

SPECIAL TOWN COUNCIL
15 FEBRUARY 2024

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 15 FEBRUARY 2024 at 7.00pm

PRESENT: Councillor Peter Harman – Town Mayor
Councillor Ann Duke – Deputy Town Mayor
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Dawn Johnston
Councillor Richard Lees
Councillor Hazel Stephens

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – ATC/Responsible Financial Officer (RFO)
x11 Members of the public
x1 Press

ABSENT: Councillor Elizabeth Wickham.

421/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

422/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harris, due to other commitments.

An apology for absence was received from Councillor Claire Pearce, due to other commitments.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

RESOLVED:

That the reason/s for absence, for the above Town Councillors, be formally accepted and approved.

423/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

After the Chairman had welcomed everyone to the meeting the RFO gave a detailed overview of the project from early 2021 to date. There then followed a question-and-answer session with the public which included the tender and procurement process and the decision/action timeline.

During the discussion Members confirmed their commitment to providing a new community hub on the site.

424/23-24. **PAVILION PROJECT.**

Further to the Town Council meeting on 8 February 2024 where members had been informed that the Relationship Manager from the Youth Investment Fund (YIF) had advised that, following the YIF panel meeting on Tuesday 6 February 2024, a decision had been made to withdraw the offer of funding it was resolved to hold this meeting for members to begin formulating the strategy for the building going forward.

Members discussed various options for the building, including the service provision for the sports hirers, the overall condition of the building, and the possibility of utilising a Public Works Loan Board (PWLB) loan.

It was then proposed, duly seconded, and agreed unanimously:

Recommended:

1. Short Term

In terms of service provision for sports hirers the Town Council continues as planned.

The Town Council investigates the possibility of a PWLB loan and to agree a financial plan from the point of the loan (how much would be required, when would the best time to take out a loan etc.).

Whilst the PWLB loan is being investigated the Town Council consider the possibility of demolishing the building and readying the site for future use.

2. Long Term

That the Town Council plan for a modular building until sufficient funding is obtained/available.

There being no further business to transact the Meeting closed at 8.15 pm.

Signed: _____

(Chairman)

Date: _____

PAVILION PROJECT - UPDATE

- **Youth Investment Fund (YIF) Funding**

Members have been made aware that the Town Council were informed on Tuesday 27 February 2024 that a special appeal panel had been called for that afternoon to discuss the Town Councils challenge to the decision to withdraw the funding.

On Wednesday 28 February 2024 we were advised of the decision of the special appeal panel to uphold the withdrawal of funding and end the offer of support from YIF.

The letter confirming this decision is attached (A).

- **Other Funding**

Officers have continued to research and approach organisations regarding possible funding sources.

An approach has been made to a company who specialise in linking private finance sources with public sector investment. A response is yet to be received to the initial approach.

A meeting was held with the Social Investment Bureau (SIB) who are the investment company who managed the administration of the YIF scheme. They have agreed to continue working with the Town Council to link the project to potential funding sources and are sending over information they have on potential grants and loans.

SIB have confirmed that individual funds to cover capital expenditure of this size are rare and suggested that the Town Council consider either a phased approach to the build or a modular approach to the funding, this means:

<p>Phased Build</p>	<p>Look at the proposed building and determine priority of spaces and needs. Seek funding to undertake the priority phase and have this built in conjunction with the demolition of the existing building. The building itself would have to be constructed using modular techniques to ensure that other areas can be added as funding is sourced and allows.</p>
<p>Modular Funding</p>	<p>Rather than secure a single funding bid for £4.38 million, to look at approaching 4 smaller funds of around £1 million each.</p> <p>Whilst this is possible it would be heavily reliant on each source agreeing to fund a part of the project, based on match funding from another source and also that the expectations of each fund are aligned e.g. timescales and security e.g. deeds against the building.</p>

In addition to these approaches SIB have provided details of the Community Ownership Fund which enables a bid to renovate or repair a building that is likely to be lost to the community. Most bids are expected to be for under £250,000 with a maximum for any individual application of £2 million. It is worth noting that this fund is for repair and renovation, not necessarily to re-build. The fund is open to Parish/Town Councils with a deadline for applications of March 2025.

