



Sevenoaks Town Partnership Friends of Bat & Ball Station meeting

To be held at Bat & Ball Station Building

6.30 pm : Wednesday 12th June 2019

AGENDA

- 1. Chairman**
- 2. Election of Vice Chairman**
- 3. Apologies for absence**
- 4. Minutes of previous meeting held on 27th March 2019 (copy attached)**
- 5. Chairman role**
- 6. Station Matters**
- 7. Activity Plan Update**
To receive an update regarding the Activity Plan (report attached)
- 8. Victorian Garden Plans**
To receive a report regarding planting ideas for the Station (report attached)

9. Passenger Benefit Fund

To receive a report regarding the Passenger Benefit Fund (report attached)

10. Community Rail Partnership – Samuel Palmer Line

To receive an updated regarding the Community Rail Partnership

11. Access to Platform 1

To receive an update regarding access to platform 1 from Community Centre.



Sevenoaks Town Partnership

Minutes of the Meeting of Friends of Bat & Ball Station held at the Bat & Ball Station Building At 6.30 p.m. on 27th March 2019

Present:

Cllr Paul Towell, Chairman	Sevenoaks Town Council	Present
Cllr Tony Clayton	Sevenoaks Town Council	Present
Linda Larter, Town Clerk	Sevenoaks Town Council	Present
Derek Medhurst	Sevenoaks Camera Club	Present
Cllr Rachel Parry, Vice Chairman	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Bonnie Tarling, Committee Clerk	Sevenoaks Town Council	Present
Linda Redden	Heritage Engagement Officer	Present
Gillian Paterson	Greatness Resident Association/Station User	Present
Alastair Boobyer	Local Resident	Present
Cllr Marilyn Canet	Sevenoaks Town Council	Present
Roger Johnson	Sevenoaks Rail Travellers Association	Present
Byron Brown	Bradbourne Resident Association	Present
Glenn Ball	Local Architect	Present
Cllr Margaret Crabtree	Kent County Council	Present

1. Apologies for Absence

Apologies received from Cllr Stephen Arnold and Geoff Brown.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 19th December 2018

The Minutes were received and agreed as a true record.

3. Station Matters and Activity Plan

RIBA Competition information:

Theis + Khan is pleased to announce that the Bat & Ball Station building has been shortlisted for the RIBA South East Regional Awards 2019.

Bat & Ball Station restoration and refurbishment project was commissioned by Sevenoaks Town Council (STC) after being given the building on a 25 year lease for a 'peppercorn' rent. The building was first opened in 1862 as the main station for Sevenoaks and although de-staffed and boarded up since 1992 the Thameslink line continued to run to London. STC saw the opportunity to link another of their projects the Bat & Ball community centre on the other side of the railway line (an RIBA



competition won by Theis + Khan in 2015) to the station, giving the public full accessibility to the London bound platform for the first time. Bat & Ball station and the community centre are the start of STC's ambitious master plan to regenerate Northern Sevenoaks.

Theis + Khan's brief was to retain the original station character and refurbish the building to provide a café, community rooms, and internal, external and accessible WCs, to contemporary standards. The station building was of significantly historical interest to be awarded a Heritage Lottery Fund grant of £755k towards the £950k budget. The project started in July 2017, went on site in March 2018 and completed in February 2019.

The existing building retained original features that provide a strong and distinctive basis for the new design. These include elaborate architrave panels over the doors, ticket windows and counters. A careful judgment was made to balance a sense of historic enhancement with contemporary design so lighting, radiators and sanitary fittings are carefully chosen to compliment the original Victorian style of the station. Timber panelling around the walls, echoes the original and gives a sense of scale to the lofty rooms. Mechanical and electrical services have all been updated to contemporary standards. The town council and local community have been fully engaged in the project throughout, led by Town Clerk Linda Larter.

The Mayor of Sevenoaks, Councillor Hogarth says:

'I'm very pleased for everyone involved in this project that it has been shortlisted by RIBA. Now the station has opened it has quickly become a valuable resource for the community. The original design has been delivered, which is not always easy to do with renovations and the feedback from the public has been very positive

A copy of the Activity Plan was received and an update was provided by the Heritage Engagement Officer.

Camera Club Exhibition at the Bat & Ball Station building 29th-30th June 10am till 4pm.
Talk 2nd July 7pm at the Station Building.

Heritage Talk by David Killingray – 19th June 7pm

It was noted that a model of Bat & Ball Station was being created and would be based on how the station and surrounding area looked during the 1950s.

There was some building work to the roof and drains currently taking place by Southeastern and these works should be completed shortly.



It was hoped to create a Victorian style garden at the station. Members were asked to contact the Town Clerk if they were interested in designing and planting the garden.

Network Rail would be carrying out litter picking along the railway line starting on 3rd April.

Work on the outside toilets would be completed shortly.

The Town Council would be approaching Southeastern to request that parking in the station car park could be free for the first hour.

4. Sevenoaks District Council Environmental Visual Audit

The report was received and the actions carried out by Sevenoaks Town Council noted.

