



STATION HALL A PLACE FOR ALL

PHASE 1 REPORT & PHASE 2 BUSINESS CASE

OCTOBER 2019



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**"I URGE YOU TO SUPPORT
THIS VITAL PROJECT"**

HELEN HAYES MP



1. Executive Summary

The Herne Hill Forum had identified a semi-derelict under-used building right in the centre of Herne Hill and wanted to bring it back to life as the centrepiece of the community.

A year ago, the Herne Hill Forum was awarded a £55,000 Phase 1 Grant from the Mayor of London's Good Growth Fund to:

- Establish the viability of the disused waiting room at Herne Hill Station as a resource to benefit the community and local economy
- Produce a costed proposal to convert the premises into an accessible community asset able to support itself financially

In January 2019, with 'in kind' support from Southeastern and National Rail, the 'lost waiting room' opened its doors to the public for the first time in over ninety years.

A repurposed community asset:

Nine months later, Station Hall was well on its way to becoming a much used and widely valued community resource:

- 456 events held
- Hosted by 79 different users or organisations
- Attended by over 5,000 people

With meaningful social benefits:

- 60% of bookings to charity or community groups
- Book Week festival attended by over 600 kids from local schools with massively varied demographics
- 'Get Rid & Donate' platform redistributing from those who 'have' to those who 'need' in the local community

Good for local business:

- 40% of bookings for commercial purposes
- 'Emporium' an event to showcase and sell local artisan's products to local shoppers
- 'Makerspace Festival' to encourage startups and gain commissions for existing local businesses based at South London Makerspace in the nearby railway arches

A combination with unexpected advantages:

Due to the connections made at Station Hall, we were able to secure neighbourhood work placements for some of the disabled students attending the local Michael Tippett School. Proximity between school and placement location has proved very helpful and using Station Hall as a location from which to prepare and then debrief after each work experience is beneficial to both student and business. In her testimonial, the School's Deputy Head is glowing in her appraisal of this scheme and keen to extend it further (see [Section 7.3.2](#)).

Reasons for success

Location

Positioned within a station, access via train and connected bus routes could not be better. 100% of respondents identified location as a key reason for choosing to hold their event at Station Hall. The second most often cited reason was 'size of venue', leaving 'cost' coming in third.

Marketing

Prior to launch, and guided by Good Growth Fund's twelve target areas for social impact, the Station Hall team directly contacted over eighty local civil society groups and individuals to offer Station Hall as a venue. The message was more widely spread via the Herne Hill Forum's existing newsletter list and social media presence. Bookings flowed very quickly ensuring an attractive programme of events to be advertised through established distribution channels. Throughout, we have kept the community involved and updated about events at Station Hall and this has helped create a strong pool of volunteers (over 200 shifts contributed) and supporters as well as ensuring good attendance at events.

The Team approach

Right from the start a careful approach to investment was taken, key resources were purchased to enable larger events to take place. Meanwhile a strict policy of scrimp, scrounge, beg and borrow to fill in all the gaps. This ensured a quirky, unique individual feel for the place, giving it character to reflect the community.

Financial Viability

In good months, Station Hall has managed to generate income to cover its basic operating costs. To go beyond this, facilities need to be improved and accessibility achieved. The Report contains ways in which this could be achieved at a capital cost of £938,400.

Scalability

During the course of this project, the MD of Southeastern Rail has been very involved. In his statement of support (see Appendix 20) he declares his company's willingness to examine each of Southeastern's 165 properties for projects similar to Station Hall.

Hitting the buffers

Without significant redevelopment, Station Hall will fail to gain Planning Permission for a change of use to become a permanent Community Centre. This is because it is not accessible.

About this report

In the interests of transparency, this report contains full details of the entire pilot project, together with a detailed overview of the architects' commission (StudioWeave/Architecture 00) and future design possibilities. It was also a Good Growth Fund grant requirement that we provide a thorough account of our experience to act as a useful resource for other similar initiatives looking for a 'how to' reference.

Light relief

The Station Hall project is perhaps best told by the children of Charter School, our nearest Secondary. They came to use Station Hall and then wanted to get involved by creating a short video. You can watch it here:

<https://www.youtube.com/watch?v=kAdyLbKXZFE&t=148s>.



This was a unique opportunity for me to step out of my comfort zone and take on a massively creatively rewarding project.

It has helped build my portfolio, increase my confidence in film making and allowed me to connect to the local community - something that as an 18 year-old doesn't happen often

Holly McCandless-Desmond, Media Student, Charter School



PHASE 1 REPORT



PART 1: PHASE ONE REPORT

2. Introduction

Herne Hill is famous for its community spirit, built up over the years. Through award-winning, people-led initiatives, this tight-knit South London neighbourhood has delivered ambitious change. Yet until recently it had no place that the community could call home - no central space to meet, to learn, to come together. This is where the Station Hall project comes to life, bringing a mothballed space at the heart of Herne Hill back into use as a thriving community asset, to provide an epicentre for our local economy and the wider area.

What we create needs to be original, unique, friendly, approachable, inclusive but also provide a real challenge to anyone coming in for the first time, not what they may have been expecting. We want to create a 'Narnia Effect' – step through the doors and be transported into another realm, not imaginable from the outside. It should inspire, make people smile, give ownership to those who visit and use the space.

Whether you are 3 or 93 years old, it must be the place you really want to be in – and one that you are able to comfortably access, feel safe and be free within.

We don't want it just to be a place that is available for hire. We are after a far bigger social impact by working to get as many compatible groups, people or ideas together that can feed off each other - the space must create that spark, that interaction, somewhere where serendipity happens naturally.

With £55,000 of Good Growth Fund resources, the Herne Hill Forum has delivered a successful trial phase of events and activities in this space (Phase 1); and has commissioned architects to develop costed proposals for taking this building to its full potential, particularly around accessibility (Phase 2).

What follows is a two-part report: Part One provides an overview and evaluation of the trial phase of activity run in the hall; Part Two provides an outline business case for further capital investment in Station Hall for a visionary programme of improvement works.



3. Context

Herne Hill sits at the heart of South East London; and Station Hall sits at the heart to Herne Hill. This is a diverse, and multi-faceted locality - one that cuts across social and economic divides and provides a meeting point for many communities.

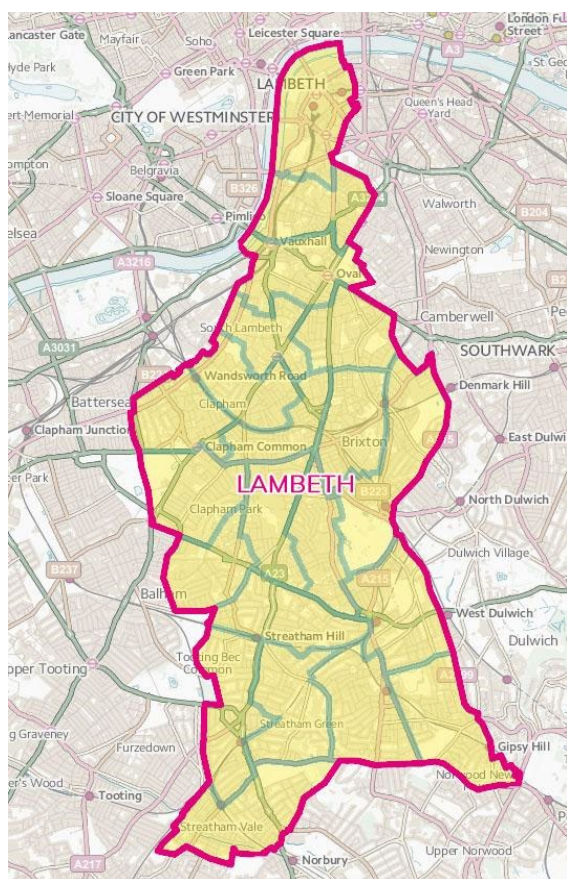
3.1 Herne Hill and surrounding area

3.1.1 Borough boundaries

Herne Hill straddles two London Boroughs: the London Borough of Lambeth; and the London Borough of Southwark. These are two of the most deprived Boroughs in London - Lambeth ranks 25th worst out of 32 boroughs for child poverty; and Southwark ranks 26th worst out of 32 boroughs for child poverty¹. However, both also have areas of marked affluence, and active, diverse economies.

3.1.2 Lambeth overview

Lambeth is divided into the five 'Administrative Areas' of Brixton, Stockwell, Clapham, Streatham and Norwood, as well as North Lambeth (which consists of several smaller places, such as Waterloo, Kennington, Vauxhall and Oval).



Lambeth is one of the largest geographic areas of any inner London borough, with 318,000 residents. It is the 8th most deprived borough in London and has a complex social and ethnic mix. Lone parents make up one in ten of its 136,000 households and around 65% of households live in rented accommodation. About 37,000 people in Lambeth have their day-to-day activities limited by a long term illness or disability. There are 87,000 people in Lambeth living in poverty after housing costs, and the most deprived places in the borough are mostly in Brixton and Stockwell, with some in Norwood (all neighbouring Herne Hill). Health issues in Lambeth reflect its position as an inner-city urban area with a young population profile and a mix of deprivation and affluence, and Lambeth has high rates of violent, sexual crime and drug related crime. Lambeth is an important part of the London economy, with 140,500 people being employed in Lambeth - particularly in human health and

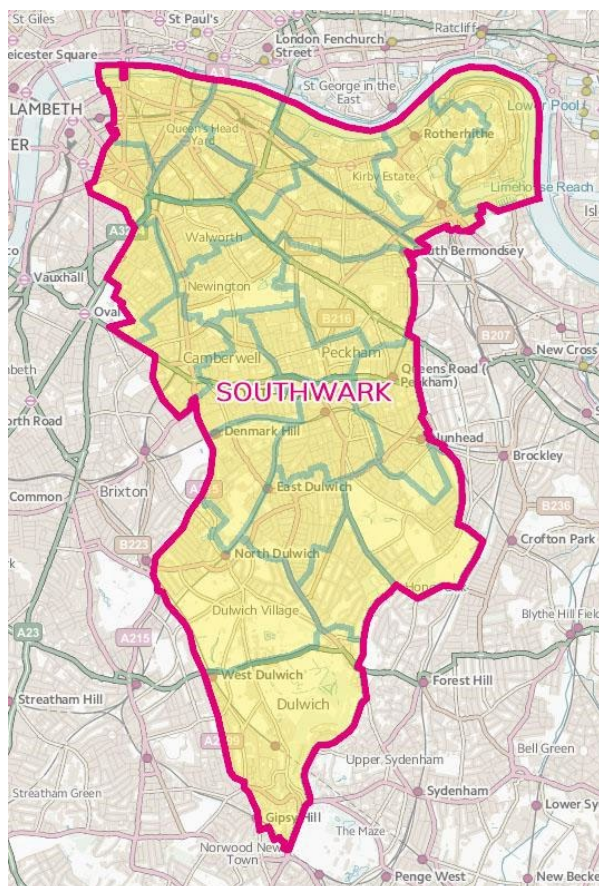
social work and administrative and support services - all key employment sectors².

See [Appendix 1](#) for a detailed overview of Lambeth's socio-economic data.

¹ <https://www.trustforlondon.org.uk/data/boroughs/overview-of-london-boroughs/>

² See 'The State of the Borough, 2016', Lambeth Council, <https://www.lambeth.gov.uk/sites/default/files/State%20of%20Borough%202016%20-%20v3.pdf>

3.1.3 Southwark overview



Southwark is divided into twenty-one wards, which are grouped together to form five Community Councils: Bermondsey and Rotherhithe, Borough, Bankside and Walworth, Camberwell, Dulwich (of which Herne Hill forms part), and Peckham and Nunhead.

Around 314,200 people live in Southwark, with over 56,500 in the South Southwark area (which includes Dulwich Village ward³). South Southwark's residents include more children and young people than other parts of the borough, and a younger than average working age population. Although Southwark ranks amongst the poorest boroughs in England, Dulwich Village is the least deprived ward in the borough.

11% of households have no members who speak English as a first language, and 29% of residents were born in non-EU countries. And whilst the part of

Southwark bordering Herne Hill is the least deprived part of the borough, there are pockets of poverty across the borough, "with the distribution of benefit recipients across Southwark not being so polarised compared to other London boroughs⁴⁵.

See [Appendix 2](#) for a more detailed overview of Southwark's socio-economic data.

3.1.4 Herne Hill Overview

Straddling both Lambeth and Southwark, Herne Hill is an area that shares many of these two boroughs' characteristics - it is a densely populated, inner city neighbourhood, with a varied demographic. Since census data is limited to super-output levels, it is necessary to approximate a population assessment for Herne Hill to a set of output areas which best cover the area. This shows a local population of around 16,000 residents, of whom

³ JSNA Profiles for Southwark, South Southwark, 2019 <https://www.southwark.gov.uk/health-and-wellbeing/public-health/health-and-wellbeing-in-southwark-jsna/southwark-profile>

⁴ 'Overview of Southwark', <http://southwarkgiving.org/>
https://communitysouthwark.org/sites/default/files/images/1.%20Overview%20of%20Southwark_Final_3.pdf

⁵ 'Overview of Southwark's Population JSNA Factsheet', Southwark's Joint Strategic Needs Assessment, People & Health Intelligence Southwark Public Health, July 2018. Visit: [southwark.gov.uk/JSNA](https://www.southwark.gov.uk/JSNA)

28% are non-white; 27% have a country of birth other than the UK; 9% are aged 65 or over; 4% report 'Bad or very bad health'; 13% have health issues that 'Limit or severely limit' day to day activities; 23% live in socially rented housing; and 21% are economically inactive. See [Appendix 3](#) for a detailed approximation of census data for the Herne Hill area.

3.2 Station Hall history

Station Hall is located at the heart of the community, directly above Herne Hill Station - a grade II listed, handsome building of arched doorways, Welsh slate roof and decorative brickwork, first opened in 1862 and recently restored with input from the Railway Heritage Trust.



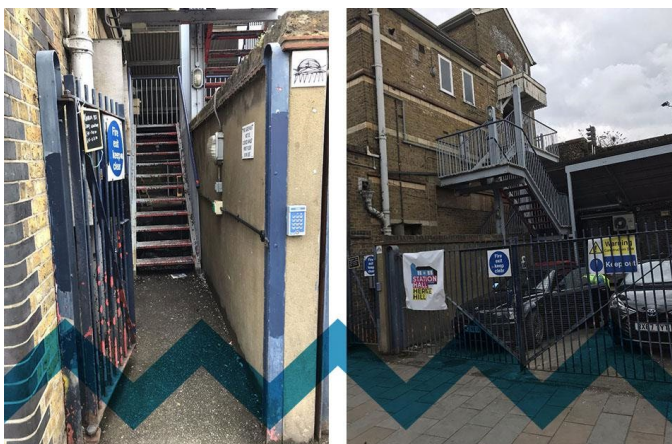
The station was designed by architect John Taylor and railway engineers Joseph Cubitt and J.T. Turner. The building was intended to impress: it had tea rooms offering buffets, decorative brickwork and a tower (which also served the practical function of concealing the water tank for steam locomotives). There were initially two platforms, up and down. The up platform was accessed from the upper floor of the station building - a formal, Victorian waiting room in the space that is today known as Station

Hall.

More recently, usage of the space has changed. Work began on electrifying the former suburban routes in 1924, and Herne Hill station was extensively remodelled as part of these works - two tracks to be laid between the island platforms; the western sidings were removed; and the upper floor was closed to passengers.

In 1991, the upper floor of the station, which had not been used by passengers since 1925, was converted into 3,000 sq ft (278.7 m²) of office space and rented as 'Tower House' (after the station's distinctive water tower).

More recently still, it has been mothballed, following successive attempts to let it commercially proving unsuccessful due to access issues. So for many years, there have been 3000 sq ft of incredible space sitting empty at the heart of South East London.

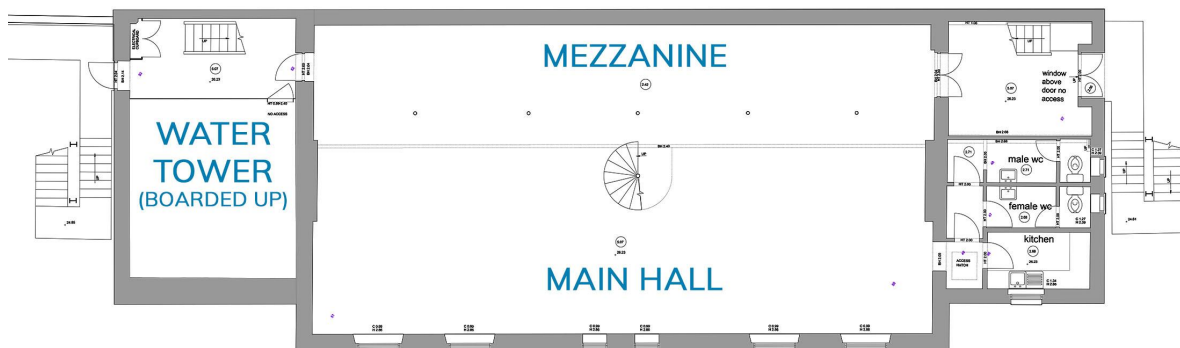


3.3 Station Hall configuration

Station Hall is accessed on the eastern side via three

flights of external metal staircases. These are fire escape stairs, with a steep drop below them, and are slippery and difficult to climb, especially when wet. The stairs are located inside an unprepossessing looking metal gateway - difficult to see from the high street and not at all welcoming by appearance.

Once inside, there is a large hall space (roughly 164 sq m), with a mezzanine level along one side. There is a small kitchen with two toilets and also a large, former water tower, which is currently boarded up. There is also a metal spiral staircase in the centre of the hall, connecting the downstairs space with upper level mezzanine. This represents a safety risk in terms of people banging their heads on the staircase, and it also restricts the use of the downstairs space by impeding visibility and flow across the area. On the western side of Station Hall is another three-flight external metal fire escape staircase. There is also a water tower, which is currently boarded up and out of bounds for safety reasons, and which also contains traces of the old Victorian staircase that was used to access the waiting room. The building is in good condition, but accessibility constraints severely hamper its usage potential, and have prevented Southeastern from leasing it commercially.



3.4 Station Hall location

Sitting directly above Herne Hill Railway Station, Station Hall's location is enviable in terms of proximity to excellent transport routes, the local high street, nearby green spaces and a large residential population with an engaged and active community.

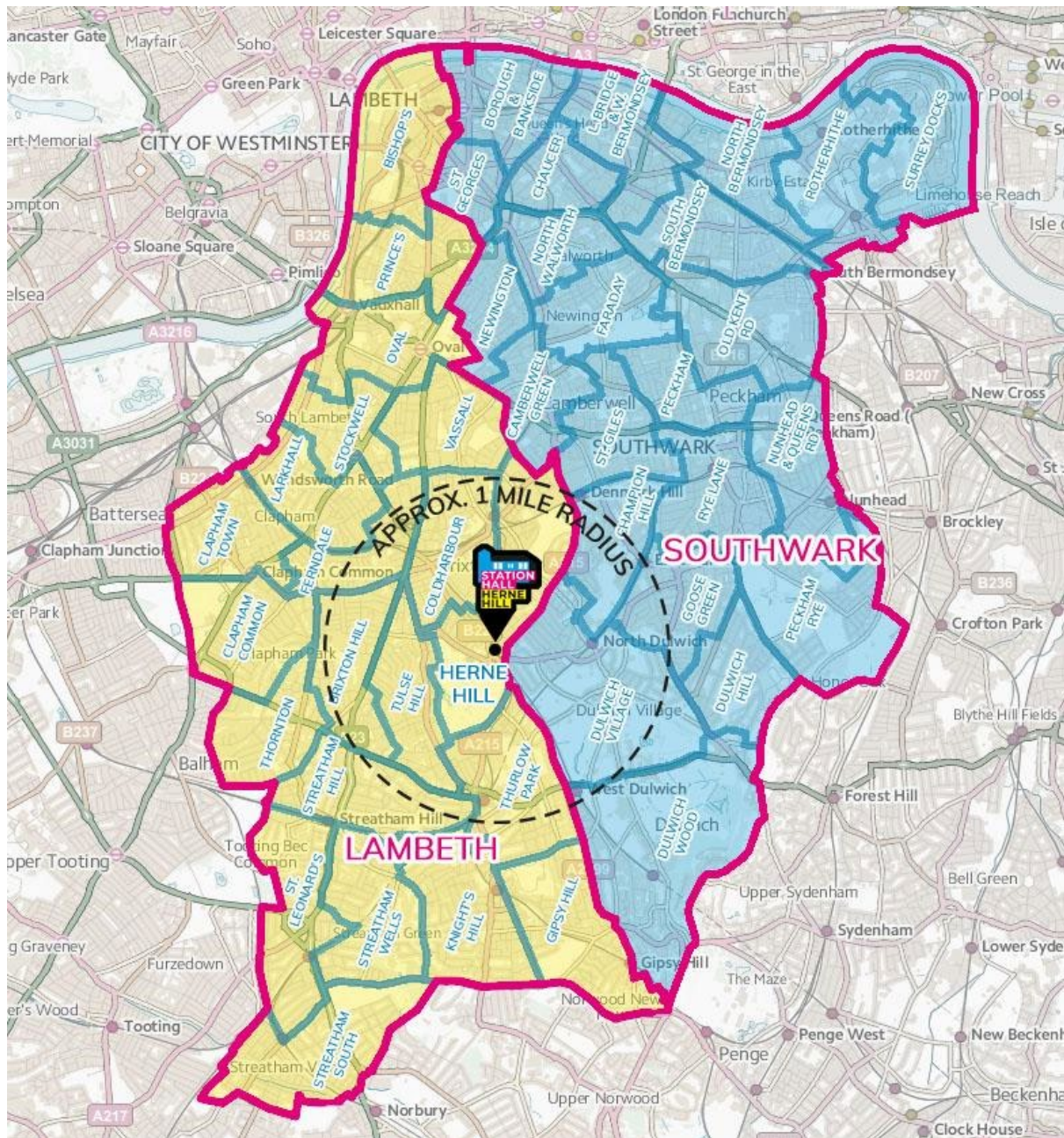


3.4.1 Demography

Station Hall finds itself on a boundary between the London Boroughs of Lambeth and Southwark, and its local population shares many characteristics of the two (see section 3.1). Within a one mile radius of Station Hall (i.e. a 15-20 minute walk), are some of the most affluent wards in London, such as Dulwich Village, which sits adjacent to Herne Hill ward and where 0% of the population are in the most deprived quintile nationally⁶; and also some of the most deprived wards in London, such as Coldharbour, which also sits directly next to Herne Hill ward and is the area with the most deprivation in Lambeth, with 80% of the population living in LSOA's ranked among the most deprived 20% of LSOAs in England⁷.

⁶ Southwark Ward Profiles 2017

⁷ <https://www.lambeth.gov.uk/sites/default/files/ssh-demography-factsheet-2017.pdf>



This unique diversity of demographics within such close range of Station Hall, provides a key opportunity for a cross-subsidy business model, where revenue from well-off areas is harnessed to deliver social impact through areas of extreme deprivation. It also positions Station Hall as an important point of transaction, serving as a market exchange between the makers, doers and menders of Brixton & Coldharbour, and the consumers of Herne Hill and Dulwich.

3.4.2 Transport links

'Location' is the first answer given in 100% of Station Hall user surveys in response to the question 'Why did you choose Station Hall?'. Herne Hill's Transport connectivity is a key factor. In 2018, the train station itself attracted 2.9m entry/exit passengers and 1.7m interchange passengers.

In addition, the station connects with 14 bus routes and there are 7 bus stops within a 2 minute walk of the Station and Station Hall.

Rail

Herne Hill Station is fully accessible and one of the busiest in London. The Herne Hill overground station serves numerous key lines and is within easy reach of central London: 13 minutes into Victoria; 12 minutes into Blackfriars and the South Bank; 24 minutes to St Pancras station; 30 minutes into Wimbledon. Brixton Station is just one stop away, with access to the Victoria Line and London Underground Network.

The station is managed by Southeastern, with an off-peak service pattern as of May 2019 in trains per hour (tph) as follows:

- 4tph to St Albans via London Blackfriars (Thameslink)
- 4tph to London Victoria (Southeastern)
- 4tph to Bromley South, of which 2 continue to Orpington (Southeastern)
- 2tph to Sutton via Wimbledon (Thameslink)
- 2tph to Sutton via Mitcham Junction (Thameslink)

During peak hours, Southeastern operates an additional half-hourly service between Beckenham Junction and Blackfriars. In the morning peak, London bound services call at all stations but three return trains run fast from Herne Hill to Beckenham Junction. In the evening peak, services to Beckenham Junction call at all stations but three return trains run fast from Herne Hill to Blackfriars⁸.

On Sundays, alternate northbound Sutton/Wimbledon Loop trains are extended to Luton. Late-night Sutton/Wimbledon Loop services are extended to Bedford⁹.



⁸ Wikipedia, https://en.wikipedia.org/wiki/Herne_Hill_railway_station

⁹ Wikipedia, https://en.wikipedia.org/wiki/Herne_Hill_railway_station



Bus

The bus network offers direct connections into central London to the north, Peckham and Camberwell to the east, Croydon and Mitcham to the south and Clapham and Putney to the west. Numerous lines connect directly with the closest underground station in Brixton.

Cycling

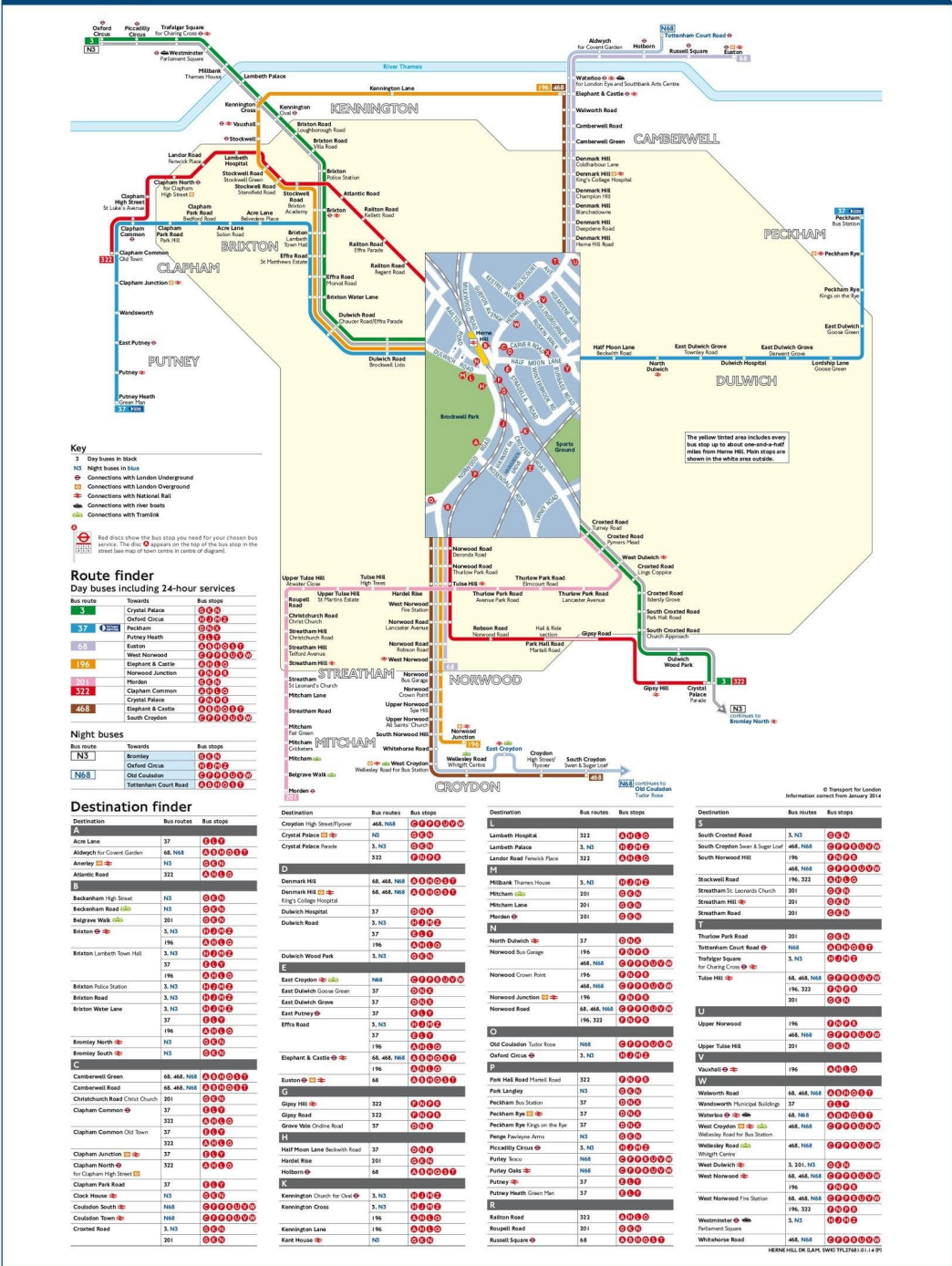
Cycling is very popular in the local area with numerous cycling clubs based at the Herne Hill Velodrome. There are two well used cycle parking areas either side of Station Hall. The closest dock of Santander Cycles is at Brixton - a 5 minute cycle away. Herne Hill is one of London's top 'weekend trip' destinations, with a common pattern being to catch the tube to Brixton and cycle across to Herne Hill for the park, Lido, cafes or Sunday market. This same draw would apply for Station Hall events, giving easy access and another reason to pick up a bike and head to Herne Hill.

In the near future, Herne Hill will also benefit from two schemes aimed at promoting cycling and walking. Southwark's 'Healthy Streets' includes a proposal to improve cycling between Dulwich Village and Herne Hill, whereas Lambeth's GLA funded Living Neighbourhood Scheme involves a 'traffic calmed' route between Herne Hill and Brixton's train and underground stations. Station Hall is ideally located to benefit from both, being at the end of the Southwark route and the beginning of the Lambeth one. However, both of these schemes are still at the consultation stage and delivery timetables undefined.

Driving

Herne Hill Station – Zone 2
Onward Travel Information

Bus Map





All my workshops so far have been at @StationHall HerneHill, right above the train station and on numerous bus routes - too many to count!

So I always tell attendees that it's very accessible by public transport and there are plenty of cycle racks outside. So what about me? I pop what I need in a wheely suitcase and walk or catch the bus to my workshops

Anna Skipwith, Herne Hill start-up entrepreneur who has launched her social media consultancy company, 'hellosocial.media' through Station Hall

3.4.3 Local assets

Station Square, Market and shopping parades

Station Hall looks out onto Station Square, the semi-pedestrianised centre of Herne Hill's shopping and business district. The Square hosts a weekly Sunday Market of 50 stalls. Started by HHF in 2012, the Market regularly attract two to three thousand people and there is a long list of stall-holders awaiting pitches. Station Square also boasts an array of independent shops, cafes and local businesses and hosts regular community events such as outdoor film screenings, community events and street parties.

In close proximity to Station Square, and radiating outwards from it, are Herne Hill's six shopping parades: Dulwich Road, Railton Road, Norwood Road, Half Moon Lane, Herne Hill, and Milkwood Road. Together these host over 100 small businesses. This proximity to local enterprise and industry and the attendant footfall means that Station Hall is at the centre of local businesses and local residential communities.

Lots of varied schools

Within Herne Hill there are eight primary schools; two state secondary schools (Evelyn Grace Academy and Charter School); and two schools for children with special educational needs and disability (The Michael Tippett School has a roll of 70 students aged between 11 and 19 with a range of complex needs; Turney School provides primary and secondary education for 132 children with learning, speech and language difficulties and autistic spectrum disorders).

Leisure and cultural attractions

The Herne Hill Velodrome is a mecca for track cycling, a focal point for numerous cycling clubs and one of the oldest cycling ovals in the world. The Herne Hill Lido is a much loved South London swimming institution and home to various swimming clubs. There are four fantastic pubs (the Half Moon was awarded best pub in London 2018) and three

micro-breweries. Nearby is the South London Botanical Institute, a Victorian botanical garden offering a range of public courses, the South London Dance School, the 198 Art Gallery, the Carnegie Library, the Herne Hill Street Piano and Brockwell Park and its miniature railway.



3.4.4 Green spaces

Station Hall is a two minute walk from the green expanses of Brockwell Park - a large, historic park located between Brixton, Dulwich, Norwood and Herne Hill. This 50 hectare, thriving green space is much loved and widely used by locals as well as by those travelling from further afield to enjoy its nature, amenities and events.

Infrastructure within the park is much improved and has been funded by the National Lottery. It includes the Brockwell Lido; Brockwell Park Community Greenhouses and education centre; children's adventure playground; children's splash park; walled flower garden; Brockwell Hall cafe and community space (inaccessible); BMX track; tennis courts; miniature railway; fitness training circuit; One O'Clock Club children's centre and ornamental ponds. As an example of the visitor numbers these types of assets attract, Brockwell Greenhouses estimate that 1,900 people (including school groups, volunteers and those coming for private events) visit or access their venue every month (22,800 annually)¹⁰.

¹⁰ Brockwell Park Community Greenhouses, Annual Report

Brockwell Park is a major events venue for Lambeth Council and hosts dozens of events each year. The largest are -

- The Lambeth Country Show (150,000 attendance over two days)
- Every other year, Bonfire Night Fireworks (30,000 attendance)
- Mighty Hoopla Festival (20,000 attendance)
- XtheTracks Festival (18,000 attendance)

Proximity to such an active, well equipped and diversely used park gives Station Hall high visibility locally and city-wide. The hall is ideally located to be used as a field centre for outdoors educational studies and pursuits. It is also well located to benefit from the footfall associated with Brockwell Park's permanent assets and regular events.

3.5 Market analysis

Our market research has identified a number of local venues offering space for hire in Herne Hill and the surrounding area. These include a number of pubs with function rooms; church halls; school halls; and local institutions such as the South London Botanical Institute and Herne Hill Velodrome. Several of these are fully accessible, and several have significant capacity (up to 100) Please see [Appendix 4](#) for a detailed list of local venues, with information regarding capacity, cost and accessibility.

Despite a strong offering locally, none of these venues provides a dedicated, permanent and flexible space capable of accommodating a wide range of community and commercial activities. Taking a 'complement rather than compete' approach, it is possible to define a gap in the market for a civic space at the heart of Herne Hill, which is different to existing community spaces and able to operate alongside them, adding to and enriching the local portfolio.

Some key local resources that are providing a degree of community use are the 198 Gallery, Carnegie Library and the Baptist Church Hall on Half Moon Lane. Nearest to Station Hall is the 198 Gallery, a recent beneficiary of GLA funding. It focuses on providing training for young people in art and related skills. In her reference, Lucy Davies, the Gallery Director, has indicated that she regards Station Hall's facilities as complementary to the Gallery's. The recently refurbished Carnegie Library is beginning to offer some of its rooms for meeting hire. The Baptist Church hall also hosts a range of public meetings, groups and children's activities.

Whilst all excellent resources, none of the above facilities is the same as Station Hall, and it is this difference that enables us to offer a complementary rather than competitive additional space. A key differential is that Station Hall is a multi-functional, flexible space

that can accommodate a far wider range of activities. We positively encourage displays on the walls, children to run around, live music, performances and local artisan emporiums as well as being available for more traditional meeting and work hires. The design of the space will maximise its flexibility allowing it to accommodate the most



really great space

varied requirements. It will be managed and operated by the community and it will be a management objective to seek out and contact 'hard to reach' sections of our community, understand their requirements and, wherever possible, satisfy them within the Station Hall offering.

The full market analysis is available in the shared folder under the file: "[Analysis of local competition Herne Hill](#)".

3.6 Key delivery partners

The Station Hall project is led by a strong collaboration of key delivery partners:

- **Herne Hill Forum** - project catalyst, project coordinator, Station Hall operator and secondary funder
- **Southeastern and Network Rail** - property partners and in-kind funders
- **Lambeth Council and Helen Hayes, MP** - community support
- **Good Growth Fund** - principal funder

Please see [Appendix 5](#) for more detail on these partners.

4. The Good Growth Fund award

The [Good Growth Fund](#) (GGF) is Mayor Sadiq Khan's £70 million regeneration programme to support growth and community development in London.

4.1 Overview of the fund

Working with the London Economic Action Partnership (LEAP), the fund supports innovative, best practice regeneration activities, that enable:

- Londoners to actively participate in their local community and have a say in how their city is shaped
- Delivery of co-ordinated place-based strategies that welcome growth in a way that works with the physical character of London's many places
- Diverse and accessible local economies – from our high streets and town centres to industrial areas – to realise their full potential and making London a place of opportunity for all

4.2 Funding awarded

In October 2018, the Herne Hill Forum was successful in its bid for £55,000 from Round 2 of the Good Growth Fund, to enable four strands of work to be simultaneously delivered over six months:

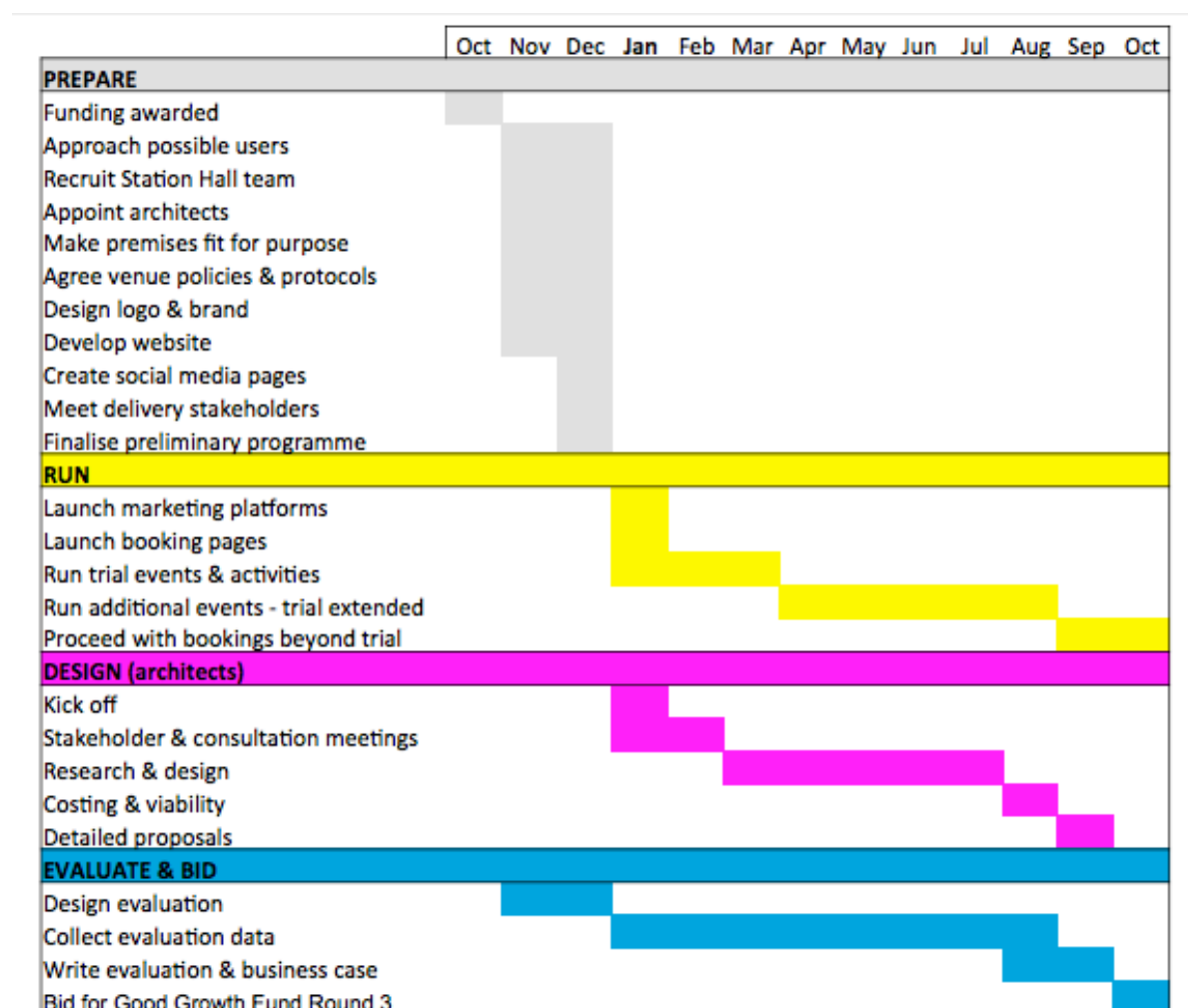
- A trial phase of activity in the hall to prove its viability
- A commission for architects to design a more accessible and functional space
- Development of a business case for additional capital investment to take Station Hall to its full potential as a self-sustaining community asset

- And capture the lessons learnt during delivery in a how-to reference resource, hence much of the detail in this report.

