

10th August 2021

Community Infrastructure Committee
Monday 16th August 2021

You are hereby summoned to a Meeting of the **Community Infrastructure Committee** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks on **Monday 16th August 2021 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/rBfkqP4LhO0> 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. **APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

2. **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).

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3. DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of any items of business included in this report. —
4. MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 21ST JUNE 2021
To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 21st June 2021. Attached
5. COMMUNITY INVESTMENT PROJECTS CASH FLOW
To consider the Cash Flow. Attached
6. 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
7. 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 21st June 2021**

Meeting Commenced: 7.11 p.m.

Meeting Concluded: 8.21 p.m.

Cllr C Shea, Chairman	Present	Cllr A Clayton	Remote Attendance*
Cllr R J Parry, Vice-Chairman	Present	Cllr S Camp	Present
Cllr N Busvine	Present	Cllr R Hogarth	Apologies
Cllr Dr M Canet, Mayor	Present		

Substitute		For
Cllr S Raikes	Present	Cllr R Hogarth
Cllr Granville-Baxter	Present	Cllr A Clayton

In Attendance

In Person: Cllr Mrs R E Parry, Cllr R Piper and Town Clerk

Remote Attendance: Cllr A Eyre and Cllr K Bonin. Cllr Waite from 7.33pm.

*Members attending via Zoom took part in discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

Representations received from Members of the Public: None

121 Chairman and Vice-Chairman

Noted that at the Annual Council Meeting held on 4th May 2021, the following appointments were made:

- a) Chairman – Cllr Claire Shea
- b) Vice-Chairman – Cllr Richard Parry

122 Apologies for Absence

Apologies for absence were received and noted as shown above.

123 Requests for Dispensations

There were no requests for dispensations.

124 Declaration of Interests

Cllr Eyre declared an interest in Agenda Item 8(vii), Stag Community Arts Centre, and took no part in discussion thereon.

125 Minutes of the Meeting held on 1st February 2021

The Minutes of the meeting of the Community Infrastructure Committee held on 1st February 2021 were received and agreed as a true record.

126 STC No.1 Priority – Addressing Climate Change Initiatives

Consideration was given to the suggestion that the Town Council's Climate Change Initiatives be incorporated into the Terms of Reference of the Community Infrastructure Committee.

Councillors emphasised the need to drive the Initiatives forward. Following a discussion of the role of this Committee and responsibilities within other committees for key items within the Climate Change Initiatives, it was agreed to refer this matter to the full Council as part of a forthcoming general review of Terms of Reference.

RESOLVED: To RECOMMEND that the Town Council consider the incorporation of the Climate Change Initiatives into the Terms of Reference for Committees as appropriate, as part of its forthcoming general review of Terms of Reference.

127. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Projects Cash Flows Summary, as at 29th March 2021.

It was requested that the Town Clerk liaise with Cllr Streatfeild, Kent County Council member for Sevenoaks Town, with regard to the land ownership issue to create the "Otford Steps" linking the Bat & Ball Station to Otford Road.

It was noted that the total unallocated Capital Receipts Reserve was £426,123.

128 2019 Community Investment Plan Projects**128.1 Bat & Ball Centre**

From January 2021 to date, KCC had been using the Centre for an Asymptomatic Testing Centre and were due to return the building to the Town Council at the end of June.

An official opening was planned for Sunday 25th July, subject to public health restrictions.

128.2 Multi Use Games Area (MUGA)

Installation had been completed and The MUGA was being very well used.

128.3 Neighbourhood Development Plan (NDP)

The final amendments for the NDP were being considered with the intention, subject to public health guidelines, to have a referendum during 2021. A progress report would be considered at next week's Report to the Planning Committee.

128.4 Sevenoaks Business Hub

Construction work on the Business Hub was complete, subject to some additional works to the ramp and the UKPN & BT Upgrade. It was hoped that the electrical upgrade work would take place mid-August.

128.5 Darent Valley Community Rail Partnership (DVCRP)

The partnership proposal to become a Community Interest Organisation (CIO)/Company, with Sevenoaks Town Council as the “Accountable Body,” had not yet been progressed. The Town Clerk expressed some caution in the light of the Partnership’s move to take on responsibility for assets. The Committee agreed that more detailed consideration was required.

128.6 Electric No.8 Bus

It remained a priority to obtain an electric bus: the Town Council hoped to submit a bid to the next Sevenoaks District Council CIL Board.

