

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 4th March 2019

Meeting Commenced: 7.01 pm

Meeting Concluded: 9:03 pm

Cllr S G Raikes, Chairman	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr A Eyre, Vice Chairman	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr M A Chakowa	Absent	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr P E Towell	Apologies
Cllr R M C Hogarth	Apologies	Cllr Mrs P C Walshe	Present [arrived 7:16pm left 8:37pm]

(9)

Also in attendance:

Linda Larter MBE, Town Clerk

Christine Franklin, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

1 member of the public was present to discuss Grant Code No 34.

467 APOLOGIES FOR ABSENCE

RESOLVED: to receive and note the apologies received from Cllr R M C Hogarth and Cllrs P E Towell.

468 DECLARATIONS OF INTEREST

No declarations of interest were received. However, it was noted under Agenda Item No 7/Minute No 473 Grant Applications that:

- Cllr Mrs Walshe had already logged an interest in Friends of Rheinbach/Grant Code 09
- Cllrs Canet, Clayton, Piper and Mrs Walshe had logged an interest in the Sevenoaks Society/Grant Code 34.

These Councillors did not partake in the above grant discussions.

469 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

470 MINUTES OF THE MEETING HELD ON 21ST JANUARY 2019

RESOLVED: to receive, adopt and sign the Minutes as a true record of the meeting.

471 SUB COMMITTEES**RESOLVED:** to receive and unanimously

- a) note the published minutes of the Youth Council meeting held 30th January 2019. Cllr Parson was thanked for collecting the Youth Council's Award of "Sevenoaks Youth Council Highly Commended Youth Group of the Year" presented by Sevenoaks District Council "Make it Happen".
- b) adopt the minutes of the Youth Services Sub Committee meeting held on 30th January 2019.

472 FINANCE REPORTS**RESOLVED:** It was unanimously agreed to accept the following reports: -

- a) Management Accounts for the periods:
 - i. 1st to 31st December 2018 - £103,437 (net income).
The Town Clerk advised that
 - CIL money of £1.2M is awaited from the Sevenoaks District Council
 - HLF fund payments are expected and are requested every two months, resulting in the Town Council having paid contractors payments in the interim.
 - ii. 1st to 31st January 2019 - £75,411(net income).

The following comments were noted:

- Congratulations conveyed by the Committee to the Finance Team in addressing matters to bring accounts up to date.
- the HOUSE in the Basement is fully staffed with a new Chess Club starting on 13th March 2019 run by a Youth Councillor.
- Markets:
 - the two markets on Saturdays remain profitable
 - the Wednesday market is unprofitable with lack of stalls and footfall. A formal response from the Sevenoaks District Council regarding the relocation request of the Wednesday market is awaited
 - the Friday market is on hold pending the outcome of the fact that the new marques provided by the landlords for the Saturday market in Bligh's blew over causing substantial damage. They will no longer be used by the Town Council until fit for purpose.

Officers were asked to provide information as follows:

- i. to recirculate the Open Spaces & Leisure Committee Financial report prepared for meeting held on 18th February 2019 which was inquorate, and which included financial notes relating to code 5310 Miscellaneous
- ii. to review cemetery income for January 2019 as it appeared too low, although noted that Sales Ledger staff position was currently vacant
- iii. to prepare and present a report relating to Wayleaves to a future meeting.
- iv. To review the revenue reserves

- b) Supplier's Accounts for the periods:

- i. 1st to 31st December 2018 - £431,873.66
- ii. 1st to 31st January 2019 - £121,514.46

- c) Payroll Account for the periods:
- 1st to 31st December 2018 - £63,284.50
 - 1st to 31st January 2019 - £64,989.03
- d) Petty Cash Account for the periods:
- 1st to 31st December 2018 - £811.36
 - 1st to 31st January 2019 - £630.71
- e) Auditors
RESOLVED: The Committee formally:
- reappointed the KCC Internal audit for the financial years 2019/2020
 - agreed the proposed fees of £480 per visit
 - agrees the scope of the internal audit for 2019/2020.
- f) Hospitality and Gifts Register
 To receive and note that no Hospitality Gifts were received for the period 1st to 31st January 2019.

