

20th June 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 26 June 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://youtube.com/live/UUlf9fLd8M?feature=share> 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 David Skinner OBE (Chair)	Cllr Victoria Granville
Cllr Gareth Willis (Vice-Chair)	Cllr Claire Shea
Cllr Tony Clayton	Cllr Nick Varley
Cllr Catherine Daniell	

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>CHAIR AND VICE-CHAIR</u> To note that, at the Annual Council meeting held on 15 th May 2023, the following appointments were made: a) CHAIR – Cllr David Skinner OBE b) VICE-CHAIR – Cllr Gareth Willis	
2	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 933 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

3	<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).	–
4	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
5	<u>MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 30TH JANUARY 2023</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 30 th January 2023.	Attached
6	<u>COMMUNITY INVESTMENT PROJECTS CASH FLOW</u> To consider the Cash Flow.	Attached
7	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> To note current position.	Attached
8	<u>BAT & BALL STATION</u> To note Action Plan Monthly Report for May 2023	To Follow
9	<u>BUSINESS HUB- POTENTIAL IMPROVEMENTS</u>	Attached
10	<u>PUBLIC REALM PROJECT - WAYFINDING SCHEME</u>	Report attached, design document to follow
11	<u>GREEN COMMUNITY INVESTMENT PLAN</u> To note Action Plan Monthly Report for May 2023	Attached
12	<u>PROPOSED CAR CLUB</u>	Attached
13	<u>BAT & BALL CENTRE – RENEWABLE ENERGY</u>	Attached
14	<u>ELECTRIC VEHICLE CHARGING BOLLARDS AT RALEYS CAR PARK</u>	Attached
15	<u>DRAFT STC ASSET & OPERATION CARBON REDUCTION ACTION PLAN</u>	Attached
16	<u>BLUE SKIES EVENT 2023</u> To note the proposed date of 9 th September 2023 for this event, which will help define new projects and priorities.	–
17	<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
30th January 2023

Livestreamed and available to view on YouTube until approved by Council:
<https://youtu.be/vusekQhu1qo>

Meeting Commenced: 7.00 pm.

Meeting Concluded: 8.05 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 Andrew Eyre, Town Clerk and Senior Committee Clerk

Substitute		For
Cllr Dr Marilyn Canet	Present	Cllr Sue Camp

Representations received from Members of the Public: None

The Committee noted that 27th January 2023 was International Holocaust Memorial Day and took a few moments to remember and reflect.

556 Apologies for Absence

Apologies for absence were received and noted as shown above.

557 Requests for Dispensations

There were no requests for dispensations.

558 Declaration of Interests

There were no declarations of interest.

559 Minutes of the Meeting held on 24th October 2022

It was agreed that Minute 375 be amended to clarify that the feasibility study regarding a cycling route between Otford and Sevenoaks had been produced by Kent County Council (not Otford Parish Council).

RESOLVED: That, subject to the amendment above, the Minutes of the meeting of the Community Infrastructure Committee held on 24th October 2022 be received and agreed as a true record.

560. Community Investment Projects Cash Flows

The Committee received and noted the Community Investment Projects Cash Flows Summary to January 2023.

It was noted that the total unallocated Capital Receipts Reserve was £395,616.

RESOLVED: that a report relating to the provision of SIDs be provided to the next Planning Committee and the report be received and noted.

561. Community Infrastructure Levy (CIL)

Councillors noted that the total unallocated sum to be used for infrastructure projects as at 30th January 2023 was £68,947.97. The current record of receipt due in April 2023 was £12,298.13.

RESOLVED: that the report be received and noted.

562. Community Investment Plan Projects

562.1 Bat & Ball Station

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

- A review of workshops was being undertaken and would be reported to the next meeting
- Online activities were being researched to add to the website
- An issue with litter on the railway land would be raised with Network Rail
- It was felt that Silver Sunday advertising could have been better and this would be reviewed for next year
- The Station Mural project (funded by DVCRP) was progressing with three designs each for Bat & Ball Station and Sevenoaks Station being prepared, it was anticipated that they would be available at Easter
- The Warm Space mornings were very quiet but it was intended to continue, though keep under review
- The damaged bench was being repaired and a second bench had been commissioned

RESOLVED: That the report be received and noted.

562.2 Green Community Investment Plan

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

- The plan proposal for lamppost chargers from Ubitricity had not yet been received
- Investigations into the potential for heat pumps for the Council Offices and Business Hub were ongoing but it was noted that to be efficient they required buildings to be very well insulated
- Clothing bank had been installed at Bat & Ball Centre at the beginning of December for a three-month trial period

- It was noted that the pedestrian audit by the District Council was underway, and was observed that there would need to be close collaboration with the Local Cycling and Walking Infrastructure Plan published in January 2023: [Sevenoaks Urban Area Local Cycling and Walking Infrastructure Plan | Sevenoaks District Council](#)

RESOLVED: That the report be received and noted.

562.3 Car Clubs in Sevenoaks

The Committee received and noted research into the potential creation of a Car Club in Sevenoaks, considering two options presented. It was agreed that Enterprise Car Club provided the best model in terms of risk and potential. It was noted that the scheme required two car parking spaces with EV chargers which could be provided at either the Town Council Offices or Bat & Ball Station. It was requested that the possibility of a Car Club using non-electric vehicles be investigated.

RESOLVED: That the Town Council review the financial viability of the Enterprise Car Club, also enquiring if it could be operated on non-electric vehicles and with a small trial of two cars based at a Town Council site.

562.4 Bat & Ball Centre and Solar Energy

The Town Council's overall aim was to install a system to enable the most cost effective and carbon reduction of energy at the Bat & Ball Centre. It was noted that the new Centre was considerably more energy efficient than the previous facility and currently produced some of its own energy via solar panels. The Committee considered a report proposing the installation of solar batteries to enable any excess energy produced to be stored and used by the Centre, together with the installation of further solar panels if possible.

RESOLVED that:

- 1) quotations be acquired for the installation of more solar panels (subject to structure surveys) as well as batteries, rather than batteries alone. This way the centre can reduce its carbon footprint even further by using renewable solar energy first, save money by charging the batteries with night priced electricity when there is not enough solar power to do so, and as a last resort use grid electricity. Generating 32698kwh of solar energy as per Company 3's example quotation would reduce the Bat & Ball Centre's (and Sevenoaks Town Council's) carbon emissions by 7.6 tonnes assuming average UK emissions per kwh
- 2) it be noted that the research into battery storage for electricity is valuable for other Town Council sites, as batteries could be installed to access cheaper night-time electricity for usage during the day. These batteries do not require any solar panels to install, and can therefore be applied to any site, such as the STC offices.
- 3) the budget for the expenditure required be taken from CIL income.
- 4) the aim would be to progress the project swiftly, being reviewed by another Council committee if necessary.

562.5 Draft Action Plan for Reducing Carbon Footprint

The Committee considered the draft Action Plan setting out how the Town Council will use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets.

Councillors thanked the Town Clerk for a clear and practical document, providing a good base to move forward.

RESOLVED: That the draft Action Plan for Sevenoaks Town Council's Reducing Our Carbon Footprint be received and noted.

563. Press Release: None

There being no further business the Chairman closed the meeting.

