

24<sup>th</sup> January 2022

**Community Infrastructure Committee  
Monday 31<sup>st</sup> January 2022**

You are hereby summoned to attend a meeting of the **Community Infrastructure Committee** to be held in the **Council Chamber, Town Council Offices**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 31<sup>st</sup> January 2022 at 7.00 pm**. 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 proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: [https://youtu.be/cL1\\_MG7zv7k](https://youtu.be/cL1_MG7zv7k) and 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 of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

**Committee Members:**

Cllr C Shea, Chairman	Cllr A Clayton
Cllr R J Parry, Vice-Chairman	Cllr S Camp
Cllr N Busvine	Cllr R Hogarth
Cllr Dr M Canet (ex officio)	

**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.

1. **APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
wcb: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

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. MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 16<sup>th</sup> AUGUST 2021  
To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 16<sup>TH</sup> August 2021. Attached
5. COMMUNITY INVESTMENT PROJECTS CASH FLOW  
To consider the Cash Flow. Attached
6. ALLOCATION OF CIL FUNDING  
To consider the recommendation from the Finance & General Purposes Committee on 22<sup>nd</sup> November 2021. Attached
7. COMMUNITY INVESTMENT PLAN PROJECTS  
To consider the report attached: 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
  - viii. Knole Paddock 3G Pitch
  - ix. Bat & Ball Station
  - x. STC Office
  - xi. Green Community Investment Plan
8. PRESS RELEASE  
To consider any agenda item, which would be considered appropriate for a press release —

**Sevenoaks Town Council**  
**Minutes of the Community Infrastructure Committee**  
**16<sup>th</sup> August 2021**  
**Held via Zoom and livestreamed on YouTube**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 7.30 p.m.

Cllr C Shea, <b>Chairman</b>	Present	Cllr A Clayton	Present
Cllr R J Parry, <b>Vice-Chairman</b>	Present	Cllr S Camp	Apologies
Cllr N Busvine	Present	Cllr R Hogarth	Present
Cllr Dr M Canet, Mayor	Present		

<b>Substitute</b>		<b>For</b>
Cllr Granville-Baxter	Present	Cllr S Camp

**In Attendance:** Cllr Mrs Parry, Cllr Piper, Town Clerk and Senior Committee Clerk

**Representations received from Members of the Public:** None

**217 Apologies for Absence**

Apologies for absence were received and noted as shown above.

**218 Requests for Dispensations**

There were no requests for dispensations.

**219 Declaration of Interests**

There were no Declarations of Interest.

**220 Minutes of the Meeting held on 21<sup>st</sup> June 2021**

The Minutes of the meeting of the Community Infrastructure Committee held on 21<sup>st</sup> June 2021 were received and agreed as a true record.

**221. Community Investment Projects Cash Flows**

The Committee received and noted the Community Investment Projects Cash Flows Summary to August 2021.

It was noted that the total unallocated Capital Receipts Reserve was £429,043.

**222 2019 Community Investment Plan Projects**

**222.1 Bat & Ball Centre**

The Bat & Ball Centre official public opening had taken place on 25<sup>th</sup> July 2021.

There had been some damage to the building whilst it was used as an Asymptomatic Testing Centre. KCC had agreed to commission the contractor BJF to carry out repairs, including extensive work to the main hall flooring, which would ensure that the Town Council's guarantees for work carried out remained in place.

Two electric charging points for vehicles had been installed, with a couple of technical matters to be addressed by the contractor prior to them being available for use.

The Committee was pleased to note that hirers were returning quite quickly: comparative figures for July/August 2018 (pre closure) and 2021 were very promising.

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

The MUGA continued to be well used.

**222.3 Neighbourhood Development Plan (NDP)**

It was noted that the NDP was subject to further delays due to the requirement to carry out a Strategic Environment Assessment. The Town Council had been successful in securing free technical support to produce the extensive piece of work expected to take 10-12 weeks. The draft NDP predicted timetable was noted.

**222.4 Sevenoaks Business Hub**

It was noted that the Business Hub was complete, subject to some additional works to the ramp requested by Building Control, UKPN & BT upgrade. The Finance Dept would relocate to the building once the UKPN upgrade had taken place, expected end of August 2021.

The Town Council had entered into a Service Level Agreement with Sevenoaks District Chamber of Commerce to market and obtain business for the facility: a launch event had been held and an outline Marketing Strategy prepared.

It was noted that the Business Hub was currently operating at approximately 10% of its Business Plan. The Committee would monitor progress.

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

The Committee noted the ambitious plans set out in the DVCRP's planned Capital Projects for which funding was being sought. The DVCRP had made strong representations to GTR that the £100k underspend of the Passenger Benefit Fund for the six stations be provided as agreed.

The Town Clerk clarified that the DVCRP was an independent organisation under an accountable body, currently Sevenoaks District Council. The Town Council was a member of the organisation but did not have a financial liability.

**222.6 Electric No.8 Bus**

Obtaining an electric bus was one of the Town Council's priorities. Consideration would be given to submitting a bid to the next Sevenoaks District Council CIL Board once the criteria was known.

The Committee commented that the electric bus would need to be considered alongside other green initiatives. It was noted that the Town Council's initiatives would be discussed as part of the forthcoming review of committee terms of reference.

**222.7 Stag Community Arts Centre**

The Committee welcomed the Stag Takes Over the Town summer marketing and promotion event, which incorporated some of the Town Council and Town Team events and aimed to encourage more footfall in Sevenoaks and the Stag during August, including the Bank Holiday weekend.

**222.8 Knole Paddock 3G Pitch**

Following the dismissal of the planning appeal for the 3G pitch, some of the allocated funds had been set aside for upgrading floodlighting and drainage to pitches at Knole Paddock. The Open Spaces Manager was working on obtaining tenders for consideration at the next Open Spaces & Leisure Committee.

**222.9 Bat & Ball Station Building**

The event to unveil the plaques awarded by the National Railway Heritage Awards and the Railway Heritage Trust had taken place on 29<sup>th</sup> July 2021.

**222.10 Town Council Offices**

During the past 18 months and taking advantage of works to the Business Hub, improvements had been made to the Town Council offices. Last month new carpeting had been installed in the Council Chamber and foyer.

**223. Press Release: None**

There being no further business the Chairman closed the meeting.

Signed: ..... Dated: .....