473 GRANTS

The Grant Aid requests and the Grant Aid Balance were received, considered and noted

- a) **RESOLVED:** Grant Requests be awarded under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] as follows

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2018/2019 Grant Application £	Grant Approved
02	Sevenoaks Volunteer Transport Group – Charity 276663	To build a website - £500	£500	£500
03	Sevenoaks Literary Festival	Hire a speaker for free event for local primary schools	£350	£350
05	Friends of Pontoise	To expand varied links between the two towns/ promote understandings French/English Life and culture	<i>Also receives Free bookings of the Council Chamber totalling £445.83 [to 21.01.2019]</i> £300	£250
06	Sevenoaks Three Arts Festival	Hiring of pianos and performing space for competitive classes and prize winners concert.	£600	£600
09	Friends of Rheinbach	Promotional material re twinning between the two	£250	£250

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2018/2019 Grant Application £	Grant Approved
		towns and publicity towards their events.		
13	Sevenoaks Art Club	Towards the £300 cost of 5000 glossy flyers-/brochures.	£200	£200
17	West Kent Mediation	Training for volunteers and costs for publicity and room hire.	£750	£750
23	Kent Youth Jazz Orchestra [KYJO]	Towards £750 cost of Annual Youth Jazz workshop on 25.06.2019 at a local school. Free to musicians to participate in the workshop.	£500	£500
34	Sevenoaks Society	Towards the cost of a major exhibition 19.6.19 to 6.7.19. and Towards publication costs of an accompanying book	£250 £500	£750
			TOTAL	£4,150

It was agreed that terms and conditions of the grant be outlined to the above organisations including concerns of Grant Aid Requests for areas outside the remit of Sevenoaks Town Council and its wards.

b) **RESOLVED** the Grant reports be received and noted.

474 CAPITAL PROJECTS CASHFLOW AND BORROWING REQUIREMENTS

The Committee receive and considered the documents providing information relating to capital project funding and borrowing requirements.

UNANIMOUSLY RECOMMENDED to Town Council the recommendations of the Responsible Financial Office and Town Clerk that after the review of capital receipt, reserves and cashflow for planned projects, it was prudent for Councillors to approve the borrowing of a fixed repayment annuity loan in the region of £1.5m over a 25-year period.

RESOLVED an informal meeting be held 6:30pm prior to the Town Council on 1st April 2019 to discuss the borrowing papers prior to the Town Council meeting.

475 COMMUNITY INVESTMENT PLAN

RESOLVED: to unanimously receive and adopt the Community Investment Plan as per attached *APPENDIX A*.

476 ROAD SIGNS

RESOLVED: to receive and note the report.

477 ENVIRONMENTAL POLICY

RESOLVED: to receive and adopt the attached Environmental Policy subject to highlighting of electric car and related infrastructure provision as per attached *APPENDIX B*.

478 CURRENT MATTERS AND PRIORITIES

RESOLVED: to receive and note the report relating to updates of current matters and priorities as distributed with the agenda.

479 PRESS RELEASE

RESOLVED: that a press release be issued regarding the Grants awarded the new Community Investment Plan and the Plastic Free Sevenoaks.

There being no further business the Chairman closed the meeting at 9:06 pm.

Signed
Chairman

Dated

Sevenoaks TOWN Council



Community Investment Plan 2019

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Sevenoaks Town Council Community Investment Plan 2014

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1. Summary

In 2014 Sevenoaks Town Council set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. It was an ambitious plan for a small authority with the aim to invest £4m into improving community facilities. Building on the success of the first Community Investment Plan this document continues with the original plan and sets out additional priorities for the next five years.

Sevenoaks Town Council is mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town. For this reason, it continues to maintain its 'Development Fund' which enables development work to be undertaken to provide a higher success rate when applying for grants and loans if required to assist with essential cash flow and finances for major capital projects.