128.7 Stag Community Arts Centre

It was noted that The Stag had been successful in securing two significant grants to assist with finances during the pandemic closures. The Stag had now re-opened but operating within public health restrictions.

128.8 Knole Paddock 3G Pitch

The planning appeal had been lost and some of the allocated funds set aside for upgrading floodlighting and drainage to pitches at Knole Paddock.

128.9 Bat & Ball Station Building

It was noted that the building and Station Café had re-opened. An event to unveil the plaques awarded by the National Railway Heritage Awards and the Railway Heritage Trust was planned for 29th July 2021.

128.10 Town Council Offices

The improvement made to the Town Council offices over the last 18 months were noted, 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 and new noticeboard.

Consideration was also being given to the installation of roadside signage for the Town Council, Business Hub and long-term tenants of the Business Hub.

RESOLVED that:

- 1) Planning permission be obtained, and multi business signage installed at the entrance to the Sevenoaks Town Council offices car park, the cost of up to £3k to be funded from Capital Receipts Reserves; and
- 2) The possibility of additional roadside signage, visible to drivers from both directions, be explored with Kent County Council Highways.

129. Press Release

Agreed that a press release be issued regarding the Bat & Ball Centre opening event.

There being no further business the Chairman closed the meeting.

Signed: Dated:
Chairman

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

CIC 16/08/2021

	June 2021 CIC Update				August 2021 CIC Update				Notes
	2020/21 full year	May 21 YTD	Remaining	Total	June 21 YTD	2021/22 Remaining	2021/22 Total	Project Total	
<u>Bat & Ball Station Building</u>	(28,133)		-	(28,133)	(535)	-	(535)		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>	(17,910)		(61,919)	(79,829)		(61,919)	(61,919)		Oxford steps & Cycle racks budget
<u>Bat & Ball Centre</u>	(1,830,102)		(241,052)	(2,071,154)	(81,954)	(159,098)	(241,052)	(2,071,154)	Remaining cost commitments broken down by supplier/ final estimates
<u>Business Hub</u>	(241,524)		(100,791)	(342,315)	(90,118)	(10,673)	(100,791)	(342,315)	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>									2019/20 cost deducted. Remaining budget used as future spend. £8K further budget allocated at 070621 F&GP
NDP & Northern Masterplan	(4,825)		(13,989)	(18,814)	(7,258)	(6,731)	(13,989)	(18,814)	
Sports Strategy-Rugby	(5,000)		(30,000)	(35,000)	(1,990)	(28,010)	(30,000)	(35,000)	Planning issues. £30K allocated to upgrade sports pitch. Drainage investigation carried out
Total Expenditure	(2,127,494)	-	(447,751)	(2,575,245)	(181,856)	(266,430)	(448,286)	(2,467,283)	
CIL reserves to be released									
Bat & Ball Community centre	570,525		-				-		
Business Hub	75,000		-				-		
Additional Business Hub CIL for drainage & UKPN upgrade			65,000				65,000		
Bat & Ball ancillaries	17,910		42,637				42,637		
	663,435		107,637				107,637		
PWL reserves - for Bat & Ball Comm Ctr	1,257,077		121,262				121,262		
KCC grant towards Bat & Ball Comm Ctr equipment	2500		-						
Mayor's fundraising towards rugby pitch	3463								
Net funding required (after CIL & PWL & Grants)	(201,019)	-	(218,852)				(219,387)		
Capital Receipts Reserve (CRR) current balance	878,965		639,367				639,367		
Agreed further use of CRR (F&GP 200720):									
PWLB repayment and interest Jan 2021	(35,800)								
St John's toilets improvements			(2,391)			(2,391)	(2,391)		
Replacement Bus shelter	(2,779)								
Residual payment received re Raleys land sale		11,455			11,455		11,455		Receipt into CRR
Remaining Unallocated CRR (After agreed further use & net project funding required)			429,578				429,043		

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Community Investment Plan Projects

i) Bat & Ball Centre

The Bat & Ball Centre official public Opening Events took place on 25th July 2021. Most original hirers and some new hirers have recommenced within the facility.

Unfortunately, there was some damage to the building whilst it was being used as an Asymptomatic Testing Centre. It has been agreed that KCC will commission the contractor BJF Group to carry out repairs, including extensive work to the main hall flooring, this will ensure that Sevenoaks Town Council's guarantees for work carried out remain in place.

