

SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme name:	Knockholt Village Centre Refurbishment
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Description of Scheme:	Refurbishment of Knockholt Village Centre to incorporate re-roofing of entire premises and redevelopment of Eastern end of the building to incorporate Community hall and associated facilities (including provision for pre-school and other associated and community facilities). Provision of disabled toilet. Kitchen refurbishment.
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1	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes	(please delete as appropriate)
		Organisation Name(s):	Knockholt Parish Council
		Responsible individual(s):	Cllr Graham Brookes, Chairman KPC
		Signature(s) on behalf of other supporting organisations(s):	Graham Brookes
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.		Agreement is for up to £100000 to be funded by the Parish Council by way of a Public Works Loan.

2	Is planning permission required for the scheme?	Yes	(please delete as appropriate)
		If yes, has it been applied for?	Yes, granted

	If no, please explain why?	
If planning permission has been granted – please provide details and a reference number.	18/00334/FUL	
Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies):	Consent required	None
	Date applied for / granted	

Need for the Scheme

3	List of projects or development that result in the need for this scheme:	There are several components giving rise to the need for this overall refurbishment: <ul style="list-style-type: none"> i) The necessity to re-roof the entire premises owing to deterioration over many years. ii) To bring back into use the Eastern end of the premises (Previously Knockholt Club – a ‘working Men’s club’) which is in need of total internal redesign and refitting to make it useable. iii) To provide additional support for community groups by the provision of a small community hall and further rooms. iv) To incorporate provision for the Knockholt pre-school (currently in temporary accommodation). This entails appropriate toilet and kitchen facilities. v) To help offset the difficulties caused to less-mobile members of the community by the removal of bus services and the absence of reliable mobile phone services (e.g. to house the recently created Knockholt Books scheme providing valuable Community support.) vi) To house the historical records accumulated over decades by the Knockholt Society. These are currently stored in the loft of a private house and are not accessible easily. vii) To provide toilet facilities for the disabled. viii) To update the main hall kitchen facilities to a standard expected by users today. ix) To provide facilities for a wider range of community groups and thus generate increased income.
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	<p>x) To update insulation, heating and ventilation to the level expected and to reduce running costs. The improved heating and ventilation will result in significantly reduced carbon emissions due to modern boiler technology and enhanced insulation.</p> <p>xi) To improve daylight and heating to the main hall to attract more users.</p>
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<p>4 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>	<p>A comprehensive questionnaire sent to every household in the village in 2019 resulted in near-unanimous support for the retention of the Knockholt Village Centre and the consequent necessary refurbishment as listed in the previous section. Pre-Covid19, there was a growing use of the one hall and rooms which led to clash of bookings on occasion. This use included potential use by NHS and for growing numbers of Wedding and Birthday parties. Nevertheless, there was frequent criticism of the existing kitchen and toilet facilities, lack of daylight in the hall and the inability to support a pre-school.</p> <p>The results from the questionnaires indicated support for many different community activities.</p> <p>Village Hall Open days have been held with active participation from hall users, clubs and societies which were successful and resulted in support from participants and attendees.</p>
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Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:

