

Sevenoaks Town Partnership Meeting

To be held at the Sevenoaks Town Council Chamber

6:30pm : Wednesday 17th April 2019

Executive Board

| Representing | Number | Current Member | Current Organisation |
|----------------------------|--------|------------------------------------------------------------------------------|----------------------------------------------------------------|
| Sevenoaks Town Council | 3 | Cllr Maxine Chakowa (Chairman) CEO / Town Clerk Cllr Stephen Arnold | |
| Sevenoaks District Council | 1 | Cllr Avril Hunter | |
| Transport | 2 | Tony Clayton Austin Blackburn | Sevenoaks Rail Travellers Association Go Coach |
| Leisure Facilities | 3 | Jane Parish CEO Andrew Eyre (Vice Chairman) Knole | Sencio Stag To be confirmed |
| Chamber of Commerce | 1 | Nick Brooker | |
| Blighs Meadow | 1 | | Savills, agent for Bligh's owners Standard Life Investments |
| Sevenoaks Chronicle | 1 | | |
| Sevenoaks Society | 1 | Roger Walshe | |
| Large Business | 2 | Vacancy Elizabeth Dolding | Warners Solicitors |
| Small Independent Business | 2 | Roberta Ware Glenn Ball | Francis Jones Jewellers Local Architect |
| Resident Association | 1 | | |
| Round Table | 1 | | |
| Police | 1 | | |
| | 20 | | |

AGENDA

1. Apologies for Absence

2. Declarations of interest

3. Minutes

To receive and approve the minutes of the Sevenoaks Town Partnership Executive Board Meeting held on the 27th February 2019 (copy attached)

4. Sevenoaks Business Hub

To receive an update report regarding the Sevenoaks Business Hub (report to be distributed at the meeting)

5. Independent Shopping Day 4th July 2019

To receive an update regarding Independent Shopping Day 4th July 2019 (report attached)

6. STP Events Committee

To receive a copy of the meeting which took place on 3rd April 2019 (copy attached)

7. Business Show & Wellbeing Show 2019

To receive an update regarding the Business & Wellbeing Show.

8. Friends of Bat & Ball Station meeting 27th March 2019

To receive a copy of the minutes from the Friends of Bat & Ball Station meeting held on 27th March 2019 (copy attached).

9. New STP website

To receive feedback regarding the new STP website.

10. Member Organisations

To receive updates from Partnership members on their organisation's activities.

11. Date of next meeting

To set date(s) for future meetings of the Town Partnership Executive Board.

- Wednesday 29th May – Town Council Chamber

12. Press Release

**Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber
On Wednesday 27th February 2019 at 6.30 p.m.**

Executive Board:

| Executive Board | | | | |
|----------------------------|---------------|--------------------------------|-------------------------------------------------------------|--------------------------------------------------------|
| Representing | Number | Current Member | Current Organisation | |
| Sevenoaks Town Council | 3 | Cllr Maxine Chakowa (Chairman) | | Present |
| | | CEO / Town Clerk | | Present |
| | | Cllr Stephen Arnold | | Present |
| Sevenoaks District Council | 1 | Cllr Avril Hunter | | Present |
| Transport | 2 | Tony Clayton | Sevenoaks Rail Travellers Association | Present |
| | | Austin Blackburn | Go Coach | Present |
| Leisure Facilities | 3 | Jane Parish CEO | Sencio | Apologies |
| | | Andrew Eyre (Vice Chairman) | Stag | Present |
| | | Knole | To be confirmed | Apologies |
| Chamber of Commerce | 1 | Nick Brooker | | Apologies Julie Philips representing |
| Blighs Meadow | 1 | | Savills, agent for Bligh's owners Standard Life Investments | Apologies |
| Sevenoaks Chronicle | 1 | | | Apologies |
| Sevenoaks Society | 1 | Roger Walshe | | Present |
| Large Business | 2 | Vacancy Elizabeth Dolding | Warners Solicitors | Apologies |
| | | Robert Ware Glenn Ball | Francis Jones Jewellers Local Architect | Present Present |
| Resident Association | 1 | | | Byron Brown – Bradbourne Residents Association present |
| Round Table | 1 | | | Apologies |
| Police | 1 | | | Apologies |
| | 20 | | | |

Also in Attendance:

Stephanie Harrison – My Sevenoaks Community
 Cllr Roderick Hogarth
 Cllr Richard Parry
 Cllrs Mrs Rachel Parry
 Bonnie Tarling – Committee Clerk
 Bryan Chakowa – Independent Business Owner
 Tyna Carter – Wildernes House
 Cllr Mrs Pam Walshe

1. Apologies for Absence

As noted above.

2. Declarations of Interest

There were none.

3. Minutes

The minutes of the Sevenoaks Town Partnership meeting held on 24th October were received and agreed.

4. Sevenoaks Business Hub

A report was received and noted. An application for funding had been made with a decision due on 8th March 2019. A second planning application had been submitted and the decision due no later than 8th April. The tender process had been delayed but hoped to be completed asap. Details of the hire cost would be brought back to the next meeting.

5. Sevenoaks Vintage Bus 2019

A report was received and discussed. It was noted that there were strong opinions regarding Knole's position regarding the future of the bus.

Sevenoaks Town Partnership Launches Save its Vintage Bus Campaign

At the Sevenoaks Town Partnership meeting held on 27th February 2019 members representing organisations from all sectors of the community voted unanimously to start a campaign to keep the iconic Vintage Bus operational to Knole in Sevenoaks during the summer months.