Signed: Dated:
Chairman

Sevenoaks Town Council
Community Infrastructure Committee - 26th June 2023

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

	June 2023 CIC update		
	March 2023	2023/24	
	YTD	Remaining	Notes
<u>Bat & Ball Station ancillary projects</u>		(47,829)	Otford steps budget, of which £28.5K is CIL funded, to be spent by July 2023. Project unlikely, CIL funding may have to be returned to SDC.
<u>Bat & Ball Centre</u>	(4,963)	(33,292)	To consider whether further capital spend is needed
<u>Business Hub</u>	(6,948)	-	Retention payment now paid
<u>Other Community Investment Plan projects</u>			
			£10K relates to print costs, covered by grant
NDP	(32,941)		
			£30K allocated to upgrade sports pitch. £9K allocated from CIL. £18.5K allocated for floodlight. £2K Drainage investigation in 2021/22.
Sports Strategy-Rugby	(52,425)	(3,085)	
Mini SID device	(7,974)		£4K funded from KCC, balance from CIL
<u>Other Capital spend</u>			
			Project complete. £80K Enovert grant received; £12K CIL allocated (£8K used in prior year)
Play areas (Julians Way & Hillingdon Rise)	(87,856)		
Cemetery (Intruder alarm)	(2,460)		
Total Expenditure	(195,567)	(84,206)	
CIL reserves to be released			
Bat & Ball ancillaries		28,547	Otford Steps access - project unlikely, CIL may have to be returned
Sports field drainage	9,000		
Knole paddock Floodlighting	17,500		
Play areas (Julians Way & Hillingdon Rise)	4,000		
Mini SID device	3,974		
Other funding towards Capital projects:			
KCC funding towards mini SID	4,000		
Play areas grant	80,000		
NDP printing grant	10,000		
Net funding required from CRR (after CIL & grants)	(67,093)	(55,659)	
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)	
CRR closing balance 31/3/23	442,339		
Remaining Unallocated CRR (After agreed further use & net project funding required)		384,289	
To note this excludes CRR re Quaker Hall land			
Balance at 31/3/23	87,693		

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Community Infrastructure Committee – 26th June 2023**

Community Infrastructure Levy (CIL) Report

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

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

Since then, CIL has been allocated to be spent on Stag solar batteries, and the purchase of a seed spreader for STC use.

STC received £29,498.08 in April 2023, representing 25% of CIL collected between October 2022 and March 2023.

The amount due to STC, based on CIL collected between April 2023 and now, is £3,415.61. This amount is expected to increase before the next CIL allocation is received in October 2023.

Unallocated Funds CIC 24.10.2022	£68,947.97
Less Stag solar panels – granted at F&GP 27/02/2023	(£30,086.04)
Less Seed spreader – granted at F&GP 24/4/2023	(£10,000.00)
Add April 2023 payment (CIL collections Oct 2022 – March 2023)	£29,498.08
Add current SDC CIL balance (CIL collections April 2023 to date, to be paid October 2023)	£3,415.61
New Unallocated Balance	£61,775.62

Recommendation: That the Committee receive and note the report.

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

1. Background Information

CIL is a charge on development that came into force in 2010 (and ran in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

Local Administrations can choose whether to charge CIL within their Borough / District and the levy is usually collected by the Local Planning Authority who are known as the 'Charging Authorities (CA)'.

The rate of CIL is set by the Charging Authority after consulting with their communities and developers and is tested by Independent Examination.

2. Sevenoaks District Council CIL Allocation

Town and parish councils are entitled to a 'Neighbourhood Proportion' (NP), sometimes called the 'Meaningful Proportion' of the CIL monies received by the CA.

In some districts the amount differs depending upon whether the parish has a Neighbourhood Development Plan in place. Sevenoaks District Council has set its Neighbourhood Proportion at 25% regardless of whether there is a Neighbourhood Development Plan.

Sevenoaks District Council allocate the CIL income as follows:

- 2.1.1. 25% to town and parish councils divided into two elements, see below A & B*
- 2.2. 5% to Sevenoaks District Council for Administration
- 2.3. 70% to Sevenoaks District Council for central pot for infrastructure projects.
Organisations providing infrastructure can bid for funds from the central pot. This includes town and parish councils.

Sevenoaks District Council provides a transparent report on its website, updated weekly identifying CIL income received and allocation to parishes.

Sevenoaks District Council pays the parish element to appropriate town and parish councils twice a year, April and October. The monies should be spent within five years of receipt. If they are not, or they are used inappropriately, then the CA can recover the monies.

An annual report is required to be submitted to indicate how CIL funds have been spent. The annual report needs to be publically available on websites and include details of:

- Total CIL receipts
- Total CIL expenditure
- A summary of what the CIL was spent on;
- Details of any notice served by the CA for failure to use CIL monies within the required 5-year period or appropriately;
- The total amount of receipts retained at the end of the financial year (from that year and previous).

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

Definition	Type of Payment
A	<p>Proportion of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay the town and parish council.</p> <p>The money received under A can only be spent on the following:</p> <ul style="list-style-type: none"> i) The provision, improvement, replacement, operation or maintenance of infrastructure. ii) Anything else that is concerned with addressing the demands that development places on the area.
B	<p>The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure the town and parish council receives 25% of all the CIL monies secured in the parish at the highest rate set out in the CIL charging schedule.</p> <ul style="list-style-type: none"> i) The provision, improvement, replacement, operation or maintenance of infrastructure only.

3. Sevenoaks Town Council Policy for CIL expenditure.

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

3.1 Sevenoaks Town Council sets out its major long-term Capital Projects within its Community Investment Plan, initially published in 2014 and updated in 2019.

3.2 Smaller schemes are identified within the annual budgeting process.

3.3 The Town Council also prides itself on being a versatile authority and being ready to respond to opportunities that benefit the local community. Examples of this including taking over the Stag, refurbishing the Bat & Ball Station and acquiring the old Red Cross building for a Business Hub.

The Community Investment Plan and Capital Projects are widely communicated and consulted on with the local community via the following methods:

- i) Website
- ii) Quarterly magazine – Town Crier
- iii) Press Releases
- iv) Social Media
- v) User Group Meetings E.g. Community Centre User Group, Friends of Bat & Ball Station
- vi) Strategic meetings with public representatives e.g. Neighbourhood Development Plan Steering Committee, Sevenoaks Town Partnership

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

- vii) Youth Council
- viii) Public Meetings
- ix) Public Exhibitions
- x) Surveys and feedback forms
- xi) Presentations to groups e.g. school assemblies.

Sevenoaks Town Council's Finance & General Purposes Committee will consider CIL receipts and allocate to a planned Capital Project as identified above.

**Sevenoaks Town Council
Community Infrastructure Committee – 26th June 2023**

Business Hub – Proposed Improvements.

Sevenoaks Town Council inherited the Business Hub building when it was barely more than a wooden hut. The building was restored within the budget available; the Town Council did not receive any external funding towards this. The building had the maximum amount of insulation installed both in the ceiling and walls that was possible.

The first full year of operation of the Business Hub has been completed and it is a couple of hundred pounds below the breakeven point, with business expected to increase in year 2 and less administration costs due to change in agreements.

There have been concerns about the utility costs not least because of the energy cost crisis and the impact this has had on bills. Although it should be noted the Business Hub usage is about half of the Town Council offices.

As part of the Town Council's Carbon Reduction Action Plan for each Town Council building the following is proposed for the Business Hub:

Building	Update Heating	Improved method of usage	Improved insulation	Double or secondary glazing	Renewable energy	Lighting upgrades	Install Night time electricity tariff	Other
STC Offices	X	X	X	X	X	X	Part installed	
Business Hub	X	X		X	X		X	

Update Heating

The proposal is to change the heating to Night Time Storage Heaters, using more of cheaper rate electricity. Cost £25,000 approximately from CIL budget.

Improved Method of Usage

The building is used by a variety of members of the public who are not always helpful in turning off lights or reducing heating when leaving the building. Improvements will try to counteract this.

Secondary Glazing

The construction of the original old wooden building is that the windows are integral to the building and difficult to remove and replace. Quotations to be obtained for the installation of secondary glazing.