Chairman

This page has been left blank intentionally

This page has been left blank intentionally

Community Investment Project 2020/21 Cashflows & use of Capital Receipts Reserve (CRR)

	August 2021 CIC Update				January 2022 CIC Update				Notes
	2021/22		2021/22 Total	Project Total	2021/22		2021/22 Total	Project Total	
	June 21 YTD	Remaining			Dec 21 YTD	Remaining			
<u>Bat &amp; Ball Station Building</u>	( 535)	-	( 535)		( 535)	-	( 535)		
<u>Bat &amp; Ball , Ancillary ram, bike stores etc</u>		( 61,919)	( 61,919)		( 61,919)	( 61,919)	( 61,919)		Oxford steps & Cycle racks budget
<u>Bat &amp; Ball Centre</u>	( 81,954)	( 159,098)	( 241,052)	( 2,071,154)	( 127,880)	( 113,171)	( 241,052)	( 2,071,154)	Remaining cost commitments broken down by supplier/ final estimates
<u>Business Hub</u>	( 90,118)	( 10,673)	( 100,791)	( 342,315)	( 109,054)	( 5,472)	( 114,526)	( 356,050)	Work commenced end Nov. Includes an additional £22K for carpark drainage & £45K for UKPN electricity upgrades. £65K to be funded by CIL
<u>Other Community Investment Plan projects</u>									
<u>NDP &amp; Northern Masterplan</u>	( 7,258)	( 6,731)	( 13,989)	( 18,814)	( 7,675)	( 6,314)	( 13,989)	( 18,814)	2019/20 cost deducted. Remaining budget used as future spend. £8K further budget allocated at 070621 F&GP
<u>Sports Strategy-Rugby</u>	( 1,990)	( 28,010)	( 30,000)	( 35,000)	( 1,990)	( 28,010)	( 30,000)	( 35,000)	Planning issues. £30K allocated to upgrade sports pitch. Drainage investigation carried out
<b>Total Expenditure</b>	<b>( 181,856)</b>	<b>( 266,430)</b>	<b>( 448,286)</b>	<b>( 2,467,283)</b>	<b>( 247,135)</b>	<b>( 214,887)</b>	<b>( 462,021)</b>	<b>( 2,481,018)</b>	
<b>CIL reserves to be released</b>									
Additional Business Hub CIL for drainage & UKPN upgrade			65,000				65,000		
Bat & Ball ancillaries			42,637				42,637		
			<b>107,637</b>				<b>107,637</b>		
<b>PWL reserves - for Bat &amp; Ball Comm Ctr</b>			121,262				121,262		
<b>Net funding required (after CIL &amp; PWL &amp; Grants)</b>			<b>( 219,387)</b>				<b>( 233,123)</b>		
<b>Capital Receipts Reserve (CRR) current balance 1/4/21</b>			639,367				639,367		
Agreed further use of CRR (F&GP 200720):									
St John's toilets improvements		( 2,391)	( 2,391)		( 2,391)	( 2,391)	( 2,391)		
Residual payment received re Raleys land sale	11,455		11,455		11,455		11,455		Receipt into CRR
<b>Remaining Unallocated CRR (After agreed further use &amp; net project funding required)</b>			<b>429,043</b>				<b>415,308</b>		

This page has been left blank intentionally

This page has been left blank intentionally



**Sevenoaks Town Council  
Community Infrastructure Committee – 31<sup>st</sup> January 2021**

### Allocation of CIL Funding

#### Recommendation from the Finance & General Purposes (F&GP) Committee

(Minute 379, F&GP 22.11.2021 refers)

At its meeting held on 22<sup>nd</sup> November 2021, the F&GP Committee noted the payment of £135,302.60 received in October 2021 for the Town Council's portion of the Community Infrastructure Payment (CIL) which included a CIL payment of £88,815.63 relating to the Farmers Site.

The total unallocated sum to be used for Capital Projects was £42,874.37 as at F&GP 7<sup>th</sup> June 2021. The addition of £135,302.60 provides a total of £178,176.97.

The F&GP Committee considered recommendations for the allocation of CIL funding and

**RESOLVED:** That the following projects be recommended to the Community Infrastructure Committee for consideration:

1	Hillingdon Rise Play Area refurbishment (noting £40,000 grant obtained)	£6,000
2	Julian's Meadow Play Area refurbishment (noting £40,000 grant obtained)	£6,000
3	Public Realm Improvements for Town Ward	£50,000
4	Judd's Piece - resurface	£2,000
5	Woodside Road – replace fencing	£1,000
6	Greatness CCTV replacement	£9,000
7	Vine Gardens crazy paving, relay, repoint	£10,000
8	St John's Toilets £40,000 project to refurbish and reduce ongoing maintenance (£25,000 previously set aside)  <i>Update:</i> Originally considered to be £40,000 project to refurbish and reduce ongoing maintenance. Officers are looking to complete for £25,000 if possible. (£10,000 previously set aside, not £25,000 as incorrectly previously reported)	£15,000
	Total	£99,000

**Sevenoaks Town Council  
Community Infrastructure Committee – 31<sup>st</sup> January 2021**

Taking the total recommended CIL allocations of £99,000 from the current total of £178,176.97 would leave a balance of £79,176.97.

The next CIL income is due in March 2022. Currently the income is at £45,114.27.

**Recommendation:** That the Community Infrastructure Committee approves the allocation of CIL funding as shown above.

It should also be noted that CIL expenditure for the following has also been previously agreed and needs to be included within the allocation:

9	Knole Paddock Lighting	£18,500
---	------------------------	---------

**Recommended:** That the Community Infrastructure Committee notes the additional previously agreed CIL expenditure of £18,500 making a total commitment of £117,500 and leaving a balance of £60,676.97. Also noting a minimum of £45,114.27 due in April.

**Sevenoaks Town Council  
Community Infrastructure Committee – 31<sup>st</sup> January 2022**

**Community Investment Plan Projects**

**i) Bat & Ball Centre**

The Bat & Ball Centre was completed on 4<sup>th</sup> December 2020. Due to the pandemic, KCC had used the Centre for an Asymptomatic Testing Centre, the building returned to the Town Council at the end of June 2021. The official Opening Event took place on 25<sup>th</sup> July 2021.

During the use of the building by KCC for a testing centre there was some damage done to the building. All of this has been repaired. Unfortunately, the repair to the main hall floor caused additional damage. This is currently the subject of a legal negotiation. A separate report is available for Councillors on this matter.

The pandemic has had a negative impact on hire numbers and frequency relating to public health restrictions changing over time and public confidence in arranging events. Even with these matters the new Bat & Ball Centre has hires for every day of the week and is financially performing in line with what was expected.

2021	Constructing Excellence SECBE Awards - Finalist
2021	RIBA Journal McEwen Award – Long Listed
2021	AJ Retrofits Award 2022 – Short Listed

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

The installation of the new MUGA has been completed and is being very well used.