The decision was taken following a debate relating to the communication from Knole that the bus could no longer access its land for safety reasons and that it added to the car congestion. Knole states that it does not currently permit coaches at weekends, Bank Holidays and school holidays and therefore suggested that the Vintage Bus stop in the High Street and passengers walked to Knole House. It was generally agreed that this was unrealistic, as those needing to use the bus were unlikely to be able to walk the distance.

The Town Partnership believed that the Knole should review its management policies which appeared to be in favor of promoting car use rather than promoting use of sustainable public transport. The car park at Knole had recently been increased considerably to provide what was an 'ugly blot' on the heritage landscape, impractical and difficult to use and of concern relating to its impact on the deer inhabitants who were gradually moving to different areas of the park.

The Vintage Bus is a Sevenoaks Town Partnership project started in 2013 with seed funding from Portas and was one of the 'community elements' within Knole's successful lottery bid. The aim of the Vintage Bus was to integrate Knole with the local community encouraging

visitors from Knole to also visit the town centre and introducing public transport for those without cars or mobility needs to travel direct to the door of Knole. The Vintage Bus links to both stations and the bus station in the town. Unfortunately, the current Knole management do not recognize the Vintage Bus (which is registered under the Public Route No. 7) as public transport and will not therefore promote on its website, which would encourage more people to use it and help to reduce car movement.

Since 2013 The bus has been manned by an enthusiastic group of volunteer bus conductors. In 2018 the Vintage Bus Service and the Sevenoaks Route 8 Bus Service were awarded top prize in the Transport Planning Society's inaugural People's Award for 2018. Judges praised schemes that put community engagement at the centre of local decision making and chose the two community transport initiatives in Sevenoaks as best reflecting what local people really want from transport schemes in the UK.

Lynda Addison OBE, Chair of the Transport Planning Society, said: "The People's Award is a great platform for us to recognise that when good transport planning and strong community engagement combine, they deliver lasting benefit to society. These winners have made a genuine contribution to improving people's accessibility, quality of life and wellbeing and have made such a huge difference to their local communities. "Fundamentally, it is community involvement that makes good transport planning. In fact, delivering exemplary community engagement will make a good scheme great."

Stephen Joseph, former Chief Executive of the Campaign for Better Transport and Chair of the judges, said: "We received entries from communities across the country and reaching a decision on the final winner was very difficult. Each nomination demonstrated that schemes, such as the eventual winners in Sevenoaks, that had been developed with the community had made a positive impact both to the local economy and to residents' quality of life. This is incredibly important at a time when we must encourage a move away from car dependency. We're delighted to be able to recognise their vision and their hard work."

The Sevenoaks Town Partnership also raised concerns that the decision in relation to the Vintage Bus was in part due to Knole management becoming isolated from the town. It was noted that Knole attendance figures had doubled which undoubtedly helped its revenue budget for the House and car park, however believed Knole as did all major businesses have a social responsibility for the wider community of the town in which it operates. During the planning process for the National Trust's recent expansion of Knole property and car park concerns were raised about the impact on the small market town and were reassured these would be managed. Unfortunately, that does not appear to be the case with the High Street regularly becoming gridlocked. On any sunny day, even in February, the car park is being closed as it cannot cope with the visitors, meaning some people that have travelled long distances are turned away, only adding further to the congestion. In the past they could have been guided to another car park and caught the Vintage Bus to Knole.

Knole management was previously an active key member of the Sevenoaks Town Partnership which enabled such problems and potential solutions to be openly discussed unfortunately this no longer happens. The annual Mayor's fundraising event which raised

funds for a different charity each year is no longer able to take place at Knole and it is understood other community activities are being reviewed.

For all the above reasons the Sevenoaks Town Partnership are encouraging local businesses and members of the public, particularly those who are National Trust members to write to the National Trust Chief Executive, Hilary McGrady, Hilary.mcgrady@nationaltrust.org.uk and ask them to reconsider their travel management policies to encourage and support sustainable transport and the continuation of the Sevenoaks Vintage Bus with a plan to reduce car numbers and the negative environmental impact this is having on Knole Park and the market town of Sevenoaks.

Linda Larter MBE
Executive Board Member
On behalf of Sevenoaks Town Partnership
28th February 2019

The Sevenoaks Town Partnership Vintage Bus Service was launched in 2011 as a partnership. Its aim is to bring together all key stakeholders in the town with the local community to make Sevenoaks a vibrant and successful town to live, work and visit.

The Sevenoaks Town Partnership membership is from the following organisations:
Sevenoaks Town Council, Sevenoaks District Council, Sevenoaks Rail Travellers Association, Chamber of Commerce, large Businesses, Independent businesses, Resident Associations, Blighs Shopping Centre, Transport Companies, Sevenoaks Chronicle, Stag Theatre & Cinema, Sencio Leisure Centre.

RESOLVED:

- I. To start a campaign to 'save the Vintage Bus'
 - II. To formally write to the CEO of National Trust to state how disappointed the Town Partnership was regarding Knole's decision to not allow the Bus into Knole grounds and formally ask that they reconsider this decision.
 - III. If the bus could not run into Knole it would be unviable to continue the service.
 - IV. To produce a press release regarding the matter.
- 6. Independent Shopping Day 4th July 2019**
A report was received and discussed.

