

24th October 2023



You are hereby summoned to attend a meeting of the **Community Infrastructure Committee** to be held in the **Council Chamber, Town Council Offices**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 30th October 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/nfQhwj9_KcA?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 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	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG tel: 01732 459 958 fax: 01732 742 577 email: council@sevenoakstown.gov.uk web: sevenoakstown.gov.uk
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Town Clerk

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 11TH SEPTEMBER 2023</u> To receive and sign the minutes of the meeting of the Community Infrastructure Committee held on 11th September 2023.	Attached
5	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> To note current position.	Attached
6	<u>BLUE SKIES MEETING – 9TH SEPTEMBER 2023</u> To agree priorities.	Attached
7	<u>FEASIBILITY STUDY FOR A WALKING AND CYCLING ROUTE CONNECTING BAT & BALL/OTFORD ROAD WITH DUNTON GREEN STATION</u> To consider proposal to commission a feasibility study.	Attached
8	<u>MASTERPLAN FOR SEVENOAKS TOWN CENTRE & ST JOHN'S HILL</u> To consider preparing a Masterplan for Sevenoaks Town Centre and St John's Hill.	Attached
9	<u>OAST HOUSE (TARMAC SITE)</u> To consider proposal for Sevenoaks Town Council to obtain long term peppercorn lease and use as a community facility.	Attached
10	<u>CURRENT MATTERS</u> To receive and note updates on current matters.	Attached
11	<u>BAT & BALL STATION ACTIVITY PLAN</u> To note Activity Plan Monthly Report for September 2023. Summary attached, full Activity Plan available at: https://HLF_Activity_Plan_Progress_Report_31.09.2023.pdf	Attached
12	<u>GREEN COMMUNITY INVESTMENT PLAN</u> To note Action Plan Monthly Report for September 2023 Summary attached, full Action Plan available at: https://STC_Green_Community_Investment_Plan_-_Sept_2023	Attached
13	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	–

Sevenoaks Town Council
Minutes of the Extra Ordinary meeting of the Community Infrastructure Committee
11th September 2023
Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/SEGVsXRTI2I>

Meeting Commenced: 7.00 pm.

Meeting Concluded: 7.34 pm.

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

In Attendance: Cllr Libby Ancrum, Cllr Dr Marilyn Canet, Cllr Nigel Wightman, Town Clerk, Senior Committee Clerk and Planning Committee Clerk.

Substitute		For
Cllr Chloe Gustard	Present	Cllr Victoria Granville

Representations received from Members of the Public: None

Members of the public present: 5

315 Apologies for Absence

Apologies for absence were received and noted as shown above.

316 Requests for Dispensations

There were no new request for dispensations. It was noted that Town Councillors had a long-standing dispensation in relation to matters relating to The Stag theatre.

317 Declaration of Interests

There were no declarations of interest.

318 Minutes of the Meeting held on 26th June 2023

RESOLVED: That the Minutes of the meeting of the Community Infrastructure Committee held on 26th June 2023 be received and agreed as a true record.

319 Skateboard Park Refurbishment Project

Following approval by the Finance & General Purposes Committee (*Minute 255, 24.07.23 refers*) of a refurbishment project for the Skateboard Park and allocation of £40,000 CIL funding for this purpose, quotations had been sought.

It had only been possible to obtain one quotation for the work and the company had recommended that the specification be increased to install 3mm steel sheets as the under surface so that the Skatelite could be attached with rivets rather than screws, enabling greater longevity and reducing maintenance. The increased specification was £14,509 in excess of the agreed funding.

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RESOLVED that:

- 1) 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; and
- 2) The additional £14,509 be used from current provision of CIL.

320 Community Infrastructure Levy (CIL)

The Committee noted that the total unallocated sum to be used for infrastructure projects as at 11th September 2023 was £83,365.62. This included the current record of CIL receipt due in October 2023 which was currently £61,590.00. It was anticipated that this amount would increase before its allocation in October.

Consideration was given to applications to be submitted to Sevenoaks District Council CIL Board by 15th September for decision in November 2023.

It was noted that should any of the applications to SDC not succeed, the match funding from the Town Council would not be required.

In considering the request from Kent County Council that the Town Council supports its application to the SDC CIL Board for funding Museum Improvements at Kaleidoscope, with a match funding of £27,000 from current and future STC CIL receipts, Councillors expressed reservations and did not feel able to support the bid at this time. Whilst supporting improvements to the museum and gallery in principle, the Committee felt that clarity was needed on the long term uses and future of the building and would welcome the opportunity to discuss this with KCC.

RESOLVED that:

1. Sevenoaks Town Council applies 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.
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 STC CIL receipts.
3. Sevenoaks Town Council applies 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.
4. 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 STC CIL receipts.

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5. Sevenoaks Town Council does not support 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 STC CIL receipts, at this time and would welcome the opportunity to discuss the project further with KCC.
6. Subject to recommendations 1 – 4 above, it was noted that Sevenoaks Town Council had set aside £126,768 from future CIL income pending Sevenoaks District Council's decision in November.

321 Press Releases

It was agreed that press releases would be issued at the appropriate time in relation to:

- Skateboard Park Refurbishment, once the timeline for works and the event was known.
- CIL bids to Sevenoaks District Council, once the outcomes were known.

There being no further business the Chair closed the meeting.

Signed: Dated:
Chairman

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Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Community Infrastructure Levy (CIL) Report

Sevenoaks Town Council receives an allocation of CIL twice a year in October and April. The town and parish council's allocation is 25% of the CIL funds received by Sevenoaks District Council.

The reported total unallocated sum to be used for infrastructure projects as at the September 2023 meeting was £83,365.62. The April 2023 – September 2023 payment was slightly more than expected - £70,665.94. Making the unallocated sum £92,441.56.

Since then, Sevenoaks Town Council has agreed to the following allocation of CIL

- £14,509 additional expenditure on Skateboard Park refurbishment.
- £1,730 installation of drinking fountains
- £15,000 St John's Hill public toilets refurbishment
- £4,000 Cemetery Chapel screens

The amount due to STC, based on CIL collected between October 2023 and now, is currently £1,180.40. This amount is expected to increase before the next CIL allocation is received in March 2024.

Unallocated Funds CIC September 2023	£92,441.56
• £14,509 additional expenditure on Skateboard Park refurbishment. • £1,730 installation of drinking fountains • £15,000 St John's Hill public toilets refurbishment • £4,000 Cemetery Chapel screens	(£35,239)
Add current SDC CIL balance (CIL collections September 2023 to date, to be paid April 2024)	£1,180.40
New Current Unallocated Balance	£58,382.96

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 decision's is in November 2023. If successful Sevenoaks Town Council will need to make some contributions from its CIL income, see below (although not all immediately).

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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	
		1,975,00					
Football Pavilion	STFC	0	787,500	1,100,000	87,500	CIL	
Wayfinding Signage	STC	167,350	135,000	4,148	28,202	Public	Realm
Stag Lighting	Stag	46,759	18,224	14,268	14,268	CIL	
		<u>2,499,10</u>					
Totals		<u>9</u>	<u>1190724</u>	<u>1,153,416</u>	<u>154970</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
Stag Lighting	14,268
	<u>126,768</u>

Recommendations:

1. To note when allocating CIL against projects, the current balance is **£58,382.96** against a future potential CIL expenditure of £126,768.
2. To consider setting aside in the future £130,000 to implement a 20-mph signage scheme if agreed at public consultation.
3. To consider setting aside in the future £65,000 to implement a Town Centre and St John's Hill Masterplan.
4. To note the Open Spaces & Leisure Cttee current future requirements for CIL

Chapel Repairs	2,000
Cem Garage Roof Repairs	2,000
Mausoleum Stone Cleaning	3,000
Knole - replace barn doors	2,000
Raleys car park repair root damage	30,000
Vine Pavilion roof insulation	5,000
Vine CCTV to digital	6,000
Vine - resurfaces some paths	15,000
Vine - crazy paving repairs	10,000
Judd's Piece tarmac repairs	2,500

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Chantry Wall	
Repairs	20,000
Julians Meadow fence	1,200
Greatness Play Equipment	68,000
Greatness CCTV - digital	9,000
	<u>175,700</u>