4.3 Delivery timeline

The Good Growth Fund was initially awarded on a six month delivery arrangement, from 1 October 2018 until 31 March 2019. A delivery extension was then agreed with the Mayor's Office, meaning that the project formally ran until 31 August 2019.

Beyond this, activity continued in Station Hall, funded by revenue generated through the venue, with the backing of matched funding from the Herne Hill Forum. This activity is ongoing and is scheduled to continue well into the foreseeable future. However, for the purposes of this report, activity is analysed up until 30 September 2019.



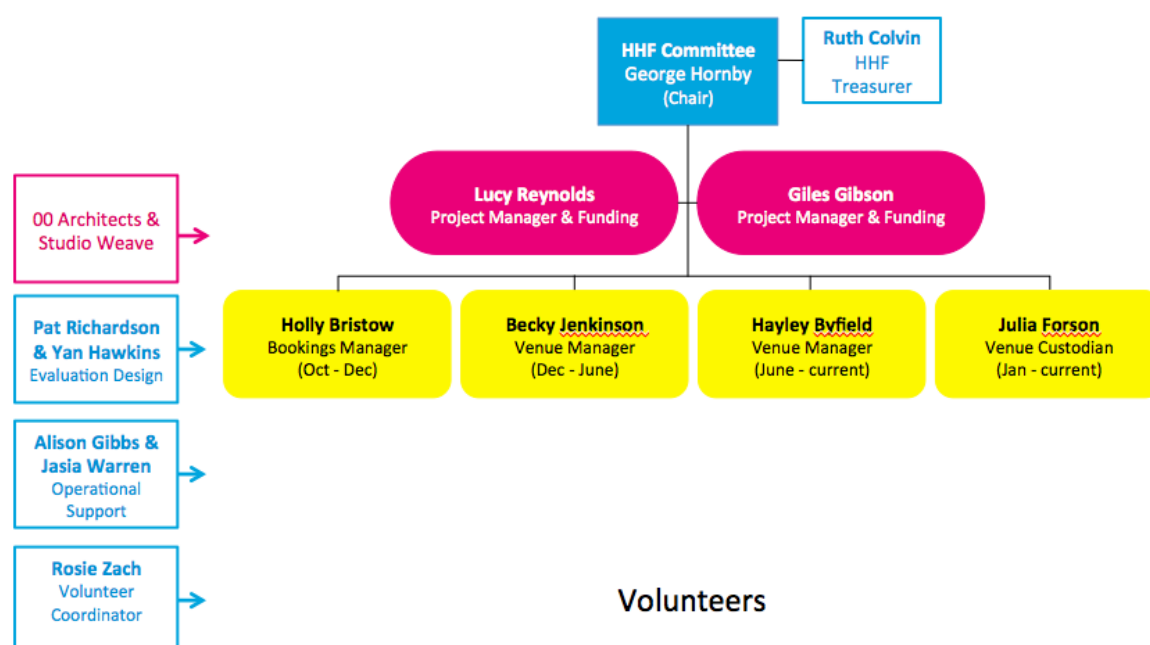
5. A guide to launching

To deliver against the requirements of the Good Growth Fund, a fast paced programme of preparation, planning and recruitment was organised. What follows is a 'How To Guide', intended to provide a road map for other organisation who might be setting out

on a similar journey; and to offer a checklist of ‘things to do’ in setting up and launching a fully professional, commercial community venue.

5.1 Delivery team

Following a round of recruitment to build outward from the existing Herne Hill Forum delivery team, a multi-faceted team was deployed to deliver the Station Hall programme as follows:



The team combined long-standing, established project managers from the Herne Hill Forum, with skilled volunteers and newly recruited individuals who were selected via a competitive recruitment process run during October and November 2018. Please see [Appendix 6](#) for the job specifications advertised ahead of the interview and selection process; and [Appendix 7](#) for the team’s bios.

In parallel to this, the Herne Hill Forum’s volunteer coordinator worked to organise and deploy Herne Hill’s volunteer resource across all aspects of the Station Hall programme.

5.2 Tripartite agreement

Herne Hill Station is owned by Network Rail who have granted a Head Lease to Southeastern as its operating franchisee. The Herne Hill Forum has a strong working relationship with both organisations, and secured senior level buy-in and support for the Station Hall programme ahead of GGF funding being awarded.

It is our intention, subject to a suitable funding award, to enter into a tripartite lease with both of the superior landlords to avoid having to renew agreements in the event of the award of the franchise to a new company.

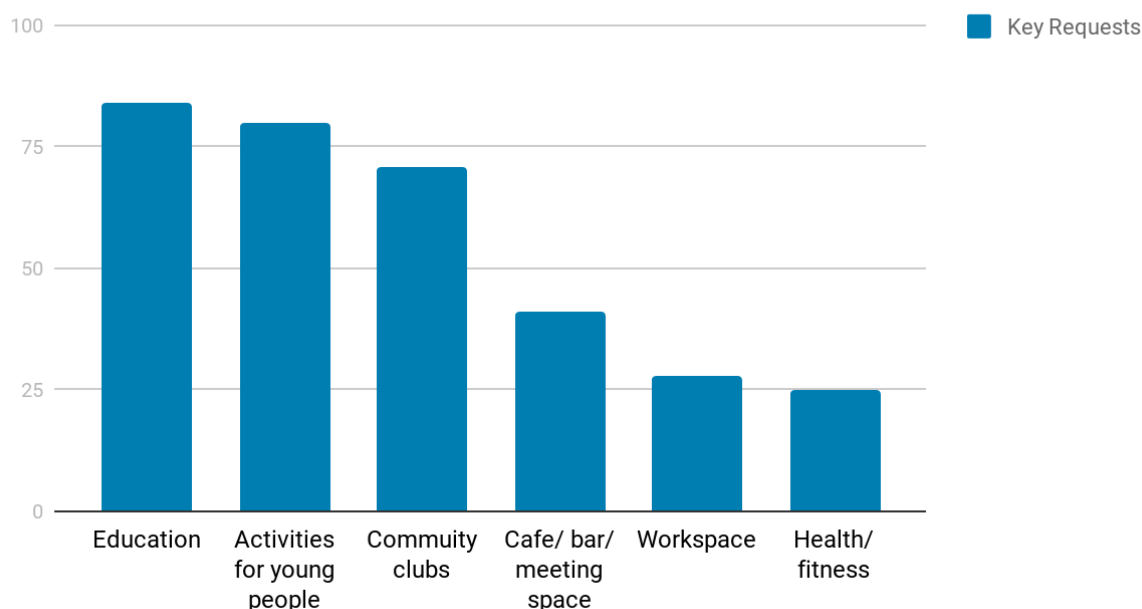
Both parties are aware that the key terms of such an arrangement must be:

- Rent at a peppercorn rate
- A term of not less than 10 years but not more than 25, to provide a good asset for the project.
- Lease in place prior to the award of funding

5.3 Consultation

A wide range of consultation exercises have been undertaken to capture the community's ideas and priorities for Station Hall, with approaches including Survey Monkey, email, face-to-face and user feedback. In October 2018, SurveyMonkey research was conducted via the Herne Hill Forum mailing list of 1,700 subscribers, asking respondents to indicate their priorities for how the space should be used. Headline indications showed a local demand for a community space that would have a strong offering in the fields of: education; activities for young people; and community clubs:

Consultation Feedback



A 'free text' box was also provided as part of the Survey Monkey to capture specific suggestions for Station Hall offerings, and the Herne Hill Forum also sought ideas and recommendations directly via email. Additional consultation was also conducted throughout the Station Hall trial phase, with suggestions being captured through feedback forms at a wide range of public Station Hall events. Around two hundred individuals and organisations have provided feedback, with key requests including: an affordable, safe space for community organisations and marginalised groups; socially focussed initiatives, such as food bank and breakfast clubs; activities for children and teenagers; performance space for arts, film, literary and learning events; bookable function space for workshops and private events; marketplace space for businesses and

trainers; and space for wellbeing and lifestyle activities, affordable for all. An example of responses captured is as follows:

Singing groups. Drama classes. **Social clubs.** yoga. Tai chi. **Children's activities.** Book clubs. **Diy workshops.** Public talks about a range of topics. So many things! **Art.** **Music.** Film. **Café.** Events. Acting. Practice room for bands or events. Yoga. Talks. Lectures. Workshops. Ceramics. Life drawing. **Bar.** Photography. **Screen printing.** Chat and coffee sessions for certain groups. **Film screening.** Book clubs. Pilates. Lots of things! **Public as well as private social events.** Don't repeat activities already available elsewhere in HH e.g. yoga and children's activities. Have some child free times focus on doing things for under represented groups / underserved groups. **Pop up shops. Local makers. Kids' workshops.**

The full set of all responses can be found at [Appendix 8](#).

Station Hall's orange chalkboard wall has also been central to the consultation process. Hundreds of people have enjoyed scrolling their ideas across the wall, and these have been varied and vast, ranging from drumming circles, teenager homework clubs and singing groups, to book clubs, self defence classes and a clothes and toy swap. Participants have also used the wall to express their thoughts and feelings about the space itself, with many people writing positive notes highlighting the importance and need



for a centre like Station Hall as a community space - especially with the current uncertain environment and fragility in local council services with cuts to many children's services and spaces. Over the course of the project, the wall has been filled, recorded, wiped clean, and filled again, providing an active and interactive canvas to capture people's reflections and ideas. See [Appendix 9](#) for an overview of 'Orange Wall Wisdom'.

Station Hall activity has been guided by the sum total of these consultation suggestions, and through iterative feedback, with the majority of items within this community wishlist being delivered within the first six months of operation. See Section 6.1 ('Bookings taken').

5.4 Transforming the space

While the basic infrastructure at Station Hall was sound, years of sitting empty had left the space feeling neglected and derelict. It had also never been used formally for a public function space. Significant improvements were thus required to make the venue fit and safe and welcoming for regular public use. Repair and preparatory works were undertaken by the Herne Hill Forum, Southeastern and Network Rail, including:

- Repairing the **boiler** and central **heating** system
- Upgrading and servicing the **burglar alarm** system
- Fixing **leaking** roofing and mending **rotten** windows
- Undertaking **fire safety** risk assessment, and actioning all requirements for e.g. new fire extinguishers, exit lights, team fire safety training
- Obtaining Public Liability and Contents **insurance**
- Arranging **licensing** permissions
- Cordoning off the **spiral staircase** for safety, and addressing the injury risk by padding the steps

The next priority was then to make the space feel attractive; as accessible as possible within its obvious constraints; flexible and appealing for as many different groups and activities as possible; and visually distinctive. These home improvements were carried out by the core team, volunteers and trade professionals, and included:

- **Painting** the tired walls with vibrant blocks of colour - a pink kitchen, teal washrooms, and an orange chalkboard wall for capturing feedback and ideas
- Installing **WiFi** for public use
- Painting doors and metalwork to create a more **homely** feel
- Commissioning local graffiti artist, 'The Artful Dodger' to create a mural in the Station Hall entranceway with a group of local kids
- Installing **shelving**, lockers and **storage** units
- Installing **baby change** facilities
- Creating a **children's library** and toy exchange zone
- Fitting the vast empty space with **furniture** and **fixtures** - tables, chairs, rugs, floor cushions, lockers, cupboards, crockery, printers, house plants, sofa, a piano....the majority of items were secured through generous donations by the local community or via Freecycle and other similar initiatives
- Fitting **blackout blinds** to enable film screenings and performances.
- Installing a professional **projection** and **sound system**, with a custom built **screen** and 'good enough' kit **stage** to enable high quality film screenings and performances

We wanted Station Hall to be at the heart of the circular economy - somewhere where we reuse, recycle and minimise waste. So we kitted it out almost entirely with items that would otherwise have ended up in land-fill.

Bookshelves were collected from the kerbside; storage cabinets were salvaged from building sites; rugs were grabbed that would otherwise have hit the bin; a discarded sofa

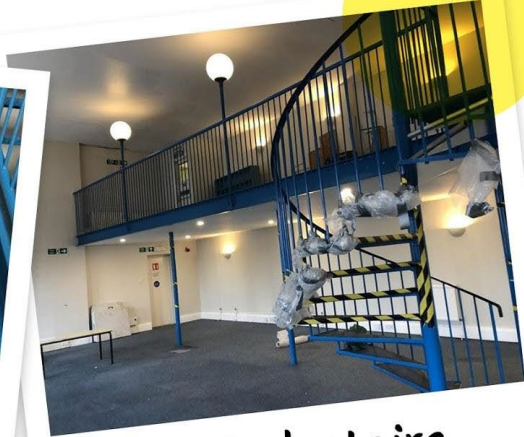
has had a second chance as seating for the kids' corner; cutlery, plates, and glasses were gathered from jumble sales; a piano was donated and hauled up the stairs; neglected office plants were brought back to life on our window sills; a spare fridge completed the kitchen; sewing machines, keyboards, books and games were donated by local residents; a bumper set of sixty matching chairs were retrieved for free from Freecycle; and a further 70 chairs were sourced for a peanut from a charity that works with youth gang members to teach them upcycling skills.

A whole raft of usable objects have been diverted from landfill through Station Hall, and this has enabled a very stretched budget go a very long way. In doing so, it has also given Station Hall a unique charm all of its own. The plates don't match. Nor do the chairs. Nor, in fact, do the rugs! But the space is homely, warm, inviting, and filled with colour and light - a place where you feel welcome and at ease, and a million miles from a corporate event space. Below are a range of photos showing this transformation journey...

BEFORE...



Come on in...



Spiral stairs



The kitchen



DANGER

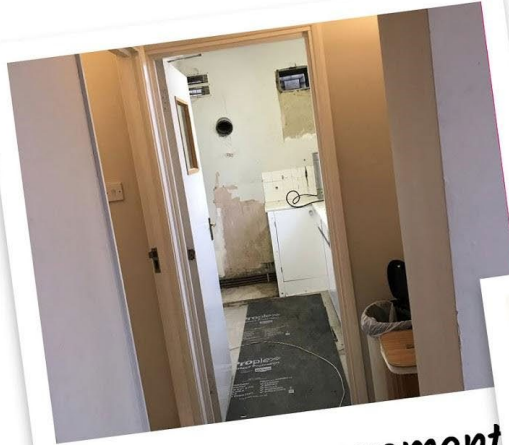


Peeling paint



Eek a leak!

DURING...



Kitchen improvement



Removing the boiler



Shelves upstairs



Orange chalk wall



It's pink!

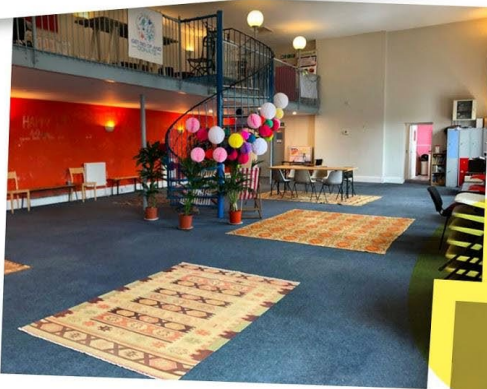
AFTER...



Welcome at last!



Film screen & stage



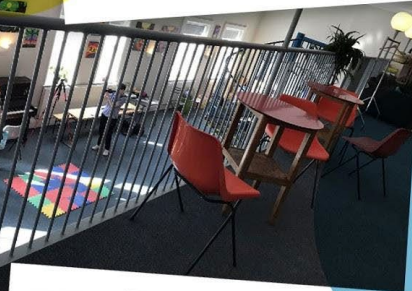
Main hall



Decorated stairs



Improved kitchen



Mezzanine

5.5 Criteria for bookings

The aim of Station Hall is to create a fully inclusive space at the heart of South East London, that is for all, run by many, and a driving force for positive change in people's lives, the local economy and the environment.



We have obvious accessibility hurdles to overcome. But to get as close to this fundamental intention as possible the following criteria were used as a firm guiding protocol when planning and booking possible users into the space during the proof of concept

stage:

- Developing civic and community infrastructure
- Supporting small business
- Creating new workspace
- Promoting the circular economy
- Intensifying the local economy
- Delivering community-led regeneration
- Bringing different cultures together
- Boosting skills
- Enhancing a beautiful but forgotten and invisible public space.

5.6 Approaching early users

Over eighty individuals and organisations who met the above criteria were approached initially (during October - December 2018), with successive open sessions in Station Hall to show interested users the space and let them know about the vision for the venue.

All potential users were made aware of the access limitations of the venue, and of the longer term intention to use a trial phase of successful activity to support a case for additional capital investment to enable this barrier to be overcome.

These organisations and individuals were known already to the team, or were proactively sought out for their fit with the founding principles for the space, as set out above. See [Appendix 10](#) for our original 'hit list' of partners for inclusion in the space. This list has continued to expand and evolve over the course of the Station Hall trial period, and around two thirds of the original hit list have translated into concrete bookings ([see section 6.1](#)).

5.7 Protocols and processes

In readiness for launch, the team pooled their collective experience and expertise to develop comprehensive booking systems and behind-the-scenes processes to enable them to run a professional venue to a high standard.

Key documents were created to ensure consistency of booking processes; safety of venue users and operators; and capture of evaluation feedback about Station Hall. These included:

- Risk assessment protocol and template form
- Booking form
- Charging and cancellation policy
- Operating procedure
- Operating checklist for the Station Hall team
- Health and safety drill and script
- Insurance protocols for all users of the space
- Evaluation form
- Marketing guide and ideas for hirers

See [Appendix 11](#) for the 'Station Hall Booking Form'.

5.8 Branding and marketing platforms

Station Hall has benefited from an ability to use well established Herne Hill Forum communication channels. These include: a regular newsletter that is distributed to 1,700 subscribers; a HHF website with 6,500 visitors a month; a Facebook page with 3,000 followers; and a Twitter profile with 8,400 followers. This enabled a wide and engaged target audience to be reached with early stage communications regarding Station Hall.

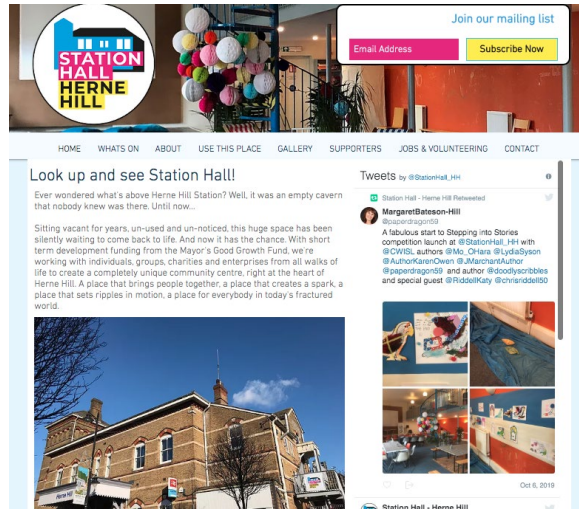
In parallel, a strong and independent brand for Station Hall has been developed, with an eye-catching colour palette and logo designed to create an inclusive and engaging look and feel.

A set of online social media platforms has been built around this brand, to create key engagement and booking channels. The Station Hall website was launched in January 2019 at www.stationhall.org, setting out the history and aspirations of the space, and providing booking and enquiry information for upcoming events and interested users. Since launch, it has attracted ~3,000 site visits and 382 subscribers to the Station Hall newsletter mailing list.

In parallel, a Station Hall Twitter account and mailing list were also launched, with the former being actively updated with daily posts helping to build a strong following for Station Hall. This now sits at 497 followers, with 176 tweets since launch.



Building a strong brand for Station Hall



Launching the website:
www.stationhallhernehill.org

Online platforms were complemented by a range of Station Hall posters and fliers, placed in areas of high footfall across the local area and distributed to hundreds of individuals, schools, businesses and letterboxes across the local area. Two of these (sewing sessions and book club), were designed by a local teenager, keen to pursue a career in design.



Sewing Sessions at Station Hall

Starting Monday 25th March
Weekly 10am-1pm



Learn the basics of how to sew, cut a pattern or insert a zip. These drop in sewing classes are ran by local residents Maude and Hazel.

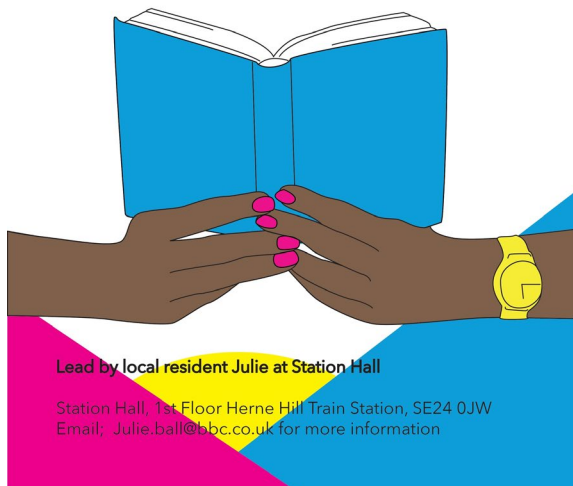
We can provide basic scraps for you to learn new sewing skills or you can come with something you would like to fix.

Station Hall, 1st Floor Herne Hill Train Station, SE24 0JW
Email: stationhallhernehill@gmail.com for more information

Book Club

Monthly book club
starting Tuesday 26th March
7.30pm-9pm

Reading *The Underground Railroad* by Colson Whitehead



Drop In Coffee Morning with Stay & Play

Starting Thursday 27th June
Weekly 10am - 12pm
FREE TO ATTEND



Join Get Rid of and Donate for a Coffee Morning and 'Stay and Play' session at their Children's Toy and Book Library. Pop in with your little ones and browse our shelves for books and toys to take home (for free) or swap by making donations to help others.

Enquiries: info@getridofit-donate.com

Above Herne Hill Station
Twitter: [@StationHall_HH](https://twitter.com/StationHall_HH)
Email: stationhallhernehill@gmail.com
www.stationhallhernehill.org

In total, 100 posters and 16,000 fliers have been designed, printed and circulated by the Station Hall team (excluding an additional raft of in-house marketing that event organisers have also done with their own branded fliers and posters). The Station Hall brand is now highly visible and recognised throughout Herne Hill and surrounding local communities.

5.9 Charging policy

The founding principle for Station Hall is that cost will never be a barrier to participation - either for those running events, or for those attending them. In order to achieve this a cross-subsidy model has been followed: commercial activity makes low cost and free community activity possible.

On the bookings front, the charging policy was designed to enable low income groups, individuals and organisations to use the venue without price being a barrier; whilst also to generate commercial revenue and move Station Hall to financial self-

PAY WHAT YOU CAN
What if? Golden Pass

What if toys came alive at night? what if everything you touched turned to ice? What if the rest of the world froze in time while you stayed awake?
Behind every great story is a what if? question.

Come and Write your What if? Story with inkhead over three consecutive Saturdays at Station Hall, Herne Hill, SE24 9QH

Saturday 9th March from 1 to 2pm
Saturday 16th March from 1 to 2pm
Saturday 23rd March from 1 to 2pm

To Book: Call 07943514408
or email info@inkhead.co.uk

sufficiency. For the early stages of the trial phase, a large number of bookings were offered for free, in order to fill the space in a very short period of time, and launch with an eye-catching initial programme. However, once bookings and demand had been firmly established, a charging policy was introduced that was closer to the market average (though still significantly below it):

Community/Charity & Not For profit Organisations:	£15 per hour
Private/Commercial Hire Hourly:	£25 per hour
Private/ Commercial Half Day Rate:	£80 for 4 hours
Private/ Commercial Full Day Rate:	£160 for 4 hours
Party Hire:	£50 per hour
Children's Party Package:	£120 for 3 hours
Free for Good Use: If you're running an event for a local or good cause, then we may be able to accommodate you free of charge. Please contact us with your ideas.	

On the participation front, all events and activities have been offered on a 'Pay What You Can' basis; or with event organisers offering free places for those unable to meet the suggested ticket price.

To further ensure that cost should never be a barrier for participation, arrangements were made with the Herne Hill Forum's insurance provider, so that cover could be provided for free to those individuals or groups who could not otherwise afford their own insurance and thus pursue a booking at Station Hall.



I'm facing eviction from my council flat and having a really bad time financially. It's just me on my own with my daughter, so things are hard.

I've followed the Station Hall programme closely and can't believe there's so much on for free. I've taken my daughter to a home-schooling social day, a children's art workshop and a children's drama workshop - and I've been to a yoga session for me.

It's made a really big difference when everything else is so difficult at the moment

5.10 Inaugural Open Day

The first official Open Day at Station Hall was held on 20th January 2019. Between noon and 3pm, over 400 people visited Station Hall, including local Councillors and dignitaries, Herne Hill's resident town crier, local businesses, start up enterprises, charities, performers, artists, inventors, individuals and children from all walks of life. The majority of visitors had never been in Station Hall before (or realised the space existed), and most had not anticipated the space above their local train station to be so grand, light, and full of possibilities.

All were keen to see the space, learn about upcoming activities; discover how to get involved; and provide ideas and feedback. Pizzas were provided by the local pizzeria and activities were provided to keep the children busy - most importantly, they painted all of the mugs for the Station Hall kitchen and used the new orange feedback wall to add their brainwaves.





There was a huge buzz at the Open Day, which created a really exciting launch for the venue and gave a formal opening from which to announce the public-facing element of programme delivery.

5.11 Preliminary programme

Early interest and demand for the space was strong and within eight weeks of project launch, an exciting programme of inaugural bookings had been organised. This was structured around 'one off' events, 'regular' course bookings, and 'permanent' or long term installations. The launch programme was publicised via the Herne Hill Forum newsletter and all supporting Herne Hill Forum and Station Hall social media platforms, as below (see [Appendix 12](#) for larger font newsletter copy):



Creating an economically and environmentally sustainable local community in and around London SE24



Station Hall, a unique and diverse community space, opens its doors this week above Herne Hill Train Station.

Fuelling creativity, inspiring education and solving problems. Station Hall is an inclusive and safe space, available to all members of the community

So, what's on in Station Hall?

Get Rid of it and Donate will be running a free Children's Book & Toy Library at Station Hall as well as collecting your unwanted small items for recycling and reusing in the community. Pop in and browse the shelves for the things you need and make donations to help others.

Our Neighbourhood: Stories of Herne Hill and its Community is an exhibition project to engage local residents and visitors in the story of Herne Hill, and to provoke curiosity and reflection on what it means to be part of a 'neighbourhood'.

The first display will focus on the heart of the local area. Herne Hill Station and the Station approach. If anyone is interested in contributing artefacts, photographs, archives, artwork or personal stories for the display in Station Hall, please do get in touch.

Local Greens, the not-for-profit seasonal UK-only organic veg bag scheme for hungry south Londoners, will be offering their customers Station Hall as a collection point from next Thursday. Visit www.localgreens.org.uk for more details and watch this space as plans evolve!



Co-working space with printer and wifi facilities (and hopefully with bookable childcare) - please let us know if it would be of interest to you! We're interested to gauge demand and the best timings for sessions.

The Michael Tippett School Work Experience Hub launched this week at Station Hall. Working with local businesses, students will take on short placements in the morning, whilst using Station Hall as a base for preparation and debriefing. Work experience is a huge opportunity for the students, many of whom have learning disabilities as well as autism, and helps them to feel closer to their community. If you are a local business and would like to get involved, please drop us a line.

Lambeth Welcomes Refugees We are talking to Lambeth Welcomes Refugees about how Station Hall can help bring communities together. If you would like to help, please drop us a line.

Art House, London (10-11.30) are setting up an unusual art course on Sundays in Station Hall. For children aged 7-11, this is your opportunity to create some Outsized Art in this huge new space above Herne Hill station. Come and paint, draw, print, collage and make 3D work on Sundays.

Sign up for a 10 week course starting 13th January. £13 per session or £15 drop in. We will also be offering a few spaces for free for those who cannot pay.

Wednesday Evenings - Memoir Writing Workshop (7-9pm) with Raedene Writes. 'Play what you can' for this is a one hour introductory session on how to turn your significant life events into publish ready writing. This course has already begun but there are still spaces available for the next 5 weeks (booking will remain open up until 22nd January). To book a place email raestollenkamp.author@gmail.com or book via Station Hall (see link above).

Rae Stollenkamp, Herne Hill resident and founder of Raedene Writes, has been writing since she was a teenager, and self-published since 2012. For more of her story, please visit her website.

24th January - Social Bridge Taster Evening (7-9pm) Kit Jackson, local bridge tutor, invites you to a Social Bridge taster evening at Station Hall. Whether you are a newcomer, improver, refresher or experienced player, come and join this friendly session with expert tuition if you need it. Bring friends or come alone - pairs can be sorted out on the night.

2nd February - ScribEasy Workshop (2-4pm) In a world where creativity is increasingly essential for a child's future, local entrepreneur Amanda has added fun and adventure to writing by blending visual story invention with 21st century tools. Using iPads (bring your own or have one provided) Scribeasy's creative workshops will inspire kids with an aspirational theme of 'Hopes and Dreams'.

Join us for an imaginative-tech writing session, inventing stories and learning from exciting story insights. The workshops are aimed at ages 7-13+ - **£25 (£20 for siblings)**. Email amanda@scribeasy.com to book your place.

31st March - London Consorts of Winds On the afternoon of Sunday 31st March the London Consorts of Winds will be putting on a free concert, with music ranging from the Sixteenth Century to newly composed pieces.

7th February - Time to Talk - We are organising a mental health awareness and wellbeing event as part of Time to Talk day, a national campaign which aims to help everyone have a mental health conversation by reducing stigma and discrimination. There will be workshops, talks and activities through the day and a pledge wall to pledge your support to have a mental health conversation. We want to involve schools, local businesses and the community, so if you would like to volunteer or attend please get in touch.

Tracy Douthwaite, a local resident and small business owner providing mental health awareness and wellbeing training has volunteered to organise this event. Please contact her directly on tracy@happyfife.org.uk if you'd like to be involved.

26th Jan - 2nd Feb: National Storytelling Week

Inkhead have been running creative writing workshops for children aged 7-14 locally for the past decade. These two hour workshops will see children work together to create the characters for their stories in collaboration with an illustrator.

The Inkhead teachers will help the children develop the character and their write their own version of the story using the characters that they have created. (26th Jan 11am-1pm & 27th Jan 1pm-3pm). Play what you can.

Cat & Hutch are a storytelling company dedicated to bringing children's stories to life through shows, workshops, and parties.

Storytelling Event - **My Father's Dragon**, Saturday 26th January 3pm. An interactive storytelling adaptation of My Father's Dragon. Fun for all the family! £5 per person, free spaces available.

Theatre Show - Velvetine Rabbit - Friday 1st Feb 4pm. Cat & Hutch bring to life Margery William's classic tale of a toy rabbit's wish to become real and how one child makes this happen through love, imagination and a bit of nursery magic. £7 per person, free spaces available.



Photo courtesy of Cat and Hutch

Half Term (18th Feb - 22nd Feb)

Join **Cat & Hutch** for a week of drama fun as you bring **'The Secret Garden'** to life, based on real stories from your community. You'll be working on skills including devising, improvisation, movement and voice as we put our own spin on this classic tale.

At the end of the week invite friends, family, and members of your community to the sharing of your show. Key Stage 1 9.30am-12pm / Key Stage 2 1pm-3.30pm. £75 per child for the week. (Booking details coming soon; free spaces available)

World Book Week (2nd Mar - 10th Mar)

A group of local writers, illustrators, storytellers, teachers and literacy experts are pulling together a programme of events at Station Hall for our local schools and the whole community.

...

In the Pipeline...

Stitch and Fix sewing group; Science Week interactive workshops; Teen space run by teenagers; Piano Academy; Library of Things; Memory Quilt workshops; First aid training; Linkage Southwark volunteer training; refugee social club; community print shop; 'Free From' food festival; Olio food exchange; home schooling support network; pop-up boot sale; Laughter Workshops; Autism-friendly concerts; Krav Maga; cinema club and film screenings; Babble Talks - inspiring talks for parents and babies...

Hope to see you there soon! If you would like to volunteer and get involved, please email stationhallhernehill@gmail.com

Best wishes from the Herne Hill Forum Team, and all at Station Hall






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The launch programme was publicised via the Herne Hill Forum newsletter, as well as via the social media platforms that were developed specifically for Station Hall (see [section 5.8](#)). This was accompanied by booking information, predominantly through EventBrite, which enabled bookings to come through almost immediately.

Case Study: An historic day for Station Hall

Art House are a South London based provider of creative art classes and workshops for children. Excitingly for Station Hall, they were the first users of the space, kicking off the family-focussed Station Hall programme with an eleven week programme of art classes aimed at 8-12 year olds.

From 10.30am til 12.00pm every Sunday morning their sessions were sustainable in

practice using mainly recycled materials to show children and families that art can be created with everyday materials, such as using cardboard to build cities or making prints with vegetables and fruit.

Their sessions started on a 'pay what you can' basis, attracting on average 6-12 children each week. The feedback for these sessions was fantastic, with children enjoying the creativity and ability to run around in such a large open space and parents/carers enjoying the ability to drop their children at a warm, family-friendly safe space.



From here, the team had a strong base of early engagement and firm bookings from which to build outwards and develop a more comprehensive range of activities and events. [See section 6.1 for a full list of bookings.](#)

6. Operational highlights

In the nine months since launch, civic engagement through Station Hall has significantly exceeded expectations:

- Station Hall event attendance: 5,169
- Events hosted: 465
- Number of unique bookers: 79
- Volunteer engagement: 200 shifts

6.1 Bookings taken

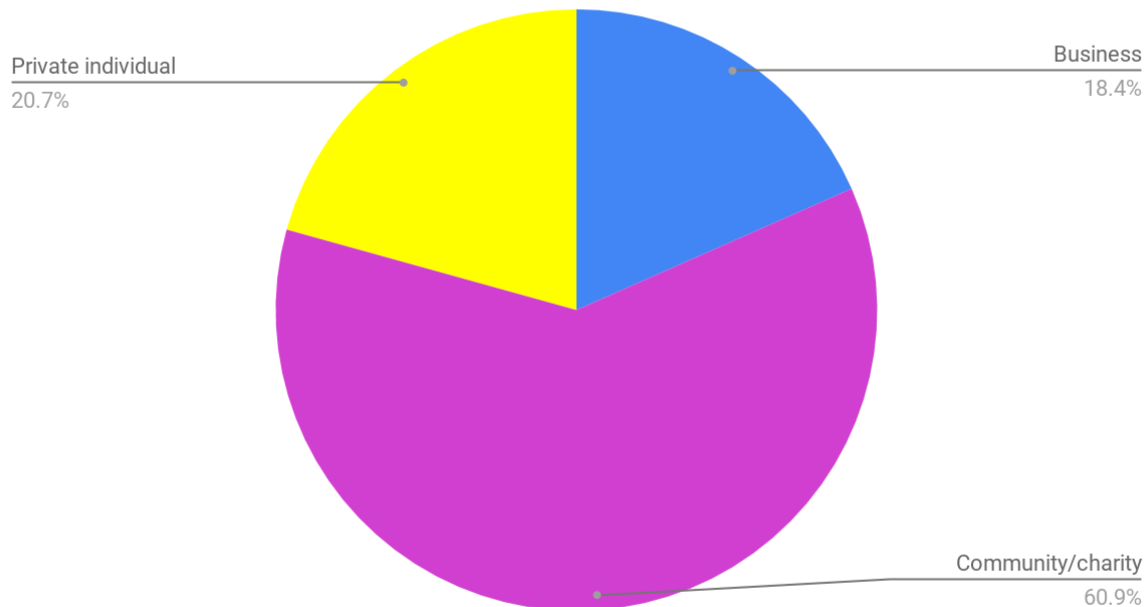
In just nine months, a total of 465 separate events have taken place at Station Hall. These have been delivered by 79 different groups or individuals, either as one-off events (53%), or as repeat or regular activities (47%), many of which have run regularly for the duration of the trial phase.

[Appendix 13](#) refers to the spreadsheet that provides a full list of all Station Hall bookings since launch, with a description of each event, the number of times it happened, and the number of people who attended.

6.2 Bookings by type of organisation

Over 60% of bookings have been placed by charitable or community focussed organisations or individuals; 18% were business bookings, such as staff training or business networking; and 21% of bookings were private bookings, such as for a child's birthday party:

Bookings by type of organisation



This shows a ratio of roughly 40% private and business bookings supporting an activity base that is 60% community or charity focussed. The division of bookings along these lines shows the viability and potential impact of Station Hall's cross-subsidisation model - see [section 9.5](#).

6.3 Opportunity pipeline

There is a strong pipeline of activity for October 2019 and beyond. Three to five new enquiries are received every day with substantial additional opportunities in the pipeline and strong demand for new partnerships and activities. Upcoming bookings include:

- Six day Children's Literary Festival
- Lambeth Early Action Partnerships Parent Support Workshops
- Engine Shed sessions for children with autism
- Sewing and knitting group to combat isolation
- Herne Hill Open House - artists' exhibition
- Film screenings
- Family theatre performances
- Storytelling performances for adults
- Wellness Weekends and regular Tai Chi, Qi Gong, Yoga & Barre Classes and Fat Controller Fitness Classes
- Quarterly 'Maker Markets'

- Children's & Adult Parties
- Local business away days
- Youth group with local teenagers
- Italian School
- After-school drop-in sessions for primary aged children

With the range of bookings increasing constantly, the goal of being financially self-sustaining for Station Hall's day-to-day activities is already achievable, and becomes even more viable once the second phase of the project plans have been implemented. This will then deliver a stimulating and engaging platform that generates a small surplus. From this base the real impact can really take off - the 'value add' side of Station Hall. We want to harness the extensive range of groups and people involved with the space, to create connections, to collaborate on projects, to make real change happen. Station Hall can become the launch platform from where projects can be run, combining the skill sets of users of the space. This is what will set us apart from other local "village hall hire" offerings, providing that unique chemistry between groups at an amazing location.

7. Making a difference

Unless otherwise stated, statistics in this section have been generated from the 'Station Hall Bookings' spreadsheet provided at [Appendix 13](#). What follows is an overview of the impact that Station Hall activity has delivered in nine months, brought to life through case examples.

7.1 How people benefitted

Between January and March 2019, evaluation forms were collected during twenty Station Hall events, ranging from a live music gig, to World Book Week workshops, home schooling support sessions, charity staff training sessions, a memoir writing course and a classical wind concert.

