



Sevenoaks Town Partnership

Minutes of the Friends of Bat & Ball Station held at the Town Council Chamber at 6.30pm on Tuesday 13th March 2018

Present:

Cllr Tony Clayton – Vice Chairman	Sevenoaks Town Council/SRTA	Apologies
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Cllr Paul Towell - Chairman	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Cllr Rachel Parry	Sevenoaks Town Council	Apologies
Geoff Brown	Local Resident	Present
Cllr Elizabeth Purves	Local Resident	Apologies
Derek Medhurst	Local Resident	Present
Cllr Marilyn Canet	Sevenoaks District Senior Action Forum	Present
Roger Johnson	Sevenoaks Rail Travellers Association	Present
Byron Brown	Bradbourne Residents Association	Present
Cllr Roderick Hogarth	Sevenoaks Town Council	Present
Steve Armstrong	Local Resident	Present
Gill Paterson	Local Resident	Present
Alistair Boobyer	Local Resident	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Bonnie Tarling – Committee Clerk	Sevenoaks Town Council	Present

1. Apologies for absence

As noted above.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 13th February 2018

The minutes were received and agreed with one alteration needed – to note the apologies for Gill Paterson and Alistair Boobyer.

3. Station Matters

An update was received from the Committee Clerk. It was noted that the new double sided directional sign would be installed asap after 1st April.

Police patrols had continued in the area which had helped to reduce the anti-social behaviour at the Station.

Town Council officers had started initial research into the station becoming part of a Community Rail Partnership in the future. Research would soon be carried out regarding the creation of the Darenth Valley Line which would be a Community Rail Partnership to include 5 train stations in the area. Further updates regarding this project would be brought to a future meeting.

Bat & Ball Centre –

Sevenoaks Town Council remain committed to providing a new enhanced and enlarged community building. The Council has been investigating the most appropriate and cost efficient method of achieving this in line with its initial aspirations, also bearing in mind that since the original project started it has obtained additional community assets including Bat & Ball Station building. The new Bat & Ball Centre will now be a one storey building as the Town Council has decided it would not be investing in new offices on the first floor of the new build and keep its offices in the current location which would enable the additional use of the former Red Cross building as an additional community asset. Some of the benefits of the revised plan is that it provides a total of 1,057m² community space compared to the original plan of one integrated building of 937m² and additional free car parking spaces on two sites.

4. Bat & Ball Station Building Refurbishment

An update was received from the Town Clerk. Talks were continuing with Southeastern regarding permits to work near the railway line. The project work on the building was planned to start on 26th March with a small ceremony at 9.30am subject to rail permits being completed.

Planning permission had now been granted for new cycle racks and cycle stores.

5. Activity Plan and Volunteers

The minutes of the Volunteer Heritage Group meeting on 26th February were received and noted.

It was agreed that the information boards would cover the following topics:

- History of the Station
- HLF Restoration Project
- Thomas Crampton
- Social History

It was noted that the research for the boards had now been obtained and thanks were given to the volunteer researchers for their time and information gathered to date.

It was noted that an offer from a local sculpture had been received. The Town Clerk would be in touch to discuss the project and what sculpture could be included within the interior planned for the building.

A copy of the website specification and HLF Activity Plan update was requested by the volunteer researchers (copy attached).

The activity plan was noted and discussed. It was noted that the first set of leaflets produced would have the same information as the static boards at the station.

It was noted that historic railway crests could be used within the Activity Plan potentially linked to the Arts and Crafts Workshops. Byron to pass details to the Committee Clerk.

There was a possibility of acquiring a steam engine as part of the opening of the new facilities. Steve Armstrong to pass details to Committee Clerk.

There being no further business the Chairman closed the meeting at 7.50 p.m.

