

Sevenoaks Youth Council



Meeting Wednesday 30th January 2019 at 6pm
Council Chamber, Sevenoaks TN13 3QG
to be followed by a meeting of the Youth Services Sub Committee at 7pm.

6:00-6:10pm All Youth Councillors to introduce themselves with a short sentence

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive and note apologies received.
2. **MINUTES OF MEETINGS – 4TH DECEMBER 2018**
To receive and note the minutes of the meeting [copy previously circulated and attached].
3. **FINANCE REPORT**
To receive and note the income and expenditure sheet (copy attached).
4. **HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE**
To receive and discuss the HiTB report for November and December 2018 [copy attached]
5. **ENVIRONMENTAL MATTERS**
 - a) *Anti-Litter Campaign* – to receive and consider a request from the Mayor
 - b) *Electric Cars* – to receive and discuss a request from Youth Councillor Oscar Goodwin regarding the feasibility of introducing electric charge points in Sevenoaks Town
 - c) *Plastic* - to receive and discuss a request from Youth Councillor Gabby Tan regarding the possibility of an anti-plastic bag/anti plastic straw campaign [copy reports attached].
6. **YOUTH COUNCIL CHARITY**
To receive and discuss a report from Youth Councillor Amber Warrender regarding the possibility of choosing a Youth Council Charity [copy report attached].
7. **GRANT APPLICATION WORKSHOPS**
To receive and discuss setting up workshops to champion the submission of applications to Headstart for grant funding to run the following projects:
 - a) Well-being
 - b) Peer mentoring
 - c) Out of school contact hours scheme[copy grant application information attached].

8. **ART CULTURE**

To receive and note that art may be exhibited free of charge at the Stag. The period of display is 3 weeks. And the wall has 20 wires and 82 hooks. It is the artist's responsibility to transport the art to and from the Stag and provide insurance. The Stag provides Public Liability insurance for the exhibition. Should Art be sold, the Stag is to receive 20% commission which is subject to VAT.

9. **HERITAGE LOTTERY FUNDING FOR BAT & BALL – ACTIVITY PLAN**

To receive and discuss volunteering opportunities regarding the Bat & Ball Station for Youth Councillors and friends either out of personal interest or to assist with their school curriculum projects (copy information attached).

10. **VOLUNTEERING, INVITATIONS AND EVENTS**

Volunteering at the Youth Services Sub Committee, which meets immediately after the Youth Council meetings and asks if 2 youth councillors would like to join the Committee to represent the local youth and have the Youth's voice heard. Any two youth councillors on any given date may be representatives.

2019 02 16 - Volunteer at Bat & Ball Station Open Day *[relates to No 6 above]*

2019 02 21 - Queen Victoria Dress Making *[relates to No 6 above]*

2019 02 07 - YAG Meeting Edenbridge – 2 volunteers requested to attend with Linda Larter

11. **DATE OF NEXT MEETING**

To note that the next meeting of Youth Council is at 6pm on 13th March 2019 in the Council Chamber, TN13 3QG.



**MINUTES PLANNING MEETING
HELD ON 4th DECEMBER 2018
HOUSE in the BASEMENT**

Roshni Agarwal	Present	Ola Kujawska	Present
Eva Azazoglu	Apologies	Emily Mahoney	Present
Alexander Black	Present	Megan Ng	Present
Samuel Crawford	Present	Louisa Phillips	
Tasha Dambacher, Chairman	Present	Michael Roberts	Present
Ronnie Day		Rose Spurling	Present
Charlotte Foulds, Vice Chairman	Present	Gabby Tan	Present
Oscar Goodwin	Present	Loic Thiry	Present
Matthias Jammot Treasurer	Present	Amy Vickers	Apologies
Meera Jassi	Present	Jacob Watson	Present
Tom Chapman	Absent	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present		

Also, In Attendance

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk

Charlotte Marchant, Manager HOUSE in the Basement Youth Cafe

The Town Clerk gave a summary of the existence of the HOUSE in the Basement Youth Café [HiTB] and informed all that the Youth Councillors had raised £150,000 to open the venue on 4th July 2012. A video would be shown at a future meeting of the Sevenoaks Youth Council.