Officers have also approached Gareth Johnson MP to ask whether he can investigate any specific sources of Central Government Funding that may be open and available.

As part of the Short-Term Strategy that members discussed at the meeting on the 15 February 2024, officers were asked to investigate the viability / possibility of securing a Public Works Lending Board (PWLB) loan for any agreed works.

Below is a table of the current repayment rates for PWLB loans at £500,000 intervals, all loans are calculated over a 50-year repayment period:

Loan Amount:	Annual Repayment Rate:	Total Amount Repaid:
£500,000	£29,280	£1,464,043
£1,000,000	£58,560	£2,928,087
£1,500,000	£87,842	£4,392,130
£2,000,000	£117,122	£5,856,173
£2,500,000	£146,404	£7,320,217
£3,000,000	£175,684	£8,784,260
£3,500,000	£204,966	£10,248,303
£4,000,000	£234,246	£11,712,346

Members will see that at present the cost of a PWLB loan is high and would make any larger scale project un-viable against the expected return the building could make to enable the repayments to be made.

- **Short Term Strategy**

At the meeting of the Town Council on the 15 February 2024 the following was agreed as the short-term strategy for the project

In terms of service provision for sports hirers the Town Council continues as planned.

The Town Council investigates the possibility of a PWLB loan and to agree a financial plan from the point of the loan (how much would be required, when would the best time to take out a loan etc.).

Whilst the PWLB loan is being investigated the Town Council consider the possibility of demolishing the building and readying the site for future use.

The following updates are for the three individual elements of the short-term strategy:

Service provision for sports hirers – We have liaised with the sports pitch hirers to make them aware of the current position with the proposed building and update them that we remain committed to providing them with sports pitches and will be working on a plan for further facilities going forward.

Possibility of a PWLB loan – This has been addressed in the previous section of this report.

Possibility of demolition – Officers have approached three demolition companies to obtain quotations for demolishing the existing building with two variations:

1. Demolish the entire building and cap off the utilities and make the ground good for re-use.
2. Demolish the building back to the existing concrete slab foundation and cap off the utilities.

Two further quotes are pending but, the first has been received with a figure of £113,750 for variation 1 and £106,250 for variation 2.

The Town Council has £121,000 of CIL contributions remaining committed to this project which means it is likely that it would not be financially prudent to undertake demolition as a standalone expenditure without having the capacity to adequately secure the site as fencing would be required to join existing boundary lines together.

In addition to having the building demolished the Town Council would also have to consider what interim offer it would be able to put in place for sports hirers whilst any proposed build is investigated and funded (i.e. to continue as is currently the case with football teams that do not require changing rooms using Broomfield Park with those that do require changing rooms being offered Knockhall Park and cricket teams hiring Broomfield Park being aware that there are no changing facilities).

- **Long Term Strategy**

Members agreed to plan for a modular building on site as its long-term strategy, subject to funding being secured. Officers had continued to engage with modular building companies throughout this process to ascertain, in as much detail as possible, the potential specification and costings for a community hub built in this way.

Attached (**B**) for members information are the initial floorplans, elevations and cost plan received from the first modular company. Three more have been approached and designs and budget figures are in progress.

- **Financial Implications**

Site Security – The Town Council purchased the anti-climb guarding on the building, but the steel sheeting is hired with a cost of £384 per month, an enquiry was made to the company to find out a potential cost to purchase the steel sheeting from them and remove the ongoing hire charge. They have come back with a reduced hire cost, from 5 June 2024, of £232 per month and a cost of purchasing the steel sheeting outright of £2,275 (the equivalent to approximately 10 months hire cost).

