

15th March 2022

You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 21st March 2022**, at the **conclusion of the Planning Committee commencing at 7pm**. 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/uOKWCtcX6gU> 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 Council Meeting 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.

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence. —

2 REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011). —

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- | | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 3 | <p><u>DECLARATIONS OF INTEREST</u>
To receive any declarations of interest from members in respect of any items of business included in this report.</p> | – |
| 4 | <p><u>MINUTES OF PREVIOUS MEETING</u>
To receive, adopt and sign the Minutes of the meeting of the Sevenoaks Town Council held on 28th February 2022 as a true record.</p> | Attached |
| 5 | <p><u>DEED OF VARIATION, THE LODGE</u>
In accordance with Standing Order 24, to agree the signing and sealing of the Deed of Variation, relating to improvements to the building erroneously left off original conveyance.</p> | Available to Councillors on request |
| 6 | <p>To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.</p> | – |
| 7 | <p><u>BAT & BALL CENTRE FLOORING.</u>
To consider offer received from KCC</p> | Circulated separately |

Minutes of the Town Council Meeting held on 28th February 2022
Council Chambers, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

Livestreamed on YouTube <https://youtu.be/fO9XDBnny2g>

Meeting Commenced: 8.34 p.m.

Meeting Concluded: 9.13 p.m.

Cllr Keith Bonin	Present		Cllr Nicholas Busvine	Present
Cllr Sue Camp	Present		Cllr Dr Merilyn Canet, Mayor	Present
Cllr Tony Clayton	Present		Cllr Andrew Eyre	Apologies
Cllr Victoria Granville- Baxter	Present		Cllr Roderick Hogarth	Present
Cllr Lise Michaelides	Apologies		Cllr Tom Morris Brown	Absent
Cllr Rachel Parry, Deputy Mayor	Present		Cllr Richard Parry	Present
Cllr Robert Piper	Apologies		Cllr Simon Raikes	Present
Cllr Claire Shea	Present			

In Attendance: Town Clerk, Responsible Finance Officer via Zoom, Planning Committee Clerk, KCC Cllr Streatfeild.

Present: 2 members of the public

Representations received from Members of the Public

Kent County Councillor Richard Streatfeild addressed the meeting regarding the following matters:

- Budgeting for the next financial year
- Increased strain on Health and Social Care Services
- Significant funding deficit for education and Special Educational Needs and Disability
- Causes contributed to by the KCC Members Covid Recovery Grant Money
- KCC Cllr Streatfeild's intentions for the remainder of the 2021/2022 Members Fund Grant to go towards funding 20mph zones and small projects.

553 Apologies for Absence as shown above.

554 Requests for Dispensations: none received.

555 Declarations of Interest: none received.

556 Notes of the advisory meeting of Sevenoaks Town Council held on 17th January 2022

RESOLVED: to accept and sign the Notes of the advisory meeting of Sevenoaks Town Council held on 17th January 2022 as a true record.

557 Minutes of Committees

Council was asked to consider and adopt the Notes and Minutes of Committees as follows:

557.1 Planning Committee

RESOLVED: To receive and adopt the Notes of the Report to Planning Committee held on 10th January 2022 and the Minutes of the meetings of the Planning Committee held on 24th January 2022, 7th February 2022 and 21 February 2022 as true records.

557.2 Youth Services Committee

RESOLVED: To receive and adopt the Notes of the advisory meeting of the Youth Services Committee held on 12th January 2022 as a true record.

557.3 Finance & General Purposes Committee

RESOLVED: To receive and adopt the Notes of the advisory meeting of the Finance & General Purposes Committee held on 17th January 2022 as a true record.

557.4 Community Infrastructure Committee

RESOLVED: To receive and adopt the Minutes of the meeting of the Community Infrastructure Committee held on 31st January 2022 as a true record.

The Town Clerk reported that the Town Council had received an additional award in the Loo of the Year Award – “Premier League Local Authority”

557.5 Open Spaces & Leisure Committee

RESOLVED: To receive and adopt the Minutes of the meeting of the Community Infrastructure Committee held on 14th February 2022 as a true record.