RESOLVED: The Committee Clerk to move forward with plans for the event and start to contact local Independent Businesses to sign up.

7. STP Events Committee

The minutes of the meeting held on 23rd January were received and noted.

8. Business Show & Wellbeing Show 2019.

An update was received from the Committee Clerk.

Business Show on Friday 26th April – sponsors had now been confirmed and stand spaces were available for booking. The Sevenoaks and District Chamber of Commerce would be holding a breakfast event at the Stag before the show and the Next Generation Chamber would be hosting a talk during the event. Nominations for the Business Awards 2019 would be launched at the show.

Wellbeing Show on Friday 17th May – sponsors had now been confirmed and stand spaces were available for booking. Talks and demonstrations were being arranged.

Business Awards – The awards would be held on Friday 13th September at Knole Academy.

9. Friends of Bat & Ball AGM 19th December 2019

The minutes of the Friends of Bat & Ball AGM held on 19th December were received and noted.

The building had been handed over from the contractors on 27th February. Recruitment of staff was ongoing and full opening hours would be from 11th March. Arrangements were being made for weekly Thursday night Pop Up Restaurants with further details at a later date.

The next meeting would take place on Wednesday 27th March 6.30pm at the Bat & Ball Station building.

10. DCLG: Future High Street Fund

A below report was received and noted.

The Government provides the following information in the summary of the information relating to the Future High St. Fund: - *“The Future High Streets Fund is an essential part of Our Plan for the High Street, providing co-funding towards capital projects that bring transformative change. We want to see the regeneration of our town centres through innovative proposals around transport, housing delivery and our public services.*

Because no two high streets are the same, we are looking to work with visionary local leaders who understand what their local communities will need in the years to come. I’m looking forward to reading your Expressions of Interest and seeing your positive visions for our future high streets – places that can flourish for years to come”.

Unfortunately, in creating the fund the criteria does not enable Town Centre Partnerships, Town Teams, Town and Parish Councils and County Councils to make an application to the fund. NALC and ATCM are lobbying on this matter.

If had been able to apply it would have been recommended that STP made an application for funding the development of the Cultural Quarter and related activities for Sevenoaks Town Centre.

11. Member Organisations

Francis Jones Jewellers – Business was good and very busy at present.

Sevenoaks District Council – The new multi-storey car park would be opening early April and was currently on time and on budget.

Sevenoaks Rail Travellers Association – The group were concerned regarding rumours that the fast train from Maidstone to London Bridge via Bat & Ball would not happen from December 2019.

Go Coach – The SDC Shuttle service would finish on 5th April. Arriva were pulling out services in Sevenoaks from 6th April with Go Coach covering several services and becoming the only bus operator in the area. Route 8 had now been extended to include Aldi and Sainsburys and a launch photoshoot would take place at 11am on 28th February. Go Coach were currently looking for a member of staff for 4 hours a week to help with marketing and distribution of leaflets.

Bradbourne Residents Association – Currently working on plans to turn one of the lakes back into a model boating lake. Recent working party days had been very successful. Sevenoaks District Council were currently working on their Vision Plan for the lakes.

Bryan Chakowa – A new café would be opening in St Johns Hill at the end of March (previously Olivia's Café site).

Sevenoaks Society – Currently working on a Heritage Exhibition and book with further details to be brought to the next meeting.

Sevenoaks & District Chamber of Commerce – Three new board members had been appointed. The breakfast meeting business card raffle would now raise funds for three charities only – We are Beams, West Kent Mind and Hospice of Hope.

Pink Week – Events for Pink Week had now been arranged with further details to be released shortly.

My Sevenoaks Community – The site continued to go from strength to strength with 30,000 hits across the website and social media in one day. The What's On section of the website continues to be the most popular page on the site.

Wilderness House – The estate was now open and one resident had already moved in. The area was for 60 years + ,private owned, independent living with spa facilities and restaurant. A three day launch of the site would take place at the end of March.

12. Date of next meeting

The next STP meeting would take place on 17th April, 6.30pm at the Town Council Chamber.

13. Press Release

A press release would be issued regarding the Vintage Bus and extension of Route 8.

There being no further business the Chairman closed the meeting at 8.05 pm.

Dear Independent Shop Owner

Re: Sevenoaks Independent Shopping Day 4th July 2019

Sevenoaks Town Partnership would like to highlight the fantastic array of independent shops we have in our Town and the great items they have to offer visitors to the area. We would like you to sign up to the following proposal:

- Offer an incentive for people to shop at our independent shops on 4th July such as Buy One Get One Free or a % discount
- Each business that signs up will automatically be entered into our free prize draw where three lucky winners will receive a month's free advertising on our Community Screens (Bat & Ball Station, Sevenoaks Mainline Station and Stag Foyer)
- All stores that have signed up will have their details added to our website to promote the event
- Posters will be created and placed around the town
- There will also be a Social Media campaign for the event

You are all very important to the overall offering of our Town so why not sign up and help us celebrate our wonderful Independent Shops in Sevenoaks.

