

7th June 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 13th June 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/VV4tE6HdhbM> 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 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 Claire Shea, Chairman	Cllr Sue Camp
Cllr Richard Parry, Vice-Chairman	Cllr Roddy Hogarth
Cllr Nick Busvine	Cllr Rachel Parry, Mayor (ex-officio)
Cllr Tony Clayton	

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.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2.	<u>REQUESTS FOR DISPENSATIONS</u> 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).	

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3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4.	<u>MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 31ST JANUARY 2022</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 31 st January 2022.	Attached
5.	<u>COMMUNITY INVESTMENT PROJECTS CASH FLOW</u> To consider the Cash Flow.	Attached
6.	<u>FUNDING OF SEVENOAKS TOWN COUNCIL'S PROPOSED SPEED INDICATOR DEVICE</u>	Attached
7.	<u>COMMUNITY INVESTMENT PLAN PROJECTS</u> To note that the following capital projects have been completed: <ul style="list-style-type: none"> i. Bat & Ball Centre ii. Multi Use Games Area iii. Sevenoaks Business Hub iv. Stag Community Arts Centre - Capital Improvements v. Darent Valley Community Rail Partnership To consider the report attached relating to the following: <ul style="list-style-type: none"> i. Bat & Ball Station (HEO monthly report) ii. Electric No.8 Bus iii. Knole Paddock 3G pitch iv. Green Community Investment Plan (CPO monthly report) 	Attached
8.	<u>E-VEHICLE CHARGING AT BAT & BALL CENTRE</u>	Attached
9.	<u>PUBLIC REALM PROJECT, INCLUDING WAYFINDING PROJECT</u>	Attached
10.	<u>GREATNESS PAVILION</u>	Attached
11.	<u>STAG RENT REVIEW</u>	Attached
12.	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u>	To Follow
13.	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release	–

Sevenoaks Town Council
Minutes of the Community Infrastructure Committee
Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road
31st January 2022

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.45 p.m.

Cllr C Shea, Chairman	Present	Cllr A Clayton	Present
Cllr R J Parry, Vice-Chairman	Present	Cllr S Camp (from 7.07pm)	Remote attendance
Cllr N Busvine	Apologies	Cllr R Hogarth (from 7.11pm)	Present
Cllr Dr M Canet, Mayor	Present		

Substitute		For
Cllr Dr M Canet	Present	Cllr S Camp

In Attendance: Cllr Eyre, Town Clerk and Senior Committee Clerk

Representations received from Members of the Public: None

488 Apologies for Absence

Apologies for absence were received and noted as shown above.

489 Requests for Dispensations

There were no requests for dispensations.

490 Declaration of Interests

There were no Declarations of Interest.

491 Minutes of the Meeting held on 16th August 2021

The Minutes of the meeting of the Community Infrastructure Committee held on 16th August 2021 were received and agreed as a true record.

492. Community Investment Projects Cash Flows

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

It was noted that the total unallocated Capital Receipts Reserve was £415,308.

493. Allocation of Community Infrastructure Levy (CIL) Funding

The Committee considered the recommendation of the Finance & General Purposes Committee regarding the allocation of CIL funding. (*Minute 379, F&GP 22.11.2021 refers*). The previous allocation of £18,500 for Knole Paddock lighting was noted and included within the total allocation shown below.

The Committee approved the allocation of £50,000 CIL funding towards the Town Centre Public Realm project and agreed the process for progressing with projects.

It was noted that the total commitment of funds was £117,500, leaving a balance of £60,676.97.

RESOLVED:

- 1) That £50,000 of CIL funding be allocated towards Town Centre Public Realm and the following process for progressing with projects be agreed:
 - i) The joint Sevenoaks Town Council / Kent County Council/ Sevenoaks District Council Public Realm project to continue, commencing with an audit of current condition of Public Realm in the town centre
 - ii) Cllr Shea to be requested to join the project group
 - iii) Town Councillors to be provided with a copy of the Public Realm brief
 - iv) Town Councillors to be reminded that it would be helpful if they could assist with the audit, identifying any problems with Public Realm in their Wards e.g., signage, barriers, seats
 - v) Programme of expenditure, key projects to be reviewed and agreed by Town Councillors
 - vi) It was noted that Sevenoaks was once again in the Britain in Bloom National Final and it was hoped that the Public Realm improvements would assist with the Town Council's entry.
- 2) That the following allocation of CIL funding be agreed:

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 £25,000 project to refurbish and reduce ongoing maintenance (£10,000 previously set aside)	£15,000
9	Knole Paddock Floodlighting (previously agreed)	£18,500
	Total	£117,500

494 2019 Community Investment Plan Projects**494.1 Bat & Ball Centre**

It was noted that despite the challenges arising from the pandemic, the Bat & Ball Centre had hires for every day of the week and was performing above budget. A mobile walk-in vaccination clinic would be sited in the car park from 1st February for 8 weeks.

It was noted that there was an ongoing dispute with Kent County Council about its use of the building and repairs to the main hall flooring.

494.2 Multi Use Games Area (MUGA)

The MUGA continued to be well used.

494.3 Neighbourhood Development Plan (NDP)

It was noted that the main document had been updated. Once the Strategic Environmental Assessment had been received, it would be reviewed at a meeting of the Steering Committee, for discussion at the Annual Town Meeting on 14th March 2022.

494.4 Sevenoaks Business Hub

It was noted that the building was complete, and the Town Council's Finance Team relocated to their new offices.

The Chamber of Commerce was responsible for marketing and bookings and had provided a quarterly report to the Town Clerk. It was noted that the project had been impacted by the pandemic and a three-month review from 1st February 2022 agreed with the Chamber.

494.5 Darent Valley Community Rail Partnership (DVCRP)

The DVCRP Annual Report was noted. It was also noted that the Town Clerk had been re-elected as Chairman for a further year. This would be her last year in the role in accordance with the DVCRP terms of Reference.

The Town Clerk reported that progress was being made, with the Eynsford Station refurbishment starting in February. The aim was to ensure all six stations had accessible toilets and reasonable facilities.

494.6 Electric No.8 Bus

Obtaining an electric bus was within the Town Council's No.1 priority of addressing climate change. Kent County Council had agreed to two years funding and operation of the No.8 bus. The Committee was concerned that the bus route could be affected by the financial decisions being made by KCC in its budget setting. It was agreed to liaise with KCC on this matter.

494.7 Stag Community Arts Centre

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

494.8 Knole Paddock 3G Pitch

Noted that following the loss 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 projects were being progressed.

494.9 Bat & Ball Station Building

Noted that hires at the Station were poor due to the impact of the pandemic. The Town Council had agreed to appoint a part-time Heritage Engagement Officer, initially for 12 months, to review and build on the original Action Plan to progress the Bat & Ball Station project.

494.10 Town Council Offices

During the pandemic improvements were made to the Town Council offices, including new upholstery to Council Chamber chairs, removal of moss from roof, replacement roof tiles, repairs to car park surface, drainage repairs, upgrade to IT and electrical supply and new noticeboard.

494.11 Green Community Investment Plan

It was noted that the Green Community Investment Plan was out for consultation: responses were being received and collated. A workshop would be arranged for Councillors to consider the feedback. The Town Clerk advised that a public survey would be issued to support the Plan.

The final document would be submitted to a meeting of the Town Council for final approval.

495. Press Release

It was agreed that, in consultation with the NHS, a press release be issued advising of the mobile walk-in vaccination clinic sited at the Bat & Ball Centre.

There being no further business the Chairman closed the meeting.

Signed: Dated:
Chairman

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

	January 2022 CIC Update				March 22 Year end update			Notes
	Dec 21 YTD	2021/22 Remaining	2021/22 Total	Project Total	2021/22 Total	2022/23 Remaining	Project Total	
<u>Bat & Ball Station Building</u>	(535)	-	(535)		(535)	-		
<u>Bat & Ball , Ancillary ram, bike stores etc</u>		(61,919)	(61,919)		-	(61,919)		Oxford steps & Cycle racks budget
<u>Bat & Ball Centre</u>	(127,880)	(113,171)	(241,052)	(2,071,154)	(202,797)	(38,255)	(2,071,154)	Spend to date includes opening event £6136
<u>Business Hub</u>	(109,054)	(5,472)	(114,526)	(356,050)	(109,054)	(6,948)	(357,526)	Retention payment only
<u>Other Community Investment Plan projects</u>								
NDP & Northern Masterplan	(7,675)	(6,314)	(13,989)	(18,814)	(13,275)	(714)	(18,814)	Includes £8K further budget allocated at 070621 F&GP
Sports Strategy-Rugby	(1,990)	(28,010)	(30,000)	(35,000)	(1,990)	(28,010)	(35,000)	Planning issues. £30K allocated to upgrade sports pitch. Drainage investigation carried out
Total Expenditure	(247,135)	(214,887)	(462,021)	(2,481,018)	(327,651)	(135,846)	(2,482,494)	
CIL reserves to be released								
Additional Business Hub CIL for drainage & UKPN upgrade			65,000		65,000			
Bat & Ball ancillaries			42,637			42,637		
PWL reserves - for Bat & Ball Comm Ctr			121,262		121,262			
Net funding required (after CIL & PWL)			(233,123)		(141,389)	(93,209)		
Capital Receipts Reserve (CRR) opening balance 1/4/21			639,367		639,367			
Residual payment received re Raleys land sale	11,455		11,455		11,455			
Capital Receipts Reserve (CRR) closing balance 31/3/22					509,432			
Agreed further use of CRR (F&GP 200720):								
St John's toilets improvements		(2,391)	(2,391)			(2,391)		
Remaining Unallocated CRR (After agreed further use & net project funding required)			415,308			413,831		
To note this excludes CRR re Quaker Hall land								
Balance at 31/3/22						58,462		

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**Sevenoaks Town Council
Community Infrastructure Committee – 13th June 2022**

Funding of Sevenoaks Town Council's Proposed Speed Indicator Device

Sevenoaks Town Council has been working with Kent Highways since 23rd August 2021 to arrange for a portable Speed Indicator Device (SID) to be installed and moved between three duo-directional sites in Sevenoaks Town.

Of the two device options available – the Advanced SID and the Mini SID – the Mini SID was selected as STC's preferred option. This was primarily due to the Mini SID's considerably longer battery-life making it the only viable option for a SID on the significantly busier Bradbourne Vale Road.