<p>5 Economic</p>	<p>The continued use and resultant income depend on the building remaining useable and on the improved facilities outlined above. The development of the Eastern end will extend facilities to provide additional income. The changes to the building incorporate more modern heating, windows and insulation to reduce the current running costs which currently are becoming prohibitively expensive due to the age of the installations.</p>
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<p>6 Social</p>	<p>The scheme incorporates provision for Knockholt pre-school which is currently housed in temporary 'huts' in the car park of a garden centre and which has time limited planning permission. An additional Community hall will be provided to meet a strong demand for</p>
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		use by village groups. Other changes include provision for the Knockholt Book Scheme to be housed on a permanent basis and for a permanent home for the historical records and heritage archive accumulated by the Knockholt Society. The Parish Room will continue to be available for use by Knockholt Parish Council. Major facilities for Amateur Dramatics will continue. A separate toilet will be provided for use by the disabled.
7	Environmental	As above, the present boiler will necessarily be replaced, double glazing installed and wall insulation where feasible. All of this will reduce running costs for the building to allow hire of the facilities to be provided at a cost acceptable to Users. Daylight for the main hall will be improved.
8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?	The Knockholt Village Centre is a long-established community facility which is supported wholeheartedly by the Parish Council and by Villagers as evidenced by the questionnaire results referenced above.
9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?	Knockholt has very poor transport connections, bad Broadband and appalling mobile phone coverage, hence there is an increased level of social isolation which can be partially alleviated by an improved 'social hub' in the form of an improved Village Centre. Knockholt has always had a strong sense of community and, thereby, social inclusivity with the Village Centre playing a pivotal role in a variety of events ranging from charitable fundraising opera evenings and quizzes, through our traditional Carnival (one of very few in Kent to retain a parade) to a selection of clubs for all age groups. The full age spectrum is covered by Mother & Toddler Group, Youth Club and the Evergreen / Senior Citizens group. An art club and the KATS amateur dramatic society offering, <i>inter alia</i> , a traditional Pantomime encouraging all ages to participate. The Horticultural Society holds Summer and Autumn traditional shows each year as befits a semi-rural community as well as regular club evenings and other events.

	<p>Healthy activities are promoted via the thriving sports clubs associated with the hall which cover football, cricket, bowls and tennis. Wider use is made of the Centre to support cycling clubs from the London area along with use as a refreshment post for marathons and walks using the nearby North Downs Way.</p> <p>There are exercise classes including keep-fit and Pilates held regularly for a range of ages. Tennis tuition is provided. Band practices take place regularly.</p> <p>Our Knockholt heritage archive is curated by the Knockholt Society and room is to be made available to support this important educational and community resource. The recently opened, volunteer run Knockholt Books is a significant addition to local amenities at a time when town libraries are cutting back and the recent Covid lockdowns have highlighted the community benefits of having our own facility.</p> <p>An essential part of Village life, supporting all sectors of the community. The facilities provided during the Covid19 pandemic have shown the need for the improved Community support which will be provided. (particularly evidenced by the Knockholt Book and puzzle scheme providing access in an area where the old and infirm find it increasingly difficult to access such facilities. Knockholt bus services do not allow easy access to SDC library facilities and other services.)</p> <p>The additional Community facilities could be available to sectors of the Health Service again to offset the difficulties caused by the very limited bus services).</p> <p>This proposed improvement to Knockholt Village Centre places KVCC in a better position to meet an inevitable increase in demand resulting from the major housing developments at Fort Halstead for, e.g. youth groups and health care.</p>
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Funding

10	Total Project Cost		£350,000
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11 Funding required from CL: Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety. Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.	£200,000 1) Knockholt Parish Council £100,000 2) KVCC Funds £50,000 Available with increasing difficulty in the current financial environment 3) (application to KCC for other aspects eg fitting out of Kitchen £30,000) Not agreed 4) (possible application to Enover for other aspects of fitting out £30000) 5) Membership of a scheme run by the Brevio Organisation to identify potential funding sources. Nothing yet identified. Please note that many other tentative funding applications (eg Lottery Fund) have failed in the past seemingly because of the perception of Sevenoaks as a rich, well-funded area.
12 Is this bid for staged payments? Will staged payments be accepted? Please provide details of anticipated funding requirements and timetable	No (please delete as appropriate) Yes (please delete as appropriate) Split between 2 nd and third quarters 2021
13 Has a bid(s) for CIL funding been made to relevant town and parish councils? If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	Bid made (please delete as appropriate): N/A Details of bid Decision made (please delete as appropriate): Details of decision:
14 Would the scheme be fully funded if the CIL contribution is agreed?	Yes (please delete as appropriate)

15	Has this scheme already benefited from CIL funding through the CIL Spending Board?	No	(please delete as appropriate)
		If Yes; Please provide further justification as to why further CIL funding is required for this project.	

