

Sevenoaks Town Council
Minutes of the Community Infrastructure Committee
Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road
26th June 2023

Livestreamed and available to view on YouTube until approved by Council:
<https://youtube.com/live/UUlf9fLd8M?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 Merylyn Canet, Town Clerk and Senior Committee Clerk

Substitute		For
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 15th 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 30th January 2023

RESOLVED: That the Minutes of the meeting of the Community Infrastructure Committee held on 30th 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 26th 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 15th 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 9th 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