

## Sevenoaks Town Partnership

### Minutes of the Friends of Bat & Ball Station held at the Town Council Chamber at 7.00 pm Thursday 14<sup>th</sup> December 2017

#### Present:

Cllr Tony Clayton – <b>Vice Chairman</b>	Sevenoaks Town Council/SRTA	Apologies
Linda Larter, <b>Town Clerk</b>	Sevenoaks Town Council	Present
Cllr Paul Towell - <b>Chairman</b>	Sevenoaks Town Council	Present
Cllr Richard Parry	Sevenoaks Town Council	Present
Gill Paterson	Resident – Seal Road	Present
Alistair Boobyer	Resident – Seal Road	Present
Cllr Andrew Eyre	Sevenoaks Town Council	Present
Cllr Merilyn Canet	Sevenoaks Town Council	Present
Geoff Brown	St John’s Residents Association	Present
Roger Johnson	Sevenoaks Rail Travellers Association	Present
Glenn Ball	Architect	Present
Bonnie Tarling	Sevenoaks Town Council	Present

#### 1. Apologies for absence

Apologies for absence were received from Cllr Robert Piper, Cllr Tony Clayton & Cllr Rachel Parry.

#### 2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 15<sup>th</sup> August 2017

The minutes were received and agreed.

#### 3. Station Matters

The following was received from Keith Alderman and discussed by the committee.

- A. To open the area up and to improve visibility across the station, cut down to ground level the trees and shrubs that are growing on the bank between north side of Bat & Ball Road and the railway boundary fence line from the junction of Bat & Ball Road and Otford Road to the station entrance: - It was noted that this land belonged to Kent County Council and the Town Clerk would write to them to request the area be cut back.
- B. On the south side of Bat & Ball Road one of the streetlights is completely obscured by branches of a tree, these need to be cut back or the tree felled to improve lighting in the area: - It was noted this area also belonged to Kent County Council and the Town Clerk would write to request work is carried out.
- C. Issues of anti-social behaviour – It was noted that the Police and different agencies were involved with the anti-social behaviour issues around the station. Regular

police patrols were taking place and it was hoped that once the building was occupied this issue would decrease.

- D. At the junction of Bat & Ball Road and Otford Road a large sign that could read from moving vehicles directing people to the station entrance would be useful: - It was noted that this would need to be dealt with by Kent Highway and that the Town Clerk would make a request to them.
- E. At the junction of Bat & Ball Road and Otford Road an information screen showing train departures would be very useful to pedestrians intending to use the train service: - It was agreed to put this point on hold until the other issues were addressed.

#### **4. Bat & Ball Building Refurbishment**

- I. Update on Heritage Lottery Fund Application:  
It was noted that Sevenoaks Town Council had been successful with the funding application and had been awarded £755,600. Congratulations were given to the Town Clerk and her team for all the hard work carried out.
- II. Heritage Lottery Fund Activity Plan:  
The Activity Plan was received and noted (copy of section attached). It was agreed to have a monthly meeting from January to October 2018 to discuss on going projects within the Activity Plan.

16<sup>th</sup> January

13<sup>th</sup> February

13<sup>th</sup> March

17<sup>th</sup> April

22<sup>nd</sup> May

12<sup>th</sup> June

10<sup>th</sup> July

14<sup>th</sup> August

11<sup>th</sup> September

16<sup>th</sup> October

All meetings would take place at 6.30pm at the Town Council Chamber.

#### **5. Community Infrastructure Levy (CIL) Funding Application**

It was noted that Sevenoaks Town Council has applied for funding towards improved Transport Infrastructure at Bat & Ball Station to include:

- Refurbishment of Bat & Ball Station
- Provision of cycle racks adjacent to Platform 1 & 2
- Provision of additional access from Otford Road via Community Centre
- Access to Platform 1 via Community Centre

There being no further business the Chairman closed the meeting at 7.40 p.m.

### Activity Plan

Delivered as identified per plan, timetables, budgets, unforeseen problems.

### Staff Recruitment

Timetable, success of recruitment and retention.

### Surveys

Volunteer conducted surveys for visitors who have attended events, activities or used the facilities. The surveys will ascertain visitor profile, and their visitor experience and awareness and understanding of the heritage building.