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1	Character, Heritage & Identity						
Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
	Sevenoaks Town Neighbourhood Plan						Planning
1.1	Use STNP to inform Council priorities and organisation.	A Steering Group has been convened for reviewing implementation of actions and policies.	65	*		1	
1.2	Use STNP in the STC planning process when assessing planning applications.			*		1	
1.3	Further encourage the development and evolution of the STNP for the whole Town			*		1	
1.4	As part of the evolution of the STNP, develop a Masterplan for the retail/business districts in the Town Centre and St Johns			*		1	
2	Landscape & Blue and Green Infrastructure						
	Green Community Investment Plan						
2.1.	Further develop the Green Community Investment Plan			*		1	OSL
2.2.	Extend the tree planting programme throughout the town, including working with KCC Highways to establish an inventory of sites			*		1	OSL

2.3	Encourage greater use of solar panels including through the planning system and provision of information to households.				*	2	OSL
2.4	Improve access to Mill Pond Woods (new steps)		5		*	3	OSL
2.5	Consider if Vine Pavilion could be enhanced for wider use.	Vine Pavilion has covenants restricting to sports use.			*	3	Planning
3	Movement and Public Realm						
3.1.	Conduct further 20 mph Consultation and implement outcome.	Consultation taking place 1 st November – 14 th December 2023	130	*		1	Planning/CIC
3.2	Work with KCC and SDC to encourage cycling safety and experience including by - Adding more routes - Starting an E-bike scheme - Providing secure storage - Reducing HGC traffic in town						
3.3.	Work with KCC and SDC to improve pedestrian safety and experience including by - Improving safety around the station - Improving safety on the High Street				*	2	Planning

	- A crossing of Dartford Road at The Vine - Crossings of Seal Hollow Road at possibly multiple points - Reducing HGV traffic in the Town		25		*	2	
3.4.	Electrify the No 8 Orbital Bus	CIL Application with SDC	300	*		1	CIC
3.5.	Public Realm & Wayfinding Improve signage across the Town.	CIL Application with SDC	170		*	2	CIC
3.6.	Renovate street signs.				*	2	
3.7.	Provide digital notice boards in the Town Centre and Station				*	2	
4	Local Economy						
4.1.	Develop Business Improvement District (BID) – work with local businesses and SDC to establish a BID		TBC	*		1	TT/ F&GP
4.2	Encourage SEN Employment				*	2	TT/ F&GP
4.3.	Encourage apprenticeships and work experience.				*	2	

4.4.	Markets – develop Market within Sevenoaks to reflect its Market Town status. Work with SDC to improve offering including increased scope, more variety, more days and possible indoor market.				*	2	F&GP?
5	Community & Culture						
5.1.	Engagement Engage with communities on all key initiatives, for example. - 20 mph - Masterplan - Greatness Quarry development - Infrastructure budgeting	STC as a general principle will liaise and consult with as many people as possible, via involvement in Working Parties, surveys, public consultation, topic-based groups e.g., Sports Panel, Youth Council.		*		1	All
5.2.	Art and culture Support Stag Community Arts Centre development as the key part of the Town Cultural Quarter	Cultural Strategy includes Stag recognition and other current and new cultural proposals.		*		1	OSL
5.3.	Support art exhibitions including local initiatives and street performance.				*	2	
5.4.	Support annual Music, Arts and Literature Festivals				*	2	

	Youth Provision						Youth/OSL
5.5	Support current Youth Facilities and if possible, extend.	STC 100% funds Hitb Youth Café Retaining current is a financial challenge.		*		1	
5.6	As part of above, consider how to provide Girl Friendly Places				*	2	
5.7	Also consider how further to support School Workshops				*	2	
5.8	Also consider provision of Natural Play areas	STC has a Play Policy can be expanded to include this.			*	2	
5.9	Consider and implement outcome of Greatness Recreation Ground consultation.				*	2	
Education							
5.10	Consider how to address the shortage of Children's Nurseries	STC currently supports a children's nursery with a 25-year peppercorn lease. STC could create a planning policy (STNP) to support the needs for children's nurseries.			*	3	
5.11	Since the town is a major education hub, consider with other stakeholders whether a Tertiary Facility (e.g., university annex) could be developed.	STC could create a planning policy (STNP) to support this.			*	3	

	Events						
5.12	Reinstate Town Fireworks if possible.	Conversation taking place with Sevenoaks School			*	2	F&GP?
5.13	Hold Town event in 5/2024 (STC's 50 th anniversary) to raise the profile of STC amongst residents.			*		1	
5.14	Hold 80 th D Day Commemoration in 6/2024			*		1	
5.15	Consider a programme of other themed town centre events.	Additional resources would be required.			*	3	
6	Sports and Recreation						
6.1	Work with local sports clubs and groups to create an integrated Town sports strategy.	Arrangements in place		*		2	OSL/F&GP/CIC
6.2	Develop a Town sports promotion policy – perhaps a sport week.	Part of Sports Strategy Review.			*	2	
6.3	Consider how additional sports facilities might become available.	Part of Sports Strategy Review			*	3	
6.4	Consider how new activities e.g. Padel can be facilitated.	Part of Sports Strategy Review			*	3	

6.5	Support building of a new Greatness Football Pavilion , to include a community café.	Planning Permission obtained. CIL Bid to SDC.	(200) 87.5	*		1	
6.6	Provide outdoor games e.g., chess, table tennis	Currently provided in some locations, expand as resources become available.			*	3	
7	Development and Housing						
7.1	Work with Tarmac, KCC and SDC to maximise the public benefit from the Greatness Quarry redevelopment (including affordable housing, road improvements, the Oast House, schooling and public health)	STC member of Liaison Group STNP principles outlined.	TBC	*		1	Planning
7.2.	Consider long term plan to move STC offices to SDC site, freeing current site for housing.	STC took the decision that it would not move premises for at least 10 years and to invest in the site spending £250k on restoring old building for Business Hub. Further investment is being considered for retro fitting carbon reduction initiatives. The investment would not be worthwhile if the buildings are to be demolished.	50	*	*	3	Planning/CIC
7.3	Refurbish St John's public toilets.	Funding agreed.			*	1	

7.3	Identify and list Community Assets	STC has a good Asset Register of its assets. Ongoing for new applications for applying for Community Assets of Value.				2	
7.4	Press for development of derelict or underused sites in Town as identified in the STNP including Farmers, Edwards, BT, Waterworks	STNP Policy.			*	2	Planning
7.5	Lobby for better provision of public health facilities including better GP coverage and the future of Sevenoaks Hospital				*	3	?
7.6	Only approve qualifying developments that include affordable housing.	STC can recommend approval on this basis.		*		1	Planning

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Proposal to commission a feasibility study for a walking and cycling route between Bat and Ball / Otford Road with Dunton Green, as per STNP Policy M3

Background:

Sevenoaks Town Council commissioned a Northern Sevenoaks Masterplan in 2016, to form part of the evidence base for the Sevenoaks Town Neighbourhood Plan.

Amongst many other opportunities within Northern Sevenoaks, this piece of work identified a potential opportunity to strengthen the links between Bat and Ball / Otford Road and Dunton Green, via a new walking and cycling route. Identification of this route fed into the STNP, via Policy M3 which states that “The Neighbourhood Plan promotes the delivery of a new walking and cycling route that connects Bat and Ball / Otford Road with Dunton Green.” The justification for why this is a valuable avenue to pursue is provided as follows:

“There are few east-west routes in northern Sevenoaks and connection from Bat and Ball to Dunton Green is reliant on the A25 Bradbourne Vale Road, which is neither pedestrian-nor cycle-friendly. This new route will provide both a leisure route that links to the Darent Valley Path and a convenient connection to Dunton Green station. It is recognised that the western part of this route is within Dunton Green Parish.”

Provision of active travel schemes within Sevenoaks are currently being considered with the following associated local projects currently being progressed by SDC and KCC:

- East-West Walking, Wheeling, and Cycling route – with funding awarded for delivery
- Otford to Sevenoaks via Seal – with funding awarded for feasibility
- Otford to Sevenoaks – with funding awarded for feasibility, plus both outline and detailed designs
-

In addition, Sevenoaks Town Council is currently undertaking a public consultation on proposals for a 20mph scheme in Sevenoaks Town. This will complement walking and cycling routes that interact with the proposed 20mph roads via the increased safety to pedestrians and cyclists on these roads.