If you would like to sign up to our event please email your details to Bonnie Tarling at admin.tp@sevenoakstown.gov.uk or call 01732 459 953

Kind regards

Bonnie Tarling
Committee Clerk

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee
held on 3rd April 2019 at 6.30pm
at the Sevenoaks Town Council Chamber**

Present:

| | |
|--------------------------------|-----------------------------------|
| Cllr Maxine Chakowa (Chairman) | Sevenoaks Town Council/Specsavers |
| Bonnie Tarling | Sevenoaks Town Council |
| Linda Larter | Sevenoaks Town Council |
| Ray Russell | Sevenoaks Summer Festival |
| John Levett | Sevenoaks Summer Festival |
| Steph Harrison | Pink Week/My Sevenoaks Community |
| Rebecca Malkin | National Trust – Knole |
| Mary Hayward | National Trust – Knole |
| Cllr Roderick Hogarth | Sevenoaks Town Council |

Apologies for Absence:

Cllr Mrs Pam Walshe – Sevenoaks Town Council
Hannah Kay – National Trust, Knole

| | | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <p>Minutes of meeting held on 23rd January The minutes of the meeting held on 23rd January were received and agreed.</p> | |
| 2 | <p>STP/STC Events taking place in 2019 The attached calendar of events was discussed.</p> <p>It was noted that groups hosting events should contact the STP Events Committee to help promote via social media and weekly email newsletter. This could be by telephone or email – 01732 459 953 or admin.tp@sevenoakstown.gov.uk</p> <p>It was noted that the Summer Festival Brochure and tickets would be available from 10th April.</p> <p>Knole informed the group that they had several events coming up throughout the year and would send details to the Committee Clerk to include in the calendar of events.</p> <p>It was noted that the aim of the Events Committee was to share experience and resources including volunteers.</p> <p>Training/discussions would take place on different topics in the future eg. Risk Assessments for Events</p> | |

| | | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 3 | <p>Shared Resources</p> <p>It was noted that the Town Council had the attached equipment that can be used for hire by other event organisers.</p> <p>STP Events Committee was still looking into the possibility of purchasing a Stage.</p> <p>Funding was need for approximately £35,000. Part of the funds could be applied via a CIL Grant (50%) the other 50% would need to be raised via other donations.</p> | |
| 4 | <p>Volunteer Contact Database</p> <p>STP Events Committee would like to compile a list of volunteers for future events, helped by My Sevenoaks Community. If anyone would like to be added to the list (no obligation to help at every event, but would receive notification of events needing help) please contact the Committee Clerk on 01732 459 953 or email admin.tp@sevenoakstown.gov.uk</p> | |

The Meeting was closed by the Chairman at 7.40 pm.

STP Events Committee, Equipment available for hire

- 30x White plastic chairs
- Flip chart on stand with pens
- 4 x large wheeled display boards (double sided, rather heavy so would need large vehicle to transport)
- PA system with microphone stand. Can be used plugged in or if charged does not need a power source
- 6x 6ft long folding tables
- 2 x 4ft long white tables
- 3m x 3m gazebo (does have STC logo on, dark blue in colour)
- Table top display board with main display section and two folding out side sections
- Large white marquee (14m x 6m) that comes in sections (needs at least 8 people to put up and take down)
- Large variety of glasses including small tumblers, wine glasses, glass jugs and plastic jugs.
- 1 x White gazebo
- 1 x Pink gazebo

SEVENOAKS ANNUAL PROGRAMME OF EVENTS

Supported and promoted by Sevenoaks Town Partnership and Sevenoaks Town Council

| Ref | Event | Dates if known | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-----|-------------------------------------------------------------|--------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| | Mayor's Fire Walk at the Vine | 02.02.2019 | | ✓ | | | | | | | | | | |
| | Mayor's Quiz Night | 09.02.2019 | | ✓ | | | | | | | | | | |
| | Keep Britain Tidy Litter Picking Days | Various in March & April | | | ✓ | ✓ | | | | | | | | |
| | Mayor's Easter Egg Hunt at the Vine | 20.04.2019 | | | | ✓ | | | | | | | | |
| | Scouts St George's Day Parade | 28.04.2019 | | | | ✓ | | | | | | | | |
| | Sevenoaks Business Show at Stag Plaza | 26.04.2019 | | | | ✓ | | | | | | | | |
| | Sevenoaks Library Print Fest | 04.05.2019 | | | | | ✓ | | | | | | | |
| | Wellbeing Show at Stag Plaza | 17.05.2019 | | | | | ✓ | | | | | | | |
| | Bouncy Kingdom at Greatness (inflatable rides for children) | 29.05 – 03.06.2019 | | | | | ✓ | | | | | | | |
| | Love Your Local Market | 17.05.2019-31.05.2019 | | | | | ✓ | | | | | | | |
| | Sevenoaks Summer Festival | 22.06.2019-07.07.2019 | | | | | | ✓ | ✓ | | | | | |
| | Armed Forces Day/Charity Fayre on the Vine Gardens | 29.06.2019 | | | | | | ✓ | | | | | | |
| | Hospice in the Weald Moonlight Walk from the Vine Gardens | 15.06.2019 | | | | | | ✓ | | | | | | |
| | Heritage Talk at Bat & Ball Station | 19.06.2019 | | | | | | ✓ | | | | | | |
| | Bands on the Vine Sunday afternoons | | | | | | | ✓ | | ✓ | | | | |
| | Bands on the Vine Thursdays | | | | | | | ✓ | | ✓ | | | | |
| | South East in Bloom – all July Judging Day | Date to be confirmed | | | | | | | ✓ | | | | | |
| | Lions Club Beer Festival on the Vine Gardens | 11.07 – 14.07.2019 | | | | | | | ✓ | | | | | |