A total of ninety one forms were returned, with respondents reporting the following benefits of their time at Station Hall:

Learned something new	55%
Improved my skills	23%
Helped me with work	18%
Encouraged me to volunteer	19%
Improved my health	24%
Made me feel better generally	55%
Had a lot of fun	76%

Connected me to new people	52%
Made me feel less isolated	31%
Acquired something I couldn't afford elsewhere	29%
Did you enjoy today's event	97%

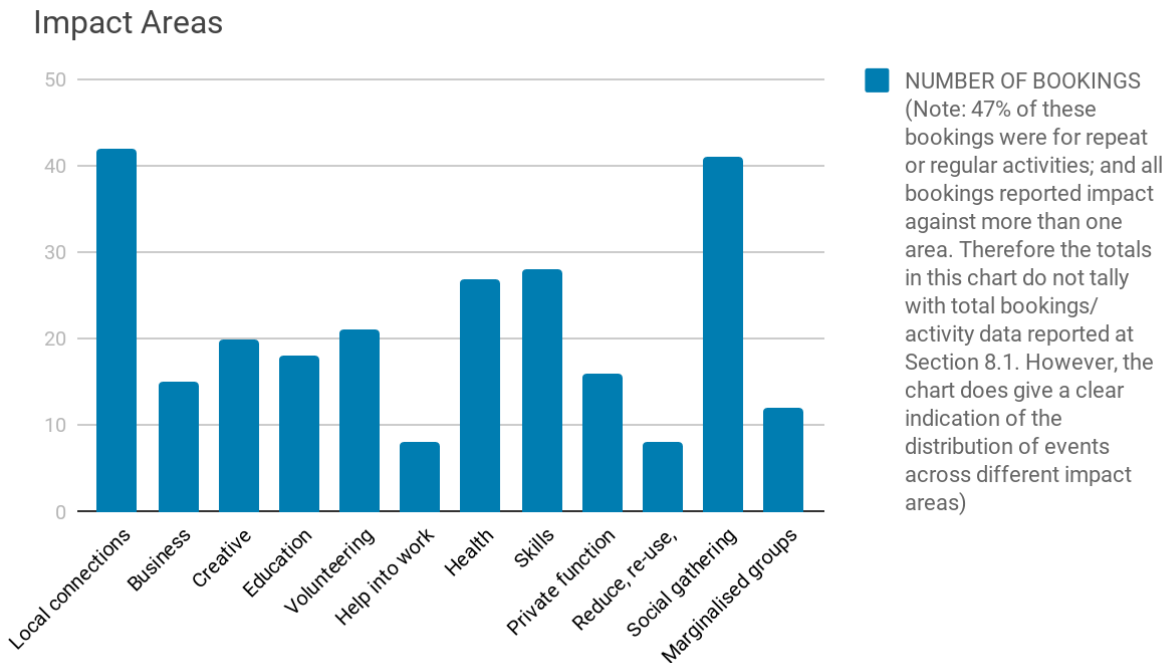
94% of activity in Station Hall was either free to participants, or involved a ticketed entry with 'Pay What You Can' or 'Free/ Concession spaces available', ensuring that cost was not a barrier to people being able to benefit from participation.

7.2 Impact areas

By continually seeking out groups and organisations who would help Station Hall make the biggest possible positive difference in the local area, a strong mix has been achieved against twelve key social impact areas:

- Building local connections
- Business development
- Creative events
- Education
- Encouraging volunteering
- Helping people into work
- Improving physical / mental health
- Improving skills
- Private function opportunities
- Reduce, re-use, recycle/ environmental focus
- Social activity/ gathering
- Supporting marginalised/ overlooked communities

For the 465 events that took place, a breakdown of activity against these fields shows the hall providing a strong function around building local connections and facilitating social gatherings across a wide range of user groups - supporting user feedback that events made people feel happier and more connected. Behind this, improving health and improving skills were also major elements of the Station Hall mix, followed by a good spread across the remaining priority areas:



See [Appendix 14](#) for a breakdown of impact areas against each booking.

7.3 Case studies

In the sections that follow, Station Hall's positive impact is brought to life with a wide range of examples that have been made purely through the existence of this new community hub. Please also refer to [Appendix 15](#) for a selection from the Station Hall twitter feed, which further bring some of these activities to life.

7.3.1 Start up enterprises

An emphasis on innovation within the space has been strong, with at least five start up enterprises getting launched through Station Hall. Lara's Italian reading groups for Italian speaking children; Andrea's '[Get Rid of and Donate](#)' toy and book exchange; Emma and Alison's 'Conscious Breath' workshops ([School for Wellbeing](#)); and the many start-up entrepreneurs who kick-started their business visibility through the Herne Hill Emporium pop-up are all strong examples of start up enterprises who have used Station Hall to get started. Consistent feedback is that they would not have had the chance to launch their initiatives without free or community-rated access to this highly-visible space, at the heart of the highstreet and central transport links.



Lara Parrotta's Italian Book Reading sessions at Station Hall



Andrea Brown running her 'Get Rid of & Donate' Toy and Book exchange at Station Hall

Breathe yourself to a happier life

The simple act of changing your breath can bring deep and lasting change in your life. Discover the power of your breath to transform your physical, mental and emotional states.

Wednesday 1st May
Station Hall, Herne Hill SE24 0JW
7.30pm – 9pm
After the 1st May, sessions will take place every other week on a Wednesday evening

Come and learn a simple and easy-to-use breath technique that will support you in all areas of your life.

The benefits you will reap:

- Heightened energy levels
- Improved detoxification
- Deep sense of calm and relaxation
- Feel more centred and balanced
- Stronger connection to others
- Better sleep pattern
- Reduced levels of stress and anxiety

Your trained facilitators

Emma Fellding Allison Lindsay

To register or to find out more, please email Allison.Lindsay@schoolforwellbeing.com

Just £15 per session

Poster for Emma and Alison's Breath Workshops at Station Hall



Anna's Social Media Workshops for businesses in full swing at Station Hall



Having a location for Get Rid of and Donate has made a great impact on our community project, for its existence and for the support it gives to the community. We couldn't have got to where we are without having this space.

We are ongoing, and have attracted between 40-100 people who have donated and shown interest by visiting our new location. Since the

launch we have been contacted with so much interest and collections!!

Andrea Brown, founder of Get Rid Of & Donate

7.3.2 Employment & business economy

Throughout the trial phase a specific focus was taken on initiatives to boost employment and employability. 18% of evaluation respondents reporting that their participation at Station Hall 'Helped me with work' (see Section 7.1), and Station Hall has provided a nucleus for events designed to enhance the local business economy. In particular, it has given local businesses a platform and collective visibility that extends well beyond their individual reach. The hall has provided a highly visible, centrally located space for local independents and start up enterprises to come together, to showcase what they do and to meet potential new customers - particularly crucial for small businesses who have not yet secured premises. The following examples give a flavour of some key projects.

Case Study: The Michael Tippett School Work Experience Hub

The Michael Tippett School is a specialist school in Herne Hill, for children aged 11 to 19, with profound, severe and complex learning difficulties and physical disabilities. The school has been one of Station Hall's strongest supporters, despite many of its children currently being unable to access the space.

Nationally, only a tiny percentage of students with a disability go on from education into paid employment. To address this, Station Hall worked with The Michael Tippett School to create meaningful work experience opportunities in a supported, public-facing environment. We then worked together to explore the opportunity of expanding this model to incorporate older students from The Michael Tippett College - this has 30 pupils, aged 19-25 and is the first college in the borough to provide Employment and Supported Living Provision for these young people. If we can make Station Hall accessible, there is a huge opportunity here to create an in-Borough work experience network, plugged in to local businesses, and with the potential to truly change lives:



We started the Work Experience Hub for our Post 16 students at Station Hall in January 2019. Our students need a lot of structure and routine, and using the space at Station Hall allowed us to arrive, settle into the space, check our work schedules, participate in an hour long work experience session with local businesses in Herne Hill, then debrief back at Station Hall before walking back to school. We set up a six week programme with the following businesses: The Flower Lady, The Parlour coffee shop, Tales on Half Moon Lane Bookshop, Duo Dance, and Herne Hill Station working with staff of Network Rail.

The progress our students made was incredible and their self-esteem, self-awareness and general confidence was immediately obvious and has lasted.

Victoria Hart, Deputy Head Teacher, The Michael Tippett School

Marco

The Michael Tippett School 'Work Experience' in Herne Hill

We hope you enjoyed your day working with local businesses and have learnt lots of new skills to take home with you.

Please fill out the feedback questions below.

Where did you do your work experience? Were you a florist, vet or barista for the day?

Went to the book-store

How did you feel before you started your work experience?

I was very excited

How do you feel now you have had a taste of working life?

I felt happy and enjoyed sorting

Out the books

What was your favourite part about the day?

I liked helping and tidying
The books

Case Study: Young Film Makers Building a Portfolio

In January 2019, the Station Hall team spoke to a morning assembly at Charter School, inviting kids to get involved. Through this, local sixth former HollyMcCandless-Desmond made contact.

As an aspiring photographer and videographer who has attended the BFI Future Film Academy, worked as a camera trainee on film sets, and started her own commercial photography business, Holly was keen to document and film the Station Hall project. With mentorship from local documentary maker, Sue Carpenter, Holly set about interviewing key stakeholders and filming events and activities at Station Hall, supported by a team of four fellow students.

She then undertook a full edit to produce a professional standard documentary about Station Hall. Holly's film was screened to the public in Station Hall as part of the Herne Hill Free Film festival in May 2019, and [can be watched here](#).



This was a unique opportunity for me to step out of my comfort zone and take on a massively creatively rewarding project which has helped **build my portfolio, increase my confidence in filmmaking and allowed me to connect to the local community - something that as an 18 year old doesn't happen often.**

Holly McCandless-Desmond, Charter School



Case Study: Herne Hill Emporium of local entrepreneurs

Around 500 people came through the doors of Station Hall for this two day event in September 2019, designed to showcase and provide direct sales of gifts, fashion, jewellery and homeware, all created by local entrepreneurs.



We've been looking for ways for local creative artists to collaborate and showcase their skills and products. Station Hall gave us this unique opportunity, without which we would not have been able to help these micro businesses get to their next level of development. The weekend was such a success that we're now looking at it becoming a regular event and are reaching out to a wider audience of other small local businesses who can now develop their business through this partnership. It's been a unique collaboration with Station Hall that has made this possible. '

The Studio Circle, Emporium organisers



Case Study: Pop-Up Children's Bookshop

Voted 'Children's Bookseller of the Year', and 'Independent Bookshop of the Year' in the British Book Awards, [Tales on Moon Lane](#) is one of Herne Hill's most successful and widely recognised independent businesses, attracting people from across London to browse its award winning curation of children's books. As key partners in the Herne Hill Children's Literary Festival that will be hosted at Station Hall in February 2020, Tales on Moon Lane set up a pop-up shop in Station Hall to celebrate the launch of a new storytelling competition as part of the upcoming festival. Over 100 people attended and book sales were strong, with the addition of such a prestigious bookshop at the event creating a strong draw for passing visitors.



We were delighted to be involved with the launch of the 'Stepping Into Stories' storytelling competition recently. It was great to see how much work has gone on turning Station Hall into a very warm, welcoming place".

Kath, Assistant Manager, Tales on Moon Lane



Case Study: Celebrating the Art of Upholstery

Over 200 people visited this one day, pop-up marketplace, showcasing and offering direct sales for independent designers and upholsterers' work by providing them with a key space at the heart of the high street.

The brainwave for the event came from a regular attendee at the Station Hall Sewing Group, showing how the space provides a platform for individuals to bring their ideas to life.



I wanted to help upholsterers explain to the public what they do, and to give them a way to meet new customers and share their skills. Station Hall was the perfect setting and we felt like we were part of the high street for the day.

Sarah Harman, event organiser



Case Study: Local Greens Business Outreach

Four regular customers now receive their weekly vegetable bag orders from a dedicated lock-box in Station Hall as part of the [Local Greens](#) initiative. This new, centralised pick-up location provides a long-established local business with increased visibility and an offer of convenience that its main premises cannot.



As well as providing a platform to host local business events, Station Hall has also generated a welcome revenue boost for established local businesses that are nearby, and that have benefitted from the increased footfall or retail requirements of users of the space. Examples include the [Agile Rabbit Pizzeria](#), Mimosa Delicatessen, [Canopy Beer](#), and [Sesami Cafe](#), all of which have provided catering and refreshments for users of Station Hall - both by catering for functions and via individual sales. Events and activities at Station Hall have brought footfall to the area that has indirectly benefited the local economy, from endless coffees and teas through to take-aways, hardware bits, flowers and more, especially during the normally quiet daytime trading period.

Paid work opportunities have also been created through Station Hall operation and event delivery. The Station Hall core team itself represents three new paid employment opportunities within the local economy, and has resulted in a total of ~£20,000 being

invoiced since January. These roles are expected to continue well beyond the duration of good Growth funding as Station Hall becomes financially self-sustaining (see [Section 9](#)).

In preparing the hall for public use, employment and expenditure were created locally with around £3,000 in fees going to local tradespeople and service providers.



[Vinton and Finn getting things shipshape](#)

During the delivery stage, additional paid employment opportunities have also been generated, with around £500 going to local school students to distribute marketing fliers; design marketing collateral; serve refreshments at events, and clear up after parties. As well as occasional paid employment, these opportunities have also provided good CV points for participating students.

At a value of multiple thousands of pounds, this investment back into the local economy has been facilitated initially by Good Growth Fund resources, but latterly through the income achieved via commercial Station Hall bookings. Positive economic impact is therefore deriving from this viable commercial space.

7.3.3 Volunteering

72% of bookings at the hall used volunteers in the delivery of their activity, positioning Station Hall as an active nucleus for skills building and community engagement via volunteering. On the HHF side, this participation was actively promoted by the Volunteer Coordinator, who ensured that volunteers were on hand at all events and behind the scenes as needed. In total, over 200 volunteering opportunities were created through

initiatives taking place in Station Hall, with participating volunteers ranging from school to retirement age, and bridging social and demographic groups.

On the assumption that the average volunteering session lasted 2 hours, and that this resource would have cost an average of £15 per hour at a basic paid rate, it can be estimated that a volunteer resource of £6,000 has been made available to Station Hall in addition to paid employment opportunities.

Factoring in the volunteers delivering events and activities at Station Hall which feedback has indicated is around 28 hours per week this equates to approximately £75,712 per annum.

There is an economic value and impact of this alternative workforce in terms of social engagement and the positive mental health and wellbeing benefits associated with undertaking volunteering - it has been proven to counteract stress, anger and anxiety, to combat depression, to make people feel happy, to increase self-confidence and to provide a sense of purpose. This represents a direct benefit to the volunteers who have actively engaged; as well as a potential additional benefit to the 19% of evaluation respondents for whom participation at Station Hall 'Encouraged me to volunteer' in the future.

As an example of the type of impact that a team of volunteers can have, the 'Pop-Up Shop' hosted by Station Hall with Lambeth Welcomes Refugees provides a beautiful illustration...

Case Study: Marketplace and Social for Refugee Families



The families we support have all come from Syria or elsewhere in the Middle East. We have found homes for them but they continue to need clothes and household items. On Sunday 3 March afternoon we invited the families to Station Hall to come and choose items to take away for free. They chose what they liked and needed, which is a much more effective and dignified way to support them than through conventional 'handouts'.

We also offered tea, coffee and cake (homemade by our helpers) and a chance to be sociable. Station Hall did a call out for donations, and provided a drop-off point for this, as well as providing volunteers to help our own team of volunteers on the day - we had twelve fantastic volunteers in total.

Community spirit and generosity did not disappoint and we ended up having over 60 bags of donations. Dear friends, or should I say Wonder Women! Thank you all so much for what you did on Friday and today to make the pop up so successful. I think about 14-18 families, maybe 40 people, came and it was obvious how much they appreciated being able to choose what they wanted from the vast number of donations.

When these families' choices are so often limited, it was very good to be able to help in this way. All that would not have been possible without your hard work encouraging donations, sorting stuff on Friday and again this morning and then being so hospitable during the afternoon, ensuring people knew what was available and offering delicious cake as well.

Barbara Wilson, Lambeth Welcomes Refugees Coordinator



Overwhelmed by the amount of quality toys, clothing and household items for the Lambeth Welcomes Refugees get together today at Station Hall. Thank you for all the generous donations!

7.3.4 Learning & skills

Station Hall has fast become a nucleus for learning and skills acquisition. 55% of evaluation respondents reported that they had 'Learned something new' and 23% 'Improved my skills' through participation at Station Hall (see Section 7.1). Engagement with skills and learning related events has been outstanding, with a total attendance of around 1,112 across these areas and the variety of disciplines continually growing and diversifying.

For schools, children and families, events have included:

- **Art House with Josie** - weekly Sunday morning art classes for 6-12 year olds, with a focus on creating 'giant art' from recycled objects
- **Mama Codes** - accessible coding workshops for children to learn new skills and gain confidence
- **African Djembe drumming** - for all the family, all ages and experience, to have some fun, beat some rhythms and play



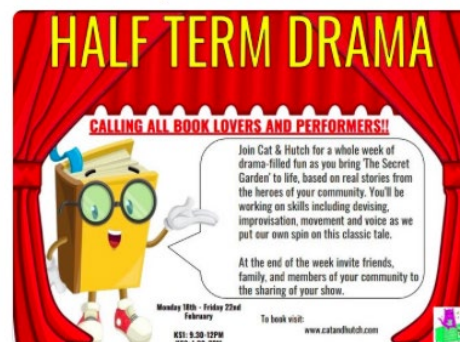
together



- **Inkhead Creative Writing Classes** - for 7 to 12 year olds - professional illustrators drawing the pictures and the children writing the stories

- **Let's Play Italiano** - weekly children's Italian classes to learn a new language

- **Okido** - science family fun day, to get kids into science with this renowned leader in children's learning
- **Sally's Art & Drama Club** - weekly sessions to expand children's creativity, with a focus on recycling into art
- **Half Term Drama Workshops** - **Cat & Hutch** working with local children to learn improvisation, movement and voice skills
- **Stepping Into Stories** story-writing competition launch, with creative writing and illustration workshops



Case Study: Book Week Festival

Monday 4th March 2019 marked the start of world Book Week. In celebration, Station Hall curated a diverse, four day programme of literature, performance poetry, theatrical book adaptations, panel discussions, creative writing workshops, book making and story writing sessions.

Headliners in the programme included: **Paul Lyalls**, the poet in residence at the Roald Dahl Museum; much loved children's book author and illustrator, **Jane Porter**; award winning multi sensory musical theatre group, **Collar and Cuffs**; and **Mama G**, a panto dame / drag queen who loves to tell stories about being who you are. In the evening, we were joined by leading figures from children's publishing, including **Katherine Smales** (lecturer in Children's Publishing at Goldsmith University) and **Maria Tunney** (Commissioning Editor at Walker Books).

We invited eight local schools to come along as well as the general public, and were overwhelmed by the response - across four days, over 650 participants come through the doors. Many of the children hadn't been to Station Hall before and their reaction was often 'wow'! There was a huge amount of excitement in the air and it proved to be a really inspirational few days, highlighting Station Hall's role as an epicentre for community spirit, and for bringing together so many different people to share learning and build new skills.

Following the success of Book Week, we are now running a full Children's Literary Festival at Station Hall in February 2020, together with a [story telling competition](#) that launched on October 7th 2019 with a day of children's making, writing and crafting, with poetry readings and live illustration by renowned illustrator Katy Riddell. Over 2,000 people are expected to participate in February, putting Station Hall truly on the map for children's literature.



I would like to thank you (on behalf of Turney School staff & students) very much for the amazing experience. Our students really enjoyed it!

Stefania Mantinioti, Turney School teacher





Fuelling creativity, inspiring education and solving problems.
Station Hall is an inclusive and safe space, available to all members of the community



HERNE HILL BOOK WEEK FESTIVAL

A Celebration of Stories For All

SCHOOLS PROGRAMME

MON 4 - THURS 7 MARCH

Book Week is coming! We'd love to use our new community space, Station Hall www.stationhallhernehill.org, to bring all our local children together in celebration of storytelling. We've put together a programme of activities during school hours, after-school, and in the evening with the hope that there is something for all, and we really hope you'll be able to join us for any of the school time sessions that catch your eye! Flyers for our after-school & evening activities for circulation to families to follow.



MONDAY 4 MARCH - PAUL LYALLS

11AM & 1PM A FUNNY THING HAPPENED (1 hour)
Poet in residence for the ROALD DAHL Museum 2013/2014 & Star of BBC2's/CBBC's 'Big Slam poetry House'. Paul has worked & performed with Michael Rosen, Arsenal FC, Miranda Hart, Will Self, John Hegley & Rastamouse to name but a few. *Paul's ability to make people laugh, both children and teachers, with his quirky, captivating and moving poetry is a real gift.* Garden House School
Suitable for all ages - 60 spaces per session plus support staff

TUESDAY 5 MARCH - SCRIBEASY & JANE PORTER

10AM, 11AM & 1PM SCRIBEASY 'THE RETURN TICKET' (40 mins)
Train journeys are the start of many exciting fictional adventures. Inspired by reading from 'Around the World in Eighty Days', children will become a character with a Scribeasy travel challenge to fulfil: To invent a travel story that starts from Herne Hill but takes them somewhere unexpected that they almost don't make it back in time to use their return ticket. Using iPads and Scribeasy, children of all abilities and ages are invited to invent ideas with pictures to write stories with the places, characters and exotica they discover in the creative platform.
Suitable for all ages - 30 spaces per session plus support staff

2PM - JANE PORTER - THE PINK LION WORKSHOP (1 hour)

Arnold is a lion. Arnold is also pink, and lives with his bright pink flamingo family. When a growling gang of lions stops by, will Arnold leave his flamingo family and be able to find his roar? Join the brilliant author-illustrator Jane Porter for a roaring storytelling event and find out how to draw your very own Arnold the lion - ROAR!
Suitable for all ages - 30 spaces per session plus support staff



WEDNESDAY 6 MARCH - WRITE SPARKS

10AM - 12PM INCREDIBLE IMAGINARY WORLDS! (2 hours)
Join us on a voyage to imagine and create new planets becoming inter-galactic tour guides! Expect fabulous descriptive writing, map creations, brochures and more.

For Years 3 & 4 - 60 Spaces plus support staff

1PM - 3PM CURIOUS CREATURES! (2 hours)

Join us to create mysterious creatures and write spectacular poetry! Expect detailed character development, descriptive writing and collaborative poetry.

For Years 5 & 6 - 60 spaces plus support staff

WORLD BOOK DAY - THURSDAY 7 MARCH

On World Book Day come along dressed up as your favourite book character & bring along any books you would like to donate to our book collection for charity



THURSDAY 7 MARCH - COLLAR & CUFFS MULTI SENSORY THEATRE

SHOWS AT 10AM, 11.30AM & 2PM (45 minutes)

When Crabby the hermit crab loses his shell after being cursed by a Mermaid, he's up against the turning tides and must find a new one as soon as possible. He soon discovers it's not easy getting what you want if you're, well, a bit crabby. Experience the sights, sounds, and smells of the Edwardian seaside in this award-winning musical multi-sensory show from Collar & Cuffs Co. Along the seashore you'll encounter giant jellyfish, a happy flappy seagull, and even a parade! Featuring a performance plus a sensory play session, this little tale explores anger, frustration and tantrums plus lots of simple low cost/no cost ways to release big feelings in safe ways.

All performances are Relaxed, signed, and are fully accessible for children and young people with special needs. **Suitable for all ages**

@StationHall_HH www.stationhallhernehill.org



**STATION HALL
HERNE HILL**

Fuelling creativity, inspiring education and solving problems. Station Hall is an inclusive and safe space, available to all members of the community

HERNE HILL BOOK WEEK FESTIVAL
A Celebration of Stories For All
MON 4 - THURS 7 MARCH



HEDGEHOGS
Don't Live in the City!

Book Week is coming! Join us in Herne Hill's new community space, Station Hall, in celebration of books in all their glory. We've put together a whole host of activities with after-school performances, storytelling & crafts, as well as evening workshops and talks. Plus we'll be launching Herne Hill's very own storytelling competition. All tickets are **PAY WHAT YOU CAN** and must be booked in advance at www.stationhallhernehill.org

MONDAY 4 MARCH



4PM PAUL LYALLS - A FUNNY THING HAPPENED.....
Poet in residence for the ROALD DAHL Museum 2013/2014 & Star of BBC2's/CBBC's 'Big Slam poetry House'. Paul has worked & performed with Michael Rosen, Arsenal FC, Miranda Hart, Will Self, John Hegley & Rastamouse to name but a few.
Suitable for all Ages



7.30PM - FLYING BOOTS WALK & STORY COMPETITION
Join us on a short walk to get your creative juices flowing, learn more about the stories behind our new art trail, and get some tips and inspiration to set you off in the right direction to seek out that prize!

TUESDAY 5 MARCH

3.45PM MAKE YOUR OWN BOOK
Meet writer and illustrator Jane Porter who will guide you through the creation of your very own story book using story prompts and collage.
Suitable for All Ages

4.45PM STORYTIME WITH MAMA G
Story Time with Mama G is a brand new initiative from Petite Pantos that combines the magic of panto and story telling. Mama G loves to tell stories about being who you are and loving who you want. She loves to share stories about her heroes such as Rose Parks and Emmeline Pankhurst
Suitable for All Ages



7.30PM - BIG BOOK GROUP
OUR HOUSE WITH LOUISE CANDLISH
Grab your copy of this "superb thriller" from Herne Hill Books; read it (fast - page turning guaranteed); then join us for a 'Big Book Group' exploration of the novel, with input from best-selling author, and lovely Herne Hillian, Louise Candlish

WEDNESDAY 6 MARCH

3.45 - 5.45PM WILDLIFE IN THE CITY STORY & CRAFT
Join Herne Hill children's author, Lucy Reynolds and illustrator Jenna Herman, for an interactive reading of their new book, *Hedgehogs Don't Live in the City!*. Then make your own prickly creations and learn how you can help this special little creature. **Suitable for All Ages**

7.30PM THE STORIES WE TELL OUR CHILDREN
Herne Hill's Katharine Smales teaches the children's publishing module at Goldsmiths. Here she discusses the importance of children reading for pleasure and the life skills this brings them by exploring a range of recently published children's books - perfect for teachers & parents looking for recommendations. Followed by children's publishing panel discussion.

WORLD BOOK DAY - THURS 7 MARCH
Come along to our after school activities at Station Hall dressed up as your favourite book character & bring along any books you would like to donate to our book collection for charity

THURSDAY 7 MARCH

3.45 - 5.45PM - STORYTIME & ARTS & CRAFTS

FLYING BOOTS IN STORY TOWN
Join us for a range of creative storytelling activities inspired by the Herne Hill Art Trail. These sessions will help to spark ideas which you can then develop into stories to enter into the Herne Hill Storytelling Competition. **Suitable for all ages**

HOLEKIT CABOODLE.....THE LOST LAST PAGE
Local writer Dan Trelfer will introduce you to his new story character Holekit Caboodle a magical problem solver. Just use a special rhyme and he will appear to help you.
Suitable for 7+

@StationHall_HH www.stationhallhernehill.org

For grown ups, there have also been a wide range of skills building and educational sessions including memoir writing, sewing and mending, upholstery, social media, volunteering, guitar skills, parenting, publishing, environmental stewardship, advanced instagram strategies for business, making, tech, and innovation...

 **Station Hall - Herne Hill @StationHall_HH · Apr 1**

Coming Soon from 7th May - Tuesday night Guitar Jams. Whether you've been busting out riff's for years, or just starting out & would like the opportunity to meet with other guitarists, learn, share knowledge, jam & socialise together. All you need is your own guitar & enthusiasm.

 **Station Hall - Herne Hill @StationHall_HH · Mar 4**

Parents/Teachers/Writers/illustrators. Free event Wed 6th at Station Hall Katherine Smale lecturer in Children's Publishing discusses importance of children reading for pleasure & life skills it brings - with panel including @mawiatunney @BIGPictureBooks @dellygh @TinyOwl_Books

 **Station Hall - Herne Hill Retweeted**

 **StationHallBookClub @hall_book · Jul 10**

One week to go Book Clubbers. 7.30 Station Hall. book 'The Talented Mr Ripley' Patricia Highsmith. Potential members if you've read it join us...we're friendly and drinks and snacks are available

 **Station Hall - Herne Hill @StationHall_HH · Apr 1**

Tomorrow 10am - Boost your business with this 3 hour workshop with [Hellosocial.media](https://www.hellosocialmedia.com) in collaboration with Social Mums. It's perfect for anyone setting up their business Instagram and wanting to learn more about optimising their account, posting, stories, hashtags and more!



Using Instagram for your business

SOCIAL MUMS



Station Hall - Herne Hill @StationHall_HH · Mar 25
First of our Sewing sessions this morning at Station Hall with Maude and Hazel.
Every Monday 10-1pm.



Station Hall - Herne Hill @StationHall_HH · Feb 20
It's the last night of the memoir writing workshop tonight with the lovely @Raedenewrites - following next week will be the start of 'Creative Writing' workshops from 7.15pm every Wednesday.



As a lovely example of a large scale event for children, families, and the general public, the South London Maker Festival shows exactly how powerful Station Hall space can be as a holding and sharing space for local enterprise and creativity:

Case Study: South London Maker Festival



We discussed various options around how we, as a community Makerspace, might utilise Station Hall...the popular option was to create a mini festival of making, which we dubbed 'South London Maker Festival'. We felt this would draw the widest range of unique visitors to the venue, and also be a hands-on showcase for what we do.

Plus it gave a valuable chance for several of our makers to stretch themselves by running public workshops for the first time. We had everything, from silver ring making, making jewellery from coins, T-shirt designing, to a young coder's area run by young coders: several members received commissions and bookings from the festival.

We brought in a range of non-profit organisations in sustainability and education to broaden out the mix. For several years we've been experimenting with how to reach out and build skills locally across community groups – this has been our most successful experiment ever, and we'd like to make it a regular fixture.

Over 400 people came and joined us in Station Hall on March 2nd 2019, and the feedback was phenomenal. Our core aim is to lower the barriers to making and to give people opportunities to develop new skills and interests. Station Hall gave us an opportunity to share this with a very wide audience.

Dermot Jones, Director, South London Makerspace



It was really enjoyable, where we learnt different stalls and knowledge shared from locals

Participant feedback

7.3.5 Marginalised communities

'Station Hall, A Place For All': this founding mantra reflects a core aim to create a 'home' for groups and individuals who have previously not felt that they had had a place in the local community. 52% of evaluation respondents noted that their participation at Station Hall 'Connected me to new people', and 32% that it 'Made me feel less isolated' (see [Section 7.1](#)). Station Hall supports many local charities and community interest groups. In total, we have worked with over 400 participants across activities that have provided a safe, free, home-from-home space for marginalised communities. Below are some of the charities who use Station Hall on a regular basis or who have found a one-off home there to meet a specific need.

XLP - XLP is about creating positive futures for young people growing up on deprived inner city estates, struggling daily with issues such as family breakdown, poverty, unemployment and educational failure, and living in areas that experience high levels of anti-social behaviour, criminality and gang activity. XLP used Station Hall one to two times a week over 16 weeks as rehearsal space to build confidence, give opportunities and youth safety. They also worked with local street artist, A.De, to create an eye-

catching painted installation for the hall's main foyer. Averaging around seven participants per session, XLP have totalled an attendance of around 60 across the course of involvement



If I didn't come (to the XLP bus project) I would still be an angry child, probably dealing drugs.

Tony, Islington



Engine Shed - South London @engineshed_idn · May 20
Half-term train fun for #autistic children: We'll be back @StationHall_HH at #HerneHill railway station on Thursday 30 May 10am-12noon with all our Brio, Tomy and Hornby trains to build and play with. And you can watch the @TLRailUK and @Se_Railway "big trains" too!



Engine Shed - Engine Shed is a special interest group for children and young people with autism, offering a train club on occasional weekends, school holidays and half term out of Station Hall. The sessions ask for £5 donation per child. Being able to offer a train club above a real train station is a major draw for Engine Shed and their participants.

Southwark ADHD Support group -

Southwark ADHD group is for parents who have a child with a diagnosis of ADHD. Since March, they have used Station Hall as a monthly meeting space for parents or carers of children with ADHD in Southwark and Lambeth. This completely voluntary group, which provides peer-to-peer support, approached Station Hall as they wanted a meeting place to hold support groups in the evening to link with local Lambeth ADHD groups. Their day meetings take place at Sunshine House in Peckham.

GlobalGirl Media - GlobalGirl Media promotes the voice and leadership capacity of young women from underserved communities by teaching them digital journalism and storytelling to affect social change. Through online workshops, mentoring, project-based learning and access to a worldwide network of media partners, they prepare unrepresented young women to be competitive in an increasingly tech and media-driven world. GlobalGirl Media UK has used Station Hall for gatherings for their GlobalGirls and Trustees.

Station Hall - Herne Hill Retweeted
GlobalGirl Media UK @GGMediaUK · Mar 25
Fantastic GlobalGirl gathering to network and see inspirational films by the girls, tackling issues such as body image, revenge porn and post-Brexit islamophobia. Thanks for the fab venue @StationHall_HH in Herne Hill! #womeninfilmm #womeninmedia #myvoicematters



Refugee communities - working closely with Lambeth Welcomes Refugees and Herne Hill Welcomes Refugees, Station Hall has

become a focal space for refugee families to come together; for clothes and homeware to be shared and redistributed; for new volunteers to be engaged and recruited; and for refugee youths to learn new skills and be involved in the community. For example, a family of Syrian boys helped the Trade Up team build shelving units and a projection screen within Station Hall, sharing the sense of pride in the community's ownership and co-creation of this space.



Station Hall - Herne Hill @StationHall_HH · Feb 8
Tomorrow's event at Station Hall is for home educators. Come meet other home educators and join in some singing, art and creative writing. This is a free event #hernehill #homeschoollondon



Home schooling community - curated by Betsy Rowlands, a local home-schooling parent, this was a day of singing, art and creative writing for other home educators. The purpose of the day was to help combat isolation for both parents and children within the home school environment. Betsy chose Station Hall as a venue for its excellent location and it's warm, friendly and spacious environment. Betsy wanted to create an event reserved for homeschoolers as in her own words she said 'Home educators are sensitive to criticism and want an event that is especially for them', therefore it was really special that Station Hall helped to create a meeting space specifically for home educators.

I'm Glad I'm A Girl foundation - 'Femicide in the Caribbean' - screening of a short film by local BAFTA award winning Student, Activist & Creative Jemmar Samuels, exploring the issue of gender-based violence in the Caribbean region. Film screening and networking event, with proceeds going towards the 'I'm Glad I'm a Girl Foundation', a camp which is facilitating the development and empowerment of teen girls in Jamaica.



Get Rid of and Donate @Getridoffit · Mar 21
We need food donations to prepare food for our RoughSleeper Project on Saturday 23rd March if you have any unwanted food items can be dropped off today at Station Hall (upstairs from Herne Hill Station, Via external staircases) on FRIDAY 22nd MARCH 11-5pm @StationHall_HH



Donation centre - Station Hall has become a well recognised deposit point for a range of charities supporting marginalised group, including rough sleepers, refugees, food bank customers, and Red Box Project beneficiaries.

Community Contact sessions with the Police - dedicated Ward Police Officers have set up sessions for all residents to come and voice their concerns and opinions. These take place roughly once a month, and invite all members of the

community to take part.

Red Box Project - working as a nationwide community, The Red Box Project seeks to provide free menstrual products for the young people in our local schools. Station Hall

has its own Red Box in our ladies toilet and also acts as a drop off point for sanitary products to be passed onto local schools in Lambeth.

7.3.6 Environmental stewardship

From the outset, there has been a commitment to make Station Hall a low environmental impact venue, and to use the space to support learning, activism and engagement around environmental stewardship and conservation. A range of early engagers have helped to create strong links in this sector. In total, around 300 participants have taken part in activities at Station Hall that had a primary or supporting focus on environmental stewardship and conservation.

Mums For Lungs - a London-based group of parents who are seriously concerned about air pollution's impact on children's health. All are welcome - not just mums! They have hosted clean air party planning sessions and volunteer engagement evenings at Station Hall, helping to put the issue of local air pollution firmly on the agenda (Herne Hill regularly runs above the legal threshold of 40 µg/m³ Nitrogen dioxide).

The Restart project - a London-based social enterprise that encourages and empowers people to use their electronics longer in order to reduce waste - have hosted their latest Strategy Away Day at Station Hall.

Extinction Rebellion - an environmental pressure group who have used Station Hall as a creative space for their art group of 30-40 participants, block printing banners and t-shirts in readiness to take a stand on the environment.



Case Study: Get Rid of & Donate, Children's Exchange

Run by local mum and entrepreneur, Andrea Brown, '**Get Rid of & Donate**' is an environmentally focussed, voluntary community project aiding the reduction of congested landfill by recycling and up-cycling. Sorting donations into clothing, furniture, toys and electrical goods, Get Rid of & Donate recycle these items back into communities via homeless shelters and other people based in Lambeth who are in need.

Station Hall has supported Get Rid of & Donate by creating a permanent Children's Toy and Book Exchange area on the first floor of Station Hall, enabling Andrea to provide a new offshoot to her established charitable activities. This has been a symbiotic collaboration. Get Rid of & Donate has benefited from new, dedicated space at the heart of the high street, providing instant visibility to locals and an easy drop-off point for collections. This area has been provided free of charge by Station Hall, who also invested some of the Good Growth Fund budget in kitting Andrea out with

storage, shelves and rugs to make the space fully functional. As a result, Andrea has been able to reach further into the community and families in need, and has received lots of new referrals and donations through Station Hall.

In turn, Station Hall has benefitted from being able to offer a safe space where children who may not otherwise have access are able to take home a wide selection of toys and books for free; whilst promoting a circular economy where people borrow, use and give back, as opposed to buying then chucking away.



Get Rid of and Donate helped to recycle goods left over from our Lambeth Welcome Refugees pop up day



Get Rid of and Donate helps to redistribute items through the community, reducing landfill and prolong commodities' lifespan

7.3.7 Mental Health & Wellbeing

Station Hall is a space that has noticeable 'good vibes'. A remarkable number of visitors comment upon the feeling of wellbeing that the hall creates, through its aura of calm, its high windows, its open vistas and its sense of welcoming spaciousness in a crowded city. Wellbeing has been at the heart of the Station Hall trial phase, and evaluation feedback shows the impact this has delivered. 24% of respondents reported that participation at Station Hall 'Improved my health'; 55% that it 'Made me feel better generally'; 76% that they had 'Had a lot of fun'. In addition, 29% of respondents said that they had 'Acquired something I couldn't afford elsewhere' - confirming the role of Station Hall in opening up a wide range of wellbeing opportunities to those for whom price may elsewhere be a barrier.

In addition to the general potential of Station Hall to make people feel better, a range of events and activities have also been delivered with a specific focus on mental health and wellbeing. These include:

'Time to Talk' mental health day with Southeastern and Network Rail - Station Hall partnered with Southeastern and Network Rail on 'Time to Talk' day a Nationwide awareness campaign that took place on the 7th of February via Time to Change, a **growing social movement** working to change the way we all think and act about mental health problems. Station Hall become an open space where people could come and talk

about how they are feeling or a friend or loved one. We also provided wellness practices such as yoga classes and a mindful walk around Brockwell park.

Conscious Connected Breathing circle - Emma and Alison are trained breath facilitators who hire Station Hall every other Wednesday evening to provide their Conscious Connected Breath Circle. Some benefits of their sessions include deep relaxation, feeling more centred and balanced and reduction in stress levels.

Kundalini YogaBods - Eileen run her fantastic pay what you can Kundalini Yoga sessions every Wednesday morning and evening at Station Hall. Her approachable classes are truly inviting for all levels and focus Kundalini yoga, an uplifting blend of spiritual and physical practices which incorporates movement, dynamic breathing techniques, meditation, and chanting.

Tai Chi lessons - Every Tuesday night Pete runs his Tai Chi lessons at Station Hall, a Chinese martial art practiced for its defense training, its health benefits and meditation. His sessions are popular with male and females spanning all ages.