Proposal:

For the above reasons, Sevenoaks Town Council is of the opinion that undertaking a feasibility study on the Bat and Ball to Dunton Green walking and cycling route would be of valuable input to this shared aspiration of making Sevenoaks Town residents more active, reducing carbon emissions, and contributing to the government’s Net 0 target. See map next page.

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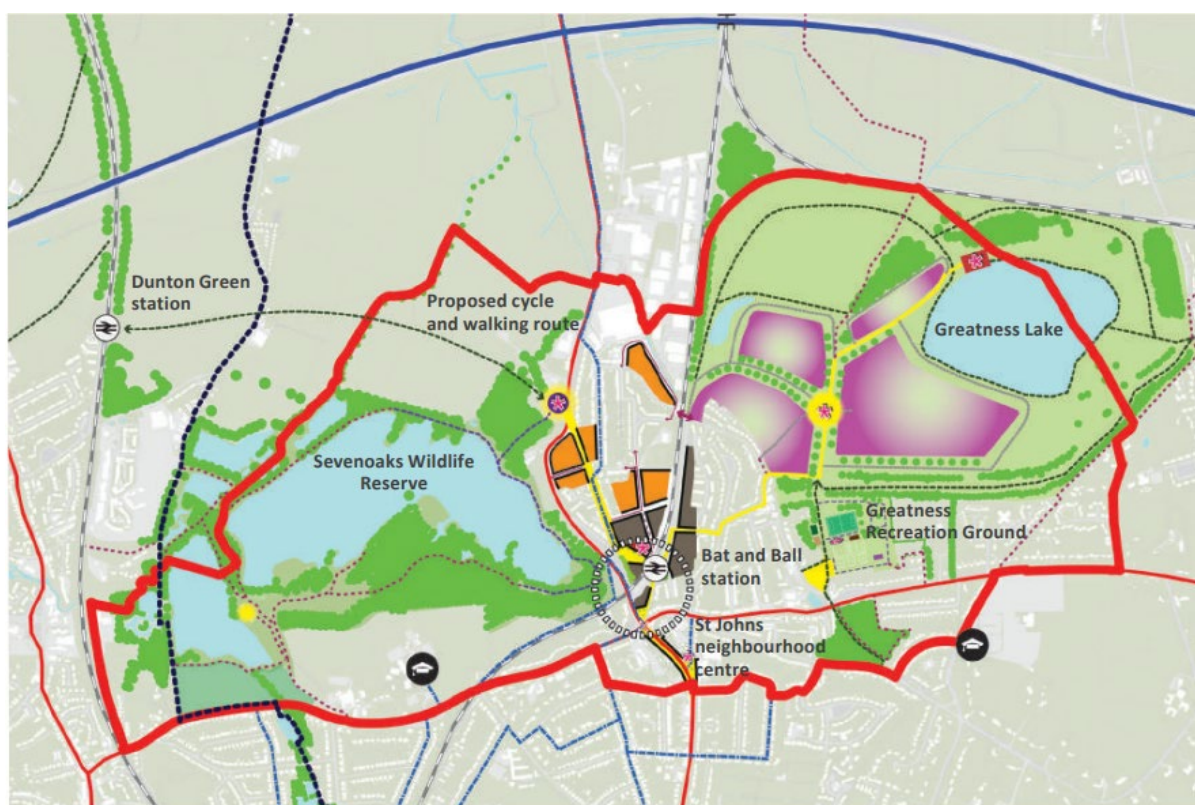


Figure 4.8: Northern Sevenoaks Masterplan indicating the potential for development at Sevenoaks Quarry (the Tarmac Site) at Greatness (for information)

Commissioning a feasibility study in the near future and in tandem with those being conducted for the aforementioned routes would also provide a unique opportunity for ensuring that the active travel routes being proposed by various local authorities are adequately linked. The Bat and Ball to Dunton Green proposed route could link with one of the other proposed routes – Otford to Sevenoaks, travels via Bat and Ball, and therefore considering the two routes together could help with a more holistic approach.

On this basis, Sevenoaks Town Council officers met with the consultants that SDC has commissioned to complete feasibility studies for both of the Otford to Sevenoaks routes (Phil Jones Associates), who have expressed interest in completing one for the Bat and Ball/Dunton Green route as well. The following response and quote for projected costs has been provided:

“Looking at the proposed route, it is similar to some of our recent projects with Buckinghamshire with similar likely challenges and constraints to overcome, including land ownership, habitat/ecology and drainage, our below fee estimates are based on a method which looks into these issues in sufficient detail

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Through our work with DfT on the North - South Cycle Route (formerly known as the HS2 Cycleway), we've gained extensive experience in developing business cases for rural and inter-urban paths, again this will be an important factor in understanding the potential usage, cost/benefit, and strategic case.

In terms of costs and based on our recent project experience we would anticipate fees to be between £10-£15k depending on the level of early engagement required with land owners. This cost would include the following:

- *Review of background info*
- *GIS & mapping analysis*
- *Site visit (client team would be invited)*
- ***Preliminary Ecological Assessment (PEA)***
- *Flood risk assessment*
- *Design recommendations (including mitigation for flooding, etc)*
- *Cost estimate*
- *Strategic case*
- *Economic appraisal*
- *We would anticipate the project taking 2 months to complete."*

RECOMMENDATION:

That Sevenoaks Town Council commission Phil Jones Associates to complete a Feasibility Study for a Bat and Ball / Otford Road to Dunton Green walking and cycling route, funded via CIL money.

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Proposal for Masterplan for Sevenoaks Town Centre and St John's Hill

SDC's produced a Sevenoaks District Town Centres Strategy in April 2022 with recommendations for the four town's in the District including Sevenoaks. This is an Evidence Base Document for the Local Plan.

STC has enquired when the recommendations might be progressed with the following response: *Many of the projects have cross cutting involvement from planning and economic development, which is why the Town Centre Strategy was undertaken jointly by the planning policy and economic development team. Feedback was received in the Reg. 18 consultation.*

Policy SEV 1 – Sevenoaks Town Centre

In relation to Sevenoaks Town Centre, a number of issues were raised:

- Development should be in the local vernacular / support local character
- Highways alterations – wider pavements, one-way system, restricted access, improved public realm, reduce traffic, make Blighs more of a town square with outdoor seating, banish the car!
- Idea for the market to be moved to Blighs was not supported and it was suggested it should be kept in the High Street.
- Reduced / affordable parking costs
- Improve east-west movement across the town and support for improving walking routes into Knole Park.
- More clarity needed on specific development sites
- New policy to support secondary (local) shopping centres within the town.

SDC Officer Response:

Since the consultation on the Regulation 18 Plan, the Sevenoaks Town Neighbourhood Plan has been adopted, which builds on many of these priorities for the town centre. SDC will work with local partners, including the Town Council, to ensure that there is a co-ordination and consensus in terms of the project and priorities to be reflected in the (Local) Plan.

**STC – Proposal for Masterplan for Sevenoaks Town Centre
Extension to STNP**

A town centre masterplan for Sevenoaks would ideally follow on from the policies and aims set out in the STNP and where possible include within its scope progress on tasks / actions identified within the STNP.

Specifically, this could include:

- Aim C7 - to prepare design guidance for sites not included within the Residential Character Area assessment including around Sevenoaks Station, Buckhurst Lane area and the South Park area (identified in Figure 4.1).

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- Policy C10 - to prepare design guidance in relation to gateway and arrival points into the town centre (as identified in Figure 4.3).
- Aim M12 - to prepare a town centre public realm strategy to identify potential enhancements to the public realm.

