Town Council had previously agreed the Heads of Terms with KCC to include this provision within the new Grammar School. Negotiations to continue with KCC.

iv) Environmental Park

Sevenoaks Town Council had agreed to a 10 year peppercorn lease for the management of the Environmental Park. It was hoped that lease matters would be addressed for this to commence on 1st April 2017. However the matter had become complicated due to the proposed decking of the adjacent car park and Knole Trustees had deferred the commencement of the lease.

Sevenoaks Town Council had produced a sketch plan providing details of its ambitions for the park, which had 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 which had obtained planning permission.

RESOLVED: To liaise with Sevenoaks District Council regarding its methodology relating to the movement of soil on the Environmental Park and how this would achieve the desired landscape and to reopen discussions with Knole Trustees about the proposed lease.

v) Community Facilities at Greatness Recreation Ground.

The following update was provided:

- 3G Football Pitch Installation completed.
- The youth shelter had been installed and had been grant funded from ICET.

- Public Toilet

Planning Permission had been granted subject to conditions, including the following, cost was £26,195. Funding had been allocated from CIL income. An amended planning application had been submitted to address the conditions and for addition of baby changing mat.

- i) No development shall commence until details of how the WC shall be constructed to prevent the ingress of ground gas. Details should include walls constructed with a gas protection membrane and services entrances to be filled. These details should be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.
- ii) The publically accessible W.C. shall not be used outside of the hours of 07.00 hrs – 19.00 hrs Mondays to Sundays.

- Park Furniture

Following a successful grant application from ICET new seating and fencing had been installed. The metal fencing should be more vandal proof than the wooden fencing, which would enable planting to also be established along the fence line. A notice board would also be provided and installed on the exterior wall of the new building for the WC.

vi) Multi Use Games Area

It was noted that there would not be space for a replacement Multi Use Games Area on the current community centre site when developed and therefore a replacement site needed to be considered potentially with a partner organisation. It was previously agreed to include the provision of the facility within the Masterplanning for Northern Ward. Consultants had recommended that the facility be installed at Greatness Recreation Ground. It was expected that the most practical solution was where the Futsal goals were currently located.

vii) Free Recreational Facilities

The Town Council had made a commitment to provide free recreational facilities including play areas and outdoor gym equipment in various locations throughout the town. Public consultation has taken place relating to the proposal for installation of this at Kippington Meadow.

The Finance & General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.

viii) Sports Strategy

The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding.

To date the Town Council has agreed the following funding from the Sport Strategy fund:

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

Sevenoaks Fund*

RESOLVED: Cllr Piper requested and approved that the Minutes record a proposal to investigate the possibility of the provision of a 3G Rugby Pitch in addition to allotments on land owned by Sevenoaks District Council on Bradbourne Vale Road.

ix) Neighbourhood Development Plan

The Masterplan for Northern Sevenoaks initial consultation had been completed. A draft NDP would be circulated at the meeting scheduled for 29th January 2018.

x) Stag Community Arts Centre

The Town Council has paid the allocated £150,000 within the Community Investment Plan for improvements for the Stag.

416. Bat & Ball Station Building

i) Funding

The Town Council had been successful in its Stage Two bid to the Heritage Lottery Fund for a grant of £755,600. The Committee congratulated the Town Clerk and staff for this achievement.

ii) Planning Application

Planning Permission had been received with some conditions. The Town Council had been informed that it will need to submit further Listed Building Planning Application for some aspects of the refurbishment, these will be processed as soon as possible. The access on to the platform will be part of the Planning Application for the Bat & Ball Centre, or separately if necessary due to timescales.

iii) HLF Requirements

The Town Council has to complete a 'Start Up Process' to enable work to begin on the project. This concludes with a meeting at HLF in London on 30th January 2018, the Town Clerk is liaising with HLF to have the start date agreed prior to this meeting. The start-up process includes:

- Meeting with HLF to review project.
- Reviewed cost breakdown and cashflow.
- Reviewed proposed timetable / work programme with milestones including dates for payments from HLF.
- Evidence of statutory permissions and licences – planning permissions and rail permits.
- Evidence of registration of lease. Lease registration being processed.
- Commitments within the Activity Plan (as attached).

iv) Contractor

The Council Meeting held on 11th December 2017 discussed the appointment of the Contractor for the Bat & Ball Station Refurbishment Project noting the following.

Full details of the received tenders and analysis provided by the Quantity Surveyor have previously been reported to all Town Councillors. Tenders were favourable compared to budget.

Shortlisting of contractors had taken place and references had been obtained for two contractors.

Additional work would need to be undertaken to review the specification and bring up to date in particular in relation to works undertaken by rail authorities at the premises. This was unlikely to substantially alter the tender overall price*.

It was Resolved that the appointment of contractor was delegated to the Chairman of the Community Infrastructure Committee and the Chief Executive who would subsequently provide a full report to Council (via Community Infrastructure Committee).

RESOLVED That the preferred contractor was contractor 1 as identified in Appendix B of the Schedule of Tenders Received for Bat & Ball Station Building at £641,982*. It was also noted that the tender for the contractor's work on the refurbishment and did not include any professional fees or HLF commitments e.g. Activity Plan.

v) CIL Application

Sevenoaks Town Council had submitted a funding application to Sevenoaks District Council from its Community Infrastructure Levy Spending Board. The date for the consideration of the CIL applications was not known.

The funding application was related to the emerging Masterplan for Northern Sevenoaks in particular the following projects in and around Bat & Ball Station:

1	Refurbishment of Bat & Ball Station	£130,000
2	Provision of New Access to Platform 1	£54,582
3	Provision of 56 Cycle Racks Adjacent to Platform 1	£28,728
4	Provision of 30 Cycle Racks (inc. 6 electrical charging points) adjacent to Platform 2 (station building side)	£44,964
5	Provision of additional access from Otford Road via Community Centre.	£34,865
	Total	£258,274

RESOLVED:

To congratulate the Town Clerk and staff on the quality of the CIL funding application.

To contact Visit Kent and enquire how it could support the Bat & Ball Station initiative.

To request Sir Michael Fallon MP to support the funding application.

To liaise with the Darent Valley group in relation to potential mutual benefits of linking its project with the Bat & Ball Station project.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman