

19th January 2023



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 30th January 2023 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/vusekQhu1qo> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

Town Clerk

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

Committee Members:

Cllr Claire Shea, Chairman	Cllr Sue Camp
Cllr Richard Parry, Vice-Chairman	Cllr Roddy Hogarth
Cllr Nick Busvine	Cllr Rachel Parry, Mayor (ex-officio)
Cllr Tony Clayton	

AGENDA

PUBLIC QUESTIONS

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

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2.	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	—

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3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4.	<u>MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 24th OCTOBER 2022</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 24 TH October 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: <ul style="list-style-type: none"> i. Bat & Ball Station (Action Plan Monthly Report for December 2022) ii. Green Community Investment Plan (Action Plan Monthly Report for December 2022) iii. Proposed Car Club iv. Bat & Ball Centre – Renewable Energy v. Draft STC Asset & Operation Carbon Reduction Action Plan 	Attached Attached Attached To Follow To Follow
8.	<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
24th October 2022

Meeting Commenced: 7.00 pm.

Meeting Concluded: 8.00 pm.

Cllr Claire Shea, Chairman	Present	Cllr Tony Clayton	Present
Cllr Richard Parry, Vice-Chairman	Present	Cllr Roddy Hogarth	Present
Cllr Nick Busvine	Present	Cllr Mrs Rachel Parry, Mayor (ex officio)	Present
Cllr Sue Camp	Apologies		

In Attendance: Cllr Libby Ancrum, Cllr Andrew Eyre, Cllr Keith Bonin, Town Clerk and Senior Committee Clerk

Substitute		For
Cllr Dr Marilyn Canet	Present	Cllr Sue Camp

Representations received from Members of the Public: None

366 Apologies for Absence

Apologies for absence were received and noted as shown above.

367 Requests for Dispensations

There were no requests for dispensations.

368 Declaration of Interests

There were no declarations of interest.

369 Minutes of the Meeting held on 13th June 2022

RESOLVED: That the Minutes of the meeting of the Community Infrastructure Committee held on 13th June 2022 be received and agreed as a true record.

370. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Projects Cash Flows Summary to September 2022.

It was agreed that a letter be sent to Enover Community Trust thanking them for their £80,000 grant funding for the refurbishment of the play areas at Hillingdon Rise and Julian's Meadow, and for their substantial grant funding in total.

It was noted that the total unallocated Capital Receipts Reserve was £393,199.

RESOLVED: That the report be received and noted.

371. Community Infrastructure Levy (CIL)

Councillors noted that the total unallocated sum to be used for infrastructure projects as at the June meeting of this Committee was £56,330.73. The current record of receipt due in October 2022 was £47,517.24.

Consideration was given to the allocation of CIL funding as set out below:

Unallocated Funds CIC 13.6.2022	£56,330.73
Christmas Lights Upgrade	£5,500.00
Drinking Fountains	£6,000.00
Stag Solar Panels (agreed at Finance & General Purposes Committee, <i>Minute 317, 26.09.22 refers</i>)	£19,400.00
St Nicholas Church – Quinquennial Report	£4,000.00
Sub Total	£21,430.73
Add October 2022 payment	£47,517.24
New Balance	£68,947.97

The Committee noted that work was starting on the joint funding application to the Football Foundation by the Town Council and Sevenoaks Football Club for the proposed new pavilion at Greatness Recreation Ground. The Town Council would be the official investment body, and the Committee was mindful that the Town Council would be required to cash flow the project as funding from the Football Foundation would be retrospective.

RESOLVED that:

- 1) CIL expenditure for the necessary Christmas Lights upgrade, installation of two drinking fountains and repair works identified in the St Nicholas' Church Quinquennial report which were the responsibility of the Town Council, be approved; and
- 2) That the unallocated balance of £68,947.97 be noted.

372. Community Investment Plan Projects**372.1 Electric No.8 Bus**

The Town Clerk advised that opportunities for external funding were being explored.

372.2 Bat & Ball Station

The Committee reviewed the Action Plan monthly report for September 2022 and noted the following in particular:

- Data on website traffic would be of interest
- Arts & Crafts Workshops in August had been well attended and positively received
- Unfortunately, the Heritage Open Day had been cancelled following the death of HM The Queen

- The Heritage Engagement Officer would be discussing roles with potential volunteers
- The proposed once a month holding of a Forget-me-not Café was welcomed and it was requested that a rota be circulated for Councillors to attend
- The posters of railway stations on the Darent Valley line were selling well and cards were now also being prepared for sale
- A Christmas event for children and a Christmas Market would be held in December

The Town Clerk advised that an acoustic report had been obtained in relation to the proposed Railway Children event as amplified music was not permitted under the planning permission. Unfortunately, it was concluded that to reduce the noise level to meet the planning condition, a whole acoustic wall would need to be installed on one side of the building.

RESOLVED: That the report be received and noted.

372.3 Green Community Investment Plan

The Committee reviewed the Action Plan monthly report for September 2022 and noted the following in particular:

- Green Tips for Sevenoaks leaflet had been prepared and uploaded to the website: [STC Green Tips for Sevenoaks](#)
- Climate Change Event being organised jointly with SCAN (Sevenoaks Climate Action Network) would be held on 29th April 2023
- The need for further bicycle racks would be kept under review particularly in the light of the forthcoming Local Cycling and Walking Infrastructure Plan commissioned by the District Council
- The first Climate Change Youth Forum had been positively received with young people sharing good ideas and keen to move forward
- The exploration of electric vehicle charging solutions continued at District and County Council level
- It was requested that Tunbridge Wells Car Club be contacted to see how their scheme operates
- Suggested that the development of School Travel Plans be discussed with the Climate Change Youth Forum

RESOLVED: That the report be received and noted.

373 Minutes of Bat & Ball Centre and Bat & Ball Station Users Group Meeting – 19th October 2022

RESOLVED: That the Minutes of the meeting of the Bat & Ball Centre and Bat & Ball Station Users Group held on 19th October 2022 be received and noted.

374. Provision of Drinking Water Fountains

As part of its Green Community Investment Plan, the Town Council had resolved to provide drinking water fountains at Vine Gardens and Greatness Recreation Ground. It was noted that the Town Council was also campaigning, as part of the Darent Valley Community Rail Partnership, for drinking fountains to be provided at stations.

RESOLVED that:

- 1) two drinking water fountains be purchased and installed at Vine Gardens and Greatness Recreation Ground; and
- 2) that CIL funding of £6,000 be allocated for this purpose. (See Minute 371 above)

375 Active Travel Collaboration – Otford Parish Council and Sevenoaks Town Council**RESOLVED** to note that:

- 1) The Town Council was considering collaborating with Otford Parish Council (OPC) to investigate deliverability of a cycling route between Otford and Sevenoaks;
- 2) The Town Council had received a copy of OPC's feasibility study for this which was produced in 2017, but that a quote for its update had not yet been supplied;
- 3) a second meeting with OPC had been held today, 24th October 2022, to discuss further how the councils might work together and to set expectations, and the following points agreed:
 - i. Sevenoaks Town Council in principle supported the Otford to Sevenoaks cycle path as per the Sevenoaks District Council Cycling Strategy and the Neighbourhood Development Plan
 - ii. Sevenoaks Town Council would review the relevant 2017 Feasibility Study produced by Kent County Council
 - iii. Consider obtaining a revised Feasibility Study linked to other relevant local proposals
 - iv. Consult on revised Feasibility Study
 - v. Consider adopting detailed scheme to enable submitting future funding applications

376. 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)

