

**Sevenoaks Town Partnership
Friends of Bat & Ball Station Meeting**

To be held at Bat & Ball Station Building

6.30 pm: Tuesday 21st January 2020

AGENDA

- 1. Apologies for Absence**
- 2. Minutes of previous meeting held on 18th September 2019 (copy attached)**
- 3. Station Matters**
 - 3.1 Reported Crime Statistics (copy attached)**
 - 3.2 Car Parking**
- 4. HLF Activity Plan Update**
To receive an update regarding the Activity Plan (report attached)
- 5. Garden Plan**
- 6. Govia Thameslink Passenger Benefit Fund**
- 7. Community Rail Partnership**
- 8. Access to Platform 1 from Community Centre**
- 9. Awards**
 - 9.1 Sevenoaks Society**
 - 9.2 National Rail Heritage Awards**



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 18th September 2019**

Present:

Cllr Mrs Rachel Parry (Chairman)	Sevenoaks Town Council	Apologies
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
Steph Harrison, Committee Clerk	Sevenoaks Town Council	Present
Linda Redden	Sevenoaks Town Council	Present
Cllr Marilyn Canet	Sevenoaks Town Council	Present
Byron Brown	Bradbourne Resident Association	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Austin Blackburn	Go Coach	Present
Roger Johnston	Sevenoaks Rail Travellers Association	Present

Also attending Cllr Simon Raikes.

Friends of Bat & Ball would like to wish Cllr Rachel Parry a full and speedy recovery.

Linda Larter thanked Roger Johnson for his wonderful presentation on Thomas Crampton which took place prior to the meeting.

1. Apologies for Absence

Apologies received as noted above, as well as from Cllr Margaret Crabtree and Cllr Victoria Granville-Baxter.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 12th June 2019

The Minutes were received and agreed as a true record.

3. Station Matters

It was noted that there had been a small group of young people making noise late at night, and measures were in place to monitor this. At the present time it was not impacting on local residents.



4. Activity Plan Update

- i. It was noted that archive recordings of the oral history of the station would be homed at Sevenoaks Library.
- ii. Heritage Day would take place on Saturday 21st September with many events taking place at the station and a fleet of vintage buses running every 30 minutes. The Number 7 will be returning to Knole. The day's events start at 10am and finish at 4pm. All buses will start from Vestry Estate. Previous volunteers from No 7 bus have returned for the day.
- iii. Artwork and a memorial plaque will be installed this week.
- iv. Visits from local schools have been so successful that requests from further afield have been made, showing just how popular the venue has become.
- v. The film 'Bat & Ball' a film based on Bat & Ball Station will be showing at the Stag Cinema this Sunday at 5.30 pm.
- vi. The Heritage Engagement Officer's contract has been extended by 3 months. Friends of Bat & Ball would like to thank Linda Redden for the hard work and dedication she has shown to the project.
- vii. The Heritage Lottery Fund had stated that they were happy with the progress of the Activity Plan and no longer needed to visit formally, however had offered their services as volunteers.

5. Garden Plans

The work on the exterior had started, with turf being laid and preparations for planting in place. Several volunteers had come forward to help and Linda Redden has arranged a Health and Safety Course for all concerned.

6. Govia Thameslink Passenger Benefit Fund

Friends of Bat & Ball were hoping to have more information in September regarding submissions for the improvements to the shelters, ticket machines etc.

7. Community Rail Partnership – Darent Valley Line

It was noted that Linda Larter had been made Chairman of the Community Rail Partnership. Station Manager Elliott Waters was keen to make improvements and continue to improve the partnership. It was suggested that the Shoreham Aircraft Museum be added to the visitor information as a point of interest. A draft action plan was planned for next meeting.



Agenda Item 2

8. Access to Platform 1

Ramp access to the station should be completed by the 27th September. National Rail would be visiting on that date to hopefully sign-off on the project, after which time an official opening would be arranged. Despite building work to the new community centre there would be continued access via the new ramp to the platform.

Byron Brown informed the committee that work was continuing with the model railway, however work was slow due to losing helpers. Byron to contact Linda in regards sizing of plans.

There being no further business the Chairman closed the meeting at 7.20 pm

Signed
Chairman

Dated

Bat & Ball Station Crime Statistics (reported and recorded)

	Violence & Sexual		Damage & Arson		Public Order		Theft		Drugs	
	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018
January										
February	1	1		1		1				
March	1		5		1	1	1			
April			4		1					
May			1	1				1		
June			1				1			
July			1	1			1	1		
August										
Sept	1									
Oct	3		2		2					1
Nov									2	
Dec			1							
Totals	5	1	15	4	2	3	3	1	2	0