The masterplan should also indicate:

- Opportunities to enhance the green infrastructure and biodiversity within the centre (Policies L1 and L2)
- Opportunities to encourage more walking and cycling to the centre (Policy M1)
- Opportunity to improve pedestrian and cycle crossings at major junctions (Policy M5)
- Potential to improve public realm at Sevenoaks Station (Policy M7)
- Potential for innovative proposals to improve the pedestrian environment and reduce the impact of traffic in the town centre (Aim M11)
- Opportunities to enhance local tourism (Aim E2) - linking town centre assets and promoting the cultural strategy should form part of this
- Consider replacing some surface car parking with multi storey facilities (e.g., in east of centre) (Policy E3)
- Expand market provision (Policy E4)
- Develop the spatial aspects of the Cultural Strategy through the public realm, space provision and opportunities for events (Objective 13)
- Opportunities / design principles for town centre sites including those identified in the STNP (Policy D1)

Aims of the Masterplan

The masterplan should set a future spatial plan for the town centre and also include non-physical interventions that can enhance the vitality and attractiveness of the centre. This spatial plan should be driven from a clear vision for the town centre. This can be fairly quickly evolved from the NP but should also be agreed with stakeholders.

Process and scope

The masterplan should, wherever possible, follow on from work that SDC has already carried out although it is recognised that some aspects of the Town Centre Strategy, like moving the market to Bligh's Meadow, are not supported. The Town Centre Healthcheck and Economic Needs study are useful baseline. We understand that SDC also commissioned some work to test sites east of the High Street including the leisure centre and Buckhurst Lane and it would be useful to have sight of this.

The masterplan will need to be prepared collaboratively and this may include holding workshops with town centre stakeholders, town councillors and SDC and public consultation (possibly using exhibition boards in a prominent location in the town centre). Consultation happened as part of SDC's work on the Town Centre Strategy and the engagement as part of the masterplan should avoid replicating this.

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In broad terms the consultant would be involved in the following tasks:

- Baseline analysis / review emerging policy / SDC proposals / briefing with Town Council
- Prepare draft Vision and early spatial plan concept
- Stakeholder Workshop to agree visions
- Prepare options for movement network / public realm and key town centre sites and identify pros and cons of each option.
- Stakeholder Workshop and public consultation on options
- Agree preferred option and prepare final masterplan

Additional Masterplanning for St John's Hill area

It makes sense to bring St John's Hill into the plan and also to think about the linkages between the centres.

It will be important to not think of the centre as secondary but to give separate time and consideration to the challenges and opportunities with the area. In that sense we need to go through the same process at St John's as for the main centre with the same general tasks as before:

- Baseline analysis / review emerging policy / briefing with Town Council
- Prepare draft Vision and early spatial plan concept
- Stakeholder Workshop to agree visions
- Prepare options for movement network / public realm and key sites and identify pros and cons of each option.
- Stakeholder Workshop and public consultation on options
- Agree preferred option and prepare final masterplan

One difference is that there are not any SDC proposals for St John's to reference or challenge. We need to hold separate workshops in St John's to understand local aspirations and opportunities.

The final outputs could either be incorporated in a single masterplan document or two separate documents. There are pros and cons. Bringing them together can demonstrate a joined-up approach, show the linkages between the two and how they act to complement each other. However, some people may feel that St John's deserves its own independent masterplan strategy.

Team

The Urban design can provide input to the masterplan but would recommend bringing in transport expertise. They normally work with our sister company Urban Movement to provide this. They would test options to reduce the dominance of traffic in the centre and give more space and improve access to pedestrians and cyclists possibly through introduction of one way working on the High Street and London Road (as promoted in the Roger Fitzgerald plans).

Approximate Cost

**Sevenoaks Town Council
Community Infrastructure Committee - 30th October 2023**

An initial estimate to carry out the above work is £35-50K. This would be dependent on the level of detail required. The additional work to St John's Hill will be a further £15 – 20k.

It is assumed that the health check and economic study prepared by SDC will be adequate to inform the masterplan and that the design principles will be high level and so not included a property consultant to carry out viability assessments of sites. Some information on development viability may be available from SDC through their other studies and this could help to inform the work.

RECOMMENDATION: Sevenoaks Town Council proceed with a Masterplan for the Town Centre and St John's Hill as CIL funding becomes confirmed.

Sevenoaks Town Council

Community Infrastructure Committee 30th October 2023

Tarmac Site – Oast House

Sevenoaks Town Council is of the opinion that the planned development on the current Tarmac site should have a building as a Community Hub.

The Community Hub needs to be in central area and retained appropriately to enable mixed community use and central local meeting place for children parties and community events, etc.

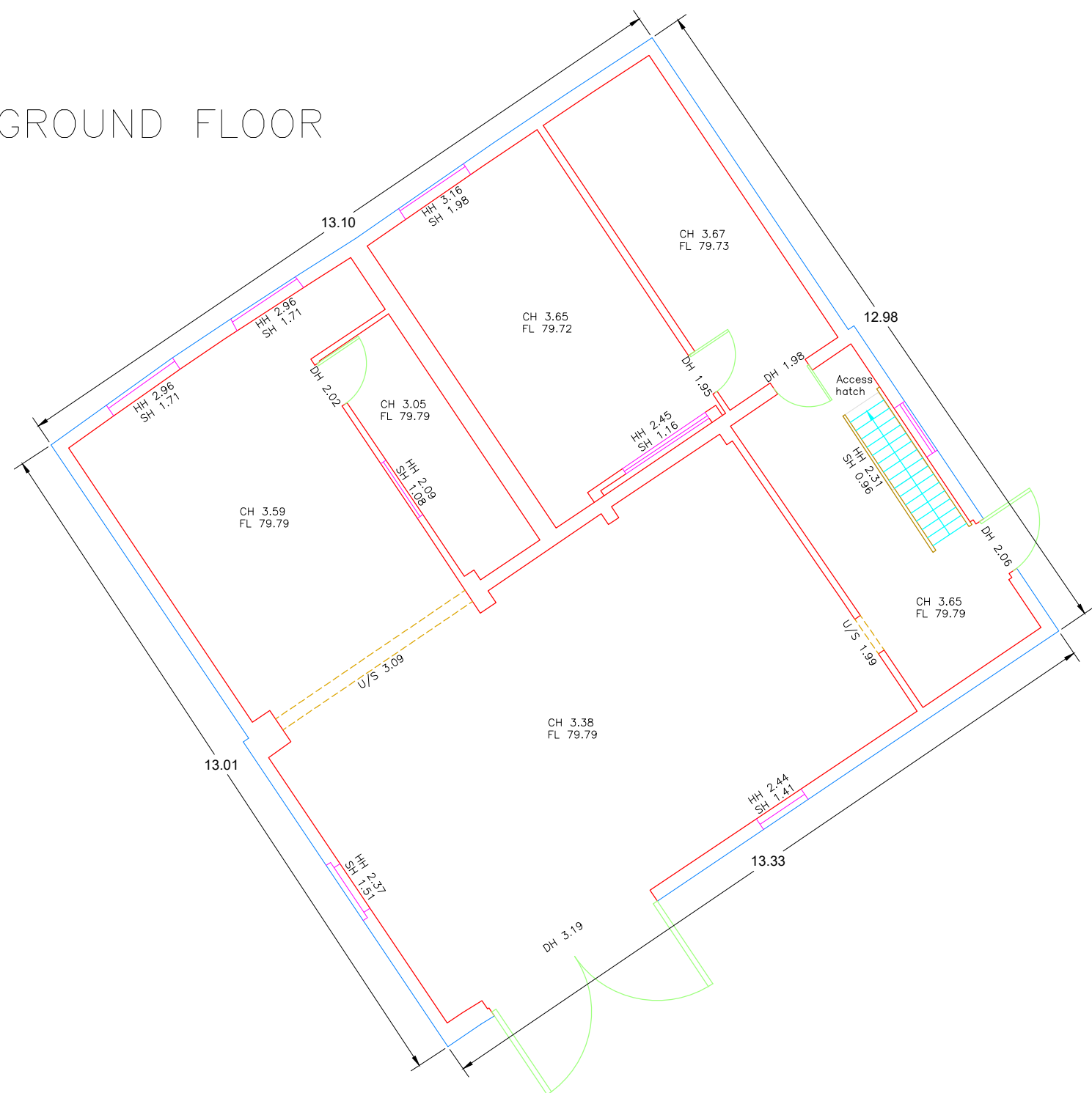
Also, the area around it maintained to provide a community focus e.g., similar to Bat & Ball Centre venue and quality.