	Jan 2023 CIC (December YTD) update			
	Dec 2022 YTD	2022/23 Remaining	2022/23 Total	Notes
Bat & Ball , Ancillary ram, bike stores etc		(61,919)	(61,919)	Otford steps & Cycle racks budget, of which £42K is CIL funded, to be spent by July 2023
Bat & Ball Centre	(1,650)	(36,605)	(38,255)	To consider whether further capital spend is needed
Business Hub	(6,948)	(0)	(6,948)	Retention payment now paid
Other Community Investment Plan projects				
NDP & Northern Masterplan	(12,613)	(10,000)	(22,613)	Remaining £10K relates to print costs, covered by grant received (subject to timing of vote)
Sports Strategy-Rugby	(52,425)	(3,085)	(55,510)	£30K allocated to upgrade sports pitch. £9K allocated from CIL. £18.5K allocated for floodlight. £2K Drainage investigation in 2021/22.
Mini SID device		(8,065)	(8,065)	£4K to be funded from KCC, balance from CIL
Other Capital spend				
Play areas (Julians Way & Hillingdon Rise)	(87,856)		(87,856)	£80K Enover grant received; £12K CIL allocated (£8K used in prior year)
Cemetery (Intruder alarm)	(2,460)		(2,460)	
Total Expenditure	(163,952)	(119,675)	(283,627)	
CIL reserves to be released				
Bat & Ball ancillaries		42,637	42,637	
Sports field drainage		9,000	9,000	
Knole paddock Floodlighting		18,500	18,500	
Play areas (Julians Way & Hillingdon Rise)		4,000	4,000	
Mini SID device		4,065	4,065	
Other funding towards Capital projects:				
KCC funding towards mini SID		4,000	4,000	
Play areas grant	80,000		80,000	
NDP printing grant	10,000		10,000	
Net funding required from CRR (after CIL & grants)			(111,425)	
Capital Receipts Reserve (CRR) opening balance 1/4/22			509,432	
Agreed further use of CRR (F&GP 200720):				
St John's toilets improvements			(2,391)	
Remaining Unallocated CRR (After agreed further use & net project funding required)			395,616	
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 - 30th January 2023**

Community Infrastructure Levy (CIL) Report

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

The current record of receipt for April 2023 is £12,298.13, this will undoubtedly increase.

The total unallocated sum to be used for infrastructure projects as at the October meeting was £68,947.97

Unallocated Funds CIC 24.10.2022	£68,947.97
	£
	£
	£
	£
Sub Total	£
Add April 2023 payment (CIL collections to date, to increase)	£12,298.13
New Balance	£

Recommendation: That the Committee receive and note the report.

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Bat & Ball Station Activity Plan Progress Report December 2022

Progress Report: 31/12/2022

Monthly SummaryWebsite

- 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; this is to be updated once Vision ICT have moved onto a different website platform Weebly- the current platform won't allow it.
- Notified Vision ICT about slow website- they are looking into it.
- Website analytics for December 1st – 31st 2022 [click here](#)
- 1. Social media; Continuing to post and re-share posts regularly on both Twitter and Facebook for Station. Café Manager 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 of Bat & Ball Station.
 - Set up timed posts during non-work hours for events.
- 2. Volunteering;
 - Continuing to advertise via social media and posters are still up. Social Media posts have been designed and rolled out via Twitter and Facebook. These have has good publicity and well received.
 - Imago Volunteer Fair at the Stag October 20th completed. Went very well and have recruited 4 new volunteers. Completed a Imago post Fair questionnaire. Forget-me-not café advertising was used at the Fair including volunteer sign up.
 - Oral History volunteer has been disused due to merging with Historic Volunteer role.
 - National Trust Knole have been in contact with Youth Council Officer and myself creating and exploring volunteer opportunities for young people in Sevenoaks. They are to attend the new Youth Council Meeting on the 18th January with National Trust. Heritage Engagement Officer will also attend, proposal to create a Sevenoaks Town Heritage Youth Volunteering Group; the idea would be to create a collective of opportunities and move them around over a period of time to different sites/places. Sevenoaks is rich of History and Heritage with many places needing volunteers, it would open Heritage spaces to youth and also show career prospects.
 - Forget-Me-Not Volunteer morning with Elaine from The Good Care Group; Went well, 1 current volunteer showed up, 3 new volunteers specifically for Forget-Me-Not café.
- 3. Friends of Bat and Ball Station: Printed new FOBB leaflet.
- 4. Workshops; No new ones planned for 2023. Heritage Engagement Officer will reassess in January 2023.
 - Arts & Crafts education for online; currently researching/ processing videos and tutorials to design create and make at home train station themed; Free pintables will be provided as well.
- 5. Railway Children Charity Event; Sound acoustic conducted assessment, completed. The outcome was advised we obtain sound insulation improvements suggested by Able Acoustics: It is recommended that limits are set with the local authority and any amplification system locked in a tamper proof cabinet. It is also recommended that further controls in the form of a noise management plan, with a complaint procedure, be put in place.

Bat & Ball Station Activity Plan Progress Report December 2022

6. 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.
7. Halloween Event:
 - Booked in Station diary.
 - Spooky Halloween Workshop completed. The Creation Station slime and headdress workshop went well, with slime making more popular. All x80 tickets were sold out through EventBrite however only 70-75% families arrived with the inclusion of 5-10% of non-ticketed attendees. Volunteers were very helpful throughout the event, and were relieved earlier due to the event running smoothly. £45 cakes sold during the event. For future reference, it would be good to have café fully open, shrink down the event to x40 children and only have one activity. The Creation Station Sevenoaks are keen to explore more event collaboration with Bat & Ball Station.
 - Halloween Pumpkin Trail: Went very well, with it being popular for local families in the North area of Sevenoaks. STC Town Team Facilitator hasn't any new trails for St John Hill in 2023, this will be reassessed in the New Year; it was agreed in a meeting between STC Town Team Facilitator, Youth Committee Clerk and STC Climate Project Officer that there should be better engagement with other areas of the town including the immediate Sevenoaks Town Centre.
8. Silver Sunday:
 - Not successful and resulted in nobody turning up; advertising was done a few months in advance however SDC could've advertised it better on their behalf. If continued next year, different advertising and activity to be used; perhaps a ticketed history talk during café opening hours.
9. 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.
 STC Heritage Engagement officer, Climate Officer, and Youth Committee Clerk are going to organise a Climate Event next year, with the inclusion of speakers/workshops/talks. No Event Plan has been formed, nor a time frame for this event. Meeting to discuss this will be in January 2023.
 - SDC DVCRP money set aside for environmental impact. Looking into ways to utilize this.
10. Heritage Open Day- **Cancelled** due to the Queens Death.
11. 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 assess 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. Posters will also be for sale at the Station Christmas Market
 - Contrado merchandise platform to be set up by DVCRP Rail Officer for DVCRP merchandise including station posters.
 - Station Mural; Application currently being completed. Community survey is needed. Local highways also need to be contacted to assess road closure and/or safety. Heritage Engagement Officer to choose muralist>conduct community survey with design drawing.
 - Kent CRP from Hollingbourne Station would like to visit the Station; meeting booked for January
12. Forget-me-not café
 - Booked in Station Diary until December 2023

Bat & Ball Station Activity Plan Progress Report December 2022

- Marketing: ***In your Area Campaign Advert £204 spent: Results;*** In your area advert Times your GeoFlex advert was shown: 5,494, Times people saw your GeoFlex advert: 2,444, Times your GeoFlex advert has been clicked on: 21
- Meeting on 28th September completed with Manager from The Good Care Group, SDC Health & Communities Manager, and STC Town Clerk.
- Volunteer open morning completed: 3 new volunteers showed.
- Volunteer advert designed, and promoted on social media.
- Speakers have been sourced until May 2023, currently trying to fill all speakers for 2023.
- First launch for café went ahead; is, Over 10+ visitors came and two volunteers, it proved to be a very successful launch. The Town Mayor kindly opened the Café along with Forget-Me-Not Founder Elaine before starting off the event with a talk from Austin Blackburn at Go Coach on his new Art Deco bus garage. There were a few areas to work on; using a microphone, editing opening ours to 10:30-12:30, and making the café feel more 'warm'.

13. Warm Spaces

- Event Plan for Warm Spaces needs to be formed.
- Warm coats collection has been set up, proving to be very popular. Coats have been redistributed around Sevenoaks Town resulting in more residents getting access to them; House in the Basement and Sevenoaks Foodbank.
- First few mornings, very quiet with nobody showing up. 28th November Warm Welcome Space was more successful with 2 visitors and 3 new volunteers.
- Creating list of speakers and events. Slowly beginning to contact speakers- calendar for talks in process. New Volunteers are being very helpful suggesting contacts
- Coat rack, Book Swap, and free teas/coffees provided.

