

08 May 2018 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks



# Community Infrastructure Levy (CIL) Spending Board

## Supplementary Agenda

Application	Pages
F. <b>Sevenoaks Day Nursery Rebuild (Sevenoaks Day Care)</b> Revised bid for Sevenoaks Day Nursery	(Pages 1 - 12)

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Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Infrastructure Only

Scheme name:	Sevenoaks Day Nursery Rebuild
Description of Scheme:	<p>Sevenoaks Day Nursery (SDN) is located on the Community Centre field at Bat and Ball. This charitable daycare nursery (CIO No. 1162242) has been there since 1987 in modular buildings that are now nearing the end of their useful life. To continue providing low cost day care for working parents in the Sevenoaks area, SDN needs to replace these buildings.</p> <p>This scheme will enable the nursery to continue providing day care and charitable support for local families for the next 25 years and hopefully for the foreseeable future.</p>
Is this scheme promoted by your organisation in partnership with another organisation (s)?	<p>Yes</p> <p>Who is involved in the Partnership.            Organisation Name (s): Sevenoaks Town Council ('STC')</p> <p>Responsible individuals (s):            STC Town Clerk Linda Larter</p> <p>Signature (s) on behalf of other supporting organisations (s):</p> <p>Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.            Agreements:</p> <p>We are currently in the process of drawing up Heads of Terms agreements with STC, and a lease of 25 years has been agreed by the Council in its Minutes dated 20<sup>th</sup> February 2017.</p>

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	<p>SDN is also one of the four chosen charities participating in the Sevenoaks Fund, and an agreement is in place between the two parties for this initiative.</p> <p>The SDN Trustees have estimated that we need to raise a total of £450,000 for nursery building replacement costs to enable this project to go ahead. As at the end of 2017 we have raised nearly £360,000 of this.</p> <p>In addition to the above sum of £450,000, the nursery will need site preparation, foundation, mains services and site security work to be carried out before the new building can be installed (costs originally estimated by Sevenoaks Town Council at £173,000).</p> <p>Sevenoaks Town Council had offered to carry out a number of these site preparation works (in the form of benefits-in-kind) on our behalf as part of their overall Community Centre development.</p> <p>However, in a recent development last month, STC have announced that its own development plans for the Community Centre site have now been scaled back. We understand that this has put into doubt the availability of some or all of the 'benefit-in-kind' work that would have been carried out by their main contractor.</p> <p>We believe that, with some flexibility in the siting of the new nursery building and based upon quotes of foundation costs provided by commercial nursery providers the additional site preparation costs could be significantly reduced from £173,000.</p>
<p>Is planning permission required for the scheme?</p>	<p>Yes            If yes, has it been applied for? No            If no - please explain why?</p> <p>We had planned to submit our plans once STC's overall Community Centre development plans had been finalised. We will now seek STC's agreement for us to submit an agreed SDN submission for Planning Consent separately.</p>

<p>Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Govt Bodies):</p>	<p>Consent required: None Date applied for / granted: N/A</p>
<p><b><u>Need for the Scheme</u></b></p>	
<p>List of projects or development that result in the need for this scheme:</p>	<ul style="list-style-type: none"> <li>• The Northern Sevenoaks Masterplan. Replacing the nursery creates the opportunity to build a larger and more cost-effective setting that would provide up to 10% increase in total places available and an increased number of facilitated places for disadvantaged local families, helping to meet the needs of the additional residential housing in the Northern Sevenoaks Masterplan.</li> <li>• The redevelopment of the Community Centre site at Bat and Ball required the demolition of our existing nursery buildings.</li> <li>• Even without the full Community Centre site development, our 28 year old temporary classroom buildings need to be demolished and replaced as they have reached the end of their useful life.</li> </ul>
<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p>	<ul style="list-style-type: none"> <li>• The increase in affordable housing as a result of the Northern Sevenoaks Masterplan will lead to an influx of young families that will require affordable nursery places. SDN is ideally placed to support those families with low cost nursery places within walking distance of Bat and Ball station. The improved access to the station only metres from the nursery will allow commuting parents to reach London quickly and easily. Typically, both parents now have to work to be able to afford to support a family, and by providing low cost day care to local families, SDN will be supporting the development of the Northern Sevenoaks area. The new nursery will be larger, offering 20% more means tested places for early years children, which will help families in northern Sevenoaks</li> <li>• STC has offered us a replacement parcel of land on the same site. Rebuilding in a different location will incur extra costs for Sevenoaks Day Nursery, including a new base for the modular buildings, the classrooms themselves, new play surfaces, new fencing and security for the building and a new, covered pram area so that the SDN babies can sleep outdoors. Our new position on the site will offer an element of future proofing for STC; there will be the flexibility to extend the Community Centre at a future date if the Nursery moves to a different position on the site.</li> </ul>