Building Insurance – The building currently costs £2,600 per year to cover the fabric of the site (building and remaining fixtures and fittings). As the building has been unoccupied for more than six months the cost of the insurance is currently under review, but will likely reduce, along with the level of cover once a decision is made.

National Non-Domestic Rates (NNDR) – The building currently receives an empty and unoccupied discount for its rates with the annual cost to the Town Council being £4,000.

Utilities – These have all been reduced to standing charge figures only with a cost of just under £100 per month.

Recommended:

1. That the outcome of the appeal meeting from YIF be noted.
2. That the work undertaken on securing other funding sources and the current position of borrowing from the PWLB be noted.
3. That the work undertaken as part of the initial feasibility works regarding the Town Councils short-term strategy be noted.
4. That the work undertaken as part of the initial feasibility works regarding the Town Councils long-term strategy be noted.
5. That the current financial implications of the building to the Town Council be noted.
6. To discuss and advise the next steps to be taken in relation to either the short- or long-term strategies.

Swanscombe & Greenhithe Town Council
The Grove
Swanscombe
Kent
DA10 0GA

28th February, 2024

RE: Youth Investment Fund Grant Award

Dear Swanscombe and Greenhithe Town Council,

Thank you for your recent work with respect to addressing the challenges surrounding your Youth Investment Fund grant. I'm writing to you today on behalf of the YIF Grants Committee, and unfortunately to confirm that, following a meeting of the Committee, the Fund has decided to revoke your grant on the basis of the overall viability of the construction project and on its value-for-money. We are aware this is not the outcome you were hoping for and that this decision will have an impact on your local community. This is not a decision taken lightly, and for transparency I've outlined the process by which we have arrived at this decision.

As you know, the YIF Assessment Panel met on the 6th February to assess your project's current position. Your Relationship Manager prepared an extremely thorough paper outlining the challenges with the project, the actions you've taken to address these challenges, and proposed a number of paths forward. The Panel considered whether your revised plans should be retendered, whether you should pursue a Modern Methods of Construction (MMC) build, or whether your grant should be revoked.

As was communicated to you shortly afterwards, the Assessment Panel's recommendation was that the grant be revoked. The Panel's view was that there were "*a number of concerns regarding the value-for-money of any revised proposal*" and that based on the performance to date "*there is no reason to expect that the project would now be managed at the level necessary for the build to be successfully delivered.*" Ultimately, their view was that neither an MMC nor a traditional build could reasonably be delivered by March 2025, given the objectives and parameters of the Fund.

To confirm, the Assessment Panel considers proposals on their individual merits and makes a recommendation to the Grants Committee. The Grants Committee then make the final decision, in the wider context of the impact on the Fund and the portfolio as a whole.

The Grants Committee met in a specially convened session on Tuesday 27th February to consider the project and the Assessment Panel's recommendations, in order to provide a decision as quickly as possible. They were provided with a covering letter which included a summary of the project's current position, a detailed summary of the Assessment Panel's deliberations, and additional information about the project in the context of the wider Fund. As requested, we also provided them with a copy of your email from February 9th. They carefully considered the Assessment Panel comments and recommendation, the points raised in your email, and the implications for the young people in your community. The reasons for revoking your grant are as follows:

1) On the **viability of the construction project**; the Committee accepted the Assessment Panel's view that the Grantee did not have the capacity to manage the construction project such that the build itself was unfeasible both on its own merits as well as in the context of the Fund's timeline – notably, the Fund would have no clarity over key areas of planning, design or final costs for several months. Overall,

the Committee concluded that the project was unlikely to succeed in the wider context of the Fund and its current parameters.

