



**Meeting Wednesday 21<sup>st</sup> March 2018 at 6pm  
Council Chamber, Sevenoaks TN13 3QG**

to be followed by a meeting of the Youth Services Sub Committee at 7pm

**PRESENTATION:**

Clare Oldfield, NatWest Bank Financial Matters – to discuss with Youth Councillors in advance of sessions to be held at HiTB:

1. Budgeting - include charges for social media – phones rental and calls etc, cars/travel expenses, socialising costs, clothes, downloading and streaming, savings, how to do a reconciliation of income and expenses
2. How to read a Pay Slip - suitable for YP aged 16+ with a national insurance number
3. Borrowing (should you borrow and what options are there) fraud/scams, payment methods etc. Pitfalls of TV loans with high extortionate interest payments

**AGENDA**

1. **Apologies for absence**
2. **Minutes of Meeting 31<sup>st</sup> January 2018**  
To receive and agree the minutes of the meeting held on 31<sup>st</sup> January 2018 (copy previously circulated and attached).
3. **Finance Report**  
To receive and note the income and expenditure sheet (copy attached)
4. **HOUSE in the Basement**  
To receive and note the following reports:
  - i) HOUSE in the Basement report for February – March 2018 [copy attached]
  - ii) Geographical data for January 2018 [*due to staffing issues, this information will be provided at a future meeting*].
  - iii) General statistics including income for January 2018 [to be tabled]
  - iv) Outcomes for January 2018 [copy attached]
5. **Projects 2017**  
To receive and discuss
  - i) ASDAN – 60 hours. Youth Councillors to return their folders.
  - ii) ASDAN – next 60 hours open for discussion. Grant funding has been secured.
6. **Heritage Lottery Funding for Bat & Ball – Volunteering Opportunities**  
To receive and discuss volunteering opportunities regarding the Bat & Ball Station for Youth Councillors and friends either out of personal interest or to assist with their school curriculum projects (Copy information attached).
7. **Invitation**  
Youth Councillors invited to attend one or two Free Drop in Music Lessons/Open Mic Nights on the following dates: 16.03.2018, 28.04.2018, 18.05.2018 and 29.06.2018.
8. **Dates of next Meeting**  
To note the next Meeting will be held on 9<sup>th</sup> May 2018 in the Sevenoaks Council Chamber.

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**MINUTES OF THE  
SEVENOAKS YOUTH TOWN COUNCIL  
HELD ON 31<sup>st</sup> JANUARY 2018  
IN THE COUNCIL CHAMBER at 6pm**

**Youth Councillors Present:**

Elise Van den Hoek (Chairman), Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer), James Armitage, Malcolm Briery, Tom Chapman, Sam Chard [arrived 6:15pm], Annabelle Durnford, Estella Durnford, Daniel Izu, Ana Lawther Katherine Magee and Zak Young [13].

**Youth Councillors Apologies:**

Charlotte Humm, Oliver Firth-Humm, Stefane Ellis and Samuel Panagrosso [4].

**In Attendance**

Cllr R Parry, Cllr S G Raikes and Cllr A Eyre [arrived 6:25pm]  
Linda Larter MBE, Chief Executive/Town Clerk  
Michèle MacDonald, Committee Clerk.

**Also In Attendance**

Cllr J M Canet

**10. Apologies for absence**

**RESOLVED:** to agree and accept apologies received as noted above.

**11. MINUTES**

**RESOLVED:** to note and adopt the minutes of the Annual General Meeting held on 12<sup>th</sup> December 2017.

**13. FINANCE REPORT**

The income and expenditure sheet was circulated at the meeting and is attached as Appendix One.

**RESOLVED:** to note that the balance stands at £969.64. It was noted that:

a) the Committee Clerk had successfully obtained two grants:

i. Police Crime Commissioner for £1,575

ii. Groundforce, One Stop Shop for £1,000

for the Live on the Vine Event due to be held on Friday 20<sup>th</sup> July 2018.

The committee congratulated the Committee Clerk.

b) Youth Cllrs Phoebe Crichtlow and Katie Willis had nominated HOUSE in the Basement to benefit from their Sevenoaks School's Michaelmas Term cakes sales.

The Committee Clerk and Manager of the Youth Café attended a recent school assembly with Youth Councillors Phoebe Chrichtlow and Katie Willis. The following evening three new people who were pupils visited the Youth Café. The Youth Council was also awarded £350 by Sevenoaks School, which will buy a new iPad for HOUSE in the Basement Youth Café.

#### 14. HOUSE IN THE BASEMENT YOUTH CAFE

**RESOLVED:** to receive and note the reports as follows:

- a) HOUSE in the Basement, Youth Café, for December 2017 with event planner for January and February 2018.
- b) Geographical date for December 2017. No additional new members had joined.
- c) General statistics and income for December 2017
- d) Outcomes for December 2017

