

14th June 2021

**Community Infrastructure Committee
Monday 21st June 2021**

You are hereby summoned to a Meeting of the **Community Infrastructure Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on **Monday 21st June 2021 at the conclusion of the Town Council meeting commencing 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 will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/irSuu5bbPOg> and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public 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 C Shea (Chairman)	Cllr A Clayton
Cllr R J Parry (Vice-Chairman)	Cllr S Camp
Cllr N Busvine	Cllr R Hogarth

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1. CHAIRMAN AND VICE-CHAIRMAN

To note that, at the Annual Council meeting held on 4th May 2021, the following appointments were made:

- a) CHAIRMAN – Cllr Clare Shea
- b) VICE-CHAIRMAN – Cllr Richard Parry

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2. APOLOGIES FOR ABSENCE
To receive and note apologies for absence. —
3. REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011). —
4. DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of any items of business included in this report. —
5. MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 1ST FEBRUARY 2021
To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 1st February 2021. Attached
6. STC NO.1 PRIORITY – ADDRESSING CLIMATE CHANGE INITIATIVES Attached
7. COMMUNITY INVESTMENT PROJECTS CASH FLOW
To consider the Cash Flow. Attached
8. COMMUNITY INVESTMENT PLAN
To consider the report attached: Attached
 - i. Bat & Ball Centre
 - ii. Multi Use Games Area
 - iii. Neighbourhood Development Plan
 - iv. Sevenoaks Business Hub
 - v. Darent Valley Community Rail Partnership
 - vi. Electric No.8 Bus
 - vii. The Stag Community Arts Centre
 - viii. Knole Paddock 3G Pitch
 - ix. Bat & Ball Station
 - x. STC Offices
9. PRESS RELEASE
To consider any agenda item, which would be considered appropriate for a press release —

Sevenoaks Town Council
Minutes of the Community Infrastructure Committee
Held on 1st February 2021 via Zoom

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.37 p.m.

Cllr R J Parry, Chairman	Present	Cllr A Clayton, Vice-Chairman	Present
Cllr N Busvine	Present	Cllr Dr J M Canet	Present
Cllr R Hogarth	Present	Cllr C Shea (7.02pm)	Present
Cllr R Piper	Present		

In Attendance: Cllr Bonin, Cllr Eyre, Cllr Granville-Baxter, Cllr Raikes, Town Clerk and Senior Committee Clerk.

There were no representations received from Members of the Public.

411. Apologies for Absence

There were no apologies submitted.

412. Requests for Dispensations

There were no requests for dispensations.

413. Declaration of Interests

There were no declarations of interest.

414 Minutes of the Meeting held on 12th October 2020

The Minutes of the meeting of the Community Infrastructure Committee held on 12th October were received and agreed as a true record.

415. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Projects Cash Flows Summary, as at 18th January 2021.

The total unallocated Capital Receipts Reserve was £230,882.

416 2019 Community Investment Plan Projects

416.1 Bat & Ball Centre

It was noted that the Bat & Ball Centre spend at project completion was expected to be £2,916,825 (subject to final account) against a budget of £3,078,805. External funding had been achieved £1.2m from Sevenoaks District Council and £2.5k from Kent County Council: this had reduced the cost to the Town Council to approximately £1.8m as per the original Community Investment Plan 2014.

The Committee congratulated the Town Clerk on her impressive management of the project, including significant uplifts to the original specification, achieved at no additional cost.

It was noted that the Centre was currently being used as an asymptomatic testing centre.

416.2 Multi Use Games Area (MUGA)

Installation had been completed though floodlighting was delayed due to further Lockdown periods. MUGAS were not currently permitted to operate due to public health guidelines.

416.3 Neighbourhood Development Plan (NDP)

It was noted that the current timetable would be reviewed at the Planning Committee. A number of local authority bodies had raised concerns with the government regarding the ability to run elections/referendums safely by May; government guidance was awaited.

416.4 Sevenoaks Business Hub

Construction work on the Business Hub was progressing well, on schedule for completion. Whilst installing fibre optic broadband, the opportunity had been taken to also upgrade the Town Council offices.

The Town Clerk reported that there was good general interest in the facilities and some early discussion regarding the running of the Hub.

416.5 Darent Valley Community Rail Partnership (DVCRP)

It was noted that completing the paperwork for DVCRP to become a Community Interest Organisation/Company was an ongoing project. At the moment there was not a lot of activity due to the low levels of people using trains.

