

12<sup>th</sup> August 2020

You are hereby summoned to a meeting of the **Community Infrastructure Committee** to be held via **Zoom** on **Monday 17<sup>th</sup> August 2020** starting 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 meeting will be live streamed on **YouTube** and that the proceedings 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](http://sevenoakstown.gov.uk) or by request.



Town Clerk

**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.

We are live streaming virtual meetings via YouTube: please see the link below which will enable you to listen and watch the meeting.

**You Tube link**

**STC Community Infrastructure Committee Meeting 17<sup>th</sup> August 2020**

<https://youtu.be/p12YKfxErA>

Comments are welcomed by email. Please submit your comments **by 12noon on 17<sup>th</sup> August 2020** to: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

**To assist in the speedy and efficient despatch of business, members wishing to obtain 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 A Clayton (Vice-Chairman)
Cllr R Hogarth	Cllr J M Canet
Cllr R L Piper	Cllr C Shea

**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.

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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).
  
3. DECLARATIONS OF INTEREST  
To receive any declarations of interest from members in respect of any items of business included in this report. –
  
4. NOTES OF REPORT TO COMMITTEE ON 22<sup>ND</sup> JUNE 2020  
To consider the Notes of the Report to the Community Infrastructure Committee held on 22<sup>nd</sup> June 2020. Copy attached
  
5. COMMUNITY INVESTMENT PROJECTS CASH FLOW  
Copy attached
  
6. 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

**Notes of Report to the Community Infrastructure Committee**  
**22<sup>nd</sup> June 2020**

**Committee Members:**

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

<b>Substitute</b>	<b>For</b>
Cllr K Bonin	Cllr R Piper

In Attendance: Cllr Eyre, Cllr Morris-Brown

The Councillors listed above were consulted electronically, facilitated by the Town Clerk/ Chief Executive, Responsible Financial Officer and Senior Committee Clerk.

There were no representations received from Members of the Public.

**53. Chairman and Vice-Chairman**

Noted that, following the decision by Council to roll over current governance arrangements until May 2021, the following appointments made on 13<sup>th</sup> May 2019 remained in place:

- a) Chairman – Cllr Richard Parry
- b) Vice-Chairman – Cllr Tony Clayton

*[Minute 64, 13.05.2019 refers]*

**54. Declaration of Interests**

There were no declarations of interest.

**55. Minutes of the Meeting held on 3<sup>rd</sup> February 2020**

The Minutes of the Community Infrastructure Committee on 3<sup>rd</sup> February were received and agreed.

**56. Community Investment Projects Cash Flows**

The Committee received and noted the Community Investment Project Cash Flows Summary, as at June 2020. It was noted that c£2.5m was required to fund remaining Capital Project Costs, using c£706k CIL reserves, £1.38m PWLB, and £440k Capital Receipts Reserve, resulting in a balance of £516k in the Capital Receipts Reserve.

**57. 2019 Community Investment Plan Projects****1) Bat & Ball Centre**

The Committee noted the challenges of the current COVID-19 on the construction industry, including difficulties with supply and delivery of materials and the reduction of the numbers of contractors on site. However, building works had continued satisfactorily on schedule and within budget. The anticipated handover of the building was the end of July.

**2) Multi Use Games Area (MUGA)**

It was noted that the installation of the MUGA was due to commence mid July 2020. A minor modification was to be made to conform to national guidelines for the

netball court. Consideration was given to the anticipated demand for the new facilities.

**RESOLVED:** That a timetable be 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.

**3) Neighbourhood Development Plan**

The Committee noted that due to COVID-19, referendums for Neighbourhood Development Plans had been deferred until May 2021.

**4) Sevenoaks Business Hub**

It was noted that as the construction industry was currently in a very different place due to the impact of the pandemic, it was considered prudent to obtain revised tenders for the Business Hub, and to value engineer the project if required. It was noted that the demand for this type of accommodation remained strong.

**5) Darent Valley Community Rail Partnership**

Interviews had taken place last week for the Community Rail Partnership Officer post. A bid had been submitted to Southeastern for funding.

**6) Electric No.8 Bus**

The Committee noted that an application for funding would be submitted to the next round of the CIL Board at Sevenoaks District Council.

**7) Stag Community Arts Centre**

The Committee considered the critical financial situation facing the Stag Community Arts Centre due to the impact of Covid-19 and social distancing measures. It was noted that Town Councillors would be considering on Monday 29<sup>th</sup> June 2020 whether grant aid could be provided to the Stag to see it through its current financial difficulties.

