

18<sup>th</sup> October 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 24<sup>th</sup> October 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/PJSNBkP47Rs> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

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



Town Clerk

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

**Committee Members:**

Cllr 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.	<b>APOLOGIES FOR ABSENCE</b> To receive and note apologies for absence.	-
2.	<b>REQUESTS FOR DISPENSATIONS</b> 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 13<sup>th</sup> JUNE 2022</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 13 <sup>th</sup> June 2022.	Attached
5.	<u>COMMUNITY INVESTMENT PROJECTS CASH FLOW</u> To consider the Cash Flow.	Attached
6.	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u>	Attached
7.	<u>COMMUNITY INVESTMENT PLAN PROJECTS</u> To consider the updates on the following:  i. Electric No.8 Bus  ii. Bat & Ball Station (Action Plan Monthly Report for September 2022 attached)  iii. Green Community Investment Plan (Action Plan Monthly Report for September 2022 attached)	Verbal report  Attached  Attached
8.	<u>MINUTES OF THE BAT &amp; BALL USERS GROUP MEETING HELD ON 19<sup>TH</sup> OCTOBER 2022</u>	To Follow
9.	<u>PROVISION OF DRINKING WATER FOUNTAINS</u>	Attached
10.	<u>OTFORD PARISH COUNCIL (OPC) AND SEVENOAKS TOWN COUNCIL ACTIVE TRAVEL COLLABORATION</u> 1) To receive notice that STC is considering collaborating with OPC in order to investigate deliverability of a cycling route between Otford and Sevenoaks. 2) To note that STC received copy of OPC's feasibility study for this which was produced in 2017, but that a quote for its update has not been supplied. 3) To note that a second meeting has been scheduled between OPC and STC for 24 <sup>th</sup> October 2022 to further discuss how the councils may work together, and to set expectations. An update on the outcome of this meeting will be reported to the Planning Committee on 31 <sup>st</sup> October 2022.	Verbal report
11.	<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**  
**13<sup>th</sup> June 2022**

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

**Meeting Concluded:** 8.14 pm.

Cllr C Shea, <b>Chairman</b>	Present	Cllr A Clayton	Present
Cllr R J Parry, <b>Vice-Chairman</b>	Present	Cllr R Hogarth (from 7.11pm)	Present
Cllr N Busvine	Present	Cllr Mrs R Parry, Mayor (ex officio)	Present
Cllr S Camp	Apologies		

**In Attendance:** Cllr Eyre, Town Clerk, Senior Committee Clerk, Planning Committee Clerk

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

**144 Apologies for Absence**

Apologies for absence were received and noted as shown above.

**145 Requests for Dispensations**

There were no requests for dispensations.

**146 Declaration of Interests**

Cllr Andrew Eyre declared an interest in Agenda Item 11, Stag Rent Review, and took no part in discussion thereon.

**147 Minutes of the Meeting held on 31<sup>st</sup> January 2022**

The Minutes of the meeting of the Community Infrastructure Committee held on 31<sup>st</sup> January 2022 were received and agreed as a true record.

**148. Community Investment Projects Cash Flows**

The Committee received and noted the Community Investment Projects Cash Flows Summary to March 2022 Year End.

It was noted that the total unallocated Capital Receipts Reserve was £413,831.

**149. Funding of Sevenoaks Town Council's Proposed Speed Indicator Device**

The Committee noted the cost of £8065.48 for the purchase and initial installation of a Mini SID (Speed Indicator Device) to be moved between three duo-directional sites in Sevenoaks Town. Kent Highways was in the process of submitting a partial funding request on behalf of the Town Council to the KCC Members Fund. The local member, Cllr Richard Streatfeild, had confirmed he was willing to support a bid for approximately 50% of the cost, which amounted to £4,000. The Planning Committee had recommended to this Committee that the additional funding be allocated from Community Infrastructure Levy (CIL) income.

**RESOLVED:** That funding between £4065.48 and £8065.48 be allocated for the purchase and initial installation of the Mini Speed Indicator Device from CIL income, amount to be determined by the outcome of the partial funding bid to the KCC Members Fund.

#### **150. Community Investment Plan Projects**

It was noted that the following projects had been completed:

- Bat & Ball Centre
- Multi Use Games Area
- Sevenoaks Business Hub
- Stag Community Arts centre Capital Improvements
- Darent Valley Community Rail Partnership

##### **150.1 Bat & Ball Station Activity Plan**

It was noted that the new part time Heritage Engagement Officer had reviewed the previous HLF Activity Plan, removed the aspects that had been completed, and resurrected those which had successfully worked with the overall aim of recruiting volunteers and improving number of hirers and visitors to the station, post Covid. The officer would be producing a monthly report. The May report was considered with the following feedback:

- The process of applying for the removal of the planning permission condition for no amplified music was being progressed. This involved the commissioning of an acoustic survey at a cost of £1,280.
- It was noted that the website had been updated. There were concerns by Cllr Parry that it seemed slow. It was noted that volunteers were being recruited however could be further down the home page to make first viewing more attractive.
- It was noted that there was a typo error in relation to Silver Sunday, 'cage' instead of 'café'
- It was noted that the café was promoting plant-based foods (vegan) as per STC's Green Community Investment Plan.

**RESOLVED:** To receive and note the report.

##### **150.2 Electric No.8 Bus**

Noted that the Town Clerk would look at the new funding bid process for CIL.

##### **150.3 Knole Paddock 3G Pitch**

Noted that, subsequent to the refusal of planning permission (and loss of the planning appeal) for this project, some of the funds had been allocated to upgrading the lighting and drainage at Knole Paddock.

##### **150.4 Green Community Investment Plan**

The Town Council appointed a part time Climate Change Project Officer to action the Green Community Investment Plan. A copy of the officer's monthly report was circulated with the agenda, a copy had also been reviewed by the Finance & General Purposes Committee. The following feedback was provided:

- The Energy Auditor for the Town Council buildings had been appointed
- The Town Council to undertake research relating to the options for 'on street electric vehicle charging' considering information from NALC, KALC and other parishes
- To not install electric charging points for cycles, but to invest in robust cycle stands suitable for electric bikes
- Encourage partner organisations to help to obtain replies to the Town Council's Green Survey to provide a 'baseline' of current green activities in Sevenoaks
- SCAN – Climate Fair proposal. In principle to support the proposal however to enquire of SCAN how they would be involved in the practical delivery of the project

**RESOLVED:** To receive and note the report

**151. E-Vehicle Charging at Bat & Ball Centre**

The Committee received and noted the report detailing the use of the BP Pulse e-charging point at the Bat & Ball Centre.

**RESOLVED:** To receive and note the report

**152. Public Realm Project, Wayfinding**

The Committee received and noted details of the income and expenditure of the Public Realm Project to date, together with the resolution of the Finance & General Purposes Committee that £7,800 of the Public Realm budget be used for the Design Development of the Wayfinding project.

**RESOLVED:** To receive and note the report.

**153. Greatness Pavilion**

Consideration was given to the proposals for the new Greatness Football Pavilion. It was noted that Sevenoaks Town Football Club (STFC) had recently been successful in obtaining planning permission.

The Town Clerk and representatives of STFC had met with representatives of the Football Foundation to discuss the proposals and funding application requirements; the Committee noted the summary of that discussion.

It was noted that the Football Foundation would like the Town Council to be the official investment body, that the asset would be owned by the Town Council and leased to the Football Club at a peppercorn rent. The Football Foundation would expect a joint application from STFC and the Town Council. It was proposed that the Town Clerk would manage the development on behalf of Sevenoaks Town Council.

Consideration was given in particular to the following:

- i) The progression of the application to the Football Foundation would require considerable resource and time commitment on behalf of both the Town Council and STFC.
- ii) The facility would be ultimately owned by the Town Council 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) The Town Council would need professional advice relating to the Football Foundation’s legal requirements and VAT implications.
- iv) The Town Council would need to consider its cash flow in relation to the project as funding from the Football Foundation would be retrospective.

**RESOLVED:** That subject to the points raised in the report, Sevenoaks Town Council work with STFC to progress a Football Foundation funding application.

**154 Stag Rent Review**

It was noted that the Sevenoaks Town Council lease with Sevenoaks District Council for the Stag does not expire until 2035. A second rent review had been 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 would be in 2026.

**RESOLVED:** To receive and note the report.

**155 Community Infrastructure Levy (CIL)**

The Committee noted the allocation of CIL funding as set out below:

Unallocated Funds F&GP 11.4.2022	£64,260.21
SIDs	£4,065.48
Picnic Tables Greatness Rec & Vine	£3,864.00
New Balance	£56,330.73

**RESOLVED:** That Community Infrastructure Levy Report, and the unallocated balance of £56,330.73 be noted.

**156. Press Release: None**

There being no further business the Chairman closed the meeting.