The following breakdown of costs for a Mini SID, including initial installation, are outlined below:

Description	Cost
Erection and establishment of temporary signage	£40.31
Dismantling and removing temporary signage from site	£40.31
2-way temporary signals	£342.64
Tubular galvanised steel post for SID, 4m in length, 89mm in diameter	£2394.51
Additional mounting bracket for portable Westcotec SID device	£454.95
Complete sign package for portable Westcotec Mini SID with data collection facility	£4154.19
Bluetooth data connectivity	£107.53
Hydraulic breaker pack 20l (min 8 hours)	£103.20
ECAT4+ cable avoidance tool and signal generator (min 8 hours)	£23.92
Attend site to discuss locations with local representatives (min 2 hours)	£134.64
Service checks, pack preparation and order processing (min 2 hours)	£134.64
Delivery to site, bracket installation and training (min 2 hours SID only)	£134.64
Total:	£8065.48

Kent Highways has submitted an order for the above listed equipment following a primarily positive response to STC's public consultation on its three proposed duo-directional locations.

Kent Highways is currently in the process of submitting a partial funding request on behalf of STC to the KCC Members Fund. The Local Member Cllr Richard Streatfeild is aware of and anticipating this application and confirmed that he is willing to consider a bid for approximately 50% of the cost, which amounts to **£4,000**.

Resolved by the Planning Committee on 7th February 2022 in the following Minute number:

506 (c) It was also **RESOLVED** that a RECOMMENDATION be made to the Community Infrastructure Committee that the additional funding required be from CIL income.

Recommendation:

For the Community Infrastructure Committee to approve that any remaining balance be paid from Community Infrastructure Levy income, the amount to range between **£4065.48-£8065.48** depending on whether Sevenoaks Town Council's grant application is successful.

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**Sevenoaks Town Council
Report to Community Infrastructure Team - 13th June 2022**

Community Investment Plan Projects

i) Bat & Ball Station

The Town Council has re-appointed a part time Heritage Engagement Officer to resurrect the good work that was taking place with the station project prior to the pandemic. A copy of the Officer's monthly report is attached.

ii) Electric No. 8 Bus

The Town Council continues to have as a priority to operate the No 8 Bus using an electric bus and will provide for appropriate external funding when it becomes available.

iii) Knole Paddock 3G Pitch

It was not possible to obtain planning permission for the project.

iv) Green Community Investment Plan

The Town Council has appointed a part time Climate Change Project Officer to action the Community Investment Action Plan. A copy of the officer's monthly report is attached. This was recently also presented to the Finance & General Purposes Committee.

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Monthly Summary

1. Website has been updated with website layout throughout to make it more user friendly and cleaner. Updated wording to present tense.
 - Update: 'Projects' added in Darent Valley Community Rail Partnership and condensed the HLF Refurbishment Project.
 - Update: 'Volunteering' page with modern images, more information about involvement and applications (more friendly visitor experience process).
 - Update: 'News', continuing to add in new segments.
 - Update: 'Events', added in acknowledgment of future event planning. Added in Hall Hire up-to-date- hiring information.
 - Update: 'Plan your visit' page, with travel advice inc. cycling information for cycling application.
2. Social media; Created Facebook and Twitter for Station. Setting up x2 regular posts or retweets a week, this is will help from Ben who can check in regularly whilst managing other STC accounts.
3. Workshops; Designed lesson plan for KS1 & 2. Next Step: To maybe create larger costumes for children, further design lesson plan for other workshops.
 - Social media handles have been added to website and other formal information e.g. posters.
 - Volunteering; Emailed SDC to upload B&B Station Volunteering opportunities. STC Youth Council have uploaded volunteering opportunities to website. Poster has been designed and distributed. Research: Lanyards and ID. Lysette D'Urso from Imago developing Volunteer Event 2022, currently awaiting response to booking B&B Station.
4. Railway Children Charity Event; Undertook research into the charity and event. Bring together the charity and sevenoaks community in addressing how train station were/are used. Film screening of Lion proposed with hire of Railway dog from Bluebell Railway, however discussion with Linda for advice.
5. Halloween Event; Organised an event plant for Halloween for two types of events. Proposed to split the event into two sections, one for Halloween workshops and one for night at the museum Terror Trail.
 - Enquired into various Slime workshops, awaiting to hear back from them. Researched into various paper craft activities, and sources simple designs for lanterns making and costume accessories making. Researching into other Halloween activities such as potion making.
 - Researched into map for terror trail for night at the station. This would be designed closer to the time, and enquiries into shops or workshops that would like to join up in partnership.
6. Silver Sunday- Researched into the charity and event day. Proposed idea to incorporate special event with November Supper Club evening at B&B Station Cage. Separate event to be discussed.
7. Environmental Day- Spoken to John (Climate Project Officer) about engaging the community with the environment. Proposed idea to create a workshop tailored around creating seed bombs, opening the café + being vegan, making gardening workshops. Next step: Email Ruth (Allotments) to see if she would like to be involved.
8. Heritage Open Day- Event Plan has been formed. Meeting with Austin from Go Coach, has confirmed date and bus arrangements, next meeting with Austin is proposed end of May/ beginning of June.
 - Meeting with Ryan Hayman from Swanley Park on 6th May to asses if Swanley park would be involved and/or host an event there.

- Source/Research: volunteer bus conductor, miniature railway. STC Town Team facilitator (Mike Reid) will be contacted to design Vintage Bus Day Poster for Charing Cross London.
- Crampton Volunteers (Jane and Kevin Sayer) have confirmed participation for event; requested order for pre-packed lunch for on the day. Young Queen Victoria contacted, however awaiting response for date confirmation.
- 9. CRP; Sarah Newman is currently discussing dates for Autumn Art Exhibition; 22 & 23rd, 28th & 29th & 30th October at the B&B Station. Loaning posters from National Rail Museum and Transport for London Museum, T&C need to be asssed prior curation design. Proposed to hire display panels for the posters, needs to be discussed further. Awaiting response from Sarah to discuss event further.
- Sevenoaks Poster Boarding- submitting a retrospective planning application after installation. Emailed Yellow Duck signage if they have the correct poster images and formal poster information; they are awaiting confirmation from Sarah for approval of colours for the poster printing.
- Posters for Sale
- 10. English tourism Week- Not enough engagement for the north part of Sevenoaks. Propose a trail for the Northern Part of Sevenoaks, inc. Nature Reserve next year.
- 11. Heritage Trail- Emailed Sevenoaks Society to more information and potential about join, no response. Will send a follow up email at a later date.
- 12. Awards and Nominations Loo of the Year, completed. Cycle Friendly Places Accreditation- ordered hooks for clothing, currently in the process of application. Potential for future installation and funding for bike maintenance stand.
- 13. Café: Updated Google café opening times
- Social Media: Set up Instagram account to boost promotion and engagement. Created a list of National Holiday events to boost engagement on social media and create posts tailored to holiday.
- Supper Club- revised the event, eliminated features from the event that weren't working; screen presentation and large number of customer spaces. Limited it down to x10 people for more intimate dinner style, hosting in the café itself to get the experience. Design and printed new Supper Club Posters. Will revise Supper Club at the end of the year to see what's working/not.
- Supper Club- Murder Mystery Night (8th October). Will need to research into fees for price PP. Youth Group will be contacted for creating an production.
- 14. Facilities- Sound Limitations. Currently processing pre-planning application for SDC with assistance from Georgie. Derek Rodger has approved any sound amendments.
- Posters from South Eastern are on order, and waiting for delivery; to be put up x1 in café and x1 in bathroom hallway.
- Telephone- interactive point. Phone was sent off to BlackBox AV for assessment; phone is compatible with wires, however bell won't ring. Currently awaiting cost evaluations on the 5/5/22.
- Investigate Reservoir signage from Kent Wildlife Trust; access from station side into the reserve.

Planned Events and/or Event needing date confirmation

✓ in the diary

Date	Event
May (end of)	Welcome sign and Poster Mural Stations
July 3 rd	Heritage Trail
September	School History Workshop
September	School Science Workshop
September 17 th ✓	Heritage Open Day
August	Restoration Celebration
October 22 nd & 23 rd and/or 28 th , 29 th , 30 th October	DVCRP Poster Exhibition
October 29 th and/or 31 st	Museum After Dark (Halloween)
November	Silvery Sunday
December	Father Christmas Afternoon Tea
March 23 rd 2023	English Tourism Week
TBC	Volunteer History Talks
TBC	Creation of Model Railway
TBC	Arts and Crafts Workshops
July	Railway Children Event
TBC	Volunteer Recruitment Event with Imago

Red= Priority Task

Yellow = Minor importance/keep an eye Task

Green = General Tasks

Blue = New Task Ideas

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
1	General									
	Website	General Public	-Progress of refurbishment -Access information -Upload photographs -Comment on historical information and submit information. -General public to learn about the heritage/ significance of the station & station building/restoration.	Website	N/A	Number of views Feedback Volume of traffic Follow on 'clicks' to social media pages.	-Reliance on professional consultant. -Hacking. -Monitoring for inappropriate input.	HEO	Ongoing	<ul style="list-style-type: none"> ➤ Content for Café ➤ Station Building Hiring facilities/prices ➤ Put school visits up (inc. photos of feedback from children) ➤ Create more social media presence; potentially work with Sarah DVCRP to link to their website; discuss further in steering group meeting 28/03/2022
	Social Media (Station)	General Public	-Social updates and keep up to date with key info -Event awareness -		N/A			HEO	4 th April 2022	-discuss social media potential; Facebook and Twitter Completed Social Media Set up
2	Formal Learning/ School & Children									
2.1	History Workshop History workshop relating to the station, station building, and significance to Sevenoaks.	Primary schools KS1 & KS2 Target 3 per year	School children will have the opportunity to experience hands-on learning activity. -Young people to learn about local heritage/ Sevenoaks -Learn about the history of Victorians and what they bring to our English History Curriculum Based Lesson Plan for teachers.	Lesson Plan Site visit Information talk worksheets with Q & A potential for dressing up Risk Assessments	£550	Review pupil/teacher evaluation. Feedback from new (hopefully) heritage explainers/art & craft volunteers and past ones. Repeat bookings by schools.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits.	HEO	TBC Take Bookings after Easter 2022	Design a lesson Plan (KS1 & 2); read through survey for teachers and children- make minor improvements <ul style="list-style-type: none"> ➤ Make larger costumes- could add in Victorian swim wear? ➤ Maybe purchase chalk board, as a different form of engagement <p>Do we want to still include a refurbishment area—used to walk around building, photograph or draw interesting aspect.</p> <p>Updates</p> <ul style="list-style-type: none"> ➤ Currently recruiting ➤ Currently completing lesson plans
2.2	Science Project A science project with local schools looking at steam as form of power and linking back to steam engines.	Primary Schools KS2, KS3 1 – 2 per year	Benefit for school children & teachers of linking a curriculum-based science activity with a local heritage project. Could link to additional lesson plans e.g. what other inventions could steam be used for?	Lesson plan Including site visit Information talk Worksheets with Q & A Risk Assessments	£550	Pupil, teacher evaluation. Successful with combining with steam train visit.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school	HEO	TBC Take Bookings after Easter 2022	Volunteers brought model steam engine to demonstrate how steam works to power engines (this was received well, if volunteer was to get back in contact/contacted.) Other activity layout ideas: <ul style="list-style-type: none"> ➤ Currently awaiting volunteer recruitment

