

5<sup>th</sup> September 2023

You are hereby summoned to attend an Extra Ordinary meeting of the **Community Infrastructure Committee** to be held in the **Council Chamber, Town Council Offices**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 11<sup>th</sup> September 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/SEGV5xRTI2I> 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](https://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 ( <b>Chair</b> )	Cllr Victoria Granville
Cllr Gareth Willis ( <b>Vice-Chair</b> )	Cllr Lionel O'Hara
Cllr Tony Clayton	Cllr Claire Shea
Cllr Catherine Daniell	Cllr Nick Varley

**AGENDA**

PUBLIC QUESTIONS

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

1	<b>APOLOGIES FOR ABSENCE</b> To receive and note apologies for absence.
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Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	–
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF COMMUNITY INFRASTRUCTURE COMMITTEE HELD ON 26<sup>TH</sup> JUNE 2023</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 26 <sup>th</sup> June 2023.	Attached
5	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> To note current position and applications to Sevenoaks District Council in respect of: <ul style="list-style-type: none"> <li>• Electric Bus</li> <li>• Sevenoaks Town Football Club Pavilion</li> <li>• KCC Museum Improvements</li> <li>• Town Centre Wayfinding Signage</li> <li>• The Stag</li> </ul>	Attached
6	<u>SKATEBOARD REFURBISHMENT PROJECT</u> To consider refurbishment of Skateboard Park.	Attached
7	<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**  
**26<sup>th</sup> June 2023**

Livestreamed and available to view on YouTube until approved by Council:  
<https://youtube.com/live/UUIfs9fLd8M?feature=share>

**Meeting Commenced:** 7.00 pm.

**Meeting Concluded:** 7.59 pm.

Cllr David Skinner OBE (Chair)	Present	Cllr Victoria Granville	Present
Cllr Gareth Willis (Vice-Chair)	Present	Cllr Claire Shea, Mayor	Present
Cllr Tony Clayton	Apologies	Cllr Nick Varley	Apologies
Cllr Catherine Daniell	Present		

**In Attendance:** Cllr Sue Camp, Cllr Dr Merilyn Canet, Town Clerk and Senior Committee Clerk

<b>Substitute</b>		<b>For</b>
Cllr Lise Michaelides	Present	Cllr Tony Clayton
Cllr Chloe Gustard	Present	Cllr Nick Varley

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

**155 Chair and Vice-Chair**

It was noted that at the Annual Council meeting held on 15<sup>th</sup> May 2023, the following appointments were made:

- 1) Chair of Community Infrastructure Committee – Cllr David Skinner OBE
- 2) Vice-Chair of Community Infrastructure Committee – Cllr Gareth Willis

**156 Apologies for Absence**

Apologies for absence were received and noted as shown above.

**157 Requests for Dispensations**

There were no requests for dispensations.

**158 Declaration of Interests**

There were no declarations of interest.

**159 Minutes of the Meeting held on 30<sup>th</sup> January 2023**

**RESOLVED:** That the Minutes of the meeting of the Community Infrastructure Committee held on 30<sup>th</sup> January 2023 be received and agreed as a true record.

**160 Community Investment Projects Cash Flows**

The Committee received and noted the Community Investment Projects Cash Flows Summary to June 2023. It was noted that the total unallocated Capital Receipts Reserve was £384,289.

**RESOLVED:** that the report be received and noted.

**161 Community Infrastructure Levy (CIL)**

The Committee noted that the total unallocated sum to be used for infrastructure projects as at 26<sup>th</sup> June 2023 was £61,775.62. This included the current record of receipt due in October 2023 which was currently £3,415.61.

**RESOLVED:** that the report be received and noted.

**162 Bat & Ball Station**

The Committee reviewed the Bat & Ball Station Action Plan monthly report for May 2023.

**RESOLVED:** That the report be received and noted.

**163 Business Hub Proposed Improvements**

Councillors noted the proposed improvements being explored for the Business Hub, as part of the Town Council's Carbon Reduction Action Plan for its buildings.

**RESOLVED:** That the report be received and noted.

**164 Public Realm Project - Wayfinding**

The Committee considered details of the Public Realm Project, a joint venture between Kent County Council, Sevenoaks District Council, Sevenoaks Town Team, and Sevenoaks Town Council, being coordinated by Mike Reid, Town Team Facilitator. Expenditure and improvements undertaken to date were noted.