The venue is a pop in café where young people may meet friend for 10 minutes, do homework, use the internet if they wish free of charge. Food and drinks are deliberately kept low cost. HiTB is open Wednesday, Friday and Saturdays and hopes to open on Thursdays in the New Year. A Tuesday Club for those living with disabilities was held in the past, to give young people over time the confidence to mingle with other young people on other days of the week. The Town Council is looking at re-opening the Tuesday Club.

Part of the Youth Council's mandate is to act as a development Board of HiTB which includes promoting the venue being involved in activities and menu choices.

HiTB offers an 8-week volunteer course, which has shown universities/colleges/employers that young people are interested in volunteering activities and community engagement outside their peer educational curriculum.

The Town Council is linked to the Stag Community Arts Centre and thus room hire and assistance can be open to the Youth Council for any events they plan. For example, when the Open Mic Nights take off, the Plaza Suite could be available to be used for Soundwaves as in earlier years.

The Town Clerk asked the Youth Council to spread the word in their schools, with their peers at home, and if able to hold assemblies with their year groups.

Youth Councillor Tasha Dambacher took over as Chairman to start the meeting.

10) **APOLOGIES**

RESOLVED: to agree and accept apologies received from Youth Councillors Amy Vickers and Eva Azazoglu.

11) **MINUTES**

RESOLVED: the notes of the meeting of the Youth Council meeting held on 7th November 2018 be received and adopted.

12) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts remains unchanged at £944.32.

13) **PLANNING TWO YEAR TERM OF YOUTH COUNCIL**

Five questions were posed at the Annual General Meeting for the new Youth Councillors to answer using Post It Notes and the answers circulated with the minutes.

The Youth Councillors discussed the answers to the five questions:

- a. What one improvement would you make for Sevenoaks Town if you could?
- b. What is the main problem for young people in the Sevenoaks area?
- c. If money was no problem, what facilities would you like?
- d. What would do in the next year?
- e. What would you do in the next two years?

The Chairman invited all to give suggested items to work on. To summarise, the following suggestions were considered as the way forward:

a. **What one improvement would you make for Sevenoaks Town if you could?**

- i. ***Environmental matters*** – separate bins. The Town Clerk asked Youth Councillors would be willing to assist in promoting an anti-letter campaign digitally

potentially including an App. It was hoped that new litter bins with separate sections would be installed in 2019.

The Town Clerk advised that the Sevenoaks Town Partnership [Town Council and local town businesses] will shortly promote the fill up your bottle as other areas do and would welcome the Youth Council's help to campaign for this to happen in Sevenoaks.

- ii. ***Mental Health for young people*** – it was suggested that peer mentoring system be set up by Youth Councillors with help from the Town Council and Sevenoaks MIND. The HiTB Manager suggested an evening relaxation event. The Committee Clerk advised that the HiTB is open out of school hours and at the weekend and can be used to help young people requiring some help to pop in for the staff to signpost to those who are trained to assist.
- iii. ***Get to know community better*** – Youth Councillors wished to learn more about their local town
- iv. ***Train discount for 16-18year olds*** - a former Youth Council had linked up with the British Youth Council to nationally survey the idea to ask Govt to expand this now that the School age had increased from 16-18. This could easily be resurrected by this Youth Council.
- v. ***Student discounts*** – youth councillors were interested to learn that the Stag operates "Friends of the Stag" whereby discounts on some shows, three free cinema tickets and a price reduction in the Stag Café for a one off annual payment of £20.
- vi. ***Zebra Crossings and Road signs*** – The Town Clerk advised that the KCC and District Council are the providers and that are so many rules and cost factors to consider. A map of the town would be provided at a letter meeting to discuss problem areas.
- vii. ***Spread the word about the HiTB Youth Café*** – Youth Councillors suggested they write newsletters and promote via Instagram etc
- viii. ***Work Experience*** - Youth Councillors were keen to find employers offering places. The Town Clerk advised that the Town Council, HiTB, The Stag Community Arts Centre, Sevenoaks District Council and the Sevenoaks Town Partnership have spaces available and should be contacted. The Town Clerk agreed to bring the subject up at the Chamber of Commerce meeting the following day asking companies to update the Committee Clerk. The Town Clerk agreed that a list be drawn up of Work Experience Placements with contact and website information and placed on the Youth Council website.
- ix. ***Marketing and Advertising Sevenoaks Youth Council*** – The Town Clerk advised that notice boards around the town could be used to market events. Youth Councillor Emily Mahoney volunteered to set up Instagram, Snapchat and social media for Sevenoaks Youth Council. The Committee agreed that the way forward be
 - a. To set up the social media platforms – Emily offered to set up Instagram and Oscar offered to set up a What's App Group. Since the meeting is was noted that for those youth councillors younger that these sites permitted, the Committee Clerk would email out the same information to include everyone.