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

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

<b>Oct 2022 CIC (September YTD) update</b>			
<b>Sept 2022 YTD</b>	<b>2022/23 Remaining</b>	<b>2022/23 Total</b>	<b>Notes</b>
<u>Bat &amp; Ball , Ancillary ram, bike stores etc</u>	( 61,919)	( 61,919)	Oxford steps & Cycle racks budget, of which £42K is CIL funded, to be spent by July 2023
<u>Bat &amp; Ball Centre</u>	( 1,650)	( 36,605)	( 38,255) To consider whether further capital spend is needed
<u>Business Hub</u>	( 6,948)	( 0)	( 6,948) Retention payment now paid
<u>Other Community Investment Plan projects</u>			
NDP & Northern Masterplan	( 10,613)	( 10,000)	( 20,613) Remaining £10K relates to print costs, covered by grant received
Sports Strategy-Rugby	( 34,925)	( 2,085)	( 37,010) Planning issues. £30K allocated to upgrade sports pitch. £1990 Drainage investigation carried out in 2021/22. Further £9K allocated from CIL
Mini SID device		( 8,065)	( 8,065) £4K to be funded from KCC, balance from CIL
<u>Other Capital spend</u>			
Play areas (Julians Way & Hillingdon Rise)	( 87,856)	( 417)	( 88,273) £80K Enover grant received
Cemetery (Intruder alarm)	( 2,460)		( 2,460)
<b>Total Expenditure</b>	<b>( 144,452)</b>	<b>( 119,092)</b>	<b>( 263,544)</b>
<b>CIL reserves to be released</b>			
Business Hub CIL for drainage & UKPN upgrade			
Bat & Ball ancillaries		42,637	42,637
Sports field drainage		9,000	9,000
Mini SID device		4,065	4,065
<b>Other funding towards Capital projects:</b>			
<b>KCC funding towards mini SID</b>		4,000	4,000
<b>Play areas grant</b>	40,000	40,000	80,000
<b>NDP printing grant</b>	10,000		10,000
<b>Net funding required from CRR (after CIL &amp; grants)</b>			<b>( 113,842)</b>
<b>Capital Receipts Reserve (CRR) opening balance 1/4/22</b>			509,432
Agreed further use of CRR (F&GP 200720):			
St John's toilets improvements			( 2,391)
<b>Remaining Unallocated CRR (After agreed further use &amp; net project funding required)</b>			<b>393,199</b>
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 - 24<sup>th</sup> October 2022**

**Community Infrastructure Levy (CIL) Report**

Sevenoaks Town Council receives an allocation of 25% of CIL twice a year in October and April.

Currently the record of the receipt due in October 2022 is £47,517.24. The current record of receipt for April 2024 is £560.79, this will undoubtedly increase.

The total unallocated sum to be used for infrastructure projects as at the June meeting was £56,330.73.

Unallocated Funds CIC 13.6.2022	£56,330.73
Christmas Lights Upgrade - <b>Cttee to approve</b>	£5,500.00
Drinking Fountains - <b>Cttee to approve</b>	£6,000.00
Stag Solar Panels	£19,400.00
St Nicholas Church – Quinquennial Report – <b>Cttee to approve</b>	£4,000.00
Sub Total	£21,430.73
Add October 2022 payment	£47,517.24
<b>New Balance</b>	<b>£68,947.97</b>

**RECOMMENDED:** That the Committee formally approve the CIL expenditure for necessary Christmas Lights upgrade, installation of two drinking fountains and repair works identified in St Nicholas' Church Quinquennial report, which were the responsibility of the Town Council.

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Progress Report: 05/10/2022

Monthly Summary

Website

- Update: Currently working on Graphic Design Banner from STC Social Media and Event Officer, to be at the header of the main front page.
  - Researching in animator to have a steam train running through the logo.
  - Notified Vision ICT about slow website- they are looking into it.
  - Continuing looking into graphic design to make website more visually appealing.
  - Working with Vision ICT to make the website more themed when events are on e.g. Heritage Open Day- the station logo has been altered to accommodate the Heritage Open Day Pink Banner (provided by Heritage Open Day Event organisers). Completed (might need to refresh or wipe cookies from browser).
1. Social media; Continuing to post and re-share posts regularly on both Twitter and Facebook for Station. Tomasz has own Café at the Station Instagram which he runs himself.
    - It has shown that we get more interactions when the post are more personable; tailoring each post to be more personable and interactive with the community i.e. putting a face to the name Bat & Ball Station.
  2. Workshops; Arts & Crafts Workshops; 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> August 10-3pm for 3-11yrs. STC Youth Council Officer.

Went down very well with over 80+ children over all three weeks, with many families coming back and asking for more workshops. 1<sup>st</sup> and 3<sup>rd</sup> dates were most popular, however the 12<sup>th</sup> August workshop was more quiet which is believed to be due to the extreme heat wave. The public and attendees wanted more workshops like this and events for the future at the station. The café also worked very well, with attendees from the workshop purchasing food and drinks.

    - Arts & Crafts education for online; currently processing videos and tutorials to design create and make at home train station themed; Free pintables will be provided as well.
    - Made a Bat & Ball Station Post box to post Victorian post cards; it will also be used on Heritage Open Day, Christmas, and other events.
  3. Volunteering;
    - First Volunteer has been signed up. Volunteer was going to work Heritage Open Day however this event has now been cancelled. Volunteer is keen to work for Halloween event and Christmas events.
    - Imago confirmed event for Volunteer Fair at the Stag October 20<sup>th</sup>. Social media posts have begun. Forget-me-not café advertising will be used at the Fair including volunteer sign up. Friends of Bat and Ball leaflet will be shown to.
    - Social Media posts have been designed and rolled out via Twitter and Facebook. These have had good publicity and well received. More volunteer adverts are being designed.
    - Oral History volunteer has been disused due to merging with Historic Volunteer role.
  4. Railway Children Charity Event; Sound acoustic conducted assessment, completed. Sent off planning application 15/09/2022.
  5. Restoration Celebration: Spoken with a member of the camera club, however he is too busy this year to run the event. Next year might be more flexible.
  6. Halloween Event; Halloween workshop event is going ahead, currently in planning.

- Enquired into various Slime workshops; Creation Station have come back with Proposal for workshop inc. slime making, headdress making, play dough monster making, and making a length of bat bunting= total £800. Researched into various paper craft activities, and sources simple designs for lanterns making and costume accessories making. Agreed to continue with this. Meeting Slime workshop Director Wednesday 6<sup>th</sup> for site visit.
- Director of Wealden Properties has agreed sponsorship for trail in St Johns high street and is very enthusiastic about the idea. List of tenants have been sourced by Wealden Properties. Waiting for final list of tenants
- Spade works are to supply pumpkins. Spoken with head gardener and has sent over pricing sheet for gourds/ pumpkins. Once pricing has been summarized> agreed by Wealden Properties. Poster has been designed. Trail map will be made by STC Social Media and Events Officer once tenants has been confirmed.
- Poster has been designed.
- 7. Silver Sunday- Pippa's Yoga Sevenoaks to run yoga workshop alongside a small tasting menu from Supper Club. Sent off activities plan to Sevenoaks District council who are organising a collection of events for publicity.  
Awaiting menu from Supper Club.
- 8. Environmental Day- Spoken STC 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.  
STC Climate Officer has also enquired about getting a bee speaker in for Bat & Ball Community Centre. Could produce a B&B Station workshop for children alongside the event; e.g. making bird feeders or solitary bee houses. Awaiting dates from STC Climate Project Officer.
- SDC DVCRP money set aside for environmental impact. Looking into ways to utilise this.
- 9. Heritage Open Day- **Cancelled** due to the Queens Death.
- Event Plan has been formed.
- Drewitts Victorian Horse drawn Fire Engine were too expensive for event. Sponsorship for next years event will be looked into and expanding the event to other Heritage Sites.
- Station volunteer has been asked if she would like to volunteer for the event- confirmed.
- Finally meeting with event organisers has been completed. Event plan has been formed and sent out.
- Event timetable for the day has been sent out to event participants.
- Station café will be open for the event day.
- Cancellation Plan completed: Notification to all attendees, volunteers, Station café staff and public, updated social media, posters and banners taken down from public sights, HOD website updates, updated HOD event plan, and other social outlets for publicity have been notified.
- 10. CRP: DVCRP Rail Officer is currently discussing dates for Autumn Art Exhibition; date postponed until November. Loaning posters from National Rail Museum and Transport for London Museum, T&C need to be assessed prior curation design. Proposed to hire display panels for the posters, however DVCRP Rail Officer has mentioned an old Taxi Office at SDC which will be useful for storage if looking to purchase portable white exhibition walls.
- Posters for Sale; selling very well- need to asses cafe selling point of view. Cards with graphic print of posters have been mocked up by Stuart Hillcock, finalizing with DVCRP Rail Officer, to be sold within Bat & Ball Station Café.
- Contrado merchandise platform to be set up by DVCRP Rail Officer for DVCRP merchandise including station posters.