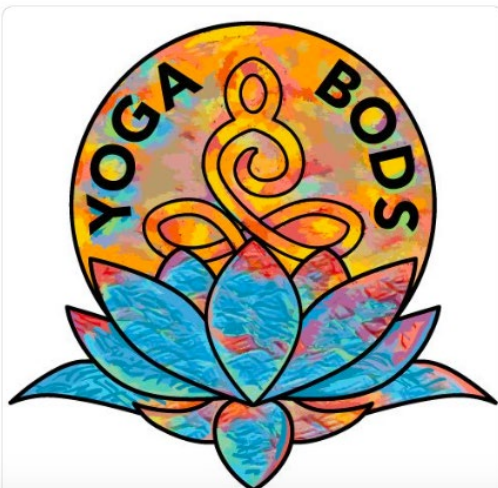
 **Herne Hill Forum** @hernehillforum · Feb 6
Tomorrow #timetotalk at Station Hall with @Se_Railway 2-6pm, drop in for free to join the conversation about #mentalhealth #HerneHill



 **Station Hall - Herne Hill** @StationHall_HH · Feb 7
As part of the #TTD2019 we will be doing a mindful walk around Brockwell Park Greenhouses and around their gardens ending with a cup of tea and biscuits. Meet at 2.15pm - Station Hall @GardenBrockwell @TimetoChange @Se_Railway #TimeToTalkDay



 **Station Hall - Herne Hill** @StationHall_HH · Feb 12
Pay what you can Kundalini yoga tomorrow morning 6.45-7.45am and again tomorrow evening at 5.30-6.30pm at Station Hall #namaste



 **Station Hall - Herne Hill** @StationHall_HH · Feb 7
Meditation today at Station Hall with @Se_Railway @TimetoChange calming the mind and body for #timetotalkday2019





Nice and cosy place to get together. Made me feel calm and at peace.

Visitor feedback

7.3.8 Music and performance

There are some challenges for performers at Station Hall, the most significant of these being the interruption to sight lines caused by the central spiral staircase. Acoustics can also be an issue, especially for smaller, non-amplified groups. However, in spite of these, the venue has quickly become established as an exciting new venue for performance. Around 1,500 people have enjoyed music, drama or theatre performance in the space during the last nine months, and there are more bookings in the pipeline to cement this reputation as a live performance space, with productions including:

- A full Sunday of gigging and performances with local bands and musicians, open to the public
- A classical wind concert, presented by the [London Consorts of Wind](#)
- A storytime performance with [Mama G](#), to celebrate the glory of being oneself
- Children's storytelling and drama performances with local duo [Cat & Hutch](#) bringing to life some much loved tales
- Award-winning, multi-sensory performance of 'Crabby', by [Collar & Cuffs](#), exploring mental health with children through theatre
- A multimedia music/ film event from [Cult of Water](#) heading up-river in search of the supernatural secrets of our waterways
- Film Screening of "[Humboldt: Epic Explorer](#)" with a talk by director Tilman Remme, organised by Judith Kerr Primary School
- Additional film screenings for the Herne Hill Free Film Festival, the 'Wonderful Walk' premier, and 'Station Hall: A Documentary'



“Excellent, talented and original performers. Lovely atmosphere, great music, welcoming venue”,

(participant feedback)



7.3.9 Social gatherings

A wide range of private parties have been held in the space since January - children's parties, 40ths, 50ths, 60ths, 70ths. Over 570 individuals have come along to private parties in Station Hall, and feedback has been fantastic.



Such a fun and original venue for a party, and so welcoming too - loads of space for the kids to run around, beautiful light and atmosphere, and really original. Plus bang on top of the station so my friends who came from far and wide were all impressed by how easy it was!

Feedback from party organiser

7.3.10 Meeting & Training Space

Station Hall is proving a popular meeting and training space for local groups, with one off and regular bookings in this field. Users include Mums for Lungs (monthly meeting), Stand Up To Lambeth (monthly meeting); The Restart Project (strategy away day); [Myla & Davis](#) Hair Salons (meeting for 50 staff); Big Little Moments Learning event (provided by [LEAP](#) for providers of children's services); and [LinkAge Southwark](#) (volunteer training).

Case Study: Meeting space for local businesses

I run a small group of hairdressers based in south London and found myself without a space to meet for our three teams (50 people) at short notice. The Herne Hill Forum helped me out hugely with the Station Square space –

allowing us use of the room at a day's notice. It couldn't have been more convenient for us and the Forum couldn't have been more helpful; meeting us at the space in the morning to help with set-up, providing a well-organised and neat little kitchenette, and lending us their large projector screen which was crucial to our training.

Katya Davies, Director, Myla & Davis

Case Study: Working around access issues

[Linkage Southwark](#) is a vibrant local charity providing friendly volunteer support to over 600 isolated, older people in Southwark. In 2018 they celebrated 25 years of working in Southwark to reduce loneliness and isolation and help older people to maintain active lives within the community.

The charity has been a strong supporter of Station Hall, despite the difficulties of engaging its key target audience, the elderly, in a venue that is currently inaccessible. Nonetheless, the charity hosted its volunteer training in the space in March, with twelve members of the core team of charity staff meeting at Station Hall for a full day of training in supporting the elderly.

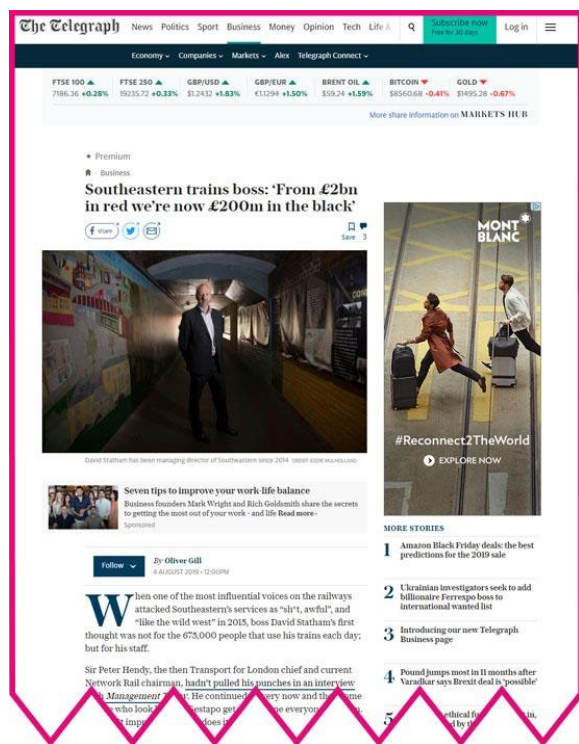
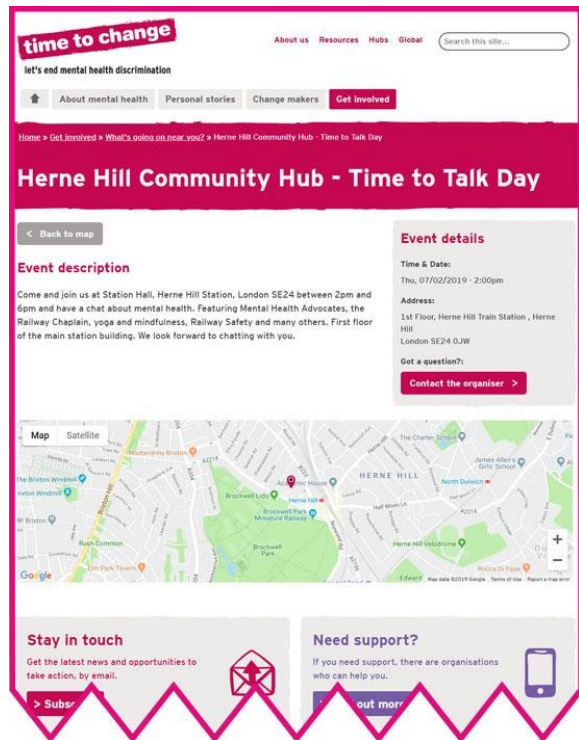
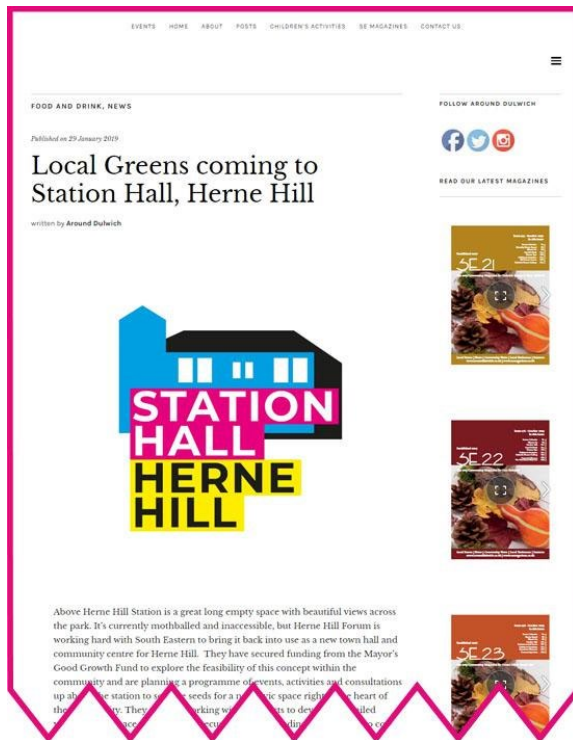


Thanks so much for the use of the station hall. It is a lovely space and the volunteers really enjoyed being there.

Linkage Southwark

7.4 Press coverage

Station Hall and the activities that have taken place has secured regular coverage in the local and London-wide press as follows (each article extract is hyperlinked to enable access to the source):



Southwark News

NEWS SPORT COMMENT LIFESTYLE HISTORY THE PAPER NEWS AT TEN JOBS MORE

Home News

CRIME POLITICS EDUCATION HOUSING HERD ENVIRONMENT TRANSPORT CULTURE HEALTH REGISTRATION AIDS BUSINESS

HERNE HILL STATION'S CLOSED-UP HALL BROUGHT BACK TO LIFE AS RESIDENTS ARE ASKED TO COME UP WITH IDEAS FOR HOW THE SPACE SHOULD BE USED

KATHERINE JOHNSTON 18 February 2019

Hall was previously the grand waiting room for the Victorian train station

Herne Hill Station

An empty room above Herne Hill rail station is coming back to life as residents are asked to help decide its future.

The hidden gem on the first floor of the train station has spent years untended and unused but was opened up last September when more than 300 school children helped break a world record for the largest number of people to contribute to a colour-by-numbers artwork.

More than 2,000 residents visited the space to help create the 40 metre long mural, and now a group of 'Herne Hillians' are hoping to keep the hall open as a new community centre.

The room, which doesn't have lift and as a result hasn't been snapped up by commercial renters, used to be the neo-gothic style station's grand waiting room in the 1800s.

La Retraite

Women Catholic Girls' School

SIXTH FORM & YEAR 7 OPEN MORNINGS

Tuesday 8th October

Wednesday 9th October

Thursday 10th October

9:00 am - 10:30 am

OUTSTANDING Teaching - 7 Levels

Oak Furniture

DELIVERED TO YOUR HOME

Shop Today

MORE STORIES

VIEW ALL STORIES

CONFESSIONS OF A 90S POP GROUPEE WHO SPENT HIS TEENAGE YEARS BLAGGING HIS WAY BACKSTAGE

OUTLINE

COMMUNITY

BERMONDSEY PUB CAMPAIGN VICTORY AFTER DEVELOPER BACKS DOWN OVER OLD JUSTICE BOOZER

OUTLINE

COMMUNITY

LONDON'S LARGEST OKTOBERFEST CELEBRATION COMING TO CANADA WATER

OUTLINE

COMMUNITY

Brixton Blog

edenharperbrixton

sales | lettings | property management

nobody knows Brixton like we do!

NEWS WHAT'S ON EXPLORE CULTURE FOOD & DRINK LIFESTYLE SPORT COMMUNITY

SEARCH

BOOKS & LITERATURE

Herne Hill launches first literary festival to celebrate World Book Week

By Linda Quinn 4 March 2019

10:00 pm The Banger Factory @ Prince of Wales

11:00 pm Therapeutic Gardening @ Stockwell Park Community Greenhouses

9:00 pm Baby dance dinner show

10:00 pm Weekends at Gremio @ Gremio

11:00 am Pop Brixton Vintage Also Sale @ Pop Brixton

View Calendar

LATEST MUSIC

Brixton's Pure Vinyl jam night hosts EP launch

1 October, 2018

Rag Marnham reggae artist visits Bugle

4 October, 2018

Celebration not liberation

1 October, 2018

BOOKS & LITERATURE

Herne Hill celebrates World Book Week with its first ever Literature Festival. The newly-launched Station Hall above the railway station will host a packed programme of events for all ages from Monday 4 - Thursday 7 March. Activities include poetry, performance, storytelling, and creative writing sessions, followed by evening walks, workshops and talks for the adults.

Lucy Reynolds, children's book author and Project Manager for Station Hall and the book festival said: "We're absolutely delighted to launch the Herne Hill Literature Festival in our newly opened Station Hall and are thrilled that it has attracted such an incredible range of leading authors, poets and publishers. The majority of whom are based in Herne Hill."

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BRIXTONBUZZ

THE OFFICIAL BRIXTON MAGAZINE, OFFICIAL FEATURES, GALLERY REPORTS AND PHOTOS

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Ghost Trains – music and storytelling at Herne Hill Station Hall, Weds 23rd October

BY MIKE URBAN - OCTOBER 15, 2019

POSTED IN: BRIXTON VENUES, FEATURES, NEWS

There's an evening of music, songs, stories and discussion about railway spooks and other transport folklore coming up at the Station Hall in Herne Hill station later this month.

Ghost Trains at the Station Hall Herne Hill Wednesday October 23rd

More fright by rail

Music, songs, stories and discussion about railway spooks and other transport folklore with

Cum Folk and

What's on in Brixton

10:00 pm Live Free Jazz @ Effra Hall Tavern

8:00 pm Soul Sacrifice @ The Blues Kitchen Brixton

9:00 pm Dogstar Thursdays @ Dogstar

8:00 pm Live Free Jazz @ Effra Hall Tavern

8:00 pm Some Eyes, Bath Days, Baraka an... @ Windmill

9:00 pm Cecil Reuben's Reggae Thursdays @ Hootananny

11:00 pm The Banger Factory House Band @ The Prince of Wales

11:00 pm Bang City with Afrochick & Abz @ The Prince of Wales

9:00 pm Brixton Precision with Dream McLean @ Hootananny Brixton

9:00 pm Brixton's biggest pop party @ Effra Social

9:00 pm Friday Throwdown @ Market House

9:00 pm Friday's at Gremio @ Gremio de Brixton

8:00 pm Julia, Folly Group, John Myrie @ Windmill

9:00 pm Subtropix @ White Horse Brixton

9:30 pm Rose From Friends 4 Years At... @ Phoenix

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South London Makerspace host their first Maker Festival in Herne Hill, Sat 2nd March

BY MIKE URBAN - FEBRUARY 15, 2019

POSTED IN: BRIXTON VENUES, FEATURES, NEWS

South London Makerspace have announced their first South London Maker Festival, with a room full of hands-on workshops, demos, games and more for young and old.

Taking place in the Station Hall above Herne Hill railway station, the free one day event will offer coding, reg making, soldering, games and a repair cafe.

There will also be a selection of 'show & tells', including:

- The creators of Dr Who - featuring a full-size Dalek!
- 3D printing - what can a home 3d printer do in 2019?
- Guitar tuner for the blind, and other assistive tech
- walking robots, and smart drives demos
- CyDash: a modular bike computing platform - see it here first!

Short hands-on workshops:

- learn to make a bicycle with an adult
- soldering on

What's on in Brixton

10:00 pm Live Free Jazz @ Effra Hall Tavern

8:00 pm Soul Sacrifice @ The Blues Kitchen Brixton

9:00 pm Dogstar Thursdays @ Dogstar

8:00 pm Live Free Jazz @ Effra Hall Tavern

8:00 pm Some Eyes, Bath Days, Baraka an... @ Windmill

9:00 pm Cecil Reuben's Reggae Thursdays @ Hootananny

11:00 pm The Banger Factory House Band @ The Prince of Wales

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9:00 pm Brixton Precision with Dream McLean @ Hootananny Brixton

9:00 pm Brixton's biggest pop party @ Effra Social

9:00 pm Friday Throwdown @ Market House

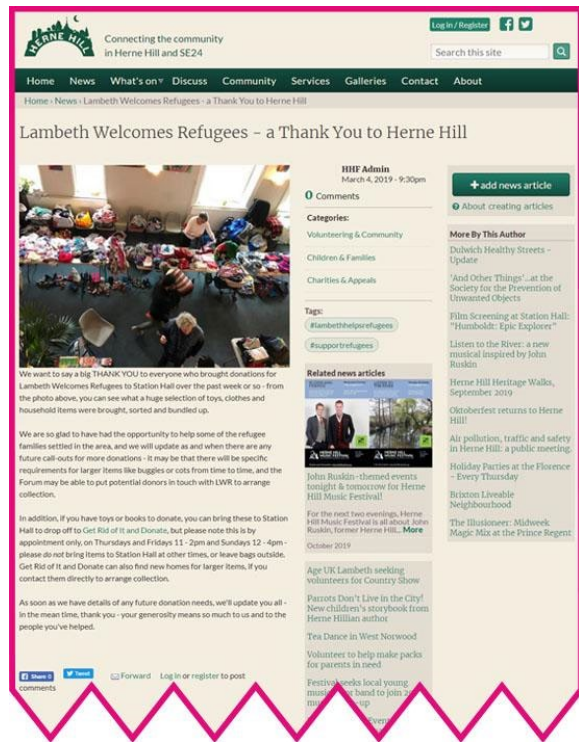
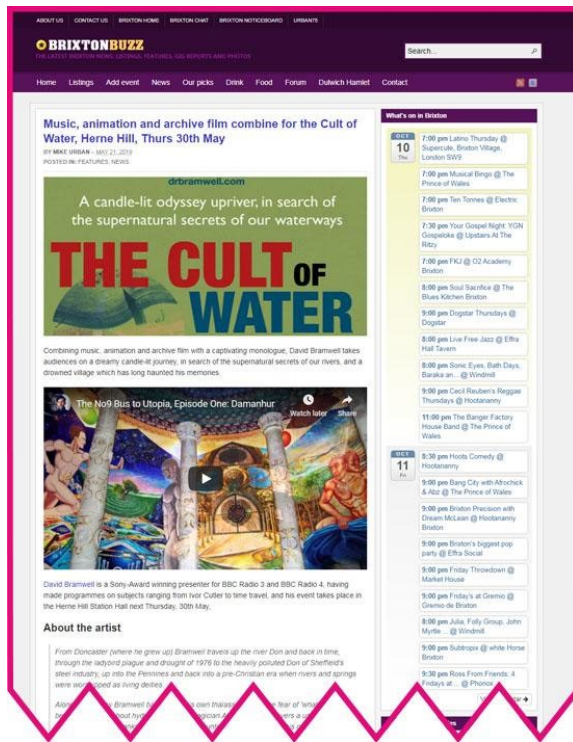
9:00 pm Friday's at Gremio @ Gremio de Brixton

8:00 pm Julia, Folly Group, John Myrie @ Windmill

9:00 pm Subtropix @ White Horse Brixton

9:30 pm Rose From Friends 4 Years At... @ Phoenix

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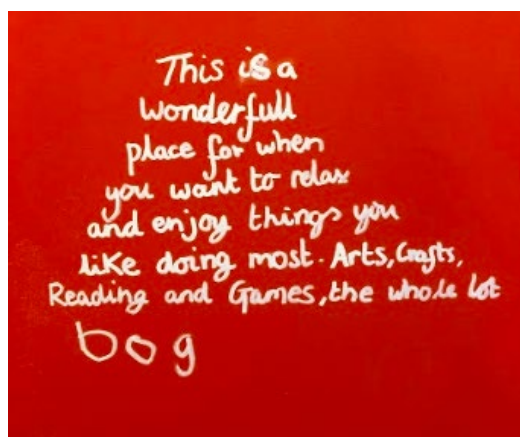


7.5 User Feedback

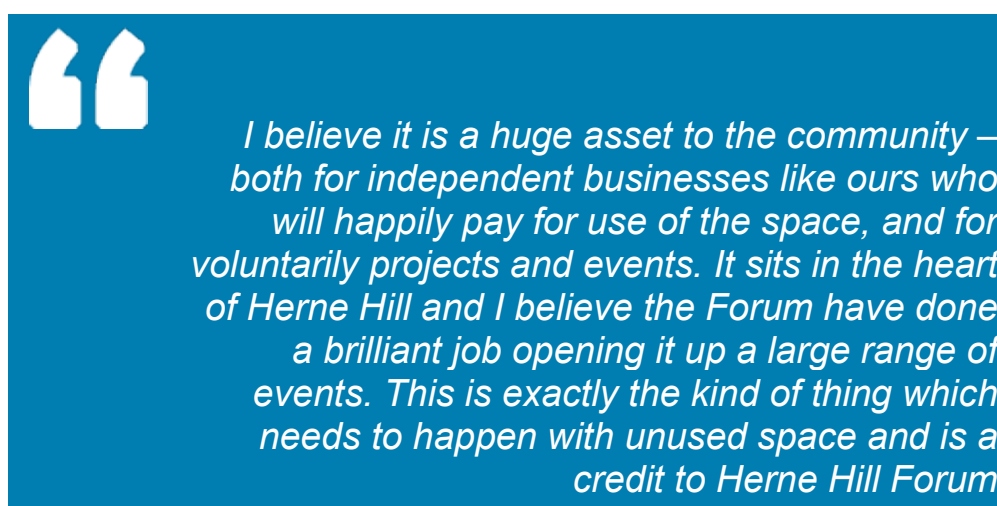
100% of event organiser respondents said that they would recommend Station Hall. Qualitative evaluation amongst event participants supports these findings, with the below comments and feedback reflecting the 'Good vibes' people consistently feel about Station Hall - both as a place, and about the events that have been hosted there. These were captured through evaluation feedback forms at Station Hall events, and provide a flavour - see [Appendix 16](#) for a comprehensive set of responses:

I got something positive out of it **A good balance** I learnt new things, feeling positive & inspired it was really fun all the children so keen and engaged lots of fun, educational & creative loved the creativity and making big artworks never knew vegetables could be so fun very creative, gorgeous space, great for kids fun, random and chaotic because it made me laugh lovely room, great people spacious, warm & close to home comfortable, clean and safe space nice building with lovely views, spacious and warm great location for SE London really great space warm, friendly, relaxed Nice space good mix of acts

The chalkboard wall in the hall was also used as an important space for capturing feelings and thoughts about the venue:



Feedback has also been strong from local businesses who have benefitted from Station Hall:



Katya Davies, Director, Myla & Davis

Participants at Station Hall have also provided a strong chorus of user feedback around improvements that are needed to make the space fully accessible and truly a place for all. These requests for improvements around accessibility and functionality are provided at [Section 8, 'Obstacles to success'](#).

7.6 Confirming our position in the market

The UK events industry is worth £43.2bn, and is growing steadily¹¹. Headline findings from a 2011 'Profile of the Meeting Industry in the UK' report¹² identified that meetings

¹¹ <https://www.eventbrite.co.uk/blog/academy/uk-event-industry-in-numbers-ds00/>

took place in 10,127 meeting venues across the UK; that, on average, each venue was used for 125 days in the year; and that, on average, meeting organisations staged 147 events in the year. This is an extremely crowded and competitive market place, and one in which venues need a distinctive USP and strong offering to stand out.

7.6.1 Complementing not competing

As described in [Section 3.5](#), a list of local venues was drawn up during the research stages of the Station Hall project. This was predominantly to ensure that a complementary offering was developed, which would enhance the local portfolio rather than detracting from established local venue spaces - we didn't want to be a "me too" facility. It was apparent that despite initially being perceived as a possible competitor, nearby venues realised the unique offering that Station Hall had and that it would have the potential to enhance their own offering as well:



198 Contemporary Arts and Learning is pleased to support Herne Hill Forum in its application for funding for the redevelopment of Station Hall, Herne Hill.

The redevelopment of Station Hall will create a large new space in the town centre, bringing unused empty space back into use for the benefit of all. This will provide much needed community space and a new focal point for Station Square. It will also complement other development initiatives in the area such as the re-development of 198 Contemporary Arts and Learning and provide opportunities for new partnerships, social activity and business.

198 has used the space in recent months to deliver Tai Chi Classes while our own premises were unavailable and we have also referred other people to the space.

Lucy Davies, Director, [198 Contemporary Arts & learning](#)

¹² <https://www.hbaa.org.uk/sites/default/files/MPIF%20UKEIS%20Profile%20Summary.pdf>



We are regularly contacted by groups looking for community space to rent – we don't rent out space but have welcomed several groups in for free where it fits with our ethos: notably a young coders group and the Restart Project. Herne Hill is painfully short of space for such 'groups without a home'. The permanent addition of Station Hall as a flexible venue would be a valuable asset in a perfect location, and give us somewhere to refer allied itinerant groups to: it's also close enough for us to support them where needed.

Dermot Jones, Director, [South London Makerspace](#)

7.6.2 Venue overview

During our research stage, we identified a range of local venues that offered bookable space for a range of purposes. During our evaluation stage, we then asked those booking Station Hall to identify three venues that they might have considered instead of Station Hall. This led to a further thirteen venues being identified, which were not in our original market assessment, and which extended further afield than our anticipated area of direct competition (e.g. as far afield as St Luke's, Old Street). The findings from both stages of research are available as a market overview at [Appendix 4](#).

This exercise enabled us to compare the type of alternative venue that is available to bookers, and to conclude that, in spite of a strong offering locally, Station Hall is still being selected by those who don't find existing alternatives elsewhere that are quite right for them. The reasons for this are set out below.

7.6.3 Station Hall USP

Feedback was provided by 36 of the 79 individuals or organisations who booked Station Hall, regarding why they had chosen this venue over other potential options. Of these 36 respondents, 100% cited 'Location' as their primary reason for choosing Station Hall, confirming this as the venue's most powerful unique selling point.

As above, ([see Section 3.4](#)), Station Hall is ideally located near to a multitude of key transport routes; as well as sitting at the centre of a thriving business and shopping district; and being adjacent to ample green space and its attendant footfall and events. It also sits at the heart of a densely populated, family-focussed community, with a wide selection of civic assets and resources nearby, and has pockets of significant affluence and of marked

Location is brilliant

deprivation within an easy 10 minute walk. This puts Station Hall in a truly unique position.

The 36 respondents also gave additional answers in relation to their choice of venue, with an overview of findings summarised below. These show 'Size' and 'Cost' to be other powerful distinguishing factors in setting Station Hall apart:

7.6.4 Accessible venues

Of the alternative venues identified through our market analysis, 75% currently offer step-free access to at least one area of their bookable space access and therefore have a strong advantage over Station Hall in its current configuration.

7.7 Who came through the doors

Thousands of people have come through the doors at Station Hall since January. Young. Old. Shy. Bold. Those who knew already. Those who wanted to learn. Kids. Grown ups. Babies. Employed. Unemployed. Entrepreneurs. Kick-starters. Refugees. Historic residents. Campaigners. Donators. Smart dressers. Scruffy dressers. Cross dressers. Second hand clothes dressers. Those without a gender. Those with an agenda. Sewing fanatics. Armchair fanatics. Train set fanatics. Jigsaw fanatics. Excluded. Included. Dogs. Mogs. Historians. Musicians. Technicians. Inventors. Feeling lows. Feeling highs. Learning to breathe agains. Chefs. Dancers. Gardners. Freelancers. Every skin tone under the sun. Teenagers. Third agers. Displaced. Misplaced. Makers. Shakers. Authors. Illustrators. Bridge players. Dragon slayers. And just one - only one - little girl in a wheelchair, carried up by three loving adults...

8. Obstacles to success

That a six year old girl has just become the first ever wheelchair user to enter Station Hall in its 160 year history is a shocking fact to process, especially in light of the thousands of participants who have benefited from and enjoyed the space most recently. There is an overwhelming case for change when it comes to making Station Hall fully accessible, and this is substantiated through the remarkable level of demand and opportunity demonstrated over such a brief trial period. There are also further compelling arguments for enhancing the general functionality of the space, to enable it to really take off for the community,

8.1 Accessibility exclusion

'Station Hall - a place for all'. Our mantra is sincere - it *is* a place for all. But at the moment it cannot be accessed easily or with dignity by a vast number of people, and this simply is not acceptable or legal. The team has tried tirelessly to create a space that welcomes and accommodates all users (for instance, hosting multi-sensory theatre productions with signing for children with limited hearing). However, we simply cannot overcome the lack of access, other than through heavy lifting (of which there has been a

a lift needed

lot). 21% of the UK population is disabled¹³, so Station Hall activity to date has taken place in spite of the unacceptable fact that this has meant it has been inaccessible to as many as one in five of our local community.

Furthermore, if Station Hall is to continue, it will require new planning permission, which will only be granted if it is made fully accessible, in accordance with Schedule M of the Building Regulations.

8.1.1 One little girl

In September 2019, the Station Hall team launched 'Stepping Into Stories' - an exciting new story telling competition, which will lead up to a six day children's literary festival in February 2020. The launch event was a big day, with live poetry and illustration by the much loved Katy Riddell, children's craft and storytelling, and a pop-up bookshop from Tales on Moon Lane. Around 100 people came through the doors, but it was not a day of celebration for all...

Case Study: One Little Wheelchair User



We are a local family of four. I have twin daughters, one of whom has cerebral palsy and is a wheelchair user. We wanted to attend the story workshop at Station Hall last Sunday. Unfortunately, upon arrival outside the venue we discovered it was completely inaccessible for wheelchair users.

Both my girls absolutely love books, story making, and not to mention the absolutely fantastic craft activities, so were determined not to miss out.

Thankfully, I was with my husband and father-in-law, so without any other option we decided to carry our daughter and her wheelchair up three flights of narrow stairs. It was not an easy or very safe option, but we had no other choice.

The space, once we finally reached the top, was fantastic and both my girls loved the workshop. But it really saddens me that, unless I have two other strong adults to help me, we are completely excluded from any other activities that will happen at Station Hall.

My six year old daughter did not enjoy the ordeal of getting up to the hall and was unnerved by the whole experience of being carried. There are so many activities that she cannot enjoy because of her disability. Crafts and

¹³ DWP Family Resources Survey 2016/17

storytelling are something she thrives on, so please don't stop her being able to access these workshops.

I will leave you with her words:

“But Mummy, where is the lift??”



Danielle @IVmeRedwine · 10s

@lambeth_council @SadiqKhan

Both my girls were really excited about activity on Sunday @StationHall_HH Sadly one of my budding storytellers unable to access workshop! #nolift #wheelchairaccess #notforall



8.1.2 Two outstanding specialist schools

The 2018 World Record attempt and 2019 Book Week Festival further embody this appalling inequality. Station Hall formed the epicentre for both events, with thousands of local children participating in two truly memorable occasions. They came from eight local schools, two of whom (The Michael Tippet School and Turney School) are ‘Outstanding’ specialist providers for children with disabilities. Local mainstream schools were able to bring most of their pupils to participate. Both specialist schools showed their active support too and brought a small number of their students (five children in total) who were able to manage the stairs. But the majority of pupils from both schools were unable to take part: 70 from Michael Tippet, 127 from Turney School.



Image: An historic day for 2,300 Herne Hillians, taking the Guinness World Record for 'Most Contributions to a Colour by Numbers' in Station Hall - but many local children missed out due to inaccessibility

The six other mainstream schools also had to exclude their Reception age classes from these two events due to the difficulty of the stairs and lack of sufficient toilet provision for this young age group - another 350 students who missed out - not just because of lift access, but because of the full range of accessibility shortcomings.



Accessibility issues have prevented many of our students from accessing the space as they have physical disabilities.

If accessibility was improved with a large lift, then I see opportunities for many more students to work at Station Hall, perhaps manning a reception area, providing hospitality to other users of the building, and even cleaning and tidying the space.

However, we would need an accessible kitchen

and accessible toilets for personal care, ideally with hoists and changing beds, and these facilities would create a space that is accessible for the whole community.

There are very few spaces in Lambeth, and in fact London, that provide these sort of facilities which could create increased demand for the use of Station Hall, certainly from the SEND community.

Victoria Hart, Deputy Head Teacher, The Michael Tippett School

8.1.3 A whole community of access requirements

There are so many types of disability; and so many of them are not visible. Accessibility is about so much more than lift access alone. It is about the toilets, the kitchen, the acoustics, the sensory experience as a whole.



As an older person, the acoustics were a problem. Was very noisy and it was hard to hear people speaking

Feedback from Station Hall visitor

And it is also about enabling those without a disability to access the space safely and with ease. With at least a third of bookings in Station Hall being for events aimed at children and families, the lack of lift access and proper buggy parking is a major barrier to participation and requires motivation, commitment and stamina to get young children up to the top of the stairs:

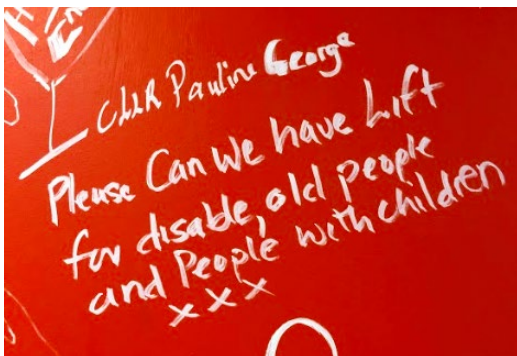


A little Herne Hillian picking his way up the stairs



A bank of buggies abandoned on the pavement below Station Hall

8.1.4 A public cry for better



'Lift access' is the top improvement people have called for via event evaluation forms, verbal feedback, and our orange chalkboard wall. Whether for wheelchair users, or for those who can manage the ascent but with difficulty the feedback is the same: 'The stairs are too much'.

[Appendix 17](#) provides an overview of all of the comments that have been received via event evaluation forms in response to the question:

'How could we could improve Station Hall?'. Below is a small snapshot of people's comments. The full range is provided in the appendix, but even from these few the answer is still crystal clear: 'access':

not good for buggies I would like a cafe Needs to be more accessible – my friend couldn't make it up the stairs find alternative to spiral staircase Needs bigger sign outside, nearly missed entrance Needs signage – staircase not obvious Access is only problem – not disability friendly Needs buggy access stairs are too much the signage needs to be improved. Also not easy to access space could be cleared out more to allow more open plan style exhibiting one long crowded corridor needs opening up Accessibility – no access for disabled children Improve access

8.2 Functionality shortcomings

In addition to accessibility exclusion as set out above, there have been repeated instances where the lack of key requirements at Station Hall has led to the loss of a major booking and much needed revenue. We engaged at a very early stage with over eighty local organisations and groups, all of whom expressed an interest in the project.

removal of spiral staircase

However, despite positive approaches and initial early interest, a significant number of these bookings could not then proceed to booking due to the challenges of the current space. Factors that are holding us back from being a fully inclusive, go-to place for the

community are:

- **Accessibility** - the lack of a lift for transporting heavy items up to the hall, and for people, as well as the lack of accessible loos and separate loos for children
- **Kitchen** - the lack of an area to prepare food and cook, with sufficient capacity to cater and wash up for large functions
- **Layout of the space** - the spiral staircase is in the wrong place and represents a collision hazard as well as an obstruction to sight lines, while the overhanging mezzanine also blocks sight lines
- **Facilities** - the lack of storage space and movable room dividers (or private meeting space), as well as the lack of a proper stage and air conditioning

Through running successive, large scale events, it has become very apparent that a goods lift is the most essential of changes needed at Station Hall to avoid losing future much-needed bookings - carrying items en masse up three flights of metal stairs is not a sustainable model.



The obvious glaring issue is of course the difficult access via the metal staircase!

A service lift with a reasonable payload would be of great benefit in future, although we do have some good pictures of carrying a Dalek up the fire escape!

Dermot Jones, Director, South London Makerspace



South London Makerspace struggle to get a Dalek up the stairs



Station Hall's core team carrying a van load of heavy furniture up the stairs



Station Hall's piano being hoisted up the stairs, against all odds



It's a long way up - and down - and up - and down...

8.3 Bookings lost

As a result of these limitations, a significant number of bookings have been lost in spite of initial expressions of interest. Key missed opportunities include:

The Library of Things: a community initiative helping people borrow useful things such as DIY and gardening tools - decided not to progress the conversation with Station Hall as a venue due to lack of storage facilities for the items they offer and the lack of a lift.

South London Cares: A community network which brings older people together with volunteers in south London - keen to host social events for the elderly in Station Hall but unable to proceed with booking due to lack of lift access for the elderly.

The Illusioneer: creating unforgettable experiences using magic and illusion, The Illusioneer, until very recently, hosted its very own little theatre in Herne Hill. Looking for new performance space, Barrie visited Station Hall, with the hope of using this as a proper theatre space for regular bookings. However, after coming up to view the space he didn't go ahead with the booking, deterred by the prospect of carrying staging and kit up and down the stairs. This cost Station Hall a regular booking of at least shows a month with additional regular children's parties, as well as the chance to become recognised as Herne Hill's next formal theatre space.

South London Youth Theatre: a dynamic, focused and professionally run organisation offering acting and musical theatre classes to local children - keen to use Station Hall as a performance venue but unable to do so due to lack of adequate toilet facilities (they have a requirement for separate loos for children and adults during performance times).

Babble Talks: offering daytime talks with guest speakers in venues across London, for parents with babies under one - keen to add Station Hall as a regular venue but unable to proceed due to lack of lift access or proper parking for buggies.

Lucy Sparkles & Friends: outstanding drama, music and dance classes for young children - wanted to launch a new class in Station Hall but unable to proceed due to lack of lift access for buggies.

Blue Patch: directory of the best British made, ethical, sustainable and fair trade products from furniture and clothing to gifts, beauty and organic food - interested in running an alternative department store in Station Hall, but unable to proceed due to the difficulty of transporting large, heavy goods (e.g. furniture) up the stairs.

LEAP Lambeth: an innovative programme created to better the lives of thousands of children in the Lambeth community, focusing on four wards Stockwell, Coldharbour, Vassall and Tulse Hill - keen to use Station Hall to host cookery lessons for parents with young children but unable to do so due to lack of sufficient kitchen facilities.

Social events: a number of enquiries have come in for weddings and private events which have decided not to proceed due to difficulty transporting heavy goods up the stairs as well as constrained and limited kitchen facilities.

Syrian supper club: initial interest in running a supper club with a focus on refugee community development and sharing of cultures and histories - unable to proceed due to difficult kitchen and access logistics.

Birthday party booking: interested in booking the venue, but needed to consider the requirements of a wheelchair using guest - access up the stairs could have been overcome with a stairclimber, but once inside, the lack of accessible toilets meant the guest would not have had their needs met - decided not to proceed.

Local Counselling and therapy: interested in Station Hall due to its fantastic location and value however decided against hiring the venue due to lack of meeting rooms that are needed for privacy.

Herne Hill Free Film Festival: prestigious and expansive annual film festival now in its seventh year and completely run by volunteers - keen to use Station Hall as the venue for one of their main screenings, but unable to do so as spiral staircase and overhanging mezzanine level restrict sight lines reducing capacity by 60%.

Beyond these activities we know we are missing out on business orientated events that need access, improved kitchen facilities and easy load in for equipment.

The opportunity cost of these lost bookings is estimated to be around £40-55,000 per annum. This could be far higher as many organisers want to hold regular events rather than just one-offs.

The lack of accessibility and provision of key resources within the space has impacted on the ability to generate commercial revenue which jeopardises the cross-subsidy financial model. At present we miss out on the larger commercial events, parties, promotions, theatre, film screenings, conferences and meetings. To date we have only captured the lower end of this market, where the lack of provision has been compensated by a low fee.

