

**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

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