Renewable Energy

The site is quite shaded by large trees, and it is not clear whether solar panels would be cost effective. This will be researched at the same time as for the Town Council building.

**Sevenoaks Town Council
Community Infrastructure Committee – 26th June 2023**

Lighting Upgrades

The lighting in the Business Hub is modern and LED and cost effective. The switches will be changed to be automatically turning off when the room is not in use.

Note

There had been a proposal to adapt the building to create a further two-person office, however since the Chamber of Commerce has left and promotion of its old office there wasn't a huge calling for this provision. Therefore, this is currently on hold.

**Sevenoaks Town Council
Community Infrastructure Committee - 26th June 2023**

Public Realm Project – Wayfinding Project

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

The Public Realm Project has the following main aims:

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

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

Income		Expenditure	
KCC Member Grant	£1,848	Public Realm Audit	£800
Welcome Back Fund – Town Trail	£2,499	Town Trail App	£2,499
Welcome Back Fund – Wayfinding Survey	£2,300	Wayfinding Survey	£4,550
STC (CIL)	£50,000	Cleaning Street Furniture	£348
		Painting (blue town centre) lampposts	£12,404
		Wayfinding – Design & Development	£7,800
		Welcome Sign (Farmers site)	£500
		Community Art (Farmers site)	£1,560
		Design Development	£14,000
Total	£56,647		£44,461

The most ambitious part of the Public Realm Project is to introduce a Wayfinding Scheme (new signage) for the town.

Surveys have been completed indicating required positions of appropriate signage. Some additional points of interest were added to the original plan.

Design Development is almost complete – identifying a family of signs; this package of work puts shape and form to the signs. This would consider processes, materials, and finishes, bespoke and off the shelf products, typography, mapping, information sorting and hierarchies, use of zoning, colour coding and other devices. Also consider ergonomics, accessibility issues, ease of updating and maintenance. Develop concept options with budget costs and develop the selected design to ‘design intent’ stage. Following approval, it would incorporate any feedback into a final design document. STC are currently seeking help from local artists to design a contemporary background for the totem signs.

**Sevenoaks Town Council
Community Infrastructure Committee - 26th June 2023**

Once this work is complete STC will be

- preparing tender documents
- seeking tenders
- seeking appropriate funding
- reviewing installation options e.g. tranches of installation

Town Centre & Stations

Cultural Quarter

Secondary Shopping Areas.

Monthly Summary

- 1) Ubitricity have provided an offer to STC for charge points at Raleys Car Park, offering full funding for a new DNO connection and 12 5.5kw bollard chargers, with maintenance twice yearly/whenever required. STC will receive 5% of net revenue share from these. Cost to customers was 45p/kwh plus a 35p connection fee. The cost to customers has been lowered from 45p/kwh plus a 35p connection fee to 40p/kwh with a 35p connection fee. Additionally, there is a cheaper price for charging off peak between 12pm – 7am of 37p/kwh. The electricity for these is 100% renewable.
- 2) A meeting with David Bagwell from Ubitricity took place on Thursday the 25th of May at Raleys car park, the site in which the charge points are to be installed. We discussed the offer and how STC wish to proceed. Some of the car park is available to all and some is permit only, David has requested a map of this to be sent to him.
- 3) Murdock drinking fountains purchased using CIL funding. £6000 available, cost is £3270. These are to be installed at Greatness rec and Vine Gardens. There have been delays in purchasing these due to uncertainty around their suitability, as water providers can have certain requirements that these must meet if they are to be installed. These drinking fountains have up-to-date WRAS approval numbers, though South East Water stated that as these will be tapping into an existing connection, they do not need to provide approval of the drinking fountains. Therefore on 23/05/2023 two drinking fountains were purchased.
- 4) Murdock drinking fountains delivered on the 26th of May, a plumber to be contacted regarding their installation.
- 5) Enterprise Car Club has sent through a concessionary agreement for the formation of a non-EV car club of one car initially to operate in Sevenoaks, based at the Bat & Ball Centre. He has been sent some questions from STC regarding the agreement. Currently awaiting response.
- 6) An EPC report for the town council offices has been provided by EPC Solutions Kent for £650. The current rating is D. They also provided recommendations to help improve the EPC rating and energy efficiency of the building.
- 7) OHM energy and PV solar installers have been contacted for quotes for solar panels and batteries at the Bat & Ball Centre. OHM energy are currently working to provide a proposal, though need a plan of the roof layout and fabric specification of the Bat & Ball Centre, as it appears to have a parapet, which OHM require the height of to avoid shading issues. OHM energy visited the site on the 4th of May, as STC does not currently have access to this information. PV solar installers visited the site on the 13th of March. They also require information from the architect/designers, which has been requested. Further conversations following their visits to take place.
- 8) Coronation seed packs handed out at Coronation event on 7th of May.
- 9) Sevenoaks Town Neighbourhood Plan (STNP), formerly the NDP, was successful at referendum on the 4th of May. This contains many policies which will help tackle climate change.
- 10) The clothing bank installed at the Bat & Ball Centre has been successful with people using this service. However, there are some concerns regarding the legality of the payments made to STC for this, as they are from an external unrelated company, not from All Recycle Ltd (the clothing bank provider) RFO has requested advice from NALC into the legality of this and what the next steps are.
- 11) Salvation Army Trading Company have been contacted regarding provision of a clothing bank at the Bat & Ball Centre to replace the current provider, as they have been recommended by Trevor Kennett from SDC. They are able to provide a clothing bank with a minimum term of 3 years as this is when they start making money back from the clothing bank. STC will receive 50% of revenue from sales of these. This will be located in the same site as the current one.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

- 12) Groups are being contacted to see if they are running events for the Great Big Green Week from the 10th to the 18th of June. The Repair Café and the Vegan Supper Club will be running on the 10th of June, a tidy up day at the Stag on the 12th, the Climate Change Youth Forum on the 15th, and world refill day on the 16th of June. SCAN has been contacted, as have Kent Wildlife Trust.
- 13) The next Climate Change Youth Forum is being organised for the 15th of June at the Bat & Ball Centre. Trevor Kennett will be attending, to talk about recycling in the district. Walthamstow Hall have confirmed their attendance, awaiting response from other schools. *This event was cancelled as schools were unable to attend due to exam commitments. We are encouraging year 9's to attend future meetings as they will hopefully have fewer commitments.*