A further economic cost is being incurred through running the venue well below capacity. As an example, the current restriction to sight lines caused by the spiral staircase and overhanging mezzanine mean that any performance, concert, lecture or film screening wishing to use Station Hall will have to run at around 40% capacity (a seated audience of around 60 instead of full capacity at 130). This restriction is already deterring operators who have shows ready to produce at Station Hall. For those clients proceeding despite these limitations, it represents an average revenue loss of around £260 per performance (assuming an average ticket sale of £5).

The social cost of these lost bookings extends further still, with specific community groups - predominantly those with accessibility requirements - being excluded from a venue that is being run specifically to overcome isolation.

8.4 Reputational damage

The team has been challenged on a number of occasions over its decision to run events in a venue that is inaccessible. This is seen, by many, to be unacceptable - if the event is inaccessible then it simply shouldn't take place. However, it is our firm conviction that the greatest case for achieving full accessibility lies in demonstrating, without a doubt, that the space can be filled with good stuff; that people will come; and that far-reaching positive impact does result. With this armoury of evidence, generated through an array of events (albeit that are inaccessible to some for the short term), the case for access funding stands firm and compelling.

However, there is very real reputational risk associated with running an inaccessible Station Hall. The public is not always aware of the plan to secure funding for a fully accessible building, or of the intention to use the evidence from trial activities to build the case for capital funding to make the space accessible. Numerous angry correspondences have been received as a result, decrying the lack of access. The reputational cost of this is high, and although great pains are taken to respond to all concerns and publicise plans for overcoming these obstacles, such communications will not reach everybody.



Can I ask what's going on with physical access to the Station Hall? It's excluding people from being able to take part in a publicly funded premises, and is in contravention of the Equality Act.

Email received from local resident

9 Finance overview

9.1 Expenditure

Between securing the Good Growth Fund grant in October 2018, and the formal end of Good Growth Funding at Station Hall in August 2019, the Good Growth Fund Round 2 budget of £55,000 was spent as follows:

<u>Item</u>	<u>Cost (£)</u>
Team Wages - October to March (trial phase)	12,072
Team Wages- April to August (evaluation & business case)	7,050
Architects' Commission	23,000
Set Up Fees - (fire inspection, boiler servicing etc)	3,092
Rates & Charges	500
Kit Out	5,745
PR	1,404
Events	2,133
TOTAL:	54,996

For a fully itemised budget breakdown, see [Appendix 18](#).

9.2 Running costs

Station Hall currently accrues the following operating costs:

Item	Per Calendar Month (£)	Per Annum (£)
Team wages (Venue Manager + Venue Custodian)	1,100	13,200
Insurance (Contents plus Public Liability)	50	600
WiFi	70	840
Burglar Alarm	17	200
Annual fire inspection	29	350
Annual boiler service	7.5	90
Total:	1,273.5	15,280

At present, Station Hall is not being charged for rates, utilities, waste management or business rates. These additional costs are all factored into projections for future operation of the venue at scale.

9.3 Income

Activity was launched in Station Hall in January 2019. An income was first generated in February 2019 and has grown steadily from there. In nine months a position has been reached where running costs are being covered and a small operating profit is being generated. Further bookings have been taken up to Christmas and into 2020, with actual and projected income as follows:

2019	Monthly income	Projected income
January	0	
February	150	
March	739	

April	375	
May	250	
June	1008	
July	1307	
August	0	
September	1340	
October		1515
November		1242
December		1000
Total:	£5,168	£3,757

9.4 Profit Loss, July to October 2019

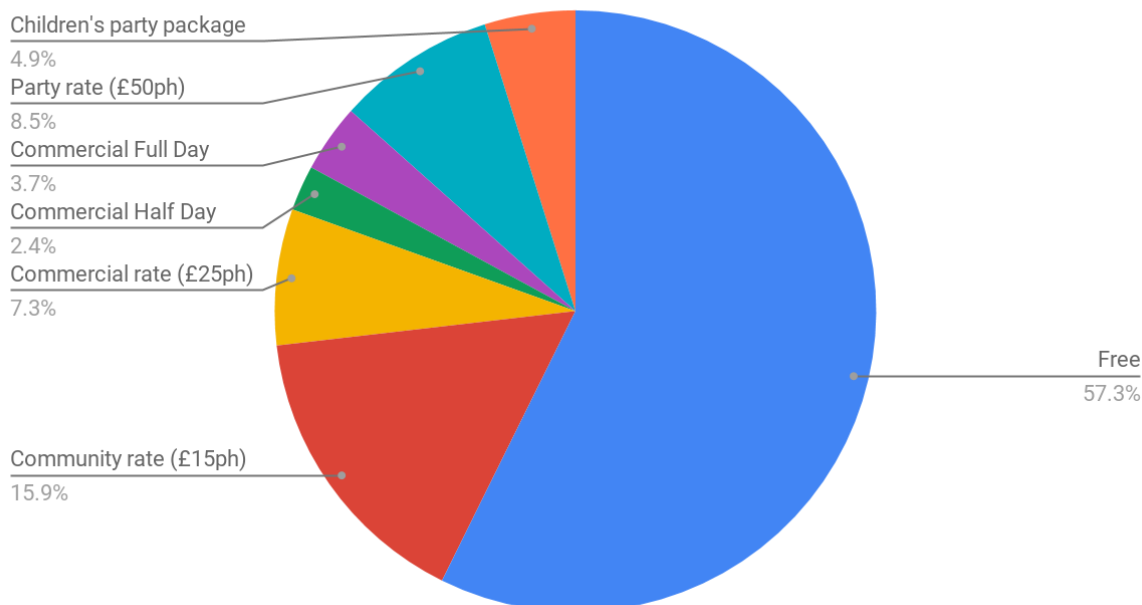
Taking into account the full funding to be collected from the Good Growth Fund by the end of the year, Station Hall is due to break even. During the period July to October, our income is running at £3,490 and our running costs and material expenses at £3916.16. This period covered the month of August where an income of £180 was far lower than our average monthly income of £1000-£1300.

See [Appendix 19](#) for full Profit/Loss sheet.

9.5 Cross-Subsidisation Model

Station Hall bookings have divided along a 60:40 ratio, with an activity base that is 60% community or charity focussed, being supported by roughly 40% private and business bookings (see [Section 6.2](#)) supporting an activity base that is 60% community or charity focussed. Proceeds taken via commercial bookings at full market rate have cross-subsidised a discounted 'Community Rate' of £15ph (meaning that community-focussed entities can use the space at a below market, affordable rate), as well as cross-subsidising a range of 'free for good use' bookings for those who may otherwise have been unable to find a home at Station Hall. A breakdown of the rates charged for each booking shows the following spread:

Points scored



Due to the unique location of Station Hall - in the middle of adjacent areas of affluence and areas of deprivation (see [Section 3.4](#)) - the cross-subsidy model has huge potential to deliver long-term social impact alongside financial sustainability.



It's important events are kept cheap or free to give everybody a chance to participate.

Evaluation form feedback

10. Lessons Learnt

From a standing start, the Station Hall team have launched, fine-tuned and expanded a comprehensive programme of activity, learning and adapting constantly along the way.

10.1 Income

The original proposal was to have three days of the week when Station Hall would be open to the general public, with WiFi and hot desks available at these times for those wishing to use it as a work space. This was a key element of the original plan for the hall, and research was also conducted into the possibility of a bookable, supervised creche space, where parents could safely let their child play while they worked upstairs at a hot desk. Against expectations, demand proved low. Providing a rented desk working environment didn't take off - footfall was low, the hall remained quiet at these times and feedback was that work space is already well provided for in the area as

people enjoy a cafe environment. While plans will continue to be revisited as Station Hall's user base grows and evolves, the team does not now see hot desk space as being the prime commercial driver for the Station Hall project.

Instead, key income streams have come from large public-facing events, such as the makers' emporium, and from a steady stream of private party bookings, which have provided a substantial income base to support ongoing operation of the hall and to subsidise community-priced and free activities.

We have focused on ensuring that the space can function with the minimum financial and human overhead, lean and mean, scrounge, beg and borrow is our mantra.

10.2 Role in supporting business endeavour

Instead of taking a lead role in supporting enterprise and entrepreneurship through the provision of flexible work space as expected, Station Hall has provided something slightly different and invaluable - a centrally located, highly flexible space for businesses to network and showcase their skills and products to the wider public. A unique place to generate serendipity, bringing entrepreneurs together, coming face to face with the public and customers.

We have seen this happen already between micro-businesses in the creative industries who came together to use Station Hall, we want to make that the norm - to create a "made in Station Hall" for contacts, connections, ideas and projects. This is where the economic multiplier impact will be at its strongest.

10.3 Attendance

Despite its location in the middle of Herne Hill, there are times of day when footfall is low. Station Hall has therefore learned not to depend on passing trade. Instead, events have been designed to maximise its location at the heart of a transport hub. Times of peak activity are selected for large footfall events, with the excellent transport links making these easy to attend without recourse to private transport (all part of helping air-quality and reducing the cost barrier to participation). This enables a programme of more bespoke bookings to be organised for the times when footfall is less important - company training events, small meetings, community groups for daytime audiences - all can be booked into the time periods when there is a natural lull in passing trade.

10.4 Operational

Efficiency savings have been realised as the Station Hall team has continued to improve and streamline its day-to-day procedures. Rather than having a team of paid staff and volunteers who have to be on site to let users into the space, a safe-key box with code has now been installed to allow selected, trusted groups self-access the building, removing a significant resource burden.

A WhatsApp group has been set up to enable the core and wider Station Hall team to quickly and easily share information in real time about the events they are working on in the hall. Use of shared documents and data has proved far more efficient and effective than long email trails.

10.5 Independence

Pushing responsibility onto users of the hall for setting up and tidying up after their event has been effective, and has helped relieve the resource burden on a small and overstretched Station Hall team. Photos are provided of how the room and furniture need to be left; everything has its place; and users are responsible for returning the space to its starting position.

Similarly, the team have pushed back on the expectation that they will market and drive sales for all events. A clear marketing checklist is provided when bookings are taken, with advice and recommendations for local channels where events can be promoted. But the responsibility is on events organisers to sell and promote attendance. The Station Hall will support, but the onus is not on them. This is crucial as the core team is under huge pressure to deliver an ambitious and far-reaching programme, with very limited resource.

10.6 Nimbleness

The team have found a way to engage potential partners and build relationships that will help build the case and drive forward the ambition to make this space fully accessible. LinkAge Southwark have used the venue for staff training events, until they are able to bring elderly residents safely into the space; Michael Tippet have brought a small handful of their more able bodied students to participate at the hall, while they work hard with us to open it up to the rest of their students; intrepid upholsterers have carried armchairs up the stairs while we endeavour to gain an access lift. The key lesson has been to engage as many possible groups in the most nimble way possible, to show the incredible will and appetite to take Station Hall to its full potential for the benefit of a diverse and far-reaching community.

11. Letters of support

The Station Hall project has ignited a strong reaction of joint endeavour and shared vision amongst a wide range of partners and supporters. Statements of support have come from many avenues, including Southeastern, Network Rail, Herne Hill's local MP, and a cross-section of local businesses and other venue operators. These statements appear in full at [Appendix 20](#), and are woven through the sections of this report. What was encouraging was that we didn't have to persuade anyone to write in - everybody was keen to be associated with and contribute to this project.

12. Achievements in Phase 1

Between 1 January 2019 and 31 March 2019, the following has been achieved:

- Refurbishment and kit out of a mothballed space ready for public use
- Engagement with a wide mix of users, organisations and individuals
- Thousands of attendees at hundreds of varied and impactful events
- Increased local footfall for traders - helping to sustain the local economy
- Dozens of volunteers providing invaluable human resource
- Widespread engagement with small businesses and start-up enterprises
- Creation of a new workspace and better civic infrastructure
- A home-from-home meeting point for different cultures and communities
- Skills building and employment focussed initiatives
- The enhancement of a beautiful but forgotten public space
- Strong project and venue management - delivery on time and to budget
- Outstanding feedback from event participants and organisers
- An active portfolio of social media platforms
- A strong suite of branded marketing collateral
- Outstanding letters of support from across the community and beyond
- PROOF that this is a venue that people love, and that we can run successfully

In just three months, demand and need for Station Hall was demonstrated, and a strong sense of the benefit it can deliver was proved through the number and diversity of participants.

Between 1 May and 31 September 2019 these foundations were built upon. The Herne Hill Forum provided a safety net of match funding, if needed, to enable activity at Station Hall to continue beyond the formal trial period, though there has not yet been recourse to use this fund. Through six additional months of activity, more compelling evidence has been captured for the Station Hall business case. And, perhaps most importantly, proof has been provided that this space is financially viable. To achieve a cost neutral position in less than a year, despite the many constraints that currently hinder Station Hall, suggests that it is a venue with full financial viability and a huge amount of potential.



The Phase 1 refurbishment of Station Hall has transformed a disused venue into a unique space for the local community, which is flexible to the needs of local schools, community groups and businesses. It is a unique space in the heart of Herne Hill.

The Phase 2 refurbishment is vital, since the accessibility improvements will make Station Hall

*available to everyone in our community, and
enable its use to be expanded and diversified.*

I urge you to support this vital project.

Helen Hayes, MP



PHASE 2 BUSINESS CASE



PART TWO: PHASE 2 BUSINESS CASE

13. Overview of the process

In parallel to the above programme of work to run and evaluate a trial phase of activity in Station Hall, a team of architects was appointed to create the requisite design concepts, costings, and opportunity analyses needed to support a case for additional capital funding, and re-launch of a newly accessible and optimised Station Hall in Phase 2.

13.1 Appointing architects

After a strong round of submissions and interviews, Studio Weave/Architecture 00 (SW00) were appointed as the successful bidding firm in March 2019, being selected for their track record and team competencies.

SW00 included in their bid a proposed approach and key objectives, specific to the brief requirements, project context and the potential constraints of working with a Network Rail property. See [Appendix 21](#) for the brief that was circulated to architects.

13.2 SW00 Project plan

SW00 led an inception meeting attended by representatives of HHF, NR & SE in March 2019, where a clear set of targets, methods of communication and approval milestones were agreed, based on the projected programme.

The project was developed through the key stages set out below.

13.2.1 Strategic brief development (based on client activities)

In order to tailor the renovation of Station Hall (both internal reconfiguration, and additional external development), it was important to understand the detailed functional brief for the variety of activities that it will host.

SW00 provisionally referred to the Station Hall calendar of activities and identified the recurring activities as indicative of a core programme. This core programme was taken to produce a draft 'Appraisal of Forum Activity' and 'Spatial Requirements for Key Scenarios' study to facilitate HHF in specifying the number, size and type of spaces that should be provided in the proposals.

In addition, consideration was given to the range of non-users who could not make use of the space in its current form but would be potential beneficiaries should design changes take place.

13.2.2 Initial scoping of development strategies

Given that Station Hall is a Network Rail property - and that it is notoriously difficult to negotiate changes to Network Rail properties - the project team considered numerous

development strategies. SW00 conducted a site and adjacency capacity study, with the objective of illustrating the extent of the long-term ambition of the Herne Hill Forum; and to demonstrate to Network Rail the opportunity of the site as a larger strategic opportunity. The study set out three development strategies:

‘Minimum Intervention’: proposes to provide Station Hall with assisted accessibility via a simple platform lift and improved amenities within roughly the same footprint as currently occupied.

‘Medium Intervention’: supplements the provision of assisted accessibility with expansion of additional programmable space and improved provision of amenities and capacity outside of the current footprint of the lease.

‘Maximum Intervention’: explores the possibility of expanding programme into all the available space on the immediate site and developing the adjacent site for additional revenue.

13.2.3 Appraisal of Feasibility Options

Separate from the scope of the development strategy, SW00 also explored in more detail two key feasibility options, with regards to the future access and internal reconfiguration of Station Hall. Specifically, the options considered whether to retain the existing entry location (currently east end entry); or whether to relocate this (potential move to west end entry).

In either scenario, in order to achieve accessibility to Station Hall, the existing escape stairs require significant reconfiguration in order to create space for the installation of a compliant platform lift. The key differences between the two options are:

‘East Entry’: the existing entry location would require no significant modification to the existing HHF lease boundary, and no significant modification to the existing NR property - only slight realignment of a single-leaf brick partition separating the access stair from the adjacent car park. This option would continue to make use of the existing arrival lobby, beside the toilet and kitchen facilities.

‘West Entry’: requires HHF to extend their lease to include the second gantry and escape stair void beside the water tower, and air space above the UKPN substation - preferably water tower too - and also requires minor modification of the NR viaduct and underpass structure. This option would require the creation of a new arrival lobby adjacent to - preferably including - the water tower, and freeing up the existing lobby for expansion of the toilet and kitchen facilities.

Both options were developed with a range of compatible interior design arrangement options, including options with regards to location of kitchen facilities, enclosed bookable space, open plan social space and storage.

13.2.4 Development of a phased vision

By understanding all of the possible development strategies - their respective opportunities and threats to delivery, timeframe, support and consent constraints - as well as the strengths and weaknesses of focussing development around an 'east' or 'west' entry option, the project team was able to speculate a viable long-term best-case vision for Herne Hill Station Hall within a wider Herne Hill Station Square vision.

Applying lessons learned about consultation and consent procedures for various types of intervention from our engagement with NR and SE we are able to propose cumulative 'packages' of development, enabling the vision to be enacted partially and/or gradually. The packages of development are not linear or co-dependent but the timeframe of their viability is broadly recommended in consideration of their approval complexity, fundraising and partnership requirements.

Using a combination of budget costings provided by BWA, in conjunction with carefully referenced and researched previous project experience and case studies, we are able to place budget estimates against each package of development, alongside notes relating to the key challenges to overcome.

13.2.5 Illustration of internal improvements

The likely first package of development for Herne Hill Station Hall is proposed to sit beneath the threshold for triggering any NR Asset Protection requirements, i.e. within the range of works permissible by 'Landlords Consent'. Generally, these 'below threshold' developments are ones which are interior, non-structural works, with no impact on existing or future operation-ability of the property.

The immediately deliverable internal improvement options permissible within the constraint of permission procedures propose to increase the bookability, capacity, concurrency and flexibility of operating Station Hall with an expanded programme and greater revenue. These improvements are then targeted at stabilising the developed business model on a permanent basis, to enable further fundraising of the capital required to pursue the necessary applications via Asset Protection procedure, and ultimately to deliver the more challenging external access improvements.

The internal improvement proposals then are a standalone improvement programme with tangible benefits as a project in themselves, as well as part of a packaged development. Critically, they do not preclude either of the feasibility options ('east' or 'west' entry options) with regards to access, and do not require commitment to any of the more extensive development strategies in order to be viable alone.

13.3 Team

The SW00 team composition and resource allocation balanced the needs for maintaining a supportive relationship with the 'client team' and made efforts to build technical working relationships with wider stakeholders, Network Rail and Southeastern.

The design team was led by Je Ahn and Alice Fung, both dual-directors at Studio Weave/Architecture 00. They were responsible for overseeing the architectural feasibility and business development planning respectively. Je and Alice were equipped from the outset with a wealth of relevant experience, as referred to in their individual curriculum vitae.

SW00 were supported throughout the initial scoping of development options and appraisal of feasibility options by John Desmond at BWA, who has vast building economics and cost consultancy experience - particularly relating to assessing project viability and providing budget estimates for early stage fundraising and partnership building.

13.4 Partnership collaboration

For many years, there has been a strong history of partnership working between Herne Hill Forum, Southeastern and Network Rail, with regular management team volunteering days and ongoing liaison over a wide range of projects. This culminated most recently in a jointly delivered and ambitious programme of enhancement works to Herne Hill's station underpass. With significant investment in kind from both Southeastern and Network Rail, this project included securing a Guinness World Record for 'Most Contributions to a Colour by Numbers' for a 40m long mural all about Herne Hill. As well as being joint partners in the management and delivery team for this work, both Network Rail and Southeastern fielded huge teams of volunteers for the World Record attempt, and deployed their powerful PR and comms channels to rally participation- 2,300 people came out in force. This is very much a shared success story and a shared source of organisational pride.

Station Hall has been the natural next step in this partnership, and again has been successful purely because of the strength of this collaborative partnership. With senior level buy in and a core team that knows each other well and has worked together for years, , there has again been a commitment of significant resource by both Network Rail and Southeastern - both through management input and through significant in-kind investment to get the hall up, running and safe.

Most recently, Southeastern nominated Herne Hill for the 'Station of the Year' competition and David Statham appeared in the national press to celebrate the station's achievements. When Southeastern show VIPs around their network they tell us that they visit Victoria, Blackfriars - and Herne Hill. Both Network Rail and Southeastern consider what we've achieved together in Herne Hill to be an exemplary model of community involvement in a public building. With a strong core team, joint management experience, and a track record of remarkable delivery, there is now a will and ambition to make this happen together.

Southeastern



The Station Hall project at Herne Hill station has been an excellent example of the benefits to local communities of a public and private sector partnership strongly led from the local community itself. The Herne Hill Forum have provided excellent leadership and project management to the scheme so far and have proved an invaluable link into the many local community groups who have used the facility.

David Statham, Managing Director, Southeastern

Following the initial inception meeting at which NR and SE articulated their support for the Station Hall project, in the context of concerns relating to the constraints posed by working with NR property, SW00 remained in correspondence with NR and SE throughout the period of design development.

Four key themes were discussed with Network Rail & South Eastern, with regard to the Herne Hill Station Hall project, and potential future projects of a similar nature;

13.4.1. Motivations for supporting community sublease

Southeastern have expressed their strong desire to re-imagine many of the under-utilised buildings and assets. To this end they are looking at the Station Hall project to be a case book template to enable the process to take place elsewhere throughout their network.

In the case of Herne Hill Station Hall [HSH], David Statham (Managing Director, NR) was supportive of Herne Hill Forum [HHF] as a result of their aspiration and his knowledge that the station hall was underused as an asset but not easily commercially leasable. HSH had been used as a site office during the National Station Improvement Programme [NSIP] works, which set a precedent for the ongoing use of the space.

Network Rail & Southeastern do not have any written statements or policy documents formalising any aspirations to facilitate and support community projects on their property; however, throughout consultation both parties express an openness to considering proposals which are not in conflict with their operations or commercial opportunities. The critical condition of support for community initiatives within NR property - from both NR as landlord and SE as leaseholder - is that any use of or modification to space should not in any way adversely affect the primary objectives of either organisation; and that any proposals for establishment of initiatives are considered on a case basis, and supported as gestures of reasonable good will and not partnerships.

NR have a dedicated Community Department (led by Eddie Burton) through which future enquiries regarding community projects would likely be considered; the Community

Department would be responsible for liaising internally with NR departments to determine the viability of given proposals. NR would consider all proposals on an individual basis of merit, and does not hold specific records relating to previous community projects as precedent.

There are notable examples where community tenants or subtenants have established a programme on NR real estate which has achieved longevity; eg. 'Friends of Bat & Ball Station' group in Seven Oaks, Kent led by Linda Larter and supported by Sevenoaks Council secured Heritage Lottery Funding for refurbishment of the historic station building as a cafe and venue for hire. Project details regarding process and agreements are held by case officers associated with the project and not published.

13.4.2 Procedure for leasing property, and permitting modifications to property

NR does not hold a searchable register of all unoccupied space or structures within its property portfolio; this data is embedded in ownership and lease boundaries when combined with site knowledge held by operational staff.

Where property vacancy is known and considered leasable, NR uses Travel Point Trading (Wendy Pankhurst, Tenancy Manager) to market - but these instances tend to have commercial value which would generally be prioritised. Where underused property does exist without commercial value, 'project makers' such as HHF may be considered eligible for peppercorn tenancy without prohibitive mandatory obligations (financial, legal, insurance or otherwise) - subject to case consideration, and assuming 'lights on' occupation of property in an already habitable state.

At HSH, SE completed minor remedial works - boiler upgrade, repair to existing light fittings internally and provision of additional light fittings externally - in order to improve the safe habitability of the space; however the expense of such provision would typically be at discretion.

Permitting Modifications

Minor cosmetic changes (eg. painting, decorating, refurbishing existing fixtures and fittings, furnishing) which clearly does not impact the operation ability of the property, or its potential future functionality, may not require any consent from Network Rail. Guidance on types of works and their consent procedures can be found in the 'Guide to Alterations and Work at Premises We Rent Out' [Guide to Alterations] (Network Rail, 2016) document; Section 2 covers 'Permitted Work'.

Moderate non-structural modifications which are not likely to considerably impact the operation ability of the property, or its potential future functionality can be permitted by a Landlord's Consent procedure. Applicant tenants are required to adequately outline and specify the proposed works to be verified in writing by NR Station Portfolio Manager; in the case of HSH where HHF is a subtenant of SE, this would also require consent of the Facilities Project Manager (Steve Martin). The proposed works would require review

and sign-off from Building, Fire and Telecoms engineers. Applicant tenants should allow around 4-8 weeks from the date of enquiry to obtaining consent.

Major works involving construction of new structures or modifications to existing structures requires application for consent via NR Asset Protection [AssPro] department procedure; the role of which is to appraise the proposals against all potential impacts on asset value, existing operation and future functionality. AssPro effectively act as an intermediary consultant between the applicant tenant and a wide range of sector-wide stakeholders, including but not limited to NR internal departments, all franchise holders, rail operators, tenants, construction and maintenance contractors, and so on. At the heart of the AssPro procedure is a formal application via a 'Station Change' protocol, which involves a mandatory consultation period via electronic portal, review and non-objective sign-off by the aforementioned stakeholders.

Support for applicant tenants seeking major work approval via AssPro is provided at expense; project time is subject to billing by hourly rate, and is not easily fixed against outcome prior to beginning consultation - although may be estimable if comparable to similar previous projects. AssPro support typically extends into tens of thousands of pounds due to length and resource requirement of process, and is not possible to circumvent. NR may occasionally offer initial applicant consultation with AssPro as a gesture of good will, at discretion on a case basis. AssPro support typically includes provision of guidance with regards to formatting of proposal application (necessary drawings, reports, specifications, and statements of consultant review), project management of the consultation process, and technical verification of viability (eg. structural review) of the proposals.

In order to reduce the chargeable expense of achieving consent for modifications through AssPro, it is advisable that applicant tenants would appoint a comprehensive professional consultancy team to form the application for review. In consultation with NR and SE, it was estimated that an AssPro enquiry could take approximately 3 months for an appraisal, and up to a further 9 months of consultations, investigations and surveys prior to sign-off if the proposed works would be likely to impact upon the current or future operation of the property.

13.4.3 Understanding the structure of NR departments and decision making

Network Rail have procedures for any development work on their portfolio of buildings and assets. Whilst not directly impacting the railway there are still procedures to follow in case any of the changes proposed have an impact on the asset value or current contracts with third party providers. To this end there is a sequence that has to take place to involve 8 or more third party contractors in addition to Network Rail who would need to review and comment on any major changes to the structure and nearby facilities.

Upon establishing a tenancy/sub-tenancy with NR/SE, HHF have effectively adopted Steve Martin (Facilities Project Manager, SE) as lead tenancy liaison point. However,

serving this role is supplementary to the Facilities Project Manager primary responsibilities - conducted as a gesture of good will - and would not be sustainable across a larger number of community subleases. Generally, tenancy liaison point would be determined on a case basis dependent upon property type (operational, commercial), geographic region and lease status.

Typically, any community lease or sublease of space within a NR property would be contained and independent from interaction with any NR, franchisee or operator operations, and so community tenants would be unlikely to require direct contact with departments outside of the adopted tenancy liaison. Where necessary, contact details would be provided by that liaison.

With specific regards to occupation and potential modification of NR property, the most likely departments to be engaged could possibly include, but not be limited to;

- Station Portfolio Manager
- Asset Management Group (approx. 8 sub-teams in total) incl. ;
 - Operational (Station & Track) Property
 - Commercial (Non-Operational) Property
 - Green Land Property
 - Operations Management
 - Structural Engineers
 - Fire Engineers
 - Geotech Engineers
 - Telecoms Engineers

Unfortunately, there is no comprehensive NR organogram illustrating all department jurisdictions, interactions and dependencies. However, given that leaseholders would typically only require engagement with NR departments - beyond tenancy liaison - in the event of property modifications, it should be noted that an AssPro Project Manager would be responsible for identifying and engaging the necessary stakeholders on a case basis.

13.4.4 Procedure for enacting approved works

For those works which are permissible by the 'Guide to Alterations', and those approved by Landlord's Consent procedure, tenants are able to appoint their own contractors to complete the works; all certificates and warranties for work completed should be kept, particularly for works interacting mechanical and electrical supplies.

For more significant modification programmes - assuming approval of a given set of works by NR via AssPro engagement and 'Station Change' protocol - tenants may be required to procure the works via the Network Rail Approved Contractor Scheme. In the event of needing to comply with this requirement, the AssPro Project Manager assigned to the project would liaise with the applicant tenant and continue to assist through the production of appropriate tender documents and navigation of the appointment procedure.

Some types of works may be required to conform to additional NR Building Regulations (eg. advanced access and circulation regulations), which stand independently of whether or not the works are delivered by a NR Approved Contractor.

And in addition to requiring formal approval and procuring a NR Approved Contractor; works which increase maintenance burdens, or do not fully comply with NR Regulations as noted above, may be granted on the basis of legal agreement - for example, the tenant may assume responsibility for cleaning, repair and servicing costs, as well as expenses associated with returning the property to its existing condition upon termination of the lease agreement. In these cases, applicant tenants may attract additional requirements from NR AssPro to demonstrate sufficient sustainability as a legal entity with financial means to comply with such legal agreements.

In the case of HSH, HHF aspirations to install lift access to the first floor would either:

- A. have to comply with NR Building Regulations governing specification of lifts;
- B. legally assume responsibility for the expense of removing any lift which did not comply upon the end of tenancy;

and, in either case, HHF would be required to assume responsibility for cleaning, repair and servicing costs for the duration of their tenancy of HSH.

Typically, a condition of all of the above contractor works requiring consent, NR require as standard a legal agreement for any programme of modifications to be completed by a specified date, prior to commencement of works. Failure to comply with any such agreement may incur compensation expenses, or order to return the property to its original condition.

14. Design Proposals

One of the main requirements of the initial funding from the Good Growth Fund was to develop the feasibility and benefits of a main round of investment, to identify potential “show stoppers” or restrictions to achieving the outcome. The brief was also to deliver a pilot study as to how under-used Network Rail assets could be brought back into life and re-purposed beyond the strict confines of “railway use”.

14.1 Strategic brief

Throughout the Herne Hill Forum’s programme of consultation and public engagement, the key objectives of the vision for the enhanced operation of Station Hall became increasingly clear, and crystallised in the development of the strategic brief as follows.

14.1.1 Improve accessibility

Station Hall is currently accessed solely by a single escape stair, unassumingly concealed to the east side of the principal facade of the station building. Installation of banner signage on Railton Road has been just about sufficient to direct pre-planned

visitors up to Station Hall, but repeated feedback is that the entrance is difficult to find, unwelcoming, and a real barrier to participation in Station Hall events. The current lack of street accessibility has therefore deterred or prohibited many potential users of the space, while the lack of street presence or visibility fails to capitalise on the majority of footfall passing.



The event ran smoothly, though I highlighted some access problems and lack of street level signage to Julia.

I found it hard to find and one of my attending mums got lost for 20 mins. I managed to track her down and guide her in in the end.

Liane, Mama Codes workshop organiser

14.1.2 Increase capacity

In terms of amenities for users, Station Hall has limited kitchenette facilities and small, single wcs. Whilst these amenities are useful for individual users or small meetings, they have proven completely incompatible with hosting larger events or occasionally even moderately sized workshops.

The experience of hosting events of various sizes and types has yielded indications that the following facilities would significantly improve the smooth running of events up to the venue's full capacity of 130 people subject to flow:

- Provision of larger separate male and female toilets, as well as an additional accessible wc with baby change
- A larger kitchen equipped with oven, hob, multiple fridges, dishwasher, and ample storage, in addition to countertop goods

14.1.3 Programme concurrent activities

The current arrangement of the space is not conducive to supporting more than one activity at a time. The combination of the open plan, awkwardly punctuated by the defunct spiral staircase that connects the main hall and mezzanine level, has proven difficult and makes it impossible to satisfactorily subdivide the space into distinct and practical venues without access to mobile partitions.

14.1.4 Vary the character and type of space on offer

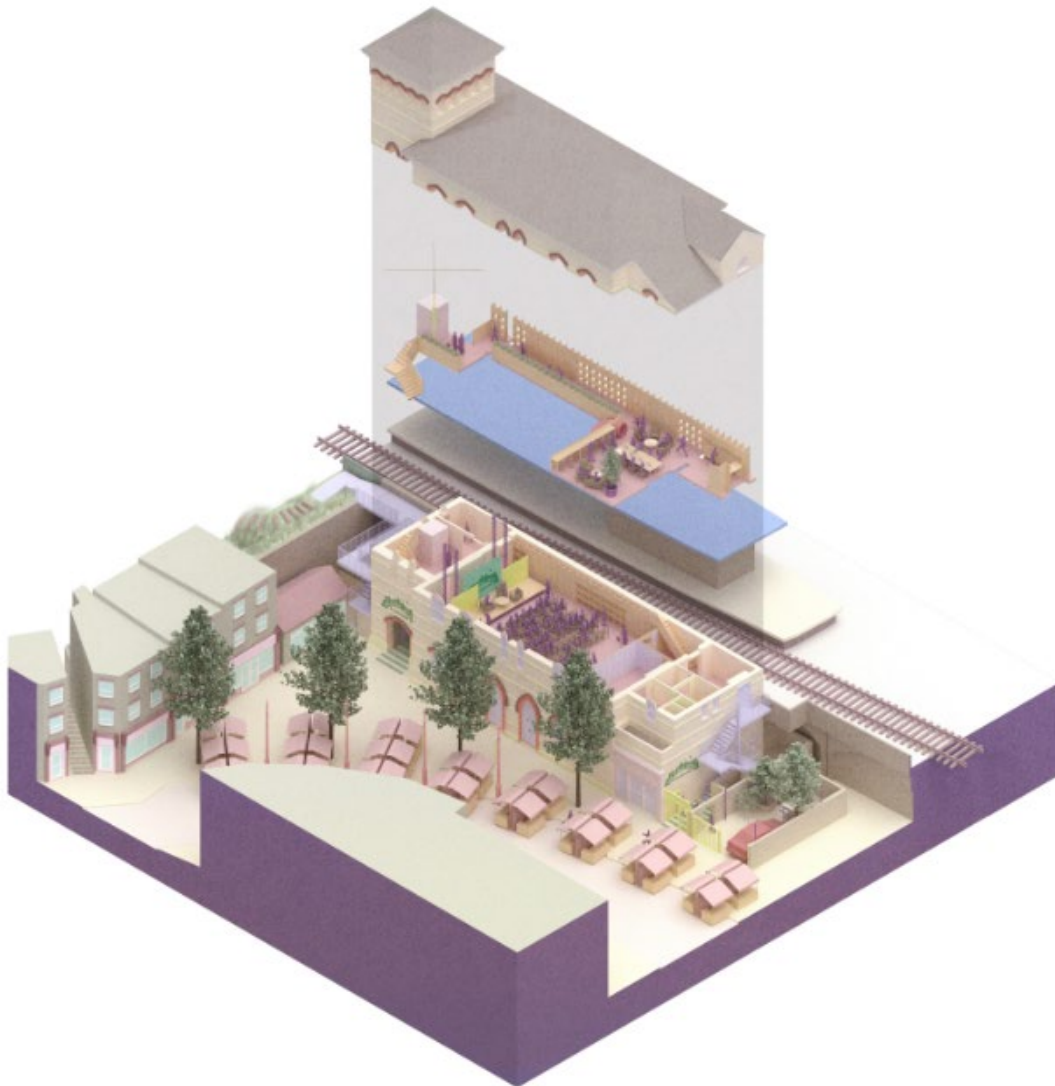
In addition to not being successfully subdivisible, the current fitout of the space is challenging to tailor to different functions. The lack of specialised fixtures, fittings and equipment renders the space one-dimensional in its character and the type of environment it engenders.

14.2 Design concepts

To bring to life the above requirements relating to a fully accessible, more functional, more flexible Station Hall, a suite of design concepts have been developed.

14.2.1 Station Hall design concepts

The following views show the potential reconfiguration of Station Hall to meet the design priorities set out above:



View: Station Hall - exploded

For the full version of this image, see shared folder document: 'View - Station Hall - exploded'



View: Station Hall - interior

For the full version of this image, see shared folder document: 'View - Station Hall - interior'

14.2.2 Station Quarter vision

In addition to defining the needs and vision for Station Hall, scoping work also began to articulate an even more radical and far-reaching 'Station Quarter' plan for the immediate area. This positions Station Hall at the epicentre of a newly connected, green and welcoming town centre, fuelled by a sense of community cohesion, collaboration and local investment and ownership. Two clear aspirations for this 'Station Quarter' vision began to come into focus:

Physically link Station Hall with Station Square

Station Hall is at the epicentre of Herne Hill's 'town centre', Station Square, and in close proximity to many of the area's most successful, well attended and cherished civic activities. There is also a firmly established working relationship between the Herne Hill Forum and Herne Hill Market, Railton Road festivals, seasonal celebrations and street parties, all of which could be further strengthened and/or formalised. Unfortunately, the present segregation of the venue from the square, created by the lack of clear access and on-street visibility currently represents a major challenge to more meaningful interaction.

Establish space for open air activities

Many of the individuals, groups and community organisations who have participated in the Station Hall programme have sought opportunities to extend or transfer activity into local external public spaces. Despite having Brockwell Park on its doorstep, Station Hall has no outside green space and Herne Hill is relatively under-served by serviced urban green spaces. However, the railway embankment adjacent to Station Hall represents an exciting and ambitious potential opportunity for Station Hall to 'spill out' into surrounding green space, and in doing so to find a route of connection back to Station Square.

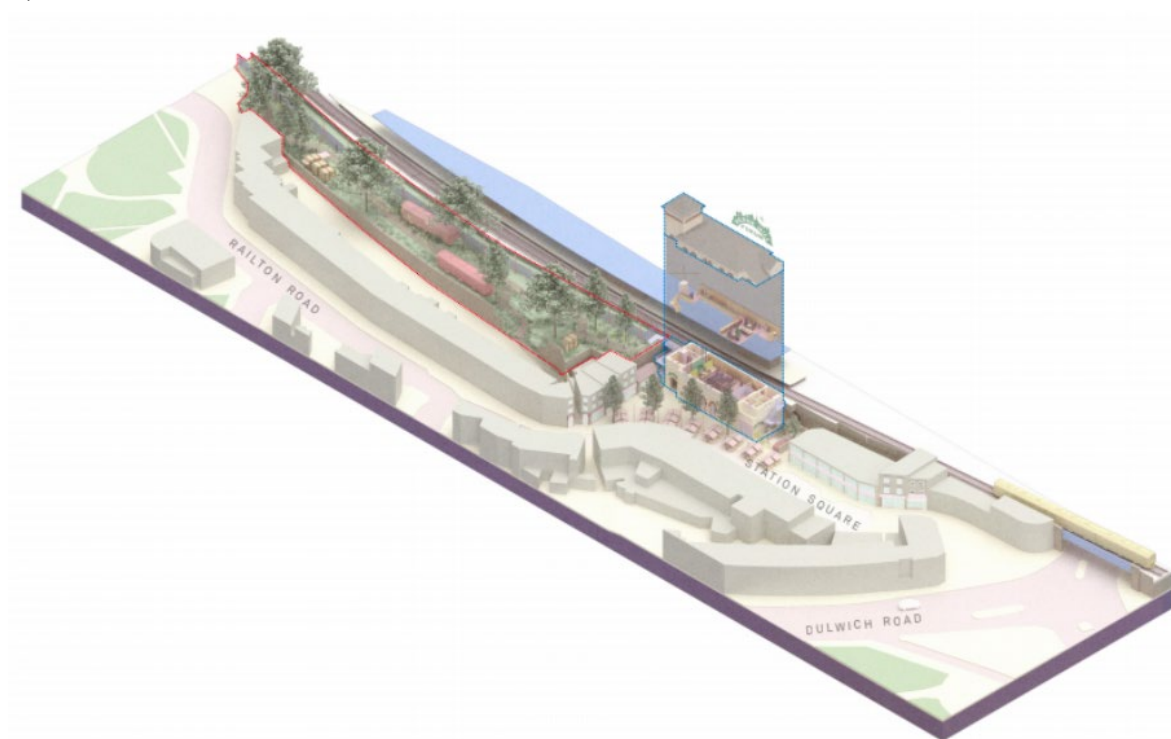
14.2.3 Station Quarter design concepts

The cumulation of those objectives precipitated the emergence of design proposals which represent a collective long-term vision to develop Herne Hill's Station Hall as a

community hub at the heart of an accessible, active, car-free, creative, green, inclusive, productive and welcoming Herne Hill Station Quarter.

