

29th January 2010



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 **Monday 3rd February 2020 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 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but 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 R J Parry (Chairman)

Cllr R Hogarth

Cllr R L Piper

Cllr A Clayton (Vice Chairman)

Cllr J M Canet

Cllr C Shea

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Committee any matter.

1. **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 on items on the agenda in which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.

4. **MINUTES**

To receive, note and sign the minutes of the meeting of the meeting of the Community Infrastructure Committee held on 14th October 2019.
(Copy previously circulated and attached).

5. **COMMUNITY INVESTMENT PROJECTS CASH FLOW** (copy attached)

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

6. COMMUNITY INVESTMENT PLAN (to consider the report attached)

- i. Bat & Ball Centre
- ii. Multi Use Games Area
- iii. Neighbourhood Development Plan
- iv. Sevenoaks proposed Cultural Quarter
- v. Tarmac Site
- vi. Sevenoaks Business Hub
- vii. Darent Valley Community Rail Partnership
- viii. Electric No.8 Bus
- ix. Tarmac Site Community Development

**Minutes of the Community Infrastructure Committee
Held on 14th October 2019 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.35 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	Present
Cllr R E Parry	Apologies	Cllr C Shea	Present (7.25pm)

Substitute	For
Cllr R Piper (7.07pm)	Cllr R E Parry

In Attendance: Cllr Eyre, Town Clerk, Committee Clerk

There was one member of the public present.

317. Apologies for Absence

Apologies received as noted above.

318. Requests for Dispensation

There were no requests for dispensations.

319. Declaration of Interests

Councillor Hogarth declared an interest in respect of the Sevenoaks Business Hub (Agenda Item 5, item (v)) as he was a member of the Sevenoaks District Council Community Infrastructure Levy (CIL) Spending Board

Councillor Hogarth took no part in the discussion on this item and did not vote thereon.

320. Community Infrastructure Committee Minutes of the Meeting held on 19th August 2019.

It was noted that Cllr Mrs R E Parry was included both on the list of committee members present and on the list of those in attendance; it was agreed that the minutes be amended by the removal of her name from those in attendance.

RESOLVED: That, subject to the amendment above, to receive and sign the Minutes as a true record of the meeting.

321. 2019 Community Investment Plan

i)	Bat & Ball Centre	Planning Permission has been approved without any conditions. An amended planning application with some change
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	<p>of details to exterior finishes has 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.</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 15th April 2019. All contractors were asked to review tenders. Contractors were interviewed on 3rd 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>CIC Cttee 7.1.19 Minute 393 RESOLVED: it was unanimously agreed to avoid additional delays to delegate to the Chairman of Finance & 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.</p> <p>Four tenders were received:</p> <ol style="list-style-type: none"> 1. £1,493,050.95 2. £1,885,065.00 3. £1,948,120.07 4. £2,043,166.64 <p>On the 1st August 2019 BJB Group were appointed as the contractor for the Bat & 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.</p> <p><i>Work commenced on site on 30th September 2019 with the removal of</i></p>
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		<i>asbestos. Construction work commenced on 14th October 2019. Burying of the time capsule to take place on 1st November 2019.</i>												
ii)	Multi Use Games Area Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.	Intention when centre and new nursery completed to install new MUGA in new location on current site. <i>Quotations to be sought November/December.</i>												
iii)	Neighbourhood Development Plan 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. 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><i>Draft timetable for progressing:</i></p> <table border="1"> <tr> <td>A</td> <td>Update draft NDP</td> <td>September 2019</td> </tr> <tr> <td>B</td> <td>Present to STC and NDP Steering Group</td> <td>4th November 2019</td> </tr> <tr> <td>c</td> <td>Comments from Cllrs and Steering Group</td> <td>25th November 2019</td> </tr> <tr> <td>D</td> <td>Final amendments to NDP</td> <td>December 2019</td> </tr> </table> <p><i>Revised timetable to be considered by Planning Committee on 21st October 2019.</i></p> <p><i>Noted that Plan had been amended in line with climate change discussions arising from the Council's Blue Skies meeting.</i></p> <p><i>Plan currently being proof read; any proposed changes by Councillors to be submitted by 25th November 2019.</i></p>	A	Update draft NDP	September 2019	B	Present to STC and NDP Steering Group	4th November 2019	c	Comments from Cllrs and Steering Group	25 th November 2019	D	Final amendments to NDP	December 2019
A	Update draft NDP	September 2019												
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c	Comments from Cllrs and Steering Group	25 th November 2019												
D	Final amendments to NDP	December 2019												
iv)	Stag Community Arts Centre	Agreed to continue to support and invest where possible – <i>additional items of priorities to be reviewed by F&GP.</i> In September 2019 Sevenoaks Town Council and the Stag celebrated 10 Years since the Town Council took over the venue.												
v)	Sevenoaks Business Hub The project is to refurbish the old Red Cross building to provide a Business Hub													