416.6 Electric No.8 Bus

An application for funding was not made to the current round of CIL Board at Sevenoaks District Council as, at the time of the application process, match funding was required, and the Town Council did not have the funds to provide this. It was understood that this criteria has now changed but, although the Board had been deferred from December to March, new applications could not be submitted.

416.7 Stag Community Arts Centre

It was noted with concern that due to Covid-19 the Stag remained closed and it was uncertain when it might re-open. The Stag had been successful in securing a significant grant award of £444,395 from Arts Council England to assist with the financial challenges relating to the closure.

416.8 Knole Paddock 3G Pitch

It was noted that the Town Council had submitted a planning appeal.

There being no further business the Chairman closed the Meeting at 7.37 pm.

Signed: Dated:

Chairman

**Sevenoaks Town Council
Community Infrastructure Committee - 21st June 2021**

STC & Climate Change Initiatives

Sevenoaks Town Council resources have been invested in recent past in completing major capital projects. Most have now been completed and it is therefore **RECOMMENDED** that the Community Infrastructure Committee adds to its terms of reference the Town Council's Climate Change initiatives as per priority below. This would need to be recommended to a full Council for approval.

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

	Priority	Update
1	Consideration of an Environment Committee (or add to Terms of Reference for Committee) to create an Action Plan to review the following points.	<p>Due to resource requirements to address COVID-19 a new separate Committee has not been created and the Town Council has integrated Climate Change and Carbon Neutral initiatives and reviews within its day-to-day operation.</p> <p>RECOMMENDED: The Community Infrastructure Committee (CIC) adds to its Terms of Reference the Town Council's Climate Change initiatives.</p>
2	Reducing cars / traffic particularly in relation to school traffic.	<p>The NDP is progressing to referendum and includes relevant proposals.</p> <p>STC is committed to working with the Darent Valley Community Rail Partnership (DVCPR) to encourage more local sustainable travel.</p>
3	STC's new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.	<p>The new Bat & Ball Centre is as eco-friendly as possible.</p> <ul style="list-style-type: none"> • Rebuild instead of new build. • Eco friendly and sustainable materials. • Solar panels. • Motion sensor lighting. • Additional insulation. • Improved heating and ventilation systems.
4	Include planting of more trees, where possible fruit and nut trees.	<p>In 2020 STC planted 790 trees.</p> <p>Plans for 2021 are progressing.</p> <p>A new initiative to encourage public to Adopt a Tree has also been launched.</p>

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	Priority	Update
5	Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge.	<p>STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.</p> <p>STC will commit to reducing the use of single use plastic across all its facilities.</p> <p>STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.</p> <p>STC will raise awareness of these matters to all users of its facilities.</p> <p>This had been on hold due to the pandemic, has started to be promoted again.</p>
6	Cycle racks / planters to be installed.	<p>New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.</p> <p>Discussions are in place with KCC for the installation of cycle racks, which double as planters, in the town centre.</p> <p>Cycle planters will be installed at STC office / Business Hub site.</p>
7	Install drinking fountains where possible at STC sites.	<p>Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.</p> <p>External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021.</p>
8	Increased safety for pedestrians and cycles.	The NDP is progressing to referendum and includes relevant proposals.
9	NDP Transport Strategy recommendations including 20mph, one-way system in town centre and shared space.	The NDP is progressing to referendum and includes relevant proposals.
10	Link STC open spaces together with 'green routes.	The NDP is progressing to referendum and includes relevant proposals.
11	Encourage increased use of public transport – buses and trains – by having improved facilities including live running information.	The NDP is progressing to referendum and includes relevant proposals.
12	Install electric car charging points at STC sites.	The infrastructure for electric charging points has been installed at the Bat & Ball Centre and STC

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	Priority	Update
		Office / Business Hub site and it is hoped that these will soon be operational. STC has purchased its first electric vehicle for use by its Town Wardens.
13	Consider enabling community initiatives for sustainable living e.g., Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.	STC will – where possible – support and develop community initiatives for sustainable living.

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Community Investment Project 2020/21 Cashflows & use of Capital Receipts Reserve (CRR)

Guidance to the attached spreadsheet:

The following notes explain how the end total of £426,124 is reached.