**iii) Neighbourhood Development Plan**

The requirement for a Strategic Environmental Assessment (SEA) and an objection by a statutory consultee has further delayed the production of the Neighbourhood Development Plan.

**iv) Sevenoaks Business Hub**

The construction of the Business Hub is complete and the Town Council’s Finance Dept has relocated to part of the building. This is another project where the pandemic has had a negative impact on users anticipated. Currently the Business Hub’s monthly income is just covering its monthly outgoings.

**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. Previously the Town Council agreed not to progress the creation of a Community Interest Organisation (CIO) / Company for the immediate future. Sevenoaks District Council remain the accountable body.

**Sevenoaks Town Council  
Community Infrastructure Committee – 31<sup>st</sup> January 2022**

In 2021 the Town Clerk was voted to remain as Chairman for a further year. This will be the last year in the role as per the DVCRP Terms of Reference.

A copy of the DVCRP’s Annual Report is attached. Progress is being made with refurbishment to Eynsford and Shoreham stations.

**vi) Electric No 8 Bus**

The project fits within the Town Council’s No. 1 Priority of addressing climate change. In September 2020 KCC agreed to provide two years funding and operate the bus. Sevenoaks Town Council would become a consultee of the service. It is hoped that STC will be able to submit a bid to a future SDC CIL Board.

2018	Transport Planning Society People’s Award – Winner
------	---

**vii) Stag Community Arts Centre**

The Stag was successful in securing two significant grants to assist with the difficult finances relating to the public health restrictions.

**viii) Knole Paddock 3G Pitch**

The planning application for the 3G pitch lost at the appeal stage. Some of the allocated funds have been set aside for upgrading floodlighting and drainage to pitches at Knole Paddock, the projects are currently being progressed.

**ix) Bat & Ball Station building**

During the restoration of the Bat & Ball Station Building, Sevenoaks Town Council employed on contract a Heritage Engagement Officer responsible for delivering heritage activities as per Sevenoaks Town Council’s HLF Activity Plan, leading a team of volunteers, engaging with the community, generating interest, researching the heritage of the building and station, managing the production of interpretation material. A combination of flexibility, enthusiasm, innovation, and sound organisational skills is essential.

The post holder and progress made was very successful and can be viewed within the Evaluation Report at [www.batandballstation.com](http://www.batandballstation.com). Unfortunately, the pandemic has brought many of the activities and promotions to a halt and the Town Council have resolved to engage a new part time person, initially for 12 months to review and build on the original Activity Plan to progress the Bat & Ball Station project as originally planned. Funding from the HLF Earmarked Reserves will be used to cover the cost of the post.

2021	Constructing Excellence SECBE Awards - Finalist
2021	RIBA Journal McEwen Award – Long Listed
2021	AJ Retrofits Award 2022 – Short Listed

**Sevenoaks Town Council  
Community Infrastructure Committee – 31<sup>st</sup> January 2022**

x) **STC Offices**

During the pandemic improvements were made to the STC Offices including – new upholstery to Chamber chairs, removal of moss from roof, replacement roof tiles, repairs to surface of car park, drainage repairs, upgrade to IT, upgrade to electrical supply, new notice board.

xi) **Green Community Investment Plan**

In November 2019 Sevenoaks Town Council resolved to make the following its No 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation (list of initiatives agreed).

At a meeting in November 2021, Councillors met to review its original 2019 climate change initiatives and considered additional and new proposals. It was agreed that the Town Council should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that the Town Council should take a leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

**The Sevenoaks Town Council Green Community Investment Plan moves away from primarily investing in community buildings and facilities and towards investing in the local environment and making Sevenoaks greener.**

A part time temporary Climate Change Project Officer is currently being recruited. The first task is to develop an Action Plan from the Green Community Investment Plan categorised into direct actions by Sevenoaks Town Council and actions required to influence or cooperate with other organisations.

This page has been left blank intentionally

This page has been left blank intentionally

# Darent Valley Community Rail Partnership

SECOND ANNUAL REPORT

September 2020 – October 2021



Published October 2021

Linking local communities with the rail industry

## **Chair's Report 2021**

This is the second annual report of the Darent Valley Community Rail Partnership and despite the restrictions that all organisations have had to cope with the rail partnership has continued and made progress on its aims and plans for the future. Finances are in good shape, helped by successful grant funding, and we have lots of ideas in progress some small, and others really ambitious. Plans include artwork, murals, and bespoke planters at stations to full refurbishment projects at Shoreham and Eynsford station buildings.

Everyone involved in the partnership has contributed to all these achievements and I thank everyone for their hard work, especially Sarah Newman our Community Rail Officer.

**Linda Larter – Chair**

## **What is the Darent Valley Community Rail Partnership?**

The Darent Valley Community Rail Partnership (DVCRP) is the link between local communities and the rail industry. We cover the six railway stations between Swanley and Sevenoaks, which includes Swanley, Eynsford, Shoreham (Kent), Otford, Bat & Ball and Sevenoaks.

There are now over 70 community rail partnerships (CRPs) in the UK which work with local communities and a range of partners to identify and implement measures to ensure that access to local stations is easy and that stations are safe and welcoming. Like other CRPs, we promote sustainable, healthy, and accessible travel throughout our region, while supporting diversity and inclusion in the events we coordinate and in the way we operate. We also aim to help local social and economic development.

## **Financial Report and Funding**

Darent Valley CRP is grateful to have received funding from all the local councils, including Sevenoaks District Council, Sevenoaks Town Council, Swanley Town Council, Eynsford Parish Council, Shoreham Parish Council and Otford Parish Council. The CRP was also successful in applying for extra funding from Southeastern and Thameslink, each of which contributed significant sums ensuring the ongoing success of the Partnership. An officer was appointed in July 2020.

The Covid-19 pandemic paused spending, but we are now proceeding with a range of exciting projects, including the new website, planters for the stations, artworks for each station and initial work to bring about the restoration of two of our more neglected stations, Eynsford and Shoreham.

The annual accounts for 2020/21 are shown in the table below and has been adjusted for a financial year running from 01 April to 31 March. The table below also provides an indication of the proposed budget for 2021/22, and includes a one-off payment from GTR's Passenger Benefit Fund of £100,000, which can be used towards agreed CRP projects.

Please see separate DVCRP Annual Financial Report for financial information relating to 2020 – 2021.