			<p>Work sheets provided</p> <p>Research potential to combine with visit to station of a steam train.</p>				<p>children external visits.</p> <p>Unable to research a suitable science project.</p> <p>Unable to source or impractical to combine with visits to station of a steam train.</p>			<ul style="list-style-type: none"> ➤ Set up the main hall as train stops (similar to the arts & crafts layout) ➤ -Each stop has the different activity, and the final stop would be the seaside holiday? ➤ Layout the hall using sticky tape on the floor for train tracks (can change) ➤ Could use a conductor hat or wooden train whilst to keep engaged.
	Activity Description	Audience	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Pred. Start Date	Progress
3	Informal Learning/ Inhouse Events									
3.1	Volunteer Lead: History Lectures and talks via interactive slide presentation and Q & A	-Community voluntary groups -General Public	-To be able to learn about the heritage of the Bat & Ball. -Engage into local knowledge and past stories	-Research information. -HEO -Heritage Explainers Volunteers -Promotional material e.g. short video / power point / information sheet.	TBC	<p>Number of Events held</p> <p>Attendance numbers.</p> <p>Feedback sheets.</p> <p>Repeat requests.</p>	<p>Lack of interest of public.</p> <p>Unable to source speakers.</p>	HEO	TBC	<p>Past: 5 talks with Ed Thompson (Heritage Talk), David Killingray (History Talk), and Roger Johnson (Thomas Crampton Talk). Average attendance: 40</p> <p>Update <u>Awaiting volunteer recruitment</u></p> <ul style="list-style-type: none"> ➤ Revisit past talks, utilising recruited volunteers.
3.2	Creation of Model Railway layout of station in 1950's	Public including schools	Public and school children will benefit from learning about the heritage of the Station in 1950's	Flyers for marketing Volunteers	£ TBC	<p>Installation of model layout</p> <p>Feedback</p>	Model or historic event not following through	Town Clerk	TBC	Byron Brown and Richard Stringer planning layout Meeting with Ed Thompson to view historic maps and images?
3.3	Children Arts & Crafts Workshops Family Fun day	Children and young people aged 4 – 14, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building.	Volunteers Materials for artwork	N/A	<p>-Number of events held</p> <p>-Amount of artwork produced.</p> <p>-Attendance number</p>	<p>-Lack of interest from public.</p> <p>-Expertise to assist with</p>		TBC	<p>2 types of activities split into years:</p> <ul style="list-style-type: none"> ➤ 4-10 make your own Victorian postcards and scrap books (Pen,

			Pride in having artwork displayed. Evidence of community engagement in the project.	Marketing/information	Past: £1,000	-Feedback.	artistic element.			<p>paper, and paint? Then staple the paper together to make a book)</p> <ul style="list-style-type: none"> ➤ train tickets and the hole punch them, post them through the train ticket wall ➤ 10-14 scrap book of Victorian holiday Make your own train conductor hats and uniform (out of cardboard, paint and paper) <p>Other activity ideas;</p> <ul style="list-style-type: none"> ➤ train whistle (out of cardboard and paper) ➤ Design a layout around the hall, using cardboard to make a train, sticky tape on the floor for train tracks and then people can pop onto the 'train' to different craft stations
3.4	Temporary Exhibition; Changes every year?	General public Future volunteers	To enable the public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project. To promote the volunteer role of Heritage Explainers.	Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms	£	-Number of events held -Number of people engaged. -Number of potential volunteers. -Feedback.				<ul style="list-style-type: none"> ➤ Link this to the Sevenoaks Photography Society; restoration images/ Historic photography of the station <p>Update</p> <ul style="list-style-type: none"> ➤ Emailed Society if they would like to organise an event.
3.5	Restoration Celebration	-General Public -Volunteers -Past HEO -Contactors -CRP	-Acknowledge and appreciate the restoration -Celebrate the 2 year anniversary of the new Bat & Ball Station -Raise awareness of funding from HLF	-Leaflets -Social Media -Town Crier -Volunteers -Linda Redden (previous HEO) -Maybe a steam train?	£TBC	-Public interest -Volunteer interest		HEO	TBC	<ul style="list-style-type: none"> ➤ Could link it to the Victorian Society for sponsorship? (Victorian Building and restoration charity) ➤ Work with CRP and see if they would like to join ➤ Make note of awards it has won ➤ Invite Linda Redden Back?
	Christmas Father Christmas afternoon tea	-General Public	-Community engagement				-Lack of interest	HEO	September	<ul style="list-style-type: none"> ➤ Hot chocolate/afternoon tea with Father Christmas- Will need to source Father Christmas ➤ Could link with local charity? <p>Update</p> <ul style="list-style-type: none"> ➤ To be organised in September 2022- reminder set
	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress

4	Volunteer									
4.1	Volunteer researchers	Volunteers General public School children Future generations	Obtain research relating to and create historical records. <ul style="list-style-type: none"> Station building Station building history Significant events Railway heritage significance Memorabilia e.g. railway posters Impact on surrounding area, how it has changed, including social history Lives of previous employee at the station Develop of businesses in the area. 	-Recruitment - Person Spec./ JD -Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events	Previous spend £1,000; Future TBC	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	Time and resources to collate and consider input from volunteers. Insufficient interest from volunteers. Ability to check accuracy of research.	Town Clerk & HEO	Month 1 onwards February 2018	<ul style="list-style-type: none"> ➤ Develop new job description; to be posted on volunteer section of website ➤ Contact past volunteers ➤ Information was available at Open Days <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised. <p>Update</p> <ul style="list-style-type: none"> ➤ Awaiting Volunteer recruitment responses ➤ Website/general update completed ➤ Job description updated
4.2	Heritage Explainers Past: 6 recruited 6 again, to provide support for formal outside events and talks. Recruitment and training of minimum of 6 volunteers willing to be 'Heritage Explainers' to provide talks and	Staff Volunteers General public	Volunteers will benefit through the act of volunteering and the new roles created. Volunteers will gain new skills and new knowledge. Volunteers will gain from work experience. Volunteers will benefit through training opportunities and support to learn new skills. Volunteers to feel that their contribution is appreciated, and they feel involved in the overall project.	Recruitment Person Specification/ Job Description -Volunteer Badge -Demonstrate appreciation – café discount, invitation to mayoral / civic events.	Past: Previous spend £500 £800 on corporate clothing Future: £TBC	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	Number of interested applicants. H&S relating to volunteers. Ensuring consistent level of representation.	HEO.	January 2019	<ul style="list-style-type: none"> ➤ Develop new job description; to be posted on volunteer section of B&B station website ➤ Contact past volunteers. ➤ Design and create document to be send out, supporting headhunting ➤ Information was available at Open Days ➤ (19th January and 16th February) <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised. <p>Update</p> <ul style="list-style-type: none"> ➤ Awaiting Volunteer recruitment responses ➤ Website/general update completed ➤ Job description updated
	Victorian Garden Volunteers	Volunteers HEO	-Volunteers to help with upkeep of garden and gain new skills and knowledge	-Recruitment - Person Spec./ JD	£TBC	-Number of volunteer researchers involved.				<ul style="list-style-type: none"> -Develop new job description; to be posted on volunteer section of website -Contact past volunteers

			-Use herbs/produce grown in café -Work Experience	-Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events		-Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.				-Information was available at Open Days (19 th January and 16 th February) -Coffee Morning/open day for interested parties. - Once groups is established, further events such as coffee mornings and groups meetings with be organised. <u>Update</u> ➤ Awaiting Volunteer recruitment responses ➤ Website/general update completed ➤ Job description updated
4.3	Volunteer Open Evening	HEO and general public	-Guage a feel for groups and different roles. -Reintroduce past volunteers and what events have changed. -	-B&B station Café -B&B station Booking Hall	TBC	-Email corrisondance -	-No interest	HEO	1 month/ potential date 15 th April	Finalised Bat & Ball Email cover letter to email List of volunteers and email addresses <u>Update</u> ➤ Completed post volunteering opportunities on B&B station website/ refresh current one ➤ Posted on the Sevenoaks Council social media and website ➤ Designed posters to go around Sevenoaks Town, youth council, and other historical societies. ➤ Organising volunteer recruitment event at B&B Station in planning
4.4	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Production of copy, images and information for postcard.	£100 £600	Feedback from leaflet.		Town Clerk & HEO	Month 1 February 2018 Printed July 2018	<u>Update</u> ➤ Designed Flyer – posted out in town & socials ➤ Setting up Volunteer Opportunity Event for 2022, Potential to host at B&B Station ➤ N/A Infopod update
4.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training.	£1,000 (£500 each)	Number completing Customer Service Training.		Town Clerk		<u>Training</u> First Aid Fire Safety Disability Awareness Basic customer Service Training

			General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety. 1 every 6 months.	Include invitation for volunteers in all STC training events		Number completing additional training. Feedback.				<u>Class for Volunteers & Staff to Uptake</u> ➤ Sign Language ➤ + other classes that other volunteers might want to teach ○ This will enable a safe space for volunteers and make the station a comfortable space where they can learn and work
4.6	Oral History Workshop		For volunteers to teach about history, and use recording equipment. -Could reuse these sessions for History Workshops	-Oral History Tutor -Volunteers	£TBC	Feedback from volunteers	-Not enough volunteers -No available tutor	HEO		
	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress
5	Formal Outside Events									
5.1	Railway Children Charity	Young people General public Fundraising -Sevenoaks District Council Service	-Utilise the film production -Highlight Charity -Promotion and publicity for the venue	Railway children Charity Bluebell Railway Sound limitations		Number of audiences. Feedback.	Railway children charity	HEO	TBC- July	Discussion with Linda about proposed date.
5.2	Heritage Open Days 8 th – 18 th September	Staff Volunteers & General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage. -Promotion and publicity for the venue	Marketing Heritage Explainers Event Plan	Young Victoria: £120 for a full day plus fuel	Event takes place as planned. Attendance Feedback and evaluation Via on line or printed surveys.		HEO	Deadline for application 1 st August	➤ Crampton Museum volunteer talks ➤ Vintage bus + other vehicles linking with Swanley Park- hopefully. ➤ Victorian afternoon tea with Young Queen Victoria Actor and Prince Albert ➤ Railway rides at Bat & Ball Centre <u>Update</u> ➤ Meeting: Austin from Coach 2Go and Ryan from Swanley Park soon ➤ Young Victoria; Emailed, awaiting response ➤ Crampton Museum Talk; emailed awaiting response ➤ Emailed Steam Trail Exhibitionist for rides- awaiting response.

