



Meeting Wednesday 9th May 2018 at 6pm
Council Chamber, Sevenoaks TN13 3QG
to be followed by a meeting of the Youth Services Sub Committee at 7pm

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **NOTES OF INQUORATE MEETING 21ST MARCH 2018**
To receive and note that the meeting due to have been held on 21st March 2018 was inquorate (copy notes previously circulated and attached).
3. **FINANCE REPORT**
To receive and note the income and expenditure sheet (copy attached)
4. **HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE**
To receive and discuss the following reports:
 - a) HiTB report for April to May 2018 [copy attached]
 - b) HiTB outcome, attendance and income January to April 2018 [copy attached]
5. **PROJECTS 2018**
To receive and discuss
 - a) ASDAN – 60 hours. Youth Councillors to return their folders.
 - b) ASDAN – next 60 hours open for discussion. Grant funding has been secured.
6. **HERITAGE LOTTERY FUNDING FOR BAT & BALL – VOLUNTEERING OPPORTUNITIES**
To receive and discuss volunteering opportunities regarding the Bat & Ball Station for Youth Councillors and friends either out of personal interest or to assist with their school curriculum projects (Copy information attached).
7. **INVITATION AND EVENTS**
 - a) Youth Councillors invited to attend and assist with one or two Free Drop in Music Lessons/Open Mic Nights on the following dates: 18.05.2018 and 29.06.2018.
 - b) International Women's Day – to receive a verbal update from the Town Clerk.
 - c) Local Democracy Week – to receive and consider a Youth Council event during the week 2nd to 8th July 2018.
 - d) Live on the Vine – to discuss activities Youth Council may wish to run and Youth Councillors' availability to assist on the day [20.07.2018].
8. **DATES OF NEXT MEETING**
To note the next Meeting will be held on 9th May 2018 in the Sevenoaks Council Chamber.

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**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 21st MARCH 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer) and Amber Warrender, who joined the Youth Council today.[3]

Youth Councillors Apologies:

Elise Van den Hoek (Chairman)
Sam Chard
Tom Chapman
Daniel Izu

In Attendance

Cllr R Parry, Cllr S G Raikes and Cllr A Eyre
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk.

Also In Attendance

Cllr J M Canet

There being insufficient Youth Councillors present to form a Quorum [6 required], the meeting was declared Inquorate at 6:20pm.

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

2017/18

	Purchase Order No		Expenditure £	Income £
Starting Balance:		01/04/2017		595.54
Budget allocated:		500.00		500.00
Adjustment to Opening Balance		F&GP Min No 88 e(1)		500.00
Live on the Vine funding		F&GP Min No 88 e()		1,000.00
Street Art Posters - Live on the Vine		03/04/2017	200.00	
Photobooth - Live on the Vine	TC14079	21/06/2017	395.00	
Retweeting HOT UK FESTIVAL - Live on the Vine	TC14084	28/06/2017	39.00	
Open Mic Nights		24/03/2017	150.00	
& Ukulele Work shop		24/03/2017	50.00	
Open Mic Nights		28/04/2017	150.00	
& Ukulele Work shop		28/04/2017	50.00	
Open Mic Night & Ukulele - cancelled		26/05/2017	0.00	
Open Mic Nights - Ukulele no longer		30/06/2017	150.00	
Vine Café goods for LotV		31/07/2017	18.90	
Refreshments re LotV		04/08/2017	10.20	
Paint for Mural		28/07/2017	10.00	
Donation from LotV		27/07/2017		10.00
Banners x 3	TC13885		49.50	
Flyers x 400	TC13965		25.00	
Flyers x 400	TC14056		25.00	
Tall Pavilion banner	TC 14086		20.50	
Vine x 3 banners	TC14086		88.50	
PRS Licence			29.30	
We Teach Music for Live on Vine		25/07/2017	800.00	
Event				
Raj Bari - Stall @ LotV		08/07/2017		10.00
RBLI - Stall @ LotV		08/07/2017		10.00
Snow White Catering - Truck @ LotV		08/07/2017		10.00
SDC Grant - Street Art Mural		07/08/2017		500.00
Competition		13/07/2017		395.00
SDC Grant - Photo Booth		16/10/2017	300.00	
Open Mic Nights - Sept. & Oct.				
			2,560.90	3,530.54
		Available Funds	969.64	
			969.64	
Successful Grant applications				
(Income not yet received):				
£1,575 from the Police Crime Commissioner - towards Live on the Vine				
£1,000 from the One Stop Shop, Groundforce - towards Live on the Vine				
£350 from Sevenoaks School towards an ipad for HiTB. Received and accredited to HiTB				

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HOUSE IN THE Basement

April-May 2018

General update

Gail returned from long term leave on Tuesday 3rd May and thanked Charlotte and Daren for covering in her absence.