- b. To advertise the Youth Council by word of mouth amongst their school peers and promote to pupils in other schools to interconnect with local schools
- c. Then arrange events once these sites have audiences. The Town Clerk advised that the Stag give free cinema tickets as prizes
- x. **Revamping HiTB** – Youth Councillors agreed that the HiTB needs revamping and offered to meet up with the Manager to make it a minimalistic venue with plants and re-arrange the contents. The Town Clerk advised that the HiTB is their venue and the Youth Council has £900 in the bank which could be used to attract other young people if it remains open and suitable for all.
- xi. **Culture/Art** – the Stag Café has a wall which is available to hire out free of charge and could be used by the Youth Council to have art events outside their schools for the local people to enjoy. Youth Councillors were keen to include young person's art in HiTB.
- xii. **Free Music lesson and Open Mic Nights** – Youth Councillors offered to promote the forthcoming event on 14th December 2018 and add to the social media sites soonest. Wagamama provide Free tasters at these events.
- xiii. **Book Club** – the HiTB cabinet was suggested as a "Swap Book", for young people to donate books they have read to build up a book club.
- xiv. **Chess Club** – Youth Councillor Jacob Watson, who plays for Kent and is part of the England team, would be happy to run a chess club at HiTB

b. What is the main problem for young people in the Sevenoaks area?

- i. **Art Culture** - The Youth Councillors discussed the lack of art galleries locally and aim to set up a mini gallery for school art using the Stag Wall Art and social media to promote this.
 - a. The HiTB Manager advised that there are 5 spaces to partake in a six-week art project.
 - b. Youth Cllr suggested a mural could be painted on a HiTB wall.

c. If money was no problem, what facilities would you like?

Various ideas were discussed and the following agreed upon:

- i. Larger multi-screen cinema
- ii. **Bowling alley** - to have a draw factor for the town of Sevenoaks
- iii. **Cycle Paths** - The Town Clerk advised that in the forward planning for the Norther Area of Sevenoaks, the local youth had been consulted and cycle paths from the Bat & Ball Station to Dunton Green and around the Leisure Lake [deriving from the quarry] will be implemented and the Town Council is currently looking at how to set up electric bikes for hire.
- iv. **Traffic**
 - a. There is no Motorway Turn off to Sevenoaks. Local village roads are not suitable or wide enough for large lorries
 - b. Buses to school are over crowded
 - c. Benches should be placed at all bus stops for the elderly
 - d. One-way system with London Road and High Street
 - e. Pedestrianised Zones in the town

The Town Clerk advised that the Youth Council have the opportunity for their voice to be heard by Town Councillors and any ideas can be discussed and Members involved.

d. What would do in the next year?

- i. Ask for the next firework display to use silent fireworks. The Committee Clerk will ask the Roundtable.
- ii. Train Youth Councillors for peer mentoring so that Youth Councillors may help at the HiTB for local youth's mental health issues. The Samaritans to be asked to assist.

e. What would you do in the next two years?

- i. Marketing – Youth Council and HiTB
- ii. Peer Mentoring
- iii. Social Media first – then events and campaigns. HiTB Manager to message all with Facebook Page.
- iv. School Assemblies
- v. Word of Mouth – peers – other schools – brownies – scouts – guides – cadets etc
- vi. Shape HiTB – cool venue to draw young people in – minimalistic style - art in HiTB – White Board Walls

14) DATE OF NEXT MEETING

To receive and note that the next meeting of Youth Council will be held in the **Council Chamber at 6pm on Wednesday 30th January 2019.**

If any Youth Councillor has items for the Agenda, please email to the Committee Clerk, ten working days in advance of the meeting to be included in the Agenda.