5.3	Station After Dark	-Staff -Volunteers -General public -Local businesses -Sevenoaks promoted.	-Promotion and publicity for the venue -Secrets of the Building/special access/ any old stories -Linking boarder Sevenoaks Heritage Sites together	-Marketing -Heritage -Explainers -Event Plan -Other Sevenoaks Heritage sites	£ TBC	-Views on website and engagement by social media. -Attendance at events		HEO	29 th October & 31 st October	Museum after dark event cancelled permanently, resulting in replacing it with Station after Dark. Creative workshop for families around Halloween. Slime workshop, potion workshop, paper craft workshop and other (researching). Terror trail Map/leaflet handout for children to explore the Northern part of Sevenoaks. Shops and other buildings to become part of trail. <u>Update</u> ➤ Set date ➤ Follow up workshop emails
5.4	Murder Mystery Supper Night	-Staff -Volunteers -General public -Local businesses -Sevenoaks promoted.	Promotion and publicity of the venue Promotion of Supper Club	-Event plan -Marketing -Liaising with Steam train provider -Actors	£ TBC	-Attendance at events		HEO Others TBC	TBC	Similar to Great Central Railway- £74 pp not inc. train ride. ➤ Incorporate Supper Club event. ➤ Could hire Youth Group to perform during meals featuring Railway Madmen (man men on steam trains, they used to be locked in train carriages).
5.5	Recreation of Historical Royal Visits Recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole.	-STC staff -volunteers -General public -Community organisations	To arrange a acting Royal to recreate the previous royal visits arriving at the station and travelling to Knole.	-Marketing plan for guidance.	£3,000 £2,000	-Number of people attending. -Press Coverage.		-Town Clerk -Mayor Secretary -HEO	TBC Victoria Day 24 th May	Royal Visit didn't happen at Knole Park 2019 Recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole. Past: Was going to be a literal Royal, coinciding with the Past: Senior Royal Visit was going to coincide with the completion of the HLF Knole House Project in 2019. — New: Victorian Actor or queen to work as a replacement for event. — Could tie into Art Workshop or Victoria Day (24th May). Found a young queen Victoria actor and older
5.6	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks	-Promoting local villages, tourism facilities thus growing the visitor economy							<u>DVCRP poster unveiling event</u> Completed

		Otford Shoreham Eynsford Swanley	-							<p><u>Autumn Art Exhibition</u></p> <ul style="list-style-type: none"> ➤ Formal exhibition to showcase Railway Posters, a lithograph demonstration with Kit in the evening (proposed 28th Friday Evening). ➤ Children's arts & craft station suggested, to design 'station poster' themselves. This could be posted in and hung on display or draw over the event period. <p><u>Sevenoaks Station- Farmers Site Poster Boarding</u></p> <ul style="list-style-type: none"> ➤ Signs spanning across the farmers site outside Sevenoaks Station. Welcome sign in centre and x3 posters either side with information. <p><u>Heritage Railway Signs</u></p> <ul style="list-style-type: none"> ➤ TBC <p><u>Steering Group Meeting</u></p> <ul style="list-style-type: none"> ➤ Next meeting 28th or 29th of June at 2/3pm and 13 September 2022 <p><u>Update</u></p> <ul style="list-style-type: none"> ➤ Setting date for exhibition with Sarah- awaiting response ➤ Murals- Yellow Duck Signs are awaiting approval from Sarah and information for last poster sign.
5.7	Victorian style Station Garden/ Maybe link into 'In Bloom'	-General Public -Volunteers	Public learning about Victorian plants/styles	-Volunteers -Garden Designer?	TBC	-Feedback from public -Number of volunteers engaged	Insufficient interest from volunteers -Doesn't Work with In Bloom Event	-Town Clerk -HEO	-Summer 2020	-Link into 'In Bloom' (End of Summer 2020) -Contact Volunteers -See project stage of 'In Bloom event' is in.
5.8	English Tourism Week This is link to Mike Reid- app heritage trail; however if	-General Public	Provide an opportunity to engage with local stakeholders (MP's), increase awareness amongst domestic/overseas visitors.	TBC	TBC	-Feedback from the public - Working with other venues, seeing the overall outcome.	-Insufficient interest from general public and volunteers -		March Time 2023	<p><u>Update</u></p> <ul style="list-style-type: none"> ➤ Bat & Ball Station not part of trail ➤ Would be good to organise trail 2023 inc. Bat & Ball Station

	too late, could like to paper based trail		through the use of a strapline for the event.			- Visit Kent 'English Tourism week' being cancelled. -				
5.9	Heritage Trail	-General Public		-Volunteers -General Public	TBC				3 rd July 2022 through Sevenoaks Society	<ul style="list-style-type: none"> ➤ Trail is starting at the Library entrance, celebrating the 900th Year of Sevenoaks ➤ Get in contact with the society, to see if we could be part of their paper trail ➤ Would be interesting to see if we could get a steam engine- noted down lots of steam engine society's; closest one is Tonbridge. <p>Update</p> <ul style="list-style-type: none"> ➤ Emailed but no response
5.10	Awards and Nominations	Public	Public to learn about the heritage of the station and the restoration project Civic pride Gaining recognition of the project		N/A	Gaining an award	Competition from other projects	Town Clerk HEO		<p>Update</p> <ul style="list-style-type: none"> ➤ Loo of the Year Ward- up on website ➤ Cycle Friendly Places Award- Currently in process. Awaiting hook instalment
	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Predicted Start Date	Progress
6	Café									
6.1	Provision of café to provide venue for social interaction and sustainable income./ Station Area in general	Volunteers Commuters General Public	-Refreshments whilst waiting for train and nearby residents and local businesses. -External Sevenoaks People meeting place. -Dog walkers (note from a puppy guid dog trainer uses café regularly).	Contract Management. Liaison with Derek (Tenet)? Recruitment for new staff	% of total cost/ Profit Made.	-Employment of qualifies staff. -Award of 'Score on the Door' -Attendance numbers. -Sales & profit	-Unable to recruit staff. -Customer numbers and Spend per head	-HEO Café Manager		
6.2	<u>Event:</u> Bingo Lottery Evening		-Reminder of facilities provided by lottery. -Opportunity to use non-winning ticket to win coffee and cake.	-Posters and free draw box. -Café Staff hire for evening	£TBC Ticket cost cover		-Lack of tickets sold/interest in event.	-HEO -Café Manager -Others TBC	-Quarterly (beginning this summer)?	<ul style="list-style-type: none"> ➤ Posters around town ➤ Advert in the Newspaper? ➤ Contact Elderly communities? Look into Bingo target audience.

					the food/drink cost					<ul style="list-style-type: none"> ➤ Social media promotion for 'Free Cake & Hot Drink prize draw'. <p>Update</p> <ul style="list-style-type: none"> ➤ In process of organising a Bingo Evening- need to set a date
6.3	<p><u>Event:</u> Produce/Farmers Market style Link B&B Merchandise</p>	<p>-Local Business' -General Public -Community Rail Project/DVCRP</p>	<p>-Supporting Local artisans/businesses -Only venue in Sevenoaks selling Kent Produce. -Help sustain local economy -Learn about British farming/agriculture.</p>	<p>-List of retailers/businesses -Risk Assessment -Café Staff Assistance</p>	<p>£TBC Charge for stalls?</p>	<p>-No. of visits to the market -No. of retailers/producers -Feedback from Retailers/producers - Feedback from</p>		<p>-HEO -Café staff/manager -Others TBC</p>		<ul style="list-style-type: none"> ➤ Discuss more clearly with Tom what has/hasn't been selling. ➤ Promotion in Sevenoaks News Paper/Town Crier. ➤ Socials; B&B station facebook, other facebook market groups, website ➤ Approach local business within Kent ➤ Could like to DVCRP merchandise that Sarah mentioned. <p>Update</p> <ul style="list-style-type: none"> ➤ More update social media posting ➤ Vegan market event was a success ➤ Poster Sales within B&B Station Café; currently awaiting response from Sarah. ➤ Summer farmers market sale or small arts & crafts sale local
6.4	<p><u>Event:</u> Super Club (Continuing on)</p> <p>Murder Mystery dinner- similar to</p>	<p>-General Public -Healthy Eating - Local produce</p> <p>Staff Volunteers (If wanting to participate) General Public B&B Café/ dinner</p>	<p>-Supporting Local produce -Encourage Healthy eating. -Profit for B&B café -Open café & station as a meeting place for the community</p> <p>Promotion and publicity of the venue</p> <p>Evening Steam Train ride?</p>	<p>-Risk Assessment -Alcohol License -Marketing plan</p> <p>-Event plan -Marketing -Liaising with Steam train provider -Actors</p>	<p>£ TBC</p>	<p>-Feedback from attendees -Feedback from Tom (Manager) -Calculation of incoming/outgoing/profit</p> <p>-Attendance at events</p>	<p>-Lack of interest from general public -No profit -Time efficiency</p>	<p>-Tom (manager) -Maybe café Staff</p> <p>HEO Others TBC</p>	<p>TBC</p> <p>TBC</p>	<ul style="list-style-type: none"> ➤ Based on true history: Railway Madmen- who were thought to be activated by the sounds and motion of train travel; They used to lock the doors between carriages. ➤ Halloween Event - Murder Mystery Supper Night ➤ Silver Sunday Event- Mid November

6.5	<u>Sale of Kent produce</u> Within the café to enable local producers to advertise and sell products.	-Local producers -General Public	-Only venue in Sevenoaks selling Kent Produce. -Help to sustain local economy. -Healthy food options for local people.	-Marketing plan. -Ordering system	£TBC	-Number of producers stock in place. -Number of repeat orders.	-Lack of interest from local suppliers.	-Town Clerk & Café manager	-Continuous	TBC
6.6	<u>Information</u> To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.	-General public -Volunteers -Schools -Commuters -Tourists	-Access to information on or off site. -Ability to learn about heritage and activities.	-Branding -Creation of website -Infopod Information screen		-No. of visits to website -Literature distributed and read -Feedback		-HEO -Others TBC		<u>Update</u> ➤ InfoPod N/A ➤ Instagram set up for Café ➤ Looking into any minor improvements for cafe
6.7	<u>Public Toilets</u>	-Commuters -General Public -School children -Café Staff	Provide accessible and well maintained public toilets for use by commuters, school children and general public.		£n/a	Number of people using facilities. Comments to café staff about toilets	N/A		On-going	T/C
6.8	<u>Public Rooms for Hire and community use</u>	-General public -Voluntary groups -School children	To provide two public rooms for hire and to hold activities as identified in the Activity Plan. Generate income for the B&B Station.	Architectural design Construction project	£N/A	Number of hires and events. Feedback from users		TBC		<u>Update</u> ➤ Update hire T&C's ➤ Currently creating pre-planning application form. Next step: Discuss with Georgie. ➤ Cycle friendly certificate- are being put up- currently in the middle of application from.