16	Has this scheme/land/building already benefited from funding from Sevenoaks District Council? Note- this can include grants, section 106s, a Community Fund etc.	No	(please delete as appropriate)
		If Yes; Please provide further details of amount and the project involved.	

Deliverability

17	Does your organisation have the legal right to carry out the proposed scheme?	Yes	(please delete as appropriate)
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme.	

18	Anticipated start date for delivery of the scheme:	Immediately funds available
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19	Anticipated finish date for the delivery of the scheme:	9 months from start					
20	Anticipated date when CIL funding will need to be made available:	2 nd Quarter 2021					
21	Does land need to be purchased to facilitate the scheme?	No	(please delete as appropriate)				
		Please provide details					
22	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.	Bi-Monthly progress reports will be provided throughout the duration of the project.					
23	Please provide details of the management and timescales of the project.	The project as a whole will take approximately 9 months to complete. Management of the scheme will be overlooked by the KVCC House Committee and representatives of Knockholt Parish Council. Immediate supervision will be provided by Mr Richard Edmondson in conjunction with a professional architect.					
24	Has consultation been carried out on the scheme or is any planned?	Carried out (please delete as appropriate)	Questionnaire to every household in the village as detailed above. Open days held at the village centre.				
		Please provide details (Note: Results can be attached separately if necessary.)	Village showcases incorporating participation by most hall users.				
25	Is a relevant SDC ward member(s) supportive of the scheme?	<table border="1"> <tr> <td data-bbox="323 1933 435 2139">Yes</td> <td data-bbox="435 1933 483 2139">(please delete as appropriate)</td> </tr> <tr> <td data-bbox="323 943 435 1462">You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk.</td> <td data-bbox="323 1462 435 2139">Mr Gary Williamson</td> </tr> </table>		Yes	(please delete as appropriate)	You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	Mr Gary Williamson
Yes	(please delete as appropriate)						
You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .	Mr Gary Williamson						
26		Yes	(please delete as appropriate)				

Is the relevant town/parish council supportive of the scheme?	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cl@sevenoaks.gov.uk would also be sufficient).	Mr Graham Brookes, Chairman Knockholt Parish Council
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27 Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.	Yes As detailed in Section 4 as well as the current users of the present facilities. Please provide details of local support. (Note: An email from a relevant party to cl@sevenoaks.gov.uk would also be sufficient).	Knockholt Rainbow Pre-School Knockholt Books Knockholt Society Knockholt Horticultural Society
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Maintenance

28 Which organisation will be responsible for ongoing maintenance?	KVCC
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29 Are funding arrangements in place for maintenance?	Yes Please provide details	(please delete as appropriate) Provided from income from hiring and 'savings' fund
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30 Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.	
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Declaration

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.

Signature

Barry Page

Name

Barry Page

Position

Treasurer, KVCC

Further information:

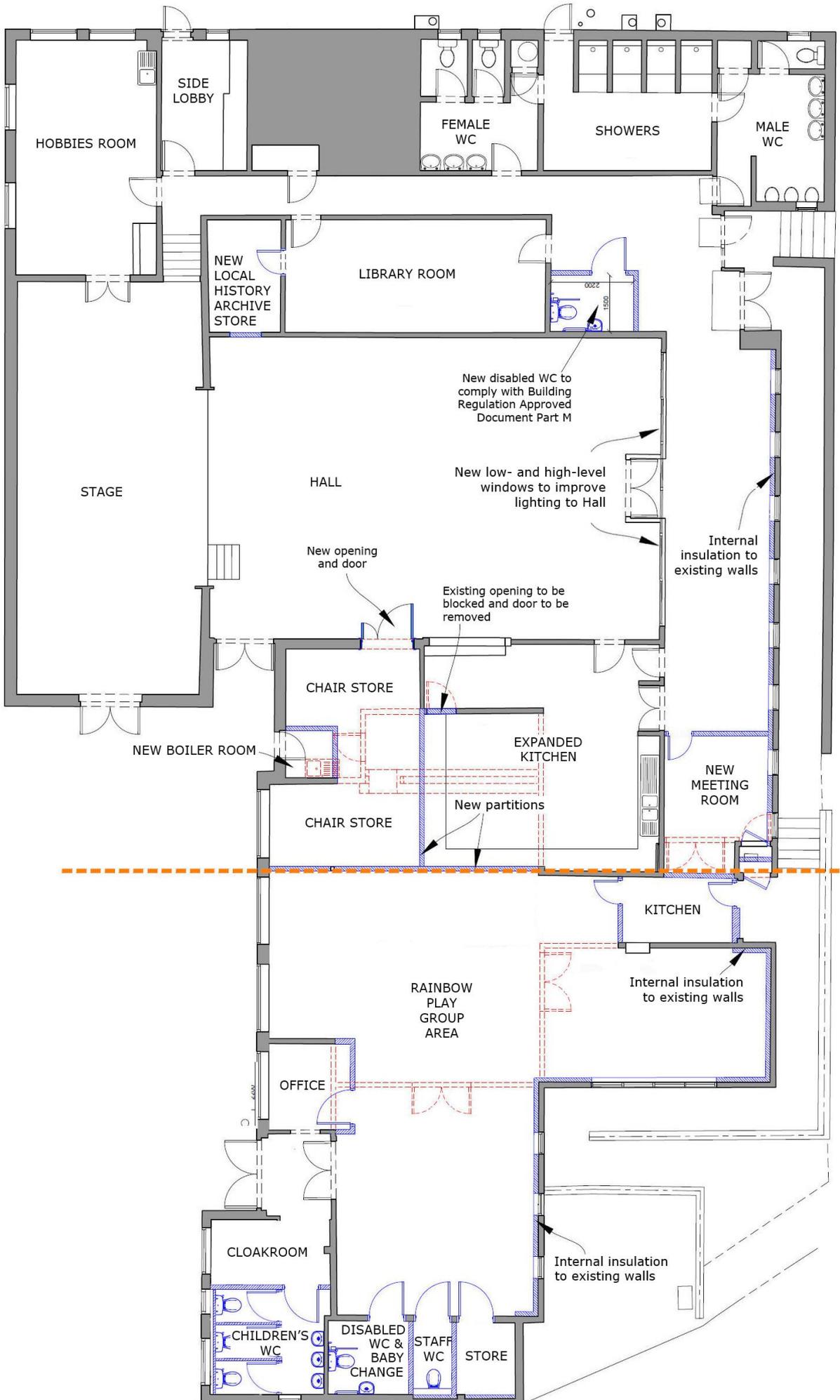
Name, role and contact details of the person that will be the contact for this bid:	Barry Page [REDACTED]
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	Barry Page Treasurer, [REDACTED] Richard Edmondson KVCC Refurbishment Chairman, Nicholas Manton KPC Representative [REDACTED]
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Barry Page Treasurer, [REDACTED]
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund*:	Barry Page Treasurer, [REDACTED]
Full company/charity name:	Knockholt Village Centre Council
Registered No:	Charity No. 265789

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at www.sevenoaks.gov.uk/privacy.



From: [Tony Slinn](#)
To: [CIL Mailbox](#)
Subject: Community Infrastructure Levy application made by the Knockholt Village Centre Committee
Date: 07 December 2020 17:13:46
Importance: High

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.



Antony J Slinn
Chairman, The Knockholt Society

07 December 2020

**Community Infrastructure Levy Dept.,
Sevenoaks District Council
Council Offices, Argyle Rd
Sevenoaks TN13 1HG**

Sent by email to: cil@sevenoaks.gov.uk

Dear Sir/Madam

I write on behalf of the Knockholt Society in support of the Community Infrastructure Levy (CIL) application made by the Knockholt Village Centre Committee (KVCC) in order to renovate and update the Village Centre.