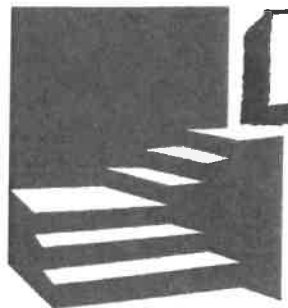
Sevenoaks Town CouncilYouth Council General Income and Expenditure:
7555/38**2018/19**

		Expenditure	Income
		£	£
Starting Balance:	01/04/2018		£969.64
Budget allocated:	500.00		£ 500.00
Open Mic Night (Late Invoice)	23/02/2018	£ 150.00	
Open Mic Night (£120 from One Stop Grant)	16/03/2018	£ 30.00	
Open Mic Night (Ukelele)	27/04/2018	£ 40.00	
Open Mic Night	18/05/2018	£ 150.00	
Open Mic Night	29/06/2018	£ 150.00	
Overspend from Kent Police Commissioner's Grant		£ 38.32	
LotV West Kent Communities			£ 100.00
Income	08/08/2018		£ 30.00
YC 5 year Domain	28/09/2018	£ 49.00	
YC Weebly 2 years	28/09/2018	£ 48.00	
Open Mic Night *	12/12/2018	£ 75.00	
Open Mic Night *	24/12/2018	£ 75.00	
Domain Name for Y.Council	28/12/2018	£ 35.12	
		£ 840.44	£1,599.64
		Available Funds	£ 759.20
		£ 759.20	

* invoice awaited for remaining charges

NOTES:

£350 from Sevenoaks School paid towards an ipad for HiTB



HOUSE IN THE Basement

Report – November and December 2018

House in the Basement [HiTB] is open on Wednesdays and Fridays from 4-8pm and Saturdays from 3-8pm. During the school holidays and half terms, we open an hour earlier for each day.

Due to staff shortages there has needed to be several closures over the past couple of months.

Staffing has now hopefully been resolved. Interviews took place in January and were successful. Simeon and Paula should both be starting in February. Simeon being the main Youth Worker and Paula on a Tuesday and Friday.

We are hoping to start a Tuesday Club for special needs again, as Paula has considerable experience in this type of Youth Work.

We managed to hold a successful Halloween party, as well as a Christmas meal (also suitable for vegetarians).

Open Mic Nights are back with Simeon and a colleague of his, working at the HiTB on the last Fridays in the month, which are scheduled for:

- 22nd February 2019
- 29th March 2019
- 26th April 2019

with free music lessons from 5:30-6:30pm, followed by the Open Mic Night from 6:30-8:30pm. Wagamama is again sponsoring free sample food.

Sevenoaks has lost Tesco, due to this we no longer receive the amount of donations we would usually receive from Fairshare. Still collecting from Waitrose.

The Manager has recently been to a few assemblies to get the word out about HiTB and been working in organisation with SAYT and the Arts Society to set up a 6-week project relating to self-beauty.

Early discussions are taking place with Youth Councillor Jacob Watson to recommence the weekly Chess Club.

A new electronic piano has been donated to the Youth Café. Grant funding is currently being sought for new Kitchen vinyl flooring and carpet.

Interest is building for taking part in the Volunteer Programme.

ENVIRONMENTAL MATTERS – AGENDA ITEM NO 5**05 (a) Anti-Litter Campaign for Sevenoaks Town**

The Town Council received a request from the local youth to help with an Anti-Litter Campaign for Sevenoaks due to the amount of rubbish seen alongside the Seal Road near the Greatness Recreation Ground, which was also recently discussed at the Open Spaces Committee.

The Mayor along with the Open Spaces Team would like to start an Anti-Litter Campaign involving local Sevenoaks Secondary Schools and invites the Youth Council to participate in this campaign.

Suggestions to date have included:

- 45 second video campaign
- Posters
- assemblies in participating schools [*Youth Cllrs within their own schools*].
- events
- app/website – depending on practicalities.

An action plan has been started, which includes the following headings:

1. Removal of recycling waste via Sevenoaks District Council
2. Removal of recycling waste via private company such as Veolia
3. New recycling litter bins
4. Anti-Litter campaign posters and logos
5. App/mobile friendly website
6. Organise clear up days at different locations around the town
7. Encourage school children to become Litter Heroes
8. Funding for projects

RECOMMENDED:

That Youth Councillors be involved in promoting a digital social media campaign amongst their youth networks, the local Sevenoaks School and Youth Group network and possibly assist in implementing a website/an App.