6.9	<u>Wayfind Signage and/or cycle path</u>		<p>-Better access for new and old residence</p> <p>- communiting to London, schools, shopping and leisure</p> <p>- awareness of heritage stations and railway links</p> <p>-Links to exterior greener spaces outside of Sevenoaks.</p>							<p>No wayfinding signage</p> <ul style="list-style-type: none"> ➤ Link to Mark Reid wayfinding signage proposal ➤ There also isn't a bike trail, Young Council mention bike trails being a priority, particularly as lots of schools use the station at peak times. <p>Green Community Investment Plan 2021:</p> <ul style="list-style-type: none"> ➤ Cycle path from Bat & Ball Station to Dunton Green Station within the Northern Sevenoaks Masterplan. ➤ STC will investigate & obtain costs for a professional feasibility study. ➤ STC will also lobby for the inclusion of the proposal in KCC/SDC Strategies/ Movement Strategy/ LC WIP/ Dunton Green parish council.
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STC Green Community Investment Plan - April 2022 report

Monthly Summary

- 1) Low Carbon Kent has been contacted regarding Energy and Carbon audits for STC buildings. Teams meeting on 28th April to discuss what he can do for us and costs. This will open up section 1 of the action plan for improvements, as with suggestions we can start allocating resources and implementing changes.
- 2) STC has installed some cycle planters and throughout Sevenoaks. Further research will be carried out alongside KCC and SDC for the installation of more, including electric bike charging facilities where appropriate.
- 3) E-bike charging designs have been researched. There are two options; lockers or charging docks. Lockers provide more protection from elements and may be more secure, though are less attractive and take up more space. They also were reacted to negatively by some Cllrs. There is some funding available for this.
- 4) E-bike charging and regular cycle racks to potentially be installed at Raley's carpark. This will be discussed in the next agenda for OSL.
- 5) Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans). There will likely be some STC input in these plans, and Claire Pamperi at SDC has info and will provide updates when asked.
- 6) Progress in the development of 20mph zones in Sevenoaks has been researched. There have been some 20mph zones introduced. Additional 20mph zones are being researched by the Joint Transport Panel.
- 7) Contacted DVCRP regarding their environmental and accessibility plans, and am awaiting response. There are bike racks at all stations along the DVCRP.
- 8) Plans for improved public transport network have been researched. KCC has applied for the Bus Service Improvement Plan (BSIP), funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's. Sevenoaks is covered by the West Kent Enhanced Partnership (EP) section of KCC's BSIP application. Potential funding for electric vehicles, live time signage and road improvements is available through this. Cheaper and simpler bus fares to be introduced in line with other operators. Through this, there is potential for funding increased services and EV's for the No. 8 Bus.
- 9) There are currently EV charging points at Bat & Ball Centre/Station and STC offices.
- 10) EV charging on streets without private driveways is being researched. There is funding available for this through the On-Street Residential Chargepoint Scheme (ORCS). ORCS offers funding to install on-street charging up to 25kw, and provides 60% of the grant funding within 25 days of successful application. Funding will not exceed £7500 per chargepoint in most cases. Joint Transport Panel and local residents have suggested STC lead on this project.
- 11) Greening Sevenoaks Survey has been sent to schools/residents associations with limited success. Respondents that stated they would like to volunteer or are interested in schemes have been sent information regarding these, including the Repair Café and the Adopt a Tree Scheme.
- 12) Planting 2 trees for 1 removed is currently a STC policy, as is repurposing cut trees into bollards/fencing wherever possible.
- 13) Planning Committee recommendations for sustainable boundaries are being reviewed by working party. The document is underway and is currently being amended for review at a future planning committee. Potentially in May.
- 14) Biodiversity Policy has been updated online and endorsed by STC. This is available to view on the STC website.
- 15) SDC has been contacted regarding whether it would be possible to introduce food waste bins. Awaiting response from them.
- 16) Information packs on how to lower energy consumption and lower carbon footprints are being developed. Aim is to have a section of the STC website containing information packs and green schemes in one place for people to access these easily.

STC Green Community Investment Plan - April 2022 report

In progress **Completed**

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
1 - Priorities	1.1	Seek quotes for a pedestrian audit.	Low					Pedestrian audit by SDC currently underway.
	1.2	Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes.	High					Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans). Some funding for electric bikes available.
	1.3	Progress with development of Car Club	Low			Research Co-Wheels - a car hire scheme in Tunbridge Wells, could try and see if they would be interested in trialling this in Sevenoaks. Could park in its own space at a central easily accessible car park in town.	Improves accessibility for those who do not own cars. Saves money for those who cannot afford to own a car/do not need a car full time.	Co-Wheels and Enterprise to be contacted regarding the formation of a Car Club.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	1.4 Continue with Tree Planting	Increase tree planting throughout Sevenoaks.	Medium					2 trees for 1 removed is policy. Adopt a Tree Scheme is advertised and forwarded to survey respondents. Canopy planted at Bat & Ball centre for the Queens Jubilee Tree Initiative.
	1.5 Progress with providing information to residents and businesses	Information packs and schemes to be widely available. Plan is for all of this to be accessible on an easily accessible section of the STC website.	Medium					Information packs being developed. Current schemes to be redistributed and promoted regularly.
	1.6 Create the School's Green Liaison Group	Liaison with schools to discuss best practice.	Medium					Target is for a meeting to take place in June.
2 - Buildings	2.1 Appoint Energy Auditor for STC Buildings	Carry out Energy Audits for STC buildings.	Low	Sep-22	To be assessed on enquiry.	Need to look into energy auditors that can carry out this work. Should do this each year to measure progress and ways to improve.		Contacted Low Carbon Kent and Matthew Morris, a consultant, regarding these. Teams Meeting Thursday 28th.
		Carry out a Carbon footprint audit for STC buildings.	Low					Also contacted Carbon Footprint Ltd – potential phone call regarding this with them.
	2.2 Sevenoaks Town Council's Buildings and Assets.	Costs and practicalities of additional insulation.	High	Sep-22	To be assessed when		Lower heating and cooling prices	Wait for auditor suggestions on costs/benefits of this.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	Appoint a energy/carbon auditor to look into the following for STC Buildings and Assets.	Costs and practicalities of solar panels.	High		recommenda tions given.		Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.
		Costs and practicalities of motion sensor lights.	Medium				Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.
		Costs and practicalities of improved heating and ventilation systems.	High				Lower heating and cooling prices	Wait for auditor suggestions on costs/benefits of this.
		Setting a new standard for new STC buildings to be as sustainable and eco-friendly as practicable.	High	Jun-22	To be assessed when recommenda tions given.	Theme 7 Policy D1, D5, and D6 of NDP.	Lower heating, cooling, and electricity prices.	Wait for auditor suggestions on how to achieve this.
		Costs and practicalities of LED lighting in all STC buildings.	High	Sep-22	To be assessed when recommenda tions given.		Lower electricity prices	Wait for auditor suggestions on costs/benefits of this.
		Review energy provider renewable energy commissioning.	High	Sep-22		Look into what uses renewable energy and price, make decision based on these. 'Bulb' and 'Octopus' offers 100% renewable energy.		Current advice is not to switch energy provider due to price increase. Continue to assess whether it is worth pursuing monthly.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Ensure all waste is recycled and reused wherever possible.	Medium	Jun-22	TBA		less landfill waste, lower emissions as fewer products need to be made.	
		Investigate the use of pyrolysis for all waste - This will be done in conjunction with a partner.	Medium	Sep-22	TBA		Less landfill waste, environmental benefits. Used to produce energy.	
		Research to see if STC can Ensure all Contractors have a “Zero to Landfill” policy.	Low	Sep-22	TBA		Environmental benefits.	
	2.3 Sevenoaks Neighbourhood Development Plan	Begin NDP action and implementation plan – how to achieve its goals regarding sustainability of STC buildings and new developments in town. GCIP overlap.	High	Jun-22	N/A	Theme 7 Policy D1, D5, and D6 of NDP.		New non-STC developments in town will be encouraged to be as sustainable as possible. Also encourages retrofitting of existing homes to increase energy efficiency. For STC buildings wait for energy and carbon auditor suggestions.

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3 - Transport & Movement	3.1 Reducing cars / traffic particularly in relation to school traffic	Follow up NDP recommendation s regarding reducing cars / traffic and how this will be achieved.	Low		N/A	Need to talk to schools to promote other modes of transport. Introduction of more affordable homes should allow those who work here to live locally and ease traffic.	Fewer cars creates a more attractive environment for cyclists and pedestrians.	Ways to tackle this are outlined in this article https://theconversation.com/12-best-ways-to-get-cars-out-of-cities-ranked-by-new-research-180642 . Could look at LTZ's/LTN's or congestion charges?
	3.2 Cycle Racks	Follow up KCC regarding the installation and location of cycle racks / planters in the town centre.	Medium		N/A		Planter cycle racks look good and encourage biodiversity.	Some are installed, produce an audit of where these are located and where additional are needed.
		Follow up progress on installation of cycle planters at STC office / Business Hub site.	Medium		N/A			
		Research costs and practicality of cycle racks on the rest of STC estate and public open spaces.	Medium		N/A		Physical benefits of cycling and mental benefits from access to green space	

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		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium		About £16000 for 5 for the Bikeep smart docks.	https://www.thebikestoragecompany.co.uk/product/the-e-bike-locker/ https://bikeep.com/smart-commercial-bike-rack/		There is some funding for this. Link to the left is for e-bike charging lockers and e-bike cycle racks.
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks and e-bike charging.		To be discussed in the next agenda for OSL.
	3.3 Increase Safety for pedestrians and cyclists	Follow up NDP recommendations and proposals regarding pedestrian and cyclist safety.	Medium		N/A	Theme 3 Policies M1-M9 NDP. Need updates to plans to improve crossing at junctions at Bat & Ball and Pembroke/London road, and Sevenoaks station.	Increased safety for cyclists and pedestrians encourages these forms of transport. Reduces carbon emissions and air pollution.	
		Subject to successful referendum begin NDP Action and Implementation Plan.	High		N/A			sustrans is going to carry out work to develop walking and cycling infrastructure alongside KCC and SDC.