The most ambitious part of the project was to introduce a pedestrian Wayfinding Scheme (new signage) for the town: Councillors noted that the design development process so far had, subject to a few discussion points, identified locations and the type of sign to be used. Branding was still to be agreed, and a review of practical points and costings to be undertaken.

The Town Clerk asked Councillors to review the proposals for discussion at an informal meeting to be arranged with the Consultant.

**RESOLVED:**

- 1) To receive and note the report; and
- 2) To note that an informal meeting would be arranged with the Consultant

**165 Green Community Investment Plan**

The Committee reviewed the Green Community Investment Plan monthly report for May 2023.

It was noted that Sevenoaks District Council's Joint Transportation Board on 15<sup>th</sup> March 2023 had recommended to Kent County Council that the revised 20mph speed limit scheme for Sevenoaks Town proceed to an informal consultation. Councillors were concerned with the delay to the scheme and the proposed further consultation and suggested that to help speed the process, the Town Council undertake the consultation, similar to that progressed by other town and parish councils in the district.

**RESOLVED:**

- 1) That the Green Community Investment Plan monthly report for May 2023 report be received and noted; and
- 2) To RECOMMEND to full Council that the further consultation on the 20mph speed limit for Sevenoaks Town area be undertaken by the Town Council

**166 Car Clubs in Sevenoaks**

It was noted that the Town Council had agreed with Enterprise the provision of two free car parking spaces at the Bat & Ball Centre to provide a Car Club within Sevenoaks. The contract had been drafted and was in the process of being agreed. Joint promotion would be undertaken.

**RESOLVED:** That the report be received and noted.

**167 Bat & Ball Centre - Renewable Energy**

It was noted that research was being undertaken into the possibility of increasing the number of solar panels on the roof, invertors and storage batteries to increase the production and storage of renewable energy at the Bat & Ball Centre.

**RESOLVED:** That the report be received and noted.

**168 Electric Charging Bollards at Raleys Car Park**

It was noted that the Town Council had agreed to enter into an agreement with Ubitricity to provide 12 electric vehicle charging bollards within Raleys Car Park, Plymouth Drive. There was no cost to the Town Council, unless it withdrew from the contract prior to the 15-year term. The contract was currently being reviewed and finalised.

**RESOLVED:** That the report be received and noted.

**169 Sevenoaks Town Council Asset and Operation - Draft Action Plan for Reducing Our Carbon Footprint**

The Committee noted 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 advised that emails and photographs had carbon footprints and that good practice email management could help reduce this. The Town Clerk undertook to look into this and also advised that the Town Council had an auto delete system in place. She reminded councillors that the Town Council's IT consultant was available for individual advice on email management and IT if required.

**RESOLVED** that:

- 1) The draft Action Plan for Sevenoaks Town Council's Reducing Our Carbon Footprint be received and noted; and
- 2) Arrangements be put in place for new Town Councillors to receive Cyber Security information

**170 Blue Skies Event 2023**

It was noted that the Blue Skies event would take place on 9<sup>th</sup> September 2023 and would help to define new projects and priorities.

**171 Press Release: None**

There being no further business the Chair closed the meeting.

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

**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee – 11<sup>th</sup> September 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 June meeting was £61,775.62.

Since then, Sevenoaks Town Council has agreed to an allocation of CIL £40,000 to be spent on Skateboard Park refurbishment.

The amount due to STC, based on CIL collected between April 2023 and now, is currently £61,590.00. This amount is expected to increase before the next CIL allocation is received in October 2023.

Unallocated Funds CIC June 2023	£61,775.62
Less Skateboard Park Refurbishment	(£40,000.00)
Add current SDC CIL balance (CIL collections April 2023 to date, to be paid October 2023)	£61,590.00
<b>New Current Unallocated Balance</b>	<b>£83,365.62</b>

In addition to receiving automatically 25% of CIL paid by developers the Town Council and local organisations have the ability to ‘bid’ for funds from the remaining CIL held and distributed by the SDC CIL Board. These SDC CIL Board processes are not normally scheduled, and it is difficult to plan for them. The next round of applications is required to be submitted by 15<sup>th</sup> September for a decision in November 2023.