14. 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 2023.15. 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.16. Christmas Event: Father Christmas meet and greet, Christmas tree, and crafts

- Event Plan needs to be finalized.
- Volunteers have been contacted; no volunteers are available for this. Sevenoaks Council Team Facilitator has volunteered to be Father Christmas. Station café will need to be open.
- Advertising: Christmas event to be part of Sevenoaks Town Council Christmas Advertisement collection. Free tickets sold through Eventbrite have sold out.
- 10th December event; Father Christmas made his special appearance, bringing all his Christmas cheer and presents for children who visited him in his wonderful grotto. As part of the event, children could make Victorian inspired crafts such as Christmas crackers, paper angel decoration, and Christmas cards for Father Christmas. Children had a wonderful time meeting him and learning a little about how Christmas through the Victorians. Sevenoaks Town Team Facilitator volunteered kindly to be Father Christmas for the workshop. If you'd like to see the cards made at the event, they are on display in the Station Cafe.

Bat & Ball Station Activity Plan Progress Report December 2022

17. Christmas Market:

- Event plan needs to be finalized.
- X12 stalls in total, only displayed in The Booking Hall, The Luggage Room will be kept free. If popular, next year the market will hopefully expand.
- Station café won't formally be open but selling hot drinks/food.
- 3rd December market; Twelve stall holders joined us, showcasing knitting, chocolate, jewellery, skincare and more; all individual businesses and a few new businesses from the Sevenoaks area. The Station café opened especially during this market as well, making a good profit and driving customers through to the market. As this was our first market, there were a few tweaks to be made and things to be improved for next year

18. Awards and Nominations: Awarded Platinum loo of the year award for both Station toilet and platform toilets.19. Signage:

- Investigate Reservoir signage from Kent Wildlife Trust, access from station side into the reserve. Discussed with STC Climate Officer as it would be part the green investment plan for Sevenoaks Town future.
- Sign Scheme confirmed with Town Council for funding. STC Town Team Facilitator Officer and Heritage Engagement Officer will need to discuss how Bat & Ball Station can benefit from this. This project is in it's final stages and costs are being formed, there is no due date.

20. Café:

- Social Media: Station café Manager runs Cafe in the Station Instagram account.
- Looking into advertising signs- Roadside advertising: Café can't be advised due to Sevenoaks District Council Regulations. Cafe sign will be part of the DVCRP mural on the brick wall. More advertising initiatives are needed.
- Supper Club- Promoted at the Queen Jubilee event revised the event.
Cancelled Yoga collab with Fiscal due yoga instructor's personal issues and stress. They would like to collaborate next year when more prepared and comfortable.
Investigating ways of making the café better integrated into the community; social trends e.g. pumpkin spiced lates, Veganuary. Proposing to also donate to a local charity each month; such as a 'Meal of the month', a particular meal is picked by the café > each of those meals purchased, a percentage of profits goes to a charity picked by the customer/staff.
- 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. Ways to incorporate more green events for 2023 will be looking into with STC Climate Officer.
- Facilities
 - Damaged Panel by Bat and Ball community center entrance side. Southeastern Facilities Team have the panel, the Station Manager at Sevenoaks is following up with a timeline.
 - Telephone- Heritage Engagement Officer to complete editing of sound recordings and reinstalled.
 - Station bench- 06/11/2022 the bench was criminally damaged, which has been reported to the police. The arms of the bench were ripped off; Station Facilities Manager has repaired the bench temporarily without arms. David Redfern has been contacted to supply a quote for restoration of bench £1,560.00. Contact Railway Heritage Trust to see about funding, however this isn't a usual area for funding.
 - Construction of platform bench – David Redfern has supplied us with a quote for creating a replica of the current platform bench £3,817.60.
 - Potential to claim on insurance for bench repairs, this might take up to a few months.

Bat & Ball Station Activity Plan Progress Report December 2022

Events Calendar

Date	Event
May (end of)	Welcome sign and Poster Mural Stations
June 24 th	Café: National Cream Tea Day
July 7 th	International Chocolate Day
July 16 th	Café; Cherry Day
July (Sound Limitation Issue)	Railway Children Event
August	Restoration Celebration and Photography Exhibition
August 5 th , 12 th , 19 th	Arts & Crafts Workshop
August 4 th	Railway Steam Train running through B&B Station
September – July (school year)	School History Workshop
September – July (school year)	School Science Workshop
September 17 th	Heritage Open Day
October 17 th – 4 th November	Halloween St Johns Trail
October 20 th	Volunteer Fair
October 23rd	Supper Club X Fiscal yoga brunch @B&B cafe
October 29 th	Night at the Station (Halloween) and trail
November (TBC)	DVCRP Poster Exhibition
November 12 th	Silver Sunday- tasting Menu and chair yoga
November 14 th	Opening of Warm Spaces
November 16 th	Forget-me-not café volunteer open morning
November 19 th	Oxford Christmas Market, elves popping around Bat & Ball Station
November 24 th	The railway touring company steam train running through B&B station
December 3 rd	Christmas Market
December 10 th	Christmas event; Santa meet and greet, Christmas tree, and crafts
December 14 th	Forget-me-not café opening date
March 23 rd 2023	English Tourism Week
May 20 th 2023	Sevenoaks Friends of Pontoise visit to Bat & Ball Station
TBC	Short Talk event 'All aboard for...'
TBC	Arts and Crafts Workshops
TBC	Climate Event with STC Climate Officer
TBC	Easter North Sevenoaks Trail
July 3 rd 2023	Northern Sevenoaks Heritage Trail

Bat & Ball Station Activity Plan Progress Report December 2022

Red= Priority Task

Yellow = Minor importance/keep an eye Task

Green = General Tasks

Blue = New Task Ideas

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
1	General									
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"> ➤ Banner to be designed for website, awaiting image sizing from Vision ICT. ➤ Looking into ways website can be more visually appealing and modern without changing the whole website design. ➤ Idea to propose train animation to run at top of website- TBC. ➤ Processing website analytics over the month.
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"> ➤ Event posts ➤ Volunteer Posts ➤ General updates
1.3	Station Facilities	General Public	Period Telephone interaction point	Period Telephone	£721.20 £3,817.60 Grant for RHT £1k £1,560			HEO		<ul style="list-style-type: none"> ➤ 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. Construction of platform bench by David Redfern Grant accept from Railway Heritage Trust for £1k Restoration of current damaged Platform bench

Bat & Ball Station Activity Plan Progress Report December 2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
2	Formal Learning/ School & Children									
2.1	History Workshop History workshop relating to the station, station building, and significance to Sevenoaks.	Primary schools KS1 & KS2 Target 3 per year	School children will have the opportunity to experience hands-on learning activity. -Young people to learn about local heritage/ Sevenoaks -Learn about the history of Victorians and what they bring to our English History Curriculum Based Lesson Plan for teachers.	Lesson Plan Site visit Information talk worksheets with Q & A potential for dressing up Risk Assessments		Review pupil/teacher evaluation. Feedback from new (hopefully) heritage explainers/art & craft volunteers and past ones. Repeat bookings by schools.	-Insufficient interest or resources to enable take up by local schools. -H&S risk assessment for school children external visits.	HEO		Design a lesson Plan (KS1 & 2); read through survey for teachers and children- make minor improvements <ul style="list-style-type: none"> ➤ Make larger costumes/ most accessible. ➤ Maybe purchase chalk board, as a different form of engagement ➤ Currently recruiting volunteers ➤ Currently completing lesson plans ➤ Volunteer will assist with lesson plans ➤ Network Rail - women in rail talk and sourcing ➤ Historic days – e.g. Christmas and architecture (simple)
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"> ➤ 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.) <p>Other activity layout ideas:</p> <ul style="list-style-type: none"> ➤ Currently awaiting volunteer recruitment ➤ Set up the main hall as train stops (similar to the arts & crafts layout) ➤ -Each stop has the different activity, and the final stop would be the seaside holiday? ➤ Layout the hall using sticky tape on the floor for train tracks (can change) ➤ Could use a conductor hat or wooden train whilst to keep engaged.
3	Informal Learning/ Inhouse Events									
3.1	Volunteer Lead: History Lectures and talks via interactive slide	-Community voluntary groups	-To be able to learn about the heritage of the Bat & Ball.	-Research information. -HEO		Number of Events held	Lack of interest of public.	HEO	TBC	Past: 5 talks with Ed Thompson (Heritage Talk), David Killingray (History Talk), and Roger