**Council Meeting 23rd March 2020 Minute 567 ii)**

**RESOLVED:** To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

**Community Investment Project Future Cashflows & use of Capital Receipts Reserve (CRR)**

CIC 17/08/2020

	June 20 CIC	Aug 20 CIC Update			Notes
		2020/21 YTD		Total	
	Remaining spend	July Act	Remaining		
<u>Bat &amp; Ball Station Building</u>	( 22,919)	( 26,133)		( 26,133)	Final invoices & automatic door installation
<u>Bat &amp; Ball , Ancillary ram, bike stores etc</u>	( 79,829)	( 390)	( 79,439)	( 79,829)	Oxford steps & Cycle racks budget
<u>Bat &amp; Ball Centre</u>	( 1,904,304)	( 812,162)	( 1,092,142)	( 1,904,304)	Total budget, less spend booked to cc91/ 9063 to y/e 31/3/20
<u>Business Hub</u>	( 274,268)	( 280)	( 273,988)	( 274,268)	Project not commenced yet. Tenders to be re-sought
<u>Other Community Investment Plan projects (e.g. 3G Rugby)</u>					
NDP & Northern Masterplan	( 10,868)	( 2,000)	( 8,868)	( 10,868)	1920 cost deducted. Remaining budget used as future spend
Sports Strategy-Rugby	( 232,116)	( 3,500)	( 228,616)	( 232,116)	Planning issues. Prior years capital spend deducted
Sports Strategy-Hockey					Completed 1819
Cemetery Lodge					Completed 1819
STAG					Completed 1819
<b>Net Expenditure</b>	<b>( 2,524,304)</b>	<b>( 844,465)</b>	<b>( 1,683,053)</b>	<b>( 2,527,518)</b>	
<b>CIL reserves to be released</b>					
Bat & Ball Community centre	570,525			570,525	
Business Hub	75,000			75,000	
Bat & Ball ancillaries	60,547			60,547	
	<b>706,072</b>			<b>706,072</b>	
<b>PWL reserves - for Bat &amp; Ball Comm Ctr</b>	1,378,339			1,378,339	
<b>Net funding required (after CIL &amp; PWL)</b>	<b>( 439,893)</b>			<b>( 443,107)</b>	
<b>Capital Receipts Reserve (CRR) current balance</b>	956,144			886,203	July 2020 balance
<b>Agreed further use of CRR (F&amp;GP 200720)</b>					
PWLB repayment and interest Jan 2021				35,800	
St John's toilets improvements				2,391	
Replacement Bus shelter				5,557	
<b>Remaining Unallocated CRR</b>	<b>516,251</b>			<b>399,347</b>	

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**Community Investment Plan Projects**

**i) Bat & Ball Centre**

Contractors from BJB Group have stayed on site and working throughout the pandemic. Due to this the timetable for completion has been put back to a hand over anticipated of the building originally at the end of July, this has been extended to late August, however, remains within the overall timetable. Building works are continuing satisfactorily on schedule and within budget.

A site visit has been arranged for Town Councillors on 10<sup>th</sup> August 2020. A site visit for the SDC CIL Board is also being arranged. Later, members of the Community Centre Users Group will be invited for a site meeting. Arrangements are being put in place for a promotional video of the building to be produced to enable this to be on the Town Council's website and for people to view remotely.

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

Hard landscaping commenced in July and scheduled to be completed in November. This will include paths, walls, underground electrics, lighting, new car park areas, resurfacing and marking out of original car park. Once the hard landscaping is completed the soft landscaping of planting will take place.

As there was sufficient capacity in the budget, tenders being lower than originally expected, the following additional features have been included as an uplift to the project whilst staying with the overall budget. Originally it was thought that it might be a couple of years before some of this was achieved:

1. Solar Panels
2. Additional insulation
3. Sprung floor
4. AV equipment
5. Safety wet pour outside Small Hall
6. Hard and Soft Landscaping
7. Resurfaced car park
8. MUGA
9. New kitchen equipment
10. Curtains and blinds
11. Furniture

A decision is outstanding on the names of the rooms. In February 2020, the Town Clerk recommended Garrett and London in memory of the two Sevenoaks Freeman who passed away last year. Town Councillors wanted more time to consider options.

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ii) **Multi Use Games Area (MUGA)**

The installation of the new MUGA has been delayed until September 2020.

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.

At the previous meeting it was agreed to produce a timetable which incorporated 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. Please see draft document attached at Appendix. Research is currently ongoing regarding fees and charges to reflect non free public access times and a higher charge for commercial activities.

iii) **Neighbourhood Development Plan**

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:

It was 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.

The tender documents were uploaded to the Government Contract Finder on 5<sup>th</sup> August 2020. Tenders due to be returned on 14<sup>th</sup> September 2020.

v) **Darent Valley Community Rail Partnership (DVCRP)**

The partnership was launched on 1<sup>st</sup> September 2019. A Community Rail Officer has been appointed. Proposals for a Community Interest Organisation / Company have been agreed by the Partnership. Currently it is being considered who will be the 'Accountable Body' for the new structure.

The DVCRP were recently successful in obtaining a £30,000 grant from Southeastern.

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. The Town Clerk has been invited to a meeting with KCC this month to discuss potential revenue funding for the bus.

**Sevenoaks Town 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 agreed the following on Monday 29<sup>th</sup> June 2020:

Sevenoaks Town Council was committed to keeping the Stag Community Arts Centre open and operating for the benefit of the residents of Sevenoaks. Therefore, Sevenoaks Town Council proposed to help the Stag achieve funding in the current fiscal year, in line with the Stag's Recovery Plan. It was noted that the Stag's Recovery Plan would develop as circumstances change and would need to demonstrate how the Stag would recover to a viable operation, as follows:

1. Sevenoaks Town Council would initially grant the Stag £65,000 in line with the request in the Recovery Plan, to cover the first three months of the Stag reopening.
2. The Stag to launch a fundraising appeal, with Sevenoaks Town Council agreeing to match fund up to £60,000 achieved by the Stag.



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3. Sevenoaks Town Council committed to revisit the Stag's financial situation on a quarterly basis, offering further grants if needed at the same time being mindful that the Town Council's revenue reserves should not fall to levels which would put at risk its own services to the Town.

4. A Working Group of 4 Town Councillors and appropriate Town Council and Stag officers to regularly review the financial position of the Stag and its Recovery Plan

5. A Working Group of 4 Town Councillors and appropriate Town Council and Stag officers to review alternative governance arrangements to those currently operated at the Stag.

The Town Council continue to support the Stag in other ways including promotion and Live on the Vine events.

Sevenoaks Town Council  
DRAFT Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.

DRAFT Charging for Pre-Booked:

Non-Commercial	£5	Per hour Excluding / Including VAT
Commercial	£10	Per hour Excluding / Including VAT
Team Sports Adults	£10	Per hour Excluding / Including VAT
Team Sports Juniors	£5	Per hour Excluding / Including VAT
Lighting	£1	Per hour Excluding / Including VAT