

17th June 2020



Report to Community Infrastructure Committee 22nd June 2020 at 7:00pm

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until further notice and decisions are taking place under delegated authority.

Matters relating to the Community Infrastructure Committee being considered will be published in the normal manner and timescale - Comments are welcomed by email. Please submit your comments by 12noon on 22nd June 2020 to: council@sevenoakstown.gov.uk

It is hoped in the near future that we will be able to hold virtual meetings and details will be published.

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

AGENDA

1. CHAIRMAN AND VICE-CHAIRMAN

To note that, following the decision by Council to roll over current governance arrangements until May 2021, the following appointments made on 13th May 2019 remain in place:

- (a) CHAIRMAN – Cllr Richard Parry
- (b) VICE-CHAIRMAN – Cllr Tony Clayton

[Council Minute 64, 13.05.2019 refers]

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of any items of business included in this report.

3. MINUTES OF MEETING HELD ON 3RD FEBRUARY 2020
To consider the Minutes of the Community Infrastructure Committee held on 3rd February 2020. Copy attached
4. COMMUNITY INVESTMENT PROJECTS CASH FLOW Copy attached
5. COMMUNITY INVESTMENT PLAN
To consider the report attached: Copy 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

**Minutes of the Community Infrastructure Committee
Held on 3rd February 2020 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.23 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 Piper	Present	Cllr C Shea	Present

In Attendance: Cllr Eyre, Town Clerk, Committee Clerk

There were no members of the public present.

The meeting was recorded.

470. Apologies for Absence

None received.

471. Requests for Dispensation

There were no requests for dispensations.

472. Declaration of Interests

There were no declarations of interest.

473. Minutes of the Meeting held on 14th October 2019

RESOLVED: To receive and sign the Minutes of 14th October 2019 as a true record of the previous meeting.

474. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Project Cash Flows Summary, as at 23rd January 2020. Noted that current commitment, including contingencies, resulted in a predicted final balance of £403,130.

475. 2019 Community Investment Plan

1) Bat & Ball Centre

The Committee noted that building works were continuing satisfactorily and on schedule. Unfortunately, UK Power Network had advised that a considerably larger electricity supply than originally estimated was required which would entail digging up the road, requiring notice of 12 weeks for the road closure. It was hoped that this would not substantially delay the project.

It was noted that:

- a review of the wood cladding was being undertaken, with samples due to be received by the Town Clerk this week
- a second hard hat tour was taking place in March 2020 for past users of the Community Centre

- prior to the official opening event scheduled for Friday 4th December, preview STC events would take place
- car park provision was original 73. following refurbishment 68, and after moving the tennis court 75
- It was agreed that naming of the main rooms be considered at the next meeting following consultation with all councillors.

The Committee received and noted the updated Bat and Ball Centre Revenue Business Plan which aimed long term towards generating income to meet the Public Works Loan Board repayment and the venue being cost neutral: noted that a conservative approach had been taken to the revenue estimate.

2) Multi Use Games Area

Tenders to be sought during February and March 2020 for construction to commence June 2020.

3) Neighbourhood Development Plan

Noted that the Neighbourhood Development Plan Steering Group had signed off the new draft of the Plan and the six- week public consultation period commenced 31st January 2020.

4) Cultural Quarter

Noted that an open meeting had been held on 23rd January 2020 regarding the proposed arts/cultural quarter. Some more immediate issues had been raised and a need to progress discussion towards strategic long-term view identified.

5) Sevenoaks Business Hub

Unfortunately, Sevenoaks District Council had decided not to review the application for CIL funding in respect of the Business Hub. It was agreed to defer further consideration until construction of the Bat & Ball Centre was completed. The need to ensure the building remains waterproof to reduce deterioration was identified as a priority.

6) Community Rail Partnership

There was disappointment with the delays in progressing this project. The Committee agreed that, with the agreement of the other parishes, the move towards setting up a Community Interest Company be accelerated.

7) Tarmac Site Community Development

Tarmac had provided a presentation to the Planning Committee in January, which had been shared via the NDP website. It was noted that first phase of development could be within 5 years and consideration would need to be given to the development and future use of the Oast House.

There being no further business the Chairman closed the meeting.

Signed Dated
Chairman

**Sevenoaks Town Council
Community Infrastructure Committee – 22nd June 2020**

Community Investment Projects Cash Flow

Attached is a review of the Capital Projects STC currently has running, and the reserves required to cover this cost.

As per the attachment, after using CIL allocations & the Public Works Loan, c£440K will be needed from the Capital Receipts Reserve to fund our remaining Capital Projects Cost. This will leave c£516K in Capital Receipts Reserve after funding these projects.

The views shared in March 2019 & Dec 2019 (included in the attachment) took the total project income less expenditure to calculate reserves needed.

