



Sevenoaks Town Partnership Friends of Bat & Ball Station

To be held at The Town Council Offices, Bradbourne Vale Road, Sevenoaks

6.30 pm : Tuesday 10th July 2018

AGENDA

1. Apologies for absence

2. Minutes of previous meeting held on 17th April 2018 (copy attached)

3. Station matters

To discuss any station matters

4. Station Building Refurbishment

To receive a project update.

5. Activity Plan and Volunteers

To discuss the attached activity plan and volunteer involvement and roles (copy attached)



Sevenoaks Town Partnership

Minutes of the Friends of Bat & Ball Station held at the Town Council Chamber At 6.30 p.m. on 17th April 2018

Present:

Cllr Paul Towell, Chairman	Sevenoaks Town Council	Apologies
Cllr Tony Clayton, Vice Chairman	Sevenoaks Town Council	Present
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Cllr Marilyn Canet	Sevenoaks Town Council	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Cllr Roderick Hogarth	Sevenoaks Town Council	Present
Cllr Rachel Parry	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Dr Geoff Brown	Local Resident	Present
Cllr Elizabeth Purves	Local Resident	Apologies
Derek Medhurst	Sevenoaks Camera Club	Present
Roger Johnson	Sevenoaks Rail Travellers Assoc.	Apologies
Byron Brown	Bradbourne Residents Assoc.	Present
Steve Armstrong	Local Resident	Present
Gill Patterson	Local Resident	Present
Alistair Boobyer	Local Resident	Present
Stephanie Harrison	Sevenoaks Community Website	Present
Bonnie Tarling, Committee Clerk	Sevenoaks Town Council	Apologies

1. Apologies for Absence

As noted above.

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

The Minutes were received and agreed as a true record.

3. Station Matters

Concerns continued to be expressed regarding changes to train timetables, new poor connections and 'skipping' of stations. It was noted that Eynsford was particularly impacted by these changes.

A productive meeting had recently been held with the Darent Valley Group regarding a proposal to establish a Community Rail Partnership which would be complimentary to the Groups plans. It was agreed that Sevenoaks District Council would arrange a further meeting with interested parties and consideration to branding the proposal the Samuel Palmer Line.

4. Refurbishment Project

The railway permissions for work to begin were still being finalised. Extensive research was being undertaken regarding the drains services for the building.



Planning Permission and Permitted Development Rights for the new opening and ramp access were due to be submitted imminently.

5. Activity Plan & Volunteers

The Activity Plan was discussed noting the additional points:

i) Information Boards

The following had been completed, these would be proof read by Cllr Rachel Parry and asked for facts to be validated by Roger Johnson and Edwin Thompson.

- History of the Station – Timeline
- HLF Restoration Project
- Thomas Crampton

Further information (bullet points) was needed for the Social History information board and assistance would be sought from David Killingray and Cllr Elizabeth Purves's book. Gill Patterson requested that the Watercress industry be mentioned.

ii) Heritage Engagement Officer

It was noted that a Heritage Engagement Officer had been recruited and employment contracts etc were being completed.

iii) Website

The specification for the website had previously been circulated to the Friends. It was currently being created and was hoped that information would be able to be uploaded in the near future.

iv) Opening Event

Steve Armstrong stated that he was currently working on the refurbishment of Rolling Chassis Engine and this could be made available for a couple of days to coincide with the opening of the stations. It would be kept on a low loader on the Community Centre side of the station.

Byron Brown also mentioned that he contacts to potentially borrow an engine.

Details of transport requirements and related costs would be brought forward to the next meeting.

v) Memorabilia

It was noted that the following memorabilia had been obtained since the previous meeting:



- Station Clock from Dartford
- Station Clock from Ashford
- Train Whistle

Funding towards the purchases had been provided from the Railway Heritage Trust.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Chapter 4: Heritage Activities

Note: HLF Permission to Start Date = 15th February 2018

For more detailed information compare to complete HLF Activity Plan

Progress Report: 1st July 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	Draft lesson plans (KS1 & 2) completed Sourcing ideas for activities
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	Contact made with Sevenoaks School outreach staff with potential to start a project in September/Autumn Term

	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.		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 the 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	Lack of interest of public. Unable to source speakers.	HEO	Months 3, 6 and 8 April, July and October 2018	First talk completed on 1 st March 2018 Second talk completed on 12 th June 2018 3 rd talk booked for 23 rd October – Mike Pease, Crampton Locomotive Trust
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.	Reliance on contractor to organise.	Town Clerk	Month 3 and 6 April and July 2018	Contractor advised of this requirement. Site manager will give us dates (asap) when plasterwork and other restoration work is planned to take place.

	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	Researching ideas - 3D train/ suitcase Printed bunting Provisional dates 2 events during school summer holidays.
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	Oral History trainer sourced (Rib Davies) Training session for staff/volunteers (up to 12 people) Suggested date 2 nd August
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 Building 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.