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> <p>The Sustrans LCWIP has outlined areas to improve pedestrian and cycling infrastructure, and prioritised these.</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 has developed a plan for cycling and walking infrastructure alongside KCC and SDC in their 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 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</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								<p>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> <p>BP pulse have been contacted for quotes and funding information regarding EV chargepoint installation. The price is £1495 per BT pulse chargepoint.</p> <p>Enterprise has been contacted regarding non EV cars for a car club similar to the zip-car model in London for residential areas of the town.</p>
	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</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								<p>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>
	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. Following feedback from the Forum a new plan for future forums has been introduced to increase engagement.</p> <p>The third Climate Change Youth Forum was held on the 20th of April 2023, with Aimee Howe from Kent Wildlife Trust and David Finch from Sevenoaks Climate Action Network in attendance. Also in attendance was Cllr Canet. Trevor Kennett who was scheduled to talk about Sevenoaks Districts Recycling policies sent his apologies, as did all schools invited bar Walthamstow Hall.</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	Need to look into energy auditors that can carry out this work. Should do this each year		Carbon Footprint Ltd. Meeting led to STC choosing to go forward with their Carbon Footprint Appraisal Proposal.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Carry out a carbon footprint audit for STC buildings.	Low		£2150 for 7 week process for Carbon Footprint Ltd.	to measure progress and ways to improve.		
	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		Additional insulation will lower STCs energy costs as less gas/electricity will be required to heat/cool these buildings.	Lower heating and cooling prices	<p>Limited recommendations given by Carbon Footprint Ltd. All of these actions have the potential to lower our carbon footprint, with some sites such as the town council offices and the Bat & Ball centre and station a priority due to the amount of electricity and gas used by each site.</p> <p>Following site visit to council offices/business hub from Mitsubishi/Ecodan it was determined that the best course of action is to improve insulation, as heat pumps require sufficient insulation to work effectively.</p> <p>EPC solutions Kent has provided some short and longer term recommendations to improve the town council offices energy efficiency.</p>
		Costs and practicalities of solar panels.	High			<p>Solar battery for the Bat & Ball Centre has been investigated, with 3 suppliers, OHM Energy, EHBL, and PV Solar Installers, having been contacted for quotes.</p> <p>They will also be contacted following recommendations for the costs of installing panels and batteries at other STC sites.</p>	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			<p>Mitsubishi/Ecodan has been contacted for quotes and information in regards to installing air source heat pumps at STC sites.</p> <p>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.</p>	Lower heating and cooling prices	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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	
		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.		
		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. Clothing bank has been introduced at the Bat & Ball Centre to help extend clothes life cycles. Hard to recycle plastics investigated, though these cost £65 per box. Unless a free alternative can be found these won't be pursued.
		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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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.	<p>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.</p> <p>To sharpen the scheme’s focus on heat decarbonisation, there is a 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 for this has passed, though funding options will continue to be explored. Organisations such as Fusion For Business can offer assistance in finding funding for projects such as solar, insulation, and lighting.</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	Jun-22	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.</p> <p>NDP is now the Neighbourhood Plan. This was successful at referendum.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

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 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. Iona Rogulski from KCC provided schools information on school travel plans.</p> <p>NDP proceeding to referendum on the 4th of May. Aim M4 supports 20mph zones near schools and some residential areas. Policy M1, M2, and M3 promote walking and cycling. Several policies in STNP that relate to addressing climate change.</p> <p>NDP is now Neighbourhood Plan. This was successful at 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	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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 CLRs, 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>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 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 government funding for an East/West cycle route in Sevenoaks.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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. NDP proceeding to public referendum.
		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 Pamberi 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. Following the Sustrans LCWIP, this will be further discussed with Otford Parish Council in 2023.
	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 ran from Friday 1 July to Thursday 11 August. Consultation findings to be reported to Sevenoaks JTB in September 2022. The JTB Resolved: That (a) it be recommended to KCC that a 30mph speed limit on A25 Seal Road from its junction with High Street to a point 95 metres West of its junction with Pinewood Avenue as advertised via the Traffic Regulation Order (TRO) be implemented and; (b) the introduction of a 20mph zone in Sevenoaks Town which is adequately evidenced and supported be endorsed and;

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								<p>(c) a small Member working group with Officer support refine a scheme that met resolution (b) to report back to a future meeting of the Board be established</p> <p>Sustrans/LCWIP also looking into potential one way and shared space zones.</p> <p>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.</p> <p>NDP is proceeding to public referendum.</p>
		Subject to successful referendum, begin NDP Action and implementation plan.	Medium		N/A			20mph zones are being researched by the Joint Transport Panel subject to: <i>the introduction of a 20mph zone in Sevenoaks Town which is adequately evidenced and supported be endorsed</i> . 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	<p>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.</p> <p>Rail Trails are available at DVCRP stations, with trails starting from both Sevenoaks and Bat & Ball station.</p>
		Research how the DVCRP plans to improve facilities, accessibility, and natural environment.	High		N/A			<p>DVCRP has plans to create a trackside wildlife corridor between Swanley and Sevenoaks by planting pollinator friendly plants.</p> <p>DVCRP sees potential in creating a wildlife friendly patch of land at Bat & 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>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								DVCRP to investigate installing drinking water facilities at its stations to reduce plastic waste and improve facilities.
		Follow up DVCRP on plans to link train to sustainable modes of transport, for example installation of cycle racks.	High		N/A			Cycle racks are available at stations. There are numerous walking routes advertised on the website too. Bat & Ball Station Café and Café on the Vine have been awarded Cycle Friendly Place accreditation by Cycling UK. DVCRP to provide information panels to the North Downs Way and Darent Valley Path from Otford station.
		Look into potential (subject to funding) to increase bus usage – move No 8 to half hourly and extend the hours it serves.	Medium	Jun-22	N/A	Theme 3 Policy M8 NDP.	Allows more flexibility for those who currently do not own a car or who cannot drive.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's. 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 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.
		Support other bus initiatives – look into these where/when they come up.	Medium		N/A			STC is preparing a funding application for an electric No. 8 Bus for future submission.
		Look into how to raise external funds to have an electric bus for the No 8 bus route.	High		TBA		Can reduce noise pollution as electric buses are generally quieter than standard buses.	The operation of the No.8 Bus could potentially be done using electric vehicles by contracting this service with Go-Coach directly.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Apply for the BSIP to create a simpler and cheaper bus network	Low	May-22		BSIP already applied for by KCC. Sevenoaks covered by West Kent Enhanced Partnership (EP). Potential funding for electric vehicles, live time signage and road improvements. Cheaper and simpler bus fares to be introduced in line with other operators.	Saves money for public. With wider take up there is less reliance on cars.	KCC has applied for the BSIP, funding provided for schemes that increase and simplify bus usage in areas controlled by LTA's. Kent has been successful in gaining an indicative funding award from the DFT for the Bus Service Improvement Plan (BSIP) submitted in October 2021. Received £34m. Some of this may go towards improvements of the bus services in Sevenoaks, though it is not guaranteed.
	3.6 Electric Vehicles and Charging Points	Continue to invest in electrical vehicles and equipment where possible as STC replaces its fleet.	High		TBA			STC has purchased a second electric van in March 2023.
		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.		This is being done and there is already EV charging at a number of sites. These can be seen on zap-map.com. 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. 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

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								across SDC in Sevenoaks Town (8 in Sevenoaks Town Car Park and 2 in Bradbourne Car Park). 24 more are planned for car parks located in Sevenoaks, with a list and more information is available on pages 64-65 on the following document: (Public Pack)Agenda Document for Cleaner & 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			Audit required. Areas without off street parking need to be identified and targeted with surveys regarding electric vehicles. Cllr 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. ParishOnline upcoming feature to indicate where the best placement of EV charging points is.
		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.		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. 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. Ubitricity are still eager to go ahead with a trial of 10 lamp post chargers in Sevenoaks if suitable locations can be found. KCC does not allow under pavement wires for electric vehicle charging, so this cannot be considered when introducing on street EV charging infrastructure. 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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

								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.
	3.7 Car Club and Car Sharing	Support the creation of a Car Club. Potentially by grant funding, but not operated by STC. See whether there is support for this scheme in the community.	Low		TBA	Research Co-Wheels - a car hire scheme in Tunbridge Wells, could try and see if they would be interested in trialling this in Sevenoaks. Could park in its own space at a central easily accessible car park in town.	Improves accessibility for those who do not own cars. Saves money for those who cannot afford to own a car/do not need a car full time.	Enterprise has been contacted regarding this too as they currently operate in Sevenoaks. They are carrying out a viability assessment in Sevenoaks and will let STC know of its plans going forward. As of 10/10/2022 have not heard any updates. Co-Wheels has been contacted to see whether it would be possible to introduce electric vehicles in Sevenoaks. Both require dedicated and visible EV chargepoints, with Co Wheels charging for 75% of the cost of the vehicles, and enterprise providing these for free. Ubitricity and Libertycharge have been contacted to see if support is available for such a scheme from them.
	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. Second Climate Change Youth Forum held on the 1 st of December. Iona Ragulski from KCC provided a powerpoint presentation on school travel plans, and urged schools to sign up.
		Review overall school congestion, receive suggestions to find solutions.	Low					