The SDC CIL Board guidance notes states that bids will be looked at more favorably if they have been considered and supported by the relevant Town and Parish Council: previously the guidance notes had indicated a recommended contribution of 10% from its own CIL funding (from the automatic 25%), however this is not in the current guidance.

If successful to the CIL Board the Sevenoaks Town Council contribution of £181,970 could enable an investment of £2.7m into community facilities.

The application also needs a SDC Ward Councillor to confirm in writing support for the scheme and attend the CIL Board Meeting.

Sevenoaks Town Council

Extra Ordinary meeting of Community Infrastructure Committee – 11<sup>th</sup> September 2023

To Sevenoaks Town Council's knowledge there will be five bids being submitted to the SDC CIL Board in September which require the process outlined above. It is difficult to progress this due to the Town Council's August meeting cycle and the earliest we can address this is to create an additional Community Infrastructure Committee prior to Planning Committee on 11<sup>th</sup> September 2023.

Please see below details of applications to SDC CIL Board:

1. STC Electric Bus
2. STFC Football Pavilion
3. KCC Museum Improvements at Kaleidoscope (see attached documents)
4. Town Centre Wayfinding Signage project
5. Stag Lighting (see letter attached)

PROJECT	APPLICANT	Project £	SDC CIL £	Add Funds £	STC £	STC Budget Heading
Electric Bus	STC	310,000	250,000	35,000	25,000	CIL & No 8
Football Pavilion	STFC	1,975,000	787,500	1,100,000	87,500	CIL
Museum Improv.	KCC	270,000	183,000	60,000	27,000	CIL
Wayfinding Signage	STC	167,350	135,000	4,148	28,202	Public Realm
Stag Lighting	Stag	46,759.32	18,224	14,267.66	14,267.66	CIL
Totals		<u>2,769,109</u>	<u>1373724</u>	<u>1,213,415.66</u>	<u>181969.66</u>	

STC CIL recommended contributions from current and future receipts  
(note STC CIL funding required if SDC CIL bid successful)

Electric Bus	£25,000
Football Pavilion	£87,500
Museum Improvements	£27,000
Stag Lighting	£14,268
Total	<u>£153,768</u>

**Recommendations:**

1. Sevenoaks Town Council resolves to apply to the SDC CIL Board for funding for an Electric Bus for the No. 8 route with a match funding of £25,000 from STC CIL and £35,000 from No. 8 Bus Earmarked Reserves.



**Sevenoaks Town Council**

**Extra Ordinary meeting of Community Infrastructure Committee – 11<sup>th</sup> September 2023**

2. Sevenoaks Town Council supports Sevenoaks Town Football Club in its application to the SDC CIL Board for funding a new Pavilion with a match funding of £87,500 from current and future CIL receipts.
3. Sevenoaks Town Council supports KCC in its application to the SDC CIL Board for funding Museum Improvements at Kaleidoscope with a match funding of £27,000 from current and future CIL receipts.
4. Sevenoaks Town Council resolves to apply to the SDC CIL Board for funding for the Town Centre Wayfinding Signage project with a match funding of £28,202 in the Town Councils Earmarked Reserves.
5. Sevenoaks Town Council supports the Stag in its application to the SDC CIL Board for funding for new lighting with a match funding of £14,268 from current and future CIL receipts.
6. Subject to 1 – 5 recommendations being agreed, to note that Sevenoaks Town Council sets aside £153,768 from CIL income (due October 2023) awaiting Sevenoaks District Council's decision in November.

**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

**KCC request to support SDC CIL Bid for Museum Improvements**

KCC has requested that Sevenoaks Town Council supports its SDC CIL Bid for Museum improvements.

Please see attached documentation provided by KCC:

- Project Summary and Reasoning
- Draft outline plan
- Survey feedback

KCC have been asked the question relating to the potential future use of the building by Spring House and provided the following response:

*"I have made some enquiries about Spring House and the status of any proposals to relocate the children's centre to the Kaleidoscope. The Kent Community Service Consultation does propose that KCC will leave Spring House and to mitigate the loss of Spring House proposes to deliver some outreach children's services at the Kaleidoscope.*

*This will not affect the first floor Museum or Art Gallery and is expected to have minimal impact on the ground floor library as any children and family activities can/will be accommodated in existing public delivery and back-office space that we are willing to share and support".*

The funding proposal is:

Project	CIL Applicant	Project Cost	SDC CIL Bid	STC CIL contribution	Match Funding
Museum Improvements	KCC	£270,000	£183,000	£27,000	£60,000

**RECOMMENDED:**

1. Sevenoaks Town Council supports the KCC bid for SDC CIL Funding and provide a letter of support towards the proposed Museum improvements noting that this project is complimentary to STNP Culture Quarter proposals; and
2. Sevenoaks Town Council provides a contribution from its CIL receipts of £27,000 towards the Museum improvements as part of the SDC CIL bid.