SEVENOAKS ANNUAL PROGRAMME OF EVENTS

Supported and promoted by Sevenoaks Town Partnership and Sevenoaks Town Council

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Sevenoaks Town Partnership

Minutes of the Meeting of Friends of Bat & Ball Station held at the Bat & Ball Station Building At 6.30 p.m. on 27th March 2019

Present:

| | | |
|----------------------------------|---------------------------------------------|---------|
| Cllr Paul Towell, Chairman | Sevenoaks Town Council | Present |
| Cllr Tony Clayton | Sevenoaks Town Council | Present |
| Linda Larter, Town Clerk | Sevenoaks Town Council | Present |
| Derek Medhurst | Sevenoaks Camera Club | Present |
| Cllr Rachel Parry, Vice Chairman | Sevenoaks Town Council | Present |
| Cllr Richard Parry | Sevenoaks Town Council | Present |
| Bonnie Tarling, Committee Clerk | Sevenoaks Town Council | Present |
| Linda Redden | Heritage Engagement Officer | Present |
| Gillian Paterson | Greatness Resident Association/Station User | Present |
| Alastair Boobyer | Local Resident | Present |
| Cllr Marilyn Canet | Sevenoaks Town Council | Present |
| Roger Johnson | Sevenoaks Rail Travellers Association | Present |
| Byron Brown | Bradbourne Resident Association | Present |
| Glenn Ball | Local Architect | Present |
| Cllr Margaret Crabtree | Kent County Council | Present |

1. Apologies for Absence

Apologies received from Cllr Stephen Arnold and Geoff Brown.

2. Minutes of the Previous Meeting of the Friends of Bat & Ball Station held on 19th December 2018

The Minutes were received and agreed as a true record.

3. Station Matters and Activity Plan

RIBA Competition information:

Theis + Khan is pleased to announce that the Bat & Ball Station building has been shortlisted for the RIBA South East Regional Awards 2019.

Bat & Ball Station restoration and refurbishment project was commissioned by Sevenoaks Town Council (STC) after being given the building on a 25 year lease for a 'peppercorn' rent. The building was first opened in 1862 as the main station for Sevenoaks and although de-staffed and boarded up since 1992 the Thameslink line continued to run to London. STC saw the opportunity to link another of their projects the Bat & Ball community centre on the other side of the railway line (an RIBA



competition won by Theis + Khan in 2015) to the station, giving the public full accessibility to the London bound platform for the first time. Bat & Ball station and the community centre are the start of STC's ambitious master plan to regenerate Northern Sevenoaks.

Theis + Khan's brief was to retain the original station character and refurbish the building to provide a café, community rooms, and internal, external and accessible WCs, to contemporary standards. The station building was of significantly historical interest to be awarded a Heritage Lottery Fund grant of £755k towards the £950k budget. The project started in July 2017, went on site in March 2018 and completed in February 2019.

The existing building retained original features that provide a strong and distinctive basis for the new design. These include elaborate architrave panels over the doors, ticket windows and counters. A careful judgment was made to balance a sense of historic enhancement with contemporary design so lighting, radiators and sanitary fittings are carefully chosen to compliment the original Victorian style of the station. Timber panelling around the walls, echoes the original and gives a sense of scale to the lofty rooms. Mechanical and electrical services have all been updated to contemporary standards. The town council and local community have been fully engaged in the project throughout, led by Town Clerk Linda Larter.

The Mayor of Sevenoaks, Councillor Hogarth says:

'I'm very pleased for everyone involved in this project that it has been shortlisted by RIBA. Now the station has opened it has quickly become a valuable resource for the community. The original design has been delivered, which is not always easy to do with renovations and the feedback from the public has been very positive

A copy of the Activity Plan was received and an update was provided by the Heritage Engagement Officer.

Camera Club Exhibition at the Bat & Ball Station building 29th-30th June 10am till 4pm.
Talk 2nd July 7pm at the Station Building.

Heritage Talk by David Killingray – 19th June 7pm

It was noted that a model of Bat & Ball Station was being created and would be based on how the station and surrounding area looked during the 1950s.

There was some building work to the roof and drains currently taking place by Southeastern and these works should be completed shortly.



It was hoped to create a Victorian style garden at the station. Members were asked to contact the Town Clerk if they were interested in designing and planting the garden.

Network Rail would be carrying out litter picking along the railway line starting on 3rd April.

Work on the outside toilets would be completed shortly.

The Town Council would be approaching Southeastern to request that parking in the station car park could be free for the first hour.

4. Sevenoaks District Council Environmental Visual Audit

The report was received and the actions carried out by Sevenoaks Town Council noted.

5. Outcome Map & Measurement Framework by Envoy Partnership

A copy of the framework report was received and noted. A current draft of the final report was being drawn up with a copy available at the next meeting. It was noted that more volunteer feedback was needed in order for this to be incorporated into the report.

6. Community Rail Partnership – Samuel Palmer Line

An update was received from the Town Clerk. The Town Clerk & Emma West at Sevenoaks District Council were currently working on the Business Plan. Meetings were taking place with different funders and interested parties. A copy of the Business Plan would be brought to a future meeting.