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		Investigate additional ways to improve pedestrian and cyclist infrastructure.	Medium		N/A	Theme 3 Policy M11 and Aim 12 NDP.		See sustrans below, working to improve pedestrian and cycling infrastructure.
		KCC to work with sustrans to develop Local Cycling and Walking Infrastructure Plans (LCWIPs) to improve pedestrian and cycling infrastructure.	High	Jan-23		This is to be developed in Sevenoaks Town, with KCC, SDC, and STC input.		Claire Pamberi at SDC has info and will provide updates when asked. Consultation meeting on 4 th of May.
	3.4 Proposals for 20mph, one way systems, and shared space	Follow up NDP recommendations and proposals on 20mph, one way systems and shared space where applicable.	Low		N/A	Theme 3 Policy M4 NDP, 20mph limit close to schools and in some residential areas.	Safer environment encourages cycling and walking further lowering emissions	Some areas have been approved for 20mph zones and more areas are being researched by the Joint Transport Panel.
		Subject to successful referendum, begin NDP Action and implementation plan.	Medium		N/A			20mph zones are being introduced and researched by the Joint Transport Panel.

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	3.5 Encourage increased use of public transport by having improved facilities	Continue work with the Darent Valley Community Rail Partnership (DVCRP) to encourage local sustainable travel.	Medium		N/A	Advertised at stations, includes information on things to do nearby.	Can produce additional source of income through local tourism	DVCRP is advertised at stations and has information on its website and at stations on things to do nearby. There are cycle racks at each station to encourage sustainable travel, including infopods installed at Swanley and Sevenoaks stations, providing information about bus services.
		Research how the DVCRP plans to improve facilities, accessibility, and natural environment.	High		N/A	Have asked what their policies and plans are regarding these. When responded to, suggest including this information on website for public use?		Awaiting response from DVCRP.
		Follow up DVCRP on plans to link train to sustainable modes of transport, for example installation of cycle racks.	High		N/A			Cycle racks are available at stations. There are numerous walking routes advertised on the website too.
		Look into potential (subject to funding) to increase bus usage – move No 8 to half hourly and extend the hours it serves.	Medium	Jun-22	N/A	Theme 3 Policy M8 NDP.	Allows more flexibility for those who currently do not own a car or who cannot drive.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.
		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			

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		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA	Covered (potentially) by the BSIP/West Kent EP	Can reduce noise pollution as electric buses are generally quieter than standard buses.	
		Apply for the BSIP to create a simpler and cheaper bus network	Low	May-22		BSIP already applied for by KCC. Sevenoaks covered by West Kent Enhanced Partnership (EP). Potential funding for electric vehicles, live time signage and road improvements. Cheaper and simpler bus fares to be introduced in line with other operators.	Saves money for public. With wider take up there is less reliance on cars.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.
	3.6 Electric Vehicles and Charging Points	Continue to invest in electrical vehicles and equipment where possible as STC replaces its fleet.	High		TBA			When possible STC will replace its fleets with EV's. STC has 1 EV to date.

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		Follow up / enquire about installation of EV charging points at STC sites.	High		TBA	Forcs		Bat & Ball Centre and Town Council Offices have EV charging.
		Continue to recommend EV charging points on new developments in the town. Work with SDC and KCC on the provision of these throughout town. Contact SDC and KCC about progress of this.	Medium		N/A	Part of the NDP.		This is being done and there is already EV charging at a number of sites. These can be seen on zap-map.com. STC may be required to lead a project.
		Begin survey / research into where there is or likely will be demand for on street electric vehicle charging.	Low		TBA			Audit required. Areas without off street parking need to be identified and targeted with surveys regarding electric vehicles.
		Apply for ORCS, investigate what the best form of charging is likely to be: lamp posts, charging bollards etc.	Medium		TBA	The Joint Transport Panel and local residents have suggested STC lead on this project.		

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	3.7 Car Club and Car Sharing	Support the creation of a Car Club. Potentially by grant funding, but not operated by STC. See whether there is support for this scheme in the community.	Low		TBA	Research Co-Wheels - a car hire scheme in Tunbridge Wells, could try and see if they would be interested in trialling this in Sevenoaks. Could park in its own space at a central easily accessible car park in town.	Improves accessibility for those who do not own cars. Saves money for those who cannot afford to own a car/do not need a car full time.	Contact Co-Wheels to see if they would be interested in trialling a car club in Sevenoaks. Contact Enterprise regarding this too as they currently operate in Sevenoaks.
	3.8 Create liaison between individual schools' safety and travel schemes to reduce town congestion	Arrange a meeting between schools to discuss their School Safety & Travel Schemes.	Low	Jun-22	N/A	Continue to stress that where possible do not travel to school by car. Bring this up at meeting.		Organise meeting towards the end of June. Set a date and location, allow communication regarding best practice.
		Review overall school congestion, receive suggestions to find solutions.	Low		N/A			
	3.9 Installation of QR codes on signposts identifying walking and cycling routes	STC will include and encourage others to provide information on signage to include walking and cycling routes, including QR codes where possible.	Low		TBA			

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		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			
		Look into signage discouraging idling cars in signage audit.	Low		TBA			
	3.10 Continue to support Cycling Strategy for Sevenoaks	Continue, wherever possible, to work with SDC / KCC to improve local cycling provision.	Medium		TBA	Theme 3 Policy M2 NDP		
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		
	3.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station	Begin survey / research on feasibility of this.	Low		N/A			The route can be seen on the final draft of the NDP, with other new paths proposed to encourage use and increase accessibility of the wildlife reserve. Page 82 NDP.
		Obtain costs for professional feasibility study.	Low		TBA			
		Enquire regarding the professional feasibility study	Low		N/A			

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		once funds are obtained.						
		Lobby for the inclusion of the cycle path proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP.	Low		N/A	Theme 3 Policy M3 NDP		
		Liaise with Dunton Green Parish Council to push for this and share information.	Low		N/A	Contact Dunton Green Parish Council regarding cycle path.		
	3.12 Encourage cycle path across Knole Estate	Liaise with and encourage Knole Estates to create a leisure cycle path across its land.	Low		N/A	Theme 3 Policy M9 NDP		Completed, Knole is fine with this and it is already used.
		Advertise new routes with signage.	Low		TBA	Theme 3 Policy M9 NDP		TBA whether signage exists and where to place these.
	3.13 Draft Sevenoaks Neighbourhood Development plan in regards to transportation	Work with SDC / KCC, in consultation with neighbouring parishes, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any	Medium		TBA	Theme 3 Objective 7 of NDP		Sevenoaks is a part of the West Kent section of KCC's BSIP. BSIP also liaises with neighbouring councils on how to approach transport.

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		negative impact of new development on the existing network.						
		Promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes to reduce pollution, whilst ensuring that the centre is still accessible by car.	Medium		TBA			
	3.14 Staff travel and practice (not on GCIP yet)	Review how staff travel to and within work and the the Council's Mileage Policy to determine most efficient mechanism for staff to travel around.	Medium		N/A	This can be determined by the energy/carbon auditor within their recommendations.		Short Survey to staff.

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4 - Making Sevenoaks Greener	4.1 Trees	Update number of trees planted (running total) available for the public to see on the STC website.	Low		N/A	Available in Open Spaces and Leisure Committee Minutes.		
		Encourage through campaigning for the public (through residents associations) to plant trees in their front gardens subject to KCC permission.	Medium		N/A	Residents are signposted to Adopt a Tree Project.		
		Research potential for providing grants for trees for voluntary organisations.	Low		TBA			
		Support the Queen's Jubilee Tree Canopy Initiative.	Low		N/A	Canopy planted at Bat & Ball centre.		

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		When there is a need to fell trees, STC will repurpose for posts and bollards where possible.	Low		TBA	Theme 2 Policy L4 NDP		This is already being done.
		Plant 2 trees for every 1 removed.	Medium		TBA			This is a STC Planning Policy, if any tree is removed 2 must replace it.
	4.2 Adopt a Tree Scheme	Continue to promote the Adopt a Tree Scheme in Sevenoaks project.	Low		N/A			Recent survey respondees contacted regarding this.
		Include this available for the public to see on STC website, including pricing.	Low		N/A			
		Also include information in STC buildings.	Low		N/A			Leaflets available at STC offices.
	4.3 Link Sevenoaks open spaces together with 'green routes'	Via its NDP proposals, STC will improve access to and better connect the towns green spaces, seeing where this is possible, creating wildlife corridors.	Low		TBA	Theme 2 Policy L5 NDP		Hedgehog holes in STC fencing to be created.
	4.4 Give it a Grow	Include this online, encouraging people to grow food reducing	Low		N/A	Need to have the leaflet uploaded online. More info of the scheme required.	Lower food miles as well as community engagement	

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		carbon footprint whilst doing so.					and awareness.	
	4.5 Sevenoaks in Bloom and STC Planting	Continue to promote this garden competition to celebrate and direct focus onto the value of plants and their impact on community and environment.	Low		N/A	Information available on SDC website.	Increased biodiversity and ecosystem services as a result. Mental and physical health benefits involved with gardening and spending time outdoors.	Include this information on STC website/link to SDC website.
		Include information about best plants to attract wildlife and increase biodiversity.	Low	May-22	N/A	Research this and include on the website. RHS has info on this, could just link to them?	Increased biodiversity and ecosystem services as a result.	
		Continue with STC edible gardening project, also include this online as there is sparse advertising regarding this to be found.	Low		N/A	Edible gardening project includes edible foods planted on public land for public to use and consume.	Lower food miles as well as community engagement and awareness. Mental and physical health benefits involved with being outdoors in green space.	Need to provide a map or list of areas where the public can take produce from.