#### 15. PROJECTS

**RESOLVED:** to receive and note

- a) ASDAN – 60 hours: The Committee Clerk assisted with the short course book advising that Section “Anything Goes” be relevant to all only. The advice be to copy the yellow pages and complete the copy for the Manager of the Youth Café to review prior to submission. All books due in by 1<sup>st</sup> March 2018. The Committee Clerk is happy to discuss folders with anyone after work/school.
- b) ASDAN –residential trip: funding has been secured by the Committee Clerk. The residential trip will be further discussed at a future meeting. Arrangements to be made upon submission of the folders to ASDAN for the initial 60 hours.
- c) OPEN Mic Nights and Free Drop In Music Lessons: have been resumed in 2018. Funding from the One Stop Shop, Groundforce has enabled free music lessons [guitar and ukulele] to start up again from 5:30 to 6:30pm prior to the Open Mic nights:
  - i. 23<sup>rd</sup> February 2018
  - ii. 16<sup>th</sup> March 2018
  - iii. 18<sup>th</sup> May 2018
  - iv. 29<sup>th</sup> June 2018

Wagamama continue to support this event with the free food samples on the night.
- d) Live on the Vine: funding has been secured for the 2018 event on Friday 20<sup>th</sup> July, which includes payment of the musical equipment and technicians, advertising costs, PRS Licence and a Photo Booth. Stalls would attend including food and youth as in 2017 and would pay for attendance. Agreed Youth Councillors to think if anything else is required by the next meeting in order that the Committee Clerk try to seek additional funding.
- e) Youth Council Calendar of Events: to note that the calendar be updated to include the Free Drop in Music lessons, and updated for February 2018 and is attached as Appendix Two hereto.

**16. INVITATION**

An invitation from the British Youth Council to members to attend three meetings during the year to share common issues and challenges as well as priorities and campaigns. The first meeting to be held on Saturday 5<sup>th</sup> February 2018 in London from 10am to 4pm.

**RESOLVED:** no one to attend. The Committee Clerk to contact the British Youth Council to advise that such meetings not be held during school holiday weekends.

**17. DATES OF THE NEXT MEETINGS WITH AGENDA POINTS**

All meetings start at 6.00pm:

- a) 21<sup>st</sup> March 2018 in the HOUSE in the Basement, London Road TN13 1ZZ
  - ASDAN FOLDERS to be signed off and submitted
  - BAT & BALL STATION to fully discuss how the Sevenoaks Youth Council will take part in this historic refurbishment project.
- b) 9<sup>th</sup> May 2018 in the Town Council Chamber

There being no further items, the meeting closed at 6:45 pm.

***Following the meeting:*****BAT & BALL STATION**

*A general discussion took place noting that school projects include four main sections of the curriculum:*

*Geography*

*History - Interviewing public re their past use of the station, postcard wall of memories*

*Art – painting, murals, interior design*

*Science – steam projects*

*Economics*

*Performing arts – Victorian costumes, Royal Carriage*

*Photography*

*Youth Councillors were asked to think of research projects they would like to be involved in.. The refurbishment of the Bat & Ball Station is to enhance the users journeys direct to Kings Cross, Blackfriars and Cambridge. To note that school children regularly use the station and have expressed their concerns and fears of using this alone due to it currently being closed and dark and the current anti-social behavior issues and unpleasant environment.*

*Youth Councillors suggested letter themed days for tickets to include technology days, history days, steam days etc.*

*The Town Clerk offered a visit to the Bat & Ball Station for the Youth Councillors if of interest.*

**Sevenoaks Common**

The amount of litter at the Common was discussed. It appears that young people are starting to collect there in the evening. Young people said that they spent some time with their parents collecting the litter at the weekend but wanted to bring it to our attention. The Town Clerk to refer to the Open Spaces Team to check.

**APPENDIX ONE**

| <b>Sevenoaks Town Council</b>   |                       |                        |                           |
|---|-----------------------|------------------------|---------------------------|
| Youth Council General Income and Expenditure:                         |                       |                        | 2017/18                   |
| 7555/38   |                       |                        |                           |
|   | <b>Purchase Order</b> |                        | <b>Expenditure Income</b> |
|   |                       |                        | <b>£ £</b>                |
| <b>Starting Balance:</b>  |                       | 01/04/2017             | 595.54                    |
| <b>Budget allocated:</b>  |                       | 500.00                 | 500.00                    |
| Adjustment to Opening Balance   |                       | F&GP Min No 88 e(1)    | 500.00                    |
| <b>Live on the Vine funding</b>                                       |                       | F&GP Min No 88 e()     | 1,000.00                  |
| <b>Art Posters - Live on the Vine</b>                                 |                       | 03/04/2017             | 200.00                    |
| <b>Photobooth - Live on the Vine</b>                                  | TC14079               | 21/06/2017             | 395.00                    |
| <b>Retweeting HOT UK FESTIVAL - Live on the Vine</b>                  | TC14084               | 28/06/2017             | 39.00                     |
| Open Mic Nights   |                       | 24/03/2017             | 150.00                    |
| & Ukulele Work shop   |                       | 24/03/2017             | 50.00                     |
| Open Mic Nights   |                       | 28/04/2017             | 150.00                    |
| & Ukulele Work shop   |                       | 28/04/2017             | 50.00                     |
| Open Mic Night & Ukulele - cancelled                                  |                       | 26/05/2017             | 0.00                      |
| Open Mic Nights - Ukulele no longer                                   |                       | 30/06/2017             | 150.00                    |
| Vine Café goods for LotV  |                       | 31/07/2017             | 18.90                     |
| Refreshments re LotV  |                       | 04/08/2017             | 10.20                     |
| Paint for Mural   |                       | 28/07/2017             | 10.00                     |
| Donation from LotV  |                       | 27/07/2017             | 10.00                     |
| Banners x 3   | TC13885               |                        | 49.50                     |
| Flyers x 400  | TC13965               |                        | 25.00                     |
| Flyers x 400  | TC14056               |                        | 25.00                     |
| Tall Pavilion banner  | TC 14086              |                        | 20.50                     |
| Vine x 3 banners  | TC14086               |                        | 88.50                     |
| PRS Licence   |                       |                        | 29.30                     |
| We Teach Music for Live on Vine Event                                 |                       | 25/07/2017             | 800.00                    |
| Raj Bari - Stall @ LotV   |                       | 08/07/2017             | 10.00                     |
| RBLI - Stall @ LotV   |                       | 08/07/2017             | 10.00                     |
| Snow White Catering - Truck @ LotV                                    |                       | 08/07/2017             | 10.00                     |
| SDC Grant - Street Art Mural Competition                              |                       | 07/08/2017             | 500.00                    |
| SDC Grant - Photo Booth   |                       | 13/07/2017             | 395.00                    |
| Open Mic Nights - Sept. & Oct.  |                       | 16/10/2017             | 300.00                    |
|   |                       |                        | 2,560.90                  |
|   |                       |                        | 3,530.54                  |
|   |                       | <b>Available Funds</b> | <b>969.64</b>             |
|   |                       |                        | <b>969.64</b>             |
| <b>Successful Grant applications (Income not yet received):</b>       |                       |                        |                           |
| £1,575 from the Police Crime Commissioner - towards Live on the Vine  |                       |                        |                           |
| £1,000 from the One Stop Shop, Groundforce - towards Live on the Vine |                       |                        |                           |
| £350 from Sevenoaks School towards an ipad for HiTB                   |                       |                        |                           |



