



Sevenoaks Town Partnership Friends of Bat & Ball Station

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

6.30 pm : Tuesday 11th September 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 and volunteer involvement and roles (copy attached)

6. Community Rail Partnership

To discuss plans for a Community Rail Partnership



Sevenoaks Town Partnership

Minutes of the Friends of Bat & Ball Station held at the Town Council Chamber At 6.30 p.m. on 14th August 2018

Present:

Cllr Paul Towell, Chairman	Sevenoaks Town Council	Present
Cllr Tony Clayton, Vice Chairman	Sevenoaks Town Council	Present
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Derek Medhurst	Sevenoaks Camera Club	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Cllr Rachel Parry	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Glenn Ball	Architect	Present
Byron Brown	Bradbourne Residents Assoc.	Present
Bonnie Tarling, Committee Clerk	Sevenoaks Town Council	Present
Linda Redden	Heritage Engagement Officer	Present
Gillian Paterson	Local Resident	Present
Alastair Boobyer	Local Resident	Present
Roger Walshe	Sevenoaks Society	Present

1. Apologies for Absence

Apologies received from David Killingray, Cllr Elizabeth Purves, Cllr Simon Raikes, Cllr Merilyn Canet & Cllr Pam Walshe.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 10th July 2018

The Minutes were received and agreed as a true record. It was noted that the letter had not been written to Govia Thameslink regarding concerns over the timetable. This would be done shortly.

A suggestion had been received regarding changing the access to the station (picture attached). 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. Concerns over the current garden area being badly lit were discussed and it was noted that the entire building would have more lights on the outside.



3. Station Matters

It was requested that any antisocial behaviour at the station be reported to 101 and also to the Town Council.

The recent drug problem at the station had improved due to coordination of more police patrols and a presence of site contractors. It was noted that there continued to be antisocial behaviour issues in Chatham Hill Road.

The station car park pay machine had now changed to card payments made by telephone only. This would need to be taken into account when the building is open for bookings and ensure that hirers are aware that they can not pay for a ticket at the station car park by cash.

4. Refurbishment Project

An update was received from the Town Clerk. Although the project start date had been pushed back due to various Network Rail issues the work was now ahead of target with the completion taking 24 weeks from start to finish.

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 90% finished with the hope to go live to the public shortly. A link to the website would be sent to the Friends of Bat & Ball Group shortly for feedback. Staff at the Council had already given feedback regarding the website.
- 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
To note the following dates:

Thursday 16th August 12-4 at the Sevenoaks Community Centre
Wednesday 29th August 10-2 at the Sevenoaks Community Centre
- 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 had changed to 5th September 9am till 3.30pm



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

It was suggested that a future Arts and Craft project incorporate children designing a Station Crest.

It was suggested that once the website went live to the public that Wikipedia be updated with a link included.

It was noted that the opening event for the station would take place in January 2019 and a further event was being planned for a Senior Royal to visit would take place in conjunction with Knole completion of its HLF project during early 2019. Further information about these events would be brought to a future meeting.

6. Future meeting dates

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

Tuesday 11th September
Tuesday 16th October

There being no further business the Chairman closed the meeting at 7.22pm

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 September 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 Sending out information about the workshops Contacting local schools – end September
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. Sending out information about the workshops Contacting local schools – end September
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. Follow up 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. Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk			
2	Informal Learning									
	Activity Description.	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Resp.	Predicted Start Date		
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	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 20 attendees Wood Restoration talk Wednesday 12 th September 2-3pm	

	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 Community Centre Total attendees 49 (11 families) Gave out flyers/ information Talked to attendees about the station project Another event booked for October half term 25 th October, 10am-2pm Community Centre Jane Churchill (independent artist) To possibly curate a 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	August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September 9.30am-4.0pm

2.5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and building – restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bat & Ball Station 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	August September October 2018	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	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 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	volunteers	£1,000	Number of volunteer researchers involved. Number of volunteering hours.	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	- 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.	Recruitment Person Specification/ Job Description Support by Heritage Engagement Officer Corporate Clothing / identification badges. Demonstrate appreciation – café discount, invitation to mayoral / civic events.	£500	Quantity and quality of research achieved. 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.	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	Feedback from public from events. 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. Ongoing New images will be posted on website
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 is now live

2.12	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 & HEO	Month 1 February 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 HEO Hand out flyers Collect feedback Talk to public about B&B project 29th August – Sainsburys (Byron Brown) 27th September 10am – Sevenoaks Station 4th October 10am – Sevenoaks Library
2.13	Interpretation Boards	General Public	To publically make available some of the research gained from other projects within the Activity Plan. To enable the general public to learn about the heritage and significance of the station and station building and restoration project.	Production of 4 x A2 Interpretation Boards to be used outside the site and other locations during the restoration project. Showing plans etc. Production of 4 more robust and permanent Interpretation Boards for use after the completion of the project. 2 inside the	£320 £2,400	Installation of temporary boards Installation of permanent Interpretation boards Feedback	Assist. Town Clerk	Month 1 February 2018 Month 6 July 2018	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: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre

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. Views on website and engagement by social media.	HEO STP Administrator	Deferred to September 2019	Apply by August 2019
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	Being able to fit in with national programme. Attendance at events.	HEO STP Administrator	Month 12 February 2019	
2.16	Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in	Staff, volunteers, general public and community organisations	To ensure that people are aware of the opening date and what to expect. To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole. Royal visitor to unveil 3 plaques to commemorate each of the royal visits.	Marketing plan for guidance. HLF Guidance. Lord Lieutenant office guidance.	£3,000 £2,000 £3,000 £1,000	Terrorism, H&S for large public event. Death of senior member of royal family. Number of people attending. Press Coverage.	Town Clerk Mayor Secretary HEO	Month 8 September 2018 Potentially put back to 23 rd November 2018 to commemorate date of Queen Victoria visit.	Liaising with Lord Lieutenant office. Formal notification due in May 2018. It is now planned that a Senior Royal visit will coincide with the completion of the HLF Knole House Project in 2019 (date TBC) An 'Opening Event' will be arranged in January 2019

	by lottery. Weekly free draw.								RFO, Café Manager		
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.	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 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	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	General public	To provide two public rooms for hire and to hold activities as	Architectural design		Number of hires and events		Town Clerk	Month 6 July 2018	In line with café for October 2018	

	community use	Voluntary groups School children	Identified in the Activity Plan.	Construction project Installation of AV. Hearing loop, Drop down screen, projector, and projector screen. Fixtures and fittings.	£7,500	Completed installation. Feedback from users. Feedback from users.		Hall Administrator Town Clerk Assistant Town Clerk Town Clerk		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	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
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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
		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 78 week contract @ 20 hrs p.w.	500	R
			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