The current Oast House offers the potential to be developed and created into a Community Hub for the locality. See below for floor plans.

RECOMMENDED: Sevenoaks Town Council to Resolve to formally request Tarmac provide the Oast House building as a Community Hub to the Town Council and Heads of Terms are prepared including a 25-year peppercorn lease and brought back to the Community Infrastructure Committee for further consideration.



GROUND FLOOR



FIRST FLOOR



SURVEY DRAWING NOTES

SURVEY CONTROL DETAILS

- ## 1. HORIZONTAL GRID

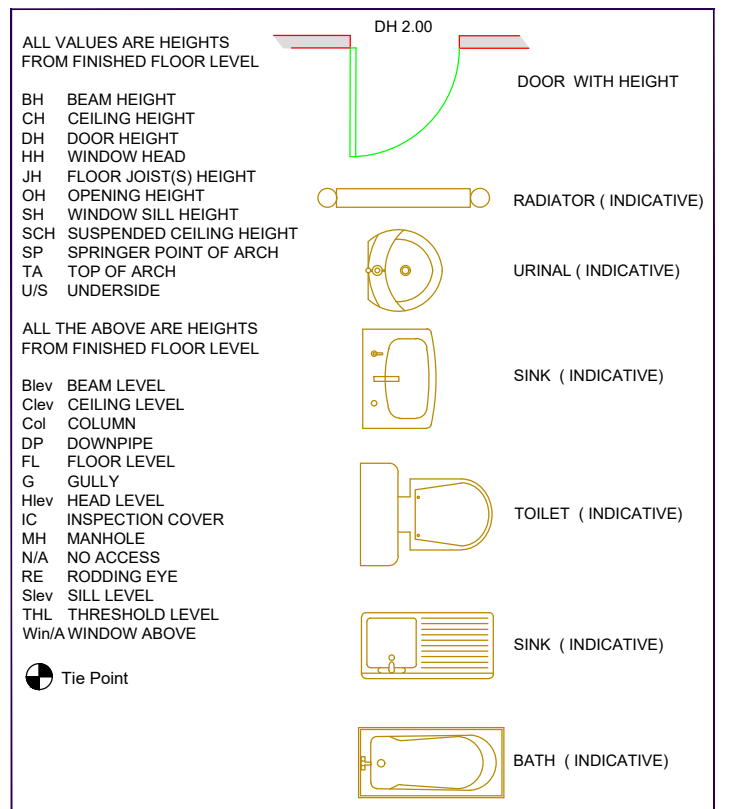
The survey is orientated to a OS GRID. All horizontal measurements and dimensions taken from this survey will be Ground distance.

2. Vertical datum:

Elevation values for the vertical datum control have been calculated from GPS derived heights and converted to Orthometric heights (Ordnance Datum Newlyn - ODN) using OSGM15 transformation parameters.

3. Floor plan measurements at walls have been taken to be main face at approximately 1.5m above floor level.
4. Ceiling and stair arrows always indicate upwards direction.
5. Check scale bar and grid before taking non-figured dimensions from this drawing.
6. If there is any doubt please the contact Carter Jonas Measured Survey team.
7. Ordnance survey data where used is reproduced from the Ordnance Survey map with permission of the controller of Her Majesty's Stationery Office. © crown copyright 2019. Carter Jonas LLP ES100004458

FLOOR PLAN ABBREVIATIONS



GENERAL NOTES

- NO ALLOWANCE HAS BEEN MADE FOR SUB SURFACE ENTRY INTO MANHOLES OR OTHER CHAMBERS OR VOIDS BELOW GROUND LEVEL. THEREFORE ANY DETAILS RELATING TO DEPTHS, SIZES ETC. ARE TAKEN FROM ABOVE GROUND AND AS SUCH WILL BE APPROXIMATE ONLY.
- THE CONTRACTOR IS TO CHECK AND VERIFY ALL CRITICAL DIMENSIONS AND LEVELS BEFORE WORK STARTS.
- BURIED SERVICES SHOWN ON THIS DRAWING MAY BE ASSUMED ROUTES AND WILL NORMALLY BE OF UNKNOWN CONDITION. CONTRACTORS SHOULD UNDERTAKE SUITABLE VALIDATION WORK AND TAKE PARTICULAR CARE DURING EXCAVATION WORK; SAFE DIGGING PRACTICES SHOULD BE FOLLOWED.
- SHOULD THERE BE ANY CONFLICT BETWEEN THE DETAILS INDICATED ON THIS DRAWING AND THOSE INDICATED ON OTHER DRAWINGS, THEN CARTER JONAS SHALL BE INFORMED PRIOR TO CONSTRUCTION ON SITE.
- IT IS IMPORTANT TO NOTE THAT THE SAME ACCURACIES IMPLIED BY THE PLOTTING SCALE ARE EQUALLY APPLICABLE TO DIGITAL DATA SUPPLIED FOR CAD.
- EVERY EFFORT IS MADE TO IDENTIFY ALL VISIBLE ABOVE GROUND FEATURES. HOWEVER, IT SHOULD BE BORNE IN MIND THAT THERE MAY BE ITEMS OBSCURED AT THE TIME OF SURVEY.
- VISIBLE FEATURES IN THE VICINITY OF THE BOUNDARIES, AS SHOWN ON THIS DRAWING MAY NOT REPRESENT THE EXTENT OF LEGALLY CONVEYED OWNERSHIP.
- UNLESS OTHERWISE SPECIFIED FEATURES SHOWN USING LINE STYLES OR HATCHING ARE INDICATIVE ONLY, SUCH AS: ROAD MARKINGS, HEDGE CENTRELINES, BRICK HATCHING AND GLAZING DETAIL.

2	17/10/23	DIMENSIONS ADDED TO GROUND FLOOR	DP	MJ
ISSUE	DATE	DESCRIPTION	DRAWN	CHKD

12 Waterside Way, Bedford Road,
Northampton, NN4 7XD
T:01604 608228
E:measuredsurveys@carterjonas.co.uk
www.carterjonas.co.uk

Client : TARMAC TRADING LIMITED

Project : OAST HOUSE, SEVENOAKS

Title : FLOOR PLANS

Scale: 1:100@A2 Date: 03/10/2023

Drawn by: DP Surveyed by : DP

Checked by: MJ Dwg no: J0054839-23-02_Issue01

SURVEY CONTROL DETAILS

1. HORIZONTAL GRID

The survey is orientated to a OS GRID. All horizontal measurements and dimensions taken from this survey will be Ground distance.

2. Vertical datum:

Elevation values for the vertical datum control have been calculated from GPS derived heights and converted to Orthometric heights (Ordnance Datum Newlyn - ODN) using OSGM15 transformation parameters.

FLOOR PLAN ABBREVIATIONS

ALL VALUES ARE HEIGHTS
FROM FINISHED FLOOR LEVEL

BH BEAM HEIGHT
CH CEILING HEIGHT
DH DOOR HEIGHT
HH WINDOW HEAD
JH FLOOR JOIST(S) HEIGHT
OH OPENING HEIGHT
SH WINDOW SILL HEIGHT
SCH SUSPENDED CEILING HEIGHT
SP SPRINGER POINT OF ARCH
TA TOP OF ARCH
U/S UNDERSIDE

ALL THE ABOVE ARE HEIGHTS
FROM FINISHED FLOOR LEVEL

Blev BEAM LEVEL
Clev CEILING LEVEL
Col COLUMN
OP DOWNPIPE
FFL FINISHED FLOOR LEVEL
G GULLY
Hlev HEAD LEVEL
IC INSPECTION COVER
MH MANHOLE
N/A NO ACCESS
RE RODDING EYE
RG RIDGE
RF ROOF LINE
Slev SILL LEVEL
THL THRESHOLD LEVEL
Win/A WINDOW ABOVE