Station Hall would be the centre of a wide regeneration programme that would include: making Station Square more people friendly; reclaiming derelict railway embankment areas and repurposing them as community gardens; providing better access to Station Hall; further improving the underpass and enhancing pedestrian experience of the station and its surrounds.

The following concept shows the overall fit of Station Hall within the broader Station Quarter Vision:



View: Station Quarter - overview

For the full version of this image, see shared folder document: 'View - Station Quarter - overview'

14.3 Phasing of works

The 'Station Quarter' concept is visionary and far reaching, holding huge potential to truly unlock the Herne Hill community and business economy, with a new look Station Hall at its epicentre. However, it also comes with some complexities. Following consultation with Network Rail & Southeastern around this concept, a concern was identified that the timeframe afforded by the GGF Round 3 programme was insufficient to pursue delivery of any works which would incur the costly and time consuming requirement to engage with NR Asset Protection.

So as not to limit the ambition of the long term proposals for the Station Quarter - or to jeopardise the Herne Hill Forum's ability to demonstrate affordable and feasible development plans for Station Hall - it was therefore decided that the various major

works items which would constitute the design would be separated into three standalone 'packages', which could then be phased according to the immediacy and the ease of their deliverability. Critically, each package is individually coherent and complementary of others; non-dependent and non-preclusive of others.

Broadly, the three 'Works Packages' are determined by the following gradient of complexity in achieving consent and construction:

- 1st phase works - '**Internal Works**' - requiring only Landlord's Consent
- 2nd phase works - '**Level Access Works**' - requiring the above + NR Asset Protection & Station Change consult
- 3rd phase works - '**Vertical Access Works**' - requiring the above + Listed Building Consent, procurement through NR Approved Contractor Scheme & legal agreement regarding maintenance

Each of these phases is described below.

14.3.1 1st phase - internal works

The extent of works deemed feasible at the earliest convenience of procurement and construction is determined by the Network Rail's threshold between requirement to seek 'Landlord's Consent' for approval of works, or requirement to engage 'Asset Protection' for approval of works.

Consequently, proposals which require any external or structural modifications to the existing condition are prohibited, there include: modifications to the current access stairs on the east and west of the building, and works to water tower which is currently uninhabitable and outside of the existing HHF sublease boundary.

Within the range of modifications possible via application for landlord's consent, several of the key objectives associated with internal improvements are proposed:

Increasing the capacity of Station Hall

All building services are retained at the eastern end of Station Hall - where there is existing supply (gas, water, waste stack) - in order to avoid the significant cost burden that would be associated with the cost of installing new supply locations.

Within this constraint, the proposals illustrated deliver the following arrangement of refurbished amenities:

- WC's expanded to fill the footprint of east accommodation block at hall level; reconfigured to enter from the east lobby instead of from the main hall
- Kitchen relocated to fill east lobby footprint at mezzanine level

Programming multiple concurrent activities

Several flexible general arrangement options and lighting conditions are facilitated by the simplification of a clear plan, animated by the provision of multi-compatible furnishings and partitions which are reconfigurable to suit multiple needs:

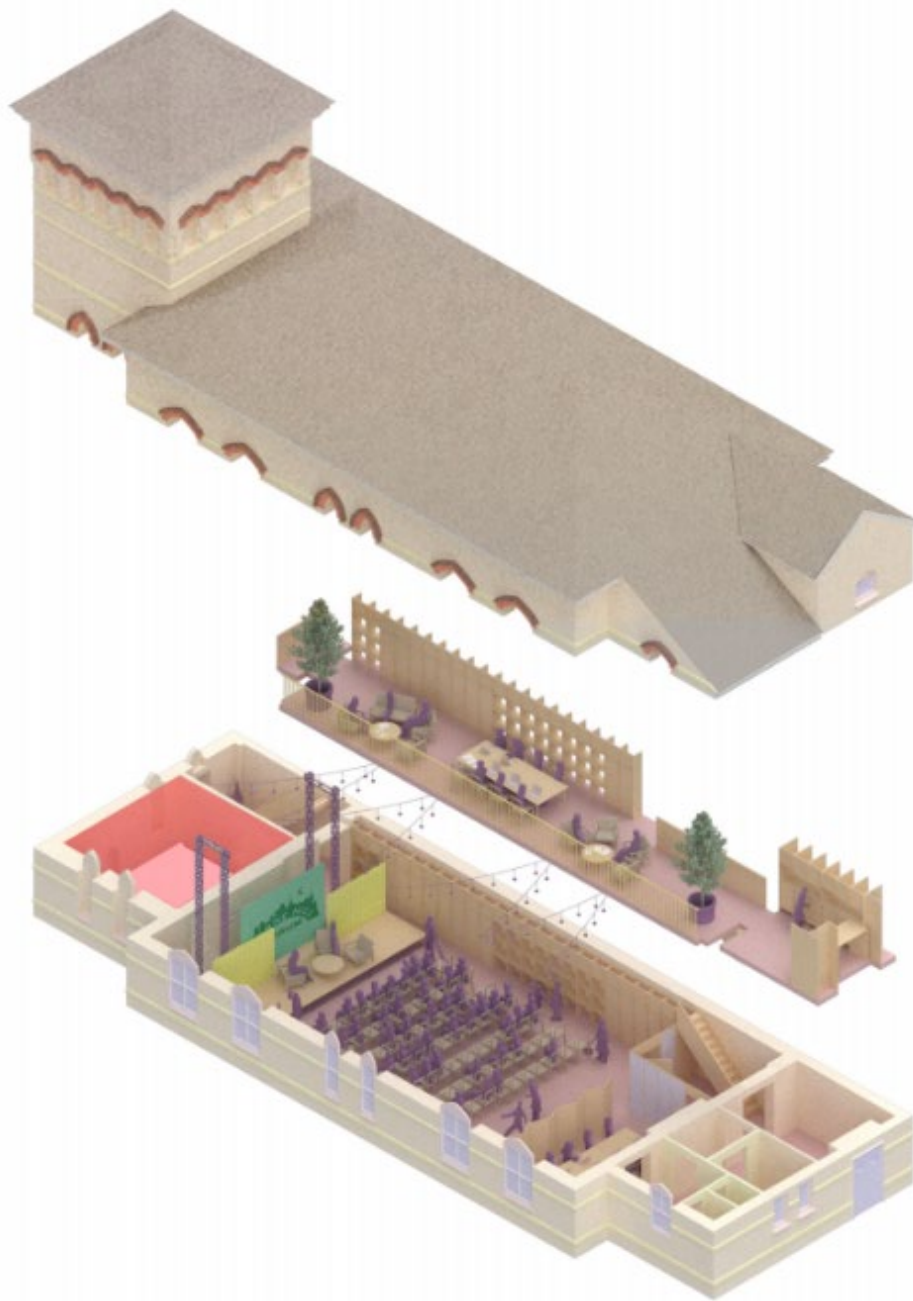
- Hall and mezzanine plan both rationalised by removal of central spiral staircase
- Increasing freedom of arrangement and ability for variable sub-divisibility
- Provision of acoustic partition screens then used to create rooms within hall

Varying the character & type of space on offer

In addition to improving the ability of the hall and mezzanine to support multiple activities, the nature of those activities can be specialised by facilitating provision and retention of suitable equipment within the space:

- Substantial bespoke fitted joinery storage solutions on hall and mezzanine level
- Both open and lockable enclosed cupboard and shelving provided in quantity

The following view sets out the internal functional and design improvements within Station Hall that could be achieved during 1st phase works, requiring only landlord's consent:



View: Station Hall - 1st phase works

For the full version of this image, see shared folder document: 'View - 1st Phase Works - interior'

14.3.2 2nd phase - level access works

Beyond the immediate budgetary and time constraints of the 1st phase of works, 'Level Access Works' may seek to switch the primary entry into Station Hall over to its west side lobby, adjacent to the embankment - subject to testing of viability including geotechnical, ground contamination surveys and all necessary investigations and permissions.

The potential for adaptation of private Network Rail land - adjacent to live rail lines - for public access has been initially consulted with NR and SE, and permissibility determined subject to consultation via the NR 'Station Change' protocol.

Assuming developability of the embankment, the following key objectives can be met prior to the final and most challenging package of development:

Improving the accessibility to Station Hall

The railway embankment naturally gently slopes from platform and hall level down to street level at its north-west junction with Railton Road - and more steeply down to street level at its south-east end behind Station Square. The embankment may be useable as a graded accessible route into Station Hall, including:

- Landscaped pathways and engineered compliant shallow ramp routes
- Permeable paved route for vehicular service and delivery
- Covered buggy and cycle stores outside west entry

Establishing space for programming exterior activities

Successful adaptation of the railway embankment as described above would byproduct a significant linear landscape - approx 10-15m wide, and over 100m long. Pending clearance for habitability by all necessary considerations, the linear landscape represents an opportunity to site additional pop-up accommodation for a range of nature-themed, outdoors activities:

- A 'friends of' group could establish to plant and maintain the landscape
- Carpentry and woodcraft groups could establish a workshop making products, building on links with local schools who currently green the square
- Provision of much needed green space for nearby residents without any immediate access to gardens or open space.

The following view shows the new garden space through which Station Hall's accessible walkway would weave:



View: Station Quarter - garden walkway

For the full version of this image, see shared folder document: 'View - Station Quarter - garden walkway'

14.3.3 3rd phase - vertical access works

Finally, potentially the most budget and time sensitive package of works would likely be associated with substantially refurbishing a new main access via a reconfigured stair and lift arrangement - rising into the water tower from the station underpass - adjacent to the embankment works described above.

Further improving the accessibility to Station Hall linking to Station Square

As per the 'Appraisal of Feasibility Options' study on potential east and west entry improvements, there is the possibility - via modification to the non-structural infill brickwork adjoining the station building with the railway viaduct structure - of installing compliant lift access up to Station Hall (see shared folder document: 'View - Station Hall - exploded'):

- Both the lift and reconfigured staircase could be accessed by the same new opening
- The lift could rise to the main hall and mezzanine levels inside the footprint of the water tower
- The reconfigured stair could rise to the existing landing adjacent to the embankment

NB: The 'Vertical Access Works' described above refer to the preferential 'West Entry' feasibility option; the less preferred 'East Entry' feasibility option reconfiguration of stairs and installation of lift access may also be possible with alternative non-structural modifications to the station building.

14.4 Outline structural report

In accordance with the 'Works Package' logic outlined above (see [Section 14.2](#)), the proposals for 'Internal Works' at Station Hall have been carefully selected in order to avoid modification to the existing primary structure of the station building or associated embankment or viaduct structures. There are, however, a small number of minor items that would require simple structural consultation and/or design as part of obtaining landlord's consent. At the next stage of design development, a structural engineer would be appointed and consulted regarding the following minor items:

- Removal of the existing spiral staircase connecting Station Hall with the mezzanine above would require adaptation of the existing balustrade in accordance with loading capacity
- Installation of the new mezzanine level slab in the existing east lobby to form the new kitchen would require structural load specification to determine structural strategy (ie. steel beam size and spacing)

Beyond the 'Internal Works' package, many of the more substantial modifications illustrated in the 'Access Works' packages (e.g. installation of new lift structures, modifications to existing stairs and mezzanine arrangement, breaking of brickwork adjoining viaduct structure) would require more major structural investigation.

14.5 Services and operational strategy

As per the structural strategy, the services and operational strategy for 1st phase works have been carefully considered in order to avoid the necessity of significantly modifying the existing building service locations (water supply, waste stack). This is to minimise the complexity of proposals and therefore minimise the risk that associated works would trigger NR Asset Protection engagement. Most importantly, the proposals for the immediate increase in provision of kitchen and wc facilities have all been concentrated adjacent to existing service locations at the east end of Station Hall.

As laid out via the design options that guide all works packages (see Section 14.1), the primary operational objective for the long term development of Station Hall is to achieve maximum accessibility and flexibility to all users.

In respect of the vision and works packages - specifically the anticipation that in a median stage, Station Hall may be accessible via the graded embankment, but not lift access - accessibility to the full range of public offer has been proposed to be located on hall level. The reconfigured wc's (including accessible wc), and bookable private meeting spaces are both located such as not to necessitate the installation of a lift.

Consequential of the hierarchy of accessibility priorities, the new kitchen space is proposed to be constructed on mezzanine level above the existing east lobby. Operationally, the kitchen will then predominantly serve the mezzanine level. However, in order to facilitate ease of service to the main hall level, the kitchen will be equipped with a dumbwaiter and served by a new staircase at the eastern end of the hall.

In addition to accessibility priorities, the development vision and works packages also demonstrate the deliverability of proposals that would: increase the capacity of certain larger events (e.g. screenings); provide more appropriate environments for smaller events (e.g. private lessons or workshops); and generally improve the viability of various events running concurrently by providing a mix of separations - either acoustically, physically or vertically.

Key requirements received via user feedback during the trial phase of operation in Station Hall have been as follows:

- 'Open space' - keep it big and open
- Simple space - dividers to create different areas
- Sit down events - this needs to be easily possible at scale
- Flexible and extensive display areas
- Not 'corporate' - a warm and welcoming 'living room' for local communities
- Good kitchen facilities - cook, wash up and prep for big gatherings

- Give it an amazing “wow” factor

These key requirements were used as steers throughout for the design process by SW00.

14.6 Risk assessment

As previously outlined in descriptions of the approach and design proposals, the development strategy and phasing plan have been devised specifically in response to the overarching project-wide risk: that Station Hall, being a Network Rail property, is subject to complex, significantly constraining and costly Asset Protection protocols.

The overall strategy to clearly identify separate packages of work (i.e. internal improvements, external level access work, external vertical access works, etc) ensures incremental opportunities and the operability of Station Hall throughout each of its various stages of development.

By obtaining budget costs for each package of works and an understanding of the necessary negotiations and obstacles to be overcome in the delivery of each (including potential timeframes associated with each), Herne Hill Forum have both signposted a deliverable long term vision, and demonstrated the sustainability of the immediate phases of work, should later stages be delayed or even ultimately fall through.

In more specific detail, the majority of project risks can be categorised under the five headings set out below.

14.6.1 Outstanding design development

The majority of the Round Two Good Growth Funding for Station Hall that was allocated for design development by architects has been spent on appraising various development strategies; conducting feasibility studies on the accessibility options serving the east and west lobbies; and outlining an appropriate phasing plan.

Consequently, the ‘phase one’ proposals which are immediately deliverable are developed to approximately RIBA Stage 2, with some elements partially developed towards RIBA Stage 3. In order to deliver the 1st phase works within the GLA Good Growth Fund programme, Herne Hill Forum are prepared to promptly commission architectural services to deliver sufficient design development to tender documentation with the programme.

The risks associated with outstanding development work have been mitigated by programming sufficient time for architectural services to produce tender documentation within an overall ‘internal works’ programme. With designs already developed to at least RIBA Stage 2, Herne Hill Forum also stands well placed to reserve rights to defer procurement to design and build contract from an appropriate contractor without further development.

14.6.2 Funding

Initial research with funders has shown that there are a wide range of potential partner organisations. City Bridge Trust have already said that they would be interested in supporting aspects of the accessibility for around £100,000.

The Herne Hill Forum has also run successful crowdfunding campaigns and would use this approach specifically for key features of the development that would be attractive to the local community (e.g. a garden embankment).

A range of other funders has been identified and the project costs will be packaged out to each funder dependent on their remit. This report will form the basis of any application as it demonstrates the need and success in delivery to date.

With any project that relies on matched funding there is the “chicken and egg” problem - one funder will not agree to fund anything unless the other funder agrees first. To preempt this scenario, the positive initial offer from City Bridge Trust to be involved with the project does indicate the the project is attractive to funders based on the evidence to date.

Our strategy is to divide the matched funding requirement across a wide range of funders, some small, some larger to reduce the risk of the project stalling should one of the smaller funders decide against the investment.

Given the timescale of liaison with Network Rail to progress the plans and permissions, there is a good time window for bid applications to progress and come to fruition.

14.6.3 Obtaining permission for works

HHF - and SW00 as their agents - have conducted several rounds of consultation with Network Rail with regards to understanding the thresholds responsible for triggering different types of approvals (landlord's consent and asset protection). The 'Landlord's Consent' procedure has been understood as a finite, five-week process and definable as appropriate architectural scheme drawings to RIBA Stage 3 (and so appropriate for delivery of 1st phase works). However, 'Asset Protection' procedure has been revealed as being difficult to define in cost, and in deliverable programming terms. Hence to mitigate this issue, any works involving Asset Protection are proposed to be deferred to a later package of works.

Although key protocols have been understood and examples of projects that have achieved permission through these processes have been reviewed, this does not provide certainty of successful application in this instance. Any delay to obtaining consent in either case may also be subject to cost and programme overruns.

In addition to Network Rail consents for modifications to their property, all external modifications to the HE Grade II Listed status of the station entrance block would also be subject to listed building consent on top of standard planning consent. Accordingly, the

proposals limit external modifications in any phase of the vision to the secondary facades - these are of limited heritage value and not principally referred to in the statement of listing.

The 'Internal Works' package, which limits the immediate project objectives to works amenable to landlord's consent without exterior modification, diminishes risks during the 1st phase of works to cost and programme via delay or objection to permission close to zero.

14.6.4 Practical delivery of the phasing plan

Assuming successful application for Network Rail permission to conduct various modifications in principle, further practical considerations yield risk to delivery; generally either originating from unknown variables stemming from the heritage nature of the property, lack of complete condition surveys conducted to date, or unforeseen circumstances arising from contractor works.

Since the station building is an historic structure, any building works that involve interaction with the existing structure inherently contain the risk of unearthing pre-existing issues with the property. The current lease proposals ensure that the risk associated with any pre-existing issue remains with the landlord. To date Network Rail and Southeastern have already invested considerable sums to bring the space into minimum use.

Specific to the latter phases of the development strategy and long term vision, the proposals to provide a graded landscaped route along the existing embankment adjacent to the railway viaduct will require full geotechnical surveys and contaminated land surveys and risk assessments. As of now, the condition and viability of installing a publicly accessible route along this land is speculative. As such, the design proposals for 'Internal Works' are not dependent in any way upon the deliverability of the graded landscaped route.

14.6.5 Ongoing management and development of HHF

The project going forward will require a strong and robust public facing management team. In addition, an advisory board will need to be set up to provide oversight of the management team and ensure that the aims and goals are being met. The advisory board will include local expertise, Councillors and representatives from local landlords and businesses. The project will be run by an arms-length not for profit charity or company limited by guarantee with M&A in alignment with the aims of the project.

The project procurement and management will be done by Southeastern in conjunction with the management team already set up. Having Southeastern heading the project ensures that it will be led by a main contractor who has a vested interest in delivering a quality end product and is familiar with the area and the existing asset.

15. Project costings

As part of the appraisal of options, SW00 sought professional budget estimates from BWA for the major works items. These are set out in the document: **Herne Hill Budget Final** in the shared google folder.

16. Operational overview

Based on our experiences running Station Hall through a nine month trial period, we now can now anticipate the likely operational arrangements for a new look Station Hall.

16.1 Management processes

In order to progress this project through Phase Two, the Herne Hill Forum would seek to constitute a separate, arms length, not-for-profit body (possibly a charity) to deliver the project and then subsequently manage Station Hall for community benefit.

Given the location of Station Hall, Southeastern and Network Rail have indicated their willingness to fully assist with the project management and necessary consents.

16.2 Financial projections

During the prototype phase from January 2019 to October 2019, total income was averaging £680 per month. This was set against low overheads due to the financial support offered by Southeastern during the licence period, which included free energy costs. As such there was breakeven on basic trading.

This averaged at a rate of £30 per hour when community subsidised (60% of hours) and commercial (40% of hours) were combined. This represents a 15% utilisation metric based on the average week of 9 a.m. to 10.00 p.m. seven days a week.

Future projections for running the space without the redevelopment indicate an increase to around 20% at the same rate, giving an average monthly revenue of £900.

16.2.1 Projected overheads

Forecast overheads for the new Station Hall are as follows, based upon current running costs, utilisation projections, and knowledge from other similar venues:

Description	Cost per annum (£)
Electricity	2400
Gas	720
Insurance	600
Alarm maintenance	200
Water	960
Wi-fi	840

Events licence	180
Marketing	4800
Cleaning	7200
Admin/office expenses	1200
Fire inspection	350
General maintenance	4800
Lift maintenance	2000
Waste management	800
Building manager	9600
Building guardian	6000
Administrator	7200
Total overheads	49,840

16.2.2 Projected income

Projected income is based on phase 1 and phase 2 of the building works programme being completed. This assumes:

- Lift access or path
- Semi-professional kitchen
- Flexible layout of space
- Clear sightlines (mezzanine level re-engineered)

Occupancy is projected to be far higher due to these improved provisions and better accessibility. The estimated average hourly rate will rise as the commercial activities can command a higher fee.

Occupancy rate @ £35 per hour	Annual income (£)
20%	33,600
30%	50,400
40%	67,200

This does not include any potential revenue from the sale of food and beverage which could bring in additional revenue for a range of functions.

The impact of the investment in accessibility and better resources internally moves Station Hall into a financially viable operation.

The social impact of the additional facilities greatly magnifies the reach to a far wider social cross-section. It is envisaged that the range of activities available to the

community would dramatically increase as organisations that require fully accessible space would then be able to book Station Hall.

16.2.3 Revenue growth from better configuration

There are opportunities for significantly improved occupancy rates and revenue from moving Station Hall's entrance to the west side, with paved access via the embankment. These are further expanded by improving the entrance lobby area, providing load-in and load out facilities, and giving easy access for children's buggies, cycles, and any individuals with mobility requirements. All of this greatly increases the appeal of Station Hall as a venue for major events. It also reduces the costs to the hirer of putting on their event - this cost saving to the hirer can be captured by Station Hall and be reflected in higher charges. Based on these improvements, it is forecast that the average hourly fee for commercial bookings and private hire would rise from £25 per hour to around £40 per hour. This gives the following growth projections for revenue:

Occupancy rate @ £40 per hour	Annual income (£)
20%	38,400
30%	57,600
40%	76,800

17. Project Programme

The project programme is set out in the following document on the shared drive: Herne Hill Programme-Phaseone.pdf

18. Funding Sources and Strategy

Historically the Herne Hill Forum has managed to secure significant funds from the DCLG (national winners for high street innovation awards), TFL funding for regeneration of the centre (£1.6 million), Thames Water (flood compensation), Aviva funding for station underpass transformation, Section 106, Southwark and Lambeth councils. In addition we have run various local crowd-funding events to raise funds for key projects. This sets us apart as an organisation that has delivered on ambitious, far-reaching projects and fund raised to make them happen.

Delivery of this ambitious programme will require a complex network of funds, secured from a variety of different sources. A prerequisite of securing Good Growth Fund Round 3 funding will be the ability to demonstrate 50% match funding for any capital investment from the Mayor's Office. The project will be divided up into smaller packages that would attract funding from specific funders appealing to their particular area of interest.

We have therefore identified the following potential funding routes for different elements of the proposal:

18.1 Community buildings and community businesses

The following funds specifically invest in projects to enhance community buildings or boost local economy through business development initiatives in the community:

GLA Good Growth Fund

Funding: (Capital) <£3M

Description: The Good Growth Fund is £70M regeneration programme to support growth and community development.

Website: www.london.gov.uk/what-we-do/regeneration/funding-opportunities/

Power To Change

Funding: (Revenue) >£20K

Description: for community led businesses

Website: <http://www.powertochange.org.uk/funding/grants/community-business-bright-ideas/>

Fidelity Foundation

Funding: (Capital/Revenue) £25K -£150K

Description: The Foundation aims to focus its charitable investments towards strategic initiatives that will strengthen and scale up registered not-for-profit organisations that are widely recognised as making an impact in their sector.

Website: <https://filfoundations.secure.force.com>

Sport England's Community AssetsFund

Funding: (Capital)

Description: fund dedicated to enhancing the spaces in your local community that give people the opportunity to be active.

Website: www.sportengland.org/funding/community-asset-fund/

City Bridge Trust

Funding: (Capital/Revenue) > £100K

Description: To reduce inequality and foster more cohesive communities focusing on: Inclusion and representation / Care for the environment / Early action / Collaborative working with Londoners, communities and all sectors / Being adaptive, creative and purposeful.

Website: www.citybridgetrust.org.uk

(Already approached and keen to support)

London Marathon Charitable Trust Major Capital Projects

Funding: (Capital) £20K - £150K

Description: For the renovation, modernisation or creation of significant facilities for organisations that can demonstrate a clear commitment to encouraging and supporting

people who are not physically active to participate in physical activity, sport and/or play.
Website: <https://www.lmct.org.uk/>

Wolfson Trust

Funding: (Capital) £80K-£1M

Description: Grants are generally given for capital infrastructure (new build, refurbishment and equipment) supporting excellence in the fields of science and medicine, health & disability, education and the arts & humanities.

Website: <http://www.wolfson.org.uk>

Communities Fund DCLG

Funding: £2.5m total funding pot

Description: Funding for projects that bring together the community and local authorities to design and implement services in partnership to develop local solutions.

Website: www.gov.uk/government/publications/communities-fund-prospectus-and-bidding-form

18.2 Community organisations and programmes

The following funds have been identified as specifically investing in the development of community organisations and delivery programmes:

Tudor Trust

Funding: (Capital/Revenue) > £10K

Description: An independent grant-making trust which supports voluntary and community groups.

Website: <https://tudortrust.org.uk/>

The Clothworkers Foundation

Funding: (Capital) £25K average

Description: Our one-off grants are for the purchase of specific and predetermined capital item(s) for a particular Project.

Website: <https://foundation.clothworkers.co.uk>

18.3 Young people

The following trusts specifically support initiatives to promote opportunities for young people:

Garfield Foundation

Funding: (Capital) >£150,000

Description: Charities supported within this category consistently demonstrate the commitment of volunteers and professionals across the country to support and inspire young people to achieve their potential.

Website: <https://anniversary.garfield-weston.org/weston-anniversary-fund/about-the-fund/>

The Bernard Sunley Charitable Foundation

Funding: (Capital) >£25K

Description: The aim of the trustees is to help raise the quality of life, particularly for those who are young, disadvantaged or elderly.

Website: <http://www.bernardsunley.org>

Oak Foundation

Funding: (Capital) >

Description: Long-term support committed to social justice. To this end, we pursue rights-based approaches, gender equality and partnership with the organisations we fund.

Website: <http://www.oakfnd.org>

18.4 Green space and public realm

The following funds specifically invest in projects to enhance green spaces and improve the public realm.

Western Riverside Environmental Fund

Funding: (Capital) >£25,000

Description: Environmental projects within the boroughs of Lambeth, Wandsworth, Hammersmith & Fulham and Kensington & Chelsea.

Website: www.wref.org.uk

TFL Livable Neighborhood Schemes

Funding: (Capital) £1M-£10M

Description: For schemes that promote walking and cycling

Website: <https://tfl.gov.uk/info-for/boroughs/liveable-neighbourhoods>

18.5 Funding successes

The City Bridge Trust has indicated that they would welcome an application to fund the accessibility aspect of the Station hall project for a sum of up to £100,000. They run an open programme of rolling submissions and we would be free to apply as soon as we are at a state of readiness.

Herne Hill Forum also has a strong track record in funding and CrowdFunding. Part of the project will involve an element of CrowdFunding to both bring inward investment and also as a means to publicise the project. Key sections of the project costs will be packaged out for suitable crowd funding appeals. HHF track record in this suggests strong opportunity. E.g. HH Street Piano beat its target within a couple of weeks - it delivered a strong community response with 1000s of people now emotionally connected to SH.

19. Opportunities for replication

A key part of the project was to investigate the potential for bringing under-utilised assets in the Network Rail/Southeastern property portfolio back into use for the community.

There are 165 station assets across the Southeastern station network within Greater London, representing a huge potential opportunity for replicability and scalability of the Station Hall approach.

A key stakeholder in this project, Southeastern has been a great champion of the strategy of re-imagining the use of under-used rail assets be they buildings, land or similar. Their support to date has been instrumental in having made the progress we have. Without their backing and influence we would not have been able to engage with Network Rail to the extent that we have. As they are a smaller organisation they can respond to challenges in a faster and more effective manner and as such the future strategy should focus initially on working closely with Southeastern and their portfolio whilst bringing on board Network Rail as necessary. It will allow a learning period for all parties involved to determine what the key blocks and enablers are to expand the range of similar projects would be.

Southeastern



At Southeastern, we are using the Herne Hill scheme as a model for regeneration of redundant railway property and are introducing our own project manager to work up a range of similar schemes across our 165 stations.

The Forum have been extremely helpful in sharing their experience and enabling us to replicate the project elsewhere. Herne Hill has served as a flagship for our community involvement - by way of example I hosted a visit there for our owning group Chair on 2 October and will be accompanying Sir Peter Hendy Chair of Network Rail to the site in the near future.

David Statham, Managing Director, Southeastern

Traditionally any asset within the railways portfolio would have been either sold to the Arches Company for a standard commercial let, or brought into use as a retail opportunity for income to the franchise. Where the opportunity now lies is with non-standard assets. To date these may have been viewed through the eyes of a traditional commercial approach, retail rent or commercial let in a “railway” environment. If neither is obviously applicable in a simple and easy way, then they are dropped from the radar.

By approaching the problem from a different angle and with a different range of expertise, Station Hall has demonstrated how new ideas and opportunities can be unleashed for the vast positive benefit of a local community by untapping the potential

of a mothballed, forgotten space, whose commercial value on project inception was zero. What is one person's problem asset could be another's unique opportunity.



It's a tragedy that a venue like Station Hall has stood empty for so long – buildings need to be occupied to last, and empty buildings in the heart of communities need to be opened up to those communities.

To see it open and being regularly used has been excellent, and very popular locally.

It has the potential to be yet another transformative influence on the area facilitated by HHF. Let's hope this initiative will act as a positive influence on other railway landlords, and encourage them to sift through their portfolios for similar gems that could contribute to other communities

Dermot Jones, Director, South London Makerspace

20. Conclusion

The journey so far has been an exciting one - sometimes a rollercoaster of a ride, but always challenging and fun. People have been inspiring, creative, excited, emotional but above all they have been determined. The sheer force of support and enthusiasm locally has at times, been overwhelming. A small team of people have demonstrated that a semi-derelict space could be transformed into a thriving and exciting community asset.

With the initial funding from the Good Growth Fund plans have been developed that can really deliver on a vision for how an area and in particular an under-used asset could be transformed. In addition, by prototyping and market testing the concept the pump-priming investment has already delivered benefits to a very wide range of people in the wider community, a worthwhile outcome in it's own right.

To deliver a financially sustainable and an “inclusive for all” community resource it is critical to tackle two key aspects:

1. Accessibility for all - the access restrictions at present severely limit the engagement reach and inclusiveness of any activity based at Station Hall.
2. Resources - semi-professional kitchen, flexible activity space, storage and signage.

The proposal to phase the next stage of development acknowledges the real-life challenges of a close partnership with Network Rail and Southeastern but delivers results progressively in an achievable fashion.

Once we have delivered a core facility that has tackled all the key issues we have highlighted, and created a lean and mean facility that is self-sustaining it will then provide the launch pad for instigating a far wider range of activities and out-reach programmes. This is where the bigger social impact can be achieved, the real “multiplier effect”.

It is exactly the model that Southeastern now want to use to roll out across their network -which is why they have nominated Herne Hill as their “Station of the Year”.

This project has the opportunity to be the catalyst for attracting extensive inward investment to the area, the reclamation and regeneration of the railway embankment, creating a focal point for the community and local economy, and being a flagship for community-led social inclusion and innovation.

We are ready for the next step. Bring it on!



Appendix 1: Lambeth overview

The following headlines are taken from the 'State of the Borough: 2016' report, published by Lambeth Council:

At least 318,000 people live in Lambeth, which has the largest geographic area of any inner London borough. Largely residential, it is one of the most densely populated places in the country, with over 100 persons per hectare (more than twice the London population density).

It has a high turnover of population, and a complex social and ethnic mix, with large African and Portuguese populations, and has been an important focus for the UK black Caribbean population.

Lambeth has a relatively young age profile. Although it is a largely residential borough, it is a destination for young working age people. If trends continue, Lambeth's population is projected to grow by just over 1% per year for the next five years. The borough will continue to have a majority of young working age people (20-44).

Lambeth's population aged 60+ is projected to grow by a quarter in the next 10 years, compared to a 10% growth across the whole population. There are substantial differences between ethnic groups. For example, the black Caribbean 60+ population is projected to grow by almost 40%. Similarly, the older black African population, which is currently small, is projected to nearly double. The older white population, which is larger, is projected to grow by about 12%.

There are around 136,000 households in Lambeth. One family households make up almost half of Lambeth's households. Lone parents make up one in ten households.

Around 65% of households live in rented accommodation, and a third own their own home. Just under one in five households rent from the council, and around 16% rent from other social landlords. Just under one in three households are privately rented. Over recent years, there has been a noticeable increase in concern about the lack of affordable housing.

Over 70% of households in Lambeth live in flats, either purpose built or converted houses. Just over 10% of households live in detached or semi-detached houses.

Around 40% of Lambeth's population is white with a UK background. 15% of the population are from other White backgrounds. Black people make up a quarter of the population (25%). Lambeth's largest non-white ethnic group is black African (11.5%), followed by black Caribbean (9.8%). Lambeth has the second largest proportion of black Caribbean people in London (9.5%) after Lewisham (11%). Lambeth has a small Asian population compared to many places in London. Only 7.8% of Lambeth residents are from Asian backgrounds (including Chinese), much less than the inner London average (14.5%). Around 150 different languages are spoken in families in the borough. Around

17,000 people (6% of the population) speak a main language other than English, mostly EU and African languages.

Estimates suggest that Lambeth has one of the largest Lesbian Gay Bisexual and Transgender (LGBT) populations in London.

About 37,000 people in Lambeth have their day-to-day activities limited by a long term illness or disability. About 60% of people with a limiting health condition are aged over 50.

There are an estimated 49,000 people in poverty in Lambeth before housing costs, and 87,000 people in poverty after housing costs. A third of working age people and a quarter of people of retirement age in Lambeth are living in poverty. However, Lambeth is not one of London's most impoverished boroughs.

Lambeth is the 8th most deprived borough in London and 22nd most deprived in England. This is an improved relative position since 2010 when Lambeth was ranked as the 14th most deprived authorities in England. The most deprived places in the borough are mostly in Brixton and Stockwell, with some in Norwood.

Health issues in Lambeth reflect its position as an inner-city urban area with a young population profile and a mix of deprivation and affluence.

Lambeth has high rates of violent, sexual crime and drug related crime, although there have been significant decreases in crime in recent years. Crime remains the top concern for adult residents in Lambeth, the level of concern has reduced in recent years. Fewer residents see crime as the most important quality-of-life issue, although the importance of safety and security including policing is about the same.

Lambeth is an important part of the London economy, particularly in providing homes for young, skilled workers. There are 140,500 people employed in Lambeth, with a significant concentration of jobs in the north of the borough. The borough has relatively few jobs: the biggest sectors for employment within Lambeth are human health and social work and administrative and support services. Residents are more likely to be in employment than the London average. Lambeth's population is highly skilled, but those who are not risk missing out on the opportunities created by growth¹⁴.

¹⁴ See 'The State of the Borough, 2016', Lambeth Council, <https://www.lambeth.gov.uk/sites/default/files/State%20of%20Borough%202016%20-%20v3.pdf>

Appendix 2: Southwark overview

The following headlines are taken from the 'Overview of Southwark's Population: Joint Strategic Needs Assessment Factsheet', published in July 2018 by Southwark Public Health, among other sources.

Southwark is one of the most densely populated and diverse boroughs in the country, with a young, growing and mobile population; it had the ninth highest population density of England and Wales in 2011, with 9,988 residents per square km.¹⁵

Just over 314,200 people live in Southwark, up from 256,700 in 2001 and 288,300 in the 2011 census. This represents an increase of more than a fifth over that period.

Southwark is a diverse borough with people from a wide range of ethnicities and backgrounds. Over 120 languages are spoken there, and 11% of households have no members who speak English as a first language.

Just over half (54%) of Southwark's population is of white ethnicity, a quarter (25%) black and a third of Asian (11%) or other (10%) ethnicities. This differs from the rest of London where a considerably smaller proportion (13%) identify as black and a considerably larger proportion identify as Asian (21%).

Southwark is growing much faster than the national average, and has the second highest growth in SE London. Between 2001 and 2018, the population grew by more than a fifth, compared to an increase of 12.5% nationally. There has been growth across all age groups, with the exception of those aged 70 to 84. Its population is projected to grow by a further 20% by 2030; equating to an extra 60,000 residents. The projected future growth in Southwark's population varies substantially by age and location.

While Southwark's population is comparatively young, this is not driven by a large number of children and young people. It is primarily a result of the large number of young adults in their 20s and 30s, and fewer adults aged 50 and over compared to other areas¹⁶. However, South Southwark (including Village Ward) residents include more children and young people than other parts of the borough.¹⁷

Southwark recorded the 8th highest recorded crime rate in London in 2016/17¹⁸. 42% of crimes recorded in that period involved theft and handling of stolen goods, with violence against the person at 30% and burglary at 10%.