**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

Project summary

To improve the experience of visiting Sevenoaks Kaleidoscope for all customers, with a focus on new and improved museum displays, building on the original vision for the Kaleidoscope as an integrated space.

The project will bring stored museum collections to light in engaging ways, including hands on interactive elements for our youngest visitors, and a wider breadth of historic content to appeal to an adult audience with varied interests. It will also improve our ability to host a variety of events and activities. New interpretation and way finding will spark connections between the different areas of the Kaleidoscope, ensuring customers are aware of all that the building has to offer. All that combined with more suitable seating areas and workspaces will make for a more welcoming and exciting customer experience, which we envisage will increase visitor numbers and dwell time.

Local artists and makers will be engaged in creating aspects of the finished scheme, be it through furnishings or murals.

Since the refurbishment of the Kaleidoscope nearly 15 years ago, the way the public use the space has changed significantly. This has left the building with underused and uninspiring areas that could be transformed without carrying out any structural changes.

The need for the changes that this project will deliver is demonstrated in Sevenoaks Museum's Audience Development Plan for 2016 – 2021. A 2023 customer survey will gauge support for the project and ensure that all users of the Kaleidoscope are considered in the new scheme. *Completed*

Main museum room - environmentally controlled ( Object highlighted in yellow could go out on mezzanine in large objects case instead?)  
x2 cases along 'folding' wall (height 230cm)

- Rural Sevenoaks inspired paintings by Barland and Foster and ceramic bowl and pot C19th
- Regency ladies shoes
- Sugar nipper and decorative salt cellar C19th
- Wind and water mill paintings and model
- William Knight's magic lantern and painted slides C19th
- C19th caged candlestick with tallow candle from Knole house and rushlight holder with rushlight in
- Victorian bodice and skirt and goffering tongs
- Victorian church poor box, painting of St Nicholas Church, brooch
- Victorian Band of Hope Union plate and cake plate • Town jail door

- x1 case in corner by office door (height 200cm, depth 600cm, width 120cm)
- Second World War

- x1 20th century' case in corner by entrance door (height 230cm, depth 500cm, width 190cm)
- 1920s gramophone record in sleeve from Sevenoaks and handbag made in Kent

- x1 see-through case with shelves to go in front of window by stairs or act as a divider somewhere (height 230cm)
- Glass bottles from local drinks manufacturers, chemists etc.
- Ceramic stoneware' bottles from local drinks manufacturers, brewers, Dorset Arms plate
- Locally made bricks, tiles and moulds used to make them, Weald pottery antefixes
- Railway bell, lamp, signalman's pouch (railway links to brick making)
- Redware jampots

- x1 large case where sink and cupboards are by stairs (height 230cm)
- Well bucket
- Large mangle c.1920
- Large wooden washing dolly
- Singer sewing machine c.1900 and tailors' iron, C20th
- Dentist's spittoon early 20th century
- Tin bath tub
- Baker's peel and bread stamp

- Move long case to go on wall where map cabinets are now OR create smaller bespoke case (existing case L560cm D27cm)
- Second World War evacuee embroidery showing journey from London to Sevenoaks

- Prehistoric creatures' case (high spec. case needed)
- Ice Age reindeer antler
- Prehistoric elephant tooth
- Ichthyosaurus vertebrae
- Small sea creature and plant fossils