Total Crimes	2017	2018	2019
	25	9	12

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 December 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 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 2 nd July Chamber of Commerce Work Experience 14 young people Interactive sessions learning about the following: <ul style="list-style-type: none">• 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	£1,000 (£500 each)	Number completing Customer Service Training.		Town Clerk		First aid training for staff/volunteers 12 th August – completed

				General public to benefit from trained staff and volunteers.	service training. Include invitation for volunteers in all STC training events		Number completing additional training. Feedback.				Health & Safety training for 7 garden volunteers completed on 23 rd September
2	Informal Learning	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation	Resp.	Predicted Start Date			
2.1	History Lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project. 3 events	Research information. Heritage Engagement Officer. Heritage Explainers. Promotional material e.g. short video / power point / information sheet.	£1,500 £500	Number of Events held Attendance numbers. Feedback sheets. Repeat requests.	HEO	March 2018 June 2018	First talk completed on 1 st March 2018 Attendance 60 Second talk completed on 12 th June 2018 Attendance 45 Inside Station: Ed Thompson Heritage Talk – 21 st March 2019 Attendance 45 David Killingray History Talk – 19.6.19 Attendance 40 Roger Johnson Thomas Crampton Talk – 18.9.19 Attendance 20		
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.	Town Clerk	August September 2018	Contractor advised of this requirement. Wednesday 15 th August, 11am Brick Restoration talk and demonstration Wood Restoration talk Wednesday 12 th 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	16 th August 12-4pm 29 th August 10am-2pm 25 th October 10am-2pm Community Centre Gave out flyers/ information Talked to attendees about the station project Jane Churchill (independent artist) To create a large 'sculpture' of Queen Victoria's dress made from used Lottery Tickets. Community art workshop held 21 st February at the station to create 'Queen Victoria's dress'. 40 attendees (local families and group from Sevenoaks Community Services)
2.4	Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and informational material.	Residents of care, nursing homes and day centres. Volunteers Future generations	To help people reminisce about the past and to start discussions. To provide respite for carers. To collect information that would otherwise be lost for future generations.	Recording equipment. Volunteers. Prompt sheet and photographs, maps for initiating reminiscence.	£150	Number of people involved. Information obtained. Feedback surveys.	Volunteers needed for recordings. Lack of persons willing to be interviewed.	HEO	Training September 2018 2019: Workshop Recordings: August October September/October	August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September Request in May FOBB newsletter for people interested in being interviewed to come forward – 2 replies to date Reminiscence session with group x8 – Care UK Recording interviews x4 individuals completed Transcripts to be archived at Sevenoaks Library/Museum Volunteers recruited to help with transcripts and gathering information SO Archive. Contact made with company who can convert the Victorian telephone with oral history recordings

2.5	<p>Hard Hat Days</p> <p>Talks from Heritage Explainers.</p> <p>Pop up banners depicting history of station and station building – restoration project – completion.</p>	General public volunteers	<p>To enable public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project.</p> <p>To see the progress first hand.</p> <p>2 events</p>	<p>Heritage Explainers</p> <p>Pop up Banners x 3</p> <p>Leaflets</p>	£0	<p>Number of events held.</p> <p>Number of people engaged.</p> <p>Production of pop up banners and supporting leaflets.</p> <p>Feedback</p>	Lack of public interested.	Assist. Town Clerk	<p>September</p> <p>October 2018</p>	<p>Wednesday 6th September 11am</p> <p>Wednesday 31st October 11am</p>
2.6	<p>Temporary Exhibition</p>	General public Future volunteers	<p>To enable the public to learn about the heritage and significance of the Bat & Ball Station and the Station Building and the restoration project.</p> <p>To promote the volunteer role of Heritage Explainers.</p> <p>To promote the future public facilities including community rooms and café.</p> <p>2 temporary exhibitions</p>	<p>Pop up banners</p> <p>Posters</p> <p>Leaflets</p> <p>Volunteers at exhibition</p> <p>Feedback forms</p>	<p>£1,000</p> <p>£200</p>	<p>Number of events held</p> <p>Number of people engaged.</p> <p>Number of potential volunteers.</p> <p>Feedback.</p>		Assist. Town Clerk	<p>July 2018</p>	<p>3x A1 sets printed for use on mobile boards at local venues:</p> <p>Sevenoaks mainline station</p> <p>Sevenoaks Library and Museum</p> <p>Sevenoaks Community Centre</p> <p>Flyers are available for public to take at each venue</p> <p>Receiving feedback flyers in post</p>
2.7	<p>Volunteer researchers</p>	<p>Volunteers</p> <p>General public</p> <p>School children</p> <p>Future generations</p>	<p>Obtain research relating to and create historical records.</p> <ul style="list-style-type: none"> • Station building • Station building history • Significant events • Railway heritage significance • Memorabilia e.g. railway posters • Impact on surrounding area, 	<p>volunteers</p>	£1,000	<p>Number of volunteer researchers involved.</p> <p>Number of volunteering hours.</p> <p>Quantity and quality of research achieved.</p>	<p>Time and resources to collate and consider input from volunteers.</p> <p>Insufficient interest from volunteers.</p> <p>Ability to check accuracy of research.</p>	Town Clerk & HEO	<p>Month 1 onwards</p> <p>February 2018</p>	<p>To date 12 voluntary researchers, several with professional expertise to collate information for future uses.</p> <p>Regular liaison and discussion meetings are being arranged.</p> <p>Recruiting volunteers to continue the Oral history project and add to the B&B archive</p>