- January & March F&GP views are as per the committee meetings & included for comparison purposes.
- The top section shows the expenditure on the different community investment projects.
- As at the end of March 2021 (the year end position shared at June F&GP), we had spent £2,127,494 on these projects, with a further £439,751 spend to go.
- The notes indicate how the remaining spend has been calculated. Apologies, the note re Bat & Ball station is now out of date & no longer required.
- The March 2021 CRR year-end balance is £639,367. This is the balance after agreed use of CRR for PWL loan repayment & bus shelters, and 2020/21 project spend not covered by CIL, PWL reserve, grant, or mayor's fundraising.
- Looking at the remaining project expenditure of £439,751, the following will be funded from CIL: £65,000 agreed CIL for hub & drainage, & remaining unspent CIL from original BAT & Ball ancillaries allocation £42,637.
- We also have £121,262 remaining in PWL reserves at year end.
- Deducting the CIL & PWL funding leaves £210,852 of project spend that will need to be funded from CRR. $(439,751 - 65,000 - 42,637 - 121,262 = 210,852)$
- In addition to the community investment projects, we had agreed to spend £2,391 of CRR on St John's toilets improvements.
- March 2021 CRR balance of £639,367, less project spend to be funded from CRR & St John's toilets spend leaves £426,123 of CRR unallocated to any project. $(639,367 - 2,391 - 210,852 = 426,124)$

Community Investment Project 2020/21 Cashflows & use of Capital Receipts Reserve (CRR)

F&GP 29/03/2021

	Jan 2021 F&GP Update			March 2021 F&GP Update			June 2021 F&GP Update		Notes
	Dec YTD	Remaining	Total	Feb YTD	Remaining	Total	2020/21 full year	Remaining	
<u>Bat & Ball Station Building</u>	(26,133)		(26,133)	(28,133)		(28,133)	(28,133)		Final invoices & automatic door installation. ** £396K Management & Maintenance reserve was created. Current balance £321K to cover operational costs
<u>Bat & Ball , Ancillary ram, bike stores etc</u>	(17,430)	(62,399)	(79,829)	(17,910)	(61,919)	(79,829)	(17,910)	(61,919)	Otford steps & Cycle racks budget
<u>Bat & Ball Centre</u>	(1,788,936)	(282,218)	(2,071,154)	(1,822,442)	(248,712)	(2,071,154)	(1,830,102)	(241,052)	Remaining cost commitments broken down by supplier/ final estimates
<u>Business Hub</u>	(37,717)	(236,551)	(274,268)	(148,160)	(194,155)	(342,315)	(241,524)	(100,791)	Work commenced end Nov. Includes an additional £22K for carpark drainage & £45K for UKPN electricity upgrades to be funded by CIL
<u>Other Community Investment Plan projects</u>									
NDP & Northern Masterplan	(4,700)	(6,114)	(10,814)	(4,825)	(5,989)	(10,814)	(4,825)	(5,989)	2019/20 cost deducted. Remaining budget used as future spend
Sports Strategy-Rugby	(3,500)	(228,616)	(232,116)	(3,500)	(30,000)	(33,500)	(5,000)	(30,000)	Planning issues. £30K allocated to upgrade sports pitch.
Total Expenditure	(1,878,416)	(815,898)	(2,694,314)	(2,024,970)	(540,775)	(2,565,745)	(2,127,494)	(439,751)	
CIL reserves to be released									
Bat & Ball Community centre			570,525			570,525	570,525	-	
Business Hub			75,000			75,000	75,000	-	
Additional Business Hub CIL for drainage & UKPN upgrade						65,000		65,000	
Bat & Ball ancillaries			60,547			60,547	17,910	42,637	
			706,072			771,072	663,435	107,637	
PWL reserves - for Bat & Ball Comm Ctr			1,378,339			1,378,339	1,257,077	121,262	
KCC grant towards Bat & Ball Comm Ctr equipment			2,500			2,500	2500	-	
Mayor's fundraising towards rugby pitch							3463		
Net funding required (after CIL & PWL & Grants)			(607,403)			(413,834)	(201,019)	(210,852)	
Capital Receipts Reserve (CRR) current balance			878,965			878,965	878,965	639,367	March 2021 balance
Agreed further use of CRR (F&GP 200720):									
PWLB repayment and interest Jan 2021			35,800			35,800	35,800		
St John's toilets improvements			2,391			2,391		2,391	
Replacement Bus shelter			2,779			2,779	2,779		£5,557 agreed by F&GP, less £2,778 KCC grant received (OSL 280920)
CRR Unallocated			837,995			837,995	840,386	636,976	
Remaining Unallocated CRR (After agreed further use & net project funding required)			230,592			424,160	639,367	426,123	

**Sevenoaks Town Council
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Community Investment Plan Projects

i) Bat & Ball Centre

The Bat & Ball Centre was completed on 4th December 2020. Due to the pandemic, it has been closed to the public. From January 2021 to date KCC has been using the Centre for an Asymptomatic Testing Centre, they are due to return the building to the Town Council at the end of June. There will be some outstanding defect works to be completed internally by the contractor.