The Community Investment Plan enables public and partner organisations to be aware and comment on the Sevenoaks Town Council long term plans. As previously mentioned, the approved plan has been one of the reasons the Town Council has been successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to the Town Council's provision and maintenance of community facilities. For more details see www.sevenoakstown.gov.uk

The capital projects are normally delivered 'in house' by professional staff supported by appropriate paid professional e.g. architects, and quantity surveyors. The Town Council staff carry out these roles in addition to their 'day jobs' which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

2. What did the first Community Investment Plan achieve?

As previously mentioned in 2014 Sevenoaks Town Council set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Below is a summary of the projects achieved and those that are ongoing.

2014 Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Ongoing

3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed
5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Development Stage
7	'Free' recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	 £450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor's Fund	 Completed At Planning Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area. No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Planning permission has been obtained and construction due to commence June 2019	£2,750,000 (core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Development Stage
	Total capital investment into community facilities	£4,649,000		

Note ICET = Ibstock Cory Environmental Trust and CIL – Community Infrastructure Levy.

Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25 year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	2019
	Cycle racks at station entrance.	£29,000	CIL	2019
	Cycle racks (including electrical charging) on community centre land adjacent to ramp.	£45,000	CIL	2019
	New Pedestrian Access to Otford Road	£35,000	CIL	2019
	Additional capital investment into community facilities	£1,621,000		
	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	Total Community Investment	£6,270,000		

3. What are the plans within the second Community Investment Plan?

Building on the success of the first Community Investment Plan this 2019 document continues with the original plan and sets out additional priorities for the next five years.

3.1. Bat & Ball Centre

The current facilities although used extensively as a community hub are now more than thirty years old and the fabric of the building requires costly maintenance and is uneconomic to run. Public feedback indicates that the centre is no longer a venue where they would want to hold a special family occasion e.g. wedding. Also, a larger venue has

been requested by businesses and public for events with a sit-down capacity for 250. Currently businesses go out of town for such facilities.

Sevenoaks Town Council has been through a public development period where various options have been tabled and discussed, including a two storey building which would have involved the relocation of Sevenoaks Town Council offices.

The plan is now for a one storey facility with the Town Council offices remaining at its current location.

The new plan provides several advantages

- Less pressure on car parking at the Bat & Ball Centre
- At Town Council site continue to enable nearby residents to use some car parking spaces at the Town Council site during non-office hours.
- Retains community assets
- Enables Sevenoaks Day Nursery to continue with its original plans
- Enables a new Business Hub to be created on the STC office site

The new refurbished Centre is part of the Masterplan for the Northern Ward of Sevenoaks and continues the Town Council's investment and regeneration of the northern part of the town.

In the next eighteen months there is also likely to be new developments within walking distance of the Centre e.g. at the Gas Works and South East Water site with more in the pipe line. The Town Council believes that this community provision which was already a priority has become a greater need.

It is envisaged that the new Bat & Ball Centre will be one of the key projects for the regeneration of the Bat & Ball area; complimenting and interactive with the adjoining rail station refurbishment, which will be physically linked for the first time.

The driving vision for the new Bat & Ball Centre is to replace the tired and no longer fit for purpose thirty-year-old community centre with a facility that will be characterised by being a high-quality contemporary building, within accessible and vibrant public space enabling a lively and eclectic mix of daytime and evening activities.

Sevenoaks Town Council has been working on this project for some time and it has evolved. Unfortunately, it has also been subject to delays initially due to planning problems relating to the sale of Raleys land which was needed to provide the capital funds and subsequently due to planning problems with the proposed Centre. The project is now scheduled to commence construction in June 2019.

Following the completion of the building a second phase of the project will address other facilities on the site.

3.2. Multi Use Games Area

It was previously agreed the old tennis courts on the current community centre site should be replaced with a Multi-Use Games Area. Due to land required during the construction of the new centre the Multi Use Games Area will be constructed as part of the second phase of the project which will address landscaping of the area.

3.3. 3G Rugby Pitch at Knole Paddock

The need for a 3G rugby pitch at Knole Paddock was identified as part of the Sevenoaks Sports Strategy. The facility will be available primarily for rugby but should also be available for other compatible sports.

The project is part of the Sevenoaks Mayor's Fund-raising capital funds.

It is also subject to obtaining successful planning approval.