Bat & Ball Station Activity Plan Progress Report December 2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
	presentation and Q & A	-General Public	-Engage into local knowledge and past stories	-Heritage Explainers Volunteers -Promotional material e.g. short video / power point / information sheet.		Attendance numbers. Feedback sheets. Repeat requests.	Unable to source speakers.			Johnson (Thomas Crampton Talk). Average attendance: 40 ➤ Awaiting volunteer recruitment ➤ Revisit past talks, utilising recruited volunteers. ➤ Source exterior speakers- used for schools/colleges and companies.
3.2	Children Arts & Crafts Workshops	Children and young people aged 4 – 14, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building. Pride in having artwork displayed. Evidence of community engagement in the projects. Free events for more vulnerable families Promote café.	Volunteers Recycled materials for artwork Marketing	£43.41	-Number of events held x3 -Amount of artwork produced. -Attendance number -Feedback.	-Lack of interest from public. -Expertise to assist with artistic element.	Youth Council Heritage Engagement officer	July Booked at B&B station 5th, 12th, 19th August 10-3pm.	Event Plan is complete. 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 -Contactors -CRP	-Acknowledge and appreciate the restoration -Celebrate the 2 year anniversary of the new Bat & Ball Station -Raise awareness of funding from HLF	-Leaflets -Social Media -Town Crier -Volunteers -Maybe a steam train?		-Public interest -Volunteer interest		HEO	TBC	➤ Could link it to the Victorian Society for sponsorship? (Victorian Building and restoration charity) ➤ Work with CRP and see if they would like to join ➤ Make note of awards it has won <u>Update</u> ➤ Event Cancelled due to photography society booked up this year. No event plan yet

Bat & Ball Station Activity Plan Progress Report December 2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
4	Volunteer									
4.1	Volunteer researchers	Volunteers General public School children Future generations	Obtain research relating to and create historical records. <ul style="list-style-type: none"> Station building Station building history Significant events Railway heritage significance Memorabilia e.g. railway posters Impact on surrounding area, how it has changed, including social history Lives of previous employee at the station Develop of businesses in the area. 	-Recruitment - Person Spec./ JD -Support HEO -Volunteer Badge/Kit -Demonstrate appreciation; café discount, invitation to mayoral/civic events	Previous spend £1,000;	-Number of volunteer researchers involved. -Number of volunteering hours. -Quantity and quality of research achieved. -Future use of research. -Feedback from those involved.	Time and resources to collate and consider input from volunteers. Insufficient interest from volunteers. Ability to check accuracy of research.	Town Clerk & HEO		<ul style="list-style-type: none"> ➤ Develop new job description; to be posted on volunteer section of website ➤ Contact past volunteers ➤ Information was available at Open Days <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised.
4.2	Volunteers (All)	Staff Volunteers General public	Volunteers will benefit through the act of volunteering and the new roles created. Volunteers will gain new skills and new knowledge. Volunteers will gain from work experience. Volunteers will benefit through training opportunities and support to learn new skills. Volunteers to feel that their contribution is appreciated.	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"> ➤ Develop new job description; to be posted on volunteer section of B&B station website ➤ Contact past volunteers. ➤ Recruited new volunteers ➤ Design and create document to be send out, supporting headhunting ➤ Introduce volunteers to future events <ul style="list-style-type: none"> ○ Once groups is established, further events such as coffee mornings and groups meetings with be organised.
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 lanyards	-Email correspondence	-No interest	HEO		Open mornings planned for next year Forget-me-not café volunteer morning planned for 16 th November 2022
4.5	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available.	Production of copy, images and information for postcard.	N/A	Feedback from leaflet.		Town Clerk & HEO		<ul style="list-style-type: none"> ➤ Designed Flyer – posted out in town & socials ➤ Setting up Volunteer Opportunity Event in 20th October with Imagio.

Bat & Ball Station Activity Plan Progress Report December 2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
			To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.							➤ N/A Infopod update
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		<u>Training</u> First Aid Fire Safety Disability Awareness Basic customer Service Training <u>Class for Volunteers & Staff to Uptake</u> ➤ Sign Language ➤ + other classes that other volunteers might want to teach <ul style="list-style-type: none"> ○ This will enable a safe space for volunteers and make the station a comfortable space where they can learn and work. ➤ Network rail/ Good Samaritans suicide prevention training via DVCRP to be organised 09/2022
4.7	Friends of Bat & Ball Station	Friends of Bat & Ball Station	Awareness of Friends of scheme Quarterly updates and new events Enable the public to engage more the station and how it's used	Newsletter Leaflet Meetings and agendas Friends of Sevenoaks		Sign up's Website statistics Meetings		HEO Linda Larter Friends of Bat & Ball	Continuous.	New Leaflet has been made New newsletter will be scheduled quarterly <u>Meetings</u> Friends of Sevenoaks and Friends of Pontoise meeting Saturday 20 th May 2023. Event plan has been formed.
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		
5	Formal Outside Events									
5.1	Railway Children Charity	Young people General public Fundraising -Sevenoaks District	-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"> - 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

Bat & Ball Station Activity Plan Progress Report December 2022

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
		Council Service								<p>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.</p> <p>- This will be revised with the sound limitations. We could put in a separate application for the sound limitations for this separate event?</p>
5.2	Heritage Open Days 8 th – 18 th September	Staff Volunteers & General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage. -Promotion and publicity for the venue	Marketing Heritage Explainers Event Plan	£760	Event takes place as planned. Attendance Feedback and evaluation Via on line or printed surveys.		HEO	Event cancelled due to death of the Queen	<p>Event plan is complete and costings spreadsheet.</p> <ul style="list-style-type: none"> ➤ Crampton Museum volunteer talks ➤ Elliot Water from Southern Rail coming down to provide talk on Historic Station Masters. ➤ Vintage bus + other vehicles linking with Swanley Park. ➤ Swanley Park setting up vintage car show. ➤ Victorian afternoon tea with Young Queen Victoria Actor and Prince Albert ➤ Railway rides at Bat & Ball Centre ➤ Miniature railway display at the station. ➤ Detective trail for children around the station. ➤ Victorian Fire Brigade display TBC £1500 <p><u>Arts & Crafts Table</u></p> <ul style="list-style-type: none"> • Template Victorian Postcard (post into the letter box) • Victorian Holiday Scrap book; tea stained paper, lots of images of sev, add writing, and map into a book!
5.3	Halloween/ Station After Dark	-Staff -Volunteers -General public	-Promotion and publicity for the venue -Secrets of the Building/special access/ any old stories	-Marketing -Heritage -Explainers -Event Plan	The Creation Station £500.	-Views on website and engagement by social media. -Attendance at events		HEO	29 th October & 31 st October	<p>Creative workshop for families around Halloween. Slime workshop, and paper crafts.</p> <p>Pumpkin Trail St Johns Hill</p>

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
		-Local businesses -Sevenoaks promoted.	-Linking boarder Sevenoaks Heritage Sites together	-Other Sevenoaks Heritage sites	£8.78 Hallowee n Décor Extra pumpkins £12.99 Leaf garland £10.99 Paper Cups £18.03					Linked with Wealden Properties shops to use as shops within the trail
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	Similar to Great Central Railway- £74 pp not inc. train ride. ➤ Incorporate Supper Club event. ➤ Could hire Youth Group to perform during meals featuring Railway Madmen (man men on steam trains, they used to be locked in train carriages).
5.5	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	-Promoting local villages, tourism facilities thus growing the visitor economy -		£19.80 X3 = total £59.40 TBC £1,396.80 inc. 20 VAT					<u>DVCRP poster unveiling event</u> Completed <u>Autumn Art Exhibition</u> ➤ Formal exhibition to showcase Railway Posters, a lithograph demonstration with Kit in the evening. ➤ Children's arts & craft station suggested, to design 'station poster' themselves. This could be posted in and hung on display or draw over the event period. <u>Sevenoaks Station- Farmers Site Poster Boarding</u> ➤ Completed. ➤ 1 st installation completed, moved to Swanley Station. ➤ 2 nd installation well received and intime for Britain in Bloom competition. Invoice to DVCRP.