Whilst Gail was off, the café remained as operational as possible where staffing allowed. The Committee Clerk secured support from The Kenwood Trust with some shifts and a meeting to discuss partnership going forward re substance abuse.

Open Mic Night has continued to run with support from We Teach Music, the last one being the busiest yet, Aprils OMN was Friday 27th April from 7pm.

We have also supported a young person with finding his University accommodation and guiding him with his eligibility for financial support.

Chris Mountain has left the team as his own business was taking off and he found he had little time. Jenny Elliott will be covering some shifts until September 2018, which we are grateful for.

On Tuesday 24th April HiTB had a Health and Safety review and only minor issues, which can be easily rectified, were noted.

With the new GDPR House in the basement need to find alternative ways of recording memberships and attendance numbers. We shall be re-designing the membership card to reflect this change and may have to consider how we record the Stats in future.

Gail is going on annual leave from 7th may for 11 days, most shifts have been covered, but there may be the occasional day the café will be unable to be fully staffed.

Date	Activities	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
1/3/2018	Fifa 18, PC games, Cartoon network, Pool, Air Hockey	8	1	27.9	no new members	
1/5/2018	PC team games, Wii Games, Fitness, General chatter	11	2	24.6		
1/6/2018	Pantomime, Air Hockey, Pool, Fitness, general chatter	14	6	30.5		
1/9/2018	Made Pitta Bread Pizza's	3	0	0		
1/10/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness	6	0	27.9		
1/12/2018	Chatter, PC games, Wii Games fitness	6	1	23.1		
1/13/2018	PC team games, Conversation, wii games and fitness	7	2	32.2		
1/16/2018	made Nanchos	4	0	0		
1/17/2018	Fitness, Playstation, music and chat	7	0	42		
1/19/2018	Lots of banter/Chat, Mario Kart and pool	9	1	26.8		
1/23/2018	General club night with snacks.	5	0	0		
1/24/2018	Chat, Computers, Wii games PC games	11	1	29.5		
1/26/2018	OMN	8	5	6.7		
1/27/2018	Word games, PC games, Fitness and Minecraft, Pool, and air Hockey	9	2	36		
1/31/2018	open but no record of activities	5	1	19.8		
	Total	108	21	327		
Date	Activities in February - Sickness resulted in no records by temporary staff kept for 3 days HiTB was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
2/2/2018	Pool, Minecraft game, chatt and Wii games, Reminder CLOSED Saturday	5	4	15.8	No new members	
2/6/2018	Pizza and computer games	5	0	0		
2/7/2018	Minecraft team and solo games, Fare share, chatter	6	0	26		
2/9/2018	Minecraft, Fifa 17, PC games, chatter and fitness	10	1	21.3		
2/10/2018	pool, computer games, Fitness, chat, music	8	3	13.5		
2/14/2018	open but no record of activities	7	0	21.6	No records kept by temp staff	
2/21/2018	open but no record of activities	6	0	20.1		
2/22/2018	open but no record of activities	11	2	10.2		
	Total	58	10	128.5		
Date	Activities in March - Sickness resulted in no records by temporary staff kept for 12 days HiTB was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
03/07/2018	open but no record of activities	8	0	16.8	No records kept by temp staff	
03/08/2018	open but no record of activities	3	0	12.2		
3/9/2018	Made curry and played card games	4	3	17		
03/10/2018	open but no record of activities	11	4	27.1		
3/14/2018	open but no record of activities	8		22.1		
3/15/2018	open but no record of activities	3	0	6		
3/16/2018	OMN	15	11	20.1		
3/17/2018	open but no record of activities	6	4	0		
3/20/2018	open but no record of activities	4	0	0		
3/21/2018	open but no record of activities	6	0	24.1		
3/22/2018	open but no record of activities	3	0	0		
3/22/2018	open but no record of activities	11	2	7.9		
3/23/2018	OMN					
3/28/2018	open but no record of activities	5	0	15.5		
3/29/2018	open but no record of activities	7	0	16		
3/30/2018	open but no record of activities	6	1	11.3		
	Total	71	24	196.1		
Date	Activities - April	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
4/4/2018	PC games, Caht Music and Chess	6	1	9.5	0	0
4/5/2018	New TV installed and set up, Pool table repaired, outside area swept and rubbish cleared, Music Year End, PC games, Minecraft, Andy Watson popped in.	5	0	18.15	0	0
4/6/2018	PC games, Music, Guitar, PS3 games, Pool and staff cleaned and date checked food and cleaning cupboards	6	2	18.55	0	0
4/7/2018	Pool PC games mobile phone games, pokemon chat	6	1	7.6	0	0
4/11/2018	PC games, coding, Pool, chat and watched a movie BFG	6	0	11.7	0	0
4/12/2018	Film- Big Daddy, Pool, Air hockey, Discussions, PC games and Wii games	6	3	14.5	0	0
4/13/2018	Smash Bro's on Wii, Pool, PC games, Scrabble	8	1	14.9	0	0
4/14/2018	Vanguard Card game, Smash Bros on Wii, pc games, pool and general chatter	15	1	35.58	4	0
4/18/2018	PC games and air Hockey	7	0	20.8	0	0
4/19/2018	PC games and watched a TV show	4	0	8.1	0	0
4/25/2018	Fitness, PC games, Laptop games, Fitness definitions, Homework	6	0	25.4	0	0
4/26/2018	Computer Games	3	0	7.65	0	0
4/27/2018	OMN	5	3	7.3	0	0
4/28/2018	Wii U Minecraft on PC, fitness, watched a Movie LA LA land	15	1	15.5	0	0
	Total	98	13	215.23	4	0