3.4. Neighbourhood Development Plan (NDP)

The draft NDP provides a long-term strategy for Sevenoaks Town and identifies development opportunities including the potential for approximately 1,000* new homes in Northern Sevenoaks, together with new significant leisure facilities. The new homes will require supporting infrastructure.

**The figures are from the Masterplan - 600 is the tarmac site, the balance (to total of 990) is from redevelopment / intensification in the area surrounding Bat and Ball station circa 183 houses and 207 flats.*

Through the preliminary work on the NDP the Town Council's Steering Committee identified Northern Sevenoaks as one of the only areas of the town that was suitable for large scale development. It was also seen as an area with untapped potential that needed regeneration. It was therefore agreed that a dedicated Masterplan would be prepared for the area.

The Masterplan was developed through a series of meetings and workshops with local people and stakeholders, including a formal public consultation which took place in May 2017. The views expressed through this process informed the Masterplan and form part of the evidence base of the NDP.

The Masterplan was also consulted on as part of the District Council's Local Plan 'Issues and Options' consultation. The Masterplan received overwhelming positive public support

through this consultation. 66% of respondents stated that they either 'strongly supported' or 'supported' the plan (based on responses from 13,654 people), and it was subsequently included in the draft Local Plan.

There are other proposals within the draft NDP to be developed including the Sports Strategy, creation of an Indoor Market and a Cultural Quarter for the town centre.

3.5. Stag Community Arts Centre

It is ten years since Sevenoaks Town Council took over the bankrupt facility and with a new business plan and the creation of an independent charity has turned this into a vibrant venue which underwrites the local economy by attracting visitors to the town.

The 2014 Community Investment Plan provided £150,000 towards the Stag's project costs of £184,000 bringing its air handling system up to date, replacing its antiquated vehicle lift and upgrading its ticketing system.

In 2018 Sevenoaks Town Council commissioned an Independent Economic Report relating to the Stag, a summary of which is below:

- The Stag attracts around 250,000 to 300,000 visits per annum
- Total visitor spend is estimated at £9.2m per annum
- Some spend is captured by The Stag and supports 20 permanent FTE jobs at the venue
- The remaining visitor spend, an estimated £7.6m, is captured in the wider local economy, supporting approximately 140 FTE jobs
- The Stag is estimated to support a further 18 jobs through its purchasing power
- In total, this equates to 179 FTE jobs supported by The Stag
- After considering the effects of leakage, deadweight, displacement, substitution and multiplier effects, the total net impact of The Stag is 151 FTE jobs
- This equates to approximately £7m of GVA contribution to the local economy
- The Stag provides around 6,000 hours of volunteer opportunities for the people of Sevenoaks
- The Stag adds cultural value to Sevenoaks as a place to live and visit

For these reasons Sevenoaks Town Council is committed to continue to invest where funds are available and where capital investment is required to ensure that the Stag remains a valuable asset to the local community.

3.6. Sevenoaks Business Hub

Sevenoaks Town Council (STC) has inherited the former Red Cross building that currently sits, disused, on the town council site in Bradbourne Vale Road, Sevenoaks. STC would like to renovate the building to make it, once again, valuable to the surrounding community.

The proposed solution is to create a Business Hub with rentable desks and a meeting room for self-employed professionals and small businesses to rent.

This aims to solve the problem of a lack of affordable office space in Sevenoaks for small and new businesses, as well as positively contributing to economic development in the area by promoting business growth. This is in keeping with the aims set out in the masterplan for Northern Sevenoaks, to develop and rejuvenate the area.

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment. The £25,000 is being used towards match funding and feasibility and development work for a larger grant and some immediate roof repairs.

The Town Council has submitted an Expression of Interest to the SELEP (South Eastern Local Enterprise Partnership) for a grant of £265,400. The Expression of Interest has been accepted and the Town Council has completed a full application to be considered in March 2019.

The Business Hub will provide the following:

- 16 x Desk Space
- 5 x individual office hubs
- Limited storage
- Meeting room for 8-10
- Kitchen
- Dining area
- Free parking
- Wi-Fi etc

The Town Council commissioned an Independent Economic Report to support its funding application a summary of which is below. Subject to successful funding and obtaining planning permission the Business Hub should be available for use by the end of 2019:

- 30 Gross FTE jobs (15 net addition)
- £3.35m cumulative GVA
- Net additional FTE job gains (£2.8m at NPV)

- Strategic potential to contribute towards improving the viability of other regeneration initiatives in the town, particularly the Northern Sevenoaks Masterplan area.