<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 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> Sevenoaks Town Council sought tenders via the Government Contract Finder Website. 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><u>Funding</u> Unfortunately, the Town Council did not receive the approval from SELEP in</p>	<p><i>CIL applications made September 2019 SDC decision meeting on 9th December 2019.</i></p> <p><i>Part of the planning permission requires the Town Council to install two electric car charging points and arrangements have been made for this.</i></p> <p><i>The Committee considered whether to undertake the cost of electricity and offer it free to users or to recover the cost of electricity. Noted that the Town Council should be aware of the company's rates.</i></p> <p><i>RESOLVED: that the cost of the electricity be recovered from users of the charging points, based on the Sevenoaks District Council model.</i></p>
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	<p>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> <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>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"> • Sevenoaks District Council • Sevenoaks Town Council (currently Town Clerk) • Swanley Town Council • Eynsford Parish Council • Shoreham Parish Council • Otford Parish Council • Darent Valley Partnership • GTR • Southeastern <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>Launch date for the Community Rail Partnership was 1st September 2019.</p>

	<p>STC and SDC are jointly working on a Business Plan to be consulted on and used to encourage investment.</p>	<p>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.</p> <p>A 3-year initial financial budget had been prepared. STC's contribution would be £3,000 per annum.</p> <p><i>The next project would be the preparation of an Action Plan for the next 3-4 years.</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>It is hoped that the Town Council can make a CIL application in the future.</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 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><i>The Town Council had indicated a willingness to speak in support of the Tarmac proposals at the District Council's Local Plan Inquiry</i></p>

ix)	Business Improvement District (BID) including elements if possible, to improve Public Realm. 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.	Work will recommence on the BID, however it was recommended that the referendum for the BID is after the referendum for the NDP.
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There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

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Community Investment Project Cashflows**Summary**

23/01/2020	Mar-19	Mar-19	Dec-19	Dec-19
Bat & Ball Station Building				
Total inc/ inflow	1,083,011		1,083,011	
Total exp / outflow	(1,238,910)		(1,320,841)	
Net STC Funding required	(155,899)	(155,899)	(237,830)	(237,830)
Bat & Ball , Ancillary ram, bike stores etc				
Total inc/inflow	294,144		304,277	
Total exp / outflow	(373,878)		(480,075)	
Net STC funding	(79,734)	(79,734)	(175,798)	(175,798)
Bat & Ball Centre				
Total inc / inflow	1,257,815		2,657,815	
Total exp / outflow	(2,775,208)		(3,078,805)	
Net STC funding	(1,517,393)	(1,517,393)	(420,990)	(420,990)
Business Hub				
Total inc / inflow	265,400		75,000	
Total exp / outflow	(265,400)		(274,268)	
Net STC funding	-	-	(199,268)	(199,268)
Other Com Invest Plan projects (e.g. 3G Rugby)				
Total inc / inflow	25,000		25,000	
Total exp / outflow	(379,534)		(379,534)	
Net STC funding	(354,534)	(354,534)	(354,534)	(354,534)
Net Expenditure		(2,107,560)		(1,388,420)
Transfer from Capital Receipt Reserve for YTD spend		708,897		
2018/19				651,975
2019/20				<u>431,131</u>
Net balance required		(1,398,663)		(305,314)
Capital Receipts Reserve				
Balance		1,025,744		1,140,575
Offset projects		(420,990)	2019-20	(431,131)
			Tfr balance	(305,314)
*Projected unallocated balance		<u>604,754</u>		<u>404,130</u>

Note

Bat & Ball Station Building funding includes transfer required for 5 year Management & Maintenance plan

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**Sevenoaks Town Council
Community Infrastructure Committee - 3rd February 2020**

Community Investment Plan Projects

Bat & Ball Centre

Buildings work are continuing satisfactorily on schedule and within budget.

A second Hard Hat Tour for past users of the building will take place in March 2020.

Current matters under review are:

- Exterior wood cladding
- Ladies toilets design
- UKPN supply
- AV equipment

Construction work is due to be completed in May 2020, external works to landscaping, installation of MUGA, demolition of old nursery, works to car park will then take place.

The Town Clerk has recommended that consideration is given to the naming of the Large Hall and Small Hall possibly after the late Freeman e.g. Garrett and London – members views are sought.

Prior to the 'official opening event (s)' scheduled for **Friday 4th December 2020** some preview events will take place, similar to those that happened at the station building, this will enable the building and facilities to be tested prior to public hire.

The original Business Plan for the new Centre was prepared when it was proposed that the Centre would be combined with the Town Council offices. A revised more simpler Business Plan has been prepared (**see attached**) with the aim of working towards the Centre meeting the repayments of the Public Works Loan Board.

Multi Use Games Area

Tenders for the facility will be sought during February and March 2020 for construction to commence in June 2020.