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 4 – MAY 2018

	Children Arts & Crafts Workshops	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.	Art professional to create 'Lesson Plan' Workshops	£800 per event (based on Christmas Lights children workshops)	£1,600	Arrange two prior to opening	Hold 2 events	Number of events held	Town Clerk	Month 2 and 4
3	To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural		Pride in having artwork displayed. Evidence of community engagement in the project.	Volunteers Materials for artwork	£500 per event.	£1,000		Creation of artwork that can be displayed. Community engagement.	Amount of artwork produced. Attendance number Feedback.		
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.	One off cost for recording equipment To be provided via research from other activities.	£150	Once HEO appointed start to make arrangements	Engagement of elderly people in reminiscing Discovering social history for future generations.	Number of people involved. Information obtained. Feedback surveys.	Heritage Engagement Officer	Month 2 and 4
5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building – restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bat & Ball Station and the Building and the restoration project. To see the progress first hand.	Heritage Explainers Pop up banners x3 Leaflets	Hard Hats to be borrowed.	£0 £300 £200	Timetable to be arranged with contractor relating to timing of interesting activity.	Schedule 2 events during construction period. Produce pop up banners and supporting leaflets.	Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Assistant Town Clerk	Months 4 and 6

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

3	Information	General public Volunteers Schools Communities Tourists	Access to information on or off site. Ability to learn about heritage and activities.	Branding Creation of website Infopod Information screen Printed literature	Incorporated within marketing plan – Branding Website Infopod Information screen Printed literature	E2,000 E3,000 E800 E3,000 E1,000		Branding created Website created Infopod installed Information screen installed Printed literature produced	Recognition of branding. No. of visits to website Literature distributed and read. Feedback.	Town Clerk Assistant Town Clerk	Month 4
	To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.										

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 5 – JUNE 2018

MONTH 6 – JULY 2018

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	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? Research potential to combine with visit to station of a steam train.	Lesson plan including site visit information talk Worksheets with Q & A	Lesson plan and related worksheets to be printed. Limited expenditure Working with teachers regarding risk assessments. Heritage Explainers.	£550	Start once HEO appointed.	Target 1 – 2 schools per year. Obtain timetable of steam train visit.	Pupil, teacher evaluation Successful with combining with steam train visit.	Heritage Engagement Officer	Month 5
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.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	Arrange two specific Customer Service Training modules a year at approx. £500.	£1,000	One event to be held prior to opening. Second event six months later.	Staff and volunteers to have completed Customer Service Training. Staff and volunteers to have completed additional training. General public to be provided with an improved service.	Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk	Months 6, 12 and 18.
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 Bar & Ball station and station building and the restoration project.	Research information.	Production of power point / short video.	£1,500	Start immediately to prepare	3 events during construction period.	Number of Events held Attendance numbers. Feedback sheets.	Heritage Engagement Officer	Months 3, 6 and 8