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	3.9 Installation of QR codes on signposts identifying walking and cycling routes	STC will include and encourage others to provide information on signage to include walking and cycling routes, including QR codes where possible.	Low		TBA	There is a joint KCC / SDC / STC / Town Team Public Realm project. One aspect of this is to create a signage and wayfinding strategy and improved public realm.		TrailTale app provides a self-guided walk through Sevenoaks town centre. Allpointswest signage (subject to project approval) will make walking in Sevenoaks more appealing for visitors, signposting attractions and transport links. Alppointswest signage to go to tender in May/June and be completed in early 2024.
		Look into the introduction of a possible web-page / forum advertising these.	Low		N/A			TrailTale app is available. DVCRP introducing information points to points of interest at each station. Rail Trails available online for walks from DVCRP stations.
		Look into signage discouraging idling cars in signage audit.	Low		TBA			
	3.10 Continue to support Cycling Strategy for Sevenoaks	Continue, wherever possible, to work with SDC / KCC to improve local cycling provision.	Medium		TBA	Theme 3 Policy M2 NDP		Café on the Vine and Bat & Ball Station Café have been awarded Cycle Friendly Place accreditation by Cycling UK.
		Provide support to schemes that will enable cycle renting in Sevenoaks.	Medium		N/A	Theme 3 Policy M9 NDP		Sevenoaks District Council are moving to the next stage in their plans for an electric bike hire scheme for the Sevenoaks urban area. Their research has indicated that e-bike hire would be more suited to Sevenoaks than traditional bikes due to the prevalence of hills and increased perceived safety of riders on electric bikes. SDC are working with the Big Issue and Share Bike to progress this scheme. WSP also looking into introducing E-bike hire in Sevenoaks. A meeting was held on the 10 th of October. An online whiteboard from this can be seen here Sevenoaks, Online Whiteboard for Visual Collaboration (miro.com) .

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	3.11 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station	Begin survey / research on feasibility of this.	Low			Policy M3 Neighbourhood plan		The route can be seen on the final draft of the neighbourhood plan, with other new paths proposed to encourage use and increase accessibility of the wildlife reserve. Page 57 neighbourhood plan. This has been raised on the Sustrans Community Map.
		Obtain costs for professional feasibility study.	Low		TBA			Sustrans is likely to carry out their own feasibility study for this.
		Enquire regarding the professional feasibility study once funds are obtained.	Low		N/A			For the time-being STC will not pursue the cycle path between Dunton Green and Bat & Ball as Sustrans is working on the LCWIP.
		Lobby for the inclusion of the cycle path proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP.	Low		N/A	Theme 3 Policy M3 NDP		This has been raised to Sustrans.
		Liaise with Dunton Green Parish Council to push for this and share information.	Low		N/A	Contact Dunton Green Parish Council regarding cycle path.		
	3.12 Encourage cycle path across Knole Estate	Liaise with and encourage Knole Estates to create a leisure cycle path across its land.	Low		N/A	Theme 3 Policy M9 NDP		Knole cannot support the creation of a cycle path across the estate as the area is a Site of Special Scientific Interest (SSSI) and the main proposed route for a cycle path is currently an access track used for maintenance.
		Advertise new routes with signage.	Low		TBA	Theme 3 Policy M9 NDP		No new routes will be advertised as Knole will not support the creation of a cycle path across the estate.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	3.13 Draft Sevenoaks Neighbourhood Development plan in regards to transportation	Work with SDC / KCC, in consultation with neighbouring parishes, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any negative impact of new development on the existing network.	Medium		TBA	Theme 3 Objective 7 of NDP		Sevenoaks is a part of the West Kent section of KCC's BSIP. BSIP also liases with STC and neighbouring councils on how to approach transport.
		Promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes to reduce pollution, whilst ensuring that the centre is still accessible by car.	Medium		TBA			BSIP and LCWIP will make car traffic less appealing, without removing access to town centre by cars. Allpointswest Pedestrian Wayfinding Project Proposal will make it easier to identify public transport links and points of interest for pedestrians.
	3.14 Staff travel and practice (not on GCIP yet)	Review how staff travel to and within work and the Council's Mileage Policy to determine most efficient mechanism for staff to travel around.	Medium		N/A			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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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.
		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 respondees 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.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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.		<p>Hedgehog holes in STC fencing to be created. Likely be completed towards the end of 2022 as many boundary fences belong to neighbours and require consultation.</p> <p>Hedgehog holes can be added to the hedgehogstreet.org hedgehog map.</p> <p>Parks and Open Spaces Biodiversity Policy aims to improve access to green spaces and create corridors where possible.</p> <p>DVCRP promoting the creation of a trackside wildlife corridor from Swanley to Sevenoaks with pollinator friendly planting along the line proposed.</p> <p>LCWIP that Sustrans is helping develop to include links to green spaces.</p> <p>Sustainable Boundaries policy creates wildlife corridors through hedgerow and tree planting. The bid for Woodland Trust trees for Littlewood has been successful, with Nick Cave planning to plant these in November.</p>
	4.4 Give it a Grow	Include this online, encouraging people to grow food reducing carbon footprint whilst doing so.	Low		N/A	Need to have the leaflet uploaded online. More info of the scheme required.	Lower food miles as well as community engagement and awareness.	<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>Give it a grow has been repromoted at events in December 2022, with hyacinth "plants of hope" being handed out for planting by residents.</p> <p>Schools expressed at the Climate Change Youth Forum that they are willing to get involved in the scheme.</p>

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	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> <p>“Plants of hope” hyacinth bulbs handed out in December 2022.</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> <p>Ideas on attracting wildlife to your garden; expert advice from the RHS / RHS Gardening</p> <p>Build a Bee Hotel The RSPB</p> <p>Some of this information can be found on the Green Tips for Sevenoaks portal on the STC website.</p>
		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.	<p>QR Pick-me-Eat-me signs for edible planting to be progressed as part of the In Bloom Competition.</p> <p>Avalon Plum Tree planted at the Bat & Ball Centre in March.</p> <p>In September 2022 while holding the Climate Change Youth Forum at the Bat & Ball Centre, members of the public were seen picking fruit.</p>
		Research replacement of planting vessels with built-in water reservoirs to reduce the need for watering.	Low		TBA			Reservoir planters are being introduced by OSL team when possible.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		Explore drought resilient planting options.	Low		TBA		Lower water consumption and maintenance.	Mediterranean drought tolerant plants have been planted by STC for the past decade, and will continue to be included in future planting efforts.
		Reduce irrigation needs of STC.	Low		TBA		Lower water consumption and maintenance.	Reservoir planters and drought resilient plants both reduce irrigation needs per planter. In Bloom efforts mean more water is currently being used despite this, as there are more planters.
		Investigate water harvesting for irrigation.						STC has two water butts linked to gutter down pipes. One at the Vine and one at Upper High St Gardens. 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. Coronation Wildflower seed packs distributed at the Climate Fair 29 th of April and to be distributed at the Coronation event 7 th of May.
	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	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:

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

						them, as well as habitat for birds and insects		2022PlanningCommitteePolicyV3AdoptedWithAppendices.pdf (sevenoakstown.gov.uk) NDP (now Neighbourhood Plan) was successful at referendum.
		Review Planning Committee recommendations for the introduction of 2 trees planted for 1 removed policy.	Low	May-22		This is already a policy.	More green space provides aesthetic value.	
		Review Planning Committee recommendations of the potential for the introduction of porous drives.	Low	May-22	TBA	Theme 2 Policy L2 NDP. Good info from Qin et al., 2013 about effectiveness of porous drives and swales: The effects of low impact development on urban flooding under different rainfall characteristics	Flood risk reduction.	
		Review Planning Committee recommendations for the removal of internally lit signs.	Low	May-22	TBA		Biodiversity and aesthetic 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. This is a part of the Neighbourhood plan, whereby it is a suggestion for new fences to include these. Hedgehog holes can be added to hedgehogstreet.org hedgehog map.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	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.		This is ongoing.
		Put plan into practice for move to LED's or Solar lighting for STC floodlights. This will decrease light pollution and energy wastage.	Medium					Knole Paddock rugby pitch project to be completed in 2022.
		Assess christmas lights and replace with LED's where necessary.	Low					All now LED's.
	4.8 Acquisition of land	Put together process and 'in principle' resolution to enable STC to acquire additional land if it can be used for community benefit, such as woodland or orchards.	Medium		N/A	Theme 2 Policy L5 NDP		
		Review Land Acquisition Policy to address any Climate Emergency Needs.	Medium		N/A			

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	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. Policy L1 for developments to provide a 10% net gain in biodiversity. Full referendum draft as amended via the examination process will be publicised in early March via the NDP website.
		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		Part of the NDP. policy L1 for developments to provide a 10% net gain in biodiversity. Full referendum draft as amended via the examination process will be publicised in early March via the NDP website. NDP (now Neighbourhood Plan) was successful at referendum.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	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) NDP (now Neighbourhood Plan) was successful at referendum.
5 - Consumption	5.1 Promote Refill Scheme	Continue promoting this both online and in partnered businesses / STC properties.	Low		N/A		Lifestyle change of reusing water bottle can lead to other positive changes being made. Lower landfill waste.	Refill Scheme has been repromoted with World Refill Day on the 16 th of June. The Miners Arms has signed up following this promotion.
		Encourage more businesses to take part.	Low		N/A			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. Plastic Free Pledge for businesses was handed out at the business show on the 14 th of October.
		Continue to campaign and support campaigns for reducing litter and encouraging more recycling such as CleanUp.	Low		N/A			Survey respondents have been signposted to litter picking events. The SCAN/STC climate fair in 2023 to encourage visitors to take home their litter and take part in litter picking events.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	5.3 Installation of Drinking Fountains	Lobby for drinking fountains to be provided at railway stations, contact stations to do so.	Low		N/A			Victoria Raggio, manager of Sevenoaks Station, has been contacted. Response was that while this is a good idea, there is not currently funding for it. DVCRP stations being lobbied to introduce drinking fountains/refill stations.
		Look into installing more water refill facilities in the town.	Low		TBA			Once fountains are installed at the Vine and Greatness Rec other locations will be considered.
		Follow up progress on the Vine Gardens and Greatness Recreation Ground's external water refill facilities.	Low		£3270			Water refill facilities being investigated. Need to be durable and have water bottle refilling capabilities (not just drinking fountains). Murdock drinking fountains to be installed. Cost is £1635 each.
	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			Information on this is to be promoted at the SCAN/STC climate Fair in April 2023. SCAN/STC Climate Fair had a number of stalls and speakers talking about how to live more sustainably.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	5.5 Zero Waste Shop	Research the viability of this – carry out a survey on potential interest and use.	Low		TBA			Had some responses from survey regarding this. Would not need a large number of volunteers. Abacus could help run it with their established system.
		Support the provision of a Scrapbox facility, working to reduce waste. Find out whether there is interest, and if an appropriate building and volunteers can be found.	Low		TBA			
		Following research, contact SDC / KCC and Abacus to try and progress a project if viable.	Low		N/A			
	5.6 Food Waste	Continue to operate and support the Foodsafe scheme. Include more information regarding this online.	Low		N/A		Reduces landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		FoodLoop scheme – encourage local businesses to share and donate food with this scheme so it does not go to landfill.	Medium		N/A	Redistributes food so that it is less likely to go to landfill.	Alongside reducing landfill waste and carbon emissions, can help provide food to those in need. Community benefits.	Provide details of this scheme on STC website.
		Contact SDC / KCC regarding the introduction of food waste bins and collection in Sevenoaks. Food waste can be composted, turned into fertiliser, or used to produce electricity.	Medium		N/A	Preference for this over below due to fees.		Have contacted SDC. Online states SDC does not have food collection, but offers discounted composters on the SDC website. This is only useful for those with gardens. SDC's reasoning is to avoid sending diesel freighters across the district to collect food waste.
		Support current schemes such as Cibus and encourage local businesses to sign up.	Medium		N/A	Cibus recycles foodwaste from homes and businesses for a fee.		
	5.7 Supporting Businesses	Coordinate and support businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, and carbon offsets.	Medium		N/A			Fusion For Business has been in contact with STC. They offer services to help businesses lower their energy consumption and put in place longer term plans to lower their carbon footprints.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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.
	6.2 Facilitate Reduce, Reuse & Recycle programme of informal education events such as sewing / mending; repairs; plant	Contact individuals / organisations that run these events to see if they would be interested in running them in Sevenoaks.	Low		N/A			The Repair Café operating out of St Lukes Church runs workshops alongside their repair activities – such as how to repair tyres. Beekeeping workshop/talk to be investigated; potentially to be held at the Bat & Ball Centre. Speakers have been contacted. Note should be made that only focusing on honeybees may be bad for biodiversity as a whole. Beekeeping in cities is harming other wildlife, study finds Natural History Museum (nhm.ac.uk)

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

	based home cooking; gardening	Determine whether it would be possible to have these events take place in STC buildings such as the Bat & Ball centre, and provide information regarding other schemes at these events too.	Low		TBA			STC would be willing to hold informal events at STC buildings. SCAN have expressed interest in hosting events.
		Continue offering support to a voluntary organisation operating a monthly repair café in St Luke's Church.	Low		N/A			Have sent survey respondents information on how to get involved with this.
		Promote and support other organisations events that provide beneficial information to residents.						SCAN climate change gardening event on the 10 th of September was promoted as part of the Great Big Green Week. Sevenoaks Vegan Market on the 10 th of September was promoted as part of the Great Big Green Week.
	6.3 Information to enable residents to make practical changes	Develop information pack containing practical information on how to reduce energy consumption at home.	Low		N/A			Both info packs to be delivered as one: Lower your carbon footprint and energy consumption. This pack is complete, titled Green Tips for Sevenoaks. This has been distributed on the STC website and in the Town Crier.
		Produce an information pack containing ways to lower carbon footprints, such as reduce, reuse, and recycle.	Low		N/A			

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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 going to be introduced in April. Some Grant Aid is already offered to Green Schemes, such as the Stag Theatre receiving £19400 towards the cost of installing solar panels.
		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 was held on the 1 st of December. Presentation provided by Iona Rogulski from KCC on school travel plans. Third Climate Change Youth Forum on the 20 th of April had guest speakers from SCAN and Kent Wildlife Trust.

Theme	No.	Action	Reduction in Carbon	Deadline	Total Cost	Additional Information	Co-partner/Co-benefit Action	Specific Actions and Progress
-------	-----	--------	---------------------	----------	------------	------------------------	------------------------------	-------------------------------

		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. Held on the 29 th of April 2023, with positive feedback to SCAN.
	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 on display at Sevenoaks Station.		144 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.

**Sevenoaks Town Council
Community Infrastructure Committee - 26th June 2023**

Proposed Car Club

Sevenoaks Town Council reviewed various options to provide a Car Club within Sevenoaks the most viable to be to work with Enterprise.

The commitment from the Town Council's perspective is to provide two free car parking spaces and joint promotion. It has been agreed that the car parking spaces will be provided at the Bat and Ball Centre.