Tie Point

GENERAL NOTES

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ISSUE	DATE	DESCRIPTION	DRAWN	CHKD
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12 Waterside Way, Bedford Road,
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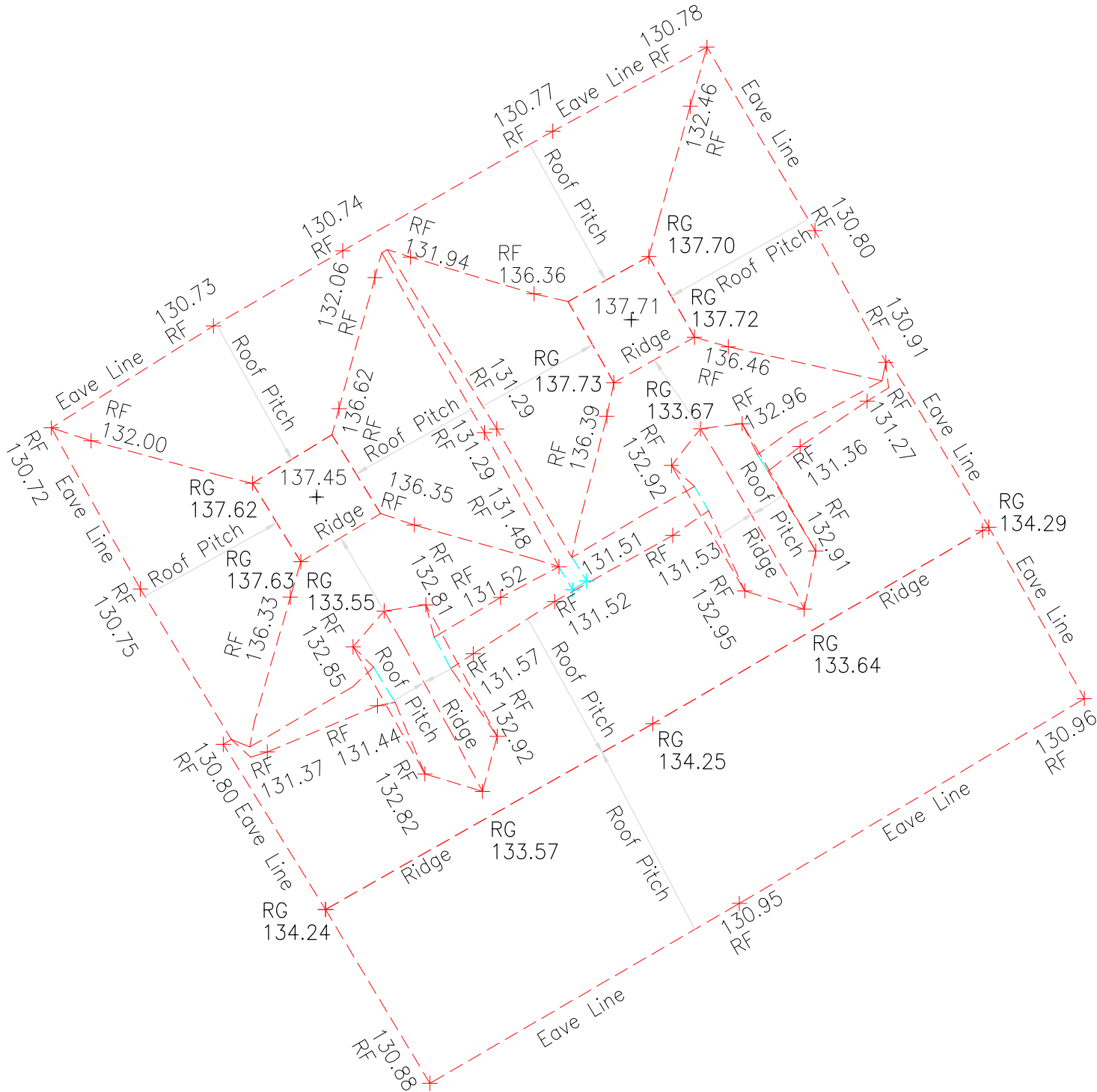
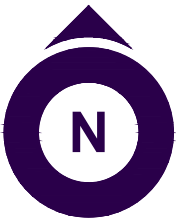
Title : ROOF PLAN

Scale: 1:100@A3 Date:03/10/2023

Drawn by: DP Surveyed by: DP

Checked by: MJ Dwg no: J0054839-23-02_Issue01

GRID
NORTH



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Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Current Matters

NB: Updates shown in red

Item	Minute No		Status	Latest update
1.	163, CIC 26.06.23	Business Hub Proposed Improvements	Ongoing	Proposed improvements being explored for the Business Hub, as part of the Town Council's Carbon Reduction Action Plan for its buildings noted (subject to review if STC is going to develop site): <u>Update Heating</u> 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. <u>Improved Method of Usage</u> 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. <u>Secondary Glazing</u> 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. <u>Renewable Energy</u> 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. <u>Lighting Upgrades</u> 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.

Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Item	Minute No		Status	Latest update
2.	164, CIC 26.06.23	Public Realm Project - Wayfinding		The Town Clerk asked Councillors to review the proposals for pedestrian wayfinding scheme 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. Proposals are moving forward, and it is expected that the scheme will go out for consultation before the end of 2023. An application has been made to SDC for CIL monies to fund most of the cost. Provided the application is successful it is expected that Sevenoaks will have a new scheme in place in 2024.
3.	165, CIC 26.06.23 242 – Town Council 24.07.23 Update 24.10.23	20mph Speed Limit Public Consultation (Green Community Investment Plan)	Ongoing	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 To RECOMMEND to full Council that the further consultation on the 20mph speed limit for Sevenoaks Town area be undertaken by the Town Council. RESOLVED: that Sevenoaks Town Council could carry out the consultation on a 20-mph signage scheme for the town. Minutes from the Sevenoaks Joint Transportation Board held 18th September 2023: The Working Group had agreed that a further Public Consultation would be undertaken, funded by Sevenoaks Town Council (STC), working in Partnership with Kent County Council (KCC) to fully understand the appetite for a proposed 20mph scheme in Sevenoaks Town Centre. KCC officers would work with STC to draft and agree on the consultation questions and would update the Working Group to finalise the questions.

Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Item	Minute No		Status	Latest update
				It was subsequently agreed with KCC “that that STC would work with KCC's support and collaboration to get a suitable consultation launched, the working group would be kept updated. Time and reasonableness dictates questions cannot be vetted by the working group at this time. “ The final consultation materials have been produced by Sevenoaks Town Council, in consultation with, and with final approval of Kent County Council, and will be distributed via a special edition of the Town Crier to residents of Sevenoaks Town at the beginning of November. The closing date for responses is 14th December.
4.	166, CIC 26.06.23	Car Clubs in Sevenoaks	Ongoing	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. Enterprise has been sent some questions from STC regarding the agreement. currently awaiting response.
5.	167, CIC 26.06.23	Bat & Ball Centre - Renewable Energy	Ongoing	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. Outline details from structural engineer obtained.
6.	168, CIC 26.06.23	Electric Charging Bollards at Raleys Car Park	Ongoing	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. Meetings have taken place with Ubitricity, who have expressed desire to move forward quickly with project to install 12 x 5.5kw chargers at Raley’s Car Park. Following consultation with the

Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Item	Minute No		Status	Latest update
				Rugby Club it has been confirmed that they do not have extra capacity to power the charge points. Ubitricity will therefore need to install a new DNO (Distribution Network Operator) connection.
7.	169, CIC 26.06.23	Sevenoaks Town Council Asset and Operation - Draft Action Plan for Reducing Our Carbon Footprint.	Ongoing	• Carbon Footprint – emails 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. Carbon footprint from emails can be reduced by only sending emails when absolutely necessary, by deleting old emails, by reducing the number of contacts you cc into emails, reducing email length, and sending links to files rather than the files themselves. Over the course of a year, a person's average email usage varies between 3 to 40kgs CO2e, which is the equivalent of driving between 10 to 128 miles in a small petrol car. More information can be found here: What's the carbon footprint of an email? (pawprint.eco) • Cyber Security RESOLVED that: Arrangements be put in place for new Town Councillors to receive Cyber Security information.
8.	319, CIC 09.11.23	Skateboard Park Refurbishment		RESOLVED that: 1) 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; and 2) The additional £14,509 be used from current provision of CIL. Works completed. Re-opening event held 24th October, 11:00-16:00.