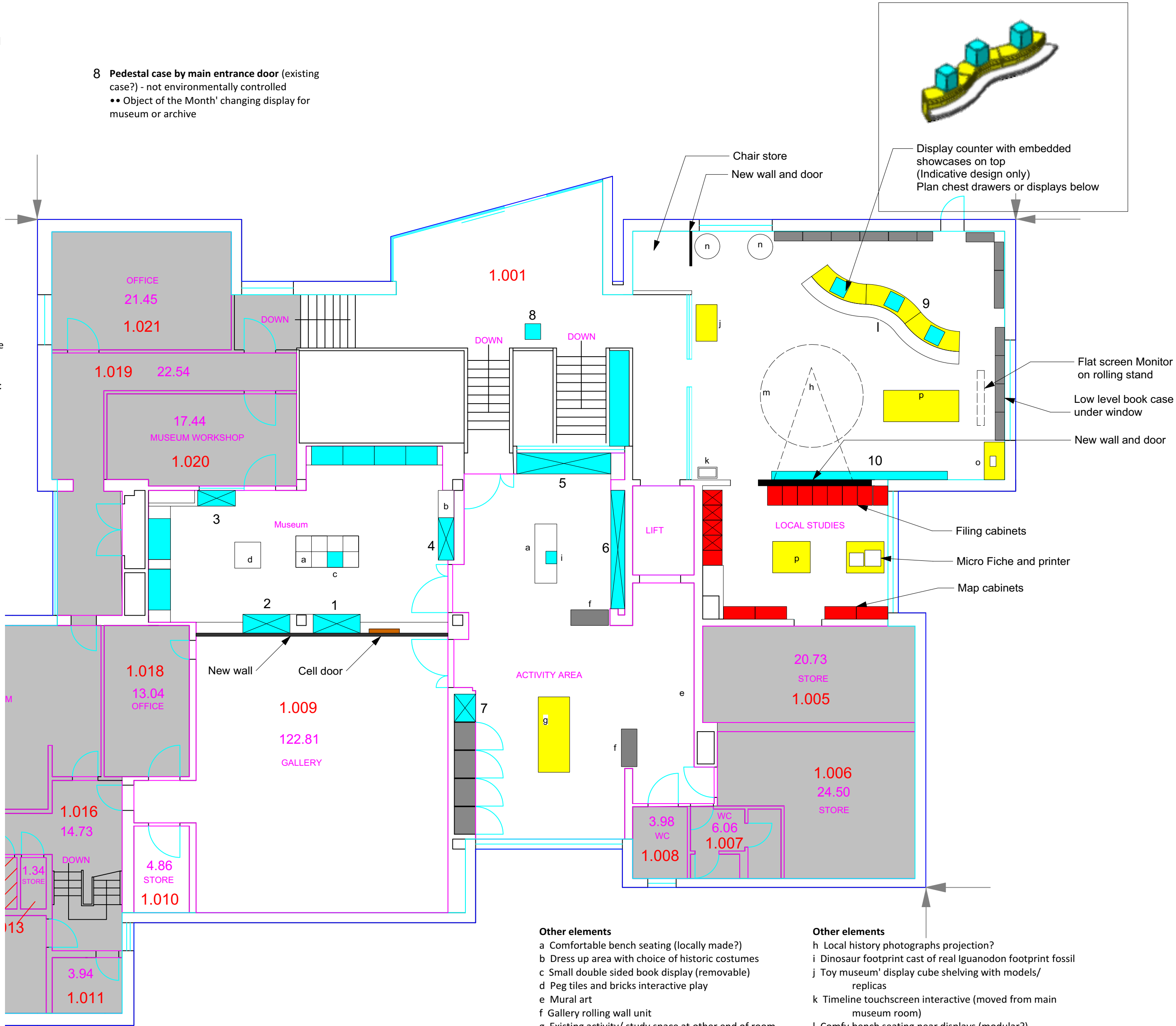
In a case floor level which forms the underneath of a table? (with microfiche viewer on top, for example)

- Harrison's ducks and The Wildcat

- Medieval to 1600s' case (high spec. case needed)
- Otford palace floor tiles
- Silver annular brooches
- Seal matrix
- Wickhurst manor document box
- Clay tobacco smoking pipes and apothecary bottles
- John Downton painting of girl in Tudor costume (C20th famous local artist, not Tudor, KCC art award named after him)

- Plan chest style display drawers (could be underneath case)
- Original hand painted posters by local artist Felix Tomlyn
- Vincent New drawings and watercolours
- Charles Knight watercolours
- J. Salmon postcards
- Other archive material?