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		Research replacement of planting vessels with built-in water reservoirs to reduce the need for watering.	Low		TBA			
		Explore drought resilient planting options.	Low		TBA	Drought resistant flowers are listed on the RHS website. This will help reduce irrigation needs of STC if approved.	Lower water consumption and maintenance.	
		Reduce irrigation needs of STC.	Low		TBA		Lower water consumption and maintenance.	
		Commit to using only peat free compost.	Low		TBA			Biodiversity policy recommends allotment holders to use peat free compost.
		Research into acquiring seedballs for residents to scatter. Look into running workshops to make these.	Low	Jun-22	TBA		Community activity increases engagement.	
	4.6 Sustainable Boundaries	Review Planning Committee recommendations for the introduction of Sustainable Boundaries.	Low	May-22	N/A		increase biodiversity, flood and air quality regulation. Combats noise pollution.	Working party is reviewing this. The document is underway and is currently being amended for review at a future planning committee. Potentially May.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Review Planning Committee recommendations for the introduction of 2 trees planted for 1 removed policy.	Low	May-22		This is already a policy.	More green space provides aesthetic value.	
		Review Planning Committee recommendations of the potential for the introduction of porous drives.	Low	May-22	TBA	Theme 2 Policy L2 NDP. Good info from Qin et al., 2013 about effectiveness of porous drives and swales. The effects of low impact development on urban flooding under different rainfall characteristics	Flood risk reduction.	
		Review Planning Committee recommendations for the removal of internally lit signs.	Low	May-22	TBA		Biodiversity and aesthetic benefit from lower light pollution.	
		Add to the GCIP regarding holes in fences to allow hedgehogs to travel through hard boundaries to match the NDP.	Low		N/A	Theme 2 L2 NDP	Wildlife corridors boost biodiversity and ecosystem services.	This is a part of the NDP, need to follow up and see that it goes ahead.

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	4.7 Streetlighting to LED provision. Look into Solar lighting.	Start putting plan of conversion to LED and Solar lighting of STC streetlights into practice.	Medium		TBA	Solar LED's used by Shrewsbury Town Council. Can use these at STC too. Costs to be reviewed.		
		Put plan into practice for move to LED's or Solar lighting for STC floodlights. This will decrease light pollution and energy wastage.	Medium					Knole Paddock rugby pitch project to be completed in 2022.
		Assess christmas lights and replace with LED's where necessary.	Low					All now LED's.
	4.8 Acquisition of land	Put together process and 'in principle' resolution to enable STC to acquire additional land if it can be used for community benefit, such as woodland or orchards.	Medium		N/A	Theme 2 Policy L5 NDP		
		Review Land Acquisition Policy to address any Climate Emergency Needs.	Medium		N/A			

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	4.9 NDP and Green Space	Develop plan on how to protect and extend hedges and trees in Sevenoaks.	Low		N/A		increase biodiversity, flood and air quality regulation. Combats noise pollution. Trees and hedges offer urban cooling.	
		Research what can be done to protect, improve, and enhance access to green space.	Low		N/A		Access to green space provides psychological and physical benefits.	
		Look into where new accessible open spaces and green infrastructure can be created. Refer to the NDP for this.	Low		TBA			
	4.10 Biodiversity Policy	Update STC website to include most recent biodiversity policy following approval (currently from 2007).	Low		N/A			Biodiversity policy has been approved 11/4/2022 and uploaded.
		New developments to wherever possible deliver	Medium		N/A	Theme 2 Policy L1 NDP		

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		net gain in biodiversity.						
	4.11 Flooding mitigation and Sustainable Urban Drainage	Planning committee recommendation s of the potential for the introduction of porous drives.	Low		N/A	Theme 2 Policy L2 NDP. Good info from Qin et al., 2013 about effectiveness of porous drives and swales. The effects of low impact development on urban flooding under different rainfall characteristics		Planning committee is reviewing this. The document is underway and is currently being amended for review at a future planning committee. Potentially May.
		New Development expected to minimise flood risk through use of SuDs			N/A	Theme 2 Policy L2 NDP. Same paper as above has relevant info, need to follow up this policy. Includes ponds, swales, and wetlands.	SuDs can be beneficial to biodiversity and also aid in aesthetic appeal of an area eg through ponds.	
5 - Consumption	5.1 Promote Refill Scheme	Continue promoting this both online and in partnered businesses / STC properties.	Low		N/A		Lifestyle change of reusing water bottle can lead to other positive changes being made.	Need to resend the scheme to businesses and print posters for this via the Town Team.
		Encourage more businesses to take part.	Low		N/A			

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							Lower landfill waste.	
	5.2 Plastic Free Pledge	Begin to re-promote this and aim to have more businesses sign up.	Low		N/A			Need to resend the scheme to businesses and print posters for this via the Town Team.
		Continue to campaign and support campaigns for reducing litter and encouraging more recycling such as CleanUp.	Low		N/A			
	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			
		Look into installing more water refill facilities in the town.	Low		TBA			
		Follow up progress on the Vine Gardens and Greatness Recreation Ground's external water refill facilities.	Low	Jun-22	N/A	Aim is to install prior to the National in Bloom competition in June.		

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	5.4 Enabling community initiatives for sustainable living	Support community initiatives for sustainable living, including Toy Library, Community Orchards, Community Cycle Workshops, Repair café, by promoting these online and in STC buildings.	Low					STC has provided grant to a new repair café.
		Develop initiatives for sustainable living. Work with SDC / KCC and Abacus to progress this provision.	Low		TBA			
	5.5 Zero Waste Shop	Research the viability of this – carry out a survey on potential interest and use.	Low		TBA			Had some responses from survey regarding this. Would not need a large number of volunteers. Abacus could help run it with their established system.
		Support the provision of a Scrapbox facility, working to reduce waste. Find out whether there is interest, and if an appropriate	Low		TBA			

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		building and volunteers can be found.						
		Following research, contact SDC / KCC and Abacus to try and progress a project if viable.	Low		N/A			
	5.6 Food Waste	Continue to operate and support the Foodsafe scheme. Include more information regarding this online.	Low		N/A		Alongside reduce landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	
		FoodLoop scheme – encourage local businesses to share and donate food with this scheme so it does not go to landfill.	Medium		N/A	Redistributes food so that it is less likely to go to landfill.	Alongside reduce landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	Provide details of this scheme on STC website.

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		Contact SDC / KCC regarding the introduction of food waste bins and collection in Sevenoaks. Food waste can be composted, turned into fertiliser, or used to produce electricity.	Medium		N/A	Preference for this over below due to fees.		Have contacted SDC. Awaiting response. Online states SDC does not have food collection, but offers discounted composters on the SDC website. This is only useful for those with gardens. They state the reason for this is to avoid sending diesel freighters across the district to collect food waste. Perhaps electric vehicles could be used instead?
		Support current schemes such as Cibus and encourage local businesses to sign up.	Medium		N/A	Cibus recycles foodwaste from homes and businesses for a fee.		
	5.7 Supporting Businesses	Coordinate and support businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, and carbon offsets.	Medium		N/A			

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		Signpost businesses to Growing Green Scheme	Medium		N/A	Growing Green Scheme can provide free Carbon footprint audit and Climate Action Plans for some types of business. Let them be aware of this.		
6 - Information and Access to Information	6.1 Signpost residents to existing schemes	Have all local schemes and information available online.	Low		N/A	To be updated as information becomes available. Need to produce list of all schemes and see what information there is currently available.		
		Signpost residents to schemes to reduce energy consumption at home, such as subsidised compost bins. Have this available online and in STC buildings.	Low		N/A			
	6.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events –	Contact individuals / organisations that run these events to see if they would be interested in	Low		N/A			

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	sewing / mending; repairs; plant based home cooking; gardening	running them in Sevenoaks.						
		Determine whether it would be possible to have these events take place in STC buildings such as the Bat & Ball centre, and provide information regarding other schemes at these events too.	Low		TBA			
		Continue offering support to a voluntary organisation operating a monthly repair café in St Luke's Church.	Low		N/A			Have sent survey respondents information on how to get involved with this.
	6.3 Information to enable residents to make practical changes	Develop information pack containing practical information on how to reduce energy consumption at home.	Low	May-22	N/A	In progress now, compiling resources to formulate info pack.		

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		Produce an information pack containing ways to lower carbon footprints, such as reduce, reuse, and recycle.	Low		N/A			
		Identify STC Green Initiatives and plans on its website, and on social media, as well as through traditional means of communication.	Low		N/A			
		Research and signpost residents to initiatives that provide cost effective solutions to improve energy use in their homes.	Medium	May-22	N/A	In progress now, compiling resources to formulate info pack.		
	6.4 Liaison	Continue and begin liaison with other statutory authorities, voluntary organisations, etc, to avoid duplication of resources.	Low		N/A			
		Contact Schools regarding green initiatives.	Low	Jun-22	N/A	Talk about this during the school traffic meeting to be held in June.		Need to send emails/invitations for this.

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		Contact community groups regarding green initiatives.	Low		N/A			
	6.5 Greening Sevenoaks Survey	Increase Greening Sevenoaks Survey distribution	Low		N/A	Has been redistributed to staff and Cllrs. Has been sent to residents associations and schools with limited success.		Only 84 responses so far. Target is 3000.

Local councils’ powers to address or reduce climate change: existing powers and future opportunities

As a contribution to NALC’s work on climate change, the following is a brief commentary on the powers which local councils possess to tackle climate change. Its purpose is encourage thinking within our sector: both about what local councils may do to make effective use of existing powers, and also to recommend changes to current laws and policies, for consideration and adoption as NALC policy.

From the list of powers that are available to local councils, in NALC’s publication ‘The Good Councillors Guide’

1) Allotments and markets: [Small Holdings and Allotments Act 1908, ss 23, 26 and 42] (Food Act 1984, s. 50)

- This allows the promotion of local produce and healthy eating

- This can help to reduce food-miles

- Allotments powers also enable the provision of communal food-growing sites and initiatives, run by associations and cooperatives.

2) Burials etc: [Open Spaces Act 1906, ss 9 & 10; Local Government Act 197, s.214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970 s.1]

- This can allow practices such as green burials, eco-friendly management etc

3) Commons, ponds, open spaces, recreation etc (Open Spaces Act 1906, s.15; Highways Act 1980, ss 47]

- Scope to practise good environmental management, accommodate recycling facilities etc on the council’s land

- Scope to plant trees on, and maintain, highway verges

4) Community centres and other public buildings (Local Government (Miscellaneous Provisions) Act 1970, s.19. (Local Government Act 1972, s. 133)

- Scope to embrace/include on-site green energy, energy-conservation, electric car charging-points etc

5) Community energy (s20 of the Climate Change and Sustainable Energy Act 2006)):

- Councils can encourage or promote the local production and use of renewable energy, and also energy conservation, subject to the section 137 of the LG Act 1972 annual spending limit

- However, restrictions currently on the ability to ‘sell’ the energy directly to local consumers.