Neighbourhood Development Plan

The Neighbourhood Development Plan Steering Committee met recently to review the new draft of the Plan, which was signed off by the Planning Committee. The full draft Plan can be viewed at www.STNP.co.uk

The six-week public consultation exercise takes place between 31st January to 13th March 2020 and information will be available at the following locations:

- Sevenoaks Kaleidoscope Library on 31st January and 1st February 2020 from 10 a.m. – 2 p.m.;

Sevenoaks Town Council**Community Infrastructure Committee - 3rd February 2020**

- Sevenoaks Town Council Offices on Friday 14th and Saturday 15th February 2020 from 10 a.m. – 2 p.m.
- Information boards will also be available to view in the Café at the Stag and Sevenoaks Mainline Station Foyer from 3rd February – 13th March 2020 during normal opening hours.

Sevenoaks Proposed Cultural Quarter

As part of the Neighbourhood Development Plan a cultural quarter for Sevenoaks has been recommended. A draft strategy has now been produced. An open meeting has been arranged for 7 p.m. on 23rd January 2020 in the Stag Plaza Suite for anyone interested in this initiative.

Tarmac Site

Representatives from Tarmac provided a presentation to the Planning Committee held on 13th January 2020, this was well attended by members of the public. Copies of the presentation have been made publicly available.

All feedback from the consultation process will be considered for inclusion in the final Neighbourhood Development Plan which will then be submitted to Sevenoaks District Council to follow through the statutory process.

Sevenoaks Business Hub

Unfortunately, Sevenoaks District Council CIL Board decided not to review the Town Council's application for funding for the Business Hub.

The Town Council therefore needs to consider alternatives. The building is important to the Town Council as it is a public asset that is deteriorating, it will enable expansion for Council staff administration and provide facilities for small and local businesses as identified in the Northern Sevenoaks Masterplan.

The Town Clerk and Architect of the scheme will be undertaking a value engineering exercise to consider a reduced cost for the project which can be considered from the Town Council's Capital Reserves.

RECOMMENDATION: The value engineering exercise takes place and for the Town Council to consider funding from its Capital Reserves following the completion of the construction of the new Centre – June 2020.

Darent Valley Community Rail Partnership

The partnership was launched on 1st September 2019. The next steps are for an Administrator to be recruited and an Action Plan completed and worked on.

Sevenoaks Town Council's Heritage Engagement Officer is providing administrative support for this project up to end of March 2020 whilst Sevenoaks District Council recruits for the post.

**Sevenoaks Town Council
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Electric No 8 Bus

The project fits within the Town Council's No. 1 Priority of addressing climate change. An application for funding will be made to the next round of CIL Board at Sevenoaks District Council.

Tarmac Site Community Investment Development

Tarmac is currently preparing plans for its planning application in 2022/3 for the community aspects of the site. Sevenoaks Town Council and other relevant community groups will be involved throughout the process.

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Bat & Ball Centre Revenue Business Plan

January 2020

Sevenoaks Town Council
Council Offices
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Kent TN13 3QG

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1. Executive Summary

In 2017 the community centre facility although extensively used as a community hub was thirty years old and the fabric of the building required costly maintenance and upkeep in heating etc. Public feedback also indicated that it was no longer a venue where they would want to hold a special family occasion e.g. wedding. Also, a larger venue had been requested by businesses and public for events with a sit-down capacity for 250. People requiring such a venue need to go out of town.



The proposal was originally to sell Sevenoaks Town Council offices and reinvest the capital income and some of the proceeds from the sale of the Raleys site, into a combined new community / conference centre / council offices. This would deliver a new fit for purpose building and enable revenue costs to be combined and the new building would have staff on site for most of the time.

Sevenoaks Town Council commissioned RIBA South East to administer a competition for architects to design the new facility. Seventy-two local, national and international architects submitted expressions of interest to be involved in the design of the new centre, these were shortlisted to five. A public exhibition was held on the 15th & 16th May and feedback from these assisted judges in choosing the design to work up to the next stage. The Town Council had obtained funding from the Homes & Community Agencies for RIBA to carry out this work.

The proposal for the new facility was supported by Sevenoaks District Council and Kent County Council.

The new proposed Bat & Ball Centre alongside the proposals for a refurbished Bat & Ball Station Building are an important element within the future Masterplan for Northern Sevenoaks.

Unfortunately, there were planning problems relating to the proposal on both the Town Council offices site and the community centre site. At the same time the Red Cross relinquished its building, and this provided an opportunity for its development.

Bearing all of this in mind the Town Council reconsidered its original plan and decided to retain its office site and refurbish the old Red Cross building and to keep the current community centre site for its original purposes which had benefits of the car parking not being so restrictive.

The revised proposal provided several advantages:

- Less pressure on car parking at the Bat & Ball Centre
- Less pressure on car parking at STC Office site, also enabling nearby residents to use some car parking spaces during non-office hours.
- Retained community assets
- Enabled Sevenoaks Day Nursery to continue with its original plans (on community centre site)
- Enabled a new Business Hub to be created on the STC office site.

2. Bat & Ball Centre Objectives

The driving vision for the new Bat & Ball Centre is to replace the tired and no longer fit for purpose thirty year old community centre with a facility that will be characterised by being a high quality contemporary building, within accessible and vibrant public realm enabling a lively and eclectic mix of daytime and evening activities. It is intended to complement and be interactive with the refurbished adjoining Bat & Ball Station building.