05 (b) Electric Cars

As part of the Youth Council's Environmental Improvements project for Sevenoaks Town, more electric charging points should be introduced in Sevenoaks to:

- a) encourage people to get electric cars.
- b) Improve the environment - a start
- c) benefit Sevenoaks economically by encouraging people to shop locally rather than at Retail Parks where they can charge their electric cars.

05 (c) Plastic – anti-plastic bag and anti-plastic straw campaign

As part of the Youth Council's Environmental Improvements within Sevenoaks Town, Youth Councillor Gabby Tan would like to run a campaign to reduce both the use of plastic bags and plastic straws within Sevenoaks Town.

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YOUTH COUNCIL CHARITY – AGENDA ITEM NO 6

Events run by Sevenoaks Youth Council throughout their term [2018-2020] could raise money for a collective local youth charity.

It is felt that this would be both fun and a chance for the Youth Council to “give back” to their local community.

RECOMMENDED:

That Youth Councillors discuss the option to choose a charity together in order to both work together collectively outside Youth Council raising funds via community engagement and benefitting a voluntary non-profit making charitable organization.

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KCC Headstart – Pay it Forward

The screenshot shows the HeadStart Kent website. At the top, the logo 'HeadStart Kent' is displayed in a pink, bubbly font with a blue horizontal bar behind it. Below the logo is an orange navigation bar with the text 'Young people', 'Parents & carers', and 'Schools & Communities'. A breadcrumb trail below the navigation bar reads 'Home > Young people > How do you cope with pressure? >'. The main heading 'Pay It Forward' is in a large, pink, bubbly font. Below this, a paragraph explains the scheme: 'Pay it Forward is a scheme run by HeadStart Kent, who are funded by the Big Lottery Fund to support young people's emotional wellbeing and resilience. The idea of paying something forward means enabling someone to do something to help someone else. HeadStart would like to give groups of young people the opportunity to make this happen.' At the bottom, there is a white box with a black border containing the text 'What is Pay it Forward?' and a small orange plus icon on the right.

HeadStart Kent

Young people Parents & carers Schools & Communities

Home > Young people > How do you cope with pressure? >

Pay It Forward

Pay it Forward is a scheme run by HeadStart Kent, who are funded by the Big Lottery Fund to support young people's emotional wellbeing and resilience. The idea of paying something forward means enabling someone to do something to help someone else. HeadStart would like to give groups of young people the opportunity to make this happen.

What is Pay it Forward? +

2019 Application Deadline Submission Dates are:

8th Feb

12th April

7th June

29th August

4th October

What is Pay it Forward?

HeadStart want to give young people (aged 10-16) the opportunity to help others, something which can also have a positive effect on their own emotional wellbeing. Their Pay it Forward project should aim to improve the emotional health and wellbeing of other people around them, whether that be where they live, at school, at a club or at another community organisation.

A useful definition of emotional wellbeing is offered by the Mental Health Foundation: 'A positive sense of wellbeing enables an individual to be able to function in society and meet the demands of everyday life.' Emotional health is about being happy, self-confident, self-aware, and resilient. People who are emotionally healthy are able to cope with life's challenges and recover from setbacks.

What is Pay it Forward?



How the fund can help



Each group of young people can apply from £250 up to £1,000. Young people need not feel they must apply for the highest amount if a smaller amount is sufficient for the project they wish to run. £1,000 is the maximum amount any one group of young people may apply for. When considering applications, young people from Speak Out @ HeadStart will decide on whether the amount asked for reflects the proposed project and may offer a grant of a smaller amount to the applicants.

You can [download the Pay it Forward poster \(PDF, 2.8 MB\)](#) to display in your setting and encourage more young people to apply.

In previous years, successful Pay it Forward projects have included a range of activities. For example, a school in Ashford used the grant to create a beautiful sensory garden which has many uses. Students, staff and visitors to the school use the garden for somewhere to relax and reflect, a place for learning about the world around us and a space where new hobbies and interests are nurtured.

A primary school in Maidstone set up a fantastic club to develop young people's resilience and emotional wellbeing. The club supported Year 6 pupils with their transition into secondary school and trained pupils to become Wellbeing Ambassadors to look out for the school community. Another organisation used their funding to produce and film a play that had been made by a group of young people about domestic abuse and shared this with others to raise awareness.