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
										<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. <u>Christmas Market- Otford</u> 19 th November Mini Elves at each station.
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	Fabric Handrail x5 £150 inc. Tax	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 10 – 12pm Booked in Station Diary until December 2023
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 Clear Storage Box £21.99	Visit count		SDC	November	Talks and Speakers for event Free coffee/tea for public 2 nd hand coat rack Book Swap 9am – 12pm Might link up to local Food Banks
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 rd July 2022 through Sevenoaks Society	➤ Trail is starting at the Library entrance, celebrating the 900 th Year of Sevenoaks ➤ Get in contact with the society, to see if we could be part of their paper trail

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
										<ul style="list-style-type: none"> ➤ Would be interesting to see if we could get a steam engine- noted down lots of steam engine society's; closest one is Tonbridge. <p>Update</p> <ul style="list-style-type: none"> ➤ 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 & Ball Station 2023.
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 Cracker Snaps £12	HEO	10 th December	<ul style="list-style-type: none"> ➤ Father Christmas meet and greet ➤ Station café will be open ➤ Decoration of Christmas tree.
5.9	Christmas Market	General Public	Local sellers and producers	Volunteers Liaising with Stall holders Liaising with Cafe	N/A	Stall holders Attendance	Not enough stall Not enough engagement			<ul style="list-style-type: none"> ➤ Market will be open for everyone and the public. ➤ £10 per stall> hopefully x16 stalls in total using both rooms. ➤ The café will be partially open run by café manager.
5.10	Awards and Nominations	Public	Public to learn about the heritage of the station and the restoration project Civic pride Gaining recognition of the project		N/A	Gaining an award	Competition from other projects	Town Clerk HEO		<ul style="list-style-type: none"> ➤ Loo of the Year Ward- completed ➤ Cycle Friendly Places Award completed – bike planter has been build- plants needed.
	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Risks	Resp.	Predicted Start Date	Progress
6	Café									
6.1	Provision of café to provide venue for social	Volunteers Commuters	-Refreshments whilst waiting for train and nearby	Contract Management.	% of total cost/	-Employment of qualifies staff.	-Unable to recruit staff.	-HEO Café Manager		Utilising Social Media Events; <ul style="list-style-type: none"> ➤ National Cream Tea 24th June. Completed.

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
	interaction and sustainable income./ Station Area in general	General Public	residents and local businesses. -External Sevenoaks People meeting place. -Dog walkers (note from a puppy guid dog trainer uses café regularly).	Liaison with Station facilities manager Recruitment for new staff	Profit Made. £14.99 Bud vases	-Award of 'Score on the Door' -Attendance numbers. -Sales & profit	-Customer numbers and Spend per head			FB- went well for 1 st event and using social media events, can promote more and utilise the afternoon tea appeal. <u>Engaging in Trends</u> Using trends to steer the café; autumn pumpkin spice latte, Veganuary... Utilizing the coffee brand used for advertising. <u>Environmental</u> Inducing Meal of the Month, donating a particular percentage % of the meal to a charity of choice.
6.2	<u>Event:</u> Silver Sunday Event	Elderly Sevenoaks Residence	-Reminder of facilities provided by lottery. -Opportunity to use non-winning ticket to win coffee and cake.	-Café Staff hire for evening	Pippa = £70 ph		-Lack of tickets sold/interest in event.	-HEO -Café Manager -Others TBC	Nov	Confirmed event, publicised with SDC. ➤ Chair yoga with Pippa at 11am ➤ Tasting menu from Supper Club ➤ Making Cheesing making demo
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	➤ Discuss more clearly with Café manager what has/hasn't been selling. ➤ Promotion in Sevenoaks News Paper/Town Crier. ➤ Socials; B&B station Facebook, other Facebook market groups, website ➤ Approach local business within Kent ➤ DVCRP merchandise that DVCRP Rail Officer mentioned.
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 Station Manager -Calculation of incoming/outgoing/profit	-Lack of interest from general public -No profit -Time efficiency	- Station café manager Station café staff	TBC	

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
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"> ➤ 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.
6.7	<u>Event</u> <u>Supper Club X Fiscal Yoga</u>	General Public Fiscal Yoga community	Green scheme Healthy eating Local produce Mental Health and wellbeing		TBC	Fiscal Yoga				<ul style="list-style-type: none"> ➤ Waiting for Supper Club to create breakfast tasting menu. Tickets will then be send out once pricing has been confirmed with Fiscal Yoga. <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	Riverfood Café might be an interest. Corban Coffee was previously sold within the café, could be incorporated in future markets and events.
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		-No. of visits to website -Literature distributed and read -Feedback		-HEO -Others TBC		Station interior South Eastern Heritage Posters delivered x6 A2 and hung.
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	Number of people using facilities. Comments to café staff about toilets				<ul style="list-style-type: none"> ➤ All works have been completed ➤ Requested contract with Haden Pumps.

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	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Specific Actions and Progress
					inc. 20% VAT					
6.1 1	<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 Phone to speaker jac £8.65	TBC		<u>Update</u> ➤ Update hire T&C's ➤ Able Acoustics completed works/assessment at Bat & Ball Station on 26 th July 2022. Awaiting confirmation of works before starting the planning application.
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					No wayfinding signage ➤ Link to STC Town Team Officer wayfinding signage proposal ➤ There also isn't a bike trail, Young Council mention bike trails being a priority, particularly as lots of schools use the station at peak times. Green Community Investment Plan 2021: ➤ Cycle path from Bat & Ball Station to Dunton Green Station within the Northern Sevenoaks Masterplan. ➤ STC will investigate & obtain costs for a professional feasibility study. ➤ STC will also lobby for the inclusion of the proposal in KCC/SDC Strategies/ Movement Strategy/ LC WIP/ Dunton Green parish council.

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STC Green Community Investment Plan - December 2022 report
Monthly Summary

- 1) Call with David Bagwell from Ubitricity on the 8th of December to discuss the potential for a pilot of Lamp post chargers in Sevenoaks. Ubitricity have expressed interest in running a trial in Sevenoaks of up to 10 lamp post or bollard chargers for residents. They are confident that such a scheme would be able to run in the town, and have had SDC approval for a previous project. They will be in touch in January with a plan proposal.
- 2) Meeting with William Rossiter from Mitsubishi/Ecodan on the 8th to investigate potential for heat pumps in the council offices and business hub. Space for the heat pump units may need to take up a car parking space on the side of the Council Offices. 2 units per building are estimated, perhaps 3. Loft Insulation will be required for the installations. Glenn Ball has been contacted for details of our buildings, though he has not yet responded.
- 3) Meeting with Faye from the Micro Greens company regarding stocking their goods in the Station Café and also how they can get involved with the Climate Fair in 2023 to be arranged in the New Year.
- 4) Juliet from PV Solar Installers has been in contact regarding the installation of Solar Batteries at the Bat & Ball Centre, stating: “The Community Centre is a high user of electricity. Your existing solar installation will not produce enough excess electricity to fill batteries because your usage during the day exceeds what the panels will make, of course there are moments of exception. However, the benefit of batteries really comes in if you have a cheaper night time tariff from your energy provider; the batteries can be topped up overnight from this cheaper rate. The next day, the Centre will draw electricity first from the solar panels and if this is insufficient, then the batteries, which are full of any excess electricity from the panels and cheaper night time electricity and lastly from the grid at the more expensive day rate. My proposal, assuming you have a cheaper night time rate, would be to remove the existing inverter and add between 1 and 3, 15kWh hybrid inverters and maximise the batteries on each inverter to 23.2kWh. I have included a new estimate showing the cost of one 15kW hybrid inverter with 23kWh of batteries. When I visited the Centre I did not see the existing inverter and assume it is on the roof with the panels. Placing the batteries on the roof with the inverter would also involve some weather protection housing for the batteries, which is not included in this estimate. To add more than one inverter would require a full survey from the electrician. I am being open and transparent with regards the costs. If the electrician costs or material costs are less or different at the time of ordering, this saving would be passed onto you. I am happy to share my supplier invoices with you. With regards potential savings from having batteries, this depends on the difference between the day time and night time tariff. The difference can be as high as 30p.”
- 5) Similarly, Paul Vine from OHM energy also noted that the current solar installation at the Bat & Ball Centre is fairly small, and so will not fully benefit from having batteries installed, though these can be filled with cheaper electricity during off peak hours to be used during the day. The installation of a new inverter would allow the electricity generated from the solar panels to be utilised by the Centre and not sold directly to the grid, as well as fill these batteries, too.
- 6) Work on the Carbon Reduction Action Plan is ongoing, with a basic plan set out in excel. This will be edited and updated with different targets, such as solar installation, insulation, and more, for each of STC’s buildings.
- 7) A Clothing Bank will be introduced to the Bat & Ball Centre in January for 3 months. This can provide revenue to STC, though there are concerns regarding the appearance and upkeep of the bank, which is why a trial period has been suggested.
- 8) Hard to recycle plastics recycling may be introduced at the Bat & Ball Centre. Procycle by Veolia offers services for crisp packets, sweet wrappers, and healthcare bottles. These could be trialled for a time at the Bat & Ball Centre. Veolia have been contacted for costs of these services, including for the collection of full boxes. Currently awaiting response for the Procycle service, though I have received a response regarding food waste collection, with a 240l bin costing £8.50 per lift, with no rental, delivery, or duty of care fees. Plastic recycling may cost similar. [Procycle - difficult to recycle items | Veolia UK](#).
- 9) SDC has stated that they are unable to allow Car Clubs to use any of their charge points in the town centre as these are popular, frequently used locations.