The new Bat & Ball Centre will be far more economical to operate and have improved aesthetics and extended community space.

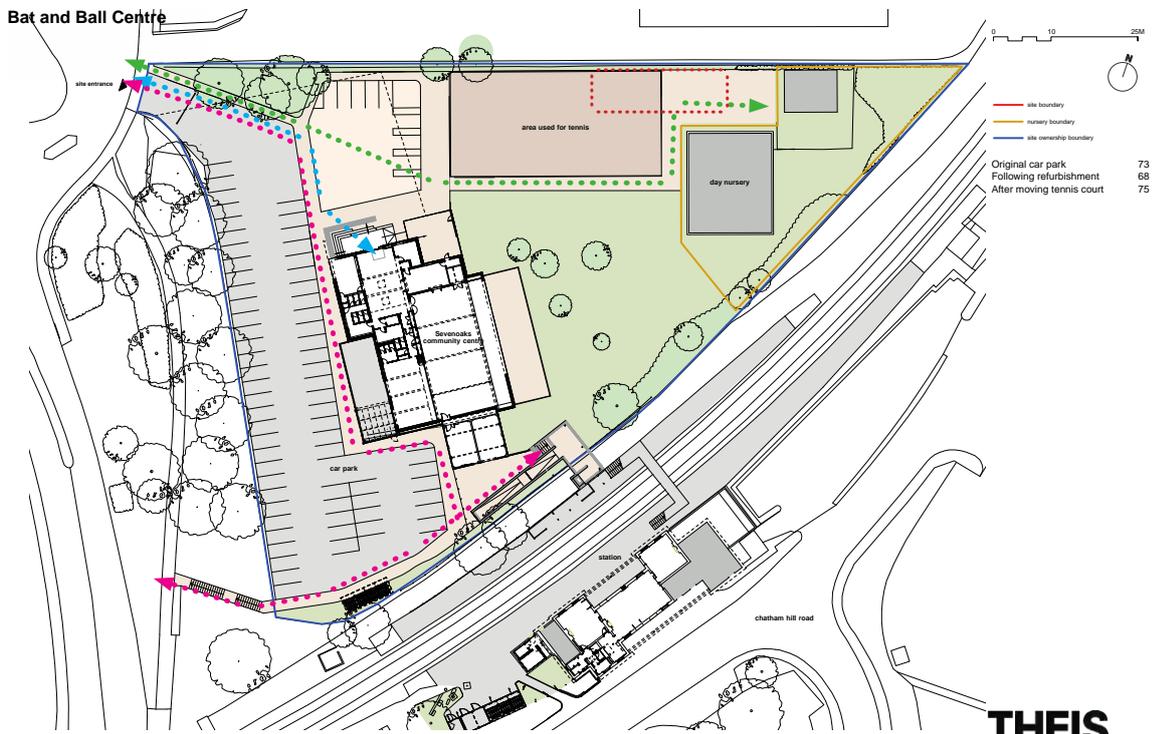
Once the new building is constructed the external areas of the building will be landscaped to enable the exterior to also be a valuable community space.

The objectives for the new Bat & Ball Centre are set out below:-

- i) An improved sustainable and environmental building
- ii) A new facility for Sevenoaks to be proud with the following facilities
 - Large main hall -Extended in size to current with sliding doors to enable link to smaller hall
 - Smaller hall for multi-use including play schools (meeting Ofsted requirements)
 - Catering kitchen
 - Meeting room
- iii) The plans to ensure that current usage can continue and provide more flexible accommodation to enable additional usages.
- iv) To provide a community hub to enable community organisations to meet and assist in the prevention of loneliness
- v) Link to regeneration of Bat & Ball area / Masterplan for Northern Sevenoaks
- vi) Enable disabled access to the adjacent station.
- vii) Provide improved day nursery facilities on the site (subject to day nursery finances).
- viii) Provide a larger venue space for conference and community events (up to 250 seated with tables) and modern IT facilities.
- ix) Floor surfaces in halls to accommodate some non-ball sports.

- x) Linked to Bat & Ball station building
- xi) To work towards generating revenue income to meet Public Works Loan Board repayment and the venue being cost neutral.

3. Bat & Ball Centre Design Plans



revised masterplan



north-east garden elevation



north-east entrance elevation



north-east garden elevation



south-west car park elevation



south-west car park part elevation



main hall looking towards stage



main hall looking towards entrance

4. Comparison with similar facilities

i) **Stag Community Arts Centre**

The Stag Community Arts Centre has a 450-theatre auditorium and function room which seats approx. 100 people around tables. The function room has a larger capacity for seating if theatre style.

The benefits of hiring the Stag for similar events to that proposed at the new Bat & Ball Centre is that it is in a town centre location. However, being central means that there is competition for parking spaces in adjacent public car park serving shops, cinema, theatre and businesses.

The function room is of a good quality and has technical equipment, however, has limited seating capacity.