## Review of Events, Projects & Activities 2020/21

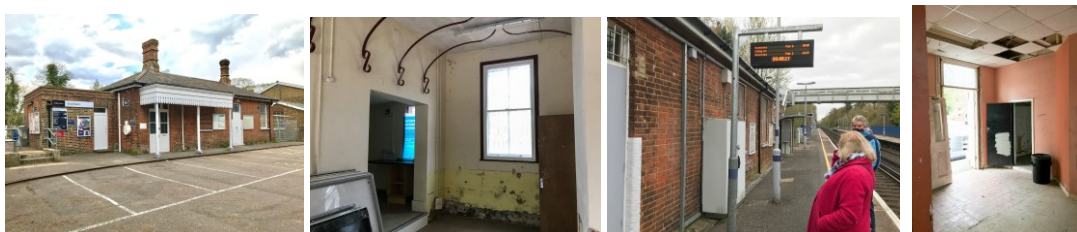
Despite the ups and downs of the Covid pandemic, the DVCRP has managed to keep working on a whole range of projects. The first major achievement was the creation of an online presence through the DVCRP website [www.darentvalleycrp.org](http://www.darentvalleycrp.org), which draws attention to all the wonderful activities and attractions close to each of the stations, while also offering practical advice about travel and suggested itineraries.

Over the last year we have continued to **raise significant funds** for the CRP, with Steering Group partners (local District, Town, and Parish councils) contributing grants, together with a significant funding package from the current franchisees operating in the valley, Southeastern and Govia Thameslink Railway. We have also been successful in getting additional funding from Visit Kent Experience grants, Community Rail Network funding applications and by pursuing the agreed passenger compensation funding from GTR (from 2018), now successfully acquired.

**The station adoption groups** have started to begin working on projects although clearly additional lockdowns slowed this activity down. To compensate, we have been focusing on buildings and access issues, in particular working towards obtaining funding – including discussions with the Rail Heritage Trust - to **restore the characterful Victorian station buildings at Eynsford and Shoreham (Kent).**



*Eynsford station – front, with visitors from Rail Heritage Trust, waiting room, ticket office*



*Shoreham (Kent) – front, old café room, from the platform, old ticket office*

Similar to Bat & Ball, these station buildings have suffered neglect over the years and have rooms sealed off from public use. Our plan is to bring disused waiting rooms back into use, with opportunities for the local communities to use the spaces, to collaborate on displays, but also open the rooms to members of the general public while waiting for trains. We will be adding permanent exhibitions detailing some of the history and attractions of the areas, together with seating and automatic closing doors. It's a fundraising mountain to climb, but we have had several planning meetings and are very optimistic!

This summer Thameslink used the **Passenger Benefit Fund** to add a number of improvements along the line, the most impressive of which is a brand new accessible toilet within Eynsford station. More ticket machines, shelters and station information panels have been added too, for which many thanks. We will be using their surplus funds to achieve some of our stated aims too. Network Rail is in the process of rebuilding the Victorian shelter on the London-bound platform at Eynsford, so that will be completed soon and look just as beautiful as it once did, but structurally sound.

During the last year one of our stations – **Swanley** – was renovated using funds raised by Kent County Council and a Sevenoaks District Council Community Infrastructure Levy. The old entrances on both the north and south sides have been completely rebuilt with much more light, rearranged access and new facilities. The footbridge has been given a clear line of sight to improve safety, new cycle storage areas are being added, and Network Rail took the opportunity to upgrade the exterior of the footbridge too. The waiting room and toilets at platform level have also been improved.

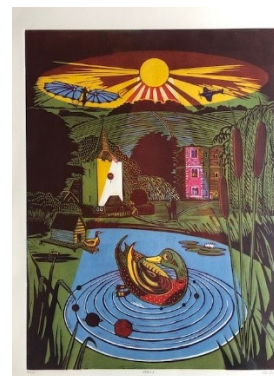
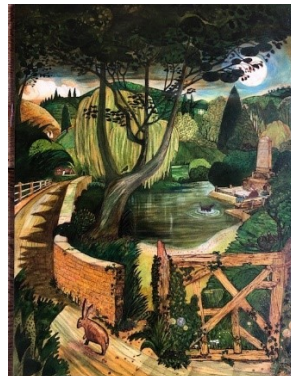
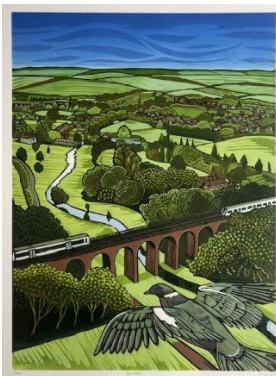
We have also been working closely with partners **the Darent Valley Landscape Partnership** on a number of initiatives, including working towards **wayfinding** signs at each of the stations to link to trails, reserves, villages, and attractions in the area. We have also been coordinating efforts to improve **the Darent Valley Path** which links many of the stations and to redesign footpath access, for example at Eynsford and Shoreham. And we will be working on an exciting promotion of the very recently launched **Samuel Palmer Trail** which they have supported, bringing a cutting-edge audio-visual app (and leaflet) to the Valley for users to learn about and enjoy the extraordinary talent of visionary Victorian artist Samuel Palmer, whose formative years were spent in Shoreham. Another great reason to visit the Valley (by train of course).

Further work pursued includes:

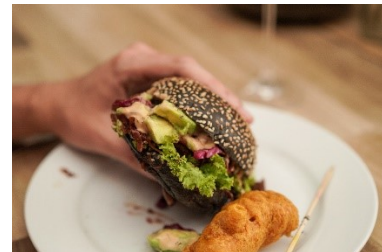
## 1. Engaging with the Community

Through the work of the Officer, the Partnership is in the process of engaging the community in a range of ways.

- We contacted a wide range of local artists and art groups in order to **commission one artist** to create a unique work of art for each of the stations. Kit Boyd, a regular visitor to the area, was the artist voted to create the works and is close to finishing all six. The artworks will be used to attract new audiences to the area and to promote the distinctive character of each station along the line, using both traditional printed posters and a targeted social media campaign.



- collating suggestions for **trails and experiences** in the Valley, from local residents experienced in devising walks and from cycling groups familiar with routes, which are being put together for a comprehensive Rail Trail guide for the area and will be accessible online.
- **reaching out to groups** with **school/business liaison** staff to discuss setting up educational meetings so that students can learn about the rail industry, and we took part in a skills day with Kent Medway, with our local station manager Elliott Waters describing a day's work.
- **Art and Heritage:** The Darent Valley is an area in which a high number of well-known artists and writers have lived over the years. We have added stories about some of these amazing people to our new website, with the intention of adding more over time and creating a trail to explore where they lived. We are also working with Network Rail to have several **murals** painted on key bridges along the line over the next two years, which will reflect local heritage.
- **Food and Drink Trail:** We were awarded an in-kind grant from Visit Kent to assist the development of our proposed Food and Drink Trail. We spent an afternoon with a professional photographer and two 'models' (keen volunteers) to create an image bank – and videos – to promote the venues. With these images, we have created a virtual food and drink tour for visitors, introducing travellers to talented independent producers along the line – from coffee specialists in Sevenoaks, to French smokeries near Bat & Ball, to sparkling wine producers in Shoreham and the UK's biggest lavender farm in Eynsford. We hope to create guide-led experiences next year that will benefit both visitors and producers, making a train journey in the area even more memorable.