- 10) Liberty charge have been contacted for suggestions on how to introduce EV chargepoints for use by Car Clubs, as they offer fully funded options for EV charge points for local authorities.
- 11) BP pulse have been contacted for some information on the cost of installing EV charge points, and suggested that different funding options are available. Currently awaiting response regarding the cost of an EV charge point.
- 12) The next Climate Change Youth Forum is being organised for the middle of February at 09:30 – 11:30 in the Bat & Ball Centre. Trevor Kennett from SDC has been invited to talk to the student representatives regarding SDC's recycling policies. Following feedback from previous Youth Forums, a new format will be trialled, whereby we will have different discussions on different tables with different guests before sharing key points, to try and keep the sessions engaging.

STC Green Community Investment Plan - December 2022 report

In progress Completed

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
1 - Priorities	1.1 Seek quotes for a pedestrian audit.	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 & 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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								<p>area. This supports the Cycling Strategy for Sevenoaks.</p> <p>WSP is looking into introducing E-bike hire in Sevenoaks town. Currently in early stages. A meeting was held on the 10th of October, whereby concerns and pros and cons regarding different types of E-bike systems were expressed. An online whiteboard was produced during this meeting, which can be seen here. Sevenoaks, Online Whiteboard for Visual Collaboration (miro.com)</p> <p>SDC is currently distributing a survey on Ebike hire schemes being introduced in Sevenoaks town.</p>
	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.	<p>Enterprise Car Club has been contacted regarding setting up its services in Sevenoaks. Enterprise is willing to go ahead with a car club in sevenoaks consisting of 1 or 2 electric vehicles. Requirements for this are designated electric vehicle charging bays and for these to be located in areas with high footfall and visibility. Have discussed the possibility of using SDC's car parks should our EV chargers not be suitable for Enterprise's needs. SDC is not willing to allow use of any of its chargepoints.</p> <p>Co-Wheels have been contacted regarding setting up a car club in Sevenoaks. A meeting with Co-Wheels took place on the 27th of October to discuss this. Co-Wheels generally charge for 75% of the cost of the vehicles when using EV's, being about £15,000 each.</p>

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								BP pulse have been contacted for quotes and funding information regarding EV chargepoint installation.
	1.4 Continue with Tree Planting	Increase tree planting throughout Sevenoaks.	Medium					<p>2 trees for 1 removed is policy. Adopt a Tree Scheme is advertised and forwarded to survey respondents.</p> <p>Canopy planted at Bat & Ball centre for the Queens Jubilee Tree Initiative.</p> <p>Adopt a Tree Scheme is being promoted. There are currently 12 applications to Adopt a Tree, locations are being reviewed. 4 trees planted last year have died but will be replaced.</p> <p>As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat & Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>On 2nd of December 2022 Tree planting for the Queens Green Canopy to take place, with silver birch, rowan, and wild cherry saplings to be planted in Littlewood. These saplings were received from the Woodland Trust and obtained by Wild in 7oaks, a small community organisation which encourages Sevenoaks residents to garden in a wildlife friendly way</p>

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	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					<p>Poster has been designed and invitations sent out. Event took place at the Bat & Ball Centre on the 30th of September. This has been renamed the Climate Change Youth Forum. Student representatives from 3 schools, Trinity, Walthamstow Hall, and Sevenoaks School discussed how their schools are tackling climate change. Those in attendance found the experience to be worthwhile and more will be held in future.</p> <p>The second Climate Change Youth Forum was held on the 1st of December at the Bat & Ball Centre. Schools in attendance were Walthamstow Hall, Trinity, West Heath, and Knole Academy.</p>
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					

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	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.	Additional insulation will lower STCs energy costs as less gas/electricity will be required to heat/cool these buildings.	Lower heating and cooling prices	Wait for Carbon Footprint Ltd's suggestions on costs/benefits of these following the appraisal.
		Costs and practicalities of solar panels.	High			Solar battery for the Bat & Ball Centre has been investigated, with 2 suppliers, OHM Energy and PV Solar Installers, having been contacted for quotes. They will also be contacted following recommendations for the costs of installing panels and batteries at other STC sites.	Lower electricity prices	
		Costs and practicalities of motion sensor lights.	Medium			Motion sensing lights at suitable STC sites/rooms will be investigated. This is fairly low cost.	Lower electricity prices	
		Costs and practicalities of improved heating and ventilation systems.	High			Mitsubishi/Ecodan has been contacted for quotes and information in regards to installing air source heat pumps at STC sites. Daikin also offer support to local councils in identifying appropriate sites to install heat pumps, as well as determining which funding LA's can access.	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.	
		Costs and practicalities of LED lighting in all STC buildings.	High	Sep-22	To be assessed when recommendations given.	LED lights consume around 75% less electricity than halogen lights. This is a fairly low cost option to lower our energy costs and consumption. STC already uses LED's at our sites	Lower electricity prices	

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		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. Business Hub and Bat and Ball Centre currently use provider EDF Zero Carbon for Business for electricity. Hub previously used Ecotricity.		Current advice is not to switch energy provider due to price increase. Continue to assess whether it is worth pursuing monthly. Changing our energy suppliers to renewable could save a large amount of carbon emissions. Bat & Ball Centre and Business Hub are now on EDF's Zero Carbon for Business tariff. This lowers the Centres Carbon Footprint. Business Hub was originally on a Zero Carbon tariff.
		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.	STC is limited by SDC's recycling policy. Where it can STC will reuse and recycle.
		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.	SDC already collects non-recyclable waste and burns this as fuel, meaning less than 1% of waste goes to landfill.
		Research to see if STC can Ensure all Contractors have a "Zero to Landfill" policy.	Low	Sep-22	TBA		Environmental benefits.	Sevenoaks Town Council also has to consider the economic cost of these choices, and a compromise between environmental and economic benefits is likely to be chosen.
	2.3 Research the Public Sector Decarbonisation Scheme			Applications end on the 31 st of October.		The Public Sector Decarbonisation Scheme provides grants for public sector bodies to fund heat decarbonisation and energy efficiency measures. Phase 3b is now open for applications, which will allocate up to £635m of funding to public sector organisations, to be spent in financial years 2023/24 and 2024/25. This is split by financial year, with up to £402m to be allocated for 2023/24 and up to £233m to be allocated for 2024/25. The PSDS scheme is designed to help upgrade heating systems in public buildings, to ones often powered by cleaner, cheaper and renewable energy.	Lower heating, cooling, and electricity costs.	Applicants are expected to contribute funding equivalent to the like-for-like costs of replacing their fossil fuel heating system. For Phase 3b, this cost is set at a minimum of 12% of total project costs. To sharpen the scheme's focus on heat decarbonisation, there is a

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								<p>maximum proportion of the grant value that can be claimed for energy efficiency. This maximum proportion will be set at 58% of total grant costs within each application.</p> <p>Must own the building that funding is being applied for.</p> <p>Deadline has passed for this, though future funding opportunities will be looked into, potentially with assistance from organisations such as Finance For Business.</p>
	2.4 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		N/A	Theme 7 Policy D1, D5, and D6 of NDP.		<p>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.</p> <p>NDP is proceeding to public referendum.</p>
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.	<p>LCWIP/Sustrans meeting 4th 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.</p> <p>KCC plans to introduce a large 20mph zone for the Sevenoaks Town area, which may act to encourage other forms of travel</p>