- Pedestal case by main entrance door (existing case?) - not environmentally controlled
- Object of the Month' changing display for museum or archive



#### Other elements

- a Comfortable bench seating (locally made?)
- b Dress up area with choice of historic costumes
- c Small double sided book display (removable)
- d Peg tiles and bricks interactive play
- e Mural art
- f Gallery rolling wall unit
- g Existing activity/ study space at other end of room

#### Other elements

- h Local history photographs projection?
- i Dinosaur footprint cast of real Iguanodon footprint fossil
- j Toy museum' display cube shelving with models/replicas
- k Timeline touchscreen interactive (moved from main museum room)
- l Comfy bench seating near displays (modular?)
- m Mural or fun floor graphic time travelling map of the local area with images of some notable landmarks and events, like navvies building railway tunnel, old gas works, where fossils found in brick pits, where Moisant's plane crashed, where bombs dropped in WW2 etc.
- n Two comfy study pod type chairs with attached laptop desks.
- o One desk and chair for a public library computer.
- p Two tables with chairs for study or viewing local history materials (plus existing filing cabinets, some reference bookshelves, equipment).



Museum + exhibition + exhibit design  
Houghton Kneale Design Ltd  
Marine Studios, 17 Albert Terrace  
Margate, Kent, CT9 1UJ, United Kingdom

T: +44 (0) 1843 282210 E: info@hkd.uk.com

#### Notes:

- Worktop / desk
- Filing cabinet
- Book shelves / storage
- Museum showcase
- New item

#### Exhibit specification:

#### Access and maintenance:

#### Revisions:

- A - 30/01/23 - Plan update
- B - 06/02/23 - Plan update

PROJECT:  
Sevenoaks Museum  
Kaledoscope

#### DRAWING DESCRIPTION:

Proposed arrangement

DATE:  
19/01/2023

SCALE:  
1:100

REVISION:

B

DRAWING NUMBER:

03

**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

**Sevenoaks Kaleidoscope Visitor Questionnaire – Key Findings**

Copies of the questionnaire were placed at every floor level in Sevenoaks Kaleidoscope over the course of a month, from 7 April to 9 May 2023. Visitors were encouraged to participate by A4 posters next to the questionnaires, as well as occasional suggestion from members of staff.

The format of the questionnaire included some open questions but was mainly tick-box for purposes of easy comparison, with the option to elaborate on 'Other'. **There was a total of 35 respondents.** Of those who answered the demographic questions, a large majority of respondents were female and identified as White British, and a small majority of respondents were over the age of 64.

When asked 'How often do you visit the Kaleidoscope?', the majority of respondents said they visit weekly. (It should be noted that customers who visit monthly or less had less chance of visiting within the duration of the survey.)

**When asked 'What do you mainly use the Kaleidoscope for?', 16 of the 35 respondents included 'To visit museum exhibitions' as one of their top 3 reasons for visiting, making it the 2<sup>nd</sup> most popular answer.** The most popular answer was 'To borrow library books' which 20 respondents included in their top 3. (This was to be expected and is backed up by the fact that almost all respondents said they were members of the library.) 'To visit art exhibitions', 'To read library books', 'To use a public computer' and 'To attend a recurring group meet up' were in joint 3<sup>rd</sup> place. Only 1 in 11 people who said they visit to use a public computer have ever found one was not free when they needed it.

When asked 'As a visitor to the Kaleidoscope, what is most important to you?', **17 of the 35 respondents included 'Opportunity to learn' in their top 3 priorities, making it the most popular answer.** The 2<sup>nd</sup> most popular answer was 'Peace and quiet', and the 3<sup>rd</sup> most popular was 'Entertainment'.

Of the 9 people who responded to the question 'If you do not visit the museum exhibitions, why is that?', 3 respondents said they did not know about the museum, 4

**Sevenoaks Town Council**

**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

respondents said they did not have time, and 2 respondents said they were not interested. (The fact that 3 people were in the building but not aware of museum displays shows that much more can be done to integrate and signpost to what is on offer in the Kaleidoscope.)

**22 out of the 35 respondents answered 'Yes' to the question 'Would you like to see more museum objects from the collections store out on permanent display?'. Only one person said 'No' to this question, the remainder neglected to answer.**

**When asked, 'What changes to our physical space would improve your experience?', 'More activities/ content for children' and 'More seating areas' were the top answers, featuring in the top 3 of 13 respondents. The 2<sup>nd</sup> most popular answer was 'More museum exhibitions', which 10 respondents included in their top 3. 7 respondents included 'More art exhibitions' in their top 3 (which we can take to mean an appetite for seeing more of the museum art collection on display, not just more gallery exhibitions).**

26 respondents said they would spend more time here/ visit more frequently if there were more exhibitions and activities on offer in the Kaleidoscope. The main reason given for not spending more time here was the cost of parking.