Coffee / Tea	£3 per person
Buffet Lunch	£3.95 – £5.95 & VAT
Dinner	£25 & VAT for up to 50 people (unlimited tea and coffee)
Technical Support	lighting technician £22.50 per hour

ii) **Knole Academy**

Knole Academy has recently had a multi-million refurbishment and includes new theatre, conference and venue space.

The benefits of the facilities is that of high quality venue and equipment. It also has good free car parking.

Disadvantages relate to availability, only available outside school hours and again limited seating capacity in the main hall.

Prices prepared for individual events

iii) **Brands Hatch Conference Centre**

The Brands Hatch Conference Centre is a commercial venue offering good facilities for conference and social functions, up to 400 people. It also has good, free car parking.

The disadvantages is that it is not local for Sevenoaks and there is a requirement to use in house catering which can be costly for some community organisers.

From the Town Council's perspective, it will be taking the local pound out of Sevenoaks town.

Prices prepared for individual events

iv) The River Centre, Tonbridge

The River Centre is a commercial venue with high quality provision situated in the centre of Tonbridge. The venue can enable seated conferences up to 750 and seated meals up to 350. It also has separate multi-functional rooms and facilities. There is a car park on site for up to 94 cars.

The disadvantages is that it is not local for Sevenoaks and there is a requirement to use in house catering which can be costly for some community organisers.

From the Town Council's perspective, it will be taking the local pound out of Sevenoaks town.

Note: No longer taking bookings

v) Kenward Trust Conference Centre, Yalding, Kent

The Kenward House Conference Centre is a Georgian property at Yalding. It has large windows looking out over fields, chandeliers and Georgian panelling, with facilities suitable for conferences, business meetings and social events. There is free car parking. The rooms can comfortably seat 30 round the tables or 50 persons in theatre style, and up to 80 in some conferences. The two rooms along with the front foyer can be used together to create a dedicated conferencing venue, with space for separate break out rooms.

Catering can be provided. It is an alcohol-free site.

Proceeds from the conference centre are reinvested into the Kenward Trust charity.

Price per head for catering

Coffee	£3.50
Buffet Lunch	£7.50 - £14.00 per person
Afternoon Tea	£19.50 per head

vi) Eden Centre, Edenbridge

Largest hall can hold approximately 120 people theatre style, about 80 if tables and chairs required.

Refreshments details unavailable

5. Consultations

In 2014 the Town Council had been considering for some time how it could provide improved facilities to enhance the current or provide a new community centre for the town, these considerations led to the Town Council creating its first Community Investment Plan.

The Town Council wanted to avoid and or limit possible borrowing of large sums to enable this to happen and therefore other methods of obtaining funding for this were required. A process of asset management has been being undertaken for a couple of years and following a Blue Skies meeting held by Councillors at the end of 2014 it was agreed that capital income from the sale of Raleys land and the Town Council office site could be used for this project and others identified in Sevenoaks Town Council Community Investment Plan.

The Community Investment Plan was published and circulated widely as a standalone document, an insert into the Town Crier magazine circulated to residents via Resident Associations and electronically on the Town Council's website. The Community Investment Plan was also extensively featured in the Sevenoaks Chronicle both on the front page and two full pages inside.

A public exhibition of the five short listed designs for the new centre was held on Friday 15th May and Saturday 16th May in the current community centre. At the same time the five short listed designs were available at www.sevenoakstown.gov.uk to view and for the public to provide feedback. Approximately 300 people visited the exhibition and the website had 1,800 unique visits.

The Town Council has a regular meeting with users of the current facility and their input was requested at all the development stages.

Extensive consultation and engagement has taken place with the Sevenoaks Day Nursery in order to try and establish how improved facilities could be provided for them either as an integral part of the new build or ancillary, subject to the Day Nursery having funds to finance the new facility. A representative from the Sevenoaks Day Nursery was one of the judges on the RIBA competition.

Unfortunately, there were planning problems relating to the proposal on both sites the Town Council offices site and community centre site. At the same time the Red Cross relinquished its building, and this provided an opportunity for its development.

Bearing all of this in mind the Town Council reconsidered its original plan and decided to retain its office site and refurbish the old Red Cross building and to keep the current community centre site for its original purposes which had benefits of the car parking not being so restrictive.

The revised proposal provided several advantages:

- Less pressure on car parking at the Bat & Ball Centre
- Less pressure on car parking at STC Office site, also enabling nearby residents to use some car parking spaces during non-office hours.
- Retained community assets
- Enabled Sevenoaks Day Nursery to continue with its original plans (on community centre site)
- Enabled a new Business Hub to be created on the STC office site.

At every stage of the decision-making process Users of the community centre were involved in reviewing plans and specification and details publicised widely in the local press and throughout all the Town Council communications methods.