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

				Heritage Engagement Officer, Heritage Explainers, Promotional material e.g. short video.	Promotional material / flyer.	presentation		Repeat requests.	Heritage Explainers	
2	Restoration Talks Professionals who will be working on the project to be asked to give talks or demonstrations e.g. paint analysis.	Community/voluntary groups	To learn about the buildings heritage and past building skills from professionals.	Commitment included within contractor tender document. Heritage Engagement Officer Marketing	None specific.	£0	Commence when contractor starts on site	2 events during construction period. Attendance of public, apprentices, relevant businesses. Feedback forms.	Town Clerk	Month 3 and 6
5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bar & Ball Station and the restoration project. To see the progress first hand.	Heritage Explainers Pop up banners x 3 Leaflets	Hard Hats to be borrowed.	£0 £300 £200	Timetable to be arranged with contractor relating to timing of interesting activity.	Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Assistant Town Clerk	Months 4 and 6
13	Interpretation Boards	General Public	To publically make available some of the research gained from	Production of 4 x A2 Interpretation Boards to be	Production of 4 'temporary boards'.	£320	Once HLF grant approved.	To install temporary information boards about the project	Assistant Town Clerk	Month 1

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

		other projects within the Activity Plan.	used outside the site and other locations during the restoration project. Showing plans etc.	Production of 4 permanent interpretation boards providing historical information.	£2,400	Create from other activities.	during the restoration stage.	Installation of permanent Interpretation boards	Month 6
		To enable the general public to learn about the heritage and significance of the station and station building and restoration project.	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.				To install permanent interpretation boards at the end of the project providing historical information	Feedback	
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.	Costs combined within other activities	£0	Dictated by national programme	Arrange open access event Attended by general public	Event takes place as planned. Attendance numbers Feedback and evaluation Via on line or printed surveys.	Heritage Engagement Officer STP Administrator
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		Engaging local producers to stock their products. Repeat orders of products.	Number of producers stock in place. Number of repeat orders.	Town Clerk & Café manager
									Month 6.

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

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.	Within construction project. Annual contract for cleaning included in STC Business Plan.	n/a	Opening of building	Construction of toilets Implemented cleaning contract.	Completed facility. Number of people using facilities feedback	Town Clerk	Month 6
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.	Included within main contract. Included within main contract. Professional advice to be engaged. Tables, chairs, storage etc. Budget included within capital contract.	£7,500	Opening of building	Completion of restoration Installation of AV equipment (infrastructure provided as part of capital contract) Purchase of fixture and fittings.	Number of hires and events Completed installation. Feedback from users. Feedback from users.	Town Clerk Hill Administrator Town Clerk Assistant Town Clerk Town Clerk	Month 6

MONTH 7 – AUGUST 2018

MONTH 8 – SEPTEMBER 2018

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.	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video.	Production of power point / short video. Promotional material / flyer.	£1,500 £500	Start immediately to prepare presentation	3 events during construction period.	Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	Heritage Engagement Officer Heritage Explainers	Months 3, 6 and 8
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 1857 who arrived at the station on route to a visit to Knole.	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 Lieutenancy office guidance.	Plaques x 3 Security Road Barriers Bunting	£3,000 £2,000 £3,000 £1,000	Opening of Event	Effective marketing and publicity. Invitations to all major partners. Approval from HLF. Coordination with Lord Lieutenancy office relating to Royal Visit.	Number of people attending. Press Coverage.	Town Clerk Mayors Secretary Heritage Engagement Officer	Month 8

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

A vertical color calibration bar consisting of 15 horizontal rectangular segments. The colors transition from a pale yellow at the top, through various shades of green, to a deep blue at the bottom. Each segment is separated by a thin black horizontal line.