- Station Mural; Application currently being completed. Meeting with Heritage Engagement Officer and STC Town Clerk to discuss potential artists 16/09/2022. Community survey is needed. Local highways also need to be contacts to assess road closure and/or safety. Heritage Engagement Officer to choose muralist>conduct community survey with design drawing.
- 19<sup>th</sup> November Otford Christmas Market- elves going to be deposited at station to encourage travel.
- 11. Forget-me-not café
  - Meeting on 28th September with Manager from The Good Care Group, SDC Health & Communities Manager, and STC Town Clerk. Confirmed and went well- agreed with The Good Care Group to join Forget-me-not café's in Sevenoaks> in discussion with dates and training.
  - Volunteer advertising to be designed. Linking with Friends of Bat & Ball Volunteering.
- 12. Warm Spaces
  - Secured an ongoing morning each at the Station for warm spaces; Mondays 10-12 for event, open from 9 – 1pm.
  - Creating list of speakers and events. Slowly beginning to contact speakers- calendar for talks in process.
- 13. 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 2023.
- 14. Heritage Trail- Sevenoaks Society At the Jubilee event 3/06/2022, I spoke with a member of Sevenoaks Historic Society to discuss organising a historical walk in the Northern Part of Sevenoaks next year 2023. This would be great to integrate Sevenoaks a whole and engage with the community better in the Northern End.
- 15. Christmas Event: Father Christmas meet and great, Christmas tree, and crafts: Date confirmed: 10<sup>th</sup> December. Volunteer to be contacted. Father Christmas's are being sourced. Station café will need to be open, notification will be in due course.
- 16. Christmas Market: Set up in Bat & Ball Station. Date confirmed: 3<sup>rd</sup> December. Posters for stall holders need to be made.
- 17. Awards and Nominations: No Updates
- 18. Signage:
  - Investigate Reservoir signage from Kent Wildlife Trust, access from station side into the reserve. This will need to be assessed and confirmed with STC Town Clerk.
  - Sign Scheme confirmed with Town Council for funding. STC Town Team Officer and Heritage Engagement Officer will need to discuss how Bat & Ball Station can benefit from this.
- 19. Café:
  - Social Media: Station café Manager runs Cafe in the Station Instagram account.
  - Looking into advertising signs- From Heritage Open Day road side signs- Bat & Ball Station café advertising dates will be looked into on 21/09/22
  - Supper Club- Promoted at the Queen Jubilee event revised the event. Working on a collaboration with Fiscal in Sevenoaks to create small workshops; tasting menu and yoga/ sound baths. Meeting has been completed- collab to begin in October Sunday 23rd, but Super Club will need to create a vegan brunch menu.
  - More sites and businesses in Sevenoaks to link up with to promote and collaborate with to be researched.
  - Green investment plan regulations- Vegan orientated events are being planned. Assessing gaining sponsorship from local produce companies.
  - Facilities
    - Damaged Panel by Bat and Ball community center entrance side. Reported to South Eastern- their facilities team to send someone out.

**Community Infrastructure Committee – 24<sup>th</sup> October 2022**  
**Bat & Ball Station Activity Plan Progress Report September 2022**

**Agenda Item 7(ii)**

- Posters from South Eastern delivered and framed. Need to be hung up in locations once Station Facilities manager is back from AL.
- Telephone- Need to complete editing of sound recordings and reinstalled.

Events Calendar

in the diary

<b>Date</b>	<b>Event</b>
May (end of)	Welcome sign and Poster Mural Stations
June 24 <sup>th</sup>	Café: National Cream Tea Day
July 7 <sup>th</sup>	International Chocolate Day
July 16 <sup>th</sup>	Café; Cherry Day
July (Sound Limitation Issue)	Railway Children Event
<del>August</del>	<del>Restoration Celebration and Photography Exhibition</del>
August 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup>	Arts & Crafts Workshop
August 4 <sup>th</sup>	Railway Steam Train running through B&B Station
September – July (school year)	School History Workshop
September – July (school year)	School Science Workshop
September 17 <sup>th</sup>	Heritage Open Day
October 15 – 29 <sup>th</sup>	Halloween St Johns Trail
October 20 <sup>th</sup>	Volunteer Fair
October 23 <sup>rd</sup>	Supper Club X Fiscal yoga brunch @B&B cafe
October 29 <sup>th</sup>	Night at the Station (Halloween) and trail
November (TBC)	DVCRP Poster Exhibition
November 12 <sup>th</sup>	Silvery Sunday- tasting Menu and chair yoga
November 19 <sup>th</sup>	Oxford Christmas Market, elves popping around Bat & Ball Station
November 24 <sup>th</sup>	The railway touring company steam train running though B&B station
December 3 <sup>rd</sup>	Christmas Market
December 10 <sup>th</sup>	Christmas event; Santa meet and greet, Christmas tree, and crafts
March 23 <sup>rd</sup> 2023	English Tourism Week
TBC	Volunteer History Talks
TBC	Arts and Crafts Workshops
July 3 <sup>rd</sup> 2023	Northern Sevenoaks Heritage Trail

**Community Infrastructure Committee – 24<sup>th</sup> October 2022**  
 Bat & Ball Station Activity Plan Progress Report September 2022

**Agenda Item 7(ii)**

■ 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	<b>General</b>									
1.1	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"> <li>➤ Banner to be designed for website, awaiting image sizing from Vision ICT.</li> <li>➤ Looking into ways website can be more visually appealing and modern without changing the whole website design.</li> <li>➤ Idea to propose train animation to run at top of website- TBC.</li> <li>➤ New logo and banner for station events</li> </ul>
1.2	Social Media (Station)	General Public	-Social updates and keep up to date with key info -Event awareness -		N/A			HEO	Ongoing	Posting regularly <ul style="list-style-type: none"> <li>➤ Event posts</li> <li>➤ Volunteer Posts</li> <li>➤ General updates</li> </ul>
1.3	Station Facilities	General Public	Period Telephone interaction point	Period Telephone	£721.20			HEO		<ul style="list-style-type: none"> <li>➤ Phone have been received back at STC. Sound recording need to be edited. Sign (with braille) needs to be sourced once sound recording are edited.</li> </ul>
2	<b>Formal Learning/ School &amp; Children</b>									
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	Lesson Plan  Site visit Information talk worksheets with Q & A  potential for dressing up		Review pupil/teacher evaluation.  Feedback from new (hopefully) heritage explainers/art & craft volunteers and past ones.	-Insufficient interest or resources to enable take up by local schools. -H&S risk assessment for school	HEO		Design a lesson Plan (KS1 & 2); read through survey for teachers and children- make minor improvements <ul style="list-style-type: none"> <li>➤ Make larger costumes/ most accessible.</li> <li>➤ Maybe purchase chalk board, as a different form of engagement</li> <li>➤ Currently recruiting volunteers</li> <li>➤ Currently completing lesson plans</li> </ul>

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			bring to our English History Curriculum Based Lesson Plan for teachers.	Risk Assessments		Repeat bookings by schools.	children external visits.			<ul style="list-style-type: none"> <li>➤ Volunteer will assist with lesson plans</li> <li>➤ Network Rail - women in rail talk and sourcing</li> <li>➤ Historic days – e.g. Christmas and architecture (simple)</li> </ul>
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. Work sheets provided Research potential to combine with visit to station of a steam train.	Lesson plan Including site visit Information talk Worksheets with Q & A  Risk Assessments		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 children external visits. - Sourcing external teaching resources	HEO		<ul style="list-style-type: none"> <li>➤ Volunteers brought model steam engine to demonstrate how steam works to power engines (this was received well, if volunteers were to get back in contact/contacted.)</li> </ul> <p>Other activity layout ideas:</p> <ul style="list-style-type: none"> <li>➤ Currently awaiting volunteer recruitment</li> <li>➤ Set up the main hall as train stops (similar to the arts &amp; crafts layout)</li> <li>➤ -Each stop has the different activity, and the final stop would be the seaside holiday?</li> <li>➤ Layout the hall using sticky tape on the floor for train tracks (can change)</li> <li>➤ Could use a conductor hat or wooden train whilst to keep engaged.</li> </ul>
3	<b>Informal Learning/ Inhouse Events</b>									
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.		Number of Events held  Attendance numbers.  Feedback sheets.  Repeat requests.	Lack of interest of public.  Unable to source speakers.	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> <ul style="list-style-type: none"> <li>➤ Awaiting volunteer recruitment</li> <li>➤ Revisit past talks, utilising recruited volunteers.</li> <li>➤ Source exterior speakers- used for schools/colleges and companies.</li> </ul>
3.2	Children Arts & Crafts Workshops	Children and young people	Enabling children to participate in art activities at	Volunteers	£43.41	-Number of events held x3	-Lack of interest from	Youth Council	July	Event Plan is complete.



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	Family Fun day	aged 4 – 14, parents and carers	the same time learn about the heritage of the building.  Pride in having artwork displayed.  Evidence of community engagement in the projects.  Free events for more vulnerable families  Promote café.	Recycled materials for artwork  Marketing		-Amount of artwork produced. -Attendance number -Feedback.	public. -Expertise to assist with artistic element.	Heritage Engagement officer	Booked at B&B station 5th, 12th, 19th August 10-3pm.	Event completed; worked very well. Can be shorter time periods during the day (3hr sessions).
3.3	Temporary Exhibition;	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.				
3.4	Restoration Celebration and photography exhibition	-General Public -Volunteers -Past HEO -Contractors -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 -Maybe a steam train?		-Public interest -Volunteer interest		HEO	TBC	<ul style="list-style-type: none"> <li>➤ Could link it to the Victorian Society for sponsorship? (Victorian Building and restoration charity)</li> <li>➤ Work with CRP and see if they would like to join</li> <li>➤ Make note of awards it has won</li> </ul> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>➤ Event Cancelled due to photography society booked up this year. No event plan yet</li> </ul>
3.5	Christmas Event	-General Public	-Community engagement		TBC		-Lack of interest	HEO	3 <sup>rd</sup> December	<ul style="list-style-type: none"> <li>➤ Christmas decorations hung and tree set up.</li> <li>➤ Father Christmas meet and greet with hot chocolate, mulled wine, and mince pies. <ul style="list-style-type: none"> <li>- Father Christmas needs to be sourced.</li> <li>- Christmas tree needs to be sourced.</li> </ul> </li> </ul>
4	<b>Volunteer</b>									
4.1	Volunteer researchers	Volunteers General public	Obtain research relating to and create historical records. <ul style="list-style-type: none"> <li>• Station building</li> </ul>	-Recruitment - Person Spec./ JD	Previous spend	-Number of volunteer researchers involved. -Number of	Time and resources to collate and	Town Clerk & HEO		<ul style="list-style-type: none"> <li>➤ Develop new job description; to be posted on volunteer section of website</li> </ul>