**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**

<p>Economic</p>	<ul style="list-style-type: none"> <li>• SDN provides low-cost, all-day childcare for families in the area, as well as emergency places via social services. There is a need for affordable childcare in the area to help single parent families, parents returning to work and those with children with special needs. Sevenoaks is perceived as an affluent district, but there are significant areas of high deprivation. Many families struggle to afford the commercial day nurseries available locally and in most cases, both parents have to work because of the high costs of housing. The nursery enables working families to be self-sufficient, to further their careers and to make fewer benefit claims. The catchment area of the nursery, as the Northern Sevenoaks Masterplan develops, will reach a higher number of families with low incomes.</li> <li>• SDN's policy is to make low cost nursery places available from eight weeks old to pre-school age from 8am to 6pm in the evening for every week of the year (excluding Christmas) to families who might not otherwise be able to afford day care.</li> <li>• SDN offers the government's Free for Twos (FF2) scheme, which provides two days of nursery education for children from disadvantaged families. Most nurseries opt not to offer FF2 places as they can't break even on the subsidy given. SDN is unique in that it provides top-up charitable funding to pay for these schemes to run for two full days per week of nursery provision and for 51 weeks of the year, rather than the 38 weeks covered by the government funding. There are currently five means-tested families in Sevenoaks who have been unable to find FF2 nursery places. SDN is committed to supporting such families, and pledges to offer places to all those who qualify, if they have the extra space in a larger nursery setting.</li> <li>• SDN also offers the extended free 30 hours of nursery education for children of qualifying families aged three and over. Many commercial nurseries don't offer this funding, as the government grant does not meet the running costs of the settings.</li> <li>• The current nursery buildings are nearing the end of their life. We can't rebuild in the same location without closing the nursery, demolishing the current buildings, rebuilding the foundations and connecting new services and then putting new classrooms in place. This would take at least three months and the parents would have nowhere to leave their children whilst at work. There is a strong possibility that Sevenoaks Day Nursery would close permanently if we didn't have a new site to move to. KCC Early years have confirmed that this would be a disaster for Sevenoaks working parents, as there are so few full day nursery spaces available in the area.</li> </ul>
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<p>Social</p>	<p>The main aim of the nursery is to provide safe and consistent care for the children of working parents, in a home-from-home environment.</p> <p>The Nursery provides day care for all children, including some with special needs which may be physical, social or mental. The Nursery caters for up to 39 children a day; with two places reserved for emergency sessions in the case of unforeseen circumstances. They also offer a holiday cover for children up to the age of 12, whose parents need to work.</p> <p>Examples of the support provided by the nursery include:</p> <ul style="list-style-type: none"> <li>• Where a parent at the nursery has died, free places have been allocated to the children whilst the bereaved parent sorts out their affairs.</li> <li>• Free sessions have been given to children whilst their single parent attends hospital appointments or a job interview.</li> <li>• When a father was taken seriously ill and placed on life support for several months, the Nursery waived the fees in full throughout this time.</li> <li>• When a single mother was trying to get back to work, the Nursery waived her fees to help when her benefits were stopped.</li> <li>• SDN works closely with the Sevenoaks Women’s Refuge. Emergency places have regularly been allocated to children where there have been issues around domestic violence in the household.</li> <li>• A free place was allocated to a young boy attending the nursery so that his mother and support worker could concentrate on his older brother who has behavioural issues. It meant that the younger brother had the chance for some normalcy in his life whilst the mother gave her full attention to the brother’s problems.</li> </ul>
<p>Environmental</p>	<p>The proximity of the Nursery to Bat and Ball station makes it an ideal location for local parents to access public transport. SDN is also at the epicentre of the Northern Sevenoaks Masterplan area, and will be an easy walk for those living nearby.</p>
<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan</p>	<p>No</p>

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(Reg 1,2,3 list). If so, which?	
<b><u>Funding</u></b>	
Total project cost:	£450,000 for the building, <i>plus</i> a sum originally estimated by Sevenoaks Town Council of up to £173,000 (now likely to be reduced) for, inter alia, the levelling of the site, ground works and foundation, plus the provision of all mains services and security fencing for the external borders of the new Nursery site. The Town Council has agreed to provide a 25 year lease on this new site as part of its support for Sevenoaks Day Nursery.
Funding required from CIL:	£100,000, being the Trustees' best estimate of the funding gap the nursery faces, based upon the requirement to replace the existing nursery for £450,000. We will continue to liaise with STC and other bodies to raise additional funding to prepare the site whilst maintaining sufficient operational funding for the nursery and contingent liability cover for redundancy pay for eligible staff.
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety	1) Sevenoaks Town Council may still be able to offer some contribution on a benefit-in-kind basis towards site preparation work, but the extent of this, now that their overall development is not proceeding, is not known.
	2) Parents and supporters of the nursery have raised approximately £10,000 in each of the two years 2016 and 2017 and we are relying upon our ability to raise similar amounts in donations and fundraising towards the cost of the new nursery building in 2018 and 2019.
	3) SDN's ongoing operational excess of income over expenditure was £16,000 in 2016 and £38,000 in 2017. The current year's outturn is forecast to be in the range of £30,000 - £35,000.
	4) As at the beginning of 2016 SDN held brought forward retained earnings of £280,000 which had been saved over the course of the previous 28 years of nursery operations.
	5) Although we are applying for, and have received some, small grants to support our fundraising, we have no other sources of funding of note.