MONTH 9 – OCTOBER 2018

MONTH 10 – NOVEMBER 2018

MONTH 11 – DECEMBER 2018

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 12 – JANUARY 2019

MONTH 12 – JANUARY 2019										Town Clerk	Months 6, 12 and 18.
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.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	Arrange two specific Customer Service Training modules a year at approx. £500.	£1,000	One event to be held prior to opening. Second event six months later.	Staff and volunteers to have completed Customer Service Training. Staff and volunteers to have completed additional training. General public to be provided with an improved service.	Number completing Customer Service Training. Number completing additional training. Feedback.		
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	% of marketing plan Budget for event £1,000	£1,000	Dictated by national programme	Digital engagement Open access event.	Views on website and engagement by social media. Attendance at events.	Heritage Engagement Officer STP Administrator Heritage Engagement Officer	Month 12
1	Cafe Provision of café to provide venue for social interaction and sustainable income.	Volunteers Communiters General Public	Refreshments whilst waiting for train and nearby residents and local businesses. New social meeting place.	Contract Management. Liabson with EHO Dept. Recruitment Project management to ensure	Included within construction contract. Kitchen equipment (add to fitted & white goods). Recruitment costs	% of total cost. £7,300 £500	Design and construction of café to meet all H&S, EHO requirements. Recruitment of qualified staff. Successful 'Score on the Door.'	Registration by EHO Dept. Employment of qualified staff. Award of 'Score on the Door'	Town Clerk Town Clerk Café Manager		Month 12

Recognition of project being funded by lottery. Weekly free draw.		Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake.		Operate as per Business Plan.	Minimal costs	£0		Attendance numbers.	Attendance numbers.	Cafe Manager
				Marketing Plan.				Profit.	Sales & profit	Cafe Manager
								Operating as per Business Plan	Operating as per Business Plan.	Town Clerk Responsible Financial Officer, Cafe Manager
								Opening of Cafe	Number of tickets deposited.	

MONTH 18 – JULY 2019

MONTH 18 – JULY 2013							Town Clerk	Months 6, 12 and 18.	
S	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training.	Arrange two specific Customer Service Training modules a year at approx. £500.	£1,000	One event to be held prior to opening. Second event six months later.	Staff and volunteers to have completed Customer Service Training.	Number completing Customer Service Training.
			General public to benefit from trained staff and volunteers.	Include invitation for volunteers in all STC training events				Staff and volunteers to have completed additional training.	Number completing additional training.
			Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety.					General public to be provided with an improved service.	Feedback.

HLE: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 3 – APRIL 2018

6.	Appointment of Heritage Engagement Officer	Appropriate qualified person.	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.	Recruitment costs 78 weeks contract at 20 hours per week = £32,250 salary and employer costs = £40,550	£500 £40,550	To advertise post as soon as HLE funding confirmed.	Employment of a competent and skilled person suitable for the role.	Sevenoaks Town Council Recruitment Policy & Procedure.	STC Central Services Dept to follow recruitment policy and procedure.	April 2018 April 2019
	To evaluate the success of the Activity Plan.										Month 3
1	History Workshop History workshop relating to the station, station building, and significance to Sevenoaks.	Primary schools KS1 & KS2	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 including Site visit Information talk worksheets with Q & A potential for dressing up	Lesson plan and related worksheets to be printed. Limited expenditure Working with teachers regarding risk assessments. Heritage Explainers.	£550	Start once HEO appointed. Prepare lesson plan. Talk to teachers. Arrange school workshops	Target 3 school visits per year.	Pupil, teacher evaluation. Feedback from Heritage Explainers. Repeat bookings by schools.	Heritage Engagement Officer	Month 3
3	History Project Students or local youth group asked to write a story or develop a film (for website) about the railway.	Primary Schools KS3 Youth groups	Benefit of linking art, drama and performing art work to a local heritage facility.	Provide information talks to teachers. Budget for presentation of project.	Resources to be used from other activities. Leaflets etc.	£0 £1,000	Start once HEO appointed.	Engage 2 schools per year.	Number of schools engaged.	Heritage Engagement Officer	Month 3
4	Apprenticeships within the building contractor and	Apprentices	Enabling apprentices to learn from professional in a relevant working environment.	Engagement with apprentices to be included within	Resources combined within contractor's price.	£0	Contractor to report on timetable	3 apprentices to have gained experience during restoration period.	Number of apprentices engaged	Town Clerk	Month 3