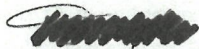
*2) On the **value-for-money of the project**; the Committee noted that the project was initially one of the most expensive builds on a cost-per-young person basis, and that even the process of revising the build has made the project more expensive by that metric. Overall, the Committee was unable to get comfortable that, should it continue, the project would represent value-for-money. They noted that the suggestion that an MMC proposal could bring the cost down was not sufficient given it represented an early view rather than a final costing.*

On the MMC proposal specifically, which was discussed at both Assessment Panel and Grants Committee, all attending fully understood that you believe MMC does offer a viable alternative that would significantly reduce proposed costs and be deliverable within the Fund's timeline. This would require revised costs, procurement and planning, and whilst the Assessment Panel and Grants Committee appreciated your efforts in beginning a revised proposal on this basis, they felt that it had come very late and was still at too nascent a stage to be considered a viable pathway to project completion.

Ultimately, whilst the Fund seeks to support as many young people as possible in a meaningful way, it also needs to be confident that the projects can be delivered successfully and represent good value for money – this is a central part of our role on delivering the Fund for government and managing public money appropriately.

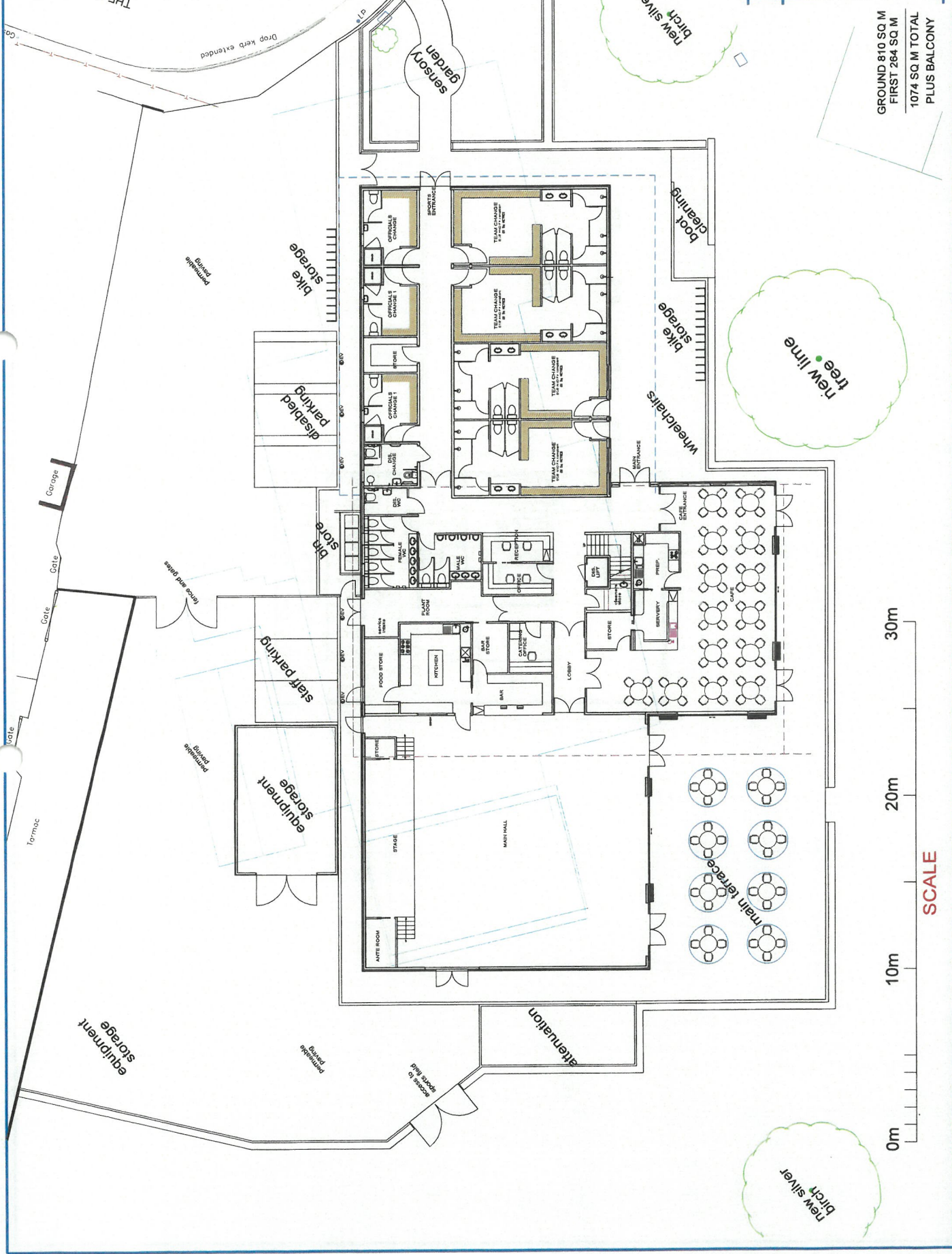
We understand this news will be extremely disappointing, and appreciate your understanding in this matter.