The aim of each project should be to improve the emotional health and wellbeing of young people in your community, so we are open to all ideas which fit this brief.

What is Pay it Forward?

+

How the fund can help

+

Who can apply

—

Anyone aged 10-16 living in any Kent district can apply for up to £1,000 to carry out a project in their local community (residential, school, club, etc.) to improve the emotional wellbeing of others. All applicants must be working as part of a group of a minimum of 2 young people.

A trusted adult can assist young people with the application, especially within the 'eligibility' section, but it should be completed in the words of the young people themselves.

Organisations can apply more than once for separate projects, as they are assessed individually.

What is Pay it Forward?

+

How the fund can help

+

Who can apply

+

Apply

—

It is important to explain clearly in your application how your project will benefit the emotional health and wellbeing of others in your community.

When applying for a Pay It Forward grant please include a detailed breakdown of costs, so the panel of young evaluators can see exactly what the money intends to be spent on. Screenshots of online shopping baskets and cuttings from catalogues are very useful and give the panel a good idea of what the money will be used for.

If possible, make the application as visual as possible for the panel. This helps the project come to life. The panel of young evaluators welcome evidence of research and planning such as photographs, videos, mind-maps, surveys and captions from the young people involved in the application process.

The following rounds will follow after decisions have been made on these grant applications so look out for emails and newsletter posts to make sure you're aware of further opportunities.

Apply

11.01.2019 KCC send us the application cut off dates:

The Youth Cllrs need to send in their application before the following deadlines which have very recently been revised-

8th Feb

12th April

7th June

29th August

4th October

Apply	+
After you apply	
After you apply, HeadStart Kent's Speak Out group of young evaluators will decide on the application, using a specific criteria to assess each application. They are trained to evaluate each application and will make the final decisions regarding the successful applications. You will hear back from us within two months of the deadline of that round. Each project will need to provide dates as to when HeadStart Kent Young evaluators or members of the HeadStart project team can visit to evaluate the project. If you are holding an event as part of your project we would wish to be invited so that we can celebrate with the young people. We will want to speak with the young people leading the project as well as some of beneficiaries of the work. The successful projects will be contacted by HeadStart Kent to arrange this.	
Contact us	+

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Chapter 4: Heritage Activities

Progress Report: 2nd January 2019

Note: HLF Permission to Start Date = 15th February 2018 For more detailed information compare to complete HLF Activity Plan

	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, 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	September 2018 Delivery Spring/summer term 2019	Draft lesson plans (KS1 & 2) completed Sourcing ideas for activities Letters sent out to local schools Follow up phone calls January Re-sent via email
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	September 2018 Delivery Spring/Summer term 2019	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. Letters sent out to local schools Follow up phone calls January Re-sent via email
1.3	History Project Students or local youth group asked to write a story or develop a film	Primary Schools KS3 Youth groups	Benefit of linking art, drama and performing art work to a local heritage facility.	Provide information talks to teachers.	£0 £1,000	Number of schools engaged.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits.	HEO	September 2018 Contact Delivery Spring/	Meeting with Sevenoaks School outreach staff Letters sent to: Knole Academy Weald of Kent Trinity

	(for website) about the railway.	2 per year		Budget for presentation of project.			Inability to source expertise to assist with project.		Summer term 2019	Possibly schools to work on a collaborative history project Project possibly to be run by Sevenoaks Youth Theatre. TBC? Follow up/ contact schools in January 2019
1.4.	Apprenticeships within the building contractor and professional services.	Apprentices	Enabling 3 apprentices to learn from professional in a relevant working environment.	Engagement with apprentices to be included within contractor's specification.	£0	Number of apprentices engaged.	Lack of interested apprentices. Contractor ability to arrange events.	Town Clerk	August 2018	The contractor has been made aware of this requirement. The Town Council is liaising with FM Conway. 2 apprentices (1x roofing and 1x carpentry) appointed during August
	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.	NEET Young People	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.	Partnership with FM Conway. STC to provide premises.	£0	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 construction industry.	Reliance on FM Conway to provide resources.			Conway will bring a group of NEET's to the Station as part of a whole day visit to Sevenoaks are/business. Date TBC
1.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training.	£1,000 (£500 each)	Number completing Customer Service Training.		Town Clerk		

[illegible]