The Centre is at the heart of village life and, like almost all of our numerous clubs and social organisations, the Society bases its activities around the Centre. We have been concerned for some time, however, by the deteriorating condition of the building, which is badly in need of repair and renovation to both bring it up to today's standards and cut the increasing costs that old and outdated equipment—eg: the central heating system, single-glazed windows—inevitably incur.

Over many years the Society has become the curator of Knockholt's history and has collated a significant, and in some cases unique, number of documents. These include photographs of village life, clubs, organisations and characters dating to 1870. While these have been digitised (and are available as a DVD), the originals are irreplaceable.

At the moment, all these documents are stored in my loft—which doesn't make them easily accessible!

For some years, the Society and KVCC have looked at ways to securely store them at the Village Centre where everyone in the village can have access to them. If successful, KVCC's CIL application provides the perfect opportunity to make this happen and the Society has asked that renovation plans for the Centre include an area where our—and indeed other important village documents—can be stored with access for all.

Knockholt has a rich history. During World War II, for example, it was a 'Station Y', one

of the many set up across Britain that tracked enemy radio nets, logging every letter and figure. The messages were then couriered to Bletchley Park (Station X) to be deciphered. Other buildings close by were also involved in secret activities that played a significant role in the design of equipment used during the war.

It is important for the future that we have a documented history of the village so future generations can understand the important role Knockholt had in the past. The Society thus totally supports KVCC's CIL application to renovate and modernise this key facility.

Yours sincerely,



From: [Karen](#)
To: [CIL Mailbox](#)
Cc: treasurer@knockholtvillagecentre.org.uk
Subject: Knockholt Village Centre
Date: 08 December 2020 18:13:19

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Knockholt Amateur Theatre Society (KATS) at Knockholt Village Centre

Dear Sir or Madam

I am writing in support of the Knockholt Village Centre's CIL funding application.

KATS has been an active society in the village since 1946 and is wholly reliant on the facilities in the main hall for all of our regular rehearsals and productions. We are fully embedded in the Centre; for instance, we have purchased, installed and maintained our fixed stage sound and lighting systems in the hall for many years now. Once restrictions are lifted we hope to back in the Village Centre to put on a show to cheer up our regular audiences as quickly as we can.

We do hope that you will look favourably on the Centre's bid for support from CIL. We are acutely aware that without the hall hire income from clubs and societies such as ours the Centre struggles financially and our absence for so long has been of concern.

Yours faithfully,

Karen Burchett
Chairman

KATS
Registered Charity no. 294634

From: [Raymond Picot](#)
To: [CIL Mailbox](#)
Subject: CIL application - Knockholt Village Centre
Date: 12 January 2021 20:11:28

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Community Infrastructure Levy Dept.,
Sevenoaks District Council
Council Offices, Argyle Rd
Sevenoaks TN13 1HG

12 January 2021

Dear Sirs

Knockholt Books is a community library permanently based at the Village Centre, providing a free service for all ages of residents in and around the village. It was started by a group of volunteers under the banner of the community support group Knockholt Help, through an on-line appeal for books and jigsaw puzzles to support residents during the first COVID-19 lockdown.

The residents donated all the books and puzzles we received, which were collated digitally and circulated each week through our local on-line service, Knockholt Grapevine, for distribution or collection at the Village Centre. Our selection of books grew weekly through continued donations and we were eventually able to allow residents to view them inside the Centre on tables temporarily located in the foyer. Even after the nearby town public libraries had reopened, the level of support we received remained consistent, no doubt attracted to the relative ease of access.

Responding to popular request for us to be given a permanent facility, the Village Centre committee offered us the former Library Room (the old public library annexe was closed many years ago due to cuts in funding). This was fitted out with new bookshelves through generous funding from the Parish Council, along with some units from SDC, surplus to their requirements. The new library was opened at the beginning of September 2020, and the following month our MP, Laura Trott, conducted the official opening; she commented enthusiastically on our initiative and well stocked resource.