Yours sincerely,



Nick Temple, CEO, Social Investment
On behalf of the Youth Investment Fund Grants Committee

NOTE
 1 Under no circumstances should scaled drawings be used for construction purposes.
 2 All dimensions to be checked on site.
 3 The information on this drawing is not to be reproduced without permission.



THE GROVE
 Tarmac
 Meter

Drop kerb extended
 Gully

sensor garden

Permeable paving

bike storage

disabled parking

staff parking

equipment storage

equipment storage

OFFICIALS CHANGING ROOMS

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GROUND 810 SQ. M
 FIRST 264 SQ. M
 1074 SQ. M TOTAL
 PLUS BALCONY

new lime tree

new silver birch

new silver birch

B

AS PROPOSED GROUND FLOOR PLAN

SWANSCOMBE AND GREENHITHE DC
 NEW PAVILION GROUND FLOOR PLAN

PROJECT NO.	13/08/2014
PROJECT DATE	13/08/2014
PROJECT NAME	SWANSCOMBE AND GREENHITHE DC
PROJECT LOCATION	SWANSCOMBE AND GREENHITHE DC
PROJECT DRAWN BY	ARCHITECT
PROJECT CHECKED BY	ARCHITECT
PROJECT APPROVED BY	ARCHITECT
PROJECT SCALE	1:100
PROJECT SHEET NO.	1/1
PROJECT SHEET TOTAL	1/1
PROJECT DATE	13/08/2014
PROJECT NAME	SWANSCOMBE AND GREENHITHE DC
PROJECT LOCATION	SWANSCOMBE AND GREENHITHE DC
PROJECT DRAWN BY	ARCHITECT
PROJECT CHECKED BY	ARCHITECT
PROJECT APPROVED BY	ARCHITECT
PROJECT SCALE	1:100
PROJECT SHEET NO.	1/1
PROJECT SHEET TOTAL	1/1