Chapter 4: Heritage Activities

Note: HLF Permission to Start Date = ?? For more detailed information compare to complete HLF Activity Plan

Progress Report: 1st March 2018

	Activity Description	Audience (s)	Benefits for People	Resources	Cost	Methods of evaluation	Risks	Resp.	Pred. start Date	Progress
1	Formal Learning									
1.1.	History Workshop History workshop relating to the station, building, and significance to Sevenoaks.	Primary schools KS1 & KS2 Target 3 per year	School children will have the opportunity to experience hands-on learning activity. Young people to learn about local heritage. Curriculum Based Lesson Plan for teachers.	Lesson Plan Site visit Information talk worksheets with Q & A potential for dressing up Risk Assessments	£550	Pupil, teacher evaluation. Feedback from Heritage Explainers. Repeat bookings by schools.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits.	HEO	Month 3 April 2018	
1.2	Science Project A science project with local schools looking at steam as form of power and linking back to steam engines.	Primary Schools KS2, KS3 1 – 2 per year	Benefit for school children and teachers of linking a curriculum based science activity with a local heritage project. Could link to additional lesson plans e.g. what other inventions could steam be used for? Work sheets provided Research potential to combine with visit to station of a steam train.	Lesson plan including site visit Information talk Worksheets with Q & A Risk Assessments	£550	Pupil, teacher evaluation. Successful with combining with steam train visit.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits. Unable to research a suitable science project. Unable to source or impractical to combine with visits to station of a steam train.	HEO	Month 6 July 2018	We have researched the base for the science project. We will purchase an original train steam whistle and work with relevant people to prepare a safe lesson plan for pupils to create steam to enable the whistle to make a (loud) noise.
1.3	History Project	Primary Schools KS3	Benefit of linking art, drama and performing art work to a local heritage facility.	Provide information talks to teachers.	£0	Number of schools engaged.	Insufficient interest or resources to enable take up by local schools.	HEO	Month 3 April 2018	

	Students or local youth group asked to write a story or develop a film (for website) about the railway.	Youth groups 2 per year		Budget for presentation of project.	£1,000		H&S risk assessment for school children external visits. Inability to source expertise to assist with project.			
1.4.	Apprenticeships within the building contractor and professional services. Sevenoaks Town Council has also reached an agreement with FM Conway for them to deliver their award winning accredited programme to encourage and support young people into employment in the construction industry.	Apprentices NEET Young People	Enabling 3 apprentices to learn from professional in a relevant working environment. 10 Young people with an interest in pursuing a career in construction attend a ten day course, for which travel is paid for. Over the ten days candidates benefit from training in Health and Safety, First Aid, Customer Service, Construction Sustainability, After successful completion of the course, candidates are awarded an accreditation and where possible interviews are arranged and supported for moving onto an Apprentice role.	Engagement with apprentices to be included within contractor's specification. Partnership with FM Conway. STC to provide premises.	£0 £0	Number of apprentices engaged. Number of young people attending the course. Number of young people completing the course. Pre and post completion of course surveys. Number of young people gaining work experience in the construction industry. Number of young people obtaining apprenticeships within the	Lack of interested apprentices. Contractor ability to arrange events. Reliance on FM Conway to provide resources.	Town Clerk	Month 3 April 2018	The contractor has been made aware of this requirement. The Town Council is liaising with FM Conway.

1.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training. General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety. 1 every 6 months.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	£1,000 (£500 each)	construction industry. Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk	Months 6, 12 and 18.	
2	Informal Learning Activity								
2.1	History Lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project. 3 events	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video / power point / information sheet.	£1,500 £500	Methods of Evaluation Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	HEO	Months 3, 6 and 8 April, July and October 2018	First event booked for 1 st March 2018
2.2	Restoration Talks Professionals who will be working on the project to be asked to	Community voluntary groups	To learn about the buildings heritage and past building skills from professionals.	Commitment included within contractor tender document.	£0	Number of events held. Attendance numbers.	Town Clerk	Month 3 and 6 April and July 2018	Contractor advised of this requirement.