7. Access to Platform 1

A copy of the Architect drawings were distributed. Currently permissions were being sought from nine different Rail Planning Authorities. Currently an issue with Govia Thameslink was holding up the plans, it was hoped the issues would be resolved shortly. Work on the ramp was hoped to start on 8th April and last for six weeks.



8. Station Adoption – Sevenoaks Mainline Station

As part of the Community Rail Partnership the Friends of Bat & Ball Station have to “adopt” Sevenoaks Mainline Station. This involves health and safety training which will take place on Friday 5th April 1.30pm. Any members wishing to take part in the training were asked to contact the Committee Clerk.

There being no further business the Chairman closed the meeting at 7.45pm

Signed
Chairman

Dated

Chapter 4: Heritage Activities

Note: HLF Permission to Start Date = 15th February 2018

For more detailed information compare to complete HLF Activity Plan

Progress Report: 1st April 2019

| | Activity Description | Audience (s) | Benefits for People | Resources | Cost | Methods of evaluation | Risks | Resp. | Pred. start Date | Progress |
|------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Formal Learning | | | | | | | | | |
| 1.1. | History Workshop History workshop relating to the station, station building, and significance to Sevenoaks. | Primary schools KS1 & KS2 Target 3 per year | School children will have the opportunity to experience hands-on learning activity. Young people to learn about local heritage. Curriculum Based Lesson Plan for teachers. | Lesson Plan Site visit Information talk worksheets with Q & A potential for dressing up Risk Assessments | £550 | Pupil, teacher evaluation. Feedback from Heritage Explainers. Repeat bookings by schools. | Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits. | HEO | September 2018 Delivery Spring/summer term 2019 | Draft lesson plans (KS1 & 2) completed Sourcing ideas for activities Granville School visit – 18.3.19 – 2 classes (50 students/teachers) St Thomas School (2 classes) and Sevenoaks Primary school (6 classes) To visit in Summer Term |
| 1.2 | Science Project A science project with local schools looking at steam as form of power and linking back to steam engines. | Primary Schools KS2, KS3 1 – 2 per year | Benefit for school children and teachers of linking a curriculum-based science activity with a local heritage project. Could link to additional lesson plans e.g. what other inventions could steam be used for? Work sheets provided Research potential to combine with visit to station of a steam train. | Lesson plan Including site visit Information talk Worksheets with Q & A Risk Assessments | £550 | Pupil, teacher evaluation. Successful with combining with steam train visit. | Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits. Unable to research a suitable science project. Unable to source or impractical to combine with visits to station of a steam train. | HEO | September 2018 Delivery Spring/Summer term 2019 | We have researched the base for the science project. We will purchase an original train steam whistle and work with relevant people to prepare a safe lesson plan for pupils to create steam to enable the whistle to make a (loud) noise. St Thomas School (2 classes) and Sevenoaks Primary school (6 classes) To visit in Summer Term Discussions with volunteers to bring model steam engines to demonstrate how steam works to power engines. |
| 1.3 | History Project Students or local youth group asked to write a story or develop a film | Primary Schools KS3 Youth groups | Benefit of linking art, drama and performing art work to a local heritage facility. | Provide information talks to teachers. | £0 £1,000 | Number of schools engaged. | Insufficient interest or resources to enable take up by local schools. H&S risk assessment for school children external visits. | HEO | September 2018 Contact Delivery Spring/ | Project to be run by Sevenoaks Youth date TBC |

| | (for website) about the railway. | 2 per year | | Budget for presentation of project. | | | Inability to source expertise to assist with project. | | Summer term 2019 | |
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| 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 Conway will bring a group of NEET's to the Station as part of a whole day visit to Sevenoaks are/business. Date TBC |
| 1.5 | Training including Customer Service Training | Staff Volunteers | Staff and volunteers to benefit from customer service training. | To arrange specific customer service training. | £1,000 (£500 each) | Number completing Customer Service Training. | | Town Clerk | | First aid training for volunteers Date TBC |

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| 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 | Number of events held Amount of artwork produced. Attendance number Feedback. | Lack of interest from public. Expertise to assist with artistic element. | Town Clerk | August and October 2018 16 th August 12-4pm 29 th August 10am-2pm 25 th October 10am-2pm Community Centre Gave out flyers/ information Talked to attendees about the station project |
| 2.4 | Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and information material. | Residents of care, nursing homes and day centres. Volunteers Future generations | To help people reminisce about the past and to start discussions. To provide respite for carers. To collect information that would otherwise be lost for future generations. | Recording equipment. Volunteers. Prompt sheet and photographs, maps for initiating reminiscence. | £150 | Number of people involved. Information obtained. Feedback surveys. | Volunteers needed for recordings. Lack of persons willing to be interviewed. | HEO | August workshop cancelled due to low numbers of attendees. Oral History trainer Rib Davies Training session for staff/volunteers Wednesday 5 th September |
| 2.5 | Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building – restoration project – completion. | General public volunteers | To enable public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project. To see the progress first hand. 2 events | Heritage Explainers Pop up Banners x 3 Leaflets | £0 | Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback | Lack of public interested. | Assist. Town Clerk | Wednesday 6 th September 11am Wednesday 31 st October 11am |