¹⁵ Southwark 2011 Census Briefing, <https://www.southwark.gov.uk/council-and-democracy/statistics-and-census/census-2011-briefing?chapter=6>

¹⁶ 'Overview of Southwark's Population JSNA Factsheet', Southwark's Joint Strategic Needs Assessment, People & Health Intelligence Southwark Public Health, July 2018. Visit: [southwark.gov.uk/JSNA](https://www.southwark.gov.uk/JSNA)

¹⁷ JSNA Profile for South Southwark, 2019 <https://www.southwark.gov.uk/health-and-wellbeing/public-health/health-and-wellbeing-in-southwark-jsna/southwark-profile>

¹⁸ Recorded Crime: Borough Rates: https://data.london.gov.uk/dataset/recorded_crime_rates

The unemployment rate in the borough in 2017/18 was 7.1% (of adults aged 16+)¹⁹, and within this group, 30.3% are ethnic minority males, 27.5% ethnic minority females, and both 21.1% for white males and females. According to 2017 data from the Trust for London, Southwark's unemployment rate is the fourth highest in the city, and poverty rate at 31% above the London average of 27%.²⁰

Southwark had the greatest proportion of social housing in England, 43.7% (31.2% owned by the council itself, with other social housing in the hands of housing associations), at the time of the 2011 census²¹. Southwark also records a lower eviction rate than other boroughs, and in the top half of London boroughs for new affordable homes in the three years up to 2017.²²

The Child Poverty Action Group reported in 2018 that 21,919 children in Southwark (35.5% of total) were living in poverty²³. Whilst the Village Ward, neighbouring Herne Hill, recorded the lowest child poverty levels in the borough, other neighbouring wards (College and Camberwell Green, prior to recent ward restructures) had much higher rates. However, numbers of school children in Southwark eligible for free school meals is at 30%, which is also the average for Inner London as a whole.²⁴

Inner London boroughs also have relatively high pensioner poverty rates; in Southwark the rate of pension credit claims is not significantly above Inner London averages in the 65+ category as a whole, but in the subset of pensioners over 85, 40% claim pension credits, vs an England and Wales average of 30%.²⁵

¹⁹ ONS FOI request, April 2019:

<https://www.ons.gov.uk/aboutus/transparencyandgovernance/freedomofinformationfoi/unemploymentratesinsouthwark>

²⁰ Poverty and Inequality data, Southwark, Trust for London:

<https://www.trustforlondon.org.uk/data/boroughs/southwark-poverty-and-inequality-indicators/>

²¹ Association of Retained Social Housing,

<https://web.archive.org/web/20110904064943/http://www.arch-housing.org.uk/list.html>

²² Poverty and Inequality Data, Southwark, Trust for London:

<https://www.trustforlondon.org.uk/data/boroughs/southwark-poverty-and-inequality-indicators/>

²³ CPAG Child Poverty in London: Borough Briefings: <https://cpag.org.uk/policy-and-campaigns/briefing/child-poverty-london-borough-briefings>

²⁴ Summary of demography and deprivation in Southwark and Tower Hamlets, New Policy Institute:

https://www.npi.org.uk/files/7114/7316/1399/A_summary_of_demography_and_deprivation_in_Southwark_Tower_Hamlets_and_the_City_of_London.pdf

²⁵ Summary of demography and deprivation in Southwark and Tower Hamlets, New Policy Institute:

https://www.npi.org.uk/files/7114/7316/1399/A_summary_of_demography_and_deprivation_in_Southwark_Tower_Hamlets_and_the_City_of_London.pdf

Appendix 3: Herne Hill overview

Since census data is limited to super-output levels, it is necessary to approximate a population assessment for Herne Hill to a set of output areas which best cover the area (area: Lambeth 014A, Lambeth 014B, Lambeth 014E, Lambeth 018D, Lambeth 018E, Southwark 031B, Southwark 031C, Southwark 031D). This shows a local population breakdown as follows:

Census	Herne Hill Area 16,000 approx
Age groups 2013 census (using ONS mid-year estimates). The figures in () denote the percentage of adults	
0-15	20
16-29	19 (23)
30-44	30 (37)
45-64	22 (28)
65+	9 (12)
2011 census figures	
Ethnicity	
White	72

Asian/Asian British	5
Black/African/Caribbean/Black British	15
Other/Mixed ethnic group	8
Country of birth	
UK	73
Not UK	27
Religion	
Christian	48
Buddhist	1.1
Hindu	1.5
Jewish	0.6
Muslim	3

Sikh	0.2
Other religion	0.6
No religion or not stated	45
Health	
Very good health	87
Fair health	9
Bad or very bad health	4
Health effect on activities	
Day to day activities limited a lot	4
Day to day activities limited a little	9
Day to day activities not limited	87

Employment	
Economically active	79
Economically inactive	21
Economically active	
An employee	72
Self employed	20
Unemployed	5
Student	3
Household types	
Couple household with dependent children	21
Couple household without dependent children	24
Lone parent household	10

One person household	29
Other household Types	16
Household language	
%Households with at least one person aged 16 or over with English as a main language	93
%Households where no people aged 16 or over have English as a main language	17
Household ownership	
Owned outright	23
Owned with a mortgage	31
Socially rented	23
Private rented	23

Appendix 4: Market analysis - local venues

An extensive research project was undertaken covering the surrounding radius from Station Hall as to alternative organisations that offer space for activities. 36 sites were identified and the features, pricing and descriptions of space detailed.

The full analysis document can be found on the shared folder in the file:

Analysis of local competition - Herne Hill.

Appendix 5: Delivery partners

The Station Hall project is led by a strong collaboration of key delivery partners from different community, commercial and civic sectors:

- Herne Hill Forum - project catalyst, project coordinator, Station Hall operator and secondary funder
- Southeastern and Network Rail - property partners and in-kind funders
- Lambeth Council and Helen Hayes, MP - community support
- Good Growth Fund - principal funder

Herne Hill Forum



The Herne Hill Forum (HHF) is a volunteer-led community group of local residents and traders who work together to promote local wellbeing. HHF was formed almost twenty years ago and (as well as organising fun community events) has successfully spearheaded local campaigns to make Herne Hill a better place to live, work and do business. We have an active committee and volunteer base, as well as a small core team of paid contractors who provide services to

support delivery of HHF projects.

Our skills base is wide ranging, and we have a successful track record of securing funding to support the work that we do in the area and provide a revenue source for project delivery. We instigated a major street regeneration project that led to the removal of a notorious one-way system to be replaced by our wonderful semi-pedestrianised area of Station Square immediately outside the entrance to Station Hall. Our work has won prestigious national awards, such as the coveted DCLG High Street Renewal award. As part of the longer term vision we have established a weekly community farmer's market; installation of widely-recognised lamppost banner artwork and bridge artwork throughout Herne Hill; installation of a community street piano; transformation of Brockwell Passage through a joint project with local children; installation of a street art project with the Contemporary Arts Society and most recently the thorough regeneration of the pedestrian underpass adjacent to Herne Hill Station, including a 40m world record mural painted by 2,300 locals and volunteers. The epic project to break the world record for a painting by numbers mural is best told by the award winning film done by Sue Carpenter - <https://vimeo.com/344423052>.

For many years, the Herne Hill Forum has been aware of the empty space above Herne Hill Station. Previous attempts to rent the space commercially having failed, principally due to the problem of access. HHF therefore initiated talks with Network Rail and the local train operator, Southeastern, regarding the possibility of a peppercorn license agreement, whereby the local community could use the space free of charge.

To test the viability of using Station Hall publicly, and with support from both railway partners, the Herne Hill Forum opened the space to the public in September 2019, with 2,300 local participants colouring in a 40 metre long mural over two days and collectively entering the Guinness Book of Records²⁶. This was the first time that most people had ever realised there was such a significant space in Herne Hill - most said they had never 'looked up' to see the windows above the station or wonder what was up there.



Image: Actor Mark Rylance joined 2,300 locals in Station Hall to secure a new World Record for 'Most Contributions to a Colour By Numbers' (Photo courtesy of Portrayed Photography)

In parallel to the World Record attempt, the Herne Hill Forum prepared a submission to the Good Growth Fund, Round 2, for development funding to enable a more formal process of activity to take place in Station Hall. A week after the World Record attempt, the Mayor's Office announced that this application had been successful, and the journey began to create a more permanent community asset in this incredible empty space.

Were we to be awarded the necessary funds to further develop Station Hall, it is likely that a separate charity or other not-for-profit entity would be created to deliver the project and facilitate transparency and accountability.

Network Rail

Network Rail are the freeholders of Station Hall as part of the station building. They have been working closely with



²⁶ <https://www.guinnessworldrecords.com/world-records/385770-most-contributions-to-a-colour-by-numbers/>

HHF to regenerate the station underpass that sits alongside Herne Hill Station and have been instrumental in the success of this community project. Building on this, they are now providing full support and assistance for the Station Hall proof of concept stage, ensuring that the community has a safe, warm and welcoming base for these activities.

Southeastern

Southeastern is the trading name of London & South Eastern Railway Limited, a subsidiary of Govia Ltd.



Southeastern is the Train Operating Company operating the franchise for the provision of passenger services between London and Kent and are a very supportive partner for the Station Hall project. As with Network Rail, they have worked closely with the Herne Hill Forum on the underpass regeneration project. Following on from this, they have been staunch supporters and facilitators of Station Hall, not only undertaking significant improvement works at their own expense to make the space fit for community occupation but also being key delivery partners for our work experience and mental health events. The aim is that we can together build a replicable model which might be used in 165 other stations across the franchise where vacant space could be brought back into use by the community.

Southeastern has held the Kent to London franchise since 2006. The franchise was due for re-tender in 2019 but has instead been extended until 31 March 2020.

Lambeth Council



Lambeth London Borough Council is the local authority for the London Borough of Lambeth, of which Herne Hill is one of its 21 wards. Station Hall sits within Lambeth and is fully supported by Lambeth Council and local Councillors. We also have the active support of local MP, Helen Hayes

and of Southwark Council and Councillors.

Appendix 6: Job descriptions for Station Hall roles

Job Description: Feasibility Coordinator

Project Summary

Herne Hill Forum has secured £55k development funding from the Good Growth Fund to run a feasibility testing phase for bringing the vacant space above Herne Hill Station back to life as a vibrant community asset.

This funding has to be spent by March 2019 to prove the concept that there is demand for a new community centre in Herne Hill and that it can be made financially self-sustaining. At this point, Herne Hill Forum will submit a business case and additional funding bid to the next round of the Good Growth Fund for more substantial capital funding for investment in the space, including lift installation. They will also seek addition funds through other sources and via crowd funding initiatives.

Southeastern and Network Rail are in support of this work, and the local community is relatively engaged (interest has built through the World Record attempt).

The intention is to launch an initial programme of events and activities for the space on 25th November (the date on which the underpass and mural are being unveiled to press and public, with attendant PR). Consultation will follow this launch, so that we continue to build on and diversify the programme and ensure it reflects all corners of the community. Consultation will be run at and around each use of the space. Key metrics will also be captured each time to feed into the business case.

By March 2019 we need to be able to prove that there is demand for the space as a community venue; that we can run this at capacity and with an interesting and attractive mix of uses; that we can serve a diverse and varied range of users' needs; and that the venue can be financially self-sustaining.

Our venue needs to be stand out – original, quirky, imaginative, accessible – a place that people talk about and remember. We have until March to prove how much untapped potential sits at the heart of Herne Hill.

Feasibility Coordinator - overview

- We require a creative, proactive, people-focussed doer to help us plan and deliver a fantastic mix of bookings and events between now and March.
- We need an initial programme to be planned by November 25th.
- We need additional, ongoing consultation to be undertaken following this, in order to expand our offering.
- We need to get as much activity in the space as possible to see what does or doesn't work and what proves popular.
- We need to harness our local assets.
- And we need key metrics to be captured from each booking, to feed into the business case.
- The overall programme for regeneration of the space @upstairs is being managed and led by Lucy Reynolds, Herne Hill Forum.
- Lucy will lead on overarching direction setting (with the HHF); planning the launch event; relationship management and stakeholder liaison across the

partnership; securing leasing agreement and premises permissions for the asset; equipping the space ready for scoping phase public use; preparation of the business case and funding submission for capital investment, together with additional funding bids; liaison with architects, engineers, designers to scope and plan the capital investment requirement for longer term use of the space etc.

- You will work with Lucy to support this work by planning ,delivering and publicising a programme of activity for the venue, launching on November 25th and running until March 25th.
- Lucy has drafted an initial list of ideas, and HHF has run a public consultation to garner additional ideas. Lucy will provide an overview and contact details (and some email introductions) for all of the ideas already on the table.
- You will then need to follow these up, develop the detail, confirm bookings, and do additional research to add any potential new and innovative ideas into our evolving mix. You will also need to help publicise the programme to drive bookings.
- As this venue needs to be commercially self-sustaining for the long run, we will task you with securing some paid bookings during this trial phase (e.g. hire of the space for parties/ meetings; ticket sales at some events). As access will be a limiting factor, we anticipate charging below market rate, but can still achieve proof of concept through modest income generation.
- As part of your record keeping, we would also require a list of things we could have done in the space, or for which there was demand, but which couldn't be achieved at this stage due to access restraints. This will bolster our case for additional investment in the space.
- We anticipate a time requirement of 1-2 days a week for 20 weeks; with remuneration at £20/hour.

Job Description - Station Hall Events

Station Hall holds the potential to become a vibrant new community hub, right at the heart of Herne Hill. The Mayor's Office Good Growth Funding we have secured gives us until March 2019 to prove that there is demand and beneficial use for this space amongst the local community and beyond. As part of the project, we also want to explore how the venue can be used to support an amazing range of activities, for as wide a possible range of users. If we are successful in this, we can then apply for a more substantial pot of capital funding to install lifts and transform the space into something truly amazing.

The viability phase of this project has already started and will run until 31st March 2019.

The next three months will be a fast paced learning experience for everyone and we will need to be creative to maximise the potential and work around the impediments of the building.

Roles and Responsibilities:

The immediate tasks for this post holder will include -

- To become familiar with the space and its surroundings, the ideas that people have already put forward for the space, and all documentation that the Forum has on the project
- To provide strategic advice on the establishment and management of Station Hall as a community venue, to include booking systems, policy & documentation requirements, the establishment of an operating arm for the venue, and strategies for ensuring a truly diverse user base
- To lead on digital requirements for the venue, including setting up a simple website and booking calendar to operate as the public face for Station Hall, and setting up attendant social media platforms with a strategy and plan for their use
- To lead on the planning and delivery of the biggest event in the Station Hall proof of concept calendar – launching with the ‘Festival of Storytelling’ and leading through to a children’s and adult’s literary and book festival during National Book Week in March 2019. This will involve planning of the programme (with input from established partners), booking key speakers/ authors, liaison with schools over timings/ availability/ funding (unless ScribeEasy continue to hold this lead); planning the detail of each event; building in evaluation processes; publicising and promoting the event to ensure strong attendance and ticket sales where applicable.
- To help promote the space for activities and feed any possible new bookings to the Project Manager;
- To help gather ideas and information via evaluation, to feed into our business case for further investment
- Together with others, to help document the activities that are tried out in the space, collect feedback, record and quantify our successes, and understand what doesn’t work so well, and why.
- To contribute to developing a report and presentation that will be made to City Hall at the end of the viability research period

Key attributes:

We are looking for a team player who is highly organised; well versed in community initiatives and enterprises; flexible and able to think on their feet against a ticking clock. This project will require tenacity and nimbleness, given the scope of what we need to achieve in a very short timescale. For this role, we require previous experience of venue management together with experience running events and festivals. We require an individual who is well connected across the community and performance sector, and who is able to pull these wider links in to benefit the Station Hall project. Tight budget management will be essential.

Job Description - Station Hall Custodian

Station Hall holds the potential to become a vibrant new community hub, right at the heart of Herne Hill. The Mayor's Office Good Growth Funding we have secured gives us until March 2019 to prove that there is demand and beneficial use for this space amongst the local community and beyond. As part of the project, we also want to explore how the venue can be used to support an amazing range of activities, for as wide a possible range of users. If we are successful in this, we can then apply for a more substantial pot of capital funding to install lifts and transform the space into something truly amazing.

The viability phase of this project has already started and will run until 31st March 2019.

The next three months will be a fast paced learning experience for everyone and we will need to be creative to maximise the potential and work around the impediments of the building. To this end, we are looking for a self-employed contractor who can work for 8 hours a week at a rate of £12 per hour, subject to experience.

Roles and Responsibilities:

The immediate tasks for this post holder will include -

- To prepare Station Hall for use ahead of agreed bookings, including e.g. switching on the heaters, lights, unlocking the fire exits to our agreed protocol; and then shutting the venue down after use.
- To ensure the venue is clean, tidy and ready for use, including keeping the loos and kitchen clean, well stocked and in order
- To set up the space for different users if needed, e.g. moving chairs and tables to where they are needed
- To report any problems or issues to the Station Hall Project Manager
- To support delivery of events and activities in the space as needed
- To help gather ideas and information to feed into our business case for further investment
- To be fully versed in all health and safety protocols for the space, e.g. fire evacuation policy
- To check the noticeboards and display boards in the Herne Hill Underpass a couple of times a week, and be responsible for ensuring that these remain well maintained, tidy and organised, as well as being well stocked for safety pins

Key attributes:

We are looking for a team player who is fun, flexible, organised and hard working, and who wants to be part of a really exciting community initiative. This project will require flexibility and adaptability, given the scope of what we need to achieve in a very short timescale.

Appendix 7: Team bios

George Hornby

I'm the father of two teenagers, grew up in Dulwich and moved to Herne Hill nine years ago. Having trained as a solicitor, I then worked in Finance until 2002, when I 'retired' to spend more time with my MS. A wheelchair user since 2014, I am an active campaigner for the full social inclusion of disabled citizens. Chair of the Herne Hill Forum since 2017. I have appeared on Italian TV and contributed to books in order to promote the visibility of disability and highlight the issues, both physical and social, faced by the disabled in modern society. (I am half Italian.) I campaign for disabled access to public transport with Transport For All and encourage public bodies and private businesses to improve their accessibility via twitter, google access reviews and regulatory compliance. Now all three of my local pubs are accessible.



Giles Gibson

I co-founded the Herne Hill Forum nearly 20 years ago. Why? - well it seemed a better option to improve the area I lived in than try to move house. It's a lifetime's work but when I look back at what has been achieved so far it gives you strength to look ahead and take things to the next level. I just love tackling problems when people say "but it's never been done before, you can't do that" or "you will never achieve that". The transformation of our neighbourhood has proved that a community can drive change for the better.



Lucy Reynolds

I love seeing people make good things happen. As a project manager I've led community transformation programmes throughout Herne Hill and across the country. I've lived in Herne Hill for ten years and feel mighty proud showing my little boy the changes I've helped to achieve locally. These include leading the underpass regeneration programme and successful Guinness World Record attempt; establishing a groundbreaking recycling collaborative amongst local traders; managing the installation of public artwork across the area; and campaigning on behalf of flooded businesses to secure Thames Water compensation. I've been project managing the Station Hall programme since kick-off and am determined to get this space up, flying and fully accessible for all of our community. And so I can stop lugging heavy things up them blinking metal stairs...



Hayley Byfield

I've been working in Arts, Education and Venue Management since 2000. My previous roles include Venue Manager at The Dugdale Centre an Arts, Business and Community Hub for London Borough of Enfield; Community & Creative Learning Producer at the Orchard Theatre, Dartford; and Duty Manager at Rich Mix, Shoreditch - a community arts hub staging music, dance and spoken word performance, art shows and film screenings. I'm also a programmer



and producer for The Family Arts Club - an initiative to bring arts to families in low access areas of London.

Julia Forson

I'm the Station Hall custodian and principal key holder for the space. I work with Hayley to ensure the smooth day-to-day running of activities and events.

I have lived in Herne Hill for twenty years and brought my family up in this rapidly changing community. It's a pleasure to see Station Hall repurposed in such a positive way and to work collaboratively towards meeting the needs of the community as a whole.



Becky Jenkinson



My time is primarily devoted to my ethical catering company, The Local Squeeze, having started the company alongside working at a social cafe in Loughborough Junction, which has community values at its core. I've always been interested in supporting local, sustainable projects and was brought on to help manage and develop the programme at Station Hall, to push the venue forward as a community asset. I was very keen to promote the events at Station Hall for everyone regardless of the price point, having a 'pay what you can' structure or a number of free tickets allocated to those who could not otherwise have afforded to take part. I highly regard the principle that money shouldn't exclude people from activities or events, especially in London - such a busy, expensive and at times

isolating city.

Holly Bristow

I'm a strategist and opportunity spotter, getting my kicks from helping good people to do important things. I work freelance as an internal consultant, helping organisations and people get things off the ground, build capacity and navigate relationships so that I leave them stronger.

I have 17 years experience building and championing partnerships



and propositions within corporates, charities and foundations in the UK and in Africa. And I helped kick start the Station Hall programme by leading on early engagement and development of our launch programme.

Ruth Colvin

I'm the Treasurer of the Herne Hill Forum so I am responsible for cash management, billing and reporting on the outcomes of our work for Station Hall in financial terms.

I spent my working life as an accountant in various small firms, having qualified as a Certified Accountant in 1976. I have lived in Herne Hill since 1983.



Alison Gibbs

I have been the Forum's administrator since early 2018. I've lived in SE London, on and off, for 20 years and after working in advertising from 2000 - 2011, I took a career break to have a family. During my time 'off' I have worked in the Oxfam bookshop in Herne Hill, volunteered at a monthly street market and developed a freelance career doing social media for several local organisations. I have supported Station Hall projects in a number of ways, including promoting events via social media, delivering leaflets to local schools and other venues, and handling enquiries about Station Hall from members of the public. I have always wanted to do a job which gets me out from behind a desk and supporting my local community - so Station Hall has been a dream project for me!



Jasia Warren

I started working for the Herne Hill Forum in January 2019 and it's been a lot of fun! As Project Manager, my role is never boring and no two weeks are the same - which I see as a good thing. I've been an Interactive Designer / Developer for the past twenty years and was bored of sitting on my computer all day. My work for the Herne Hill Forum puts me at the heart of a fantastic local community and enables me to give something back to the people of SE24. The opening up of Station Hall has been a very exciting time for Herne Hillians and I've enjoyed assisting the main team with the day to day running of the



space as well as using it as a wet-weather backup plan for a gardening project I run with Turney School.

Rosie Zach

I joined the Herne Hill Forum team in January 2019 and have supported the Forum and Station Hall to increase volunteer engagement. I have a background in Volunteer and Youth project management and have supported several local charities to build and develop their volunteering programmes. Aside from the Forum, I'm a Youth Projects Manager at the Baytree Centre, a social inclusion charity in Brixton that supports women and girls through education and skills development programmes. I have a degree in Education Policy and Sociology from the University of Roehampton and am passionate



about women's empowerment and community cohesion. Having lived in the Herne Hill and Brixton area since moving from Germany in 2010, I take great satisfaction in contributing to my local community through these roles.

Appendix 8: Consultation ideas

The below ideas and suggestions were captured from hundreds of users through Survey Monkey 'free text' suggestions and feedback forms at Station Hall events:

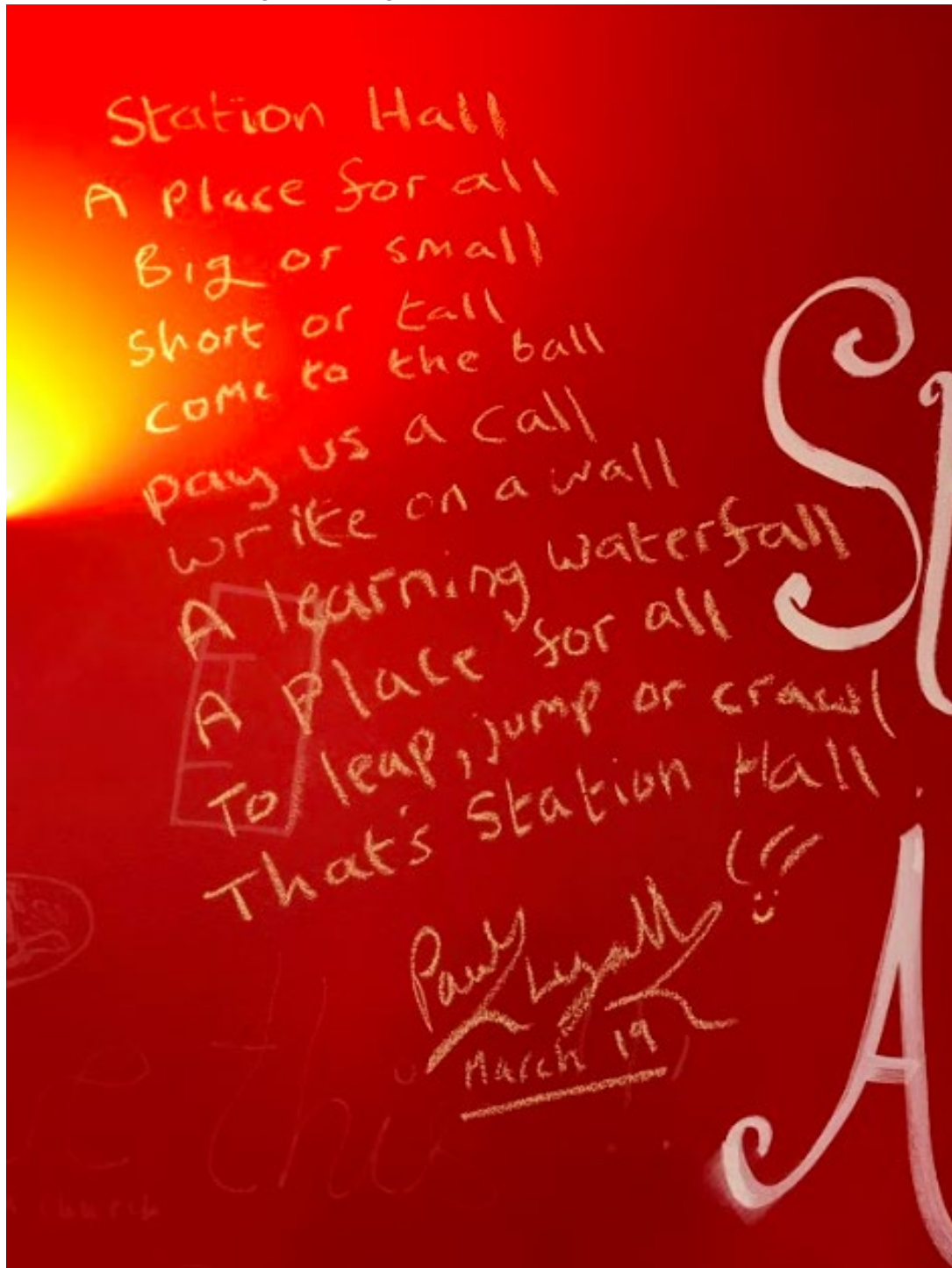
Social classes. Food bank. Maker Space. Community groups. Singing groups. Drama classes. Social clubs. yoga. Tai chi. Children's activities. Book clubs. DIY workshops. Public talks about a range of topics. So many things! Art. Music. Film. Café. Events. Acting. Practice room for bands or events. Yoga. Talks. Lectures. Workshops. Ceramics. Life drawing. Bar. Photography. Screen printing. Chat and coffee sessions for certain groups. Film screening. Book clubs. Pilates. Lots of things! Public as well as private social events. Don't repeat activities already available elsewhere in HH e.g. yoga and children's activities. Have some child free times focus on doing things for under represented groups / underserved groups. Pop up shops. Local makers. Kids' workshops. Teens - space to gather hang out / learn. I helped with the Carnegie business plan some things could apply here - venue hire for weddings etc. Ticketed literary events and talks. Free stuff. Adult literacy. Chess. A free space in the day. Comfy chairs for people to drop in and chat - especially those stuck at home. Aim to cater for 11-17 year olds who never seem to have anywhere to go to hang out. Maybe set up a drama group, a dance or music club, coding sessions a couple of days a week and over half term. Art exhibitions talks hire for private parties. Place for community groups.

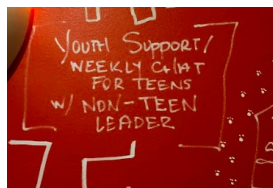
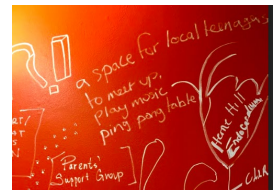
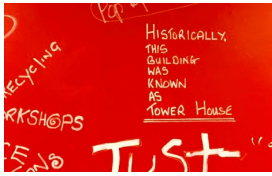
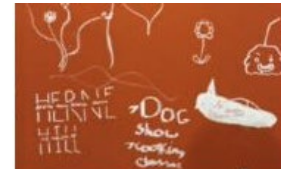
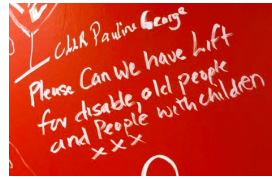
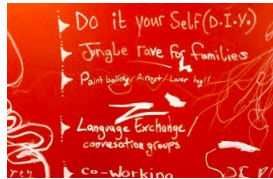
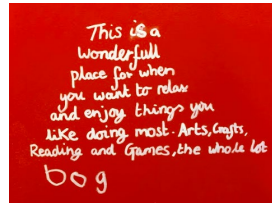
Lovely as a co-working space for local people and freelancers. **Workshops for both adults and kids.** Book clubs. Speakers on issues. Local bookshop could have proactive role. Singing groups. Cinema. Choirs. Advice centre or fundraiser for community mental health and wellbeing groups. Themed film nights. Venue for workshops. Youth groups. **Theatre group**. Reading groups. Cinema. **Yoga.** Community groups. Gentle exercise. **Art classes.** **Board games.** **Things for young teenagers is the biggest gap in HH.** For both old and young people alike. Parties for all ages. Art classes. **Events for older people.** Wellbeing. Yoga. Pilates. **Exhibitions.** **Print-making.** Anything needs to be affordable for folks. Lots of activities. **Talks.** Nursery or crèche space. Yoga. **Meditation.** Community as a whole. **Youth club.** Theatre. **A big variety is important.** Kids, young adults and adults. Arts. Creative workshops. **Music.** Drama. **Exercise.** Exhibitions. Workshop space. **Evening events.** **Talks.** Films. Film. **Story telling.** Literary. **Film.** Martial arts. Access for all the community. 3rd agers in weekdays. Brockwell greenhouses events in winter and evenings. Lots of things. **Films and arts.** Artists' indoor market. **Lots of fun.** Art. Drama. **Older people's activities.** **Accessible to all.** Ceramics. Upholstery. Exhibition space. Word. **Acoustic music.** Cinema/ film. **Day nursery.** Yoga and Tai chi for all. **Things for older people to do.** Arts. Events of various kinds open to the public. **Community meetings.** Party venue. Films. **Classes.** Events for the elderly. Extra market space. **Community space.** Self defence classes. Community outreach. **Support for health and wellbeing services.** Free or cheap activities if you can't afford to pay. **Events for children in view of cuts in children centres.** Martial arts training.

Safe space. Youth clubs for young teens much needed and this a safe space. Library. Arts. For young people just to be and hang out that is free like Brixton Pound. Room hire for workshops. Homeless shelter or support. Exhibition place. Model support networks for the community. Youth club. Film. Arts. Book club. Film screening. Room hire for parties. Theatre. Concerts. Events for kids. Brownies. Scouts. Community clubs. Literary. Space to rent out. More market stalls. Board games. Exhibitions. Pop-up creche. Yoga/exercise classes. Music jam night. Workshops led by makers/crafts people. Choirs. Singing groups. Café to tackle isolation. Open space. Community meetings. Cinema Theatre. Talks. Concerts. Tea dance. Older people. Workshop room. Temporary homeless shelter on cold nights. Exhibitions. Parent toddler group. Meeting hall to discuss local issues. Community kitchen or breakfast club. Homework clubs for school kids. Run free or low cost events so everyone can come. Study space. Ceramics. Host training events. Children's activities. Place for community groups. Youth clubs. Cinema. School holiday activities. Parent support groups. Parenting sessions supporting teenagers. Set up exchange clubs. Activities for the community. Toy exchange

Appendix 9: Orange wall comments

Station Hall's iconic orange chalkboard wall provides an interactive space where people can scribble their thoughts, feelings and ideas for the space.





Appendix 10: Original ‘hit list’ of partners

The following list shows the organisations and individuals who were on the team’s target list as key potential partners for the Station Hall project, and the status of contact with each as at February 2019:

Sub Theme	Organisation	In touch?
Craft Market	Blue Patch	In touch
Market Academy	CCFM	On hold for now
Craft Market	Crafty Fox	Declined
Hospital	Kings	Not yet
Local GP	GPs	No response
Private GP	HealthHub	Not yet
Mental Health Hospital	Maudsley	Not yet
Classes	Fison Fitness	No response
Women’s Health	HotFlush	Not yet
Children’s Health	Mums for Lungs	Not yet
Mental Health	Happy Life	In touch
Apprenticeships	198 Gallery	Had meeting
Apprenticeships	Trade Up	No response
Self employed	Tree Shepherd	In touch
Festivals	Wild Child Festival	Had meeting
Secondary School	Evelyn Grace Academy	Not yet

Secondary School	Charter School	Had meeting
SEND School	Turney School	In touch
SEND School	Michael Tippet	Had meeting
Book Shop	Tales on Half Moon Lane	Had meeting
Creative Writing	Write Sparks	Had meeting
Storytelling	Cat and Hutch	Had meeting
Creative Writing	Scribeasy	Had meeting
Coding	Mama.Codes	Not yet
Play Cafe	Apple Tree Cafe	Had meeting
Church Youth Worker	Bex - St Savoirs and St Pauls Youth Leader	Had meeting
Home School	Betsy Rowland	Had meeting
Gardening	Brockwell Greenhouses	No response
Local History	Herne Hill Society	In touch
Local History	Museum Curator	Had meeting
Music	HH Music Festival	Had meeting
		No response
Youth Theatre	South London Youth Theatre	Had meeting
Dance	Ballet	Had meeting
Dance	Ballet	In touch

The Illusioneer	Magic	Had meeting
HH Free Film Festival & Global Girl Media	Sue Filmmaker	Had meeting
Bridge	Informal Bridge Group	Had meeting
MakerSpace	South London MakerSpace	In touch
Plastic collection and recycling	Precious Plastics	In touch
Solar	Solar Energy 24 (SE24)	Had meeting
Recycling/Upcycling	Get Rid of and Donate	Had meeting
Give a Knit	Hubbub	Had meeting
Give a Bundle	Hubbub	Had meeting
Kids Clothing Swaps	Hubbub	Had meeting
Food Boxes	Local Greens	Had meeting
Food Waste Usage	Local Squeeze	Had meeting
Food Waste Usage	Community Fridge	Not yet
Buying Clubs	Naked Larder	Not yet
Food Waste Usage	Brixton Soup Kitchen	Not yet
Food Waste Usage	Brixton Food Bank	Not yet
Food Waste Usage	Olio	Not yet
Food Waste Usage	Brixton Pound	In touch
Supper Clubs	South London Botanical Institute	Not yet

Re-use, re-cycle	Library of Things	In touch
Refugees	Herne Hill Welcomes Refugees	Had meeting
Refugees	Herne Hill Welcomes Refugees	In touch
Theatre	Freelance	Had meeting
Services	Link Age Southwark	Had meeting
Friendship	South London Cares Brixton	Had meeting
Learning	U3A	In touch
Technology	Silver Surfers	On hold for now
Architecture	Open House London	In touch
Health	Baby First Aid courses	In touch
Elderly	University of the Third Age	In touch
Tea & Time	Club for older residents	In touch
Community radio	Interested in the space	In touch
Fitness	Natural Fit	In touch
Mental Health	Tracy Douthwaite	Had meeting
Krav Maga	Tanja Raaste	In touch
Carpenter	Jeff Segal	In touch
Theatre	South London Theatre	In touch
Healthy Eating	Free From Festival	Had meeting

Art Classes	Arthouse	Had meeting
Creative Writing	InkHead	Had meeting
Young Adults	XLP	In touch
Young Adults	Peckham Levels	In touch
TimeBanking	Time 4 Lambeth	In touch
Adult writing	Raedene Writes	Had meeting
School	Judith Kerr	In touch
Fitness Classes	Theo	In touch

Appendix 11: Station Hall booking form

Station Hall Booking Form

Thank you for your interest in Station Hall, Herne Hill
PLEASE COMPLETE ALL SECTIONS AND TICK ALL THE RELEVANT BOXES. THE FORM WILL BE USED TO FIND OUT MORE ABOUT YOUR POTENTIAL BOOKING AND HOPEFULLY CONFIRM IT WITH YOU. ALL INFORMATION WILL BE STORED SECURELY. ACTIVITY INFORMATION WILL HELP US UNDERSTAND THE RANGE OF EVENTS YOU'RE PROPOSING.

* Required

1. Email address *



2. Name of Organisation/Group/Individual *

3. Organisation Type *

Mark only one oval.

- ☐ Public
- ☐ Charity
- ☐ Not For Profit
- ☐ Voluntary
- ☐ Community
- ☐ Private Business
- ☐ Individual
- ☐ Other: _____

4. Contact Name *

5. Position within organisation *

6. Address for correspondence *

7. Telephone *

8. Email *

9. Website

10. Social Media links

11. Todays date *

12. Event/Course Title *

13. How would you classify your event? *

Check all that apply.

- ☐ Improving skills
- ☐ Education
- ☐ Reduce, re-use, recycle
- ☐ Helping people into work
- ☐ Encouraging volunteering
- ☐ Improving physical / mental health
- ☐ Building local connections
- ☐ Social activity/ gathering
- ☐ Private function

14. What facilities would you like to use?

Check all that apply.

- ☐ Internet access
- ☐ Sound System
- ☐ Projector system
- ☐ Tables (give details below)
- ☐ Chairs (give details below)
- ☐ Coffee/Tea facilities
- ☐ Other ...

15. Do you anticipate that this event will....

Check all that apply.

- ☐ Create volunteering opportunities in Herne Hill or neighbouring area
- ☐ Create paid employment in Herne Hill or neighbouring area

16. Target Audience will include.....

Check all that apply.

- ☐ Children
- ☐ Teenagers
- ☐ Young Adults
- ☐ Elderly
- ☐ Families
- ☐ Businesses
- ☐ Unemployed
- ☐ Employed
- ☐ In Education
- ☐ Disadvantaged groups
- ☐ Physical disability
- ☐ Learning disability
- ☐ White
- ☐ Black/African/Caribbean/Black British
- ☐ Asian/Asian British
- ☐ Mixed/Multi ethnic
- ☐ Other: _____

17. How many people do you expect to attend your event/activity? Max capacity 100 *

18. How did you find out about Station Hall? *

Mark only one oval.

- ☐ Word of mouth
- ☐ Social Media
- ☐ Internet search
- ☐ Poster/flyer
- ☐ Herne Hill Forum communication
- ☐ Attended event at Station Hall
- ☐ Other: _____

19. Select why you are looking to use Station Hall? *

Check all that apply.

- ☐ Location
- ☐ Size/layout of premises
- ☐ Facilities
- ☐ Cost
- ☐ Other: _____

20. Please tell us three other venues you might have considered instead of Station Hall?

21. Please select applicable Hall Hire Rate *

Mark only one oval.

- ☐ Private / Commercial Hire Hourly Rate £25ph
- ☐ Private / Commercial Hire HALF DAY RATE (4 hours) £80
- ☐ Private / Commercial Hire FULL DAY (8 Hours) £160
- ☐ Party Hire Rate £50ph
- ☐ Childrens Party Package £120 for 3 hours
- ☐ Community/Charity/Not for Profit Rate £15ph
- ☐ Other: _____

22. What Date is your event? *

Example: December 15, 2012

23. Set Up time *

Please tell us when you wish to access the building in order to have time to set up for your event. This will be the time that you will be charged from.

Example: 8:30 AM

24. Event Start Time? *

Example: 8:30 AM

25. Event End Time? *

Example: 8:30 AM

26. Get Out time? *

Please give yourself enough time to fully pack up at the end of your event. This will be the time that you are charged until.

Example: 8:30 AM

27. How often to you wish to hold your event? *

Mark only one oval.

- ☐ Single Event
- ☐ Monthly
- ☐ Fortnightly
- ☐ Weekly
- ☐ Other: _____

28. Please add any additional dates & times you wish to run your event.

29. What kind of layout do you require for your space? *

e.g. Empty Space/ Theatre style layout / Cabaret/ Classroom set up

30. Do you require use of any technical equipment? *

We have a sound system with microphones and a projector and screen available

31. Will you be charging people to attend your event? *

If yes please provide details

Appendix 12: Launch announcement

The following newsletter was circulated to the Herne Hill Forum's distribution list of 1,800 recipients on 7th February 2019, with the launch programme also being posted on the Station Hall website, officially announcing the venue to be open and launching the preliminary programme to the public.



Creating an economically and
environmentally sustainable local
community in and around London
SE24

**Fuelling creativity, inspiring education and solving problems. Station Hall
is an inclusive and safe space, available to all members of the community**



What's been happening Upstairs?