- In keeping with **our first and last mile improvements**, we have been liaising with local **cycling groups** to improve access to and from the stations. This work has contributed to a submission to the Department of Transport (via Kent County Council) for Active Travel Funds. We are waiting to hear the outcome, but at least two cycle routes could receive a funding boost. Options to **improve disabled access** at both Eynsford and Shoreham stations continue to be explored, with money earmarked in our budget to assist with feasibility. We also liaise regularly with our local bus companies.

## 2. Social Media and Publicity

We have been expanding our engagement on social media platforms, with more emphasis on Twitter and the Visit Sevenoaks District Instagram accounts and the Officer has continued to build up a database of useful images. The Officer has also given more **presentations** about the CRP's work to local organisations, including to Southeastern, local parish council meetings and again to the Visitor Economy Forum which brings together representatives from all over Kent. Articles about the DVCRP and attractions accessible by rail have been written for local publications.

## 3. Training

The Officer has been attending further training sessions offered by the Community Rail Network, including Promoting Rail's Green Credentials, together with Government conferences on post-Covid recovery in the tourism sector, all of which will feed back into the work of the CRP as a whole.

## 4. Collaboration with other Community Rail Partnerships

The Darent Valley CRP worked with a whole range of other CRPs in the South East to coordinate projects, including within the Thameslink group, to create a guide that has been published in order to publicise all that the Thameslink CRP areas have to offer the rail visitor. The **Thameslink Guide** draws attention to five activities accessible from the rail stations in each area and demonstrates which day trips are possible across the entire rail network. The Guide has been nominated for a Community Rail Network award, with final prizes awarded in December.



We worked with a fellow Kent CRP to run a morning **pop-up at Otford station**, where the new Kent Downs Line from Ashford joins our line. Locals were offered the chance to have their bicycles stamped with free ID and we conducted surveys with travellers to understand better how they perceive the station and the service offered. We were happy to have a lot of enthusiastic feedback.



## 5. Travel Coordination

In keeping with other CRPs, the Darent Valley CRP has been working with other transport providers in the area to consider how travel to and onward travel from the station might best be catered for, known as 'The First and Last Mile'. This includes local business GoCoach, who provide on-demand buses on the phone and via an App. Further funding has been allocated for us to develop a universal app helping travellers to link up with available buses and other forms of transport, with information pods to be installed at each station.

We are also in contact with Network Rail to coordinate the introduction of electric charging points at stations to encourage the use of e-vehicles.

## Forward Planning

Going forward, Darent Valley CRP will continue to:

- support station adoption groups
- liaise with local communities to improve their stations and train services
- link up with other transport providers
- work with councils to improve information about public transport throughout the district
- contribute to local and county transport planning
- take part in any discussions about sustainable travel
- work with our partners to improve access and wayfinding
- work with local attractions and businesses to ensure locals and visitors can access their locations sustainably
- develop and implement campaigns to encourage more use of the Darent Valley Line for leisure journeys, both originating from local stations and for journeys from elsewhere to the Darent Valley, especially in order to achieve modal shift.

## Funders

Darent Valley CRP is very grateful to its funders and partners who backed this community initiative and continue to support us as we develop all the projects. Community Rail Network has been a key pillar in all that we have achieved. Thanks to:

Sevenoaks District Council

Sevenoaks Town Council

Swanley Town Council  
Oxford Parish Council  
Shoreham Parish Council  
Eynsford Parish Council  
Southeastern  
Thameslink  
Community Rail Network



## Contact Us

**Sarah Newman** *Rail Projects Community Officer*

[sarah.newman@sevenoaks.gov.uk](mailto:sarah.newman@sevenoaks.gov.uk)

Darent Valley CRP Steering Group Chair: **Linda Larter**

Website: [www.darentvalleycrp.org](http://www.darentvalleycrp.org)

Twitter: [@darentvalleycrp](https://twitter.com/darentvalleycrp)

Instagram: [visitsevenoaksdistrict](https://www.instagram.com/visitsevenoaksdistrict)

Darent Valley CRP is hosted by Sevenoaks District Council

c/o Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG



Sevenoaks  
TOWN council

*DRAFT* **Green Community  
Investment Plan 2021**

**Extension to Community Investment Plan 2019 – 2023**

Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks, Kent TN13 3QG  
Tel: 01732 459953  
Email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
Website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)

**Draft Green Community Investment Plan 2021**  
**Extension to Community Investment Plan 2019 – 2023**

	<b>Contents</b>	<b>Page No</b>
1	Summary	4
2.	Sevenoaks Town Council’s Community Investment Plan 2019 – 2023	5
3	Theme 1 – Buildings	5
3.1 3.2. 3.3.	Sevenoaks Town Council’s buildings and assets <i>Draft</i> Sevenoaks Neighbourhood Development Plan Energy Audits	
4	Theme 2 – Transport & Movement	7
4.1. 4.2 4.3. 4.4. 4.5. 4.6 4.7. 4.8 4.9 4.10 4.11 4.12 4.13	Reducing cars / traffic particularly in relation to school traffic Cycle Racks Increase safety for pedestrians and cyclists Proposals for 20 mph, one way systems, and shared space Encourage increased use of public transport – buses and trains – by having improved facilities Electric Vehicles & Charging Points Car Club and Car Sharing Create liaison between individual schools’ safety and travel schemes to reduce overall town congestion Programme of installing QR codes on signposts identifying walking and cycling routes Continue to support Cycling Strategy for Sevenoaks Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station Encourage cycle path across Knole Estate <i>Draft</i> Neighbourhood Development Plan	
5	Theme 3 – Making Sevenoaks Greener	9
5.1. 5.2. 5.3. 5.4. 5.5. 5.6. 5.7 5.8	Trees Adopt a Tree Link Sevenoaks open spaces together with ‘green routes’ Give it a Grow project Sevenoaks in Bloom and STC Planting Sustainable boundaries Streetlighting to LED provision Acquisition of Land	