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								<p>such as cycling, thus reducing cars.</p> <p>The issue of school traffic has been 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. This was discussed at the second Youth Forum on the 1st of December, with Iona Rogulski from KCC suggesting ways for schools to set up travel plans and make non car travel safer.</p> <p>NDP is proceeding to public referendum.</p>
	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. There are Cycle racks at the STC Office/Business Hub site.
		Follow up progress on installation of cycle planters at STC office / Business Hub site.	Medium		N/A			
		Research costs and practicality of cycle racks on the rest of STC estate and public open spaces.	Medium		N/A		Physical benefits of cycling and mental benefits from access to green space	

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		Research costs and practicality of electric bike parking facilities on STC land, enquire how this may be done and planning required.	Medium					<p>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 have been researched.</p> <p>Most standard cycle racks are suitable for Ebikes if users correctly lock up their bikes. Other considerations are regarding the aesthetics. Cycle hoop planter racks are secure and offer environmental benefits.</p>
		Include cycle and e-bike racks at Car Parks and other suitable areas.	Medium			Raleys Carpark to be reviewed for cycle racks.		<p>To be discussed in the next agenda for OSL.</p> <p>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.</p> <p>Cycle racks are located at all STC sites.</p>
	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.	<p>LCWIP/Sustrans looking into increasing safety for pedestrians and cyclists in Sevenoaks.</p> <p>NDP is proceeding to public referendum.</p>
		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</p>

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								government funding for an East/West cycle route in Sevenoaks. NDP is proceeding to public referendum.
		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.		Claire Pamperi at SDC has info and will provide updates when asked. Sustrans working to identify key areas for cycle and walking infrastructure improvement. Allpointswest Pedestrian Wayfinding Project Proposal could potentially introduce new signage to help pedestrian experience in Sevenoaks. SDC has received £1000000 in government funding for an East/West Cycle route in Sevenoaks. An Otford to Bat & 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.

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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. NDP is proceeding to public referendum.
	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. DVCRP sees potential in creating a wildlife friendly patch of land at Bat

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								<p>& 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 & 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 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</p>
		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			

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		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA	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.	<p>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.</p> <p>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>
		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.	<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>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.</p>

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	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.
		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</p>

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								64-65 on the following document: (Public Pack)Agenda Document for Cleaner & 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.
		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>CLL Clayton has carried out a survey in Sevenoaks Eastern and found that there are areas in Hartslands 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.</p> <p>ParishOnline upcoming feature to indicate where the best placement of EV charging points is.</p>
		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>ORCS provides 60% of the funding for the project. Certain providers such as Ubitricity offer to cover the rest (40%) for the scheme. Libertycharge fully fund the rollout of EV charging schemes.</p> <p>Ubitricity offers street light charging points, which don't require additional street furniture. They also can identify ideal charge point locations. This was identified as not being practical for much of Sevenoaks as many lamp posts are located far from the curb.</p> <p>KCC does not allow under pavement wires for electric vehicle charging, so this cannot be</p>

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								<p>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>
	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.	<p>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.</p> <p>Co-Wheels has been contacted to see whether it would be possible to introduce electric vehicles in Sevenoaks.</p> <p>Meetings with both companies suggests that a car club in Sevenoaks is feasible, provided that dedicated EV charging bays are located in visible central areas of the town. Co-Wheels charge 75% of the cost for electric vehicles, whereas enterprise would provide these for free.</p>

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	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 th 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					Second Climate Change Youth Forum held on the 1 st of December. Iona Rouglski, a representative from KCC, provided a presentation on school travel plans and advice for schools to lower congestion and improve school travel safety.
	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.
		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			Allpointswest signage (subject to project approval) will make walking in Sevenoaks more appealing for visitors, signposting attractions and transport links.
		Look into signage discouraging idling cars in signage audit.	Low		TBA			Allpointswest signage likely to go to tender in May/June 2023, and be completed early 2024.
	3.10 Continue to support Cycling Strategy for Sevenoaks	Continue, wherever possible, to work with SDC / KCC to improve	Medium		TBA	Theme 3 Policy M2 NDP		TrailTale app is available.
								DVCRP introducing information points to points of interest at each station.
								Café on the Vine and Bat & Ball Station Café have been awarded Cycle Friendly Place accreditation by Cycling UK.

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		local cycling provision.						
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		<p>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.</p> <p>WSP also looking into introducing E-bike hire in Sevenoaks. A meeting was held on the 10th of October. An online whiteboard from this can be seen here Sevenoaks, Online Whiteboard for Visual Collaboration (miro.com).</p>
	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			<p>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.</p> <p>This has been raised on the Sustrans Community Map.</p>
		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.

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		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.
	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 liaises with STC and neighbouring councils on how to approach transport.

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		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			A large number of STC staff travel to work by walking, cycling, or public transport. STC benefits from the fact that many of our staff live locally and do not require car travel to and from work.
4 - Making Sevenoaks Greener	4.1 Trees	Update number of trees planted (running total) available for the public to see on the STC website.	Low		N/A	Available in Open Spaces and Leisure Committee Minutes.		21 standard trees and 390 saplings. Beatriz has info on more.
		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. Green Tips for Sevenoaks recommends tree planting if possible.
		Research potential for providing grants for trees for voluntary organisations.	Low		TBA			Grant Funding is available. Organisations must submit an application for grant funding.

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		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. 12 ATS applications for trees to be planted in Autumn of 2022. ATS to be included online.
		Include this available for the public to see on STC website, including pricing.	Low		N/A			ATS has been uploaded to the STC website.
		Also include information in STC buildings.	Low		N/A			Leaflets available at STC offices.
	4.3 Link Sevenoaks open spaces together with 'green routes'	Via its NDP proposals, STC will improve access to and better connect the towns green spaces, seeing where this is possible, creating wildlife corridors.	Low		TBA	Theme 2 Policy L5 NDP.		Hedgehog holes in STC fencing to be created. Likely be completed towards the end of 2022 as many boundary fences belong to neighbours and require consultation. Parks and Open Spaces Biodiversity Policy aims to improve access to green spaces and create corridors where possible.

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								<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.	<p>Give it a grow poster distributed at Climate Change Youth Forum in September. Available at the Council Offices and Bat & Ball Centre.</p> <p>Schools confirmed at the Climate Change Youth Forum that they would like to be involved in growing schemes in town.</p>
	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.	<p>Include this information on STC website/link to SDC website.</p> <p>STC has promoted the Britain in Bloom competition, where Sevenoaks Town was a finalist.</p>
		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.	<p>Upload the following links to a dedicated Biodiversity portal on the STC site:</p> <p>Gardening for a Wilder Kent Kent Wildlife Trust</p> <p>Top tips for a biodiverse garden Kew</p>

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								Ideas on attracting wildlife to your garden; expert advice from the RHS / RHS Gardening Build a Bee Hotel The RSPB Some of this information can be found on the Green Tips for Sevenoaks portal on the STC website.
		Continue with STC edible gardening project, also include this online.	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.	QR Pick-me-Eat-me signs for edible planting to be progressed as part of the In Bloom Competition. Avalon Plum Tree planted at the Bat & Ball Centre in March. In September 2022 while holding the Climate Change Youth Forum at the Bat & Ball Centre, members of the public were seen picking fruit.
		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.
		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.

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		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. STC has installed tanks and water butts on the shed blocks at Quakers Hall Allotments. Water Tanks at Bradbourne Vale Allotments is ongoing, awaiting the manufacture of lids. 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.	Potentially run alongside beekeeping workshop in 2023, seedballs, solitary bee houses etc. "Plant of Hope" Hyacinth bulbs distributed end of 2022.
	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 Recommendations can be found here:
		Review Planning Committee recommendations for the introduction of 2 trees planted for 1 removed policy.	Low	May-22		This is already a policy.	More green space provides aesthetic value.	

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		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.	2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf (sevenoakstown.gov.uk) NDP is proceeding to public referendum.
		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.	This is a part of the NDP. Likely be complete towards the end of 2022 as many boundary fences belong to neighbours and require consultation.
	4.7 Streetlighting to LED provision. Look into Solar lighting.	Start putting plan of conversion to LED and Solar lighting of STC streetlights into practice.	Medium		TBA	Solar LED's used by Shrewsbury Town Council. Can use these at STC too. Costs to be reviewed.		
		Put plan into practice for move to LED's or Solar lighting for STC floodlights. This will decrease light	Medium					Knole Paddock rugby pitch project to be completed in 2022.

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		pollution and energy wastage.						
		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.