3.7. Community Rail Partnership

As part of the regeneration of Bat & Ball Station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:

1. Bring together 5 separate stations & Darent Valley Pathway to create the scenic rail route - Samuel Palmer Line
2. Share promotion to encourage passengers to use the stations to visit local tourism attractions.
3. Increased footfall to local tourism attractions at each station
4. Create a distinctive 'brand' for the line
5. Link the use of the train to other non-car form of transport e.g. walking and cycling
6. Raise awareness of local heritage relating to the Samuel Palmer artist

3.8. Electric No. 8 Bus

Sevenoaks Town Council commissioned an Integrated Transport Strategy which will form one of the appendices in its Neighbourhood Development Plan. During consultation for the strategy one of the needs identified was for a regular orbital service linking the residential areas to the Town Centre.

The Town Council worked with Kent County Council and local bus operator Go Coach to put in the place the provision of the No 8 bus originally on a three-year trial.

The bus operates six days per week, linking the two train stations, bus station, residential areas and town centre. It operates on a loose figure of eight route – hence its name.

The service benefits local residents who do not want to drive into town potentially experiencing sometimes difficult and busy car parking.

The introduction of the No. 8 bus has also enabled the Town Council to provide free bus independent travel within the town for young people aged 11 to 18.

Elderly passengers have informed the Town Council that in addition to the obvious transport benefits they find the transport a social experience meeting neighbours and conversing with the bus driver and helps sometimes with loneliness experiences.

Sevenoaks Town Council promoted the No. 8 bus with support from Kent County Council and Go Coach and has been operating for approximately two and half years and is becoming

established. It has been successful exceeding original business plan and attracting up to 100 passengers a day. The scheme is still developing and therefore both Kent County Council and Sevenoaks Town Council have invested funds to operate the service for a further 3 years until 2021 (6 years in total).

The Sevenoaks Town Partnership Vintage Bus Service and the Sevenoaks Route 8 Bus Service were awarded the top prize in the **Transport Planning Society's** inaugural People's Award for 2018.

Following a recent trial Sevenoaks Town Council would like to purchase with grant funding help an electric bus for the No. 8 route to make it more economically viable and for environmental benefits.

3.9. Development of Tarmac Site - Northern Sevenoaks

The proposals for the Tarmac site within the Local Plan / Neighborhood Development Plan / Northern Sevenoaks Masterplan are long term and unlikely to be developed in total within the next ten years.

There is a possibility however that some areas of development may happen in advance of that time period.

Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will therefore continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.

3.10. Business Improvement District (BID)

Sevenoaks Town Council supports and invests in all areas of the community to ensure that Sevenoaks continues to be a vibrant, successful and happy place to live, work and visit. With the exclusion of any external grants obtained the costs relating to this is funded by the local domestic ratepayer. The Town Council wants to initiate a BID for the town to enable work relating to economic development to be funded by a contribution from non-domestic rates e.g. 1%, smaller businesses (with a Rateable Value less than £15k) would not contribute.

The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.

In an increasingly competitive environment the need for Sevenoaks to manage itself as a place for business has never been greater. With nearby business centres e.g. Tunbridge Wells and Orpington moving forward with BIDS and investing hundreds of thousands of pounds each year, Sevenoaks could become less attractive.

3.11. Development Fund

Sevenoaks Town Council is mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also be adaptable for future opportunities which benefit residents of the town. For this reason, it continues to maintain its 'Development Fund' which enables development work to be undertaken provides a provable higher success rate when applying for grants and loans if required to assist with essential cash flow and finances for major capital projects.