Sevensoaks Youth Council  
**SEVENOAKS TOWN YOUTH EVENTS**

# Open Mic Nights

Sevensoaks Youth Council working jointly with the House in the Basement to invite young performers aged 11-18 to audition at their Open Mic Nights, located at the 'House in the Basement' on the dates below. Free food has kindly been arranged by Wagamama on each of these nights.

**2018**

Free Drop-in Music Lessons!  
 Come along and learn to play the guitar!  
 20th Jan / 27th Jan / 3rd Feb / 10th Feb / 16th Feb / 23rd Feb / 1st Mar / 8th Mar / 15th Mar / 22nd Mar / 29th Mar / 5th Apr / 12th Apr / 19th Apr / 26th Apr / 3rd May / 10th May / 17th May / 24th May / 31st May / 7th Jun / 14th Jun / 21st Jun / 28th Jun

House in the Basement Youth Cafe

Sevensoaks Youth Council TEACH MUSIC HOUSE Sevensoaks

**Open Mic Night**  
 26th January / 23rd February  
 10th March / 16th May / 29th June  
 7pm - 9pm

The House in the Basement Youth Cafe  
 Wagamama - from food to rock, but eat on the high road

Sevensoaks Youth Council  
 For more info please email [events@sevensoaks.gov.uk](mailto:events@sevensoaks.gov.uk) or call 01732 429182

**HOUSE IN THE BASEMENT** What's going on?

February

| TUESDAY | WEDNESDAY      | THURSDAY | FRIDAY  | SATURDAY |
|---------|----------------|----------|---|----------|
| 30      | 31             | 01       | 02  | 03       |
| 06      | 07             | 08       | 09  | 10       |
| 13      | 14<br>SAYT 7-9 | 15       | 16  | 17       |
| 20      | 21             | 22       | 23<br>FREE Drop in Music Lesson - Guitar and Ukulele 5.30-8.30<br>CSM 7-9 | 24       |
| 27      | 28<br>SAYT 7-9 | 01       | 02  | 03       |

**Live On the Vine**  
 Come along and audition to perform at the end of school summer festival 'Live on the Vine' Friday 20th July along with other budding talented young musicians.



**Christmas Lights**  
 From September to mid November we'll be auditioning young performers for the chance to perform at the annual Christmas Lights Switch on Event on the 30th November 2018.

**Youth Council Meeting Dates**  
 February - May

**Wednesday 21st March 2018**  
 (Located at Sevensoaks Town Council Chamber)

**Wednesday 9th May 2018**  
 (Located at Sevensoaks Town Council Chamber)






**Sevenoaks Town Council**  
 Youth Council General Income and Expenditure:  
 7555/38

2017/18

|   | Purchase Order No |                        | Expenditure<br>£ | Income<br>£     |
|---|-------------------|------------------------|------------------|-----------------|
| <b>Starting Balance:</b>  |                   | 01/04/2017             |                  | 595.54          |
| <b>Budget allocated:</b>  |                   | 500.00                 |                  | 500.00          |
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| Banners x 3   | TC13885           |                        | 49.50            |                 |
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| PRS Licence   |                   |                        | 29.30            |                 |
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| Snow White Catering - Truck @ LotV  |                   | 08/07/2017             |                  | 10.00           |
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| SDC Grant - Photo Booth   |                   | 13/07/2017             |                  | 395.00          |
| Open Mic Nights - Sept. & Oct.  |                   | 16/10/2017             | 300.00           |                 |
|   |                   |                        | <b>2,560.90</b>  | <b>3,530.54</b> |
|   |                   | <b>Available Funds</b> | <b>969.64</b>    |                 |
|   |                   |                        | <b>969.64</b>    |                 |
| <b>Successful Grant applications</b>  |                   |                        |                  |                 |
| <b>(Income not yet received):</b>   |                   |                        |                  |                 |
| £1,575 from the Police Crime Commissioner - towards Live on the Vine                        |                   |                        |                  |                 |
| £1,000 from the One Stop Shop, Groundforce - towards Live on the Vine                       |                   |                        |                  |                 |
| £350 from Sevenoaks School towards an ipad for HiTB. <b>Received and accredited to HiTB</b> |                   |                        |                  |                 |

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# HOUSE IN THE Basement

January 2018 to February 2018

A more detailed report will be supplied in the future upon the return of the HOUSE in the Basement Manager.