Sevenoaks Town Council are currently waiting on Enterprise to progress this their end.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Community Infrastructure Committee - 26th June 2023**

Bat & Ball Centre – Renewable Energy

The Bat & Ball Centre included within the building project some solar panels to create renewable energy. The amount of energy produced is indicated in the foyer on a clear electronic display. The energy created is used by the building.

The Town Council has previously agreed to research the possibility of increasing the number of solar panels on the roof, invertors, and storage batteries to increase the amount of renewable energy produced and stored. There have been several issues to consider in this matter and it is hoped a conclusion will be reached in the near future.

The Town Council will also be considering the experience gained by the Stag in its recent solar panel, invertors, and storage batteries installation.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Community Infrastructure Committee – 26th June 2023**

Electric Charging Bollards at Roleys Car Park

Sevenoaks Town Council has agreed to enter into an agreement with Ubitricity to provide 12 electric vehicle charging bollards within Roleys Car Park, off Plymouth Drive.

These are not fast charging points, but maintenance aimed at charging when people are parked for sports events etc.

There is no cost to the Town Council towards the provision and electric installation, however the Town Council would incur a cost if it withdrew from the contract prior to 15-year term.

Sevenoaks Town Council receives 5% of the net of taxes and electricity supply revenue.

The contract is currently being reviewed and finalised.

This page has been left blank intentionally

This page has been left blank intentionally



Sevenoaks
TOWN council

DRAFT

ACTION PLAN FOR



1. Background

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

Sevenoaks Town Council's 2021 Green Community Plan – Aims:

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

In 2021 following a period of consultation Sevenoaks Town Council published a Green Community Investment Plan which had the following aims and include a considerable amount of information and initiatives to implement the Plan for making Sevenoaks greener and improving the environment.

Following the publication of the Green Community Investment Plan the Town Council appointed on a fixed term contract a Climate Change Project Officer who produces a monthly report relating to the progress of the projects within the Plan.

Unfortunately, the COVID-19 pandemic disrupted some of the STC original plans from 2019. However, STC used the time to refocus its draft Sevenoaks Town Neighbourhood Plan (STNP) on climate and green issues, identifying policies which would contribute to a more sustainable town. The Independent Planning Inspector reviewing the STNP at the end of 2022 stated: *"It is clear to me that the implementation of the policies in the STNP will secure the realisation of the Town Council's vision and that Sevenoaks will retain its attractive characteristics while at the same time ensuring that a sustainable future is achieved."*

This Action Plan is not intended to replicate the Green Community Investment Plan but to provide information about how Sevenoaks Town Council will use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets.

A Carbon Footprint Appraisal for Sevenoaks Town Council for the period 1st April 2021 – 31st March 2022 was produced and some of the information from the appraisal is referenced in this document.



The total location-based carbon footprint for Sevenoaks Town Council for the period ending 31st March 2022 was 96.01 tonnes CO₂e, and the market based total was 93.04 tonnes CO₂e.

2. Sevenoaks Town Council

Sevenoaks Town Council is a small local authority representing the parish of Sevenoaks with

- 16 elected Town Councillors
- 44 employees = FTE 31
- 10 Buildings
- Variety of operations from markets, community halls, cemetery, cafes, public open spaces and play areas etc.
- 7 vehicles

3. Elected Town Councillors and Governance

Following the election in 2019 the Town Council agreed that it's No 1 Priority was to address climate change within Sevenoaks and worked to create the Green Community Investment Plan.

Town Councillors are legally required to be circulated with all documentation to enable them to debate and make decision on local council matters. Prior to the pandemic printed copied of all documents, including planning applications would be delivered on a weekly basis to each Councillor's home.

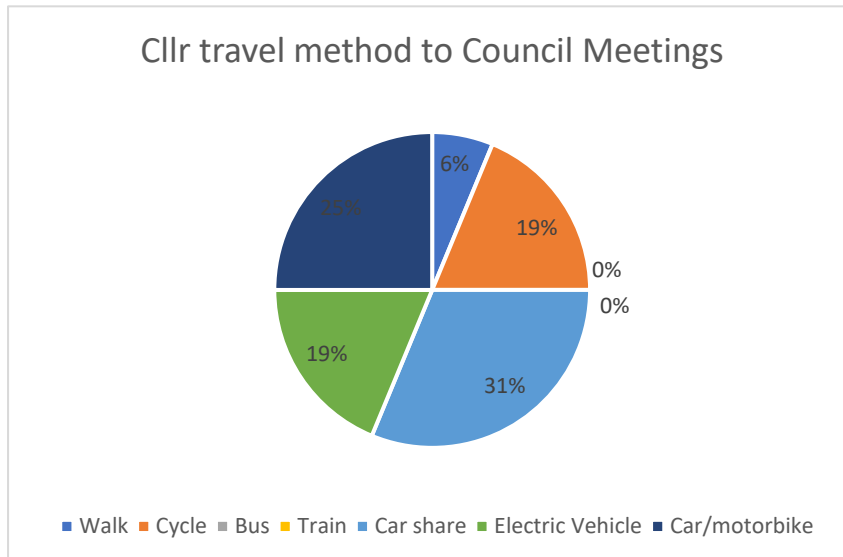
All documents are now provided electronically, with a few copies made available at the meeting. This has reduced paper use, energy for printing and emissions and fuel use for the weekly courier run.

Some meetings take place via zoom which again reduces emissions and fuel use.

Councillors are encouraged to use environmentally friendly methods where possible to attend council meetings. Electric vehicle charging points and cycle racks have been installed adjacent to our main buildings.

5 Cllrs travel to meetings in car shares, accounting for 31% of the total. This is followed by those who travel in by car/motorbike alone, with 4 Cllrs, accounting for 25% of all Cllrs. There are 3 Cllrs who travel in by electric cars and 3 who cycle, both accounting for 19% of the total each. 1 Cllr walks to meetings, accounting for 6% of all Cllrs. No Cllrs currently travel to and from meetings by public transport (bus or train).

This survey will be repeated in the future to see how the percentage of Cllr travel methods changes compared to 2023.



Walk	1
Cycle	3
Bus	0
Train	0
Car share	5
Electric Vehicle	3
Car/motorbike	4

The Town Council's Community Infrastructure Committee reviews matters relating to the Carbon Reduction Plan and associated work including the Green Community Investment Plan and monthly reports.

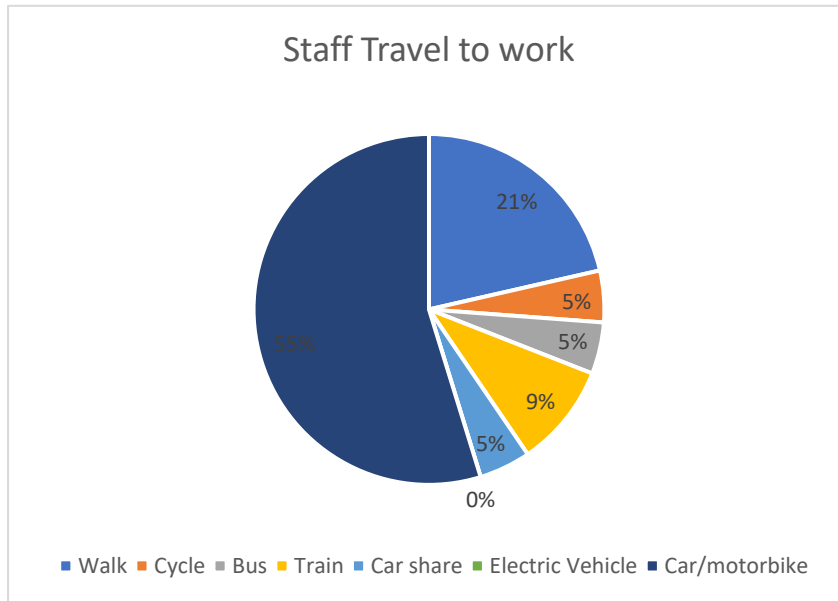
4. Employees

All employees are involved in the implementation of the Green Community Investment Plan. Engaging staff is important in effective carbon management by giving them an understanding of the impact they make and encouraging a sense of ownership for the areas and equipment they use will assist in the overall achievement.