Surveys will also be conducted with the following people as part of the evaluation:

	Participatory learning and action	Online Survey	Telephone Survey	On site / street survey	Interviews	Focus Group
Members of Friends of Bat & Ball Station		√				√
Town Councillors		√				√
Project Team		√				
Staff						√
Community Safety Unit (inc. police)		√				
Resident Association		√			√	√
Southeastern Rail Ltd		√				
Commuters		√		√	√	
Students	√	√		√	√	√
Teachers	√	√				
Volunteers	√	√				
Local Businesses		√				√

### Attendance Numbers

Attendance numbers will be recorded in relation to attending events, activities or use of facilities. This will include the café and hiring of community rooms. For the café 'sampling statistics' might be required in relation to providing personal profiles. Customers to the café are unlikely to want to disclose personal information during visits and therefore sample 100 interviews would be held to provide the information.

### Personal Feedback

Users of the facility will be encouraged to provide feedback on their experience either verbally, in writing or electronically.

### Digital Outputs

To use the quantitative measure of collecting statistics relating to visitors to the website, including number of visits, page views, how long users spend on the site and which pages are most frequently used.

## Launch Event

Event took place as planned. Attendance numbers of public. Media coverage. Film and or photographs of the event. Number of young people involved in pre event art workshops.

## Volunteers

Number recruited and retained. Experience of volunteering.

## Social Capital and Well Being

Prior to the commencement of the project a social study will be undertaken to understand the impact of the current building and its location on local residents.

Upon completion of the project a second social study will be undertaken to understand if the impact of the restored building and its facilities have provided benefits to the local residents.

## Economic Development

Prior to the commencement of the project an Economic Impact Study was undertaken. Upon completion of the restored building the study would be reviewed.

## Projected Outcomes

*It should be noted that the baseline for the outcomes is 0 as the project is taking a disused boarded up building and bringing it back into use.*

	Activity	Outcomes	Evaluation	Measures
1	Refurbishment of Building	Building protected.  Building open to the public  Building has sustainable use	Completion of project, evaluated against budget and timetable.  Number of people using the building.  Review of Business Plan	Completed Sept 2018.  Review against Tender contract.  35,000 p.a. (approx. 100 per day)  Review actual v Prediction in Business Plan
2	Provision of Café	Provide venue for social and interaction and sustainable income.  Enable commuters to have access to refreshments whilst waiting for trains. Also nearby residents and businesses.  New social meeting place for Northern Sevenoaks.	Registration by EHO  Employment of qualified staff.  Award of 'Score on the Door'  Attendance numbers  Sales & profit comparison to business plan.  Sales of 'local produce' – e.g. Made in Kent.	3  Aim of 5 star  14,000 p.a. (approx.40 per day)  Review actual v prediction in Business Plan  10 products in year 1

3	Provision of Public Toilets	Provide accessible and well maintained public toilets for use by the community, school children and general public.	Completed facility.  Number of people using facilities.  Public feedback.	Completed Sept. 2018  17,000 (approx. 50 per day)  Record compliments and complaints.
4	Provision of Community Rooms	Provide two community rooms for public and community use.	Number of times used.  Number of people using rooms. Hire form to include information relating to number of people attending.  Public feedback.	Daily  21,000 (approx. 60 per day).  Feedback forms from hirers.
5	History Workshops for KS1 &KS2	School children will have the opportunity for hands on learning activity.	Pupil, teach evaluation by survey  Feedback from Heritage Explainers  Repeat bookings by schools	3 school visits per year. 180 children
6	Science Project for primary schools	Benefit for school children and teachers of linking a curriculum based science activity with a local heritage project.	Pupil, teacher evaluation  Potential combining with a steam train visit.	1 – 2 schools. 120 children.
7	History Project	Benefit of linking art, drama and performing art work to a local heritage facility.	Number of schools engaged.	2 schools per year. 120 children
8	Apprentices	Enable apprentices to learn from professionals in a relevant working environment.  Young people with an interest in pursuing a career in construction attend ten day course.	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.	3  10  8  5  3
9	Customer Service Training	Staff and volunteers to benefit from customer service training.	Number completing customer service training.  Public Feedback	3