	<p>2.8</p> <p>Heritage Explainers</p> <p>Recruitment and training of minimum of 6 volunteers willing to be 'Heritage Explainers' to provide talks and information at public events.</p>	<p>Staff Volunteers</p> <p>General public</p>	<p>how it has changed, including social history</p> <ul style="list-style-type: none"> Lives of previous employee at the station Develop of businesses in the area. <p>Volunteers will benefit through the act of volunteering and the new roles created.</p> <p>Volunteers will gain new skills and new knowledge.</p> <p>Volunteers will gain from work experience.</p> <p>Volunteers will benefit through training opportunities and support to learn new skills.</p> <p>Volunteers to feel that their contribution is appreciated, and they feel involved in the overall project.</p>	<p>Recruitment</p> <p>Person Specification/ Job Description</p> <p>Support by Heritage Engagement Officer</p> <p>Corporate Clothing / identification badges.</p> <p>Demonstrate appreciation – café discount, invitation to mayoral / civic events.</p>	<p>£500</p>	<p>Future use of research.</p> <p>Feedback from those involved.</p>	<p>Number of applicants.</p> <p>Number of volunteers recruited.</p> <p>Number of volunteers undertaking training.</p> <p>Number of volunteer hours.</p> <p>Turnover of volunteers.</p> <p>Feedback from volunteers.</p> <p>Feedback from public from events.</p>	<p>Number of interested applicants.</p> <p>H&S relating to volunteers.</p> <p>Ensuring consistent level of representation.</p>	<p>HEO.</p>	<p>January 2019</p>	<p>Job role/description has been posted on the volunteer section of the new website for people to apply.</p> <p>Start to recruit HE's from current volunteer pool and from attendees of future events. Details of volunteering roles/event Posted on Imago website</p> <p>Information was available at Open Days (19th January and 16th February)</p> <p>Coffee Morning held 14.3.19 – recruited 3 new volunteers</p> <p>Volunteer 'ideas' workshop 16.5.19 5 attendees</p> <p>6 volunteers involved at HOD 21.9.19</p>
<p>2.9</p> <p>Picture / video record of refurbishment of building</p>	<p>Volunteers</p> <p>Sevenoaks Town Council</p> <p>HLF</p> <p>General public</p> <p>Future generations</p> <p>Contractors</p> <p>Camera clubs</p>	<p>Create a pictorial record and or video of refurbishment for publication at the end of the project.</p>	<p>Photographer</p> <p>Recording equipment</p> <p>Video editor and producer.</p> <p>Final product.</p>	<p>£2,000</p>	<p>Quality of production</p> <p>Once in the public domain –</p> <p>Number of views</p> <p>Feedback</p>	<p>Poor quality of records.</p> <p>Ensuring timeline not to miss important aspects.</p>	<p>Town Clerk & HEO</p>	<p>April 2018</p> <p>Ongoing</p>	<p>Sevenoaks Camera club attended commencement of work event. Derek Medhurst overseeing the weekly photographic timeline.</p> <p>Specification for website to include enabling pictorial record to be included.</p> <p>Refurbishment images added onto website SCC to record any further changes at the station and attend events during 2019</p>		

Agenda Item 4

2.10	Railway Children	Young people General public	To produce a reading or production of the Railway Children or similar. Working with local groups and using the connectivity of the station. Involving young people in the heritage of the station and station building via the arts.	Experienced youth outreach professional.	£3,000	Number of readings or productions created. Number of young people involved. Number of audiences. Feedback.	Reliance on one outside organisation to deliver project.	HEO	2019	<p>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</p> <p>Stag Youth Theatre researching and working on project. Filming has taken place and film now completed Screening of Film premiere at The Stag 22nd September 80+ attendees Film available via link on website (Youtube)</p>
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	<p>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</p>
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	<p>3,000 Printed. Distributed at: B & B & STC events Sevenoaks Library Mainline station Community centre Feedback insert to be completed & returned 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</p>