SPORTS CLUBHOUSES

WWW.ASHTONARCHITECTS.CO.UK

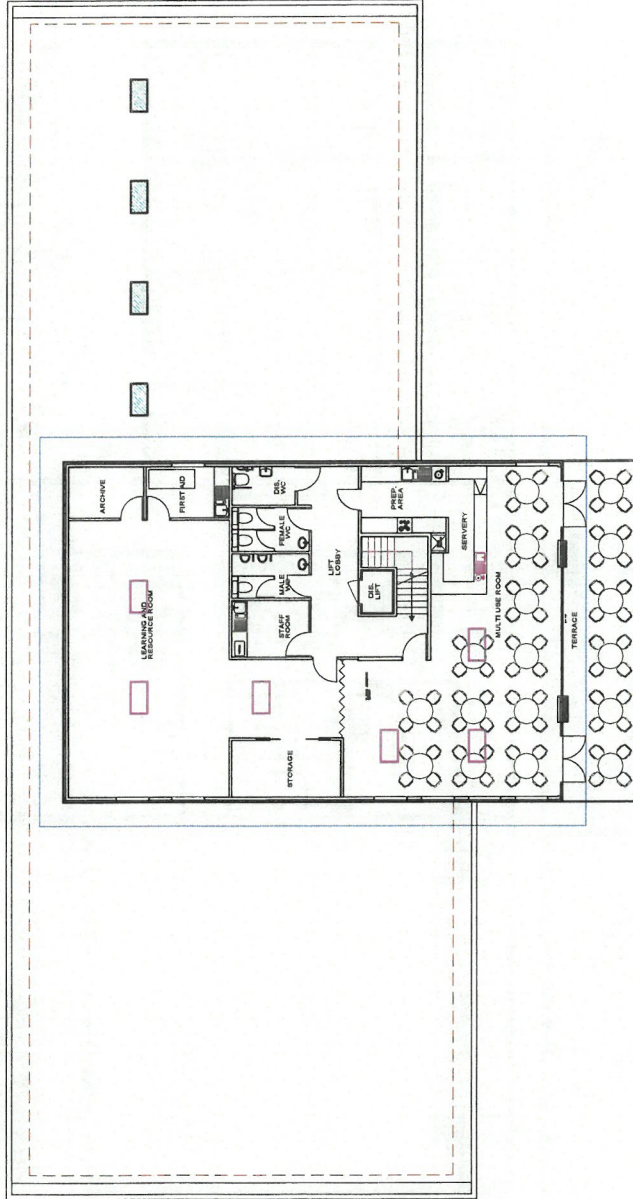


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B

C

D



GROUND 810 SQ M
 FIRST 264 SQ M
 1074 SQ M TOTAL
 PLUS BALCONY

2
 AS PROPOSED FIRST
 FLOOR PLAN

SWANSCOMBE AND
 GREENHITHE DC

NEW PAVILION FIRST
 FLOOR PLAN

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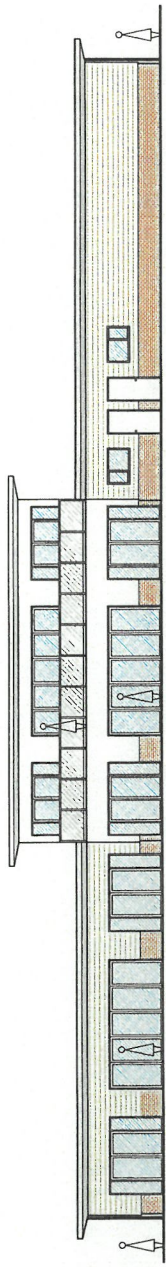
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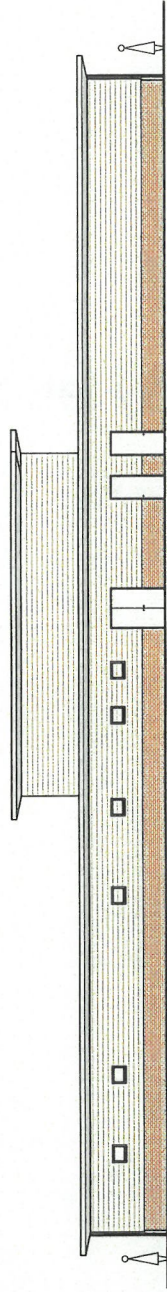
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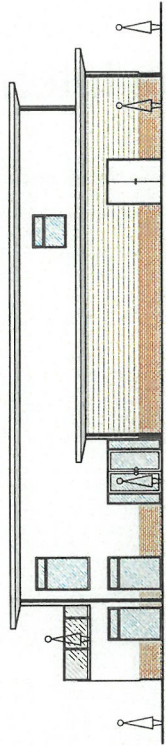
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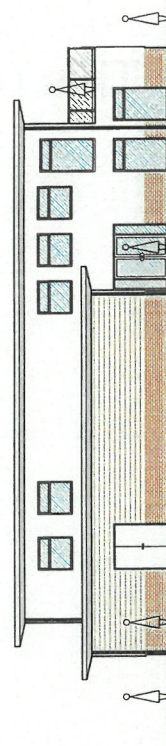
FRONT ELEVATION A