In our new setting our volunteers provide a friendly and knowledgeable welcome to all users. Our large range of books, both fiction and factual, for all ages, continues to grow, alongside the continued popularity of jigsaw puzzles, all available at no charge. An additional benefit is educational resource material which benefits students. With poor transport links to the nearest town public libraries, we have become an attractive option also for residents of nearby villages. It is also evident that we have achieved a social dimension to our service, which we look forward to enhancing through a regular meeting place with hot drinks served through a new kitchen. When Rainbow Pre-School relocate to the Centre, we shall be able to co-ordinate with them our respective collections of books for younger children.

Knockholt Books strongly supports the application for the CIL Grant to enable the refurbishment of Knockholt Village Centre which, in turn, will allow the continuation of our valued service to the Community.

Kind regards

Cllr Raymond Picot
Lead Volunteer, Knockholt Books
Rivendell,
Pound Lane,
Knockholt Kent TN14 7NE
Tel: [REDACTED]
Email: [REDACTED]

From: [J ROBERTS](#)
To: [CIL Mailbox](#)
Subject: Knockholt Village Centre - cil Funding Application
Date: 21 December 2020 10:21:34

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sevenoaks cil

I write on behalf of Knockholt Horticultural Society (KHS) in support of the KVCC application for funding in respect of the Knockholt village centre refurbishment.

KHS is we believe the oldest social society in Knockholt having been founded in 1889, the membership of which has risen gradually over recent years to a current level of 100 members.

The village centre is an essential asset enabling the continuation of the Society. We use the centre regularly for our annual Summer & Autumn Shows (usually attended by 70/80 people), our AGM, Quiz Night and 'ad hoc' talks, lectures and demonstrations.

As a Charity we regularly hold fund raising events and in recognition of the importance of the village centre to our Society we contribute a proportion of funds raised to the village centre maintenance fund alongside our charitable beneficiaries.

The village centre is a vital community asset and we urge your support by approving the grant application to enable future generations to benefit from the use of the building as we have.

Many thanks

Clwyd Roberts
Chairman
Knockholt Horticultural Society

From: [Rainbow Pre-school](#)
To: [CIL Mailbox](#)
Subject: Knockholt Village Centre Council CIL application
Date: 09 December 2020 23:24:33

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

This e-mail is to support Knockholt Village Centre Council's application for funding to refurbish the Village Centre building. It has always been the intention that Rainbow Pre-school (soon to be operating as Super Stars Pre-school) would operate from the Village Centre when we were asked to move from St Katharine's School to release the porta cabin we occupied there.

There are a number of reasons why Rainbow Pre-school supports this application

Rainbow Pre-school has been part of the local community for over 40 years providing childcare to a 'Good' standard as stated in our last Ofsted report and supporting many local events such as the Horticultural Society shows and Knockholt carnival as well as putting on our own funding events. Operating from Knockholt Village Centre keeps us as part of the local community. Also the majority of our staff live in the locality, so we provide local employment opportunities and in the past have taken on apprentices.

Rainbow Pre-school presently operates from a porta cabin at Coolings Green & Pleasant and only have temporary planning permission which expires in November 2023, so needs to have a more permanent home. The porta cabin is also beginning to show its age having recently had huge external repairs done and now the interior needs to be updated in the near future.

The central location of the Village Centre and the fact there is plenty of parking available means access is good for parents.

It will also improve our finances as the move to the Village Centre will give us the opportunity to offer additional wrap around care such as breakfast and after school clubs and holiday clubs. We could also offer the classroom for training purposes. The larger size of the room means we would be able to offer more places too.

Being able to offer more places also means we can respond to any likely growth in places required due to new housing developments and the fact that other local pre-schools have closed due to the financial impact of COVID-19.

Yours faithfully
Sandra Burgess
Manager