2.9	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	Sevenoaks Camera club attended commencement of work event. Derek Madhurst overseeing the weekly photographic timeline. 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	Website specification produced Some sections of website completed some still under construction
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	3,000 Printed

	producers to advertise and sell products.		Help to sustain local economy. Healthy food options for local people.	Ordering system		Number of repeat orders.		manag er		
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 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	Linda Redden in post from 21.5.18	

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 promotional flyer	1,500 500	E P&P
2	restoration talks	within contract	0	PF
3	children arts & crafts workshop	art prof. x 2 events	1,600	PF
		Mat. x 2 events	1,000	E
4	Reminiscence workshops	recording equipment	150	E
5	Hard Hat Days	hard Hats	0	E
6	Temporary Exhibition	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

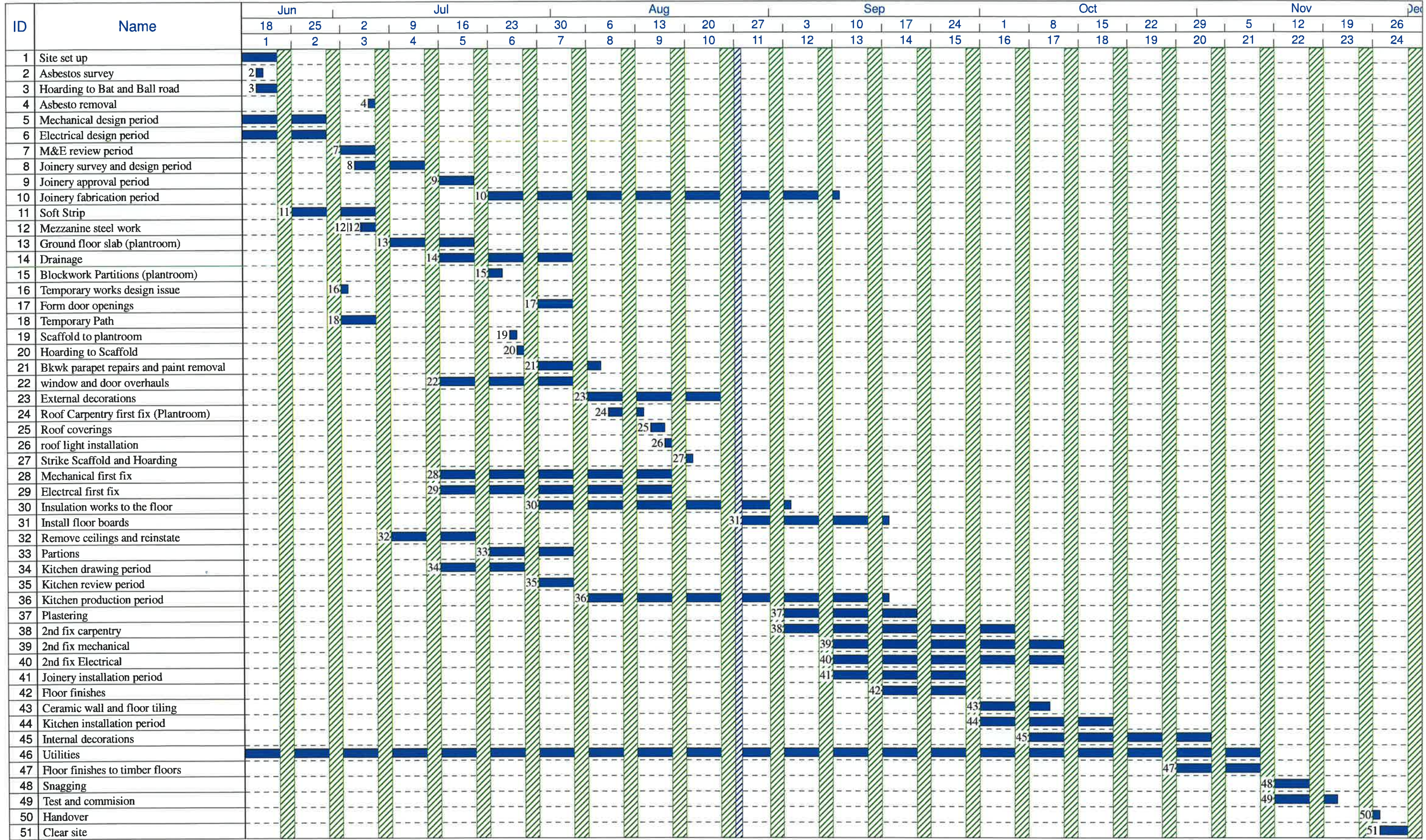
Public Amenities / Activities				
1	Café	main contract	0	C
2	Sale of Kent produce	main contract	0	E
3	Information	branding	2,000	P&P
		infopod	800	E
		information screen	3,000	E
		printed literature	1,000	E
4	Public toilets	main contract	0	C
5	Access from Platform 1	access onto station	n/a	C
6	public 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

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 and Ball Station



F12 (0300)

Construction Programme

LENGARD LIMITED
Cambridge House, Cambridge Road, Harlow, Essex, CM20 2EQ
Telephone: 01992 781000 Fax: 01992 781001
Prog. No: Const'n

Rev. -

Date

26/06/18

By: RY