REAR ELEVATION B



SIDE ELEVATION C



SIDE ELEVATION D



SCALE

4 AS PROPOSED ELEVATIONS

SWANSCOMBE AND GREENHITHE DC

NEW PAVILION ELEVATIONS

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**SPORTS CLUBHOUSES - INDICATIVE COST ESTIMATE (all costs excluding VAT) -
SWANSCOMBE COUNCIL - NEW COMMUNITY HUB**

Item Description	TOTAL
PRELIMINARIES	
Site office	£25,000.00
Heras fencing (provided within site works)	£30,000.00
Waste clearance	£40,000.00
Site signage	£1,000.00
Contracts and site management	£156,300.00
CDM - Principal Designer	£4,500.00
Building Control	£5,000.00
Overheads and Profit	£266,328.80
BUILD TEAM	
Groundworks and associated external works	£588,250.00
Main building works	£627,000.00
Screed and insulation	£145,000.00
Internal Doors and Cubicles	£38,250.00
External Doors and Windows	£91,290.00
Plasterboard, ceilings and insulation	£171,840.00
Skirtings and Architraves	£10,500.00
Electrics and Power	£295,350.00
Plumbing and Heating	£520,890.00
Decorations	£214,800.00
Joinery (allowance)	£55,000.00
Kitchen and serveries	£45,000.00
Tiling	£30,000.00
Flooring	£123,640.00
Shutters	£10,000.00
Sliding Screen	£8,000.00
Sanitary ware and vanity systems	£45,000.00
Changing rooms	£20,000.00
Lift	£21,000.00
Ancillaries (mirrors, cleaning, fixtures and fittings)	£6,500.00
CONSTRUCTION COSTS INCLUDING PRELIMINARIES	£3,595,438.80



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4.0 CONSTRUCTION SPECIFICATION

DRAWINGS

Before we set out the overall specification it is important to stress that all costs published are based on the set of drawings that have been produced and should be reviewed alongside this document. For ease, we now set out below the drawings completed:

DRAWING TYPE	PROVIDED BY	DRAWING NUMBER	DESCRIPTION OF DRAWING
Architectural	Sports Clubhouses	SC-SWAN-SITE	Site Plan
Architectural	Sports Clubhouses	SC-SWAN-1 REV. A	Ground Plan
Architectural	Sports Clubhouses	SC-SWAN-2 REV. A	First Floor Plan
Architectural	Sports Clubhouses	SC-SWAN-3 REV. A	Elevations

These drawings and reports provide the specification enabling us to put together the cost report. For clarity we now also set out the elemental specification breakdown.

SPECIFICATION

Element	Specification
Preliminaries	<p>Site office for the duration of the works</p> <p>Heras fencing – provided within overall project set up</p> <p>Waste Clearance</p> <p>Site signage</p> <p>Contracts and Site Management</p> <p>Principal Designer – To handle the CDM requirements.</p> <p>Building Control – Costs for Building Control plan fee and inspection fee to cover the clubhouse works.</p> <p>Overheads and Profit</p>
Groundworks, services and associated external works	<p>Demolition – demolition of the existing building.</p> <p>Foundations – This looks like being piles followed by slab/beam and block when reviewing the soil investigation report subject to formal structural design.</p> <p>Foul drainage – assume to connect to site foul drainage network subject to formal drainage design and CCTV survey of existing foul drainage.</p> <p>Rainwater drainage – construction of a new soakaway, attenuation or similar rainwater drainage technique for the building area and surrounding areas subject to formal drainage design.</p> <p>Services – PC Sum allowance of £100,000 for any new services</p> <p>Note.</p>