Meanwhile, Sevenoaks Town Council would sincerely like to thank the following organisations and members of staff for assisting in keeping the venue open to the local young people as follows:

|               |  |
|---------------|--|
| HiTB          | Charlotte Marchant and Darren Mountain             |
| SAYT          | Julie Boddington                                   |
| Kenward Trust | John Shanley, Paula, Dee, Lorraine and Andy Watson |



| Date<br>January<br>2018 | Support Provided  |
|-------------------------|---|
| 03/01/2018              | FiFa 18, PC games, Cartoon network, Pool, Air Hockey              |
| 05/01/2018              | PC team games, Wii Games, Fitness, General chatter                |
| 06/01/2018              | Pantomime, Air Hockey, Pool, Fitness, general chatter             |
| 09/01/2018              | Made Pitta Bread Pizza's  |
| 10/01/2018              | Cartoon network videos, PC team Games, x-box Minecraft, Fitness   |
| 12/01/2018              | Chatter, PC games, Wii Games fitness                              |
| 13/01/2018              | PC team games, Conversation, wii games and fitness                |
| 16/01/2018              | made Nancho's   |
| 17/01/2018              | Fitness, Playstation, music and chat                              |
| 19/01/2018              | Lots of banter/Chat, Mario Kart and pool                          |
| 23/01/2018              | General club night with snacks.                                   |
| 24/01/2018              | Chat, Computers, Wii games PC games                               |
| 26/01/2018              | OMN   |
| 27/01/2018              | Word games, PC games, Fitness and Minecraft, Pool, and air Hockey |
| 31/01/2018              | Discussion on conflict resolution, gaming, chatter, team games    |





**MONTH 1 – FEBRUARY 2018**

|    |                               |   |   |                  |   |        |   |   |  |   |                 |
|----|-------------------------------|---|---|------------------|---|--------|---|---|--|---|-----------------|
| 7  | Volunteer researchers         | Volunteers<br>General public<br>School children<br>Future generations | Obtain research relating to and create historical records. <ul style="list-style-type: none"> <li>• Station building</li> <li>• Station building history</li> <li>• Significant events</li> <li>• Railway heritage significance</li> <li>• Memorabilia e.g. railway posters</li> <li>• Impact on surrounding area, how it has changed, including social history</li> <li>• Lives of previous employee at the station</li> <li>• Develop of businesses in the area.</li> </ul> | volunteers       | 2 x laptop & printer  | £1,000 | To start as soon as HLF grant approved. | Recruit volunteer researchers.<br>Assist with research methods.<br>Obtain relevant research material to assist with the understanding of the heritage of the project and for future historical records. | Number of volunteer researchers involved.<br>Number of volunteering hours.<br>Quantity and quality of research achieved.<br>Future use of research.<br>Feedback from those involved. | Town Clerk & Heritage Engagement Officer            | Month 1 onwards |
| 11 | Creation of Technology Record | General Public  | The creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information.<br><br>To enable the general public to learn about the heritage and significance   | Website provider | Based on production of previous websites with considerable input from STC staff and volunteers. | £5,000 | To commence once HLF grant approved     | Creation of website<br>Regular viewings<br>Regular feedback   | Completed website<br>Number of views<br>Feedback   | Heritage Engagement Officer<br>Assistant Town Clerk | Month 1         |

YC  
Agenda 6  
21-3-18



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

|    |                      |                |   |   |   |      |                         |  |                        |  |         |
|----|----------------------|----------------|---|---|---|------|-------------------------|--|------------------------|--|---------|
| 12 | Information Leaflets | General Public | of the station and station building and the restoration project.<br>The production of an information leaflet/postcard to be made generally available.<br>To enable the general public to learn about the heritage and significance of the station and station building and the restoration project. | Production of 4 x A2 copy, images and information for postcard. | £100 for hand drawn image as per other historic information leaflets.<br>Printing of leaflets: £600 | £100 | Once HLF grant approved | Production of leaflet / postcard.<br>Distribution. | Feedback from leaflet. | Town Clerk & Heritage Engagement Officer | Month 1 |
|----|----------------------|----------------|---|---|---|------|-------------------------|--|------------------------|--|---------|

|    |                       |                |  |   |  |                |   |  |   |                      |                    |
|----|-----------------------|----------------|--|---|--|----------------|---|--|---|----------------------|--------------------|
| 13 | Interpretation Boards | General Public | To publically make available some of the research gained from other projects within the Activity Plan.<br>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.<br>Production of 4 more robust and permanent Interpretation Boards for use after the completion of the project. 2 inside the building and 2 | Production of 4 'temporary boards'.<br>Production of 4 permanent Interpretation boards providing historical information. | £320<br>£2,400 | Once HLF grant approved.<br>Create from other activities. | To install temporary information boards about the project during the restoration stage.<br>To install permanent Interpretation boards at the end of the project providing historical information | Installation of temporary boards<br>Installation of permanent Interpretation boards<br>Feedback | Assistant Town Clerk | Month 1<br>Month 6 |
|----|-----------------------|----------------|--|---|--|----------------|---|--|---|----------------------|--------------------|