This review takes a different approach, looking at remaining project costs, and comparing to amounts set aside in reserves for the projects, however the previous views have been left in as a reference point.

Community Investment Project Cashflows Summary

23/01/2020

		Mar-19	Mar-19	Dec-19	Dec-19	Remaining project spend Jun-20 Notes
<u>Bat & Ball Station Building</u>	Total inc/ inflow	1,083,011		1,083,011		
	Total exp / outflow	(1,238,910)		(1,320,841)		(22,919) Final invoices & automatic door installation
	Net STC Funding	(155,899)	(155,899)	(237,830)	(237,830)	
<u>Bat & Ball , Ancillary ram, bike stores etc</u>	Total inc/inflow	294,144		304,277		
	Total exp / outflow	(373,878)		(480,075)		(79,829) Otford steps & Cycle racks budget
	Net STC funding	(79,734)	(79,734)	(175,798)	(175,798)	
<u>Bat & Ball Centre</u>	Total inc / inflow	1,257,815		2,657,815		
	Total exp / outflow	(2,775,208)		(3,078,805)		(1,904,304) Total budget, less spend booked to cc91/ 9063 to y/e 31/3/20
	Net STC funding	(1,517,393)	(1,517,393)	(420,990)	(420,990)	
<u>Business Hub</u>	Total inc / inflow	265,400		75,000		
	Total exp / outflow	(265,400)		(274,268)		(274,268) Project not commenced yet
	Net STC funding	-	-	(199,268)	(199,268)	
<u>Other Com Invest Plan projects (e.g. 3G Rugby)</u>	Total inc / inflow	25,000		25,000		
STAG	31,612					Completed 1819
NDP & Northern Masterplan	44,868					(10,868) 1920 cost deducted. Remaining budget used as future spend
Sports Strategy-Rugby	244,329					(232,116) Planning issues. Prior years capital spend deducted
Sports Strategy-Hockey	50,000					Completed 1819
Cemetery Lodge	8,725					Completed 1819
		(379,534)		(379,534)		
Net STC funding		(354,534)	(354,534)	(354,534)	(354,534)	
Total Capital Project Net Expenditure			(2,107,560)	(1,388,420)	(2,524,304)	
CIL reserves to be released	Bat & Ball Community centre					570,525
	Business Hub					75,000
	Bat & Ball ancillaries					60,547
						706,072
PWL reserves - to be used for Bat & Ball Comm Ctr & loan repayments inc in Rev Budget						1,378,339
Trf from Capital Receipt Reserve for YTD spend	2018/19		708,897		651,975	
	2019/20				431,131	
Net balance required (after CIL & PWL)			(1,398,663)	(305,314)	(439,893)	
Capital Receipts Reserve	Balance in reserves		1,025,744		1,140,575	956,144
	Offset projects		(420,990)	2019-20	(431,131)	
				Tfr balance	(305,314)	
Capital Receipts Reserve unallocated			604,754		404,130	516,251

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

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Community Investment Plan Projects

i) Bat & Ball Centre

Since the last Community Infrastructure Committee meeting held on 3rd February 2020 the construction industry and the world in general has been subject to unprecedented times due to COVID 19. The result being a long period of lockdown which has stopped materials being produced and delivered and reduction of contractors on site. Contractors from BJJ Group have stayed on site and working throughout the programme. Due to this the timetable for completion has been put back to a hand over anticipated of the building at the end of July. Buildings work are continuing satisfactorily on schedule and within budget.

It was not possible to undertake the planned second Hard Hat Tour for past users of the building in March 2020.

The 'official opening event (s)' is scheduled for **Friday 4th December 2020**, however it is not possible at this stage to plan activities for this.

Hard landscaping is scheduled to commence in the beginning of July. This will include paths, walls, underground electrics, lighting, new car park areas, resurfacing and marking out of original car park.

The designs have moved through a variety of plans to accommodate practical arrangements and have reached what is hopefully the final design, copy attached. Changes since reviewed previously is less formal (and expensive paths), inclusion of a water feature, proposal to install fencing around the yew hedge whilst it grows. All paths are resin based to match the station ramp and to avoid weed problems as experienced with paving slabs at the Vine Gardens.

Once the hard landscaping is completed the soft landscaping of planting will take place although some variety of trees will not be planted until the autumn.

ii) Multi Use Games Area (MUGA)

The contractor for the installation of the new MUGA is due to commence mid July 2020. The original court only provided tennis facilities and by the time of the closure of the community centre for rebuilding were in poor condition.

The space for the MUGA is restrictive, however will include the following facilities:

- Tennis facilities to meet Sports Governing Body requirements
- Netball facilities to meet Sports Governing Body requirements
- 5 a side football facilities for training and general leisure
- Basketball Goal for shooting facilities when court not used for other sports.
- Improved lighting. We have agreed to be used as a pilot project for MUGA solar lighting. Infrastructure is also being provided for regular electricity should the solar lighting not be deemed effective.