6. Identified Need

6.1. Sevenoaks Town Council had identified a need for the new building for the following reasons: -

1. The community centre although used extensively was 30 years old and the fabric of the building required costly maintenance and upkeep in heating etc.
2. Listed below is a list of current hirers who would want to continue to use the facility

Council Offices	Community Centre
Spiritualist Church Group	Hollybush Montessori School
Sevenoaks Society	Line Dancing
Kent Association of Local Councils	Probus – Retired Professional Businessmen Meeting / Lunch
Sennoke W.I.	University 3 rd Age
Friends of Rheinbach	Irish Dancing
Sevenoaks District Citizens Advice Bureau	Antenatal Classes
Friends of Pontoise	Zumba Dance Class
Sevenoaks Conservatives	Burlesque Dancing
Dorothy Parrott Charity	MOJO Running & Fitness
Radcliffe Housing	Pole Dancing
Beavers and Scouts Award Ceremonies	Sevenoaks Area National Trust
Elections	Tea Dances
Society of Local Council Clerks – training	Family History
Local organisations – training	Knole Decorative Fine Arts Society
Kent County Council – education appeals	Fitness Class
Sevenoaks Area MIND	Rugby training for under 5 year olds
Sevenoaks Conservation Society	Ballroom Dancing
	Sale of Picture Frames
	Karate
	Spiritualist Church

3. The Sevenoaks Town Sports Strategy has identified the following need for the facility

- Gymnastics
- Judo
- Taekwondo
- Dancing
- Tennis
- Netball
- Tai Chi

- Exercise Classes
 - Zumba
 - Indoor running & fitness
 - Pole Dancing
 - Boxing
4. The Town Council and the Sevenoaks Town Partnership hold business and civic events with attendees of approx. 200 and there was not a local venue to accommodate these.
 5. Similarly, there was not a venue locally to accommodate large community events e.g. weddings and parties.
 6. There was not a venue locally to accommodate conferences.
 7. Investment was needed in the locality to regenerate the Bat & Ball area.
 8. Neighbourhood Development Plan Questionnaire to all Households providing the following responses relating to this venue
 - Sevenoaks community centre could do with a revamp, it looks very tired
 - Community Centre - particularly the old bar area but generally to allow greater use as a performance space
 - Community centre needs updating
 - A manned community centre, not a hiring facility .
 - Sevenoaks community centre is dated and could definitely benefit from money being spent so more people use it
 - Bat and ball station and nearby community centre. The current state of both is an embarrassment to the town. There is no reason that this gateway to Sevenoaks can't be as beautiful as the entrance from Tonbridge via St. Nicks. We can do a lot better.
 - Sevenoaks community centre, an important meeting place for the community

6.2. Sevenoaks District Council

Sevenoaks District Council had identified the need for the new building within its Economic Development Strategy (see Appendix A) stating the following:-

Pg. 17. Bat and Ball and the BT Exchange have been identified as potential regeneration sites within Sevenoaks town. The future development of these sites will play a vital role in the prosperity of the town in years to come.

Pg. 38. Further growth will be needed over time if the town is to maintain its position relative to other centres. Vital to this is the two main regeneration projects, Bat & Ball and the BT exchange.

Bat and Ball lies just to the north of Sevenoaks Town and has some properties that are empty or substandard. The rail station is of a substandard quality and the surrounding environment could be significantly upgraded in order to support the vibrant business atmosphere at the Bat and Ball Enterprise Centre. Any investigation of the inclusion of Bat and Ball in Transport for London's travel zone, will need to determine whether the inclusion of this area in the travel zone will relieve pressure from the London service of the nearby Sevenoaks town station.

Pg. 48. Places for Growth and Improvement – Regenerate Bat & Ball, New Ash Green and other key growth sites. Transport and Infrastructure – Inclusion of Swanley in Transport for London's travel zone and making it Oyster card ready and investigate the possibility of including Bat & Ball and Eynsford in TLF's travel zone.

In a letter to the Homes and Communities Agency in August 2014 Lesley Bowles, Chief Officer, Business & Communities stated:-

Greatness Community / Conference Centre

We are very pleased to support your bid to the HCA to assist with the planning and community consultation phase of the redevelopment of Sevenoaks Community Centre. Bat and Ball is identified as an important area for redevelopment and improvement in our Draft Economic Development Strategy and the West Kent Priorities for Growth Document (the shared investment priorities for West Kent).

The redevelopment of the community centre is key to the regeneration of the Bat and Ball area, providing improved community facilities, economic growth through the conference centre and vital childcare services. The improvement to the area generally will be a catalyst for future investment. Our planning policy is also strongly supportive of the protection and improvement of neighbourhood services and facilities.

6.3 Homes & Communities Agency

The Homes & Communities Agency supported the project by agreeing a grant of £30,000 for the initial feasibility study and RIBA Competition.

6.4. Draft Neighbourhood Development Plan (including Masterplan for Northern Sevenoaks)

Objective Eleven: To deliver enhanced community assets for the town.

Policy COM1: Proposals for a new Community Centre at Bat & Ball Station will be progressed by the Town Council.

The Town Council is currently progressing proposals to construct a new Bat and Ball Community Centre to the west of Bat and Ball Station. It is anticipated that this will include a large community event space, a small hall, kitchen area, nursery facility, toilets.