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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.	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		New developments to provide a net biodiversity gain of at least 10% as part of the NDP. This is proceeding to public referendum.
	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: 2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf (sevenoakstown.gov.uk)
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 th 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			Plastic Free Pledge for schools was handed out at the Climate Change Youth Forum.
		Continue to campaign and support campaigns for reducing litter and encouraging more recycling such as CleanUp.	Low		N/A			Plastic Free Pledge for businesses was handed out at the business show on the 14 th of October.
	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			Survey respondents have been signposted to litter picking events.
		Look into installing more water refill facilities in the town.	Low		TBA			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.
		Follow up progress on the Vine Gardens and Greatness Recreation Ground's external water refill facilities.	Low		£3270		£3270	DVCRP stations being lobbied to introduce drinking fountains/refill stations.
								Once fountains are installed at the Vine and Greatness Rec other locations will be considered.
								Water refill facilities being investigated. Need to be durable and have water bottle refilling capabilities (not just drinking fountains). Murdock drinking fountains are to be pursued due to affordability. Cost is £1635 each.

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	5.4 Enabling community initiatives for sustainable living	Support community initiatives for sustainable living, including Toy Library, Community Orchards, Community Cycle Workshops, Repair café, by promoting these online and in STC buildings.	Low					STC has provided grant to a new repair café. Repair Café has been forwarded to survey respondents who expressed an interest.
		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			

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	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.	
		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.		

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	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			
		Signpost businesses to Growing Green Scheme	Medium		N/A	Growing Green Scheme can provide free Carbon footprint audit and Climate Action Plans for some types of business. Let them be aware of this.		
6 - Information and Access to Information	6.1 Signpost residents to existing schemes	Have all local schemes and information available online.	Low		N/A	To be updated as information becomes available. 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.

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	6.2 Facilitate Reduce, Reuse & Recycle programme of informal education events such as sewing / mending; repairs; plant based home cooking; gardening	Contact individuals / organisations that run these events to see if they would be interested in running them in Sevenoaks.	Low		N/A			<p>The Repair Café operating out of St Lukes Church runs workshops alongside their repair activities – such as how to repair tyres.</p> <p>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 honeybees may be bad for biodiversity as a whole.</p> <p>Beekeeping in cities is harming other wildlife, study finds Natural History Museum (nhm.ac.uk)</p>
		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			<p>STC would be willing to hold informal events at STC buildings.</p> <p>SCAN have expressed interest in hosting events.</p>
		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.						<p>SCAN climate change gardening event on the 10th of September was promoted as part of the Great Big Green Week.</p> <p>Sevenoaks Vegan Market on the 10th of September was promoted as part of the Great Big Green Week.</p>

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	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 it has been uploaded to the STC website and distributed in the town crier.
		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.
		Require Grant Aid applicants to declare how their organisation is tackling climate change/environmental issues.						Other Parish and Town Council's are now including sections on their Grant Funding applications for organisations to declare how they are tackling climate change. This is being considered by STC. Some Grant Aid is already offered to Green Schemes, such as the Stag Theatre receiving £19400 towards the cost of installing solar panels.

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		Contact Schools regarding green initiatives.	Low	Sep-22	N/A	Talk about this during the Climate Change Youth Forum.		Green initiatives in Schools were discussed at the Climate Change Youth Forum on the 30 th of September. These included the investigation into biodigesters, walk/cycle to school issues, food miles and carbon friendly options, and tree planting/biodiversity schemes. Also discussed was the eco-schools programme whereby schools work towards 3 goals per year that aim to lower carbon footprints and increase biodiversity. The second Climate Youth Forum held on the 1 st of December.
		Contact community groups regarding green initiatives.	Low		N/A			Climate Fair being organised for the 29 th of April, with green initiatives being promoted and local businesses present.
		SCAN and STC to work towards Climate Fair event in May/June 2023		April/May 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.		Meetings with SCAN have taken place to discuss the progress in developing the fair. STC and SCAN are going to hold this event jointly. Climate Fair to be held on the 29 th of April 2023.
	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 197, s.214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970 s.1]

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

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

- Scope to practise good environmental management, accommodate recycling facilities etc on the council’s land
- Scope to plant trees on, and maintain, highway verges

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

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

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

- Councils can encourage or promote the local production and use of renewable energy, and also energy conservation, subject to the section 137 of the LG Act 1972 annual spending limit
- However, restrictions currently on the ability to ‘sell’ the energy directly to local consumers.
- Also, the ‘s 137 expenditure limit’ is a severe constraint on making capital investments in energy schemes

STC Green Community Investment Plan – Progress Report.

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

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

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

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

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

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

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

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

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

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

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

- Scope to encourage and promote eco-tourism

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

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

13) Subsidiary powers (LG Act 1972 s111):

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

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

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

Recommendations for NALC policies and services:

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

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Car Clubs in Sevenoaks

Sevenoaks Town Council would like to support the creation of a car club. For this, two options have been explored. These are Enterprise Car Club and Co Wheels. Both of these would help STC progress with the aims of the Green Community Investment Plan, by providing alternative travel options to those who do not own or need a personal vehicle. These cars can be offered hybrid or electric, further benefiting the town by being lower carbon travel. A CoMoUK study found that each car club car takes off 20 private cars from the road. A small fleet in Sevenoaks of 2-3 cars could therefore have the potential to remove 40-60 private cars from Sevenoaks roads, with implications for traffic and air pollution.

Enterprise Car Club would be able to provide fully electric vehicles, and in previous meetings have not indicated the need for any funding from Sevenoaks Town Council. They have carried out research and are optimistic that Sevenoaks would be a viable market for their services. Enterprise Car Club would require a dedicated EV parking bay for each vehicle it introduces. This would need to be in a visible area with high footfall. Sevenoaks Town Council currently has 2 EV chargers, one at the Bat & Ball Centre, and one at the Town Council Offices. If these are not suitable locations, other options include the Enterprise Car Rental site at St Johns Car Park. Sevenoaks Town Council could potentially provide some funding to allow for the installation of an electric vehicle charge point here, should the Car Rental Business provide permission. Another option would have been to collaborate with Sevenoaks District Council, and use electric vehicle charge points in their car parks, with a combination of 2 sites such as the Bat & Ball Centre and an SDC car park in the Town Centre. SDC has stated, however, that they are not able to allow STC or a car club to use their charge points as “dedicating some of them to a car club would not only reduce the availability of charge points for electric vehicle drivers visiting the town centre, but could also affect the commercial viability of the site.”

Co Wheels’ car club offers petrol, hybrid, and electric vehicles, and as with Enterprise, their research indicates that there is a viable market for their service in Sevenoaks. Co Wheels aims to remain for at least 3 years in their projects to allow sufficient time and opportunity for the business to grow to potential, and would be looking at 2-3 cars for Sevenoaks. Like Enterprise, should electric vehicles be preferred, designated EV bays will be required, with Co Wheels being able to provide signage for these. If hybrid vehicles are chosen, users can return the car to return zones whereby any parking space within a certain radius can be used, or designated bays. Co Wheels would ask that Sevenoaks Town Council and other local environmental groups promote this scheme in all available channels so that a large audience is aware of their services. Co Wheels also typically asks for funding of 75% of the total vehicle cost. This is typically £15,000 per electric vehicle, £11,000 per hybrid vehicle, and £9,500 per petrol vehicle. The delivery time of vehicles is 12 weeks for electric cars and 6 months for hybrid cars. Co Wheels suggest launching in March as the summer months are typically busiest and the business can grow in this period. Co Wheels have been in talks with SDC about setting up a car club in town.

In conclusion, Enterprise Car Club may be a better option if only looking to install electric vehicles, as they do not charge for vehicles. Suitable charging sites for both providers would need to be established by introducing STC EV bays in the town centre. Currently the only locations that STC have are at the Bat and Ball Centre and the Town Council Offices. The Bat and Ball Centre may be a good location for one of the EV bays as it is close to the railway station, offering connections to further transport if required. BP pulse have provided a quote for a 7kw double socket floor mounted

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unit of £1,495. Other options include partnering with a company such as Ubitricity or Libertycharge, who offer assistance in finding funding and installing charge points, which could be placed in suitable central locations in the town for car clubs. Ubitricity has stated that the charge points it installs can be used by car clubs, though installing general use charging points first is generally more valuable. A potential way forward is to partner with a company such as Ubitricity to install charging options in the town (in car parks and on street), and following this, dedicate or introduce dedicated bays for a car club to utilise.