- Also, the ‘s 137 expenditure limit’ is a severe constraint on making capital investments in energy schemes

STC Green Community Investment Plan – Progress Report.

6) Highways and sustainable transport (Highways Act, ss 43, 50, Parish Councils Act 1957, s.1; Local Government Rating Act, 1997, s.25, 28 & 29; Transport Act, 1985, s.106A)

- Scope to promote rights of way routes, walking and cycling
- Scope to use 'car park' powers, to provide useful facilities such as on-site electric vehicle-charging points
- Scope to make more use of powers to support community bus services, and to run or support car- sharing

7) Litter and environmental crime ([Litter Act 1983, ss 5.6, Cleaner Neighbourhoods and Environment Act, 2005])

- Scope to provide refuse and waste receptacles and publicity, including recycling
- Scope to discourage and prosecute littering and dumping
- Currently there is no specific power to promote or run waste-recycling or resource re-use activities

8) Neighbourhood planning [Localism Act, 2011; Neighbourhood Planning Act, 2017 and National Planning Policy Framework,)

- Scope to include environmentally-friendly planning policies re design, routes, landscaping etc
- There is a continuing need to ensure that Neighbourhood Plans have 'teeth', and that they can be more than just land-use allocation policies.

9) Newsletters and websites: (Local Government Act 1972, s.142)

- Scope to use to promote good environmental practices, resource-sharing etc

10) Community support and engagement (Local Government Act 1972 ss. 111, 140 etc)

- Scope to encourage and support volunteers and the wider community with grants, loans, insurance protection, publicity, surveys, good-practice advice etc

11) Tourism Local Government Act, 1972, s.144

- Scope to encourage and promote eco-tourism

12) General powers (Local Government Act 1972, s 137; Localism Act 2011, ss 1–8;)

- Scope to spend money and/or undertake work on a wide range of beneficial activities which are not prescribed in other legislation
- However, s 137 annual spending level is limited, and the General Power of Competence is exercisable by relatively few councils.

13) Subsidiary powers (LG Act 1972 s111):

- A very useful enabling power, for a council to do anything (that are not constrained by other legislation).which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

14) Permitted development rights (Town and Country Planning (General Permitted Development) (England) Order 2015, part 12):

- Councils may erect and operate, without the need to seek planning permission, a wide variety of small buildings, equipment and other structures on their land, for the purposes of any of their functions or public services. This can include a range of small 'green' developments

Recommendations for NALC policies and services:

- a) As part of its range of 'good-practice' publications, NALC is recommended to produce one or a number of Climate Change related material, which includes 'legal advice' on the creative use of the powers already available to local councils, as summarised in this document
- b) Local councils should be given a direct power to undertake tree planting and other eco-friendly activities on a much wider range of land, beyond just their own recreational spaces and highway verges.
- c) The 'section 137' expenditure limit on community energy facilities and activities should be removed
- d) Local councils should be given the power to promote and operate facilities and services to recycle waste and re-use resources.
- e) The role and effectiveness of neighbourhood plans in relation to Climate Change should be protected and given more weight in decision-making.
- f) Local councils should be given a power to promote and run facilities for their local community which make effective use of ICT (Information and Communications Technology), such as community broadband systems.

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E-Vehicle charging at Bat & Ball Centre

A BP Pulse e-vehicle charging point with 2 sockets has been installed in the Bat & Ball Centre car park and has been in use since September 2021.

Members of the public pay BP to use the charging point.

We receive monthly reports from BP pulse detailing the energy consumption for the charging point.

We invoice BP Pulse quarterly for the energy used at the kWh rate paid to our electricity supplier.

The total amount we invoiced to March 2022 was £278.

The below table shows the e-vehicle charging point use to date:

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Users (Tag IDs)	4	4	5	3	5	2	8	3
Total charges	4	7	17	6	9	3	11	7
Total kWh used	83.7	170.5	218.4	162.9	91.9	17.9	74.3	70.4

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Public Realm Project – Wayfinding Project

The Public Realm Project is being coordinated by Mike Reid the Town Team Facilitator as a joint venture between KCC, SDC, STC and the Town Team. The Project Team consists of Cllr Richard Streatfeild, Cllr Peter Fleming, Cllr Claire Shea and Cllr Andrew Eyre, supported by Linda Larter and Mike Reid.

The Public Realm Project has the following main aims:

- Audit the current public realm in Sevenoaks and its condition
- Coordinate improvements
- Seek funding to progress improvements

Sevenoaks Town Council have set aside £50,000 towards the Project. Please see below for details of income and expenditure to date, agreed to date.

Income		Expenditure	
KCC Member Grant	£1,848	Public Realm Audit	£800
Welcome Back Fund – Town Trail	£2,499	Town Trail App	£2,499
Welcome Back Fund – Wayfinding Survey	£2,300	Wayfinding Survey	£4,550
STC (CIL)	£50,000	Cleaning Street Furniture	£348
		Painting (blue town centre) lampposts	£5,000
		Wayfinding – Design & Development	£7,800
Total	£56,647		£20,997

The most ambitious of the Public Realm Project is to introduce a Wayfinding Scheme for the town – see details of initial survey attached.

The Finance & General Purposes Committee held on 6th June 2022 agreed for the Public Realm Project Team to move to the next stage of the project which is **Design Development**. Whereas the Wayfinding Strategy package identifies a family of signs; this package of work puts shape and form to the signs. This would consider processes, materials, and finishes, bespoke and off the shelf products, typography, mapping, information sorting and hierarchies, use of zoning, colour coding and other devices. Also consider ergonomics, accessibility issues, ease of updating and maintenance. Develop concept options with budget costs and develop the selected design to 'design intent' stage. Following approval, it would incorporate any feedback into a final design document.

This stage would enable tenders to be obtained and further funding including seeking external funding to be considered. Also stages of implementation if appropriate.

It was noted where possible to include within signage, schools, sports facilities and be aware of disability needs.

Documents have previously been circulated to Town Councillors indicating outline proposals for signage routes etc.

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Greatness Football Pavilion

On 28th April 2022 the Town Clerk was requested to meet with representatives of Sevenoaks Town Football Club (STFC) and representatives of the Football Foundation to discuss the proposals for the new Greatness Football Pavilion, noting that STFC had recently been successful in obtaining Planning Permission. Below is a precis of the notes of the meeting.

Ref	Information	Action
2	<p>STC no problems with the building and supportive of project within overall Northern Masterplan project.</p> <p>Noted some landlord details to discuss:</p> <ul style="list-style-type: none"> • Skateboard Park • Play Area • Pathways • Car park • Current pavilion • Residents wishes 	PL and LL to arrange separate meeting.
3	<p>Pre-Development</p> <p>Planning Permission approved</p> <p>Bore hole test results due soon</p> <p>STFC canvassing members for financial support</p>	
4	<p>Football Foundation (FF)</p> <p>Supportive of STFC and its aspirations</p> <p>Reviewed plan and confirmed meets FF requirements</p> <p>STFC are considered by FF at 'Step 4 survival'</p> <p>Procurement & VAT process needed to meet FF criteria</p> <p>Ideally via STC as Freeholder of land and then 21-year minimum lease to STFC</p> <p>Legal security on Title would be required.</p> <p>STC in order to be able to reclaim VAT would need to be owner of facility, there may also be 'Option to Tax' requirements.</p> <p>STC would need to use Government 'Contract Finder' for procurement.</p> <p>There is no requirement to choose certain contractors.</p>	<p>Legal requirements to be forwarded to STC asap to be reviewed.</p> <p>STC to seek advice from HMRC.</p>

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	<p>FF would be happier with Contract Finder being used demonstrating Best Practice.</p> <p>FF would expect a joint Funding Application from STFC and STC</p> <p>Construction of Building Collateral Warranties may be required for professional services engaged to date by STFC FF would expect STC to have a Project Manager – noted LL has Project Managed other Capital Projects and have an Employers Agent to review professional aspects of construction.</p> <p>FF has Panel Dates four times per year to consider grant applications.</p>									
5	<p>Football Stadium Fund</p> <p>It was expected that there should be approximate £150k funding from Football Stadium Fund which would be considered as ‘Partnership Funding’ towards the project.</p>									
6	<p>Application Process</p> <p>STC needed to review information and agree to FF process – July 2022 BID Consultant to be appointed – STFC to fund anticipated to cost approx. £10k</p> <p>Within application consider additional benefits to the community e.g. use of facility by young people – gym once a week? Community identified needs</p>	<p>LL to process with STC FF to forward details of Bid Consultants STFC and STC to review</p> <p>Discussion to take place with BID Consultant around these matters</p>								
7	<p>SDC CIL Bid</p> <p>STFC & SDC to research potential for CIL Bid</p>	<p>PL & LL to liaise</p>								
8	<p><u>Outline Draft Budget</u></p> <table><tr><td>Construction Costs</td><td>£1,200,000</td></tr><tr><td>Professional Fees Development</td><td>£110,000</td></tr><tr><td>Professional Fees Construction</td><td>£120,000</td></tr><tr><td>Total</td><td>£1,430,000</td></tr></table>	Construction Costs	£1,200,000	Professional Fees Development	£110,000	Professional Fees Construction	£120,000	Total	£1,430,000	
Construction Costs	£1,200,000									
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	<u>Funding</u> Football Stadium Fund £150,000 Professional Fees Development (STFC match funding) £110,000 FF 60% Grant?? £858,000 Sub Total <u>£1,118,000</u> Additional Funding required £312,000	
9	Aim to submit FF Funding Grant Application January 2023 Aim to start construction May 2023	

Summary

- i) The progression of the application to the Football Foundation will require considerable time commitment on behalf of both STFC & STC.
- ii) The facility will be ultimately owned by STC to protect the Football Foundation's investment of public funds. The facility would then be leased to STFC on a peppercorn rent as part of the funding agreement.
- iii) STC will need professional advice relating to the Football Foundation's legal requirements and VAT implications.
- iv) STC will need to consider its cash flow in relation to the project as funding from the Football Foundation would be retrospective.

RECOMMENDATION: Subject to the points raised in the report, Sevenoaks Town Council works with STFC to progress a Football Foundation funding application.

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Stag Rent Review

Sevenoaks Town Council holds a lease with Sevenoaks District Council for the Stag which does not expire until 2035.

A second rent review was due in January 2021, but Sevenoaks District Council did not elect to exercise any reviews during the pandemic that affected local businesses who had to close, such as the theatre.

The third rent review will be in 2026.