Sevenoaks TOWN PARTNERSHIP

Sevenoaks Town Partnership
Friends of Bat & Ball Station Meeting

To be held at Bat & Ball Station Building

6.30 p.m. Wednesday 18th September 2019

AGENDA

1. **Apologies for Absence**

2. **Minutes of previous meeting held on 12th June 2019 (copy attached)**

3. **Station matters**

4. **HLF Activity Plan Update**
   To receive an update regarding the Activity Plan (report attached)

5. **Garden Plans**

6. **Govia Thameslink Passenger Benefit Fund**

7. **Community Rail Partnership – Darent Valley Line**

8. **Access to Platform 1 from Community Centre**

Chairman: Cllr Andrew Eyre
Patron: Rt Hon Michael Fallon MP
Care of Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG
Admin.tp@sevenoakstown.gov.uk
01732 459 953
Web: www.sevenoakspartnership.org twitter: @sevenoakstp

TOWN TEAMS

LOTTERY FUNDED

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 12th June 2019

Present:

Cllr Mrs Rachel Parry (Chairman)	Sevenoaks Town Council	Present
Paul Towell (Vice Chairman)	Local Resident	Present
Cllr Tony Clayton	Sevenoaks Town Council	Present
Linda Larter MBE, Town Clerk	Sevenoaks Town Council	Present
Derek Medhurst	Sevenoaks Camera Club	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
Cllr Merilyn Canet	Sevenoaks Town Council	Present
Byron Brown	Bradbourne Resident Association	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Cllr Irene Collins	Sevenoaks District Council	Present
Cllr Keith Bonin	Sevenoaks Town Council	Present
Austin Blackburn	Go Coach	Present
Cllr Diana Esler	Sevenoaks District Council	Present

1. **Chairman**
   Cllr Mrs Rachel Parry was elected as Chairman

2. **Vice Chairman**
   Mr Paul Towell was elected as Vice Chairman

3. **Apologies for Absence**
   Apologies received from Cllr Margaret Crabtree, David Killingray, Alastair Boobyer, Richard Stringer, Roger Johnson and Cllr Nick Busvine OBE

4. **Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 27th March 2019**
   The Minutes were received and agreed as a true record. It was noted that Sevenoaks School had won the RIBA South East Competition.

5. **Station Matters**
   It was noted that the railway signs at the front of the building were scratched and starting to look tired. It was requested that the Town Clerk report this to the Railway company to ensure that they are replaced/repaired as soon as possible.

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It was requested that in the Caretaker do a regular check of the outside of the building and report any issues to the Town Clerk in order that they can be resolved in a timely manner.

Ramp access from trains – it was noted if someone required an access ramp to disembark from the train onto the platform at Bat & Ball Station this needed to be requested with the railway company in advance as the station is not currently manned.

Cllr Tony Clayton reported that the current franchise contract that Southeastern Railways was due to expire on 23rd June. Confirmation has been received on 13th June that South Eastern has been given another six/ten months extension.

6. **Activity Plan Update**
   The report was received and noted.

   Model Railway – the current construction of a miniature railway to be placed in the main booking hall was underway. However a working space area with wheelchair access was needed for the project to develop (5-6 months). The committee was asked to contact the Town Clerk if they had any suggestions of where the project could be worked on.

7. **Victorian Garden Plans**
   The report was received and discussed. It was noted that volunteers would be needed to help with planting and anyone wishing to help was asked to contact the Heritage Engagement Officer.

8. **Passenger Benefit Fund**
   The report was received and noted.

Govia Thameslink Passenger Benefit Fund

Sevenoaks	**30,000**
Swanley	**50,000**
Otford	**50,000**
Eynsford	**80,000**
Bat & Ball	**80,000**
Shoreham (Kent)	**80,000**
Edenbridge Town	**30,000**

LOTTERY FUNDED

Edenbridge	30,000
Cowden	30,000
Hever	30,000
Leigh (Kent)	30,000
Penshurst	30,000

It is believed that the funds could be used to deliver projects under the CRP, which is likely to be able to do this more economically than the rail authority.

	Passenger Benefit Fund Ideas	Bat & Ball Station	Sevenoaks
1	Fit solar panels to the station	Yes , but Listed Building	Yes
2	Living plant wall / bee garden	Plans being prepared for Victorian Garden (with bee plants)	Additional planting agreed to take place
3	Improvement to station toilets	Done	Done
4	Additional customer seating	Currently seeking additional heritage seating	
5	Additional waiting shelters	Customers requested waiting shelter on Platform 1 be refurbished to match Platform 2	
6	Canopies over ticket vending machines	Yes	Yes
7	Additional ticket vending machine	Will be needed on Platform 1 – STC currently installing infrastructure.	
8	Additional cycle parking facilities	Some installed, more being installed	
9	Increasing cycle security measures at stations.	CCTV installed to cover cycle racks at Platform 2, would be needed on Platform 1	
10	Additional customer information screens		
11	Restoration of Signal Box	Heritage Project	
12	Installation of Heritage Streetlighting	Request from public	

STC are not able to talk on behalf of other stations. However, aware that they have ideas including artwork trails, access ramp to Eynsford Station etc.