3.12. Summary of Community Investment Plan 2019 projects

Ref	Project	Funds Budget
3.1.	Bat & Ball Centre	£2,750,000
3.2.	Multi Use Games Area	£100,000
3.3.	3G Rugby Pitch at Knole Paddock	£500,000
3.4.	Neighbourhood Development Plan	£100,000
3.5.	Stag Community Arts Centre	tbc
3.6.	Sevenoaks Business Hub	£265,400
3.7.	Community Rail Partnership	tbc
3.8.	Electric No. 8 Bus	£300,000
3.9.	Tarmac Site Community Development	tbc
3.10	Business Improvement District (to include improvements to Public Realm)	tbc
3.11	Development Fund	£100,000 p.a.

4. Where does the money come from?

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

As previously stated, to obtain significant grant funding there is a need to invest in obtaining professional information to support grant applications and this comes as a cost, hence the Development Fund as mentioned in 3.11.

Sevenoaks Town Council has a good track record of obtaining external funding for capital projects and, in the last ten years this has totaled more than £3,500,000.

5. How can I make comment or become involved?

Comments on the Community Investment Plan can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to townclerk@sevenoakstown.gov.uk

The Town Council holds weekly meetings at its premises above and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoaktown.gov.uk.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Neighbourhood Development Plan Steering Committee
- Friends of Bat & Ball Station
- Friends of Greatness Cemetery (to be established 2019)
- Community Centre User Group
- Sevenoaks Youth Council (11 – 18 Age)
- Sevenoaks in Bloom
- Sevenoaks Town Partnership

SEVENOAKS TOWN COUNCIL ENVIRONMENTAL POLICY

The Town Council aims to run its business and its premises in such a way that it embraces, to the best possible effect, all relevant environmental matters to the benefit of the Town Council and local present and future residents.

In 2019 Sevenoaks Town Council updated its Environmental Policy in response to the global problem of plastic pollution and committing to make every effort to phase out single use plastic across its premises. It would also strongly encourage groups and organisations to find alternatives to single – use plastic when using Town Council facilities.

The Environment

The key adverse environmental impacts affecting the Town Council are: -

- Material consumption — office supplies, cleaning products, equipment and furniture.
- Emissions to air from the use of energy in its buildings and fuel in transport
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.
- Waste management
- Suppliers' environmental performance
- Management of open spaces including cemetery, allotments.

To reduce the effect of these adverse impacts, the Town Council will aim to embrace the following objectives: -

- Minimise material consumption and consider the lifecycle impact of any purchases
- Reduce waste and re-use material wherever possible
- Improve the quality of its working environment;
- Minimise CO₂ emissions produced by Town Council activities;
- Minimise energy use and emissions to air;
- Encourage suppliers to raise their environmental performances
- Encourage staff to use public transport or car-sharing schemes
- Encourage use of electrical vehicles and provision of infrastructure required for use
- Utilize fuel efficient vehicles wherever possible
- Encourage public to use public transport and cycles by providing infrastructure to enable this e.g. cycle racks, public bus service, restoration of Bat & Ball Station.

Energy Management

The Town Council is committed to responsible energy management and will, where possible, promote energy efficiency throughout its operation by the following actions:-

- Increase awareness of energy efficiency amongst employees;

- Recommend energy conservation technology where applicable (including insulation, low energy light bulbs, low water use toilets);
- Monitor heating controls;
- Encourage staff and hirers to close windows and external doors when heating is on.
- Encourage staff and hirers to turn off unnecessary lights
- Encourage staff to switch off computers, VDUs, printers and photocopiers when not in use.

Recycling and Conservation

- Recycled paper should be used wherever possible in the following products – letterheads, folders, compliment slips, business cards, photocopy paper, printed paper, envelopes and toilet rolls.
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.

Water Conservation

- Where possible have water meters installed
- Where possible conserve water on Allotments, Cemetery and other open spaces
- Where possible we will utilise water butts fed by building down pipes as a nondrinking water source

Cleaning Materials

- Cleaning fluids, polishes and glues, etc, to come from eco-friendly manufacturers where possible
- Use of solvents, harmful to the environment, to be avoided.

Office Equipment

Generally new equipment will be chosen from eco-friendly standards in materials, manufacturers in use and for disposal.

Local Sourcing

Where possible, the Town Council will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally, including food. This also has the positive effect of supporting the local economy.