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		School children Future generations	<ul style="list-style-type: none"> <li>Station building history</li> <li>Significant events</li> <li>Railway heritage significance</li> <li>Memorabilia e.g. railway posters</li> <li>Impact on surrounding area, how it has changed, including social history</li> <li>Lives of previous employee at the station</li> <li>Develop of businesses in the area.</li> </ul>	-Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events	£1,000;	volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	consider input from volunteers.  Insufficient interest from volunteers.  Ability to check accuracy of research.			<ul style="list-style-type: none"> <li>Contact past volunteers</li> <li>Information was available at Open Days <ul style="list-style-type: none"> <li>Once groups is established, further events such as coffee mornings and groups meetings with be organised.</li> </ul> </li> </ul>
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	<p>Volunteers will benefit through the act of volunteering and the new roles created.</p> <p>Volunteers will gain new skills and new knowledge.</p> <p>Volunteers will gain from work experience.</p> <p>Volunteers will benefit through training opportunities and support to learn new skills.</p> <p>Volunteers to feel that their contribution is appreciated, and they feel involved in the overall project.</p>	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.		<ul style="list-style-type: none"> <li>Develop new job description; to be posted on volunteer section of B&amp;B station website</li> <li>Contact past volunteers.</li> <li>Design and create document to be send out, supporting headhunting</li> <li>Information was available at Open Days</li> <li>Oral History volunteer has been merged with this role. <ul style="list-style-type: none"> <li>Once groups is established, further events such as coffee mornings and groups meetings with be organised.</li> </ul> </li> </ul>
4.3	Victorian Garden Volunteers	Volunteers HEO	-Volunteers to help with upkeep of garden and gain new skills and knowledge -Use herbs/produce grown in café -Work Experience	-Recruitment - Person Spec./ JD -Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic	£TBC	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.				<ul style="list-style-type: none"> <li>-Develop new job description; to be posted on volunteer section of website</li> <li>-Contact past volunteers</li> <li>-Information was available at Open Days</li> <li>-Coffee Morning/open day for interested parties.</li> <li>- Once groups is established, further events such as coffee mornings and groups meetings with be organised.</li> </ul>

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				events						
4.4	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	£13.99 for lanyard	-Email correspondence	-No interest	HEO		Finalised Bat & Ball Email cover letter to email List of volunteers and email addresses  <b>Update</b> <ul style="list-style-type: none"> <li>➤ Design separate garden volunteer poster</li> <li>➤ Lysette D'Urso confirmed event at the Stag 20<sup>th</sup> October- B&amp;B station will have a stall.</li> </ul>
4.5	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.		Feedback from leaflet.		Town Clerk & HEO		<ul style="list-style-type: none"> <li>➤ Designed Flyer – posted out in town &amp; socials</li> <li>➤ Setting up Volunteer Opportunity Event in 20<sup>th</sup> October with Imagio.</li> <li>➤ <b>N/A</b> Infopod update</li> </ul>
4.6	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from 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.	To arrange specific customer service training.  Include invitation for volunteers in all STC training events	Past £1,000 (£500 each)	Number completing Customer Service Training.  Number completing additional training.  Feedback.		Town Clerk		<b>Training</b> First Aid Fire Safety Disability Awareness Basic customer Service Training  <b>Class for Volunteers &amp; Staff to Uptake</b> <ul style="list-style-type: none"> <li>➤ Sign Language</li> <li>➤ + other classes that other volunteers might want to teach               <ul style="list-style-type: none"> <li>○ This will enable a safe space for volunteers and make the station a comfortable space where they can learn and work.</li> </ul> </li> <li>➤ Network rail/ Good Samaritans suicide prevention training via DVCRP to be organised 09/2022</li> </ul>
4.7	Oral History Workshop		For volunteers to teach about history, and use recording equipment. -Could reuse these sessions for History Workshops	-Oral History Tutor -Volunteers		Feedback from volunteers	-Not enough volunteers -No available tutor	HEO		

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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	Talk with film screening of Lion Film This could be a charged event, with the donations going to charity. <ul style="list-style-type: none"> <li>- I have also looked into charity dogs on the railways; There were dogs who lived and worked at stations across the UK, collecting money for orphaned children and children who slept at the stations The dead dog that changed colour twice - BBC News. There is a dog called Jack at Bluebell Railway, who I might see if we could possibly loan for the event.</li> <li>- This will be revised with the sound limitations. We could put in a separate application for the sound limitations for this separate event?</li> </ul>
5.2	Heritage Open Days 8 <sup>th</sup> – 18 <sup>th</sup> 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	£760	Event takes place as planned. Attendance Feedback and evaluation Via on line or printed surveys.		HEO	<b>Event cancelled due to death of the Queen</b>	Event plan is complete and costings spreadsheet. <ul style="list-style-type: none"> <li>➤ Crampton Museum volunteer talks</li> <li>➤ Elliot Water from Southern Rail coming down to provide talk on Historic Station Masters.</li> <li>➤ Vintage bus + other vehicles linking with Swanley Park.</li> <li>➤ Swanley Park setting up vintage car show.</li> <li>➤ Victorian afternoon tea with Young Queen Victoria Actor and Prince Albert</li> <li>➤ Railway rides at Bat &amp; Ball Centre</li> <li>➤ Miniature railway display at the station.</li> <li>➤ Detective trail for children around the station.</li> <li>➤ Victorian Fire Brigade display TBC £1500</li> </ul> <p><u>Arts &amp; Crafts Table</u></p> <ul style="list-style-type: none"> <li>• Template Victorian Postcard (post into the letter box)</li> </ul>

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										<ul style="list-style-type: none"> <li>Victorian Holiday Scrap book; tea stained paper, lots of images of sev, add writing, and map into a book!</li> </ul>
5.3	Halloween/ 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	The Creation Station £500.	-Views on website and engagement by social media. -Attendance at events		HEO	29 <sup>th</sup> October & 31 <sup>st</sup> October	<p>Creative workshop for families around Halloween. Slime workshop, and paper crafts.</p> <p>Terror trail Map/leaflet handout for children to explore the St Johns area of Sevenoaks. Shops and other buildings to become part of trail. Trail linked with Wealden Properties.</p> <p>Booked in the stations diary.</p>
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		-Attendance at events		HEO  Others TBC	TBC	<p>Similar to Great Central Railway- £74 pp not inc. train ride.</p> <ul style="list-style-type: none"> <li>Incorporate Supper Club event.</li> <li>Could hire Youth Group to perform during meals featuring Railway Madmen (man men on steam trains, they used to be locked in train carriages).</li> </ul>
5.5	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	-Promoting local villages, tourism facilities thus growing the visitor economy -		TBC					<p><u>DVCRP poster unveiling event</u> Completed</p> <p><u>Autumn Art Exhibition</u></p> <ul style="list-style-type: none"> <li>Formal exhibition to showcase Railway Posters, a lithograph demonstration with Kit in the evening.</li> <li>Children’s arts &amp; craft station suggested, to design ‘station poster’ themselves. This could be posted in and hung on display or draw over the event period.</li> </ul> <p><u>Sevenoaks Station- Farmers Site Poster Boarding</u></p> <ul style="list-style-type: none"> <li>Completed.</li> <li>1<sup>st</sup> installation completed, moved to Swanley Station.</li> <li>2<sup>nd</sup> installation well received and intime for Britain in Bloom</li> </ul>

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										<p align="right">competition. Invoice to DVCRP.</p> <p><u>Samaritans Suicide Prevention Training</u>                      No date set. Will involve all volunteers and staff that are present on the railway. Rail Officer to organise as part of DVCRP.</p> <p><u>Christmas Market- Otford</u>                      19<sup>th</sup> November                      Mini Elves at each station.                      Crafts at the station and a history of Christmas display.</p>
5.6	Forget-me-not café	General Public Carers People with memory difficulties	Provide a space for companionship, peer support, entertaining activities for people living with memory loss and carers/family members.  Public free space for people interested in join the memory cafe	TBC STC Staff member Friends of Bat & Ball Station	TBC	Visitor Count Demand for differing activities	Insufficient interest	HEO Friends of Bat & Ball Forget-me-not café SDC	December	Talks and speakers for event Official registration with Forget-me-not café Working with SDC
5.7	Warm Spaces	General Public	Provide a warm space for public Free talks to public Government> Councils initiative	Talks STC staff member Friends of Bat & Ball Station	TBC	Visit count		SDC	November	Talks and Speakers for event Free coffee/tea for public Open 1hr prior and post event
5.6	English Tourism Week  This is link to Mike Reid- app heritage trail; however if too late, could like to paper based trail	-General Public	Provide an opportunity to engage with local stakeholders (MP's), increase awareness amongst domestic/overseas visitors. through the use of a strapline for the event.	TBC	TBC	-Feedback from the public - Working with other venues, seeing the overall outcome. - Visit Kent 'English Tourism week' being cancelled.	-Insufficient interest from general public and volunteers -		March Time 2023	<u>Update</u> ➤ Bat & Ball Station not part of trail ➤ Would be good to organise trail 2023 inc. Bat & Ball Station
5.7	Heritage Trail	-General Public		-Volunteers -General Public	TBC				3 <sup>rd</sup> July 2022 through Sevenoaks Society	➤ Trail is starting at the Library entrance, celebrating the 900 <sup>th</sup> 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