	give talks or demonstrations e.g. paint analysis.		2 events	Heritage Engagement Officer		Feedback forms.				
2.3	Children Arts & Crafts Workshops To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural	Children and young people aged 5 – 16, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building. Pride in having artwork displayed. Evidence of community engagement in the project. 2 events	Art professional to create 'Lesson Plan' Volunteers Materials for artwork	£1,600 £1,000	Number of events held Amount of artwork produced. Attendance number Feedback.	Lack of interest from public. Expertise to assist with artistic element.	Town Clerk	Month 2 and 4 March and May 2018	
2.4	Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and information material.	Residents of care, nursing homes and day centres. Volunteers Future generations	To help people reminisce about the past and to start discussions. To provide respite for carers. To collect information that would otherwise be lost for future generations.	Recording equipment. Volunteers. Prompt sheet and photographs, maps for initiating reminiscence.	£150	Number of people involved. Information obtained. Feedback surveys.	Volunteers needed for recordings. Lack of persons willing to be interviewed.	HEO	Month 2 and 4 March and May 2018	
2.5	Hard Hat Days	General public	To enable public to learn about the heritage and	Heritage Explainers	£0	Number of events held.	Lack of public interested.		Months 4 and 6	Contractor advised of this requirement.

	Talks from Heritage Explainers. Pop up banners depicting history of station and building – restoration project – completion.	volunteers	significance of the Bat & Ball Station and the restoration project. To see the progress first hand. 2 events	Pop up Banners x 3 Leaflets		Number of people engaged. Production of pop up banners and supporting leaflets. Feedback		Assist. Town Clerk	May and July 2018	
2.6	Temporary Exhibition	General public Future volunteers	To enable the public to learn about the heritage and significance of the Bat & Ball Station and the Station Building and the restoration project. To promote the volunteer role of Heritage Explainers. To promote the future public facilities including community rooms and café. 2 temporary exhibitions	Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms	£1,000 £200	Number of events held Number of people engaged. Number of potential volunteers. Feedback.		Assist. Town Clerk	Month 2 March 2018	Research being undertaken for copy for information material. Quotations obtained.
2.7	Volunteer researchers	Volunteers General public School children Future generations	Obtain research relating to and create historical records. • Station building • Station building history • Significant events	volunteers	£1,000	Number of volunteer researchers involved. Number of volunteering hours. Quantity and quality of research achieved.	Time and resources to collate and consider input from volunteers. Insufficient interest from volunteers. Ability to check accuracy of research.	Town Clerk & HEO	Month 1 onwards February 2018	To date 12 voluntary researchers, several with professional expertise to collate information for future uses. Regular liaison and discussion meetings are being arranged.

2.8	Heritage Explainers Recruitment and training of minimum of 6 volunteers willing to be 'Heritage Explainers' to provide talks and information at public events.	Staff Volunteers General public	- Railway heritage significance - Memorabilia e.g. railway posters - Impact on surrounding area, how it has changed, including social history - Lives of previous employee at the station - Develop of businesses in the area.	Volunteers will benefit through the act of volunteering and the new roles created. Volunteers will gain new skills and new knowledge. Volunteers will gain from work experience. Volunteers will benefit through training opportunities and support to learn new skills. Volunteers to feel that their contribution is appreciated and they feel involved in the overall project.	Recruitment Person Specification/ Job Description Support by Heritage Engagement Officer Corporate Clothing / identification badges. Demonstrate appreciation – café discount, invitation to mayoral / civic events.	£500 £800	Number of applicants. Number of volunteers recruited. Number of volunteers undertaking training. Number of volunteer hours. Turnover of volunteers. Feedback from volunteers. Feedback from public from events.	Number of interested applicants. H&S relating to volunteers. Ensuring consistent level of representation.	HEO.	Month 3 April 2018		Future use of research. Feedback from those involved.
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2.9	Picture / video record of refurbishment of building	Volunteers Sevenoaks Town Council HLF General public Future generations Contractors Camera clubs	Create a pictorial record and or video of refurbishment for publication at the end of the project.	Photographer Recording equipment Video editor and producer. Final product.	£2,000	Quality of production Once in the public domain – Number of views Feedback	Poor quality of records. Ensuring timeline not to miss important aspects.	Town Clerk & HEO	Month 3 April 2018	Volunteer Photographers sourced. Specification for website to include enabling pictorial record to be included.
2.10	Railway Children	Young people General public	To produce a reading or production of the Railway Children or similar. Working with local groups and using the connectivity of the station. Involving young people in the heritage of the station and station building via the arts.	Experienced youth outreach professional.	£3,000	Number of readings or productions created. Number of young people involved. Number of audiences. Feedback.	Reliance on one outside organisation to deliver project.	HEO	Month 3 April 2018 Deferred to October 2018 for production.	Sevenoaks Youth Theatre researching and working on project.
2.11	Creation of Technology Record	General Public	The creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Website provider	£5,000	Completed website Number of views Feedback	Reliance on professional consultant. Hacking. Monitoring for inappropriate input.	HEO Assist Town Clerk	Month 1 February 2018	Tenders for Website being sought. Contractor appointment. Website specification produced.
2.12	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available.	Production of copy, images and	£100	Feedback from leaflet.		Town Clerk & HEO	Month 1 February 2018	Quotations obtained.