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**MONTH 2 – MARCH 2018**

| 3 | Children Arts & Crafts Workshops<br>To create related artwork for opening of refurbished building and royal visit.<br>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.<br>Pride in having artwork displayed.<br>Evidence of community engagement in the project. | Art professional to create 'Lesson Plan'<br>Volunteers<br>Materials for artwork                        | £800 per event (based on Christmas Lights children workshops)<br>£500 per event.           | £1,600<br>£1,000 | Arrange two prior to opening                  | Hold 2 events<br>Creation of artwork that can be displayed.<br>Community engagement.                                   | Number of events held<br>Amount of artwork produced.<br>Attendance number<br>Feedback. | Town Clerk                  | Month 2 and 4 |  |  |  |  |  |  |  |  |
|---|---|---|---|--|--|------------------|---|--|--|-----------------------------|---------------|--|--|--|--|--|--|--|--|
| 4 | Reminiscence workshops<br>Oral history recordings.<br>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.<br>Volunteers<br>Future generations | To help people reminisce about the past and to start discussions.<br>To provide respite for carers.<br>To collect information that would otherwise be lost for future generations.                      | Recording equipment.<br>Volunteers.<br>Prompt sheet and photographs, maps for initiating reminiscence. | One off cost for recording equipment<br>To be provided via research from other activities. | £150             | Once HEO appointed start to make arrangements | Engagement of elderly people in reminiscing<br>Discovering social history for future generations.<br>Feedback surveys. | Number of people involved.<br>Information obtained.<br>Feedback surveys.               | Heritage Engagement Officer | Month 2 and 4 |  |  |  |  |  |  |  |  |
| 6 | Temporary Exhibition  | General public<br>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.   | Pop up banners<br>Posters<br>Leaflets<br>Volunteers at exhibition<br>Feedback forms                    | Pop up banners and leaflets.<br>Separate leaflet about volunteering opportunities.         | £1,000<br>£200   |   | 2 temporary exhibitions during construction period.<br>Interest from potential volunteers.                             | Number of events held<br>Number of people engaged.<br>Number of potential volunteers.  | Assistant Town Clerk        | Month 2       |  |  |  |  |  |  |  |  |





**MONTH 3 – APRIL 2018**

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

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

|   |  |                            |   |   |   |                    |   |   |   |  |                   |
|---|--|----------------------------|---|---|---|--------------------|---|---|---|--|-------------------|
|   | professional services.<br><br>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. | NEET Young People          | Young people with an interest in pursuing a career in construction attend a ten day course, for which travel is paid for. Over the ten days candidates benefit from training in Health and Safety, First Aid, Customer Service, Construction Sustainability,<br><br>After successful completion of the course, candidates are awarded an accreditation and where possible interviews are arranged and supported for moving onto an Apprenticeship role. | contractor's specification.<br><br>Partnership with FM Conway.<br>STC to provide premises.                              | Premises to be provided by STC.<br><br>FM Conway to deliver programme.        | £0                 | Arrangements with 3 months lead in once HLF grant agreed. | 10 young people to have been supported into learning about the construction industry.<br><br>At least 50% to have gained some work experience or apprenticeship within construction industry. | Number of young people attending the course.<br><br>Number of young people completing the course.<br><br>Pre and post completion of course surveys.<br><br>Number of young people gaining work experience in the construction industry.<br><br>Number of young people obtaining apprenticeships within the construction industry. |  |                   |
| 1 | History Lectures and talks via interactive slide presentation and Q. & A   | Community voluntary groups | To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project   | Research information.<br>Heritage Engagement Officer.<br>Heritage Explainers.<br>Promotional material e.g. short video. | Production of power point / short video.<br><br>Promotional material / flyer. | £1,500<br><br>£500 | Start immediately to prepare presentation                 | 3 events during construction period.  | Number of Events held<br>Attendance numbers.<br>Feedback sheets.<br>Repeat requests.  | Heritage Engagement Officer<br>Heritage Explainers | Months 3, 6 and 8 |





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

|    |   |  |  |   |  |        |  |  |   |  |         |
|----|---|--|--|---|--|--------|--|--|---|--|---------|
| 9  | Picture / video record of refurbishment of building | Volunteers<br>Sevensoaks<br>Town Council<br>HLF<br>General public<br>Future generations<br>Contractors<br>Camera clubs | Create a pictorial record and or video of refurbishment for publication at the end of the project.   | Photographer<br>Recording equipment<br>Video editor and producer.<br>Final product. | Costs relating to photography and video production   | £2,000 | To commence once Heritage Engagement Officer appointed | Production of pictorial record and video                             | Quality of production<br>Once in the public domain –<br>Number of views<br>Feedback   | Town Clerk & Heritage Engagement Officer | Month 3 |
| 10 | Railway Children                                    | Young people<br>General public   | To produce a reading or production of the Railway Children or similar.<br><br>Working with local groups and using the connectivity of the station.<br><br>Involving young people in the heritage of the station and station building via the arts. | Experienced youth outreach professional.  | Based on previous youth outreach projects for engagement of young people and creating shows. | £3,000 | To commence once Heritage Engagement Officer appointed | Delivery of readings and or production.<br><br>Involve young people. | Number of readings or productions created.<br><br>Number of young people involved.<br><br>Number of audiences.<br><br>Feedback. | Heritage Engagement Officer              | Month 3 |