5. Outcome Map & Measurement Framework by Envoy Partnership

A copy of the framework report was received and noted. A current draft of the final report was being drawn up with a copy available at the next meeting. It was noted that more volunteer feedback was needed in order for this to be incorporated into the report.

6. Community Rail Partnership – Samuel Palmer Line

An update was received from the Town Clerk. The Town Clerk & Emma West at Sevenoaks District Council were currently working on the Business Plan. Meetings were taking place with different funders and interested parties. A copy of the Business Plan would be brought to a future meeting.

7. Access to Platform 1

A copy of the Architect drawings were distributed. Currently permissions were being sought from nine different Rail Planning Authorities. Currently an issue with Govia Thameslink was holding up the plans, it was hoped the issues would be resolved shortly. Work on the ramp was hoped to start on 8th April and last for six weeks.



8. Station Adoption – Sevenoaks Mainline Station

As part of the Community Rail Partnership the Friends of Bat & Ball Station have to “adopt” Sevenoaks Mainline Station. This involves health and safety training which will take place on Friday 5th April 1.30pm. Any members wishing to take part in the training were asked to contact the Committee Clerk.

There being no further business the Chairman closed the meeting at 7.45pm

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 June 2019

	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 Granville School visit – 18.3.19 – 2 classes (50 students/teachers) St Thomas School (2 classes) visiting 13th June Sevenoaks Primary school (6 classes) visiting 4th July 8th July 11th July
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. St Thomas School (2 classes) visiting 13th June Sevenoaks Primary school (6 classes) visiting 4th July 8th July 11th July Volunteers to bring model steam engine and demonstrate how steam works to power engines.
1.3	History Project Students or local youth group asked to	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 Delivery	Stag Youth Theatre Initial meeting/vw.shop B & B Station 9/4/19 Workshops at local secondary schools

	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.		Spring/ Summer term 2019	
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 construction industry.	Lack of interested apprentices. Contractor ability to arrange events. Reliance on FM Conway to provide resources.	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 Conway will bring a group of NEET's to the Station as part of a whole day visit to Sevenoaks are/business. 1st-5th July
1.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer	£1,000 (£500 each)	Number completing Customer Service Training.		Town Clerk		First aid training for volunteers Date TBC

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	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 Jane Churchill (independent artist) To create a large 'sculpture' of Queen Victoria's dress made from used Lottery Tickets. Community art workshop held 21 st February at the station to create 'Queen Victoria's dress'. 40 attendees (local families and group from Sevenoaks Community Services)
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	Training September 2018	August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September Request in May FOBB newsletter for people interested in being interviewed to come forward – 2 replies to date
2.5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building	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.	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.	Lack of public interested.	Assist. Town Clerk	September October 2018	Wednesday 6 th September 11am Wednesday 31 st October 11am

	– restoration project – completion.	2 events			Feedback				
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	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.	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	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	Number of applicants. Number of volunteers recruited. Number of volunteers undertaking training. Number of volunteer hours. Turnover of volunteers. Feedback from volunteers. Feedback from public from events.	Number of interested applicants. H&S relating to volunteers. Ensuring consistent level of representation.	HEO.	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. Details of volunteering roles/event Posted on Imago website Information was available at Open Days (19 th January and 16 th February) Coffee Morning held 14.3.19 – recruited 3 new volunteers Volunteer 'ideas' workshop 16.5.19 5 attendees
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 talk and exhibition as part of the Sevenoaks Summer Festival Exhibition on 29-30 June, 10am – 5pm Talk on 2 July, 6.30 for 7pm
2.10	Railway Children	Young people General public	To produce a reading or production of the Railway Children or similar.	Experienced youth outreach professional.	£3,000	Number of readings or productions created.	Reliance on one outside organisation to deliver project.	HEO	2019	Stag Youth Theatre researching and working on project. Workshops linked with Activity 1.3

												Final copies to be distributed to schools visiting for workshops
2.13	Interpretation Boards	General Public	To publically make available some of the research gained from other projects within the Activity Plan. To enable the general public to learn about the heritage and significance of the station and station building and restoration project.	Production of 4 x A2 Interpretation Boards to be used outside the site and other locations during the restoration project. Showing plans etc. Production of 4 more robust and permanent Interpretation Boards for use after the completion of the project. 2 inside the building and 2 at entrances to the station.	£320	Installation of temporary boards Installation of permanent Interpretation boards Feedback			Assist. Town Clerk	Month 1 February 2018 Installed July 2018 Jan 2019	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 Permanent Interpretation boards x4: Discussion with Yellow Duck – Feb 2019 Illustrator sourced HEO attended course on Heritage Interpretation and Planning 2x internal permanent boards (for café and booking hall) being designed	
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 Signed up to HOD Theme: People Power Events to be posted on HOD website by end May Event date booked for 21st September - Crampton Museum volunteer talks - Vintage bus 14th September TBC		
2.15	Museums at Night Festival	Staff Volunteers	Part of a national scheme sharing promotion and publicity for the venue.	Marketing		Views on website and	Being able to fit in with national programme.		HEO	Festivals x2 Promote on Museums at Night website ‘Harry Potter’ themed event TBC		