**Draft Green Community Investment Plan 2021**  
**Extension to Community Investment Plan 2019 – 2023**

5.9	Draft Neighbourhood Development Plan	
6	Theme 4 – Consumption	12
6.1.	Promote Refill Scheme	
6.2.	Sevenoaks Plastic Free Pledge	
6.3.	Installation of drinking fountains	
6.4.	Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.	
6.5.	Zero Waste Shop – research viability and support provision in Sevenoaks	
6.6.	Food Waste	
6.7	Supporting Businesses	
7	Theme 5 – Information & Access to information	14
7.1.	Signpost residents to existing schemes e.g., compost provision, energy audits	
7.2	Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening	
8	Implementation	14
8.1.	Produce Green Community Investment Plan and publicise widely	
8.2	Create STC Green Grant Fund for voluntary organisations	
8.3	Recruitment of Kickstart employee (government funded) to work on projects identified within Community Investment Plan	
8.4	Neighbourhood Development Plan (NDP) referendum if successful move to NDP Action Plan	
8.5	Review STC Planning Committee Recommendations policy	
8.6	Agree procedure for appropriate Land Acquisition	
9	Where does the money come from?	16
10	How can I make comment or become involved?	17
	Appendix: Sevenoaks Town Council Community Investment Plan 2019 – 2023 Further information	18

# Draft Green Community Investment Plan 2021

## Extension to Community Investment Plan 2019 – 2023

### 1. Summary

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

Unfortunately, the COVID-19 pandemic had disrupted some of the STC original plans from 2019. However, STC has used the time to refocus its draft Neighbourhood Development Plan on climate and green issues, identifying policies which would contribute to a more sustainable town.

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

Friends of the Earth states: *"Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change."*

**Impact: Community Carbon Calculator – provides the following information as at November 2021**

Sevenoaks	
<b>20.1t CO<sub>2</sub>e*</b> per-household consumption footprint (p.a.)	
<b>EMISSIONS BREAKDOWN (t CO<sub>2</sub>e)</b>	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

Travel	4.02
Waste	0.03
*CO2e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.	

*For further information see the Impact calculator developed by Exeter University*

<https://impact-tool.org.uk>

STC's overall aim is to put in place affordable and practical initiatives with long term green benefits for the local community and to support and encourage residents to pursue individually. Little steps together, reducing Sevenoaks carbon consumption footprint = big changes to the planet.

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

- Theme 1 Buildings
- Theme 2 Transport & Movement
- Theme 3 Making Sevenoaks Greener
- Theme 4 Consumption
- Theme 5 Information & Access to information

### 2. STC Community Investment Plan 2019 - 2023

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+, for further details see appendix.

**The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

### 3. Theme 1 - Buildings

#### 3.1 Sevenoaks Town Council's buildings and assets

STC when constructing new buildings will aim for them to be as



## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.

The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.



STC has agreed to research costs and practicalities for the following for its buildings:

- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Energy audit for each building

### 3.2. Draft Sevenoaks Neighbourhood Development Plan

The Sevenoaks Neighbourhood Development Plan (NDP) can be viewed at [sevenoaksndp.wordpress.com](http://sevenoaksndp.wordpress.com) and is currently at draft stage in preparation for a referendum. Following a hoped-for successful referendum an Action and Implementation Plan would be the next step.

The NDP is based upon a vision and accompanying set of objectives. An important focus for the plan is to improve the health and well-being of the people that live within the NDP area. The plan also recognises the importance of addressing the nationally declared climate emergency and supporting sustainability.

The NDP draws upon the town’s existing strengths, reflects the positive qualities identified by the local community and identifies the following number of challenges and opportunities.

Respond positively to climate change and encourage a more sustainable approach to both land use and lifestyle choices.	Deliver a sustainable expansion at Greatness, on land currently being worked to extract gravel by Tarmac Ltd (subject to release from Green Belt) in order to deliver new homes to meet local needs.
Enhance and preserve the town’s heritage assets and special open spaces.	Unlock new opportunity for leisure, recreation, and community infrastructure – including a new watersports lake as part of this development.
Enhance the arrival experience into the town to create a more welcoming impression.	Grow the town’s economy and support the creation of new jobs.

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

Enhance the town’s network of roads, footpaths and cycling routes to improve connections and create a safer and more attractive environment for users.	Deliver new community assets including a new community centre at Bat & Ball and new health and education provision.
Improve access to, and better connect, the town’s open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town’s thriving cultural scene.

Objective 14: to promote high quality development that enhances the town and consolidates vacant or underutilised land.

Objective 15: to deliver a range of new homes to meet local needs.

Objective 16: to provide homes that are energy efficient and minimise environmental impact.

### 3.3. Energy Audits for Buildings

STC will carry out Energy Audits for its buildings. It is noted that other Transition Towns (*Transition Towns is a voluntary movement focusing on benefits of Local Money, Local Skills, Local Power with the aim to improve the local climate*) had initiated Energy Audits for homes. STC will research further and signpost residents to such initiatives and provide practical cost effective solutions for residents to improve energy use in their own homes.

## 4. Theme 2 – Transport & Movement

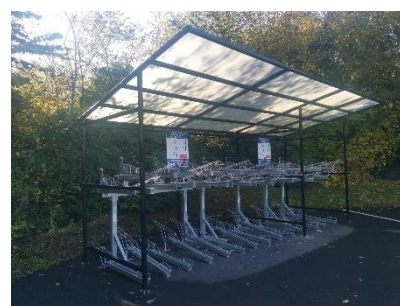
### 4.1 Reducing cars / traffic particularly in relation to school traffic

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

### 4.2. Cycle Racks

New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.

Plans are in place with KCC for the installation of cycle racks, which double as planters, in the town centre. Cycle planters will be installed at STC office / Business Hub site.



STC will consider opportunities to install cycle racks on the rest of its estate and public open spaces.

### 4.3 Increase safety for pedestrians and cyclists

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

### 4.4. Proposals for 20 mph, one way systems, and shared space

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

### 4.5. Encourage increased use of public transport – buses and trains – by having improved Facilities

STC wants to encourage increased use of public transport – buses and trains – by having improved facilities.

STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel. The DVCRP aims to

- Brings together six separate stations: Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Encourages passengers to visit local tourism attractions along the line
- Connecting communities to their railway and boosting local economy
- Working to improve station facilities, accessibility, and the natural environment
- Linking the use of the train to sustainable modes of transport e.g., walking and cycling
- Raising awareness of local heritage and culture including the artist Samuel Palmer

Subject to funding availability – STC considers proposals to increased bus usage is important. Building on the success of the introduction of the No 8 Bus and subject to funding availability STC would want the provision to move to a half hourly provision and available in the evening. STC would also support where possible other bus initiatives. STC provides the wooden bus shelters within the town.