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| 2.6 | Temporary Exhibition | General public Future volunteers | To enable the public to learn about the heritage and significance of the Bat & Ball Station and the restoration project. To promote the volunteer role of Heritage Explainers. To promote the future public facilities including community rooms and café. 2 temporary exhibitions | Pop up banners Posters Leaflets Volunteers at exhibition Feedback forms | £1,000 £200 | Number of events held Number of people engaged. Number of potential volunteers. Feedback. | Assist. Town Clerk | July 2018 | 3x A1 sets printed for use on mobile boards at local venues: Sevenoaks mainline station Sevenoaks Library and Museum Sevenoaks Community Centre Flyers are available for public to take at each venue Receiving feedback flyers in post |
| 2.7 | Volunteer researchers | Volunteers General public School children Future generations | Obtain research relating to and create historical records. <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, how it has changed, including social history Lives of previous employee at the station Develop of businesses in the area. | volunteers | £1,000 | Number of volunteer researchers involved. Number of volunteering hours. Quantity and quality of research achieved. Future use of research. Feedback from those involved. | Town Clerk & HEO | Month 1 onwards February 2018 | To date 12 voluntary researchers, several with professional expertise to collate information for future uses. Regular liaison and discussion meetings are being arranged. |
| 2.8 | Heritage Explainers Recruitment and training of minimum of 6 | Staff Volunteers General public | Volunteers will benefit through the act of volunteering and the new roles created. | Recruitment Person Specification/ Job Description | £500 | Number of applicants. Number of volunteers recruited. | HEO. | January 2019 | Job role/description has been posted on the volunteer section of the new website for people to apply. Start to recruit HE's from current volunteer pool and from attendees of future events. |

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| | volunteers willing to be 'Heritage Explainers' to provide talks and information at public events. | | Volunteers will gain new skills and new knowledge. Volunteers will gain from work experience. Volunteers will benefit through training opportunities and support to learn new skills. Volunteers to feel that their contribution is appreciated and they feel involved in the overall project. | Support by Heritage Engagement Officer Corporate Clothing / identification badges. Demonstrate appreciation – café discount, invitation to mayoral / civic events. | £800 | Number of volunteers undertaking training. Number of volunteer hours. Turnover of volunteers. Feedback from volunteers. Feedback from public from events. | Ensuring consistent level of representation. | | | Details of volunteering roles/event Posted on Imago website Information was available at Open Days (19 th January and 16 th February) Coffee Morning held 14.3.19 – recruited 3 new volunteers |
| 2.9 | Picture / video record of refurbishment of building | Volunteers Sevenoaks Town Council HLF General public Future generations Contractors Camera clubs | Create a pictorial record and or video of refurbishment for publication at the end of the project. | Photographer Recording equipment Video editor and producer. Final product. | £2,000 | Quality of production Once in the public domain – Number of views Feedback | Poor quality of records. Ensuring timeline not to miss important aspects. | Town Clerk & HEO | April 2018 Ongoing | Sevenoaks Camera club attended commencement of work event. Derek Medhurst overseeing the weekly photographic timeline. Specification for website to include enabling pictorial record to be included. Refurbishment images all added onto website SCC to record any further changes at the station and attend events during 2019 SCC talk and exhibition as part of the Sevenoaks Summer Festival 29-30 June - Exhibition 2 July - Talk |
| 2.10 | Railway Children | Young people General public | To produce a reading or production of the Railway Children or similar. Working with local groups and using the connectivity of the station. | Experienced youth outreach professional. | £3,000 | Number of readings or productions created. Number of young people involved. | Reliance on one outside organisation to deliver project. | HEO | 2019 | Sevenoaks Youth Theatre researching and working on project. Dates: workshop 8-12 April screening – TBC |

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| 2.11 | Creation of Technology Record | General Public | Involving young people in the heritage of the station and station building via the arts. The creation of a website to enable public to observe progress of refurbishment, access information, upload photographs, comment on historical information and submit information. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project. | Website provider | £5,000 | Number of audiences. Feedback. Completed website Number of views Feedback | Reliance on professional consultant. Hacking. Monitoring for inappropriate input. | HEO Assist Town Clerk | February 2018 August 2018 | Website specification produced Website completed and live (some still under construction) Website now appears on first page of Google search Work on adding content and images continues Content for Café, hiring facilities and prices added Events and news – ongoing Visits to website: January 758 February 342 |
| 2.12 | Information Leaflets | General Public | The production of an information leaflet / postcard to be made generally available. To enable the general public to learn about the heritage and significance of the station and station building and the restoration project. | Production of copy, images and information for postcard. | £100 £600 | Feedback from leaflet. | | Town Clerk & HEO | Month 1 February 2018 Printed July 2018 | 3,000 Printed. Distributed at: B & B related events STC events Sevenoaks Library Mainline station Community centre Feedback insert to be completed and returned to HEO Hand out flyers/Collect feedback Talk to public about B&B project 29 th August – Sainsburys (Byron Brown) 27 th September 8.45am – Sevenoaks Station 18 th October 9.30am – Sevenoaks Library X50 sent to 5 local steam railways to distribute to staff/volunteers and public Copies still available to distribute to local groups/schools/businesses |