			To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	information for postcard.	£600						
2.13	Interpretation Boards	General Public	To publically make available some of the research gained from other projects within the Activity Plan. To enable the general public to learn about the heritage and significance of the station and station building and restoration project.	Production of 4 x A2 Interpretation Boards to be used outside the site and other locations during the restoration project. Showing plans etc. Production of 4 more robust and permanent Interpretation Boards for use after the completion of the project. 2 inside the building and 2 at entrances to the station.	£320 £2,400	Installation of temporary boards Installation of permanent Interpretation boards Feedback		Assist. Town Clerk	Month 1 February 2018 Month 6 July 2018	Quotations obtained.	
2.14	Heritage Open Days	Staff Volunteers General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage.	Marketing Heritage Explainers Event Plan	£0	Event takes place as planned. Attendance numbers		HEO STP Administrator	Month 6 July 2018		

2.15	Museums at Night Festival	Staff Volunteers General public Local businesses Sevenoaks promoted.	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explainers Event Plan	£1,000	Views on website and engagement by social media. Attendance at events.	Being able to fit in with national programme.	HEO STP Administrator HEO	Month 12 February 2019	
2.16	Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole.	Staff, volunteers, general public and community organisations	To ensure that people are aware of the opening date and what to expect. To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole. Royal visitor to unveil 3 plaques to commemorate each of the royal visits.	Marketing plan for guidance. HLF Guidance. Lord Lieutenantcy office guidance.	£3,000 £2,000 £3,000 £1,000	Number of people attending. Press Coverage.	Terrorism, H&S for large public event. Death of senior member of royal family.	Town Clerk Mayor Secretary HEO	Month 8 September 2018 Potentially put back to 23 rd November 2018 to commemorate date of Queen Victoria visit.	Liaising with Lord Lieutenant office. Formal notification due in May 2018.

	producers to advertise and sell products.		Help to sustain local economy. Healthy food options for local people.	Ordering system		Number of repeat orders.		manager		
3.3	Information To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.	General public Volunteers Schools Commuters Tourists	Access to information on or off site. Ability to learn about heritage and activities.	Branding Creation of website Infopod Information screen Printed literature	£2,000 £3,000 £800 £1,000	Recognition of branding. No. of visits to website Literature distributed and read. Feedback.		Town Clerk Assist Town Clerk	Month 4 May 2018	In line with café for October 2018
3.4	Public Toilets	Commuters General Public School children	Provide accessible and well maintained public toilets for use by commuters, school children and general public.	Architect design Construction project.	n/a	Completed facility. Number of people using facilities feedback		Town Clerk	Month 6 July 2018	In line with café for October 2018
3.5.	Public Rooms for Hire and community use	General public Voluntary groups School children	To provide two public rooms for hire and to hold activities as identified in the Activity Plan.	Architectural design Construction project Installation of AV. Hearing loop, Drop down screen, projector, and	£7,500	Number of hires and events Completed installation. Feedback from users.		Town Clerk Hall Administrator Town Clerk Assist	Month 6 July 2018	In line with café for October 2018 Initial enquiries for bookings being received. 1 event booked for December 2018

				projector screen. Fixtures and fittings.		Feedback from users.		Town Clerk Town Clerk		
3.6.	Appointment of Heritage Engagement Officer To develop the formal and informal activities within the Activity Plan. To evaluate the success of the Activity Plan.	Appropriate qualified person. All potential visitors and organisations.	People to benefit from having a dedicated offer to develop and deliver activities and act on community consultation and feedback	Town Council Website. On line recruitment sites.	£500 £40,550	Sevenoaks Town Council Recruitment Policy & Procedure.	Lack of suitable candidates.	STC Central Services Dept to follow recruitment policy and procedure.	April 2018 April 2019	Recruitment process started. Closing date for applications 20.3.2018 Interviews 10.4.2018