### 4.6. Electric Vehicles & Charging Points

STC has purchased its first electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites. Electric charging points have been installed at the Bat & Ball Centre and it is hoped will soon be installed at the STC Office / Business Hub site.



### 4.7. Car Club and Car Sharing

A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.

### 4.8. Create liaison between individual schools' safety and travel schemes to reduce overall town congestion

STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.

## **Draft Green Community Investment Plan 2021**

### **Extension to Community Investment Plan 2019 – 2023**

- 4.9 Programme of installing QR codes on signposts identifying walking and cycling routes  
STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.
- 4.10 Continue to support Cycling Strategy for Sevenoaks  
STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.
- 4.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station  
Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London, commuting locally to schools and for shopping and leisure. STC want to continue to investigate the feasibility of this and will be obtain costs for a professional Feasibility Study.
- STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP and also liaise with Dunton Green Parish Council.
- 4.12 Encourage cycle path across Knole Estate  
STC to liaise with and encourage Knole Estates to create a leisure cycle path across its land, alongside the existing path/route from the main entrance gate to the rear gate at the junction of St Julian Road and Fawke Wood Road.
- 4.13 Draft Sevenoaks Neighbourhood Development Plan  
Objective 6: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.  
Objective 7: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

## **5 Theme 3 – Making Sevenoaks Greener**

- 5.1 Trees (Noting: Right Tree – Right Place)  
A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.
- STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

In 2020 STC planted 790 trees and plans for 2021 are progressing with over 300 planned up to November. STC would keep a running total – clearly available for public to view e.g., on its website and linked to the national database.

Where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen’s Jubilee Tree Canopy initiative.

When there is a need to fell trees STC will repurpose for posts and bollards where possible.

### 5.2. Adopt a Tree

In 2021 STC launched an Adopt a Tree in Sevenoaks project.

#### **Why Adopt a Tree?**

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- are visually attractive

#### **Where can the trees be planted?**

There is a list available of land owned and maintained by Sevenoaks Town Council. These areas vary in size and many of the trees to be planted would be understorey trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

#### **Can I plant the tree myself?**

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting. If your tree is going on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

#### **The Choice of Tree**

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

#### **The Cost**

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

#### **Planting**

The best months for planting trees are December and January. So that we can plant new trees during this time, our deadline for applications is 30<sup>th</sup> September. This gives enough time to order the trees agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will not be able to replace any trees, which do not establish themselves. If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather. For queries, please email [osl@sevenoakstown.gov.uk](mailto:osl@sevenoakstown.gov.uk)



## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

5.3 Link Sevenoaks open spaces together with ‘green routes’  
Via its NDP proposals STC will Improve access to, and better connect, the town’s open spaces

5.4 Give it a Grow project  
In 2020 the Mayor, Cllr Dr Canet launched the Give it a Grow project encouraging all residents to become involved in making Sevenoaks greener.



5.5. Sevenoaks in Bloom and STC Planting  
The annual Sevenoaks in Bloom garden competition plays a vital role in celebrating and directing focus onto the value of plants and their impact on the community and environment. This in turn transforms areas into better places to live, work and visit and help to make residents, businesses, and communities proud of their town. STC will continue with its edible gardening project. Including edible foods within planting in public open spaces and encouraging residents to pick and use. Planting will be chosen that encourages bees. STC are indebted to its many volunteers who participate in helping to make Sevenoaks in Bloom a success.

STC in its horticultural processes will minimise the use of fungicides and pesticides and create a Biodiversity Policy. Sustainable planting will also be used.

5.6 Sustainable boundaries  
STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

5.7 Streetlighting to LED provision  
STC owns and maintains some of the streetlighting in Sevenoaks and has been putting in place a plan of conversion to LED.

Where floodlights are provided on STC land it will be planned to move to LED and decrease light pollution.

Christmas Lights will also be planned to move to LED.

# Draft Green Community Investment Plan 2021

## Extension to Community Investment Plan 2019 – 2023

### 5.8 Acquisition of Land

Very rarely, but occasionally land does come up for sale in Sevenoaks. STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

### 5.9. Draft Sevenoaks Neighbourhood Development Plan

Objective 4: to recognise the significant contribution that trees and hedgerows make to the town’s character and biodiversity.

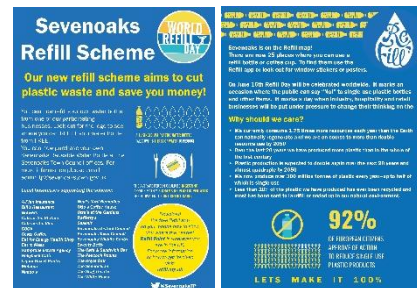
Objective 5: to protect, improve and enhance access to existing publicly accessible open spaces and create new publicly accessible open spaces and green infrastructure.

## 6 Theme 4 - Consumption

### 6.1 Promote Refill Scheme

STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.

STC will continue to lobby for drinking fountains to be provided at Railway Stations.



### 6.2. Sevenoaks Plastic Free Pledge

In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single use plastic when using Town Council venues.



We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances STC encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

Where single use items are unavoidable, we encourage the public to provide genuine compostable alternatives, and take responsibility for their proper disposal.

STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.

STC will raise awareness of these matters to all users of its facilities.

## **Draft Green Community Investment Plan 2021**

### **Extension to Community Investment Plan 2019 – 2023**

STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds.

#### 6.3. Installation of drinking fountains

Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.

External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021 / 2022.

#### 6.4. Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.

STC will – where possible – support and develop community initiatives for sustainable living. STC will work with partners including KCC, SDC and Abacus to progress this provision.

#### 6.5. Zero Waste Shop – research viability and support provision in Sevenoaks

STC would support the provision of a Scrapbox\* facility, working to reduce waste. It was noted that a building and volunteers would be needed. STC to work with KCC, SDC and Abacus to try and progress a project.

*Good example in Norwich: - The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons. The project helps to delay resources being sent to landfill or incineration, which takes time and energy.*

*Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.*

#### 6.6. Food Waste

Sevenoaks currently operates a Foodsafe scheme where supermarkets and other businesses offer surplus, close to sell by date to voluntary organisations. STC will support this where possible.

#### 6.7. Supporting Businesses

Via the Town Team which includes membership from Sevenoaks District Council, Chamber of Commerce, local stakeholders, and businesses there is an appetite to coordinate and support local businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, carbon offsets. Sevenoaks doesn't currently have a BID (Business Improvement District), however there is much that can be learned from BIDs in other locations on such projects.