LOTTERY FUNDED

Sevenoaks Rail Travellers would be submitting further suggestions on how the money could be spent, upload suggestions to the GTR website and a link to voting would be communicated shortly.

9. **Community Rail Partnership – Samuel Palmer Line**
   An update was received from the Town Clerk. Currently Sevenoaks Town Council and Sevenoaks District Council were working on the Business Plan and Terms of Reference for the CRP and meeting potential funders. It was hoped there would be a Steering Group meeting in July with the view to launching the CRP on 1st September 2019.

10. **Access to Platform 1**
    An update was received from the Town Clerk. Works had been delayed due to the discovery of a High Voltage Cable that would need to be covered and partially diverted. The project was currently four weeks behind schedule due to this.

There being no further business the Chairman closed the meeting at 7.25pm

Signed ..... Dated .....
Chairman

SEVENOAKS

BAT & BALL

KENT

THOMAS CRAMPTON

Discover the work of this English engineer and his connection to Bat & Ball Station

A short talk by Roger Johnson

Wednesday 18th September 6-6.30pm

Bat & Ball Station

Bat and Ball Road, Sevenoaks, TN14 5AP

The talk will be followed by a Friends of Bat & Ball meeting.

All welcome

For a free talk ticket email heo@sevenoakstown.gov.uk

heritage lottery fund

LOTTERY FUNDED

Sevenoaks Town Council

NEW HLF LOGO

HERITAGE
FUND

HERITAGE
FUND

Chapter 4: Heritage Activities

Progress Report: 1st September 2019

Note: HLF Permission to Start Date = 15th February 2018 For more detailed information compare to complete HLF Activity Plan

	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 visit 13.6.19 2 classes (70 students/teachers) Sevenoaks Primary school 4/8/11.7.19 6 classes (176 students/24 adults)
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 & 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	Volunteers brought model steam engine to demonstrate how steam works to power engines. St Thomas School visit 13.6.19 2 classes (70 students/teachers) Sevenoaks Primary school 4/8/11.7.19 6 classes (176 students/24 adults)
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/	Stag Youth Theatre Initial meeting/w.shop B & B Station 9/4/19 Workshops at local secondary schools

	(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 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 2nd July Chamber of Commerce Work Experience 14 young people Interactive sessions learning about the following: • Restoration of Historic Buildings • Regeneration of public facilities and localities • Local Government and lobbying • Career options in banking • CV writing
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 staff/volunteers 12th August - completed

			General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety. 1 every 6 months.	Include invitation for volunteers in all STC training events		Number completing additional training. Feedback.				
2	**Informal Learning**									
	Activity Description.	**Audiences**	**Benefits for People**	**Resources**	**Cost**	**Methods of Evaluation**		**Resp.**	**Predicted Start Date**	
2.1	History Lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project. 3 events	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video / power point / information sheet.	£1,500 £500	Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	Lack of interest of public. Unable to source speakers.	HEO	March June October 2018	First talk completed on 1st March 2018 Attendance 60 Second talk completed on 12th June 2018 Attendance 45 Ed Thompson Heritage Talk – 21st March 2019 Attendance 45 David Killingray History Talk – 19.6.19 Attendance 40 Roger Johnson to deliver talk on Thomas Crampton on 18th September before the FOBB meeting
2.2	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. 2 events	Commitment included within contractor tender document. Heritage Engagement Officer Marketing	£0	Number of events held. Attendance numbers. Feedback forms.	Reliance on contractor to organise.	Town Clerk	August September 2018	Contractor advised of this requirement. Wednesday 15th August, 11am Brick Restoration talk and demonstration Wood Restoration talk Wednesday 12th September 2-3pm