		General public to benefit from customer service training.		
10	History Lectures and talks via interactive slide presentations and Q&A.	Enable public to learn about the heritage of the Bat & Ball station and station building and the restoration project.	Number of events held Attendance numbers Feedback sheets Repeat requests	3 75
11	Restoration Talks	Enable public to learn about the buildings heritage and past building skills from professionals.	Number of events held Attendance numbers Feedback forms.	2 events 60
12	Children Arts & Crafts Workshops	Enabling children to participate in art activities at the same time learn about the heritage of the building.	Number of events held Attendance numbers Feedback forms.	2 events 60
13	Reminiscence Workshops	To help people reminisce about the past and start discussions.  To collect information that would otherwise be lost for future generations.	Number of people involved. Information obtained. Feedback surveys.	10
14	Hard Hat Days.	Enable public to learn about the heritage and significance of the Bat & Ball Station and station building and the restoration project.  To view restoration taking place.	Number of events held Number of people engaged. Feedback surveys	2 events 30
15	Temporary Exhibition	Enable public to learn about the heritage and significance of the station and station building and the restoration project.  To promote the volunteer role of the Heritage Explainers.  To promote the future public facilities including community rooms and café.	Number of events held. Number of people engaged. Number of people interested in becoming volunteers. Feedback.	2 events 80 4
16	Volunteer Researchers	Obtain research relating to and create historical records.	Number of volunteer researchers involved. Number of volunteering hours. Quantative and Qualitative research achieved. Future use of research. Feedback from those involved.	Target 3 – 6  200 (approx. 4 hours per week).  Number of completed surveys for other evaluation.

17	Heritage Explainers  Recruitment and training of volunteers willing to be 'Heritage Explainers' to provide talks and information at public events.	Volunteers will benefit through the act of volunteering and the new roles created.  Volunteers will gain new skills and knowledge.  Volunteers will gain from work experience.  Community engagement.	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 at events.	Target 6  Target 6  200 (approx. 4 hours per week)
18	Picture / video recording of refurbishment of building.	Create a pictorial record and or video of refurbishment for publication for during and at the end of the project.	Quality of production  When in the public domain – number of views.  Public feedback.	300 per annum
19	Railway Children	Produce a reading or production of the Railway Children or similar. Working with local groups and using the connectivity of the station.  Involve young people in the heritage of the station and station building via the arts.	Number of readings or productions created.  Number of young people involved.  Number of audiences.  Public feedback.	1  Target 10  Target 70
20	Creation of Technology Record	Creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information.  Enable the general public to learn about heritage and significance of the station and station building and restoration project.	Completed website.  Number of visits, page views, how long on each page, pages most frequently visited.	1  50 pcm in construction, early stage.  150+ pcm unique once operational and information available on facilities.
21	Information Leaflets	Enable the general public to learn about the heritage and significance of the station and station building and restoration project.	Production of leaflet  Feedback from leaflet.	5,000 copies  Tear off response, Freepost address.
22	Interpretation Boards	To install temporary boards to enable the public to learn about the restoration project and heritage.	Installation of boards  Public Feedback	4
23	Interpretation Boards	To install permanent boards to enable the public to learn about the restoration project and heritage.	Installation of boards  Public Feedback	4

24	Heritage Open Days	Open up the building on Heritage Open Days manned by Heritage Explainers to provide information about heritage.	Event takes place as planned. Attendance numbers Feedback and evaluation via on line or printed surveys.	1 event Target 60
25	Museums at Night Festival	Part of national scheme sharing promotion and publicity for the venue.	Event takes place as planned. Attendance numbers Feedback and evaluation via on line or printed surveys.	1 60
26	Launch Event  Intended to recreate previous royal visits arriving at the station and travelling to Knole.	To provide maximum publicity for the event.	Event takes place as planned. Attendance numbers Feedback and evaluation via on line or printed surveys. Media coverage. Number of young people involved in pre event art workshops.	1 3,000 80
27	Information Facilities	Installation of information screens enable information to be accessed from the building.	Information screen installed. Feedback from public.	1
28	Heritage Engagement Officer	People to benefit from having a dedicated officer to develop and deliver activities and act on community consultation and feedback.	Number of applicants. Successful recruitment. Evaluation against Activity Plan.	1
29	Social Study	Research provided in two studies before and after restoration project relating to the impact of the building on local residents.	Completion of two studies. Relevant findings and recommendations. Public feedback.	2
30	Economic Study	Review on completion of project economic impact compared to anticipated impact study carried out prior to the commencement of the project.	Completion of study. Relevant findings and recommendations. Public feedback.	1



### **3.6. Sustaining Long Term Benefits**

The sustaining long term benefits from restoring the Bat & Ball Station building are as follows:-

1. Reopening and restoring a historic Grade II Listed building.
2. Bringing a historic building back into a sustainable community use.
3. Addressing anti-social issues at the venue by having an on-site presence.
4. Providing additional community facilities including lighting, café, public toilets, meeting rooms, interpretation boards (physical and digital), street furniture, bicycle racks.
5. Encouraging more people to use the station and integrated public transport by the station and building being safer and more accessible.
6. Engaging and supporting 10 young people into the construction industry.
7. Enabling local residents and visitors to learn about the historic significance of the station.
8. To act as a catalyst for further regeneration and investment into the Bat & Ball area.
9. To create a sense of civic pride in the local area.