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										<p>could get a steam engine- noted down lots of steam engine society's; closest one is Tonbridge.</p> <p><b>Update</b></p> <ul style="list-style-type: none"> <li>➤ Spoke to Elizabeth from the society on the 5/06/2022 STC Jubilee Event; keen to design an event with the Northern part of Sevenoaks incorporating Bat &amp; Ball Station 2023.</li> </ul>
5.8	Christmas Event	General Public	Community Christmas celebration Victorian traditions of Christmas tree decoration	-Volunteers -General Public			-Sourcing Father Christmas -Source Christmas Tree Not Enough decorations made from Arts & Crafts Workshop	HEO	3 <sup>rd</sup> Christmas	<ul style="list-style-type: none"> <li>➤ Father Christmas needs to be sourced.</li> <li>➤ Café will need to be notified; mince pies, mulled wine, hot chocolate</li> <li>➤ Decoration of Christmas tree.</li> </ul>
5.9	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		<ul style="list-style-type: none"> <li>➤ Loo of the Year Ward- completed</li> <li>➤ Cycle Friendly Places Award completed – bike planter has been build- plants needed.</li> </ul>
	<b>Public Amenities / Activities</b>	<b>Audiences</b>	<b>Benefits for People</b>	<b>Resources</b>	<b>Cost</b>	<b>Methods of Evaluation</b>	<b>Risks</b>	<b>Resp.</b>	<b>Predicted Start Date</b>	<b>Progress</b>
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 Station facilities manager  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		<p>Utilising Social Media Events;</p> <ul style="list-style-type: none"> <li>➤ National Cream Tea 24<sup>th</sup> June. Completed.</li> </ul> <p>FB- went well for 1<sup>st</sup> event and using social media events, can promote more and utilise the afternoon tea appeal.</p> <p>Coming up in August; Plant Based Day 22<sup>nd</sup> August.</p>
6.2	<u>Event</u> : Silver Sunday Event	Elderly Sevenoaks Residence	-Reminder of facilities provided by lottery. -Opportunity to use non-	-Café Staff hire for evening	Pippa = £70 ph		-Lack of tickets sold/interest	-HEO -Café Manager	Nov	<p>Confirmed event, publicised with SDC.</p> <ul style="list-style-type: none"> <li>➤ Chair yoga with Pippa at 11am</li> <li>➤ Tasting menu from Supper Club</li> </ul>

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			winning ticket to win coffee and cake.				in event.	-Others TBC		<ul style="list-style-type: none"> <li>➤ Making Cheesing making demo</li> </ul> <p>Booked in the stations diar</p>
6.3	<u>Event:</u> Produce/Farmers Market style Link B&B Merchandise	-Local Business' -General Public -Community Rail Project/DVCRP	-Supporting Local artisans/businesses -Only venue in Sevenoaks selling Kent Produce. -Help sustain local economy -Learn about British farming/agriculture.	-List of retailers/businesses -Risk Assessment -Café Staff Assistance		-No. of visits to the market -No. of retailers/producers -Feedback from Retailers/producers - Feedback from		-HEO -Café staff/manager -Others TBC	TBC	<ul style="list-style-type: none"> <li>➤ Discuss more clearly with Café manager what has/hasn't been selling.</li> <li>➤ Promotion in Sevenoaks News Paper/Town Crier.</li> <li>➤ Socials; B&amp;B station Facebook, other Facebook market groups, website</li> <li>➤ Approach local business within Kent</li> <li>➤ DVCRP merchandise that DVCRP Rail Officer mentioned.</li> </ul>
6.4	<u>Event:</u> Super Club (Continuing on)	-General Public -Healthy Eating - Local produce	-Supporting Local produce -Encourage Healthy eating. -Profit for B&B café -Open café & station as a meeting place for the community	-Risk Assessment -Alcohol License -Marketing plan		-Feedback from attendees -Feedback from Tom (Manager) -Calculation of incoming/outgoing/profit	-Lack of interest from general public -No profit -Time efficiency	- Station café manager Station café staff	TBC	
6.6	<u>Event</u> <u>Murder Mystery X Supper Club</u>	Staff Volunteers General Public	Promotion and publicity of the venue	Event Plan Marketing Liasing with Steam Train Provider Actors		Attenance at the event/ interest		HEO		<ul style="list-style-type: none"> <li>➤ Halloween Event – Murder mystery Supper Club collab. 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.</li> </ul>
6.7	<u>Event</u> Supper Club X Fiscal Yoga	General Public Fiscal Yoga community	Green scheme Healthy eating Local produce Mental Health and wellbeing		TBC	Fiscal Yoga				<ul style="list-style-type: none"> <li>➤ Waiting for Supper Club to create breakfast tasting menu. Tickets will then be send out once pricing has been confirmed with Fiscal Yoga.</li> </ul> <p>Booked in the stations diary</p>
6.8	<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		-Number of producers stock in place. -Number of repeat orders. - Lack of interest from local suppliers.		-Town Clerk & Café manager	-Continuous	<ul style="list-style-type: none"> <li>➤ Potential Market to be set up in Bat &amp; Ball Centre Carpark. Riverfood Café might be an interest.</li> </ul>



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	<b>Activity Description</b>	<b>Audience (s)</b>	<b>Benefits for People</b>	<b>Resources</b>	<b>Cost</b>	<b>Methods of evaluation</b>	<b>Risks</b>	<b>Resp.</b>	<b>Pred. start Date</b>	<b>Specific Actions and Progress</b>
6.9	<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	£19.80 X3 = total £59.40	-No. of visits to website -Literature distributed and read -Feedback		-HEO -Others TBC		South Eastern Heritage Posters delivered x6 A2 Ordered x3 black frames
6.10	<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.		Emergency callout £474.00 inc. 20% VAT  2nd Maintenance £1,254.00 inc. 20% VAT	Number of people using facilities.  Comments to café staff about toilets				<ul style="list-style-type: none"> <li>➤ All works have been completed</li> <li>➤ Requested contract with Haden Pumps.</li> </ul>
6.11	<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	Able Acoustics quote £1,280	TBC		<u>Update</u> <ul style="list-style-type: none"> <li>➤ Update hire T&amp;C's</li> <li>➤ Able Acoustics completed works/assessment at Bat &amp; Ball Station on 26<sup>th</sup> July 2022. Awaiting confirmation of works before starting the planning application.</li> </ul>

**Community Infrastructure Committee – 24<sup>th</sup> October 2022**  
**Bat & Ball Station Activity Plan Progress Report September 2022**

**Agenda Item 7(ii)**

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
6.1 2	<u>Wayfind Signage and/or cycle path</u>		-Better access for new and old residence - communising to London, schools, shopping, and leisure - awareness of heritage stations and railway links -Links to exterior greener spaces outside of Sevenoaks.		TBC					<p>No wayfinding signage</p> <ul style="list-style-type: none"> <li>➤ Link to STC Town Team Officer wayfinding signage proposal</li> <li>➤ 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.</li> </ul> <p>Green Community Investment Plan 2021:</p> <ul style="list-style-type: none"> <li>➤ Cycle path from Bat &amp; Ball Station to Dunton Green Station within the Northern Sevenoaks Masterplan.</li> <li>➤ STC will investigate &amp; obtain costs for a professional feasibility study.</li> <li>➤ STC will also lobby for the inclusion of the proposal in KCC/SDC Strategies/ Movement Strategy/ LC WIP/ Dunton Green parish council.</li> </ul>

Monthly Summary

- 1) SCAN has been asked for feedback on the green tips for residents information pack, their suggestions have been added to the draft pack.
- 2) KallKwik have designed the Green Tips for Sevenoaks information pack. Cost is between £200 and £250 exc. VAT. SCAN had been consulted regarding its contents.
- 3) Green Tips for Sevenoaks information pack has been uploaded to the STC website.
- 4) SCAN Climate Change event discussed for 2023. Need more information from SCAN to begin supporting this. Following a meeting with SCAN on the 15<sup>th</sup> of September, SCAN and STC will be joint organisers. They will therefore need insurance for their own stall and all other stalls they bring in for the event. Potentially on the 29<sup>th</sup> before the start of the cricket season. Discussed potentially using an external waste collector so that recycling can be done. All marketing to be created by SCAN, STC will distribute this as it comes in. KCC to be contacted to see if they want any involvement/a stall. Previous event plans/costs to be sent to SCAN for a rough idea of costs. Heritage Engagement Officer will investigate the use of an art piece pledge/tree whereby names of those who pledge carbon zero are added.
- 5) STC is willing to purchase a water drinking fountain for the Vine. A report into the different options is being presented to the Community Infrastructure Committee for consideration.
- 6) Suitable cycle racks for locking E-bikes have been researched. Need to consider practicality and appearance. Cyclehoop's planter racks are appropriate for all bikes and cost £4595/unit (price for 10qty is £4455/unit), with delivery on pallet to Sevenoaks for 1-3 qty units costing £290. Prices exclude VAT. Their installation calendar is almost fully booked for the year. How to proceed with provision of cycle racks will need to be decided upon.
- 7) Climate Change Youth Forum has been organised. 4 student representatives are expected from each secondary school. 3 schools have confirmed their places, these are Trinity School, Walthamstow Hall, and Sevenoaks School. Weald of Kent School have not responded, and Knole Academy is unable to attend. 10 student representatives attended along with 3 teachers.
- 8) What Type of Charging Solution is Best for Your Area? Webinar attended 6<sup>th</sup> of September. Discussed decisions that need to be made regarding dedicated EV bays, as charging infrastructure (especially on streets) can be blocked by other vehicles, preventing usage by EV's. This can also benefit safety as it prevents use of illegal extended leads across pavements/from charging infrastructure to vehicles. Libertycharge fully fund rollout of charge points, collecting the money from this. They also carry out site selection to evaluate where the best places for EV charging are likely to be. Depending on usage the local authority may receive some money too.
- 9) Vegan Brunch and Yoga event planned at Bat & Ball Station for the 24<sup>th</sup> of October. Tom from the Bat & Ball Station Café will provide a vegan based brunch menu. Similar vegan brunch events to be held 4 times a year.
- 10) Sevenoaks Repair Café on the 10<sup>th</sup> has been added to the Great Big Green Weeks events page.
- 11) Sevenoaks Vegan Market on the 10<sup>th</sup> has been added to the Great Big Green Weeks events page.
- 12) SCAN Climate Friendly Gardening event on the 20<sup>th</sup> added to the Big Green Week events page.
- 13) SDC JTB meeting to take place on the 13<sup>th</sup> of September, outcomes of this have implications for speed limits and EV charging infrastructure in Sevenoaks Town.
- 14) KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme, a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted regarding its LEVI funding and its impact on Sevenoaks Town, and have been forwarded to the EV department.  
[electricvehicles@kent.gov.uk](mailto:electricvehicles@kent.gov.uk)
- 15) Beekeeping network and an expert beekeeper have been contacted regarding talks for residents interested in beekeeping in their gardens. Note should be made that only focusing on honeybees may be bad for the environment, and so encouraging other pollinators is important too. This will not be likely to take place until 2023 due to beekeeper availability.