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| 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> | | Assist. Town Clerk | <p>Month 1 February 2018</p> <p>Installed July 2018</p> <p>Jan 2019</p> | <p>Full set (x5 boards) positioned on station hoardings, road side.</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>Creating interpretation plan</p> |
| 2.14 | Heritage Open Days | Staff Volunteers General public | Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage. | <p>Marketing Heritage Explainers Event Plan</p> | £0 | <p>Event takes place as planned.</p> <p>Attendance numbers</p> <p>Feedback and evaluation Via on line or printed surveys.</p> | | HEO STP Admini strator | <p>Deferred to September 2019</p> <p>Apply by August 2019 Event dates booked for 8th and 14th September</p> <p>Crampton Museum volunteers to deliver 3x talks on 8th September</p> | |
| 2.15 | Museums at Night Festival | Staff Volunteers General public Local businesses | <p>Part of a national scheme sharing promotion and publicity for the venue.</p> <p>Increased access for general public.</p> | <p>Marketing Heritage Explainers Event Plan</p> | £1,000 | <p>Views on website and engagement by social media.</p> | Being able to fit in with national programme. | HEO STP Admini strator | <p>Festivals x2</p> <p>Mid-May and/or October 2019</p> <p>Promote on Museums at Night website</p> <p>'Harry Potter' themed event TBC October half term – 24th October</p> | |

| | Sevenoaks promoted. | | | Attendance at events. | | | | | | |
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| 2.16 | Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole. | Staff, volunteers, general public and community organisations | To ensure that people are aware of the opening date and what to expect. To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole. Royal visitor to unveil 3 plaques to commemorate each of the royal visits. | Marketing plan for guidance. HLF Guidance. Lord Lieutenantcy office guidance. | £3,000 £2,000 £3,000 £1,000 | Number of people attending. Press Coverage. | Terrorism, H&S for large public event. Death of senior member of royal family. | HEO Town Clerk Mayor 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 (independent artist) To create a large 'sculpture' of Queen Victoria's dress made from used Lottery Tickets. Community art workshop held 21 st February at the station to create 'Queen Victoria's dress'. 40 attendees (local families and group from Sevenoaks Community Services) Interpretation banner to accompany the art piece - completed Finished art work Will be 'unveiled' at Royal visit. |
| 2.17 | Time Capsule | General Public | To include: • HLF Leaflet • STC Annual Report • Sevenoaks Chronicle • Northern Masterplan | | | | | Town Clerk HEO | September 2018 | To be buried under floorboards of station. Time capsule ceremony 6 th September 10.30am |
| 2.18 | Preview Event | Councillors FOBB Staff volunteers | | | | | | Town Clerk HEO Café Manager | Tuesday 27 th November | Michael Portillo to attend Preview of building Official ribbon cutting Sussex Belle Steam Train passes through station Refreshments/entertainment |
| 2.19 | Community Open Days | Local community Businesses Families | To learn about the restoration project. To find out what will be available at the station when open (café, hire facilities) | Craft resources Refreshments | £50 | Feedback forms | Lack of interest from the public No staff or volunteers available | Town Clerk HEO | January 2019 | Open Days at the station: Saturday 19 th January 10am – 12pm 300 attended Saturday 16 th February 10am – 12pm 200 + attended |

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

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| | Recognition of project being funded by lottery. Weekly free draw. | | Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake. | operate as per Business Plan. Marketing Plan. Posters and free draw box. | £0 | Attendance numbers. Sales & profit Operating as per Business Plan. Number of tickets deposited. | | Café Manager Café Manager Café Manager Town Clerk RFO, Café Manager | | |
| 3.2 | Sale of Kent produce Within the café to enable local producers to advertise and sell products. | Local producers General Public | Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people. | Marketing plan. Ordering system | £0 | Number of producers stock in place. Number of repeat orders. | Lack of interest from local suppliers. | Town Clerk & Café manager | December 2018 | In line with café by March 2019 Members of Produced in Kent from November |
| 3.3 | Information To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature. | General public Volunteers Schools Commuters Tourists | Access to information on or off site. Ability to learn about heritage and activities. | Branding Creation of website Infopod Information screen Printed literature | £2,000 £3,000 £800 £1,000 | Recognition of branding. No. of visits to website Literature distributed and read. Feedback. | | Town Clerk Assist Town Clerk | December 2018 | TV screens available Infopod TBC |

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| 3.4 | Public Toilets | General Public School children | Provide accessible and well maintained public toilets for use by commuters, school children and general public. | Architect design Construction project. | n/a | Completed facility. Number of people using facilities feedback | Town Clerk | December 2018 | Internal toilets opened 11th March 2019 External toilets TBC |
| 3.5. | Public Rooms for Hire and community use | General public Voluntary groups School children | To provide two public rooms for hire and to hold activities as identified in the Activity Plan. | Architectural design Construction project Installation of AV. Hearing loop, Drop down screen, projector, and projector screen. Fixtures and fittings. | £7,500 | Number of hires and events Completed installation. Feedback from users. Feedback from users. | Town Clerk Hall Administrator Town Clerk Assist Town Clerk Town Clerk | January 2018 | Internal meetings held from Feb Rooms available from 11 th March 2019 to external hirers Hire charges and T&C's added to website Feedback from users: Acoustics, traffic noise |
| 3.6. | Appointment of Heritage Engagement Officer To develop the formal and informal activities within the Activity Plan. To evaluate the success of the Activity Plan. | Appropriate qualified person. All potential visitors and organisations. | People to benefit from having a dedicated offer to develop and deliver activities and act on community consultation and feedback | Town Council Website. On line recruitment sites. | £500 £40,550 | Sevenoaks Town Council Recruitment Policy & Procedure. Lack of suitable candidates. | STC Central Services Dept to follow recruitment policy and procedure. | April 2018 April 2019 | Linda Redden in post from 21.5.18 |