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

### 7. Theme 5 – Information & Access to Information

- 7.1 Signpost residents to existing schemes e.g., compost provision, energy audits  
Bearing in mind that “Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, *The Sustainable(ish) Living Guide*).  
STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.
- 7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening  
STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle
- 7.3. Information to enable residents to make practical and changes  
STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

STC’s overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to use ‘smart phones’, ‘apps’ and the ‘wider internet’ and will bear in mind methods of communication to avoid where possible ‘digital exclusion’.

### 8. Implementation

- 8.1. Produce Green Community Investment Plan and publicise widely  
STC to create a ‘Green’ Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan.  
  
The ‘Green’ Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.
- 8.2 Create STC Green Grant Fund for voluntary organisations  
STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

## **Draft Green Community Investment Plan 2021**

### **Extension to Community Investment Plan 2019 – 2023**

#### 8.3 Recruitment of Kickstart employee (government funded) to work on projects identified within the Green Community Investment Plan

STC to recruit additional resource / 6 month Kickstart employee (government funded) for administration relating to progressing projects identified within the Green Community Investment Plan aims and objectives.

#### 8.4 Neighbourhood Development Plan (NDP) referendum if successful move to NDP Action Plan

The Sevenoaks Neighbourhood Development Plan (NDP) is currently at draft stage in preparation for a referendum. Following a hoped for successful referendum an Action and Implementation Plan would be the next step.

#### 8.5 Review STC Planning Committee Recommendations policy

STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

#### 8.6 Agree procedure for appropriate Land Acquisition

STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

#### 8.7. Involve the next generation

The Youth in a Changing Climate Report 2021 from Groundwork indicates the following key findings:

- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
- Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.
- Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

STC will continue to work with Sevenoaks Youth Council, local schools, local youth groups to encourage involvement in local community environment and climate change initiatives.

### 9. Where does the money come from?

Wherever possible Sevenoaks Town Council aims to provide community facilities at the lowest cost possible to reduce the burden on the tax payer. At the same time providing the facilities that the community wants and needs. This is often achieved by volunteers assisting in this for which the Town Council continues to remain grateful.

There are some facilities which are not commercially viable including maintenance of public open spaces and play areas, these do not generate income as they are free for public use.

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship, and Community Infrastructure Levy (CIL). The Sevenoaks Town Council has a good track record for obtaining external funding for projects.

Where does the £1,858,154, 2021 – 2022 Sevenoaks Town Council budget come from?

<p><b>Annual Precept</b> <b>£1,239,898</b></p> <p><b>67%</b></p> <p>Of the budget comes from the domestic ratepayer’s precept (council tax). The Town Council does not receive any portion of business rates or government grants.</p>	<p><b>Income from Services</b> <b>£557,482</b></p> <p><b>30%</b></p> <p>Of the budget comes from fees and services such as community halls, sports pitches, markets, cemetery, and cafes.</p>	<p><b>Earmarked Reserves</b> <b>£60,774</b></p> <p><b>3%</b></p> <p>Of the budget will be from Town Council’s Earmarked Reserves. £41,075* supports Bat &amp; Ball Station project during initial years of opening, and £39,700* funds the No 8 bus, offset by an increase of (£20,000) revenue reserves. External grant funds*</p>
--	---	---

## **Draft Green Community Investment Plan 2021**

### **Extension to Community Investment Plan 2019 – 2023**

#### **10. How can I make a comment or become involved?**

**Sevenoaks Town Council are inviting comments on the initial Green Community Investment Plan up to 30<sup>th</sup> January 2022, these will then be reviewed.** Comments can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)

The Town Council and its Committees meet most weeks, and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) or by contacting the Town Council on 01732 459953 or emailing [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

The Town Council will work with community, voluntary groups including Resident Associations and businesses which would like to make a contribution towards Greening Sevenoaks.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Friends Groups – Cemetery, Parks & Open Spaces, Bat & Ball Station
- Bat & Ball Centre / Bat & Ball Station User Group
- Sevenoaks Youth Council (11-18 Age)
- Sevenoaks in Bloom
- Give it a Grow campaign – using and learning gardening skills
- Sevenoaks Town Team
- Repair Café proposal – volunteers would be needed with sewing, woodwork etc repair skills

**Draft Green Community Investment Plan 2021**  
**Extension to Community Investment Plan 2019 – 2023**

**Appendix**  
**Sevenoaks Town Council Community Investment Plan 2019 – 2023**  
**Further information**

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years which increased investment to £6.5m+, for further details see appendix.

**The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.**

STC remains mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town.

The Community Investment Plan enables public and partner organisations to be aware and comment on the STC’s long term plans. The Community Investment Plan and related strategies has also assisted STC in being successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to STC’s provision and maintenance of community facilities, for a full list of these community facilities please see [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk). The capital projects are normally delivered ‘in house’ by professional staff supported by appropriate paid professionals e.g., architects, and quantity surveyors. The STC staff carry out these roles in addition to their ‘day job’ which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Funds moved to SDC as part of s.106 agreement
3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed



**Draft Green Community Investment Plan 2021**  
**Extension to Community Investment Plan 2019 – 2023**

5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Completed
7	'Free' recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy  The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan.  3G Football Pitch installed at Greatness  3G Rugby Pitch at Knole Paddock  3G Hockey Pitch at Hollybush (contribution)	  £450,000  £500,000  £50,000	Sale of Raleys  Sevenoaks Mayor's Fund	  Completed  Planning Permission refused.  Completed
9	Neighbourhood Development Plan  Completed to draft stage awaiting Local Plan development.  Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area.  No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000      £150,000	STC Budget      KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre  Refurbishment and extension of old building	£2,750,000 (Core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Completed
	Total capital investment into community facilities	£4,649,000		

## Draft Green Community Investment Plan 2021 Extension to Community Investment Plan 2019 – 2023

### Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25-year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	completed
	Cycle racks at station entrance.	£29,000	CIL	completed
	Cycle racks on community centre land adjacent to ramp.	£45,000	CIL	completed
	New Pedestrian Access to Otford Road	£35,000	CIL	awaiting KCC permission
	Additional capital investment into community facilities	£1,621,000		

### 2019 Community Investment Plan

14	Sevenoaks Business Hub	£265,400	STC Budget	Completed
15	Development of Darent Valley Community Rail Partnership	£3,000 p.a.	STC Budget	Completed

	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	2019 Capital Investment Plan into community facilities	£268,400		
	<b>Total Community Investment</b>	<b>£6,538,400</b>		