- 16) Bus Service Improvement Plan (BSIP) funding of £34 million was granted to Kent County Council. This is significantly less than what was requested (£212m). It is therefore unlikely that there will be funds available for the procurement of zero emissions vehicles for the No. 8 bus route in Sevenoaks. Some funding may go towards other bus service improvements in Sevenoaks, such as live time signage or road improvements, though it is not guaranteed.
- 17) A number of STC green policies were distributed at the Climate Change Youth Forum, including the GCIP, Adopt a Tree, Green Tips for Sevenoaks, and the Plastic Free Pledge.

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. Research whether STC needs to carry out audit or if we can use SDC's audit.	Low					<p>Pedestrian audit by SDC currently underway.</p> <p>Sustrans will also be investigating pedestrian accessibility of Sevenoaks. There is a Sustrans Community Map available online where members of the public can add issues to pedestrian and cycling access in Sevenoaks.</p> <p>3 core walking zones are identified by Sustrans; the Town Centre, the Bat &amp; Ball junction, and Riverhead. These are to be reviewed by Sustrans to determine whether these are the best areas to focus on. 'Network Planning for cycling and walking including further auditing of routes and zones identified by the analysis and engagement results'.</p>
	1.2	Continue to support and encourage progress with the SDC Cycling Strategy Including audit of cycle parking, including appropriate for electric bikes.	High					<p>Sustrans is going to work to develop cycling and walking infrastructure alongside KCC and SDC in LCWIP (Local Cycling and Walking Infrastructure Plans).</p> <p>Some funding for electric bike charging available. This is no longer being pursued.</p> <p>More cycle parking to be introduced where required in the Town. Planter-style cycle racks are attractive and practical as they can be used by traditional and electric bikes.</p> <p>Sevenoaks District Council are moving to the next stage in their plans for an electric bike hire scheme for the Sevenoaks urban</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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								area. This supports the Cycling Strategy for Sevenoaks.
	1.3 Progress with development of Car Club	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.	High				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.	Enterprise Car Club has been contacted regarding setting up its services in Sevenoaks. Currently awaiting response.
	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.  Adopt a Tree Scheme is being promoted.
	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					Green Tips for Sevenoaks information pack has been uploaded to the STC website. 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					Poster has been designed and invitations sent out. Event took place at the Bat & Ball Centre on the 30 <sup>th</sup> of September. This has been renamed the Climate Change Youth Forum. Student representatives from 3 schools, Trinity, Walthamstow Hall, and Sevenoaks School discussed how

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								their schools are tackling climate change. Those in attendance found the experience to be worthwhile and more will be held in future.
2 - Buildings	2.1 Appoint Energy Auditor for STC Buildings	Carry out Energy Audits for STC buildings.	Low	Sep-22	£480 / day Low Carbon Kent  £2150 for 7 week process for Carbon Footprint Ltd.	Need to look into energy auditors that can carry out this work. Should do this each year to measure progress and ways to improve.		Carbon Footprint Ltd. Meeting led to STC choosing to go forward with their Carbon Footprint Appraisal Proposal.
		Carry out a carbon footprint audit for STC buildings.	Low					
2.2 Sevenoaks Town Council's Buildings and Assets. Appoint an energy/carbon auditor to look into the following for STC Buildings and Assets.	Costs and practicalities of additional insulation.	High	Sep-22	To be assessed when recommendations given.			Lower heating and cooling prices	Wait for Carbon Footprint Ltd's suggestions on costs/benefits of these following the appraisal.
		High					Lower electricity prices	
		Medium					Lower electricity prices	
		High					Lower heating and cooling prices	
	Setting a new standard for new STC buildings to be as sustainable and eco-friendly as practicable.	High	Jun-22	To be assessed when recommendations given.	Theme 7 Policy D1, D5, and D6 of NDP.	Lower heating, cooling, and electricity prices.		

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		Costs and practicalities of LED lighting in all STC buildings.	High	Sep-22	To be assessed when recommendations given.		Lower electricity prices	
		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.
		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.	



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	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.
3 - Transport & Movement	3.1 Reducing cars / traffic particularly in relation to school traffic	Follow up NDP recommendations 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.	LCWIP/Sustrans meeting 4 <sup>th</sup> May had emphasis on school traffic and cars, including how to reduce traffic and encourage other forms of transportation. Ideas raised include cycle/pedestrian paths from stations, introducing new cycle/pedestrian paths by reducing lane size, and park and stride locations to prevent traffic build up around schools.  The issue of school traffic will be brought up at the Climate Change Youth Forum in September. Students discussed traffic and speed to be an inhibitor to walking and cycling in the town.
	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			

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		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	
		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium					There is some funding for this. Link to the left is for e-bike charging lockers and e-bike cycle racks.  Following discussion from Cllrs, it has been decided not to pursue E-bike charging facilities. Instead, robust parking facilities suitable for traditional bikes and e-bikes are to be researched.
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks.		To be discussed in the next agenda for OSL.  E-bike charging is not going to be pursued as riders can charge at home or in their place of work. Suitable cycle racks/storage will be investigated.
	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.	LCWIP/Sustrans looking into increasing safety for pedestrians and cyclists in Sevenoaks.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Subject to successful referendum begin NDP Action and Implementation Plan.	High		N/A			<p>sustrans is going to carry out work to develop walking and cycling infrastructure alongside KCC and SDC.</p> <p>SDC has received £1000000 in government funding for an East/West cycle route in Sevenoaks.</p>
		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			This is to be developed in Sevenoaks Town, with KCC, SDC, and STC input.		<p>Claire Pamberi at SDC has info and will provide updates when asked.</p> <p>Sustrans working to identify key areas for cycle and walking infrastructure improvement.</p> <p>Allpointswest Pedestrian Wayfinding Project Proposal could potentially introduce new signage to help pedestrian experience in Sevenoaks.</p> <p>SDC has received £1000000 in government funding for an East/West Cycle route in Sevenoaks.</p> <p>An Otford to Bat &amp; Ball cycle route is currently being investigated. An updated feasibility study to the 2017 study is required to see whether STC will be able to financially support this. This will likely be discussed at a future meeting with Otford Parish Council.</p>

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	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.  20mph consultation by KCC to run from Friday 1 July to Thursday 11 August. Consultation findings to be reported to Sevenoaks JTB in September 2022.  Sustrans/LCWIP also looking into potential one way and shared space zones.  There are currently 20mph zones near surrounding some schools, with proposals in the KCC Sevenoaks 20mph scheme to increase the number of schools in 20mph zones.
		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.
	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.
		Research how the DVCRP plans to improve facilities, accessibility, and natural environment.	High		N/A			DVCRP has plans to create a trackside wildlife corridor between Swanley and Sevenoaks by planting pollinator friendly plants.

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								<p>DVCRP sees potential in creating a wildlife friendly patch of land at Bat &amp; Ball Station.</p> <p>DVCRP to install two additional planters at Otford and Shoreham stations.</p> <p>DVCRP to provide information about local habitats.</p> <p>DVCRP to improve wildlife friendly infrastructure to engage visitors experience and provide information panels on the rare habitats the DVCRP stations cover.</p> <p>DVCRP to investigate installing drinking water facilities at its stations to reduce plastic waste and improve facilities.</p>
		Follow up DVCRP on plans to link train to sustainable modes of transport, for example installation of cycle racks.	High		N/A			<p>Cycle racks are available at stations. There are numerous walking routes advertised on the website too. Bat &amp; Ball Station Café and Café on the Vine have been awarded Cycle Friendly Place accreditation by Cycling UK.</p> <p>DVCRP to provide information panels to the North Downs Way and Darent Valley Path from Otford station.</p>
		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.	<p>KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's.</p> <p>KCC has been contacted regarding the current status of the West Kent</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			<p>EP, and whether there is likely to be funding for an electric bus for the No. 8 bus route. Kent has been successful in gaining an indicative funding award from the DFT for the Bus Service Improvement Plan (BSIP) submitted in October 2021, the amount of funding requested did not include money for zero emission vehicles. As the amount awarded to Kent (£34m) is considerably less than the amount requested (£212m), it is unlikely that there will be funds available for the procurement of zero emission vehicles for the No.8 bus route in Sevenoaks. STC is preparing a funding application for an electric No. 8 Bus for future submission.</p> <p>The operation of the No.8 Bus could potentially be done using electric vehicles by contracting this service with Go-Coach directly.</p>
		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA	This is unlikely to be covered by the West Kent EP/BSIP as the funding received was significantly less than what was requested.	Can reduce noise pollution as electric buses are generally quieter than standard buses.	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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.  Kent has been successful in gaining an indicative funding award from the DFT for the Bus Service Improvement Plan (BSIP) submitted in October 2021. Received £34m. Some of this may go towards improvements of the bus services in Sevenoaks, though it is not guaranteed.
	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.
		Follow up / enquire about installation of EV charging points at STC sites.	High		TBA			Bat & Ball Centre and Town Council Offices have EV charging.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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.		<p>This is being done and there is already EV charging at a number of sites. These can be seen on zap-map.com.</p> <p>KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme, a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted for further information and whether Sevenoaks is likely to receive some EV charge points. This is separate to the EV600 programme mentioned below.</p> <p>SDC has been asked for an update into the progress that Connected Kerb have made in delivering charging points (EVCP's) in SDC car parks. So far 10 have been installed across SDC in Sevenoaks Town (8 in Sevenoaks Town Car Park and 2 in Bradbourne Car Park). 24 more are planned for car parks located in Sevenoaks, with a list and more information is available on pages 64-65 on the following document: (Public Pack)Agenda Document for Cleaner &amp; Greener Advisory Committee, 28/06/2022 19:00 (sevenoaks.gov.uk). This is part of KCC's EV600 programme to deliver 600 charging points throughout the county.</p>
		Begin survey / research into where there is or likely will be demand for on street electric vehicle charging.	Low		TBA			<p>Audit required. Areas without off street parking need to be identified and targeted with surveys regarding electric vehicles.</p> <p>Cllr Clayton has carried out a survey in Sevenoaks Eastern and found that there are areas in Hartslands</p>