2.3	Children Arts & Crafts Workshops To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural	Children and young people aged 5 – 16, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building. Pride in having artwork displayed. Evidence of community engagement in the project. 2 events	Art professional to create 'Lesson Plan' Volunteers Materials for artwork	£1,600 £1,000	Number of events held Amount of artwork produced. Attendance number Feedback.	Lack of interest from public. Expertise to assist with artistic element.	Town Clerk	August and October 2018	16th August 12-4pm 29th August 10am-2pm 25th 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 21st 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 September2018	August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5th September Request in May FOBB newsletter for people interested in being interviewed to come forward – 2 replies to date During August: Reminiscence session with group from CareUK and recording interviews with 2 individuals 2 more to do. Transcripts to be archived at Sevenoaks Library?
2.5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of	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.	Heritage Explainers Pop up Banners x 3 Leaflets	£0	Number of events held. Number of people engaged. Production of pop up banners	Lack of public interested.	Assist. Town Clerk	September October 2018	Wednesday 6th September 11am Wednesday 31st October 11am

	station and station building – restoration project – completion.		To see the progress first hand. 2 events			and supporting leaflets. 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 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 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 £800	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 (19th January and 16th 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 – 120 attendees Talk on 2 July, 6.30 for 7pm – 54 attendees
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.

			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.			Number of young people involved. Number of audiences. Feedback.				Filming has taken place and film now completed Screening the film premiere at The Stag on 22nd September
2.11	Creation of Technology Record	General Public	The creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project.	Website provider	£5,000	Completed website Number of views Feedback	Reliance on professional consultant. Hacking. Monitoring for inappropriate input.	HEO Assist Town Clerk	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
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 29th August – Sainsburys (Byron Brown) 27th September 8.45am – Sevenoaks Station 18th October 9.30am – Sevenoaks Library X50 sent to 5 local steam railways to distribute to staff/volunteers and public 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 £2,400	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, roadside. 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) at printers In situ by 21st September
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 Administrator	Deferred to September 2019	Signed up to HOD Theme: People Power Event posted on HOD website 21st September • Crampton Museum volunteer talks • Vintage bus + other vehicles linking with Knole Park • Unveil community art project 'Queen Victoria's dress'
2.15	Museums at Night Festival	Staff Volunteers General public	Part of a national scheme sharing promotion and publicity for the venue.	Marketing Heritage Explainers		Views on website and engagement by social media.	Being able to fit in with national programme.	HEO STP Administrator	Festivals x2 Mid-May and/or October 2019	Promote on Museums at Night website November 9th - Murder Mystery evening event for up to 40 people to include food and entertainment.

		Local businesses Sevenoaks promoted.	Increased access for general public.	Event Plan	£1,000	Attendance at events.		HEO		
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 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.	Town Clerk 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 artwork will be 'unveiled' at Royal visit plus an interpretation banner to accompany the art piece - completed Change to proposed event. Cancelled due to unavailability of Royal.
2.17	Time Capsule	General Public	To include: . HLF Leaflet . STC Annual Report . Sevenoaks Chronicle . Northern Masterplan					Town Clerk HEO	September2018	To be buried under floorboards of station. Time capsule ceremony 6th September 10.30am
2.18	Preview Event	Councillors FOBB Staff volunteers						Town Clerk HEO Café Manager	Tuesday 27th 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 19th January 10am – 12pm 300 attended Saturday 16th 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 Forum agenda 11.3.19 Darent Valley Community Rail Partnership Launched on 1st September 2x artworks completed Bat & Ball Station poster/Map of Sevenoaks to use for marketing.
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 Work in progress
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	Jo Jemison to design area by bike racks and to create a planting scheme. Oasis Landscaping started to prepare ground and turf some areas Lavender plants sourced from The Hop Shop in Shoreham (CRP link) and planted Paving and turf to be completed 4 new volunteers recruited Health & Safety training on 23rd September for 6 volunteers
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	Volunteers Commuters	Refreshments whilst waiting for train and	Contract Management.	% of total cost.	Registration by EHO Dept.	Unable to recruit staff.	Town Clerk	January 2019	Opened 11th March 2019

	venue for social interaction and sustainable income. Recognition of project being funded by lottery. Weekly free draw.	General Public	nearby residents and local businesses. New social meeting place. Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake.	Liaison with EHO Dept. Recruitment Project management to ensure operate as per Business Plan. Marketing Plan. Posters and free draw box.	£0	Employment of qualifies staff. Award of 'Score on the Door' Attendance numbers. Sales & profit Operating as per Business Plan. Number of tickets deposited.	Sign off by EHO. Customer numbers and spend per head.	Town Clerk Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager		Current opening hours amended due to staff changes. New menu created to fit with staff. Posters and SM promotion for 'Free Cake & Hot Drink prize draw' changed from weekly to monthly
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 Sale of books x6 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

	information screens and printed literature.									
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 completion date end of August Feedback card designed and handed out to café/station users
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 11th March 2019 to external hirers Hire charges and T&C's added to website Information Pack available from cafe and on website Feedback survey sent to 27 hirers on 16.7.19 9(12) responded (29.7.19)
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

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