	General public Local businesses Sevenoaks promoted.	Increased access for general public.	Heritage Explainers Event Plan	£1,000	engagement by social media. Attendance at events.	STP Administrator	Mid-May and/or October 2019	October half term – 24 th October Sourcing event provider
2.16	Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole.	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 Lieutenancy office guidance.	£3,000 £2,000 £3,000 £1,000	Number of people attending. Press Coverage.	Terrorism, H&S for large public event. Death of senior member of royal family. Mayor Secretary HEO	Steam train (soft launch) November 2018 Royal visit 2019	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) Jane Churchill ran a community art project to create a dress for Queen Victoria. The finished art work will be ‘unveiled’ at Royal visit plus an interpretation banner to accompany the art piece - completed Change to proposed event
2.17	Time Capsule	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	To learn about the restoration project.	Craft resources	£50	Feedback forms	Town Clerk	January 2019	Open Days at the station: Saturday 19 th January 10am – 12pm 300 attended

	sustainable income.		New social meeting place.	Recruitment Project management to ensure operate as per Business Plan. Marketing plan.		Employment of qualifies staff. Award of 'Score on the Door' Attendance numbers. Sales & profit Operating as per Business Plan.	Customer numbers and spend per head.	Town Clerk Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager		Press release, posters and SM promotion for 'Free Cake & Hot Drink prize draw'
3.2	Sale of Kent produce Within the café to enable local producers to advertise and sell products.	Local producers General Public	Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake. Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people.	Posters and free draw box.	£0	Number of tickets deposited.			December 2018	In line with café by March 2019 Members of Produced in Kent from November Sale of books x3 by local authors
3.3	Information To provide access to local information and linked to national websites by the installation of an infopod,	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	TV screens available Infopod installed

**Notes of Meeting to discuss creation of ‘Victorian Garden’ at Bat & Ball Station
Held on 8th April 2019.**

In attendance: Linda, Anita and Maurice from Rockdale

It was agreed that if a plan could be produced for the planting areas, hopefully a team of volunteers could help to plant them over a period. Top soil also needed. Aim to use STC open spaces staff sparingly as need to concentrate on Town Centre Sevenoaks in Bloom entry requirements.

Suggestions

1	Entrance to station – both sides, either side of main gates Turf with circular flower bed, approximately 1m diameter. Queen Victoria rose in centre, surrounded by red geranium, white alyssum, blue lobelia.	
---	--	---

2	Inside gate to left adjacent to cycle racks Lavender bed	
3	Flower bed behind ticket machine. Wild flowers DO NOT BLOCK AIR VENT	

4	Scrub land – on platform 2, near electrical boxes To be planted with wild flowers 
---	---

5	Planting area beyond cycle racks (store area) Hugh to mark out area on plan*. Area to be marked out into quarters using box hedging. Central path – surface tbc. Ideally brick paving. Four areas divided into • fruit bushes • herbs • herbaceous • roses Everlasting sweet peas to be used to grow against chain link fencing. Herbaceous border to include: • carnations • dahlias • foxglove • hardy fuchsia etc. Southeastern / network rail to install additional fencing required*.
---	---

6 Public Art / Planter

Recreate or purchase vintage coal carriage to be used as a planter. To be installed on tarmac area / front of cycle racks on platform 2.



Friends of Bat & Ball Station Meeting
Wednesday 12th June 2019
Passenger Benefit Fund

Report below from Patrick Ladbury, Passenger Benefit Fund Engagement Team

We are delighted to announce the launch the engagement process of Govia Thameslink Railway's (GTR's) £15 million Passenger Benefit Fund which aims to provide tangible improvements for passengers on the GTR network. The fund was established following the disruption experienced by passengers during the implementation of the May 2018 timetable.

The Secretary of State nominated Bim Afolami, Henry Smith and Heidi Allen, as MPs representing different parts of the GTR network, to work with GTR and develop a plan for how the fund is allocated and consulted on. The MPs asked for decisions on how the Fund was spent to be made at as local level as possible. The fund, therefore has been allocated to passengers based on the tiers of the additional industry compensation scheme which were agreed following the disruption caused by the May 2018 timetable issues.

I am pleased to confirm that the passengers at stations in your area have been allocated the following amounts:

Sevenoaks	30,000
Swanley	50,000
Otford	50,000
Eynsford	80,000
Bat & Ball	80,000
Shoreham (Kent)	80,000
Edenbridge Town	30,000
Edenbridge	30,000
Cowden	30,000
Hever	30,000
Leigh (Kent)	30,000
Penshurst	30,000

We will be engaging with MPs, passenger groups and councils to understand how they would like the money to be spent. Stakeholders will be asked to prioritise ideas ready for a selection and approval process starting in August. Further details about the fund and how groups can select their preferred schemes can be found at the fund [website](#).

If you would like more information or to arrange a meeting, please don't hesitate to contact the team at passengerbenefit@gtrailway.com.