

**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**

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</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)	<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</p> <p>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>

	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

	<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>

x)	<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>Original Draft Timetable</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>	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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xi)	<p>Stag Community Arts Centre</p> <p>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:

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
	Total	£70,268

#### 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. 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 .....