Sevenoaks Town Council
Community Infrastructure Committee – 30th October 2023

Item	Minute No		Status	Latest update
9.	320, CIC 09.11.23	Community Infrastructure Levy (CIL) bids to SDC		RESOLVED that: 1. Sevenoaks Town Council applies 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. 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 STC CIL receipts. 3. Sevenoaks Town Council applies 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. 4. 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 STC CIL receipts. 5. Sevenoaks Town Council does not support 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 STC CIL receipts, at this time and would welcome the opportunity to discuss the project further with KCC. 6. Subject to recommendations 1 – 4 above, it was noted that Sevenoaks Town Council had set aside £126,768 from future CIL income pending Sevenoaks District Council's decision in November. Applications to be considered at SDC CIL Board meeting on 29.11.23.

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Bat & Ball Station Activity Plan Progress Report September 2023

Progress Report: 31/09/2023

Monthly Summary

1. Website

- Graphic logo animation project for youth, to be uploaded to Station website:

Station <u>Website</u> Analytics:	➤ Visits 1.2k (increase 35.5%) ➤ Top Pages: Home 340 (+62), Café at the Station 203, Heritage Open Day 192, Learning 184 ➤ Organic Search (e.g. search engine) 432, Direct 161, Referral (e.g. QR Code) 52.
Bat & Ball Station <u>Facebook</u> Analytics: 230 followers, 154 likes	➤ Facebook reach 5,204 (+672), Post Engagement 350, New likes 3, Facebook visits 440 ➤ Post of the month: "Local Florist Ali from Small Gardening Life" post; Post reach 754, Reactions 33, Comments 1, Shares 5
Café at the Station <u>Facebook</u> Analytics: 578 followers, 529 likes	➤ Facebook reach 906, Post Engagement 213, New likes 4 ➤ Post of the month: 'Vote for us in the Sevenoaks Business Awards 'Customer Choice' selection!'; Post reach 321, Reactions 11, Comments 0, Shares 4
Café at the Station <u>Instagram</u> Analytics: 356 followers	➤ Instagram reach 80, Profile Visits 27, New followers 4
Bat & Ball Station <u>Twitter</u> Analytics, N/A followers Please note that Twitter changed companies to X. Tweet analytics have changed and still missing information	• Tweets 19 sent, Engagement rate 5.3%, Followers 11 • Tweet of the month: "Our heritage Southeastern and Chatham platform bench has finally been restored and a new replica has been installed alongside! Just in time for our @heritageopenday event tomorrow  - Likes 29, retweets 9, media engagement 8, profile clicks 8, follows 3, impressions 1,178

2. Social media; Continuing to post and re-share posts regularly on both Twitter and Facebook for Station. Engagement with Facebook is stronger than Twitter, with adding photos being an overall positive.
3. Workshops;

Bat & Ball Station Activity Plan Progress Report September 2023

- Education online named 'Learning': Webpage created and broken down into three sections; Local History, Create & Make, Victorian History. Oral memorabilia records uploaded. The history resources are being researched and factually correct. Worksheets and resources aren't Key Stage level equivalent.
 - Contacted Nathan to register interest for future Clan Line tour dates. This will work well with education workshops.
 - 4. Talks: 'All aboard talks...' Contacted speakers and booking them in; planned every last Thursday of the month, from around 6 -7pm. Contacted larger speakers Dan Cruickshank and Tim Dunn however their pricing was very expensive per talk £2000. Other speakers are being sourced. Ed Thompson booked for 30th November. Author Jennifer Godfrey 'Suffragettes of Kent' book talk 29th February. Author and presenter Alice Loxton and her book 'Uproar!' talk TBC next April.
 - 5. Heritage Open Day
 - Designed Heritage Open Day family competition: Dream you own train for the future. Deadline 31st September but has been extended to October 31st. Around x10 entries so far.
 - Event went very well with over 300 attendees. The visitors were a mixed range which was the aim, both older generation and younger families. The crafts table was very popular and talk by Thomas Crampton Museum.
 - Run by STC Town Clerk and STC Planning Officer, the café received over £184.35.
 - Survey Monkey survey currently available- no end date.
 - It would be good to have the heritage buses from Go Coach next year.
 - 6. Volunteers
 - New Station rail poster created for all round volunteers.
 - Autumn Newsletter has been published.
 - 7. Community Rail Partnership:
 - Rail Safe Friendly initiative set up with DVCRP Rail Officer- meeting set up TBC, might be broadened out to all members of DVCRP inc. STC Town Clerk. DVCRP Railway Murals- mural consultation completed. We did receive a few comments on the train models featured. We took these comments on board and asked Ola to slightly adjust them. The Sevenoaks Station mural now features the 465 class instead of the Bombardier class 375. Bat & Ball Station mural train now features the Thameslink 700 (currently running) instead of the Bombardier class 375. We've also extended the boiler of the Thomas Crampton steam locomotive, an iconic feature of the locomotive.
 - Bat & Ball Station
Liked the planned mural 86.54%
Didn't like the planned mural 13.46%
 - Sevenoaks Station
Liked the planned mural 91.09%
Didn't like the planned mural 8.91%
- Kent County Council has confirmed that we do not need to apply for a road closure or pavement closure. Network rail structures are still assessing the bridges and will send over an official letter of confirmation for the murals. No timeline for mural installation, but the first mural should be booked in end of November/December- if bridges are agreed.

Bat & Ball Station Activity Plan Progress Report September 2023

8. Forget-me-not café
 - Elizabethan layers demonstration went well however quiet turnout. Next up is The Stag Theatre history.
 - Looking into new ways to engage with the community and boost engagement. The Forget-me-not café group do run their own advertising however it's still not very well known. Initiative: x1 railing banner and more community leaflets in town center.
 - Currently sourcing 2024 speakers and activities for café.
9. Heritage Trail- Heritage trail around the Northern/Eastern/ St Johns areas of Sevenoaks. I would like to allow more time to develop this and incorporate heritage enthused school pupils.
 - Prototype for the trail has been formed, however more time dedicated to it will begin next January 2024. Attend STC Youth Council Meeting to propose initiative.
10. Heritage Bus Tour: There was a summer Heritage bus tour back in 2014. It seems the tour was stopped due to lack of funding and difficulty management. It's worth looking into this again at a less frequent service; it could be run twice in winter at Christmas time (Christmas Lights) and twice in summer.
11. Silver Sunday
 - No special event for with Silver Sunday this year; it wasn't well publicised 2022 and lack of support for future events. We advertised our October 2023 Forget-me-not café date as a silver Sunday promotion.
12. Café:
 - Café Managers have declined TN Card set up.
 - Café Assistant is due to leave on the 15th October, with replacement to be confirmed.
 - Café has been nominated for STC Business Awards 2023 in Customers Choice category. Promotion of this is currently on going.
 - Green investment plan regulations-
 - Fawkham Bee Company honey jars selling very well. Micro greens tins not selling- unlikely to re-stock.
 - Wooden whistles selling well with small café profit. More to be ordered.
 - Supper Club
 - Promoted online, Sevenoaks Mums website, Vine Café, and Bat & Ball Community Centre.
 - Next Supper Club event date is October 28th.
 - Vendors
 - Local Florist has set up a stall in the doorway of the Booking Hall. Only a short hire contact £20 per week, as all her flowers are home grown and seasonal. She'll be back again next Spring with a new collection. Well received within the community.
13. Facilities
 - Damaged handrail has been taken from Station to NWR.
 - Litter: Litter reported to NWR in hedgerow by platform 1.
 - Platform 2 garden area behind ticket machine: Confirmation from Southeastern Steve Cross that garden area can't be planted on due to cabling being too close to surface. Proposed plans to make use of the large area with raised planters; seeking grant funding for this, quote from HSW timber has come back to around £800.
 - Banners on railings: Confirmation from Southeastern Steve Cross that banners are not allowed unless given permission prior to events. They can't be hung on track side.

Bat & Ball Station Activity Plan Progress Report September 2023

- Period Telephone- Oral recordings from 2020 have been completed. Oral recordings are now on the Bat & Ball Station website and condensed recordings were available at the Heritage Open Day event.
- Station benches are still in situ and look great. Hello Lamppost scheme to be confirmed and installed. Meeting arranged for 19/10/2023
- Large garden turn table area: Currently being surveyed and fenced off by NWR. Promoting Garden Volunteers on metal NWR fencing.

