



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 April 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) and Sevenoaks Primary school (6 classes) To visit in Summer Term
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) and Sevenoaks Primary school (6 classes) To visit in Summer Term Discussions with volunteers to bring model steam engines to demonstrate how steam works to power engines.
1.3	History Project Students or local youth group asked to write a story or develop a film	Primary Schools KS3 Youth groups	Benefit of linking art, drama and performing art work to a local heritage facility.	Provide information talks to teachers.	£0 £1,000	Number of schools engaged.	Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits.	HEO	September 2018 Contact Delivery Spring/	Project to be run by Sevenoaks Youth date TBC

	(for website) about the railway.	2 per year		Budget for presentation of project.			Inability to source expertise to assist with project.		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 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. Date TBC
1.5	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training.	£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	£1,500 £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 25 th October 10am-2pm Community Centre Gave out flyers/ information Talked to attendees about the station 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 workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September
2.5	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 Station Building 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	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 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.	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	Staff Volunteers General public	Volunteers will benefit through the act of volunteering and the new roles created.	Recruitment Person Specification/ Job Description	£500	Number of applicants. Number of volunteers recruited.	Number of interested applicants. H&S relating to volunteers.	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.

	volunteers willing to be 'Heritage Explainers' to provide talks and information at public events.		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.	Support by Heritage Engagement Officer Corporate Clothing / identification badges. Demonstrate appreciation – café discount, invitation to mayoral / civic events.	£800	Number of volunteers undertaking training. Number of volunteer hours. Turnover of volunteers. Feedback from volunteers. Feedback from public from events.	Ensuring consistent level of representation.			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
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 29-30 June - Exhibition 2 July - Talk
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.	Experienced youth outreach professional.	£3,000	Number of readings or productions created. Number of young people involved.	Reliance on one outside organisation to deliver project.	HEO	2019	Sevenoaks Youth Theatre researching and working on project. Dates: workshop 8-12 April screening – TBC

2.11	Creation of Technology Record	General Public	Involving young people in the heritage of the station and station building via the arts. 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	Number of audiences. Feedback. Completed website Number of views Feedback	Reliance on professional consultant. Hacking. Monitoring for inappropriate input.	HEO Assist Town Clerk	February 2018 August 2018	Website specification produced Website completed and live (some still under construction) Website now appears on first page of Google search Work on adding content and images continues Content for Café, hiring facilities and prices added Events and news – ongoing Visits to website: January 758 February 342
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 Printed July 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 29 th August – Sainsburys (Byron Brown) 27 th September 8.45am – Sevenoaks Station 18 th October 9.30am – Sevenoaks Library X50 sent to 5 local steam railways to distribute to staff/volunteers and public Copies still available to distribute to local groups/schools/businesses

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 £2,400	Installation of temporary boards Installation of permanent Interpretation boards Feedback		Assist. Town Clerk	Month 1 February 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 Permanent Interpretation boards x4: Discussion with Yellow Duck – Feb 2019 Illustrator sourced HEO attended course on Heritage Interpretation and Planning Creating interpretation plan
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	Apply by August 2019 Event dates booked for 8th and 14th September Crampton Museum volunteers to deliver 3x talks on 8th September
2.15	Museums at Night Festival	Staff Volunteers General public Local businesses	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explainers Event Plan	£1,000	Views on website and engagement by social media. Being able to fit in with national programme.		HEO STP Admini strator	Festivals x2 Mid-May and/or October 2019	Promote on Museums at Night website 'Harry Potter' themed event TBC October half term – 24th October

	Sevenoaks promoted.				Attendance at events.					
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.	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 Lieutenantcy 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.	HEO Town Clerk Mayor Secreta ry 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 (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) Interpretation banner to accompany the art piece - completed Finished art work Will be 'unveiled' at Royal visit.
2.17	Time Capsule	General Public	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	Local community Businesses Families	To learn about the restoration project. To find out what will be available at the station when open (café, hire facilities)	Craft resources Refreshments	£50	Feedback forms	Lack of interest from the public No staff or volunteers available	Town Clerk HEO	January 2019	Open Days at the station: Saturday 19 th January 10am – 12pm 300 attended Saturday 16 th February 10am – 12pm 200 + attended

2.20	Community Rail Partnership (CRP)	Stations & villages: Sevenoaks Otford Shoreham Eynsford Swanley	Promoting local villages, tourism facilities thus growing the visitor economy							Town Clerk	Meetings with stakeholders during February and March Visitor Economy Form agenda 11.3.19
2.21	Creation of Model Railway layout of station in 1950's	Public including schools	Public and school children will benefit from learning about the heritage of the Station in 1950's	Flyers for marketing Volunteers	?	Installation of model layout Feedback	Model not being completed	Town Clerk	February 2019	Byron Brown and Richard Stringer planning layout Meeting with Ed Thompson to view historic maps and images	
2.22	Victorian style Station Garden	Public Cafe	Public learning about Victorian plants/styles Volunteers to help with upkeep of garden and gain new skills and knowledge Use herbs/produce grown in café	Plants Tools Volunteers	?	Feedback from public Number of volunteers engaged	Lack of interest from Garden Designers Insufficient interest from volunteers	Town Clerk HEO	Summer 2019	Sourcing garden designers	
2.23	RIBA Competition	Public	Public to learn about the heritage of the station and the restoration project Civic pride		£0	Gaining an award	Competition from other projects in SE category	Town Clerk	March 2019	Shortlisted for SE Awards 2019	
3	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation		Respo	Predicted Start Date		
3.1	Cafe Provision of café to provide venue for social interaction and sustainable income.	Volunteers Commuters General Public	Refreshments whilst waiting for train and nearby residents and local businesses. New social meeting place.	Contract Management. Liaison with EHO Dept. Recruitment Project management to ensure	% of total cost.	Registration by EHO Dept. Employment of qualifies staff. Award of 'Score on the Door'	Unable to recruit staff. Sign off by EHO. Customer numbers and spend per head.	Town Clerk Town Clerk	January 2019	Opened 11 th March 2019	

	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. Marketing Plan. Posters and free draw box.	£0	Attendance numbers. Sales & profit Operating as per Business Plan. Number of tickets deposited.		Café Manager Café Manager Café Manager Town Clerk 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	December 2018	In line with café by March 2019 Members 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	December 2018	TV screens available Infopod TBC

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	December 2018	Internal toilets opened 11th March 2019 External toilets TBC
3.5.	Public Rooms for Hire and community use	General public Voluntary groups School children	To provide two public rooms for hire and to hold activities as identified in the Activity Plan.	Architectural design Construction project Installation of AV. Hearing loop, Drop down screen, projector, and projector screen. Fixtures and fittings.	£7,500	Number of hires and events Completed installation. Feedback from users. Feedback from users.	Town Clerk Hall Administrator Town Clerk Assist Town Clerk Town Clerk	January 2018	Internal meetings held from Feb Rooms available from 11 th March 2019 to external hirers Hire charges and T&C's added to website Feedback from users: Acoustics, traffic noise
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