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								and Kennedy Gardens without off street parking that would like on street electric vehicle charging infrastructure introduced. A map of these streets is being produced.
		Apply for ORCS and/or LEVI scheme, 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.		<p>ParishOnline upcoming feature to indicate where the best placement of EV charging points is.</p> <p>ORCS provides 60% of the funding for the project. Certain providers such as Ubitricity offer to cover the rest (40%) for the scheme.</p> <p>Ubitricity offers street light charging points, which don't require additional street furniture. They also can identify ideal charge point locations.</p> <p>KCC does not allow under pavement wires for electric vehicle charging, so this cannot be considered when introducing on street EV charging infrastructure.</p> <p>A survey in Sevenoaks Eastern carried out by Cllr Clayton revealed that lamp post charging is not appropriate as the lamp posts are set back from the road.</p> <p>KCC has been selected as part of the Local Electric Vehicle Infrastructure scheme (LEVI), a pilot backed by government funding that will see over new chargepoints being installed. KCC has been contacted for further information and whether Sevenoaks is likely to receive some EV charge points. This is separate to the EV600 programme mentioned below.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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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.	Enterprise has been contacted regarding this too as they currently operate in Sevenoaks. They are carrying out a viability assessment in Sevenoaks and will let STC know of its plans going forward.
	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	September-22	N/A	Continue to stress that where possible do not travel to school by car. Bring this up at meeting.		Climate Change Youth Forum was held on the 30 <sup>th</sup> of September. School Traffic was discussed, and while schools would like to encourage students to travel by bike/walk there is a big safety concern. This may be alleviated with future changes from the Sustrans LCWIP and introduction of more 20mph zones.
		Review overall school congestion, receive suggestions to find solutions.	Low					

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	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	There is a joint KCC / SDC / STC / Town Team Public Realm project. One aspect of this is to create a signage and wayfinding strategy and improved public realm.		TrailTale app provides a self-guided walk through Sevenoaks town centre.  Allpointswest signage (subject to project approval) will make walking in Sevenoaks more appealing for visitors, signposting attractions and transport links.
		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			TrailTale app is available.  DVCRP introducing information points to points of interest at each station.
		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		Café on the Vine and Bat & Ball Station Café have been awarded Cycle Friendly Place accreditation by Cycling UK.
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		Sevenoaks District Council are moving to the next stage in their plans for an electric bike hire scheme for the Sevenoaks urban area. Their research has indicated that e-bike hire would be more suited to Sevenoaks than traditional bikes due to the prevalence of hills and increased perceived safety of riders on electric bikes. SDC are working with the Big Issue and Share Bike to progress this scheme.
	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.

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								This has been raised on the Sustrans Community Map.
		Obtain costs for professional feasibility study.	Low		TBA			Sustrans is likely to carry out their own feasibility study for this.
		Enquire regarding the professional feasibility study once funds are obtained.	Low		N/A			For the time-being STC will not pursue the cycle path between Dunton Green and Bat & Ball as Sustrans is working on the LCWIP.
		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		This has been raised to Sustrans.
		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		Knole cannot support the creation of a cycle path across the estate as the area is a Site of Special Scientific Interest (SSSI) and the main proposed route for a cycle path is currently an access track used for maintenance.
		Advertise new routes with signage.	Low		TBA	Theme 3 Policy M9 NDP		No new routes will be advertised as Knole will not support the creation of a cycle path across the estate.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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 negative impact of new development on the existing network.	Medium		TBA	Theme 3 Objective 7 of NDP		Sevenoaks is a part of the West Kent section of KCC's BSIP. BSIP also liases with STC and neighbouring councils on how to approach transport.
		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			BSIP and LCWIP will make car traffic less appealing, without removing access to town centre by cars. Allpointswest Pedestrian Wayfinding Project Proposal will make it easier to identify public transport links and points of interest for pedestrians.
	3.14 Staff travel and practice (not on GCIP yet)	Review how staff travel to and within work and 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.
<b>4 - Making Sevenoaks Greener</b>	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.		21 standard trees and 390 saplings. Beatriz has info on more.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		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.		Adopt a Tree is being promoted to survey respondents who expressed interest.
		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.
		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 respondents contacted regarding this. ATS to be included online.
		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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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.		<p>Hedgehog holes in STC fencing to be created. Likely be completed towards the end of 2022 as many boundary fences belong to neighbours and require consultation.</p> <p>Parks and Open Spaces Biodiversity Policy aims to improve access to green spaces and create corridors where possible.</p> <p>DVCRP promoting the creation of a trackside wildlife corridor from Swanley to Sevenoaks with pollinator friendly planting along the line proposed.</p> <p>LCWIP that Sustrans is helping develop to include links to green spaces.</p> <p>Sustainable Boundaries policy creates wildlife corridors through hedgerow and tree planting. The bid for Woodland Trust trees for Littlewood has been successful, with Nick Cave planning to plant these in November.</p>
	4.4 Give it a Grow	Include this online, encouraging people to grow food reducing carbon footprint whilst doing so.	Low		N/A	Need to have the leaflet uploaded online. More info of the scheme required.	Lower food miles as well as community engagement and awareness.	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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	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.	Include this information on STC website/link to SDC website.  STC has promoted the Britain in Bloom competition, where Sevenoaks Town was a finalist.
		Include information about best plants to attract wildlife and increase biodiversity.	Low		N/A	Research this and include on the website. RHS has info on this.	Increased biodiversity and ecosystem services.	Upload the following links to a dedicated Biodiversity portal on the STC site: <a href="#">Gardening for a Wilder Kent   Kent Wildlife Trust</a>  <a href="#">Top tips for a biodiverse garden   Kew</a>  <a href="#">Ideas on attracting wildlife to your garden; expert advice from the RHS / RHS Gardening</a>  <a href="#">Build a Bee Hotel   The RSPB</a>
		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, community engagement, and awareness. Mental and physical health benefits.	Provide map or list of areas where the public can take produce from.  QR Pick-me-Eat-me signs for edible planting to be progressed as part of the In Bloom Competition.
		Research replacement of planting vessels with built-in water reservoirs to reduce the need for watering.	Low		TBA			Reservoir planters are being introduced by OSL team when possible.



Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Explore drought resilient planting options.	Low		TBA		Lower water consumption and maintenance.	Mediterranean drought tolerant plants have been planted by STC for the past decade, and will continue to be included in future planting efforts.
		Reduce irrigation needs of STC.	Low		TBA		Lower water consumption and maintenance.	Reservoir planters and drought resilient plants both reduce irrigation needs per planter. In Bloom efforts mean more water is currently being used despite this, as there are more planters.
		Investigate water harvesting for irrigation.						STC has two water butts linked to gutter down pipes. One at the Vine and one at Upper High St Gardens.  Researching into rainwater collection for irrigation from the Pavillion at Knole Paddock. Likely cost is around £10,000 according to OSL.
		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	Objectives: a) To provide green screens which can screen houses from roads, and from each other, as well as creating shade and absorb CO2 b) To create boundaries which are porous to wildlife, allowing creatures to pass through where fences would stop them, as well as habitat for birds and insects	Increase biodiversity, flood and air quality regulation. Combats noise pollution.	Working party has reviewed this, and it has been discussed at a Planning Committee. These are all now policies which provide a reference point of preferred practices and key consideration that Sevenoaks Town Council considers important when making recommendations to the Local Planning Authority. A link to the Sevenoaks Town Council Policies relating to Planning Application
		Review Planning Committee recommendations for the introduction of 2	Low	May-22		This is already a policy.	More green space provides aesthetic value.	

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		trees planted for 1 removed policy.						<p>Recommendations can be found here:  <a href="#">2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf</a>  <a href="#">(sevenoakstown.gov.uk)</a></p>
		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 benefits of lower light pollution.	
		Add holes in STC fences to allow hedgehogs to travel through hard boundaries.	Low		N/A	Theme 2 L2 NDP	Wildlife corridors boost biodiversity and ecosystem services.	
	4.7	Streetlighting to LED provision. Look into Solar lighting.	Medium		TBA	Solar LED's used by Shrewsbury Town Council. Can use these at STC too. Costs to be reviewed.		