2.13	Interpretation Boards	General Public	<p>To publically make available some of the research gained from other projects within the Activity Plan.</p> <p>To enable the general public to learn about the heritage and significance of the station and station building and restoration project.</p>	<p>Production of 4 x A2 Interpretation Boards to be used outside the site and other locations during the restoration project. Showing plans etc.</p> <p>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.</p>	<p>£320</p> <p>£2,400</p>	<p>Installation of temporary boards</p> <p>Installation of permanent Interpretation boards</p> <p>Feedback</p>	<p>Assist. Town Clerk</p>	<p>Month 1 February 2018</p> <p>Installed July 2018</p> <p>Jan 2019</p>	<p>X50 sent to 5 local steam railways to distribute to staff/volunteers and public</p> <p>Final copies to be distributed to schools visiting for workshops</p> <p>Full set (x5 boards) positioned on station hoardings, roadside.</p> <p>A further larger set positioned platform side.</p> <p>3x A1 sets printed on mobile boards at local venues:</p> <p>Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre</p> <p>Permanent Interpretation boards x4:</p> <p>Discussion with Yellow Duck – Feb 2019 Illustrator sourced</p> <p>HEO attended course on Heritage Interpretation and Planning</p> <p>2x internal permanent boards (for café and booking hall) Installed 20.9.19</p> <p>Working on 2x external boards for new ramp and station entrance. Due in January 2020</p>
2.14	Heritage Open Days	Staff Volunteers General public	<p>Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage.</p>	<p>Marketing Heritage Explainers Event Plan</p>	<p>£0</p>	<p>Event takes place as planned.</p> <p>Attendance numbers</p> <p>Feedback and evaluation Via on line or printed surveys.</p>	<p>HEO STP Administrator</p>	<p>Deferred to September 2019</p>	<p>Signed up to HOD Theme: People Power Event posted on HOD website</p> <p>21st September</p> <ul style="list-style-type: none"> • Crampton Museum volunteer talks • Vintage bus + other vehicles linking with Knole Park • Unveil community art project 'Queen Victoria's dress' <p>250+ attendees</p>

2.15	Museums at Night Festival	Staff Volunteers General public Local businesses Sevenoaks promoted.	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explainers Event Plan	Views on website and engagement by social media. Attendance at events.	Being able to fit in with national programme.	HEO STP Administrator HEO	Festivals x2 Mid-May and/or October 2019	Promote on Museums at Night website November 9 th - Murder Mystery evening event (+food and entertainment) 30 attendees
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 Lieutenant office guidance.	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. 2x Brass plaques unveiled at Heritage Open Day to commemorate royal visits
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	To learn about the restoration project. To find out what will be available at the station when open (café, hire facilities)	Craft resources Refreshments			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			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

Agenda Item 4

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	Stakeholder meetings in February/March Visitor Economy Forum agenda 11.3.19 Darent Valley Community Rail Partnership Launched on 1 st September 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	?	Installation of model layout Feedback	Flyers for marketing Volunteers	Model not being completed	February 2019	Town Clerk	Byron Brown and Richard Stringer planning layout Meeting with Ed Thompson to view historic maps and images Work in progress by volunteer (no costs)
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	?	Feedback from public Number of volunteers engaged	Plants Tools Volunteers	Lack of interest from Garden Designers Insufficient interest from volunteers	Summer 2019 Autumn 2019	Town Clerk HEO	Jo Jemison designed areas & planting scheme. Oasis Landscaping prepared ground and turf some areas Lavender plants sourced from The Hop Shop in Shoreham (CRP link) and planted Paving and turf completed 5 new volunteers recruited Planting of bulbs and scrubs completed Two Victoria rose bushes planted at the station entrance by Mayor and Town Clerk
2.23	Awards and Nominations	Public	Public to learn about the heritage of the station and the restoration project Civic pride Gaining recognition of the project	£0	Gaining an award		Competition from other projects	March 2019	Town Clerk	AJ Retrofit Awards 2019 - Winner AJ Architecture Awards 2019 Shortlisted RIBA South East Regional Award 2019 Shortlisted National Railway Heritage Awards 2019 Urban Heritage Award - Winner

	Public Amenities / Activities	Audiences	Benefits for People	Resources	Cost	Methods of Evaluation		Respo	Predicted Start Date	
3	Cafe									
3.1	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 operate as per Business Plan. Marketing Plan.	% of total cost.	Registration by EHO Dept. Employment of qualifies staff. Award of 'Score on the Door' Attendance numbers. Sales & profit Operating as per Business Plan.	Unable to recruit staff. Sign off by EHO. Customer numbers and spend per head.	Town Clerk Town Clerk Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager	January 2019	Opened 11 th March 2019 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	Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake. Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people.	Posters and free draw box. Marketing plan. Ordering system	£0	Number of tickets deposited. 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 The Hop Shop - new stock in October 2019 SCC greetings cards (6 designs) in stock
3.3	Information			Branding					December 2018	TV screens available

	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.	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	Infopod installed
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 produced - be handed out to café/station users Comments book also available.
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 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/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.	STC Central Services Dept to follow recruitment policy and procedure.	April 2018	Linda Redden in post from 21.5.18