**24 out of the 35 respondents answered 'Yes' to the question 'If we were to develop underused areas in the Kaleidoscope to be more versatile, welcoming and engaging for visitors of all ages would you support this?', including the 2 respondents who said their reason for not visiting the museum exhibitions was because they were 'not interested', and the 1 respondent who did not want to see more museum objects from the collections store on permanent display.**

Of those who answered the open question **'If you could suggest just one idea as part of such a project, what would it be?'**, only 9 out of the 17 responses could be considered relevant to the question:

**'Have a wider variety of exhibitions and activities to engage children of all ages'**

Sevenoaks Town Council

Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023

'History from below – focused on those who made the history of the town – ordinary people'

**'Quiet study area for teens'** and **'Study pods for teens'**

**'Art exhibitions of all kinds especially different types of paintings'** (This answer supports our intention to bring more of the museum art collection out on display/ improve existing artwork displays/ condition.)

'I love the Object of the Month. So sad so little of archaeology here. Would be good to have big exhibitions of stuff brought in.' (This answer just goes to show how the public don't realise the existing potential of our museum collection which is largely behind the scenes.)

'Keep the reference part quiet'

**'Expand the museum.** In its present form, it's never going to attract many visitors.'

'Why do you need **2 sinks a waste of space**. Those movable displays could be put in with the art as they are so big and not much on them.' (This answer supports a transformation of the upstairs foyer.)

'Perhaps a small area for craft and learning. I am a nanny and I know the area has a large nanny/ childminder family.'

The following responses were not strictly relevant to the question of changing the physical space, more an issue of staff/ volunteer time, but are worth noting:

'More story time/ rhyme time groups'

'Storytime and crafts for toddlers'

'More talks by local groups and authors, especially day time' (This answer supports transformation of the reference room to be adaptable into a lecture space.)

'More child classes'

**The overall picture from this questionnaire is that there is very strong support for developing the museum and rethinking some of the spaces in the Kaleidoscope, but there are a wide range of customer needs to be considered.**

Sevenoaks Town Council  
Extra Ordinary meeting of Community Infrastructure Committee  
11th September 2023



**The Stag Theatre**  
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[stagsevenoaks.co.uk](http://stagsevenoaks.co.uk)

Linda Larter MBE  
Sevenoaks Town Council  
Bradbourne Vale Road  
Sevenoaks  
TN13 3QG

1<sup>st</sup> September 2023

Dear Linda

Following our recent successful application to the Town Council for top up funding for the solar panel project at The Stag Theatre we are aiming to continue our work to reduce the carbon footprint of The Stag in support of the community in Sevenoaks.

Over the last ten years we have greatly reduced The Stag's lighting power consumption and replaced halogen and fluorescent bulbs with LED throughout the building's rooms and corridors. After carefully considering alternatives, we have upgraded the heating systems here improving efficiency by 8-10%. And most recently we have greatly reduced our electricity consumption by the installation of 55kW of solar panels and 92kWh of storage batteries. This carbon-free source of electricity has successfully reduced our consumption of carbon-based electricity by around 15% and along the way reduced our CO<sub>2</sub> production by around 20 tonnes.

We want to continue the success of our partnership with Sevenoaks Town Council by once again asking for your assistance in reducing the last major component of our carbon-based electricity consumption – the tungsten-bulb based lighting units in our main theatre lighting grid.

The Stag has a comprehensive but now quite old lighting system with many of our units now more than 25 years old. European legislation is putting pressure on light bulb manufacturers to stop producing tungsten light bulbs for theatres (something the EU banned for domestic users some years ago). The aim is to reduce the consumption of electricity for lighting at The Stag by around 85% by converting the individual lighting units to LED. A successful side-product of this conversion will be an increased flexibility in the service we can provide to our hiring customers which will increase The Stag's visibility to new and varied shows to come and perform for the people of Sevenoaks.