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		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			
	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.	Biodiversity Policy looks to protect hedges and trees.  2 trees planted for 1 removed will extend tree cover.  Sustainable boundaries will also extend cover.  Adopt a Tree Scheme will also extend tree/hedge cover.
		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.	Open Spaces and Biodiversity Policy covers this, LCWIP will also address accessibility of green space.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
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		Look into where new accessible open spaces and green infrastructure can be created. Refer to the NDP for this.	Low		TBA			Sustrans LCWIP will include access to green spaces.
	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 to the STC website.
		New developments to wherever possible deliver net gain in biodiversity.	Medium		N/A	Theme 2 Policy L1 NDP		Part of the NDP.
	4.11 Flooding mitigation and Sustainable Urban Drainage	Planning committee recommendations 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	Tree and hedgerow planting carried out by STC reduce flood risk.	Part of Sustainable Boundaries. Working party has reviewed this, and it has been discussed at a Planning Committee. These are all now policies which provide a reference point of preferred practices and key consideration that Sevenoaks Town Council considers important when making recommendations to the Local Planning Authority. A link to the Sevenoaks Town Council Policies relating to Planning Application Recommendations can be found here: <a href="https://www.sevenoakstown.gov.uk/2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf">2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf</a> ( <a href="https://www.sevenoakstown.gov.uk">sevenoakstown.gov.uk</a> )
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	Refill Scheme has been repromoted with World Refill Day on the 16 <sup>th</sup> of June. The Miners Arms has signed up following this promotion.

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		Encourage more businesses to take part.	Low		N/A		changes being made. Lower landfill waste.	A result of World Refill Day was the Miners Arms pub signing up to the scheme.
	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			Survey respondents have been signposted to litter picking events.
	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			Victoria Raggio, manager of Sevenoaks Station, has been contacted. Response was that while this is a good idea, there is not currently funding for it.
		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		N/A			Water refill facilities being investigated. Need to be durable and have water bottle refilling capabilities (not just drinking fountains). MIW drinking fountains are suitable and are likely to be pursued.
	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.  Repair Café has been forwarded to survey respondents who expressed an interest.

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		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 building and volunteers can be found.	Low		TBA			
		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		Reduces landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	

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		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 reducing landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	Provide details of this scheme on STC website.
		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. Online states SDC does not have food collection, but offers discounted composters on the SDC website. This is only useful for those with gardens. SDC's reasoning is to avoid sending diesel freighters across the district to collect food waste.
		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.		
<b>6 - Information and Access to Information</b>	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. Adopt a Tree Give it a Grow Refill scheme Plastic free pledge		Information packs "Green Tips for Sevenoaks" has been uploaded to the STC website.
		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			This has been included in the Green Tips for Sevenoaks information pack.
	6.2 Facilitate Reduce, Reuse & Recycle programme of informal education events such as sewing / mending; repairs; plant	Contact individuals / organisations that run these events to see if they would be interested in running them in Sevenoaks.	Low		N/A		The Repair Café operating out of St Lukes Church runs workshops alongside their repair activities – such as how to repair tyres.  Beekeeping workshop/talk to be investigated; potentially to be held at the Bat & Ball Centre. Speakers have been contacted. Note should be made that only focusing on	



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	based home cooking; gardening							honeybees may be bad for biodiversity as a whole. <a href="#">Beekeeping in cities is harming other wildlife, study finds   Natural History Museum (nhm.ac.uk)</a>
		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			STC would be willing to hold informal events at STC buildings.  SCAN have expressed interest in hosting events.
		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.
		Promote and support other organisations events that provide beneficial information to residents.						SCAN climate change gardening event on the 10 <sup>th</sup> of September was promoted as part of the Great Big Green Week.  Sevenoaks Vegan Market on the 10 <sup>th</sup> of September was promoted as part of the Great Big Green Week.
	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		N/A			Both info packs to be delivered as one: Lower your carbon footprint and energy consumption. This pack is complete, titled Green Tips for Sevenoaks. Kall Kwik designed this pack, and is likely to cost between £200 and £250.

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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			Green initiatives have been identified and are available online and in offices. These include the Plastic free pledge, the Refill Scheme, Adopt a Tree, and In Bloom efforts.
	6.4 Liaison	Continue and begin liaison with other statutory authorities, voluntary organisations, etc, to avoid duplication of resources.	Low		N/A			Sharing of authorities and organisations information and events has taken place. SCAN and Vegan Markets have been shared on the Great Big Green Week's events page.
		Contact Schools regarding green initiatives.	Low	Sep-22	N/A	Talk about this during the Climate Change Youth Forum in September.		Have sent out invitations to the Climate Change Youth Forum in September, where green initiatives will be discussed.
		Contact community groups regarding green initiatives.	Low		N/A			
		SCAN and STC to work towards Climate Fair event in May/June 2023		May/Jun-23		To provide information and events to engage people in ways to tackle climate change and lower their carbon footprint. Planned to be held at the Vine.		Awaiting response from Sevenoaks Climate Action Network (SCAN) on what STCs involvement is to be. Meeting to take place on the 15 <sup>th</sup> of September.
	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. Has been sent for printing at Sevenoaks Station and Sevenoaks Bus Station.		140 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 1972, 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.

STC Green Community Investment Plan – Progress Report.

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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**Sevenoaks Town Council  
Community Infrastructure Committee - 10<sup>th</sup> October 2022**

**Provision of Drinking Water Fountains**

Sevenoaks Town Council as part of its Green Community Investment Plan (Agenda Item 7 (iii)) has resolved to provide drinking fountains at the Vine Gardens and Greatness Recreation Ground.

The Town Council is also campaigning as part of the DVCRP for drinking fountains to be provided at stations.

The addition of a drinking fountain/fountains will provide environmental and community benefits. Encouraging people to carry and refill a reusable bottle and making it easy for them to do so - an effective way to reduce plastic pollution at source. Every time someone refills instead of buying a bottle of water, it saves resources and CO2 emissions used to produce bottles, and also CO2 emissions from transporting bottles of water. This potentially benefits the town's appearance, as there may be less litter as a result.

Including the option to refill a bottle instead of purchasing a drink may also lead to people making a healthier choice by providing the public with a cost-free alternative to the consumption of sugar-sweetened beverages. In addition to this, the presence of drinking fountains can also contribute to the public's health by facilitating outdoor physical activity, which can improve mental wellbeing as well as physical fitness.

The drinking fountains must be able to fill a bottle, be vandal resistant, self-turning off (not switch or handle), and frost resistant.

It is also noted that not everyone would drink from an open bowl type fountain with the water shooter exposed in a public open space.

The last option and most expensive also provides access to water for dogs.

**RECOMMENDED:** Two drinking fountains purchased and installed, and funding allocated from CIL.

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The following designs meet the above criteria:

[Drinking Fountain with Bottle Filling Station - Adult Height \(gentworks.co.uk\)](http://gentworks.co.uk)



- £697.20 Inc. VAT.
- Must be wall mounted
- Has drinking and bottle filling capabilities
- Self-closing push button valve
- All pipes and valves must be drained using pressurized air prior to temperatures dropping below freezing.
- Alternatively dismount and store in an area above freezing.
- Can be used by those without a water bottle to fill.

[Murdock M-OBFM5 Outdoor Bottle Filler \(drinking-fountain.co.uk\)](http://drinking-fountain.co.uk)



- £1792.80 inc. VAT
- Not restricted to wall placement
- Self-closing push button valve

Optional extras:

- Satin finish stainless steel - usually available from stock.
- Red, blue or satin finish (available 14 to 16 weeks).
- In ground anchor plate to set into the concrete base.
- Inline water filter.



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[EZH2O Outdoor Bottle Filling Station - LK4400BF - Elkay - MIW Water Cooler Experts](#)



- £3432 inc. VAT
- Not restricted to wall placement
- Self-closing push button valve
- Can be rented for £69.92 a month over a 60-month period (£4195.2 total), which includes sanitation, filtration, servicing, and repairs, but does not include installation.
- Range of colours available.

[Endura II Outdoor Tubular Bottle Filling Station - 4420BF1U - MIW Water Cooler Experts](#)



- £4,458.00 inc. VAT
- Not restricted to wall placement
- Self-closing push button valve
- Can be rented for £77.19 over a 60 month period (£4631.40 total), which includes sanitation, filtration, servicing, and repairs, but does not include installation.
- Range of colours available.
- Can be used by those who do not have a water bottle to fill and is therefore more functional than previous models.

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[Endura II Outdoor Tubular Bottle Filling Station - 4420BF1UDB - MIW Water Cooler Experts](#)



- £5442 inc. VAT
- Not restricted to wall placement
- Self-closing push button valve
- Can be rented for £92.61 a month over a 60 month period (£5556.60 total), which includes sanitation, filtration, servicing, and repairs, but does not include installation.
- Range of colours available.
- Can be used by those who do not have a water bottle to fill and is therefore more functional.
- Offers greater accessibility than previous model with more uses.

All designs are appropriate for use as they all offer bottle filling capabilities. The first design is the cheapest, though it must be wall mounted. This may or may not be an issue depending on where the fountains are planned to be placed. The Murdock bottle filler is significantly cheaper than the EZH2O bottle filler and so if a simple bottle filler is what is intended, the EZH2O should be disregarded. The following 2 Endura II models offer wider functionality for those who do not have a bottle but wish to drink, with the 2<sup>nd</sup> Endura II model listed offering the best accessibility for all who may wish to use it. These models are more expensive, however, than the Murdock or the first model. None of the models are truly frost resistant and will need to be fully drained prior to freezing temperatures occurring.