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	August and October 2018 16 th August 12-4pm 29 th August 10am-2pm 25 th October 10am-2pm Community Centre Gave out flyers/ information Talked to attendees about the station project
2.4	Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and informational 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	August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September
2.5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building restoration project – completion	General public volunteers	To enable public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project. To see the progress first hand. 2 events	Heritage Explainers Pop up Banners x 3 Leaflets	£0	Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Lack of public interested.	Assist. Town Clerk	Wednesday 6 th September 11am Wednesday 31 st October 11am

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 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	July 2018	3x A1 sets printed for use on mobile boards at local venues: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre Flyers are available for public to take at each venue Receiving feedback flyers in post
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 - 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	£1,000	Number of volunteer researchers involved. Number of volunteering hours. Quantity and quality of research achieved. Future use of research. Feedback from those involved.	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	Staff Volunteers General public	Volunteers will benefit through the act of volunteering and the new roles created.	Recruitment Person Specification/ Job Description	£500	Number of applicants. Number of volunteers recruited.	Number of interested applicants. H&S relating to volunteers.	HEO.	January 2019	Job role/description has been posted on the volunteer section of the new website for people to apply. Start to recruit HE's from current volunteer pool and from attendees of future events.

	volunteers willing to be 'Heritage Explainers' to provide talks and information at public events.		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.	Support by Heritage Engagement Officer Corporate Clothing / identification badges. Demonstrate appreciation – café discount, invitation to mayoral / civic events.	£800	Number of volunteers undertaking training. Number of volunteer hours. Turnover of volunteers. Feedback from volunteers. Feedback from public from events.	Ensuring consistent level of representation.			2019 Details of HE role emailed to: Volunteer agencies (Imago) National Trust Via historical societies Via posters up in appropriate venues (Libraries) Information will be available at Open Days (19 th January and 16 th February)
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	April 2018 Ongoing	Sevenoaks Camera club attended commencement of work event. Derek Medhurst overseeing the weekly photographic timeline. Specification for website to include enabling pictorial record to be included. Refurbishment images all added onto website SCC to record any further changes at the station and attend events during 2019 SCC to do a talk and (possible) exhibition as part of the Sevenoaks Summer Festival.
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	Experienced youth outreach professional.	£3,000	Number of readings or productions created. Number of young people involved. Number of audiences.	Reliance on one outside organisation to deliver project.	HEO	2019	Sevenoaks Youth Theatre researching and working on project. Meeting with SYT December 2018 Awaiting confirmation for delivering this project Dates for workshop/screening – April ?

		station and station building via the arts.			Feedback.				
2.1.1	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.	HFO Assist Town Clerk	February 2018 August 2018 Website specification produced Website completed and live (some still under construction) Website now appears on first page of Google search Work on adding content and images continues Add content for Café, Hiring facilities, events etc
2.1.2	Information Leaflets	General Public	The production of an information leaflet / postcard to be made generally available. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Production of copy, images and information for postcard.	£100 £600	Feedback from leaflet.		Town Clerk & HFO	Month 1 February 2018 Printed July 2018 3,000 Printed Distributed at: B & B related events STC events Sevenoaks library Mainline station Community centre Feedback insert to be completed and returned to HFO Hand out flyers/Collect feedback Talk to public about B&B project 29 th August – Sainsburys (Byron Brown) 27 th September 8.45am – Sevenoaks Station 18 th October 9.30am – Sevenoaks Library X50 sent to 5 local steam railways to distribute to staff/volunteers and public
2.1.3	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	Production of 4 x A2 Interpretation Boards to be used outside the site and other locations	£320 £2,400	Installation of temporary boards Installation of permanent Interpretation boards		Assist. Town Clerk	Month 1 February 2018 Installed Full set (x5 boards) positioned on station hoardings, road side. A further larger set positioned platform side. 3x A1 sets printed on mobile boards at local venues:

			heritage and significance of the station and station building and restoration project.	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.		Feedback			July 2018 Jan 2019	Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre Look at size and design January 2019 Discuss content
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 Feedback and evaluation Via on line or printed surveys.		HEO STP Admini strator	Deferred to September 2019	Apply by August 2019 Event dates set for 8 th and 14 th September
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 Admini strator	Festivals x2 Mid-May and/or October 2019	Promote on Museums at Night website 'Harry Potter' themed event in October half term – 24 th October
2.16	Recreation of Historical Royal Visits	Staff, volunteers,			£3,000	Number of people attending.	Terrorism, H&S for large public event. Death of senior member of royal family.	HEO Town Clerk	Steam train (soft launch) November 2018 Royal visit	Liaising with Lord Lieutenant office. Formal notification due in May 2018.