The design of the new centre will also open access to the western platform of Bat and Ball station. This will help satisfy the priority objective of the Sevenoaks District Transport Strategy to improve public transport interchange facilities.

7. Programme for build of Capital Project

The capital build programme for the new Bat & Ball Centre was subject to the Town Council's receipts of capital income from sale of parcels of land and planning permissions being granted.

Pre-Construction Programme

1	Architect appointed	Month 1
2	Feasibility & brief, other professional appointments	Months 1 – 3
3	Develop new concept design taking into account consultations	Months 3-6
4	Develop scheme design	Months 6 -9
5	Submit for planning	Month 9
6	Develop tender design	Months 10 – 13
7	Prepare tender documents and tender	Month 14 -15
8	Receive tenders, assess, recommend and award contract	Month 16
9	12 months contract on site	Months 17- 29

In April 2019 Sevenoaks Town Council resolved to commence the construction programme with a completion date of December 2020.

Construction Programme

1	Phase 1	April – September 2019	<p>Sevenoaks Day Nursery built and complete its new facility.</p> <p>Relinquish old facility for Sevenoaks Town Council & Lions Club to use for storage.</p> <p>New access ramp completed between community centre site and Bat & Ball Station.</p>
2	Phase 2	June – May 2020	<p>Community Centre building under construction</p> <p>Access to nursery along top edge of site or by agreement with adjoining owner.</p>

3	Phase 3	May – November 2020	<p>Old nursery building demolished.</p> <p>Installation of Multi Games User Area.</p> <p>Fitting out of new community centre e.g. kitchen, furnishings, lighting.</p> <p>Landscaping to Grounds*</p> <p>Resurface of car park*</p> <p>Additional cycle racks installed.</p> <p><i>Subject to availability of funds*.</i></p>
4	Phase 4	December 2020	Bat & Ball Centre opens for public use.
5	Phase 5	To be confirmed	Construction of Otford Road access steps, subject to agreement of land with Kent County Council, planning and funding.

8. Capital Expenditure & Funding

In 2017 the concept design was based on a build cost of £2.5m. The Town Council was at a very early consultation stage and additional and new ideas for expanding the site.

Sevenoaks Town Council had received advice confirming that if the new building is registered under the HMRC 'Option to Tax' rule it would be able to reclaim the VAT on the build which is anticipated to be approx. £500k.

In 2019 Sevenoaks Town Council agreed the following project budget:

- Project Budget £2,775,208 & contingency £303,597 = £3,078,805
- Funded by £1,200,000 CIL (Community Infrastructure Levy) Grant, £57,815 CIL Reserve, £420,990 Capital Reserves & £1,400,000 Public Works Loan Board (25 years fixed rate, annual repayment £74,202)

9. Operation of Facility

Sevenoaks Town Council will operate the facility using directly employed staff and therefore ensuring that any revenue income generated will be reinvested into the facility. Bookings, maintenance etc will all be arranged by the central administration.

The Town Council will continue to facilitate a regular User Group meeting which will enable users of the venue to provide feedback and suggestions for its development. In addition all of the Town Council meetings and related documents, including accounts are open to public.

It is envisaged in addition to current hirers of the facilities there will be increased capacity for additional hirers and with the aim of having one large event per month be it a conference or large social event to generate income to improve the sustainability of the venue. It is however noted that there will need to be some investment of resources both staff time and budget to develop this aim.

10. Related Facilities

i) Sevenoaks Day Nursery

The Sevenoaks Day Nursery has operated within demountable buildings situated on land situated on the site and leased from Sevenoaks Town Council for since 1985.

The day nursery operates as a registered charity for day care for 0 -5 year olds, Monday to Fridays. It also operates school holiday play schemes.

It is the plan to seek a solution to enabling this facility to continue on site either integrated within the main new building or ancillary to it.

ii) Lions Club storage

The Lions Club raised funds for and constructed a separate storage facility similar to garage on land leased from Sevenoaks Town Council since 1990.

The storage facility enables the Lions Club to store goods for resale which in turn helps them to generate funds for their charitable activities.

It is the plan to seek a solution to enabling this facility to continue on site either integrated within the main new building or ancillary to it.

iii) Bat & Ball Station

From 1862 to 1874 the Bat & Ball Station was the only railway station in Sevenoaks. The single storey station office, waiting room with station master's house was built in London yellow stocks with string courses in red, dark blue and cream with dark blue slate roof. Today it is a Grade II listed building.

The signal box shut in 1981 and the footbridge no longer has a roof. The platform is too short to take modern five carriage trains. The old station master's house is now a private residence. Today the old station looks forlorn and neglected it has suffered repeatedly from vandalism and it is not manned any longer.

The Bat & Ball Station is adjacent to the proposed new centre and is seen to be integral to the regeneration of both the new centre and the surrounding environ. The station does not currently have accessibility for the less mobile and the creation of a new entrance to the station from the community centre land would facilitate this.