An official Opening Event is being planned for 17th July 2021, subject to public health restrictions.

ii) Multi Use Games Area (MUGA)

The installation of the new MUGA has been completed and is being very well used.

iii) Neighbourhood Development Plan

The final amendments for the NDP are currently being considered with the intention, subject to public health guidelines, to have a referendum during 2021.

iv) Sevenoaks Business Hub

The construction of the Business Hub is complete, subject to some additional works to the ramp requested by Building Control, UKPN & BT upgrade. We await news on public health restrictions to promote the rent a desk spaces. The Finance Dept will relocate to the building once the UKPN upgrade has taken place.

v) Darent Valley Community Rail Partnership (DVCRP)

The partnership was launched on 1st September 2019. A Community Rail Officer has been appointed. Proposals for a Community Interest Organisation (CIO) / Company have been agreed by the Partnership and Sevenoaks Town Council has agreed to be the 'Accountable Body' for the new structure. To date the Town Clerk has not had the opportunity to progress the CIO.

vi) Electric No 8 Bus

The project fits within the Town Council's No. 1 Priority of addressing climate change. An application for funding was not made to the current round of CIL Board at Sevenoaks District Council. At the time of the application process match funding was required and the Town Council did not have the funds to provide this – it is understood that this has been changed. In September 2020 KCC agreed to provide two years funding and operate the bus. Sevenoaks Town Council would become a consultee of the service. It is hoped that STC will be able to submit a bid to the next SDC CIL Board.

vii) Stag Community Arts Centre

The Stag were successful in securing two significant grants to assist with the difficult finances relating to the closure. It is now re-open but operating within public health restrictions.

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viii) Knole Paddock 3G Pitch

The planning application for the 3G pitch lost at the appeal stage. Some of the allocated funds have been set aside for upgrading floodlighting and drainage to pitches at Knole Paddock.

ix) Bat & Ball Station building

In 2019 Sevenoaks Town Council won first place in the prestigious National Railway Heritage Awards – The Arch Company Award for Urban Heritage. At the Awards Ceremony, the presentation was made by HRH The Princess Royal. Sevenoaks Town Council also received an impressive plaque to showcase on the station building. Unfortunately, due to the pandemic the unveiling of the plaque has been delayed. There is also a further plaque presented by the Railway Heritage Trust. We are pleased to say that we are now in a position to address this, and arrangements have been made for an event on 29th July 2021.

x) STC Offices

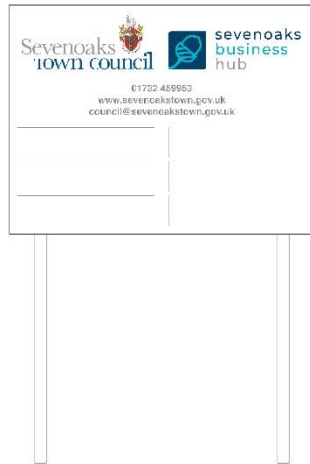
To note that during the past 18 months and taking advantage of works to the Business Hub, improvements have been made to the STC Offices including – new upholstery to Chamber chairs, removal of moss from roof, replacement roof tiles, repairs to surface of car park, drainage repairs, upgrade to IT, upgrade to electrical supply, new notice board.

We have also been looking at options for roadside signage for Sevenoaks Town Council, Business Hub, and long-term tenants of the Business Hub. Please see image on next page, the bottom six panels are on tracks so that they can be changed when long term tenants of the pods change. These tenants would be given the option to pay for their business to be displayed. The sign will require planning permission. It will also require an allocation of £3,000 from the Capital Reserves.

RECOMMENDED: To obtain planning permission and install multi business signage at the entrance to Sevenoaks Town Council office car park.

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Panel Width 2000mm x Height 1500mm



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