	6)
<p>Is this bid for staged payments?</p> <p>Will staged payments be accepted?</p>	<p>Yes</p> <p>Yes</p> <p>Details of anticipated funding requirements and timetable:</p> <p>SDN will seek to make the first two staged payments to their Supplier, following contractual commitment, in the course of 2018 and early 2019 but would anticipate the requirement for CIL Funding to arise on the third staged payment planned to be due in mid- to late 2019, with a fourth payment likely to be required on completion of all snagging etc. by end 2019 / early 2020.</p> <p>However, SDN will be unable to enter into a contractual commitment of this nature and extent with a nursery provider unless or until the Trustees are in possession of formal guarantees from CIL or others of financial support of a minimum of £100,000.</p>
<p>Has a bid(s) for CIL funding been made to relevant town and parish councils?</p>	<p>Bid made: No</p> <p>Details of bid:</p> <p>Decision made: N/A</p> <p>Details of decision:</p>

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Would the scheme be fully funded if the CIL contribution is agreed:	Yes. However, due to the way in which our fundraising will be continuing through and beyond 2019, we may look to draw upon some overdraft or loan finance as bridging finance for finalising and equipping the new setting.
Has this scheme benefited from CIL funding previously:	No  If Yes; Please provide further justification as to why further CIL funding is required for this project.
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes  If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
Anticipated start date for delivery of the scheme:	Anticipated to commence delivery in early to mid 2019, based upon Sevenoaks Town Council development timescale for the Sevenoaks Community Centre site.
Anticipated finish date for the delivery of the scheme:	Likely to be towards the end of 2019.
Anticipated date when CIL funding will need to be made available:	Most likely in one or more staged payments in the course of 2019.
Does land need to be purchased to facilitate the scheme:	No  Details:
Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	These can be provided by Sevenoaks Day Nursery as required by SDC.
Please provide details of the management and timescales of the project.	The project is controlled and managed by the SDN Management Committee through a mobilised project team including the Nursery Manager, two Trustees, the SDN Finance and HR Manager and three Deputy Managers, one representing each of the classrooms in the nursery.  Governance and oversight of the project is provided by the full Trustee body of six Trustees, who include a qualified Chartered Accountant, a qualified Solicitor, a Director of Price Waterhouse Coopers, a senior Local Government Officer and a Commercial

	<p>Director. The group includes two current parents and three former parents.</p> <p>The project has been operational since early 2016 and our goal is for it to be delivered in the course of 2019.</p> <p>The proposed new Nursery building has been selected and is currently being specified. Planning permission will then be applied for. This follows a competitive bid process that considered five nursery providers' full proposals in detail. The project's budgets and cost estimates for all aspects of the new setting have been prepared and validated on the basis of these proposals and discussions.</p>
<p>Has consultation been carried out on the scheme or is any planned?</p>	<p>Carried out / Planned / No Consultation planned</p> <p>Details: Parental Consultations have been carried out in several dedicated meetings over the last two years commencing in March 2016.</p> <p>Consultations with the Town Council have been undertaken on a continuous basis over the last two calendar years.</p> <p>(Note: Results can be attached separately if necessary.)</p>
<p>Is a relevant SDC ward member(s) supportive of the scheme?</p>	<p>Please see the email support provided to you as part of this application process.</p> <p>Signature of at least one SDC ward member:</p> <p>Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.</p>

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<p>Is the relevant town/parish council supportive of the scheme?</p>	<p>Please see the email support provided to you as part of this application process.</p> <p>Signature of at town/parish council chairman, clerk or chief executive:</p>  <p>Note - An e-mail from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient.</p>
<p><b><u>Maintenance</u></b></p>	
<p>Which organisation will be responsible for ongoing maintenance:</p>	<p>Sevenoaks Day Nursery CIO</p>
<p>Are funding arrangements in place for maintenance:</p>	<p>Yes - to be paid for out of SDN operational income.</p> <p>Details:</p>
<p>Any further comments:</p>	

<b><u>Declaration</u></b>	
<p>I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.</p>	
Signature	Hugh Kirby
Name	Hugh Kirby
Position	Finance Trustee
Organisation	Sevenoaks Day Nursery
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	As above. Email: [REDACTED] Mobile [REDACTED]

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