HLF Activity Plan by month (note needs to be reviewed against Evaluation Plan)

	professional services.	NEET Young People	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.	Partnership with F&I Conway. STC to provide premises.	Premises to be provided by STC. F&I Conway to deliver programme.	£0	Arrangements with 3 months lead in once HLF grant agreed.	10 young people to have been supported into learning about the construction industry. At least 50% to have gained some work experience or apprenticeship within construction industry.	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.		
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.	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video.	Production of power point / short video. Promotional material / flyer.	£1,500 £500	Start immediately to prepare presentation	3 events during construction period.	Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	Heritage Engagement Officer Heritage Explainers	Months 3, 6 and 8

HLE: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

2	Restoration Talks	Community professionals who will be working on the project to be asked to give talks or demonstrations e.g. paint analysis.	Community voluntary groups	To learn about the buildings heritage and past building skills from professionals.	Commitment included within contractor tender document.	Heritage Engagement Officer	Marketing	None specific.	EO	Comment e when contractor starts on site	2 events during construction period. Attendance of public, apprentices, relevant businesses.	Number of events held. Attendance numbers. Feedback forms.	Town Clerk	Month 3 and 6	
8	Heritage Explainers	Recruitment and training of 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 by Person Specification/ Job Description	Support by Heritage Engagement Officer	Recruitment by STC website and on line job sites. Schools (D of E). Voluntary organisations.	Heritage Engagement Officer to recruit and develop volunteer Heritage Explainers.	£500	To commence e as soon as HLE Grant approved	Recruitment Pack prepared. Recruitment of 6 Heritage Explainers	Sufficient volunteering hours to cover events. Create a role that limits turnover of volunteers to avoid loss of investment.	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.	Heritage Engagement Officer.	Month 3

HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

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.	Costs relating to photography and video production	£2,000	To commence once Heritage Engagement Officer appointed	Production of pictorial record and video	Quality of production Once in the public domain – Number of views Feedback	Town Clerk & Heritage Engagement Officer	Month 3
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.	Based on previous youth outreach projects for engagement of young people and creating shows.	£3,000	To commence once Heritage Engagement Officer appointed	Delivery of readings and or production. Involve young people.	Number of readings or productions created. Number of young people involved. Number of audiences. Feedback.	Heritage Engagement Officer	Month 3

[illegible]

MONTH 2 – MARCH 2018											
	Children Arts & Crafts Workshops	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.	Art professional to create 'Lesson Plan'	£800 per event (based on Christmas Lights children workshops)	£1,600	Arrange two prior to opening	Hold 2 events	Number of events held	Town Clerk	Month 2 and 4
3	Crafts Workshops To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural		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.	Art professional to create 'Lesson Plan' Volunteers Materials for artwork	£800 per event (based on Christmas Lights children workshops) £500 per event.	£1,600	Arrange two prior to opening	Creation of a artwork that can be displayed. Community engagement.	Amount of artwork produced. Attendance number Feedback.	Town Clerk	Month 2 and 4
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.	One off cost for recording equipment To be provided via research from other activities.	£150	Once HEO appointed start to make arrangements	Engagement of elderly people in reminiscing Discovering social history for future generations.	Number of people involved. Information obtained. Feedback surveys.	Heritage Engagement Officer	Month 2 and 4
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.	Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms	Pop up banners and leaflets. Separate leaflet about volunteering opportunities.	£1,000 £200		2 temporary exhibitions during construction period. Interest from potential volunteers.	Number of events held Number of people engaged. Number of potential volunteers.	Assistant Town Clerk	Month 2

		of the station and station building and the restoration project.							Town Clerk & Heritage Engagement Officer	Month 1
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 for hand drawn image as per other historic information leaflets, Printing of leaflets, £600	£100	Once HLF grant approved	Production of leaflet / postcard. Distribution.	Feedback from leaflet.	

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HLF: Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 1 – FEBRUARY 2018

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	2 x laptop & printer	£1,000	To start as soon as HLF grant approved.	Recruit volunteer researchers. Assist with research methods. Obtain relevant research material to assist with the understanding of the heritage of the project and for future historical records.	Number of volunteer researchers involved. Number of volunteering hours. Quantity and quality of research achieved. Future use of research. Feedback from those involved.	Town Clerk & Heritage Engagement Officer	Month 1 onwards
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	Website provider	Based on production of previous websites with considerable input from STC staff and volunteers.	£5,000	To commence once HLF grant approved	Creation of website Regular viewings Regular feedback	Completed website Number of views Feedback	Heritage Engagement Officer Assistant Town Clerk	Month 1