



Sevenoaks Town Partnership Friends of Bat & Ball Station

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

6.30 pm : Tuesday 14th August 2018

AGENDA

1. Apologies for absence

2. Minutes of previous meeting held on 10th July 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 dated 1st August 2018 and volunteer involvement and roles (copy attached)

6. Dates of Events and Activities

To note the following:

Wednesday 15th August Bat & Ball Restoration Talk 11-12 at Bat & Ball Station

Thursday 16th August – Free family arts and crafts workshops 12-4 at Sevenoaks Community Centre

Wednesday 29th August – Free family arts and crafts workshops 10-2 at Sevenoaks Community Centre



Sevenoaks Town Partnership

Minutes of the Friends of Bat & Ball Station held at the Town Council Chamber At 6.30 p.m. on 10th July 2018

Present:

Cllr Paul Towell, Chairman	Sevenoaks Town Council	Present
Cllr Tony Clayton, Vice Chairman	Sevenoaks Town Council	Apolgies
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Cllr Marilyn Canet	Sevenoaks Town Council	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Cllr Rachel Parry	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Roger Johnson	Sevenoaks Rail Travellers Assoc.	Present
Byron Brown	Bradbourne Residents Assoc.	Present
Bonnie Tarling, Committee Clerk	Sevenoaks Town Council	Present
Linda Redden	Heritage Engagement Officer	Present

The Chairman welcomed the new Heritage Engagement Officer, Linda Redden to the meeting.

1. Apologies for Absence

Apologies received from Derek Medhurst, Gillian Paterson, Alastair Boobyer and David Killingray.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 17th April 2018

The Minutes were received and agreed as a true record.

3. Station Matters

It was noted that there had been a lot of public concern regarding the new temporary timetable with trains cancelled and delayed. There was also a concern regarding the replacement bus service that was in place with often very little announcements as to when the buses would be arriving.

It was requested that Friends of Bat & Ball Station write a letter to Govia Thameslink & Southeastern with the committee's concerns regarding the new timetable.

4. Refurbishment Project

An update was received from the Town Clerk. Work started at the station on 18th June, would run for 24 weeks and was currently on schedule. A copy of the schedule was distributed.



5. Activity Plan & Volunteers

The Heritage Engagement Officer talked through the Activity Plan and the additional points were noted:

- i) Website
The website was currently 70% finished with the hope to go live to the public at the end of July. An example of the website was shown to the committee and a link would be sent shortly with feedback requested.
- ii) History Talk about Thomas Crampton
This event would take place on 23rd October, 7pm at the Town Council Chamber. Further details and a poster would be issued shortly.
- iii) Arts and Craft events
Several events would be taking place over the summer with dates and further details to be issued shortly.
- iv) Oral History Talks Training
It was noted that a training day for volunteers wishing to take part in the interviews for Oral History talks would take place on 2nd August 10am till 4.30pm at the Town Council Chamber

Anyone wishing to volunteer for any upcoming activities should contact Linda Redden on 01732 459 953 or email heo@sevenoakstown.gov.uk

A suggestion had been received regarding changing the access to the station (picture was circulated of proposed plan). It was noted that this suggestion would not be possible due to the bike racks, storage bins and litter bins being placed behind the fence to the left of the entrance to the station platform.

6. Future meeting dates

It was noted that the following meeting dates had been confirmed:

Tuesday 14th August
Tuesday 11th September
Tuesday 16th October

There being no further business the Chairman closed the meeting at 7.21pm



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 August 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, 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	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	September 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	September 2018	Contact made with Sevenoaks School outreach staff with potential to start a project in September/Autumn Term

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			
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	March June October 2018	First talk completed on 1 st March 2018 Attendance 60 Second talk completed on 12 th June 2018 Attendance 45 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.	Town Clerk	August November 2018	Contractor advised of this requirement. Wednesday 15 th August, 11am Brick Restoration talk and demonstration Poster circulated Places limited Booking required	

	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	August and October 2018	16 th August 12-4pm 29 th August 10am-2pm 3D train and suitcase Printed 'luggage label' bunting Write a postcard Various activities Jane Churchill (independent artist) Creating plan for possible community art project
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	August 2018	Oral History trainer Rib Davies Training session for staff/volunteers (up to 12 people) August workshop cancelled due to low numbers of attendees. Rebooked for Wednesday 5 th September 9am-3.30pm
2.5	Hard Hat Days	General public volunteers	To enable public to learn about the heritage and significance of the Bat &	Heritage Explainers	£0	Number of events held.	Lack of public interested.		August September	First date: Wednesday 6 th September 11am

	Talks from Heritage Explainers. Pop up banners depicting history of station and station building – restoration project – completion.		Ball Station and Station 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	October 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	3x A1 sets printed for use on mobile boards at local venues: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre Feedback will be gained from talking to public about the project at these venues September/October
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	Future use of research. Feedback from those involved.	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.	H.E.O.	Month 3 April 2018	Job role/description will be posted on the volunteer section of the new website for people to apply.
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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 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. Images will be posted on the new website when it goes live
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 Website goes live 6.8.18 ?
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 Distributed at: B & B related events STC events

3	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation		Respo	Predicted Start Date	
3.1	Café 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.	Unable to recruit staff. Sign off by EHO. Customer numbers and spend per head.	Town Clerk Town Clerk Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager	Month 12 January 2019	Intention to have operational for October 2018
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.	Marketing plan. Ordering system	£0	Number of producers stock in place. Number of repeat orders.	Lack of interest from local suppliers.	Town Clerk & Café manager	Month 6. July 2018	In line with café for October 2018 Arranging membership of Produced in Kent (PINK)

			Healthy food options for local people.									
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 projector screen.	£7,500	Number of hires and events Completed installation. Feedback from users. Feedback from users.	Town Clerk Hall Administrator Town Clerk Assist Town Clerk	Month 6 July 2018	In line with café for October 2018 Initial enquiries for bookings being received. 1 event booked for December 2018			

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	Fixtures and fittings.	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
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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 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
		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
		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