	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 the route to a visit to Knole.	general public and community organisations	To ensure that people are aware of the opening date and what to expect.	Marketing plan for guidance.	£2,000 £3,000 £1,000	Press Coverage.		Mayor Secretary HEO	2019	It is now planned that a Senior Royal visit will coincide with the completion of the HLF Knole House Project in 2019 (date TBC) Jane Churchill (independent artist) To create a large 'sculpture' of Queen Victoria's dress made from used Lottery Tickets. Community art workshop booked for 21 st February at the station to create 'Queen Victoria's dress'. Will be unveiled at Royal visit.
2.17	Time Capsule	General public	To include: - HLF Leaflet - STC Annual Report - Sevenoaks Chronicle - Northern Masterplan					Town Clerk HEO	September 2018	To be buried under floorboards of station. Time capsule ceremony 6 th September 10.30am
2.18	Preview Event	Councillors FOBB Staff volunteers						Town Clerk HEO Café Manager	Tuesday 27 th November	Michael Portillo to attend Preview of building Official ribbon cutting Sussex Belle Steam Train passes through station Refreshments/entertainment
2.19	Community Open Days	Local community Businesses Families	To learn about the restoration project. To find out what will be available at the station when open (café, hire facilities)	Craft resources Refreshments	£50	Feedback forms	Lack of interest from the public No staff or volunteers available	Town Clerk HEO	January 2019	Open Days at the station Saturday 19 th January 10am – 12pm Saturday 16 th or 23 rd February 10am – 12pm
2.20	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	Promoting local villages, tourism facilities thus growing the visitor economy					Town Clerk		Talk and networking at FOBB AGM on 19 th December 2018

3	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Respo	Predicted Start Date	
3.1	Cafe Provision of café to provide venue for social interaction and sustainable income.	Volunteers Commuters General Public	Refreshments whilst waiting for train and nearby residents and local businesses. New social meeting place.	Contract Management. Liaison with EHO Dept. Recruitment Project management to ensure operate as per Business Plan. Marketing Plan.	% of total cost.	Registration by EHO Dept. Employment of qualifies staff. Award of 'Score on the Door' Attendance numbers. Sales & profit Operating as per Business Plan. Number of tickets deposited.	Town Clerk Town Clerk Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager	January 2019	Intention to have operational for February 2019
3.2	Sale of Kent produce Within the café to enable local producers to advertise and sell products.	Local producers General Public	Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people.	Marketing plan. Ordering system	£0	Number of producers stock in place. Number of repeat orders.	Town Clerk & Café manager	December 2018	In line with café for February 2019 Members of Produced in Kent from November

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	December 2018	In line with café for February 2019
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	December 2018	In line with café for February 2019
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 projector screen. Fixtures and fittings.	£7,500	Number of hires and events Completed installation. Feedback from users. Feedback from users.	Town Clerk Hall Admini strator Town Clerk Assist Town Clerk Town Clerk	January 2018	February 2019 Initial enquiries for bookings being received. 1 event booked for December 2018
3.6	Appointment of Heritage Engagement Officer		People to benefit from having a dedicated offer	Town Council Website	£500	Somerset's Town Council	STC Central	April 2019 April 2019	Initial Enquiries for next term 2019

	To develop the formal and informal activities within the Activity Path	Apprentices & qualified career	To develop and deliver activities and set up community consultation and feedback	On line recruitment sites	£40,550	Regulation Policy 2 Procedure		Support is to follow request, meet, print and place the	
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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
		corporate clothing	800	E
9	Picture / video record restoration	photography & video production	2,000	E
10	Railway Children Art Lesson	youth outreach professional	3,000	YP
11	Technology Record	Website	5,000	E
12	information leaflets	Artist	100	E
		printing	600	E
13	Interpretation Boards	Temporary x 4	320	E

14	Heritage Open Days	Permanent x 4	2,400	E
16	Recreation of Royal Visit	limited resource budget	0	E
		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	

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