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	<p>External works – Allowance to cover further hard and soft landscaping, bike storage, boot cleaning, sensory space and other external works.</p>
<p>Main construction works</p>	<p><u>Outline construction specification for the new main clubhouse as follows:</u></p> <p>Scaffold – All scaffolding requirements to support the new works.</p> <p>External walls – All finished as per elevations so new timber cladding, rendering and lower brickwork.</p> <p>Internal walls – Constructed as either timber studs or metal studs ready for insulation and boarding.</p> <p>Inter floor – Construction for the inter-floor works between ground and first floor to be timber.</p> <p>Roofing – Single ply membrane roofing or equivalent.</p> <p>Structural works – steelwork and lintels etc as required.</p> <p>Stairs – Timber staircase with glazed balustrading</p> <p>Fascias, soffits and guttering – Dark grey UPVC for guttering and fascias with timber soffits.</p>
<p>Internal doors and cubicles</p>	<p>Decorated ply faced doors to meet latest fire regulations. Fire doors where required.</p> <p>Cubicle system for toilets as drawn.</p>
<p>External doors and windows</p>	<p>Double glazed commercial aluminium doors and windows in anthracite grey RAL 2016.</p>
<p>Screeding</p>	<p>Floor screeded and insulated to meet building regulations to new areas</p>
<p>All insulation and boarding</p>	<p>All new walls and ceilings to be insulated and boarded to meet latest building regulation requirements for energy, sound and fire minimum standards.</p>
<p>Skirtings and architraves</p>	<p>Skirting – Painted timber skirting apart from in washroom areas where it will be capped and coved to aid cleaning.</p> <p>Architraves – Painted timber</p>
<p>Electrics and Power – including rewiring of existing electrics and all new lighting and power</p>	<p>Site temporary services throughout</p> <p>Distribution/Plant room installations</p> <p>SPD Surge Protection as per 18th edition regulations</p> <p>Power installations</p> <p>Disabled alarm</p> <p>New LED sensed lighting throughout</p> <p>New Emergency lighting</p> <p>Ventilation extraction to shower, kitchen and toilet areas</p> <p>Hand dryers</p> <p>Fire alarm system</p> <p>Security Alarm and CCTV system</p> <p>TV System Sky Q ready</p> <p>Data points installation</p> <p>PV Panels allowance</p>



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	Lightning protection
Plumbing and Heating	New space and water system to suit most energy efficient option likely to be a heat pump type principle Mechanical ventilation to CIBSE requirements. With allowance for inclusion of related air conditioning through cassettes. MVHR for changing rooms.
Kitchen and servery spaces	Domestic kitchen type with similar ventilation. Not full blown stainless steel commercial kitchens.
Decorations	All new walls and ceilings (apart from tiled areas) skimmed and painted
Tiling	Tiling or whiteworck to all splash backs in toilets plus shower spaces in changing rooms
Joinery	Joinery allowance for bars, reception desks and similar joinery. Stage works not included and assumed provided by external specialist post handover.
Lift (double storey only)	Disabled platform lift compliant with the building regulations
Flooring	Supply and fitting of all flooring to new areas. All latexed and prepared as required. Flooring currently allowed as follows: <u>Offices and reception</u> - carpet allowance <u>Toilets</u> - safety vinyl capped and covered by Polyflor or equivalent <u>Kitchen spaces</u> - safety vinyl covered by Polyflor or equivalent <u>Halls/Café and similar</u> - either carpet or wood effect vinyl (looks like timber flooring) dependent on client preference <u>Corridors</u> - either carpet or wood effect vinyl (looks like timber flooring) dependent on client preference <u>Plant and stores</u> - painted screed
Ancillaries, IPS Systems and sanitary ware	Window boarding Sanitary ware Signage Mirrors and splashbacks Manifestation Disabled WC fit-out General fixtures and fittings and cleaning throughout Energy paperwork