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Previously the courts including floodlighting were available free of charge with open access. It is also noted that they were often used by professional coaches who charged for their services.

It is likely that there will be a demand for the new facilities. The Town Council has already received interest from potential netball teams.

RECOMMENDED: A timetable is produced which incorporates times for free public access and times for hire for public team sports and public who want to book the court rather than hoping it might be available. The fees and charges to reflect a higher charge for commercial activities.

iii) **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

Unfortunately, due to COVID 19 referendums for Neighbourhood Plans have been deferred until May 2021.

iv) **Sevenoaks Business Hub**

The following was agreed at the previous meeting:

- 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.

As previously mentioned, the construction industry is very different now. Therefore, it is considered prudent to obtain revised tenders for the project which could be quite different to original and then 'value engineer' if required.

The Town Team's Recovery Plan proposals included reference to the provision of the proposed Business Hub.

v) **Darent Valley Community Rail Partnership**

The partnership was launched on 1st September 2019. Interviews for the Community Rail Officer are taking place in June 2020. Proposals for a Community Interest Organisation / Company are being considered by the Partnership.

vi) **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.

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vii) Stag Community Arts Centre

In 2008 Sevenoaks Town Council took the bold step to take over the management of the Stag using a different Business Model following its second bankruptcy by other management companies.

The Town Council's original aims were set out in its 2008 Business Plan:

- i) Assisting the sustainability of the local economy of the town, particularly the night-time economy and tourism economy
- ii) Retaining the valuable social and leisure facility for both performers and audiences.
- iii) Enabling the development of youth services both in performing arts and youth outreach services
- iv) Retaining an iconic building in the town and preserving the street scene

An independent charity was created to operate the Stag and Sevenoaks Town Council supported the facility annually with a £27,000 grant.

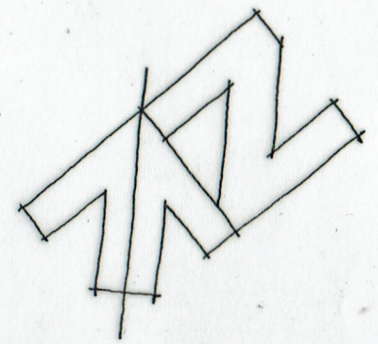
Town Councillors, Trustees, Staff, Volunteers, customers, and local businesses invested considerable time and effort to make the Stag the success it had become. A vibrant local leisure facility underwriting the local economy.

Unfortunately, the Stag as per many leisure facilities finances are now critical due to the impact of COVID 19 and social distancing restrictions.

Sevenoaks Town Councillors will be considering on Monday 29th June 2020 whether it can grant aid the Stag to provide funding to see it through its current financial difficulties and once again become successful.

TRAVIS PERKINS SITE.
 RUN OF LINES TO BE CHECKED ON SITE AND REPORT BACK TO THE ARCHITECT.

1:500 @ A3



- KEY.
- SOLAR BOLLARDS.
 - G. GAZEBO 4Mx4M
 - B. BENCH
 - FB. FLOWER BEDS
 - W. WATER FEATURE
 - HV. HERB/VEG GARDEN TO PLANTERS.
 - TIMBER RETAINING WALL SYSTEM.
 - WOODSCAPE.
 - Y= YEWE HEDGING
 - W.F. WILLOW FENCE
 - P. PLANTER/PLANTING
 - L. LAWN.

E. RESIN PATHS TO WF REVISED. PATH DIMENSIONS ADDED. EXT. COURT LOCATION ADDED. 11.6.20
 FIGURED DIMENSIONS TO BE READ IN PREFERENCE TO SCALED CHECK ALL DIMENSIONS ON SITE PLEASE CONTACT THE ARCHITECT IF ANY ANOMALIES IN THE DIMENSIONING IS FOUND PRIOR TO CONSTRUCTION

Revision	Description	Initial	Date	GLENN BALL	Site: SEVENOAKS COMMUNITY CENTRE	Dwg: 102/L.03.E
A.	CORRECT MUGA COURT SIZES AND BIN STORE ENCLOSURE ADDED.	GB	7.4.20	Chartered Architect. Tel. 01732 761629.	Client: S.T.C. Dwg Title: UPDATED SURVEY-LANDSCAPING.	Scheme 2A Scale: 1:500 @ A3 Date: MARCH 2020
B.	DISUSED BUILDING SHOWN ON L.O4. NOW REMOVED BEFORE MUGA BUILT.	GB	9.4.20			
C.	PEDESTRIAN PATH 1.5M WIDE ADDED BETWEEN TRAVIS + MUGA.	GB	17.4.20			
D.	GARDEN LAYOUT REVISED. KEY ADDED.	GB	11.6.20			