Chapter 4 Heritage Activities - Precis of Costs

	Activity	Budget Notes	Costs £	cost code
Formal Learning				
1	History Workshops	printed worksheets	550	P&P
2	Science Projects	printed worksheets	550	P&P
3	History Project	presentation of history project	1000	E
4	apprenticeship	within contract	0	PF
5	customer service training	2 x training	1,000	VT
Informal Learning				
1	History Lectures and talks	production of power point / video	1,500	E
2	restoration talks	promotional flyer	500	P&P
3	children arts & crafts workshop	within contract	0	PF
		art prof. x 2 events	1,600	PF
4	Reminiscence workshops	Mat. x 2 events	1,000	E
5	Hard Hat Days	recording equipment	150	E
6	Temporary Exhibition	hard Hats	0	E
		Pop Up Banners	1,000	E
		volunteer leaflet	200	P&P
7	Volunteer Researchers	2 laptop 7 printer	1,000	E
8	Heritage Explainers	recruitment	500	R

9	Picture / video record restoration	corporate clothing	800	E
10	Railway Children Art Lesson	photography & video production	2,000	E
11	Technology Record	youth outreach professional	3,000	YP
12	information leaflets	Website	5,000	E
		Artist	100	E
		printing	600	E
13	Interpretation Boards	Temporary x 4	320	E
		Permanent x 4	2,400	E
14	Heritage Open Days	limited resource budget	0	E
16	Recreation of Royal Visit	Plaques x 3	3,000	E
		Security	2,000	E
		road barriers	3,000	E
		bunting (from children's art)	1,000	E

Public Amenities / Activities				
1	Café	main contract	0	C
2	Sale of Kent produce	main contract	0	E
3	Information	branding	2,000	P&P
		infopod	800	E
		information screen	3,000	E
		printed literature	1,000	E
4	Public toilets	main contract	0	C
5	Access from Platform 1	access onto station	n/a	C
6	public rooms for hire	main contract		C
7	Appointment of Heritage Engagement Officer	Recruitment	500	R
		78 week contract @ 20 hrs p.w.	40,550	S

TOTALS	82620
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Codes:	S	New Staff Costs	40,550
	VT	Volunteer Training	1000
	E	Equipment & Materials	30,670
	PF	Professional Fees	4,600
	R	Recruitment	1,000
	PP	Publicity & Promotion	4,800
			82,620

Bat & Ball Station Building Website

Ref	Page	Contents
1	Homepage	Buttons for the following: i) HLF Restoration Project ii) History iii) Friends of Bat & Ball Station iv) Café @ Station v) Kent Produce vi) Rooms to Hire vii) Events & Activities viii) Train Information ix) Contacts x) Latest News xi) Photos including Ability to upload as often as possible images (photographs and videos) of restoration project creating pictorial historical record and able to be viewed by public. xii) How to Volunteer xiii) Post your memories here - button / image for people to log on and fill in pro forma (perhaps looking like a postcard) to include name, town they live, I remember This should then create a log of entries for people to review within History section.
2	HLF Restoration Project	i) Project Aim ii) Restoration Project iii) Public Feedback
3	History	i) Station ii) Station Building iii) Royal visits iv) Social History v) Memorabilia vi) Memories of Bat & Ball Station
4	Friends of Bat & Ball Station	i) Meeting Dates ii) Being a Volunteer iii) Minutes iv) Agendas v) Terms of Reference vi) Contact

5	Café @ station	i) Opening Times ii) Menu iii) Kent Produce
6	Rooms to Hire	i) Description and Dimensions ii) Fees & Charges iii) Terms and Conditions iv) Premises Licence
7	Events & Activities	Calendar of events – ability to upload details
8	Train Information	i) Plan of routes from station ii) Link to National website
9	Contacts	i) General ii) Café iii) Rooms to hire
10	Latest News	Ability to upload press releases
11	Kent Produce	i) Upload information ii) Website links to suppliers.