STC Green Community Investment Plan - Monthly Summary for September

- 1) Call with Charlie Allen from Believ (formerly Liberty Charge) regarding chargepoints on STC sites. Believ has expanded its proposition to Local Authorities, and can now offer fully funded EV chargepoints at all speeds. STC is going ahead with slower chargepoints by Ubitricity at Raleys Car park (5.5kw), but would also welcome faster options at other sites such as the Bat & Ball Centre.
- 2) Meeting with Charlie Allen from Believ on 05/09/2023. Believ offers fully funded chargepoints, both on street and offstreet options. On street options would take longer to implement than off street STC sites, as KCC, the highway authority would need to be consulted. Believ can identify the best sites for on street chargepoints, taking some of the pressure of STC in doing this work. STC can then review the options presented. Believ offers a range of speeds for chargepoints, and can also partner with car clubs in dedicated bays. Believ pays STC either through Bay Fees or profit share, whichever is higher. Believ chargepoints are 100% renewable. Costs for 7kw-22kw charging is 56p/kw, and for rapid (50+kw) is 66p/kw. Can implement chargepoints alongside our current network, including at Raleys Car Park where Ubitricity are installing 5.5kw chargers. Contract length is 15-20 years. Believ is flexible and can adjust chargepoints as necessary.
- 3) Believ is able to carry out initial feasibility assessments for STC sites. The sites STC will send through as potential charge point locations are the Bat & Ball Centre, Town Council Offices, and Greatness Rec car park. Raleys car park to be visited as an option once Ubitricity work has been completed.
- 4) Meeting with Ubitricity Tuesday 19/09 to discuss project plan for the installation of 12 5.5kw EV chargers at Raleys car park. They have expressed a desire to move forward with this project quickly. They are hoping to use extra capacity from the rugby club to power the Charge points. If this isn't possible, then a new DNO connection will need to be established. Rugby club to be asked if they have the extra electricity capacity required. STC does not own the SRFC building, and previous work to install EV chargers at the Bat & Ball Centre required extra electric capacity to be installed, therefore the Rugby Club is unlikely to be a source of electricity for the new charge points. Follow up meeting with Ubitricity to take place on the 26th of September.
- 5) Following a meeting with Ubitricity on the 26th of September, the rugby club has been in contact with their electrician who has stated that they do not have any extra capacity. Therefore Ubitricity will need to install a new DNO.
- 6) 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. Enterprise has been sent some questions from STC regarding the agreement. Currently awaiting response.
- 7) Williams Renewables carried out a site visit and panel maintenance on the solar panels at the Bat & Ball Centre on the 20th of September. They have been sent consumption data from the Centre to help assess future plans.
- 8) Meeting regarding solar panels at Bat & Ball Centre took place on 01/09/2023. Glenn Ball, Andrew Eyre, Michael Hoad, and Tajul Islam were in attendance. This meeting raised concerns regarding the weights of panels and roof strength.
- 9) An assessment of the strength of the roof to take place by Tajul Islam on 8th September. Additionally, investigations into how altering/adding to the mansafe system would impact the integrity of the roof will take place.
- 10) Juliet ffrench from PVSI has been in touch regarding the meeting on 01/09/2023. She has sent through the weights of each unit of solar panels. PVSI has also recommended that no more mansafe systems are added in, and that the current system is suitable for maintenance. During installation a temporary handrail can

STC Green Community Investment Plan - Monthly Summary for September

be installed by a scaffolding company. In regards to concerns that the roof may be damaged, PVSI has stated that the roofs guarantee has already been voided due to previous work on the roof, and that PVSI has experience in working on these types of roof, so damage wont occur.

- 11) Vegan Market Co. Are organising another Vegan Market in Sevenoaks on the 23rd of September.
- 12) Funding for new electric number 8 bus is being pursued. SCAN has provided a letter of support for this scheme. KCC's Bus Service Improvement Plan states that KCC will, where possible, look for funding for electric vehicles.
- 13) David Finch from Sevenoaks Climate Action Network (SCAN) has been in touch regarding a Climate Fair in 2024, similar to the event held jointly by STC/SCAN in 2023. A meeting with SCAN to be organised in autumn 2023.
- 14) Following a meeting on the 17th of August at the Bat & Ball Centre regarding solar panels and batteries at the site, STC is going to research into the installation of panels and batteries at Knole Paddock Pavilion. This site uses a large amount of electricity (it does not have gas heating) and gets a lot of sunlight. Therefore it is a good location for solar panel installation to lower our carbon footprint as per the GCIP and save money long term. OSL manager states that considerations must be made in regard to cricket/rugby balls landing on the panels. OHM Energy, Williams Renewables, Sunlite Group Ltd, and PVSI will be asked for quotes to complete this project. Consumption data for the site is required prior to seeking quotes to know how many panels will be required, though EDF has not provided this yet.
- 15) Finance team have been asked for electricity consumption data for the Knole Paddock in 2022-2023 financial year. The site was with SSE from March 2022 to October 2022, and has been with EDF since. EDF have been contacted for this data as it is not available on the EDF business account.
- 16) The Climate Change Youth Forum is scheduled for 13:00 at the Bat & Ball Centre. Holly Harris, SDC's Air Quality Promotions Officer will be attending and will give a short presentation to the students. Weald of Kent have confirmed their attendance and West Heath School have confirmed their attendance. Sevenoaks School and Walthamstow Hall have sent their apologies. Knole Academy and Trinity are yet to respond.
- 17) Due to low attendance, the Climate Change Youth Forum due to be held on the 26th of September has been cancelled. Schools have been made aware, and have been sent the dates of the next meeting in November.
- 18) In 2022 STC had Carbon Footprint Ltd carry out a carbon footprint report. While researching energy consumption at Knole Paddock for a report into solar panels at the site, STC have found that the report by Carbon Footprint Ltd may be incorrect for this site. I have been in contact with Carbon Footprint Ltd to rectify this. This had potential impacts on which sites STC chooses to decarbonise first. This was rectified following a phone call with Carbon Footprint Ltd on 30/08/23 to discuss error in their report. Double compensation of electricity usage by both STC and CFP led to inflated electricity consumption reporting for Knole Paddock. An amended report has been sent to STC following this having been taken into consideration. Electricity consumption at Knole Paddock decreased from 34,128 kWh in the original report to 24,482 kWh in the updated version.
- 19) Bat & Ball Centre electricity consumption is lower since having the air circulation/air conditioning unit turned off. This could also be due to summer months having lower energy use in general. Will need to repeat in following years to see if there is a difference. In Jun-Jul of 2022, consumption was 4748kWh, whereas in 2023 for

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these months it is 5672kWh. The Centre has had an increase in the amount of people using it post covid, so this is not a direct comparison. Despite this, if energy can be saved it is beneficial, and users of the centre have had no problem with opening windows etc to manage temperatures.

- 20) STC to look into the Community Energy Fund, which has £10 million to help local communities develop renewable energy projects. Delivered by the Department for Energy and Net Zero. This could be used to fund/partially fund solar panels and batteries at the Bat & Ball Centre. The money saved in this project both initially and then annually through energy savings could be used to fund community projects and help businesses and homes get renewable energy. More information and applications will open in early autumn.
- 21) SDC has relaunched Solar Together Kent is a group-buying scheme, which brings households together to get high-quality solar panels at a competitive price. The more people who sign up, the cheaper it is for everyone. You can register for free and without obligation by 22 September 2023.
- 22) STC has been in contact with Solar Together to see if it is possible for STC to benefit from the scheme. The maximum electricity consumption to be eligible for the scheme is 10,000kWh. Therefore only 2 sites, Greatness Chapel, and Vine WC are eligible. These sites are not suitable for solar.
- 23) STC investigated switching from diesel fuels to HVO. Vehicles that currently run on diesel need no to minimal changes to switch their fuel from diesel to HVO. HVO can reduce CO2 emissions by approximately 90% compared to diesel. Fuel tanks cost approx. £2000. Despite the benefits of this system, as HVO is currently unavailable at most petrol stations, this is not being pursued. This is due to safety concerns regarding the storage of fuel at STC sites, with a risk for theft and damage.