558 Meeting Schedule 2022/2023

RESOLVED: To receive and note the draft Meeting Schedule for 2022/2023.

559 Sevenoaks Town Council’s Green Community Investment Plan

RESOLVED: To receive and adopt the Notes of the meeting of the Councillors held on 12th February 2022, and the responses from the general public including school children.

It was also **RESOLVED:** To adopt the revised Green Community Investment Plan 2021 (as per Appendix).

560 Mayors Engagements

RESOLVED: To note and accept the reports relating to Mayoral activities:

- a) the functions attended by the Mayor or her representative during January and February 2022.

- b) the forthcoming Civic Events being organised by the Mayor during 2022.

- c) Cllr Granville-Baxter and Cllr Hogarth were congratulated and thanked for their help with planning the Pancake Race held on 27th February 2022.

561 Press Release

RESOLVED to issue a press release announcing:

- i) The adoption of the revised Green Community Investment Plan
- ii) The Town Council’s achievement of winning the “Loo of the Year” Award, and its placement in the Top 10 Local Authority toilet providers.
- iii) The success of the Pancake Race held on 27th February 2022, to be accompanied with pictures taken of the event.

562 Bat & Ball Centre Flooring

RESOLVED: to exclude the public and press for the following item by reason of the confidential nature of the business.

It was also **RESOLVED** that additional advice and discussions be sought and the matter be revisited by full Council at a later date.

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated

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Sevenoaks
TOWN council

Green Community Investment Plan 2021

Extension to Community Investment Plan 2019 – 2023

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Green Community Investment Plan 2021

Extension to Community Investment Plan 2019 – 2023

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Green Community Investment Plan 2021

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1. Summary

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

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

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

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

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

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

Sevenoaks	
20.1t CO₂e* per-household consumption footprint (p.a.)	
EMISSIONS BREAKDOWN (t CO₂e)	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36
Travel	4.02
Waste	0.03

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

For further information see the Impact calculator developed by Exeter University
<https://impact-tool.org.uk>

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

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

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

2. STC Community Investment Plan 2019 - 2023

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

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

3. Theme 1 - Buildings

3.1 Sevenoaks Town Council's buildings and assets

STC when constructing new buildings will aim for them to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.



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

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



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

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

3.2. Draft Sevenoaks Neighbourhood Development Plan

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

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

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

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

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Improve access to, and better connect, the town's open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town's thriving cultural scene.

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

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

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

3.3. Energy Audits for Buildings

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

4. Theme 2 – Transport & Movement

4.1 Reducing cars / traffic particularly in relation to school traffic

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

4.2. Cycle Racks

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

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



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

It is noted that there may be a need for different parking facilities for electric bikes and this will be considered for STC land, in planning recommendations and liaison with other organisations.

4.3 Increase safety for pedestrians and cyclists

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

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

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

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

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

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

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

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

One of STC's priorities is to obtain external funds for a pilot scheme to have an electric bus for the No. 8 bus. It would also work with the local bus companies to obtain external funding for electric buses. STC's funds come from the domestic rate payers, and it is unlikely to be able to fund bus companies.

4.6. Electric Vehicles & Charging Points

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

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

STC will recommend and encourage additional vehicle charging points within new developments (current planning policy) and work with SDC & KCC on provision of these throughout the town.



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- 4.7. Car Club and Car Sharing
A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.
- 4.8. Create liaison between individual schools' safety and travel schemes to reduce overall town congestion
STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.
- 4.9. Programme of installing QR codes on signposts identifying walking and cycling routes
STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.
- 4.10. Continue to support Cycling Strategy for Sevenoaks
STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.
- 4.11. Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station
Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London, commuting locally to schools and for shopping and leisure. STC want to continue to investigate the feasibility of this and will be obtain costs for a professional Feasibility Study.
- STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP and also liaise with Dunton Green Parish Council.
- 4.12. Encourage cycle path across Knole Estate
STC to liaise with and encourage Knole Estates to create a leisure cycle path across its land, alongside the existing path/route from the main entrance gate to the rear gate at the junction of St Julian Road and Fawke Wood Road.
- 4.13. Draft Sevenoaks Neighbourhood Development Plan
Objective 6: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.
Objective 7: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

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5 Theme 3 – Making Sevenoaks Greener

5.1 Trees (Noting: Right Tree – Right Place)

A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.

STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

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

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

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

5.2. Adopt a Tree

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

Why Adopt a Tree?

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

Where can the trees be planted?

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

Can I plant the tree myself?

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

The Choice of Tree

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

The Cost

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can

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attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

Planting

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

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

5.3 Link Sevenoaks open spaces together with ‘green routes’

Via its NDP proposals STC will improve access to, and better connect, the town’s open spaces

5.4 Give it a Grow project

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



5.5. Sevenoaks in Bloom and STC Planting



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

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

5.6 Sustainable boundaries

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

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

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- 1m boundary distance

5.7 Streetlighting to LED provision

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

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

Christmas Lights will also be planned to move to LED.

5.8 Acquisition of Land

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

5.9. Draft Sevenoaks Neighbourhood Development Plan

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

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

5.10 Sevenoaks Town Council’s Biodiversity Policy

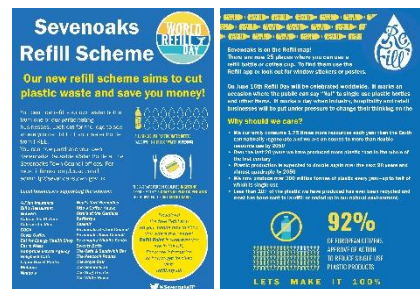
STC has a Biodiversity Policy which can be viewed at www.sevenoakstown.gov.uk or upon request and will be reviewed against best practice at regular intervals.

6 Theme 4 - Consumption

6.1 Promote Refill Scheme

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

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



6.2. Sevenoaks Plastic Free Pledge

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



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organisations to find alternatives to single use plastic when using Town Council venues.

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

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

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

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

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

6.3. Installation of drinking fountains

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

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

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

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

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

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

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

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

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6.6. Food Waste

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

6.7. Supporting Businesses

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

7. Theme 5 – Information & Access to Information

7.1 Signpost residents to existing schemes e.g., compost provision, energy audits

Bearing in mind that *“Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, The Sustainable(ish) Living Guide).* STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.

7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening

STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle.

It is understood that a voluntary organisation will be operating a monthly Repair Café in St Luke's Church, STC has offered support with this.

7.3. Information to enable residents to make practical and changes

STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

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

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to

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use ‘smart phones’, ‘apps’ and the ‘wider internet’ and will bear in mind methods of communication to avoid where possible ‘digital exclusion’.

7.4. Liaison

STC will liaise with other statutory authorities, voluntary organisations, churches etc to avoid duplication of resources.

8. Implementation

8.1. Produce Green Community Investment Plan and publicise widely

STC to create a ‘Green’ Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan.

The ‘Green’ Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.

8.2. Create STC Green Grant Fund for voluntary organisations

STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

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

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

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

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

8.5. Review STC Planning Committee Recommendations policy

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

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

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8.6 Agree procedure for appropriate Land Acquisition

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

8.7. Involve the next generation

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

- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
- Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.
- Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.
- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

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

8.8. Priorities

STC has agreed that in addition to Sevenoaks Town Council's current Priorities as Resolved by Council and actions which were currently in progress the following would be Recommended to Council to be considered as Priorities. Those items marked with an asterisk are subject to verifying with Sevenoaks District Council its progress on the topics to avoid a duplicate of use of resources.

1. Seek quotes for a Pedestrian Audit*
2. Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes*
3. Progress with development of Car Club*
4. Continue with Tree Planting
5. Progress with providing information to residents and businesses*

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6. Create the School’s Green Liaison Group

9. Where does the money come from?

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

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

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

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

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

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

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

The Town Council and its Committees meet most weeks, and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from

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the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoakstown.gov.uk

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

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

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

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

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

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

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

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

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

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

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

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Projects not included in 2014 original Community Investment Plan

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

2019 Community Investment Plan

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

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