The car charging points for two vehicles have now finally been installed, there are a couple of technical matters to be addressed by the contractor prior to them being available for use.

Please see below Bat & Ball Centre Hire Comparison July / August 2018 (pre closure) v 2021 (first month re-opened). For the first month of re-opening, it looks promising. The small hall is currently without a regular play group; however, a lot of other interest is being expressed in the space. The previous playgroup has a good deal with the Sevenoaks Day Nursery and is unlikely to return. Playgroups currently are having a difficult time with more parents working at home. It is unlikely to change before the autumn.

Resource	Hours Booked 2018	Hours Booked 2021	% used 2018	% used 2021
Large Hall	109.50	113.25	22.08	22.83
Small Hall	115.25	37.00	23.24	7.46
Meeting Room	35.00	11.50	7.06	2.32
Kitchen	55.50	17.75	11.19	3.58
Caretaker	2.00	17.00	0.40	3.43

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 (NDP)

The NDP is now subject to further delays due to the requirement to carry out a Strategic Environment Assessment (SEA). Officers have been successful in securing free technical support to produce the extensive piece of work expected to take 10 – 12 weeks.

SEA Process

1st step: Preparation of Scoping Report and consultation on the Scoping Report

The Scoping Report presents a baseline and context review for the SEA, a series of key sustainability issues, and the SEA Framework against which to appraise the Neighbourhood Plan (including reasonable alternatives). The idea of the Scoping Report is to enable the three statutory

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bodies for SEA, Historic England, the Environment Agency, and Natural England an opportunity to comment on the proposed scope of the SEA. The statutory requirement is that these three bodies are consulted for 5 weeks.

2nd step: Assessments and preparation of the SEA Environmental Report

Once the scoping stage is completed, the main output of the SEA process is prepared, the Environmental Report.

This will in effect present:

- An assessment of the Neighbourhood Plan
- An assessment of reasonable alternatives relating to the plan (so for example alternative ways of delivering the development you are supporting through the Neighbourhood Plan).
- Other information required by the SEA Regulations.

The Environmental Report can then accompany the NDP for publication once submitted to SDC.

iv) Sevenoaks Business Hub

The Business Hub is complete, subject to some additional works to the ramp requested by Building Control, UKPN & BT upgrade. The Finance Dept will relocate to the building once the UKPN upgrade has taken place, expected end of August 2021.

The software for booking is now operational; we anticipate some teething problems but should be able to sort them out as they arise. Mike Reid the Town Team Facilitator has worked hard to progress this. Please see [Home - Sevenoaks Business Hub \(nexodus.com\)](https://www.nexodus.com)

Sevenoaks Town Council has entered into a Service Level Agreement with Sevenoaks District Chamber of Commerce to market and obtain business for the facility. A launch event is proposed for 10th August 2021 and the Chamber have prepared an outline Marketing Strategy.

Prior to this the Business Hub is operating at approximately 10% of its Business Plan.

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. Previously the Town Council's Community Infrastructure Committee agreed to have more detailed consideration relating to the progressing the CIO.

DVCRP have agreed some ambitious plans as set out below in its planned Capital Projects for which funding is being sought. DVCRP has made strong representations to GTR that the underspend of the allocated Passenger Benefit Fund for the six stations is provided as agreed.

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Ref	Project	Cost
1	Eynsford Access Project – Feasibility	£50,000
2	Shoreham Station – Open Museum (Samuel Palmer) Feasibility	£30,000
3	Shoreham Station – conversion to unmanned Samuel Palmer Information Centre / Waiting Room	£150,000
3	Eynsford Station – redecoration of disused waiting room	£40,000
4	Murals for 6 Stations @ £2,000	£12,000
5	Co Funding Wayfaring signs form the Station	£6,000
7	Planters for each station @ £1,500 per station	£9,000
	Total	£297,000

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 during the pandemic.

Sevenoaks Town Council and the Town Team have incorporated some of its events – Music on the Bandstand, Open Theatre: Alice in Wonderland and the Bepuzzled Town Trail – into the Stag Takes Over the Town summer marketing and promotion event to encourage more footfall into Sevenoaks and the Stag during August including the Bank Holiday weekend.

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 was delayed. There was also a further plaque

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presented by the Railway Heritage Trust. The unveiling of the plaques took place 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, in the last month, new carpeting installed in the Chamber and foyer.