**MONTH 4 – MAY 2018**

| 3 | Children Arts & Crafts Workshops<br>To create related artwork for opening of refurbished building and royal visit.<br>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.<br>Pride in having artwork displayed.<br>Evidence of community engagement in the project. | Art professional to create 'Lesson Plan' Workshops<br>Materials for artwork                            | £800 per event (based on Christmas Lights children workshops)<br>£500 per event.           | £1,600             | £1,000   | Arrange two prior to opening<br>Hold 2 events<br>Creation of artwork that can be displayed.<br>Community engagement.   | Number of events held<br>Amount of artwork produced.<br>Attendance number<br>Feedback                                    | Town Clerk                  | Month 2 and 4  |  |
|---|---|---|---|--|--|--------------------|--|--|--|-----------------------------|----------------|--|
| 4 | Reminiscence workshops<br>Oral history recordings.<br>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.<br>Volunteers<br>Future generations | To help people reminisce about the past and to start discussions.<br>To provide respite for carers.<br>To collect information that would otherwise be lost for future generations.                      | Recording equipment.<br>Volunteers.<br>Prompt sheet and photographs, maps for initiating reminiscence. | One off cost for recording equipment<br>To be provided via research from other activities. | £150               | Once HEO appointed start to make arrangements  | Engagement of elderly people in reminiscing<br>Discovering social history for future generations.<br>Feedback surveys. | Number of people involved.<br>Information obtained.  | Heritage Engagement Officer | Month 2 and 4  |  |
| 5 | Hard Hat Days<br>Talks from Heritage Explainers.<br>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.<br>To see the progress first hand.                            | Heritage Explainers<br>Pop up Banners x 3<br>Leaflets  | Hard Hats to be borrowed.  | £0<br>£300<br>£200 | Timetable to be arranged with contractor relating to timing of interesting activity. | Schedule 2 events during construction period.<br>Produce pop up banners and supporting leaflets.<br>Feedback           | Number of events held.<br>Number of people engaged.<br>Production of pop up banners and supporting leaflets.<br>Feedback | Assistant Town Clerk        | Months 4 and 6 |  |



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

|   |   |   |   |   |  |   |  |   |  |                |
|---|---|---|---|---|--|---|--|---|--|----------------|
| 3 | <p>Information</p> <p>To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.</p> | <p>General public<br/>Volunteers<br/>Schools<br/>Commuters<br/>Tourists</p> | <p>Access to information on or off site.</p> <p>Ability to learn about heritage and activities.</p> | <p>Branding<br/>Creation of website<br/>Infopod<br/>Information screen<br/>Printed literature</p> | <p>Incorporated within marketing plan –<br/>Branding<br/>Website<br/>Infopod<br/>Information screen<br/>Printed literature</p> | <p>£2,000<br/>£3,000<br/>£800<br/>£3,000<br/>£1,000</p> | <p>Branding created<br/>Website created<br/>Infopod installed<br/>Information screen installed<br/>Printed literature produced</p> | <p>Recognition of branding.<br/>No. of visits to website<br/>Literature distributed and read.<br/>Feedback.</p> | <p>Town Clerk<br/>Assistant Town Clerk</p> | <p>Month 4</p> |
|---|---|---|---|---|--|---|--|---|--|----------------|

MONTH 5 – JUNE 2018

MONTH 6 – JULY 2018

|   |   |  |   |   |  |                           |  |  |  |                                    |                             |
|---|---|--|---|---|--|---------------------------|--|--|--|------------------------------------|-----------------------------|
| 2 | <p>Science Project</p> <p>A science project with local schools looking at steam as form of power and linking back to steam engines.</p> | <p>Primary Schools</p> <p>KS2, KS3</p> | <p>Benefit for school children and teachers of linking a curriculum based science activity with a local heritage project.</p> <p>Could link to additional lesson plans e.g. what other inventions could steam be used for?</p> <p>Research potential to combine with visit to station of a steam train.</p> | <p>Lesson plan including site visit</p> <p>Information talk</p> <p>Worksheets with Q &amp; A</p>                          | <p>Lesson plan and related worksheets to be printed.</p> <p>Limited expenditure</p> <p>Working with teachers regarding risk assessments.</p> <p>Heritage Explainers.</p> | <p>£550</p>               | <p>Start once HEO appointed.</p>   | <p>Target 1 – 2 schools per year.</p> <p>Obtain timetable of steam train visit.</p>  | <p>Pupil, teacher evaluation.</p> <p>Successful with combining with steam train visit.</p>                         | <p>Heritage Engagement Officer</p> | <p>Month 6</p>              |
| 5 | <p>Training including Customer Service Training</p>   | <p>Staff Volunteers</p>                | <p>Staff and volunteers to benefit from customer service training.</p> <p>General public to benefit from trained staff and volunteers.</p> <p>Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety.</p>   | <p>To arrange specific customer service training.</p> <p>Include invitation for volunteers in all STC training events</p> | <p>Arrange two specific Customer Service Training modules a year at approx. £500.</p>  | <p>£1,000</p>             | <p>One event to be held prior to opening. Second event six months later.</p> | <p>Staff and volunteers to have completed Customer Service Training.</p> <p>Staff and volunteers to have completed additional training.</p> <p>General public to be provided with an improved service.</p> | <p>Number completing Customer Service Training.</p> <p>Number completing additional training.</p> <p>Feedback.</p> | <p>Town Clerk</p>                  | <p>Months 6, 12 and 18.</p> |
| 1 | <p>History Lectures and talks via interactive slide presentation and Q &amp; A</p>  | <p>Community voluntary groups</p>      | <p>To be able to learn about the heritage of the Bat &amp; Ball station and station building and the restoration project.</p>   | <p>Research information.</p>  | <p>Production of power point / short video.</p>  | <p>£1,500</p> <p>£500</p> | <p>Start immediately to prepare</p>  | <p>3 events during construction period.</p>  | <p>Number of Events held</p> <p>Attendance numbers.</p> <p>Feedback sheets.</p>                                    | <p>Heritage Engagement Officer</p> | <p>Months 3, 6 and 8</p>    |



