



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.

Method	2023 Number
Regularly walk	
Cycle	
Share Cars	
Electric Car	
Car	

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.

Method	2023 Number
Walk	
Cycle	
Share Cars	
Electric Car	
Car	
Bus	
Train	

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 or after 10 minutes of no presence detection saving energy.

Below 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 is being 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	
Bat & Ball Centre					X		installed	
Bat & Ball Station							installed	
Café on the Vine							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 January 2023, STC has one electric open space vehicle, see list below:

Mazda Pick-up truck	Diesel
Nissan Tipper truck	Diesel
Isuzu Tipper truck	Diesel
Nissan NV200 e Panel van	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.

Create a schools Climate Change Youth Forum.

Work with Sevenoaks Community Action Network (SCAN) to provide a Climate Fair.