

**Minutes of the Community Infrastructure Committee  
Held on 19<sup>th</sup> August 2019 at Sevenoaks Town Council**

**Meeting Commenced:** 7.20 p.m.

**Meeting Concluded:** 8.00 p.m.

**Committee Members Present:**

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice Chairman	Present
Cllr R Hogarth	Present	Cllr Dr J M Canet	Apologies
Cllr R E Parry	Present	Cllr C Shea	Apologies

Substitute	For
Cllr V Granville Baxter	Cllr Dr J M Canet
Cllr Waite (7.45 p.m.)	Cllr Shea

**In Attendance:** Cllr Morris Brown, Cllr Piper, Cllr Bonin, Cllr Mrs Parry, Town Clerk, Responsible Finance Officer

*There were no members of the public present.*

**233. Apologies for Absence**

Apologies received as noted above.

**234. Requests for Dispensation**

There were no requests for dispensations.

**235. Declaration of Interests**

There were no Declarations of Interest.

**236. Community Infrastructure Committee Amended Minutes of the Meeting held on 24<sup>th</sup> June 2019.**

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

**237. 2019 Community Investment Plan**

i)	Bat & Ball Centre	Planning Permission has been approved without any conditions. An amended planning application with some change of details to exterior finishes has been submitted.  The Town Council has agreed to progress a Public Works Loan Board
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	<p>application for £1.4m. The application was approved on 18<sup>th</sup> 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 15<sup>th</sup> April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3<sup>rd</sup> 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 &amp; 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"> <li><i>1. £1,493,050.95</i></li> <li><i>2. £1,885,065.00</i></li> <li><i>3. £1,948,120.07</i></li> <li><i>4. £2,043,166.64</i></li> </ol> <p><i>On the 1<sup>st</sup> August 2019 BIF Group were appointed as the contractor for the Bat &amp; 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. Cllrs noted that this cost was for one element of the project, additional costs would relate to professional fees, landscaping, car park and fitting out. Work was originally due to commence on site on 30<sup>th</sup> September 2019 however</i></p>
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		<i>the timetable had moved to 14<sup>th</sup> October 2019 – 4<sup>th</sup> May 2020.</i>																																	
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>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)	Stag Community Arts Centre	<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>																																	
v)	<p>Sevenoaks Business Hub</p> <p>The project is to refurbish the old Red Cross building to provide a Business Hub</p>	<p>It is understood that the SELEP fund will be reconsidered on 28<sup>th</sup> June. <i>This was not successful.</i></p>																																	

<p>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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><u>Tenders</u> 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.</p> <p>Some elements of the specification could be eliminated to reduce the cost.</p>	<p><i>SDC have reviewed the criteria for CIL applications with the next closing date for 30<sup>th</sup> September 2019 with a decision meeting in December 2019.</i></p>
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	<p>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 28<sup>th</sup>). 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 &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> </ol>	<p>Meetings are currently taking place with potential stakeholders for funding towards the project.</p> <p>The Community Rail Partnership is now officially formed, and a Steering Committee created consisting of –</p> <p>The following organisations represented (they choose their delegated member to attend meetings)</p> <ul style="list-style-type: none"> <li>• Sevenoaks District Council</li> <li>• Sevenoaks Town Council (currently Town Clerk)</li> <li>• Swanley Town Council</li> <li>• Eynsford Parish Council</li> <li>• Shoreham Parish Council</li> <li>• Otford Parish Council</li> <li>• Darent Valley Partnership</li> <li>• GTR</li> </ul>

	<p>5. Link the use of the train to other non-car form of transport e.g. walking and cycling.</p> <p>6. Raise awareness of the local heritage relating to Samuel Palmer artist.</p> <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>	<ul style="list-style-type: none"> <li>• Southeastern</li> </ul> <p>There is also a wider Stakeholder group which would include representations from visitor attractions and probably SRTA and other rail traveller organisations.</p> <p><i>Launch date for the Community Rail Partnership of 1<sup>st</sup> 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> <p><i>A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum.</i></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</p>	

	<p>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>	<p><i>Work would 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>

### 238. 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.

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 was relocated overnight on 8<sup>th</sup> 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.

It was noted that the ramp was unlikely to open until mid-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.

#### **239. 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 had submitted a planning application in November 2018 and were awaiting a decision.

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....