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

|    |  |                            |  | Heritage Engagement Officer.<br>Heritage Explainers.<br>Promotional material e.g. short video.     | Promotional material / flyer.       | presentation   | Repeat requests.   | Heritage Explainers  |                |
|----|--|----------------------------|--|--|-------------------------------------|--|--|----------------------|----------------|
| 2  | Restoration Talks<br>Professionals who will be working on the project to be asked to give talks or demonstrations e.g. paint analysis.                   | Community voluntary groups | To learn about the buildings heritage and past building skills from professionals.   | Commitment included within contractor tender document.<br>Heritage Engagement Officer<br>Marketing | None specific.                      | Commence when contractor starts on site  | Number of events held.<br>Attendance numbers.<br>Feedback forms.   | Town Clerk           | Month 3 and 6  |
| 5  | Hard Hat Days<br>Talks from Heritage Explainers.<br>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.<br>To see the progress first hand. | Heritage Explainers<br>Pop up Banners x 3<br>Leaflets  | Hard Hats to be borrowed.           | Timetable to be arranged with contractor relating to timing of interesting activity. | Number of events held.<br>Number of people engaged.<br>Production of pop up banners and supporting leaflets.<br>Feedback | Assistant Town Clerk | Months 4 and 6 |
| 13 | Interpretation Boards  | General Public             | To publically make available some of the research gained from  | Production of 4 x A2 Interpretation Boards to be   | Production of 4 'temporary boards'. | Once HLF grant approved.   | Installation of temporary boards   | Assistant Town Clerk | Month 1        |



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

|    |   |                                       |  |   |  |                               |  |   |   |  |         |
|----|---|---------------------------------------|--|---|--|-------------------------------|--|---|---|--|---------|
| 14 | Heritage Open Days  | Staff<br>Volunteers<br>General public | Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage.   | Marketing<br>Heritage Explainers<br>Event Plan                                    | Costs combined within other activities | £0                            | Dictated by national programme   | Arrange open access event<br>Attended by general public         | Event takes place as planned.<br>Attendance numbers<br>Feedback and evaluation<br>Via on line or printed surveys. | Heritage Engagement Officer<br>STP Administrator | Month 6 |
| 2  | Sale of Kent produce<br>Within the café to enable local producers to advertise and sell products. | Local producers<br>General Public     | Only venue in Sevenoaks selling Kent Produce.<br>Help to sustain local economy.<br>Healthy food options for local people.  | Marketing plan.<br>Ordering system  | % of marketing plan.                   | £0                            | Engaging local producers to stock their products.<br>Repeat orders of products.  | Number of producers stock in place.<br>Number of repeat orders. | Town Clerk & Café manager   | Month 6.   |         |
|    |   |                                       | other projects within the Activity Plan.<br>To enable the general public to learn about the heritage and significance of the station and station building and restoration project.<br>used outside the site and other locations during the restoration project.<br>Showing plans etc.<br>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. | Production of 4 permanent interpretation boards providing historical information. | £2,400                                 | Create from other activities. | during the restoration stage.<br>To install permanent interpretation boards at the end of the project providing historical information | Installation of permanent Interpretation boards<br>Feedback     |   | Month 6  |         |

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

|    |   |   |   |   |   |        |                     |  |  |   |         |
|----|---|---|---|---|---|--------|---------------------|--|--|---|---------|
| 4  | Public Toilets                          | Commuters<br>General<br>Public<br>School<br>children  | Provide accessible and well maintained public toilets for use by commuters, school children and general public. | Architect design<br>Construction project.   | Within construction project.<br>Annual contract for cleaning included in STC Business Plan.   | n/a    | Opening of building | Construction of toilets<br>Implemented cleaning contract.  | Completed facility.<br>Number of people using facilities<br>feedback                               | Town Clerk  | Month 6 |
| 5. | Public Rooms for Hire and community use | General public<br>Voluntary groups<br>School children | To provide two public rooms for hire and to hold activities as identified in the Activity Plan.                 | Architectural design<br>Construction project<br>Installation of AV.<br>Hearing loop,<br>Drop down screen,<br>projector, and projector screen. | Included within main contract.<br>Included within main contract.<br>Professional advice to be engaged.<br>Tables, chairs, storage etc. Budget included within capital contract. | £7,500 | Opening of building | Completion of restoration<br>Installation of AV equipment (Infrastructure provided as part of capital contract)<br>Purchase of fixture and fittings. | Number of hires and events<br>Completed installation. Feedback from users.<br>Feedback from users. | Town Clerk:<br>Hall Administrator<br>Town Clerk<br>Assistant Town Clerk<br>Town Clerk | Month 6 |