A Bat & Ball Station Friends Group has been created to help address some of the following points. It is understood that such initiatives have been successful in other areas.

- a) Support regeneration of Bat & Ball area, highlighting benefits of the station
- b) Promote the station – via new signage / publicity
- c) Promote the station building as a venue / facility / office facilities

- d) Encourage integration with other community / business projects e.g. Britain in Bloom, Vintage Bus, Summer Festival / Arts
- e) Protect and inform re Historical and Conservation importance
- f) provide information to the public

A 25-year peppercorn lease has been agreed with Southeastern and Network Rail.

Sevenoaks Town Council received notification from the Heritage Lottery Fund that it had been successful in its grant application in December 2017. The refurbished facility opened in March 2019 and the access ramp link to the community centre site in September 2019.

11. Identified Risks

	Risk	Consequences	Addressing Risk
1	Business Interruption <ul style="list-style-type: none"> • weather • travellers • building damage e.g. gas leak 	Loss of revenue income Potential damage to reputation	Insurance cover Maintenance schedule
2	Insufficient Hire of Facilities	Loss of Revenue income Impact on resources available	Invest in marketing Improved facilities available – more likely to be hired.
3	Health & Safety including <ul style="list-style-type: none"> • Fire Safety • Legionnaires • Food Safety • Asbestos • Electrical safety • Manual handling • Child safety 	Impact on public safety	STC employ H & S consultants – follow plans provided.
4	Acoustics of building	Reduced hire due to noise infiltration	Specification for building to address issue. Acoustic strategy and survey to be provided.

5	Café income	Insufficient customers relating to reduced profit.	Agreed not to provide in house café, station café nearby.
6	Overstretching capacity	Inadequate parking provision Health and safety matters Reduce potential business Ensuring when taking bookings for community events enabling hire space to be available for commercial activities which are needed to underwrite the sustainability of the venue.	Design to address where possible. Transport policy. Research potential of working with neighbouring businesses for car parking when businesses not operating. Booking policy to be put in place.
7	Customer Service	Needs to be high quality to ensure repeat business.	Ensure equipment operational, clean venue – venue management.
8	Non Domestic Rates	New payment level increases risk of reduced profit.	Consider alternative method of operating the facility if needed.
9	Perceived reputation of Bat & Ball area	Could impact number of people using the facility	Address Security Publicity to improve image.
10	Closure of Bat & Ball Station	Could impact number of people using the facility.	Lobby for continued and improved station facilities in partnership with Friends of Bat & Ball Station.

			Community Rail Partnership to be supported.
11	Competing Facilities	Could impact number of people using the facility.	Review comparative charges. Marketing.
12	Increased staff costs for operating venue	Could have a negative impact on profit margins.	Consider for operation staff casual contracts related to hire income.
13	Loss of Hirers	Displacement of hirers during construction might not return.	Provide high quality community facility to meet their requirements.

12. Revenue Income & Expenses

In relation to income the new building will incorporate all the spaces currently available for hire in the old community centre. It is anticipated that additional income will be achieved due to additional hire space available, improved facilities and venue, additional market value for hire again due to improved facilities and the ability to hold one key event per month (a key event would be use of the complete main hall and ancillary rooms).

It is noted that income generation will require time and resources invested to achieve its total anticipated target, therefore the income has been shown as phased over a period and percentage of total target income.

Where possible improved environmental elements have been included within the specification of the building to not only make the building more sustainable but also with the aim of reducing revenue costs, these include solar panels and lights that automatically turn off when a room is not in use and improved insulation etc.

See next page for proposed revenue income and expenditure schedule.

Bat & Ball Centre Projected Income and Expenditure

Based on opening of new facilities December 2020

Expenditure	Year 1	Year 2	Year 3	Income	Year 1	Year 2
	2020/21	2021/22	2022/23		2020/21	2021/22
Gross Pay	7,266	29,994	30,838	Letting & Hires	15,000	78,500
Employers Pension Contr.	376	1,549	1,596	Sale of Goods		
Equipment hire and new	500	1,000	1,030	Grant income		
Rates	4,600	4,940	5,090	MUGA		
Water		2,600	2,680	Indoor Activities	150	2,850
Electricity	1,000	2,295	2,365	Development Fund PWLB Payment	49188	52498
Gas	720	2,135	2,200	Reserves	26000	
Cleaning (inc materials)	210	625	645			
telephone (inc. mobile)	516	545	565			
Furniture & Furnishings						
Printing and Stationary	100	255	265			
Postage						
IT						
Publicity	500	500	500			
Goods for resale	100	670	690			
Professional Fees - Licensing	680	845	875			
Groundsman	0	7,900	8,135			
H&S	500	465	480			
Alarms	620	2,500	2,575			
CCTV maintenance		320	330			
Waste Disposal	400	1,620	1,670			
Healthcare Services	250	1,090	1,125			
PWLB	72,000	72,000	72,000			
Totals	<u>90,338</u>	<u>133,848</u>	<u>135,654</u>		<u>90,338</u>	<u>133,848</u>