Staff are encouraged to use environmentally friendly methods where possible to attend work, and work-related meetings. Electric vehicle charging points and cycle racks have been installed adjacent to our main buildings.

23 staff members travel by car or motorbike, accounting for 55% of staff travelling this way (60% if including car share, with 2 members of staff using this method). This is followed by those that walk in, with 9 members of staff, accounting for 21% of staff. 4 and 2 staff travel by train and bus, respectively, accounting for 14% travelling by public transport. and 2, or 5% of staff, each cycle and car share to get to work. No staff currently travel in with electric vehicles.

In the future, this survey will be repeated to see how the percentage of staff travel methods changes compared to 2023.



Walk	9
Cycle	2
Bus	2
Train	4
Car share	2
Electric vehicle	0
Car/motorbike	23

Many work-related meetings with other organisations are now held on zoom reducing emissions and fuel use.

Most of the operation of the Town Council is public facing and therefore opportunities for Hybrid WFH are limited and not considered in the best interest of the community. This will be regularly reviewed.

5. Sevenoaks Town Council's Building and Assets

The Town Council owns and operates the following buildings.

- i) Sevenoaks Town Council Offices
- ii) Business Hub
- iii) Bat & Ball Centre
- iv) Bat & Ball Station
- v) Café on the Vine
- vi) Vine Pavilion (leased to cricket club)
- vii) Knole Pavilion / Open Spaces Workshop and Storage
- viii) Cemetery Chapel
- ix) Cemetery Workshop
- x) House in the Basement Youth Café (within Stag Theatre)

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

All building operations are being reviewed to see where possible the following can be implemented.

Carbon reduction initiatives for buildings primarily include reduction of energy use or creation of renewable energy.

- i) Review heating provision – improved system and controls (relocate thermostats to prevent public ‘turning up’ and leaving on high). Investigate changing from gas powered central heating to sustainable alternatives such as electric, hydrogen, solar thermal and air source heat pumps.
- ii) Operational control – turn off heating, electric appliances when not in use.
- iii) Improved insulation to reduce heat consumption such as fiberglass and cavity wall insulation, double glazing and draft excluders.
- iv) Improved windows and doors e.g., improved double glazing.
- v) Renewable energy – solar panels (with retaining batteries)
- vi) Lighting upgrades - Automatic light switches and LED lighting
- vii) Increased usage of cheaper night time electricity tariff

LED Lighting technology in recent years has become a cost-effective option for the refurbishment of existing lighting arrangements it can typically provide a 20 – 30% reduction in power consumption and associated carbon emissions compared with modern fluorescent or metal halide light fittings.

Automatic lighting controls should be installed where possible turning on after 10 minutes of no presence detection saving energy.

Table on the following page indicates which buildings could benefit from reviewing operational and facilities management changes. X = to review.

Each building will then have its own spreadsheet at the end of the document relating to progress and costs. This is currently work in progress, a report relating to Solar Energy for the Bat & Ball Centre has been considered by the Community Infrastructure Committee on 30th January 2023.

Building	Update Heating	Improved method of usage	Improved insulation	Double glazing	Renewable energy	Lighting upgrades	Install Night time electricity tariff	Other
STC Offices	X	X	X	X	X	X	Part installed	
Business Hub	X	X		X	X		X	
Bat & Ball Centre					X		installed	
Bat & Ball Station							installed	
Café on the Vine					X		X	
Knole Pavilion / OS Workshop	X	X	X	X	X	X	installed	
Cemetery Chapel	X	X				X	X	
Cemetery Workshop							X	
HitB Youth Cafe		X					X	

6. Vehicles

STC has a policy when replacing its vehicles where appropriate models are available to purchase electric vehicles. Fuel usage can be monitored from fuel cards and invoices for fuel purchase. As of June 2023, STC has two electric open space vehicles, see list below:

Nissan Tipper truck	Diesel
Isuzu Tipper truck	Diesel
Nissan NV200 e Panel van x 2	Electric
New Holland mini tractor	Diesel
Thwaites dumper truck	Diesel
Mini Excavator	Diesel

7. Markets

Where possible promote local or hand made goods for sale.

Avoid wherever possible of single use plastic (e.g., plastic bags) and use compostable alternatives.

8. Cemetery

Encourage public and memorial masons to use local stone and most sustainable option.

Living wreaths are a modern alternative to traditional wreaths and grave displays to mark a grave. Living wreaths are floral tributes made up of natural materials including flowers and bulbs that are dug into the grave or memorial garden. They decompose and produce flowers in later years so are a long-lasting and sustainable alternative. This provision also reduces considerable waste.

Plastic, metal, and other non-compostable materials on flowers will be actively discouraged.

9. Cafes

Goods for resale to be premises baked or purchased as local as possible.

Avoid wherever possible of single use plastic and use compostable alternatives.

Encourage the use of sturdy reusable takeaway cups.

Promote the Refill Campaign to reduce the need for plastic water bottles.

10. Public Open Spaces & Play Areas

Invest in planting vessels with built in water reservoirs and consider drought resistance plants to reduce the need for watering.

Purchase and use only peat free compost.

Encourage additional tree planting (fruit and nut preferably) via the Adopt A Tree programme and other national initiatives.

Programme of installation of water bottle refill drinking fountains as part of the national 'Refill' scheme and to reduce use of plastic bottles.

Promote anti littering campaign to encourage more recycling and less litter.

Adopt a Tree programme.

Give it a Grow – encouraging volunteer gardeners.

11. Youth Café

Encourage informal education including creation of environmental awareness mural.

Goods for resale to be purchased as local as possible.

Avoid wherever possible of single use plastic and use compostable alternatives.

Encourage the use of sturdy reusable takeaway cups.

Promote the Refill Campaign to reduce the need for plastic water bottles.

12. Grant Funding

Initiate a Climate Emergency Grant Fund to support community initiatives. Include within all grant applications questions relating to organisations environmental credentials.

13. Procurement

Add carbon reduction and efficiency references within tender documents and evaluation process. Wherever possible carry out whole life carbon (WLC) assessment in procurement process.

WLC emissions are those carbon emissions resulting from the construction and the use of a building over its entire life, including its demolition and disposal. They capture a building's operational carbon emissions from energy use, as well as its embodied carbon emissions, i.e., those associated with raw material extraction, manufacture and transport of building materials, construction and the emissions associated with maintenance, repair, and replacement as well as dismantling, demolition, and eventual material disposal. A WLC assessment also includes an assessment of the potential carbon emissions 'benefits' from the reuse or recycling of components after the end of a building's useful life. It provides a true picture of a building's carbon impact on the environment. The World Green Building Council estimates that, globally, construction accounts for 11% of carbon emissions. Key players in the construction industry, from developers to engineers and architects, must play their part in responding to the climate emergency by designing and building according to WLC principles.

Where possible source local materials rather than from a distance.

Review contractors 'Zero to Landfill' policy.

14. Waste

Ensure waste is reused and recycled where possible.

Avoid wherever possible of single use plastic and use compostable alternatives.

15. Engaging the Community

Progress initiatives within the Sevenoaks Town Council Green Community Investment Plan.

Provide information to the public.

Develop the schools Climate Change Youth Forum.

Worked with Sevenoaks Community Action Network (SCAN) to provide a Climate Fair in May 2023.