## MONTH 7 – AUGUST 2018



### MONTH 8 – SEPTEMBER 2018

|    | History Lectures and talks via interactive slide presentation and Q.& A   | Community voluntary groups   | To be able to learn about the heritage of the Bat & Ball station and station building and the restoration project.  | Research information.<br>Heritage Engagement Officer.<br>Heritage Explainers.<br>Promotional material e.g. short video. | Production of power point / short video.<br>Promotional material / flyer. | £1,500<br><br>£500                                      | Start immediately to prepare presentation | 3 events during construction period.  | Number of Events held<br>Attendance numbers.<br>Feedback sheets.<br>Repeat requests. | Heritage Engagement Officer<br>Heritage Explainers                           | Months 3, 6 and 8 |
|----|---|--|---|---|---|---|---|---|--|--|-------------------|
| 1  |   |  |   |   |   |   |   |   |  |  |                   |
| 16 | <p>Recreation of Historical Royal Visits</p> <p>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.</p> | <p>Staff, volunteers, general public and community organisations</p> | <p>To ensure that people are aware of the opening date and what to expect.</p> <p>To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole.</p> <p>Royal visitor to unveil 3 plaques to commemorate each of the royal visits.</p> | <p>Marketing plan for guidance.</p> <p>HLF Guidance.</p> <p>Lord Lieutenancy office guidance.</p>                       | <p>Plaques x 3</p> <p>Security</p> <p>Road Barriers</p> <p>Bunting</p>    | <p>£3,000</p> <p>£2,000</p> <p>£3,000</p> <p>£1,000</p> | <p>Opening of Event</p>                   | <p>Effective marketing and publicity.</p> <p>Invitations to all major partners.</p> <p>Approval from HLF.</p> <p>Coordination with Lord Lieutenancy office relating to Royal Visit.</p> | <p>Number of people attending.</p> <p>Press Coverage.</p>                            | <p>Town Clerk</p> <p>Mayors Secretary</p> <p>Heritage Engagement Officer</p> | <p>Month 8</p>    |





**MONTH 12 – JANUARY 2019**

|    |   |  |  |  |  |  |  |   |   |   |                      |
|----|---|--|--|--|--|--|--|---|---|---|----------------------|
| 5  | Training including Customer Service Training  | Staff Volunteers   | Staff and volunteers to benefit from customer service training.<br><br>General public to benefit from trained staff and volunteers.<br><br>Volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety. | To arrange specific customer service training.<br><br>Include invitation for volunteers in all STC training events | Arrange two specific Customer Service Training modules a year at approx. £500.   | £1,000                                     | One event to be held prior to opening. Second event six months later.  | Staff and volunteers to have completed Customer Service Training.<br><br>Staff and volunteers to have completed additional training.<br><br>General public to be provided with an improved service. | Number completing Customer Service Training.<br><br>Number completing additional training.<br><br>Feedback. | Town Clerk  | Months 6, 12 and 18. |
| 15 | Museums at Night Festival   | Staff<br>Volunteers<br>General public<br>Local businesses<br>Sevenoaks promoted. | Part of a national scheme sharing promotion and publicity for the venue.<br><br>Increased access for general public.   | Marketing<br><br>Heritage Explainers<br><br>Event Plan   | % of marketing plan<br><br>Budget for event £1,000   | £1,000                                     | Dictated by national programme<br><br>Open access event.   | Digital engagement<br><br>Views on website and engagement by social media.<br><br>Attendance at events.   | Heritage Engagement Officer<br><br>STP Administrator<br><br>Heritage Engagement Officer                     | Heritage Engagement Officer<br><br>STP Administrator<br><br>Heritage Engagement Officer | Month 12             |
| 1  | Cafe<br><br>Provision of cafe to provide venue for social interaction and sustainable income. | Volunteers<br>Commuters<br>General Public  | Refreshments whilst waiting for train and nearby residents and local businesses.<br><br>New social meeting place.  | Contract Management.<br><br>Liaison with EHO Dept.<br><br>Recruitment<br><br>Project management to ensure          | Included within construction contract.<br><br>Kitchen equipment (add to fitted & white goods)<br><br>Recruitment costs | % of total cost.<br><br>£7,300<br><br>£500 | Design and construction of cafe to meet all H&S, EHO requirements.<br><br>Recruitment of qualified staff.<br><br>Successful 'Score on the Door.' | Registration by EHO Dept.<br><br>Employment of qualified staff.<br><br>Award of 'Score on the Door'   | Town Clerk<br><br>Town Clerk<br><br>Café Manager  | Town Clerk<br><br>Town Clerk<br><br>Café Manager  | Month 12             |