Replacing units for the whole comprehensive rig is an expensive project overall but investment The Stag made in 2017 when we replaced our dimmer controllers means we can work through the overall lighting replacement gradually. With this in mind we have already approached Sevenoaks District Council through its Levelling Up Rural Grants Fund for £14,267.66 and will shortly be approaching their Community Infrastructure Fund for an additional £18,224.

I would like to ask Sevenoaks Town Council to consider releasing a grant of £14,267.66. I can of course provide additional information detailing the capital equipment this would buy as part of the overall project but initially you asked for a background document. I am happy to attend a meeting to explain in more detail if you wish.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Barcroft'.

Melissa Barcroft  
Grants Manager

**Charity Patrons: Cheryl Baker, Graham Cole OBE, Gloria Hunniford OBE**

The Stag Community Arts Centre Limited operates as The Stag Theatre

It is a registered charity no. 1137420 and a company by guarantee

VAT Registration Number: 108276811 Company Number: 07090305, Registered in England and Wales

Registered Address: The Stag Theatre, London Road, Sevenoaks KENT TN13 1ZZ



**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

**Skateboard Park Refurbishment, Greatness Recreation Ground**

In 2008 a skateboard park was installed in Greatness Recreation Ground. This was very controversial at the time with local residents. A considerable amount of resources were invested in noise attenuation and the location and type of surface was chosen to address this.

The Skateboard Park cost £100,000 in 2008 to install and an annual maintenance figure of £2,700 budgeted, and currently £7,779 in Earmarked Reserves. In addition, STC normally arranges an event during the school holidays to bring in professional skaters with music to arrange entertainment, encouragement and tips for young people using the facility.

The Youth Services Committee considered different options for revitalising the well-used skateboard park at Greatness Recreation Ground and recommended to the Finance & General Purposes Committee that the facility be totally refurbished rather than replaced.

Finance and General Purposes Committee considered the recommendation and agreed the following:

**Finance & General Purposes Committee - 24<sup>th</sup> July 2023**

**255 Recommendation from Youth Services Committee – Skateboard Park**

The Committee considered a recommendation received from the Youth Services Committee [*Minute 185, YSC 28.06.23 refers*] regarding refurbishment options for the Skateboard Park at Greatness Recreation Ground.

**RESOLVED** that:

- 1) Option 1 set out in the report (replace all existing boards and resurface, retaining and strengthening existing frames) as recommended by the Youth Services Committee be approved; and
- 2) £40,000 of CIL funding be allocated to this project.

Officers were hoping that work on the refurbishment of the skateboard park could start as soon as possible after the summer school holidays in order to be open again for autumn half term school holiday and arrange for some professional skaters, BMX riders etc to attend and provide an event for young people as we have done in the past.

It has also been suggested that production of skateboard parks using skatelite has moved on from 2008 and rather than simply replacing the surface it would be beneficial to install 3mm steel sheets as the undersurface, this enables to attach the Skatelite with rivets rather than screws. It as you would expect more expensive than using phenolic or birch for the undersurface and enables longevity with no deterioration of the under skin using steel.

**Sevenoaks Town Council**  
**Extra Ordinary meeting of Community Infrastructure Committee - 11<sup>th</sup> September 2023**

Another advantage of steel sheets is all the rivets will bite, so the ramps won't be prone to fixings snapping which in turn reduces level of maintenance.

The refurbishment will include the following:

- removing all old surfacing from ramps, plus treating with red oxide throughout.
- Reinforcing all framework to reduce vibration when in use.
- Breaking and re-setting all copings
- 3mm steel welded to frames throughout all ramps plus full treatment.
- Skatelite and phenolic for cladding
- 8000 stainless steel rivets

The aim is to make the skatepark look and feel brand new after this work and it would certainly bring it back to life.

It has always been difficult to obtain professional contractors to work on skatelite projects. Both the Open Spaces Manager and the Town Clerk have carried out research and have only been able to obtain a quote from one contractor.

The increased specification is also £14,509 in excess of the previous agreed sum of £40,000 for the works.

**RECOMMENDATION:**

- i) Sevenoaks Town Council accepts the quotation of £54,509 net from Kings Ramps for the refurbishment of the Skateboard Park, in order for works to progress and be installed for half term school holiday and an 'event' to be arranged for young people.
- ii) The additional £14,509 be used from current provision of CIL.