We wanted to update everyone on the recent happenings at Station Hall and give you a breakdown of upcoming events. We have had a lick of paint so we're feeling fresh. Oh and warm, very warm since our radiators were fixed last week! It's all coming together..

Thanks to everyone who came to our open day on the 20th January, it was lovely to see so many excited and smiley faces. We are working our way through the great requests and suggestions for Station Hall, we really want to create this space together and to build a strong and impactful community centre. Thank you to all the little ones who painted their very own design on the Station Hall mugs - they are sitting so colourfully in our kitchen.

Our next open day will be on Sunday 17th February from 12-3pm, this will be time to come, hang out and make suggestions for the space. We will have a local artist's work on show and she will also be taking a workshop making recycled lanterns. We'll also have some delicious local food and cakes. *(Thanks to Agile Rabbit and Sweet Carolina for fuelling us with pizza and cake at the last open day.)*



So, what's coming up next?

From W/C 11th February we will be open to the public from 9-6pm on **Thursday and Fridays**, as well as **Sunday mornings** 9-1pm, a warm space with lots of books kindly donated by Oxfam in Herne Hill.

Get Rid of it and Donate are running a free Children's Book & Toy Library at Station Hall, and collecting your unwanted small items for recycling and reusing in the community. Pop in, browse the shelves for things you need and make donations to help others. Visit <https://www.getridofit-donate.com> for more information. Open Thursday, Friday and Sunday morning at Station Hall.

Co-working space with printer and wifi facilities (and hopefully with bookable childcare) - this will be starting on the W/C 11th February, please let us know if it would be of interest to you!





Local Greens, the not-for-profit seasonal UK-only organic veg bag scheme for hungry south Londoners, are offering Station Hall as a collection point. Visit www.localgreens.org.uk for more details and to sign up. Collection days are Thursday and Friday.

The Michael Tippett School Work Experience Hub Working with local businesses, students take on short placements in the morning, whilst using Station Hall as a base for preparation and debriefing. Work experience is a huge opportunity for the students, many of whom have learning disabilities as well as autism, and helps them to feel closer to their community. If you are a local business and would like to get involved, please drop us a line.

Lambeth Welcomes Refugees Working with Lambeth Welcomes Refugees, we will be hosting a pop up shop in early March with an opportunity for the refugee community to come along, meet and have a chat with tea and cake.

Please drop off any items from **9-6pm on Thursday 14th, Friday 15th, Thursday 21st, Friday 22nd February or 9-6pm Saturday 2nd March**. We are specifically looking for the following;

- any clothes especially warm clothes for babies,
- toddlers and primary school age,
- any clothes for adults including warm clothes,
- basic household goods including crockery,
- a foldable buggy for a newborn.

Another family has also requested a cot please email Barbara Wilson, a Lambeth Welcome Refugee coordinator if you have one to give: basiawilson1@gmail.com.

Jigsaw loan and exchange Yvonne, a wonderful local resident came to us with the idea to start a jigsaw exchange. If like Yvonne, you have a passion for jigsaws and want to try out new ones you can come in and take a jigsaw for a month. Most of her collection are 1,000 pieces or above. Remember to send us a picture of your completed jigsaw!

If you would like to donate your old jigsaws we can also start a jigsaw swap too. Open Thursday, Friday and Sunday morning at Station Hall.

Charter School - teenager takeover We are allowing local secondary schools to take over Station Hall every Monday evening to use the space how they wish. Study club, art or photography: we are letting them have full rein of Station Hall. Some students are also helping us with our social media, photography and videography.

We'd love more secondary schools to join us in this project - if you'd like to take part, please get in touch - or if there are youth workers who would like to volunteer at these sessions, we'd love to hear from you too.

This Week



Every Wednesday YogaBods Kundalini Yoga (6.45-7.45am and 5.30-6.30pm) Yogabods Kundalini yoga is for anybody - no matter your age, flexibility or whether you've ever tried yoga before! Please bring a mat and a blanket if you can. Drop in and pay what you can.



7th February - Time to Talk - Alongside South Eastern Rail, we are organising a mental health awareness and wellbeing event as part of [Time to Talk day](#), a national campaign which aims to help everyone have a mental health conversation by reducing stigma and discrimination.

There will be workshops, talks and activities through the day including attendance by The Railway Chaplain, Mental Health Advocates, Southeastern Health & Wellbeing, Samaritans, The Talking Tree and South London & Maudsley NHS Trust. Add your message to our pledge wall, to pledge your commitment to having a mental health conversation.

Please drop in anytime from 2-6pm for this event.



As part of the Time to Talk Day, **Brockwell Park Greenhouses** will be holding a guided mindful walk of their garden. Please meet at Station Hall ready to leave at 2.15pm.





Saturday 9th February Betsy Rowlands will be holding a fun, free event for Home Educators, activities include singing, creative writing and art. Email rowlandsbetsy@hotmail.com to find out more. We understand the need for home educators, parents and children to be meeting so if you'd like this to be a regular event, please email Betsy or us.



Wednesday Evenings - Memoir Writing Workshop (7-8pm) with Raedene Writes. 'Pay what you can' for these sessions on how to turn your significant life events into publish-ready writing. This course has begun and is now full. However she launches a fantastic **creative writing course** on the 27th February. To book a place, email raestoltenkamp.author@gmail.com

Rae Stoltenkamp, Herne Hill resident and founder of Raedene Writes, has been writing since she was a teenager, and self-published since 2012. For more of her story, please visit her [website](#).

Thursday evenings starting 7-9pm - Social Bridge Kit Jackson, local bridge tutor, invites you to a Social Bridge evenings at Station Hall. Whether you are a newcomer, improver, refresher or experienced player, come to our friendly session with expert tuition if you need it. Bring friends or come alone - pairs can be sorted out on the night. £10 per session, free spaces also available.

Saturday 9th February Betsy Rowlands will be holding a fun, free event for Home Educators, activities include singing, creative writing and art. Email rowlandsbetsy@hotmail.com to find out more. We understand the need for home educators, parents and children to be meeting so if you'd like this to be a

regular event, please email Betsy or us.

Inkhead - 9th, 16th and 23th March. Saturdays 1-2pm

Come and write a story with us over three Saturdays with Inkhead. We will help you to create a new world and develop believable characters and a page-turning plot!

For ages 8 to 11, three one hour sessions. Maximum 10 children in the group. Pay What You Can... suggested contribution is £10 to £15 per session.

Join OKIDO for a family day of fun and learning: Sunday 10th March

OKIDO Magazine is an independent arts and science magazine for young children and their families. It was started by parents on a kitchen table in Brixton in 2007, designed to fire up imagination and understanding of art and science. Founders, scientist Dr Sophie Dauvois (PhD BSc PG Dip.) and artist Rachel Ortas are passionate about engaging young kids in the scientific world around them through play, art and fun.

Each GET INTO SCIENCE event explores a different theme with experts, artists and scientists, encouraging learning-through-play in the most fun and creative way. This time, we are coming to Herne Hill!

The GET INTO SCIENCE events are most suitable for children aged around 3-7 but there's lots to do for both younger and older children, so come along and join in the fun in a great learning environment for budding young scientists. The sessions will run between 1pm and 3pm, Sunday, March 10th. Tickets available soon. More information can be found on the OKIDO website: www.okido.com



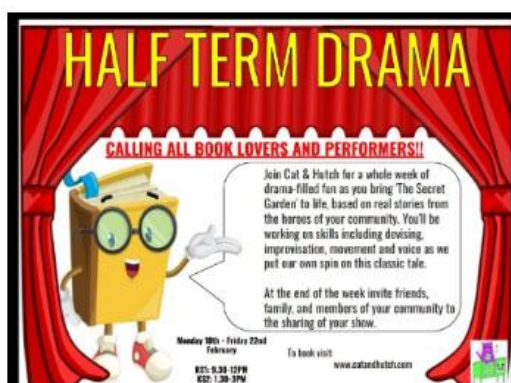
Art House London (10-11.30am until the 31st March) for an unusual art course on Sundays in Station Hall. For children aged 7-11, this is your opportunity to create some Outsized Art in this huge creative space above the station. Come and paint, draw, print, collage and make 3D work on Sundays.

£13 per session. We will also be offering a few spaces for free for those who cannot pay.



31st March - [London Consorts of Winds](#)

On the afternoon of Sunday 31st March at 1.30-3pm the London Consorts of Winds will be putting on a free concert, with music ranging from the Sixteenth Century to newly composed pieces.



Half Term (18th Feb - 22nd Feb)

Cat & Hutch are a storytelling company dedicated to bringing children's stories to life through shows, workshops, and parties. Join them for a week of drama fun as you bring ['The Secret Garden'](#) to life, based on real stories from your community. You'll be working on skills including devising, improvisation, movement and voice as we put our spin on this classic tale.

At the end of the week invite friends, family, and members of your community to the sharing of your show. Key Stage 1 9.30am-12pm / Key Stage 2 1pm-3.30pm. £50 per child for the week.

(Booking details coming soon; two free spaces available per session please email stationhallhernehill@gmail.com)

2nd March - South London Maker Festival: Maker's Space host a variety of workshops and events for the family in a one day festival. Including celebrating the Raspberry Pi 7th birthday party, young coders workshop and a repairing workshop with The Restart Project teaching children how to fix their relationship with electronics.

The day will also include an array of show n tell such as hands-on demos and short and long workshops including: learn to solder; make a blinky LED badge; walking robots; ring making workshop; graphic design advice for local traders; getting started with microcontrollers and much more cool stuff. Keep an eye on our website for the final full list. This event will be free, however donations will be welcome to cover the cost of materials and some workshops may charge.

World Book Week (2nd Mar - 10th Mar)

A group of local writers, illustrators, storytellers, teachers and literacy experts are pulling together a programme of events at Station Hall for our local schools and the whole community

In the Pipeline....

Podcast's from Station Hall; Stitch and Fix sewing group; Krav Maga, Science Week interactive workshops; Piano Academy; Library of Things; Memory Quilt workshops;

First aid training; community print shop, The Illusioneer magic performance; local bands and jam sessions, Olio food exchange; pop-up boot sale; Laughter Workshops; Autism-friendly concerts, cinema club and film screenings, Babble Talks - inspiring talks for parents and babies....

Thanks to all who kindly gifted items from the last call out - we have found a piano (or 2!). We are still looking for: **a water urn, lockable lockers, sewing machines and old Macs or iPads**.... please email StationHallHerneHill@gmail.com.

As always, we would also love to hear if you are interested in volunteering opportunities. If you would like to get involved, please email rosannafzach@gmail.com. We are also going to be making a regular Station Hall Podcast with the help of a local Podcast creator about how the space is being used. Please get in touch if you would like to help us with some recordings and get involved.

You can find out lots more on our website: stationhallhernehill.org or follow us on our social media for regular updates: https://twitter.com/StationHall_HH

Hope to see you at Station Hall soon!



Twitter



Facebook



Website



Email

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Appendix 13: Bookings analysis

The full analysis of all bookings for Station hall between January 2019 and September 2019 is available in the spreadsheet: Station Hall Bookings Analysis Jan-Sept 2019 in the shared folder.

It shows over 456 events have taken place attracting over 4,900 people. The dominant organisation or person using the space was community/voluntary with approximately %60 of all bookings.

The volunteer involvement was huge, over 219 individuals involved many giving considerable number of hours towards their event. This is over and beyond the Herne Hill Forum organised volunteers who helped out as an additional resource.

Appendix 14: Bookings by impact area

Please see the following file in the shared folder: 'Station Hall Bookings Analysis'. Columns G to J provide an overview of the different ways in which each booking was classified. All events were classified against more than one impact area.

Appendix 15: Station Hall Twitter Feed



Station Hall - Herne Hill
@StationHall_HH

Station Hall is a warm and welcoming community space at the heart of Herne Hill in the old waiting room above the station

London, England
stationhallhernehill.org
 Joined December 2018
 87 Photos and videos





Want to take advantage of all the new Twitter features?
It's simple – just log in.

[Log in](#)

[Sign up](#)

Worldwide trends

[#WorldMentalHealthDay](#)
507K Tweets

[#MentalHealthAwarenessDay](#)
43.6K Tweets

[#WMHD2019](#)
35.3K Tweets

[Wirral](#)
4,676 Tweets

[#OnePlus7TSeries](#)
3,676 Tweets

Tweets 176 Following 343 Followers 497 Likes 72 [Follow](#)

Tweets Tweets & replies Media

Station Hall - Herne Hill Retweeted

MargaretBateson-Hill @paperdragon59 · Oct 6

A fabulous start to Stepping into Stories competition launch at @StationHall_HH with @CWISL authors @Mo_OHara @LydiaSyson @AuthorKarenOwen @JMarchantAuthor @paperdragon59 and author @doodlyscribbles and special guest @RiddellKaty @chrisriddell50



1 6 10

[Show this thread](#)

Station Hall - Herne Hill @StationHall_HH · Oct 6

Fantastic workshops led by fantastic authors and illustrators from @CWISL. @paperdragon59 @Mo_OHara @Cgotch @AuthorKarenOwen @JMarchantAuthor and a brilliant live drawing demo by @RiddellKaty



Chris Williamson

1,903 Tweets

Errol Spence

15.8K Tweets

Danielle Lloyd

2,238 Tweets

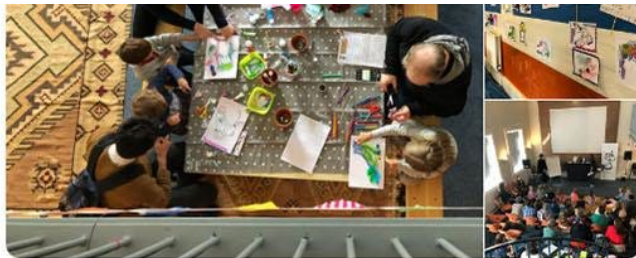
#WorldHomelessDay

10.5K Tweets

James Brown

3,538 Tweets

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8 10



Station Hall - Herne Hill @StationHall_HH · Oct 6

We are so excited to have @RiddellKaty joining us at 1PM today for a live interactive drawing demonstration. Plus Join us for FREE arts and crafts workshops and Popup bookshop



Mums For Lungs, Herne Hill Mum, Herne Hill Forum and 4 others

3 3



Station Hall - Herne Hill @StationHall_HH · Oct 6

Join us TODAY @StationHall_HH with @CWISL and @talesonmoonlane for fab kids creative fun. FREE. Launching exciting new #story competition



Herne Hill Forum, Tales on Moon Lane, hernehillmarket and 6 others

2 6



Station Hall - Herne Hill @StationHall_HH · Oct 6

Our Stepping into stories launch event is in full swing. Come on up to Station Hall to take part in arts and crafts and then at 1pm we have illustrator Katy Riddell live



Herne Hill Forum, hernehillmarket and CWISL

3 6



Station Hall - Herne Hill @StationHall_HH · Sep 28

More from the @XRLambeth @StationHall_HH art event



Herne Hill Forum

1 1 1

Show this thread



Station Hall - Herne Hill @StationHall_HH · Sep 28

Extinction Rebellion in action - mass art event at SH yesterday getting ready to make a stand @XRLambeth



Extinction Rebellion Lambeth 🐝

Appendix 16: Positive user feedback

The following feedback was captured via user evaluation forms at Station Hall events, and also via feedback requests following bookings:

WHAT I LIKED ABOUT THE SPACE: Reading stories Doing art and craft I got something positive out of it **A good balance** I learnt new things, feeling positive & inspired it was really fun enjoyed watching their daughter perform all the children so keen and engaged lots of fun, educational & creative lovely performance and children enjoyed themselves loved the creativity and making big artworks never knew vegetables could be so fun very creative, gorgeous space, great for kids fun, random and chaotic because it made me laugh lovely room, great people spacious, warm & close to home comfortable, clean and safe space nice building with lovely views, spacious and warm great location for SE London really great space lovely way to spend the afternoon lovely space and easy to get to nice to attend something local and chilled on a Sunday afternoon warm, friendly, relaxed fantastic variety of musicians lively event, lots of impressive local talent good varied selection **Nice space** great community event, many young people attending, very important in our times to have such a venue locally **Nice space** good mix of acts and caribbean poetry reading. well organised well organised, variety of good quality acts great talent and music, very lively i played a gig local to me great local music very spacious great space, great acts, nice visits

informative, a nice alternation for the children informative & fun the children were very engaged
 and inspired good to see children enjoying activities and interacting together
 everything Light, friendly, airy and local busy event good
 vibes lots of interest in the project, got the word out
 a colourful variety of objects, activities, knowledge and people good space
 well decorated lovely big space nice location and
 atmosphere great location, good size great location and space good fun, lots
 of people full of activities, nice crowd really good number of enthusiastic
 attendees lovely atmosphere, variety of workshops, friendly people good connections and
 exchanging conversations To see creative people coming together and exploring
 materials/technology the variety of the projects is impressive interesting projects
 it was really enjoyable, where we learnt different stalls and knowledge shared from locals good to
 see the projects. as a volunteer a lift would have helped Fantastic
 location/place/organisation very fun and informative inclusive and
 welcoming activities kids loved it informal setting with a relaxed
 atmosphere nice and cosy place to get together made me feel calm and at peace
 It is a lovely space and the volunteers enjoyed being there
 Its warm and well lit I would like to thank you very much for the
 amazing experience. Our students really enjoyed it! good to be in
 a nice space, friendly people great event space very informative and useful
 excellent, talented and original performers lovely atmosphere, great
 music, welcoming venue so many talented people Location is
 brilliant it's so accessible by train, bus, bike, car
 good atmosphere, met a friend welcoming, relaxed great vibe and talent

good sized place, with character with varied and interesting acts

live music was great, good venue, support local artists

Space is great

IT'S A GREAT SPACE IM SURE ITS GOING TO BE VERY

POPULAR Amazing space well lit with great potential to serve the

community lovely space great light nice perspective on the square, love the iron stairs but

clearly there are access issues big and spacious nice balcony overlooking

square large open space great for group events /activities as above

great space lots of potential lovely place light and airy

but poor access under used ! lovely but as an older person the acoustics were a

problem. Was very noisy and it was hard to hear people speaking great space for

young children

its big lovely space

beautiful space

lovely space

bright

busy

welcoming

what an

amazing space

lovely space with loads of potential

amazing local space lots

of potential lovely place lots of buzz fantastic versatile

space

excellent location

good space

shocked at size wonderful big space

with potential lovely big space, exciting especially for children really

nice space

impressive space but stair case internally (whilst nice) restricts use

I love the space love the ideas and I think it is a

great opportunity to do things in the community for

the community

excellent warm spacious inventive use of space

WOW Fabulous

brilliant space full of potential. I can see creative individuals /families and local

people benefiting from the generosity of the station and volunteers

big space but not very

user friendly

large space lots of potential for all

sorts of activities light spacious great potential

nice space carpets not ideal for our activity (self defence) very light high ceilings pillars not ideal
but overall very pleasant like it light lots of potential didn't know it was
here nice space bigger than I thought it would be
Good space big surprised it was here great space that we might be able to
use in addition to our existing space great open space but
not sure about acoustics? AMAZING! what
a magical bright welcoming space lovely large and light
and airy space difficult to find but great space for
groups clubs training warm bright and airy
interesting space large airy space very cool
mezzanine floor very attractive everyone having a go,
talented, friendly & lovely coffee variety of good acts, good atmosphere great
space light, great hub, transport links, brilliant space relaxing and comforting
entertaining and relaxed show great acoustic venue entertaining, fun
and inspirational fun, accessible poetry nice and light, fresh
simple excellent performers, drinks and refreshments, friendly Central, spacious,
versatile engaging fantastic afternoon for the children

Appendix 17: Feedback on shortcomings

feedback was captured via user evaluation forms at Station Hall events, and also via feedback requests following bookings:

not good for buggies I would like a cafe Needs to be more accessible – my friend couldn't make it up the stairs find alternative to spiral staircase Needs bigger sign outside, nearly missed entrance Needs signage – staircase not obvious Access is only problem – not disability friendly Needs buggy access stairs are too much the signage needs to be improved. Also not easy to access space could be cleared out more to allow more open plan style exhibiting one long crowded corridor needs opening up unfortunately only welcomes able people due to the stairs, doesn't allow wheelchairs and more upstairs. it's a shame as we feel safe and well in this lovely place could do with being more accessible stairs to venue are awkward, little space to come up & down. Refreshment facilities would be helpful Accessibility – no access for disabled children Longer opening times Signage, lift We would have more engagement if station hall is facilitated with the access i.e lift and outer building resources for the public installing stairs and entrance, removal of spiral staircase I highlighted some access problems and lack of street level signage I found it hard to find and one of my attending mums got lost for 20 mins Improve access pictures on walls temporary subdivision maybe to increase type of uses – need a lift to improve access and widen users better carpets – does it have a kitchen better access ACCESS access and check acoustics the stairs might be problematic for some so alternative access better signage at entrance hard to spot unless you know it is there – access for those not physically able to get up steps

Accessibility is definitely an issue for elderly and disabled attendees

It may also benefit the space to consider some way of dividing it up into smaller 'rooms' so that more than one event can use it at the same time

Poor access for large or heavy things

decorating a bit more plants posters advertising events Heating system access and loose the carpet more plants but

love the open plan space don't divide more permanent sofas and seating comfy seating bean bags access lighting and curtains or window covers

need to think about acoustics especially for large groups - noise reducing to avoid echoes

welcoming art perhaps a way of sectioning off areas but not permanent also lighting sofas tables relaxed feel fresh coat of paint make it glow

access issues do a crowd funder to raise money for access stairs to improve access entrance to be more welcoming access access an issue so a lift needed great as it

is but need lift access access an issue a lift? Also some temporary divers like screening looks nice as it is - then accommodate different needs as they come

move internal staircase and disabled access important flexible partitions to break up space

; needs a lift to attract all age groups and provide disabled access Ensure toilets are fully

accessible and FFP promote green initiatives from the start

access and more welcoming and softer remove the intrusive stairs inside and get a lift for

access; also room dividers but not sure about sound proofing smooth floor no carpet for us as will grimy

and detract from space .create storage space to keep some basics better carpets mobile room dividers but need

to be sound proofed; needs a lift modular structured partitions to make it flexible.

Some storage space seating perhaps brighter cheery colours access for some

Appendix 18: Budget breakdown, Good Growth Fund (round 2)

Station Hall Herne Hill, Budget Breakdown

Funds available		Good Growth Development Fund		£55,000	
				Invoice 1 (Mar 2019)	Invoice 2 (Oct 2019)
<u>Budget</u>	<u>Item</u>			<u>£</u>	<u>£</u>
WAGES	Lucy - Project manager			3210	
October to March	Holly - Consultation & preliminary bookings			1360	
(trial phase)	Hayley - Digital, strategy & events			2480	
	Becky - Venue management			4380	
	Julia - Venue custodian			642	
	Sub-total:			12072	
WAGES	Lucy - business case				2600
April to August	Hayley - web and online statistics				1750
(evaluation & business case)	Becky - user review and feedback				2000
	Julia - evaluation input				700
	Sub-total:				7050
ARCHITECTS	Core budget				18000
	Contingency				5000

	Sub-total:	23000
FEES	Fire inspection	358.8
	Fire extinguisher service & purchase 2 new	240
	Install additional fire lighting	309.48
	Boiler servicing	89
	Painter & decorator	1100
	Carpentry	395
	Insurance	437
	Burglar alarm servicing	163.2
	Sub-total:	3092.48
RATES & CHARGES	Rates, utilities & waste management	500
	Sub-total:	500
KIT OUT	Blackout blinds	840
	Electric Heaters	160
	Projector	1054.8
	Screen for projector	600
	Microphone stands	59.58
	Signs - Station Hall, Buggy Park, Toy Exchange	168

Shelves, rug & boxes for toy exchange area	255
Mac Laptop	40
Lockable lockers	80
Baby change	125.95
Stackable tables	262.93
Stackable chairs	90
WiFi	85
Sewing machines	80
Paintable mugs	66.76
Porcelain pens for mugs	44.97
Paint for walls - chalkboard, loos, kitchen, doors	341.18
Decorator's materials - filler, masking tape, rollers	51.92
Chalk pens for wall	32.85
Ping pong and ball set	28.93
Piano tuner	50
Ladder (projector stand)	62.5
Cables, extensions, mic stand, ties etc	201.93
Velcro ties, projector leads	17.46
Mop, bucket and cleaning supplies	25.6

Juice and welcoming fruit for Michael Tippet	6.5
Bin Bags	2.5
Paint	34.98
Cleaning products	10
Key cutting	48.3
Indoor plants	45
Tea and supplies	7.3
Room divider & equipment for creche	150
Safety and set-up equipment	88.33
Trestle tables	190
Grouting	3.8
Key tags	2
Dustpan and brush	6
Pins and tape measure	5
Emporium - red round tables	40
Set of glasses	33.46
Piano mover	84
Sundry	161.99
Sub-total:	5744.52

PR	Website hosting & domain name	61.2
	Logo development	400
	Wix - upgrade to calender	27.96
	Leaflet distribution for Book Week	195
	Design of sewing group and book group posters	45
	Station Hall Fliers	58.9
	Book Week Fliers	105.55
	Book Week poster (1)	18.78
	Book Week poster (2)	18.78
	Sandwich board/ billboard	40
	Facebook promotions x2	30
	PR	403.2
	Sub-total:	1404.37
EVENTS	Write Sparks, creative writing workshop	200
	Crabby, multi-sensory theatre show	400
	Mama G, storytime	50
	Jane Porter, illustrate and make a book	150
	Scribeasy, creative writing with iPads	180
	Paul Lyalls, performance poetry	300

Refreshments for Book Week events	51.6	
Refreshments for Lambeth Welcomes Refugees	16.6	
Pizza for open day	25	
Sewing club supplies	9.35	
Art project with The Artful Dodger	750	
Sub-total:	2132.55	
TOTAL:	24445.92	30550

Two invoices were submitted to the Mayor's Office for reimbursement against these costs, totalling the £55,000 available in funding:

- Invoice 1 (March 2019): **£24,445.92**
- Invoice 2 (October 2019): **£30,550.00**

Appendix 19: Station Hall profit / loss

STATION HALL PROFIT/LOSS JULY - OCTOBER 2019

In summary: Taking into account the full funding to be collected from the Good Growth Fund by the end of the year, Station Hall is due to break even. During the period July to October, our income is predicted to be £3,490 and our running costs & material expenses £3916.16. This period covered the month of August where income £180 was far lower than an average month (where we are currently generate an income of between £1000-£1300).

The evaluation and business plan reports for the GG Fund are currently being completed for submission with invoice in October with funds expected to be received by year end.

The £10,000 buffer from HHF has not yet been required however we would like to request to use £2000 of this money towards material costs to enable us to:

- Fully deliver forthcoming events
- Increase our offer to customers
- Promote the venue via print and online marketing including posters & facebook ads to raise awareness.

We predict that the £2000 will be recovered in profits made at Station in the next 6 months or less and that these additions and marketing will help increase bookings and therefore profit each month.

DATES	TRANSACTION TYPE	NAME	DESCRIPTION	DEBIT	CREDIT	
AS OF 3rd JULY				29,813.3	£25,553.44	
7 June, 17 June	CREDIT	Hello Social Media	Social Media Workshops		150	
12 June	CREDIT	Luke Forsythe	Photo Shoot		100	
23 June	CREDIT	Helen Downham	Music School Concert		60	
23 June	CREDIT	Mums for Lungs	Mums for Lungs		45	
29 June	CREDIT	Sinead Koehler	Childrens Party		100	
16, 23, 30 June	CREDIT	Souleymane Compo	Drumming Ensemble		90	
15, 29 May 12, 26 June	CREDIT	School for Wellbeing	Breathing Circle		200	
4, 11, 25 June	CREDIT	Kareen Williams	Tai Chi		112.5	

JULY			TOTAL		857.5	JULY CREDIT = £ 1130 DEBIT = £1072.6 P/L £57.40
3 July	CREDIT	Myla and Davis	Hairdressers Company Meeting		150	
6 July	CREDIT	Sharon Ye	Children's Party		150	
7 July	CREDIT	City Scientist	Junior Scientist Talks		60	
10 July	CREDIT	The Restart Project	Away Day		160	
13 July	CREDIT	Vanessa Ayiku	Children's Party		80	
2, 9, 16 July	CREDIT	Kareen Williams	Tai Chi		112.5	
7, 14, 21, 28 July	CREDIT	Souleymane Compo	Drumming Ensemble		120	
31 July	CREDIT	School for Wellbeing	Breathing Circle		50	
4, 18, 25 July	CREDIT	Kit Bridge	Bridge Club		150	
26 July	CREDIT	Jemmar Samuels	Film Screening		75	
17 July	CREDIT	Book Club	Book Club		22.5	
31 Jul 2019	DEBIT	Julia Forson	Station Hall Custodian 17.5 hours	210		
1st August	DEBIT	Hayley Byfield	July Invoice	640		
1st Aug	DEBIT	Hayley Byfield	Station Hall Expenses	156.08		
		Ruth Colvin	Now TV Subscription	66.52		

AUGUST			TOTAL	1072.6	1130	AUGUST CREDIT = £ 180 DEBIT = £750.52 P/L -£570.52
4, 11, 18	CREDIT	Souleymane Compo	Drumming Ensemble		90	
20 August	CREDIT	198 Gallery	Tai Chi		37.5	
17 August	CREDIT	Mindful Nic Stars	Mindful Parenting Summer Workshop		52.5	
9 Sept	DEBIT	Julia Forson	Station Hall Custodian 7 Hours	84		
Sept	DEBIT	Hayley Byfield	August Invoice	600		
		Ruth Colvin	Now TV Subscription	66.52		
SEPTEMBER			TOTAL	750.52	180	SEPTEMBER P/L CREDIT = £940 DEBIT = £1046.52 P/L - £106.52
3, 10, 17, 24 Sept	CREDIT	198 Gallery	Tai Chi		150	
4, 18 Sept	CREDIT	School for Wellbeing	Breathing Circle		100	
13, 20, 27 Sept	CREDIT	Italian School	Italian School		112.5	
13, 25	CREDIT	Hello Social Media	Social Media Workshops		137.5	
21, 22 Sept	CREDIT	Studio Circle	Art/Craft Market		320	
29 September	CREDIT	Upholstery Pop Up	Upholstery Pop Up Show		120	
Sept	DEBIT	Julia Forson	September Invoice 15 Hours	180		

Sept	DEBIT	Hayley Byfield	September Invoice 40 Hours	800		
		Ruth Colvin	Now TV Subscription	66.52		
OCTOBER			TOTAL	1046.52	940	OCTOBER CREDIT = £1653 DEBIT = £1046.52 P/L £606.48
1 & 8 October	CREDIT	198 Gallery	Tai Chi		37.5	
7, 16, 30 Oct	CREDIT	School for Wellbeing	Breathing Circle		150	
4 Oct 2019	CREDIT	Judith Kerr Primary	Film Screening & talk		73.5	
4,11,18, 25 Oct	CREDIT	Italian School	Italian School		150	
6 Oct 2019	CREDIT	James Leigh	Childrens Birthday		120	
12 Oct 2019	CREDIT	Nick Rampley	60th Birthday Party		371	
19 Oct 2019	CREDIT	Erin Homer	Childrens BDay Party		120	
23 Oct 2019	CREDIT	Engine Shed	Workshops for Children with Autism		52.5	
23 Oct 2019	CREDIT	Chris Roberts	Storytelling Event		121	
26 Oct 2019	CREDIT	Mary Ampah	Childrens BDay Party		120	
27 Oct 2019	CREDIT	Maria Bojanowska	Childrens BDay Party		120	
28 Oct 2019	CREDIT	LEAP	Big Little Moments learning event		80	
Oct	DEBIT	Hayley Byfield	October Hours 40	800		
Oct	DEBIT	Julia Forson	October Hours 7	90		
		Ruth Colvin	Now TV Subscription	66.52		
NOVEMBER			TOTAL	956.52	1515.5	NOVEMBER CREDIT = £1242.5 DEBIT = £1046.52 P/L £196.5
1, 8, 15, 22,29 Nov	CREDIT	Italian School	Italian School		187.5	
2 Nov 2019	CREDIT	Anna Woolaston	Children's Birthday		120	
6 Nov 2019	CREDIT	Myla and Davis	Hairdressers Company Meeting		80	
7 Nov 2019	CREDIT	Daykin	Local Business 10th Anniversary Celebration		435	

10 Nov 2019	CREDIT	Katie Walsh	Children's Birthday		120	
13, 28 November	CREDIT	School for Wellbeing	Breathing Circle		100	
16 Nov 2019	CREDIT	Jenny Arthur	Children's Birthday		120	
22 Nov 2019	CREDIT	Nordic Fit / Siri Andersen	Mums Survival Workshop		80	
Oct	DEBIT	Hayley Byfield	Nov Hours 40	800		
Oct	DEBIT	Julia Forson	Nov Hours 15	180		
		Ruth Colvin	Now TV Subscription (Internet)	66.52		
Future Credits/Debits			TOTAL	1046.52	1242.5	
	CREDIT	Good Growth Fund	Wages April - August		7050	
	CREDIT	Good Growth Fund	Architects Fee		23,000	
	DEBIT	Architects Fee	Architects Fee	23,000		
	DEBIT	Lucy Reynolds	Evaluation/Business Case Fee	2,600		
	DEBIT	Hayley Byfield	Expenses Budget	1000		
				66,158.66		P/L £688.50

Appendix 20: Letters of support

Southeastern



The Station Hall project at Herne Hill station has been an excellent example of the benefits to local communities of a public and private sector partnership strongly led from the local community itself. The Herne Hill Forum have provided excellent leadership and project management to the scheme so far and have proved an invaluable link into the many local community groups who have used the facility.

At Southeastern, we are using the Herne Hill scheme as a model for regeneration of redundant railway property and are introducing our own project manager to work up a range of similar schemes across our 165 stations.

The Forum have been extremely helpful in sharing their experience and enabling us to replicate the project elsewhere. Herne Hill has served as a flagship for our community involvement - by way of example I hosted a visit there for our owning group Chair on 2 October and will be accompanying Sir Peter Hendy Chair of Network Rail to the site in the near future.

As a local resident, I know what a difference Station Hall has made, opening up a much needed community space to a very wide range of local groups. I am proud to have been involved in the first stage of the project, and fully support the bid for further funding.

David Statham, Managing Director, Southeastern

Network Rail



As maintainer of the infrastructure, Network Rail's stance on the proposal is neutral as it brings no benefit to passengers using the *railway* station.

If funding is approved then Network Rail would of course continue to work closely with Herne Hill Forum.

Robbie Lough, MP

Local Resident with Multiple Sclerosis



I wish to express my delight at attending the recent Station Hall 'Stepping into Stories', despite the accessibility challenges accessing the venue presented. The community space was full of children, (including my 3 school children) exploring the delights of story telling, engaging with authors and creating artwork in a joyful environment.

I have Multiple Sclerosis and use a mobility scooter. I had to leave my mobility scooter parked outside the front of Herne Hill station as the only access to Station Hall community space is via an external metal staircase. Thankfully I was able to climb the stairs using my trekking poles. Although I needed to be mindful when placing my trekking poles upon each stair as I climbed up and down. I hate to think of the potential slip hazards of this staircase during rain or cold weather, for able-bodied and mobility restricted users.

While the Herne Hill station is accessible with ramps and lifts to the platforms for passengers, regrettably Station Hall does not currently have these benefits. I noticed that many parents with children left their prams outside Herne Hill Station alongside my mobility scooter. They carried those children up the stairs where they were unable to climb themselves. I also noticed a parent carrying a child's wheelchair up the stairs. To fully enable community accessibility a safe means to access the Station Hall would be of immense benefit to all the local community, myself included. The design of which could either be via a new lift or the existing station passenger lift and a bridge access from the station platforms.

Either way, increased safe accessibility is in the Network Rail accessibility spirit shown by their 'Access for All Programme' which recognises most of the railway was designed during the Victorian era. It also demonstrates Network Rail's interest in providing wider access and inclusion for everyone.

EXCERPT FROM NETWORK RAIL ACCESSIBILITY WEBSITE:

"Thanks to the Access for All programme, we now have step-free, accessible routes at more than 200 stations across Britain, having just recently completed some improvements at Hebden Bridge station in West Yorkshire as part of a £2.2 million investment to upgrade access.

However, we know that we've got more to do to improve accessibility for all passengers. That's why we will continue to work with our colleagues across the rail industry over the next five years to ensure that each and every passenger can use the railway safely, confidently and independently".

<https://www.networkrail.co.uk/communities/passengers/station-improvements/access-for-all-improving-accessibility-at-railway-stations-nationwide/>

I wish you every success in improving safe accessibility for Station Hall and look forward to being able to benefit from such a facility in the near future.

Ann Scully, Herne Hill resident

Local MP



The Herne Hill Forum (HHF) has a record of delivering successful projects which make a real difference for the Herne Hill community. I have worked closely on many projects with the HHF and have seen first hand the excellent work George and his team carry out to support local people and businesses - over the years, these have included installing new banners and planters, commissioning a mural under the railway bridge, delivering support for businesses affected by a devastating flood, and last year, coordinating a world record breaking colouring-in project which now forms a beautiful mural in Herne Hill station.

The phase 1 refurbishment of Station Hall has transformed a disused venue into a unique space for the local community which is flexible to the needs of local schools, community groups and businesses. It is a unique space in the heart of Herne Hill.

The phase 2 refurbishment is vital, since the accessibility improvements will make Station Hall available to everyone in our community, and enable its use to be expanded and diversified.

I urge you to support this vital project.

Helen Hayes, MP

198 Contemporary Arts & Learning



198 Contemporary Arts and Learning is pleased to support Herne Hill Forum in its application for funding for the redevelopment of Station Hall, Herne Hill. Herne Hill Forum have been key in developing and leading numerous successful local initiatives in Herne Hill over the years which have contributed to the regeneration of the area and enhanced the locality for both residents and visitors.

The redevelopment of Station Hall will create a large new space in the town

centre, bringing unused empty space back into use for the benefit of all. This will provide much needed community space and a new focal point for Station Square.

It will also complement other development initiatives in the area such as the re-development of 198 Contemporary Arts and Learning and provide opportunities for new partnerships, social activity and business.

198 has used the space in recent months to deliver Tai Chi Classes while our own premises were unavailable and we have also referred other people to the space. It has been a great experience, the space is well managed and accommodating. Once accessibility is improved it will be able to attract all members of the community to take part in the activities held there.

We very much hope that the redevelopment of Station Hall can be achieved helping the Herne Hill neighbourhood to go from strength to strength!

Lucy Davies, Director, 198 Contemporary Arts & Learning

The Michael Tippett School



The Michael Tippett School has been involved with the HHF since early 2018 when we were invited to participate in the Herne Hill Station underpass mural for the World Record Attempt in September 2018. It was a brilliant event that made a strong connection for our students to the local community. Our students have profound, severe and complex learning difficulties, with and without autism. Many have limited access to the community and events like this enable our students to build relationships, experience different people and develop bonds with their community.

We started a Work Experience Hub for our Post 16 students at Station Hall in January 2019. Our students need a lot of structure and routine, and using the space at station hall allowed us to arrive, settle into the space, check our work schedules, participate in an hour long work experience session with local business in Herne Hill, then debrief back at Station Hall before walking back to school. We set up six week programmes with the following businesses; The Flower Lady, The Parlour coffee shop, Tales on Half Moon Lane book shop, Duo Dance, and Herne Hill Station working with staff of Network Rail. The progress our students made was incredible and their self-esteem, self-awareness and general confidence was immediately obvious and has lasted.

Unfortunately accessibility issues have prevented many of our students from accessing the space as they have physical disabilities. If accessibility was improved with a large lift, then I see opportunities for many more students to work at Station Hall, perhaps manning a reception area, providing hospitality to other users of the building, and even cleaning and

tidying the space. However, we would need an accessible kitchen and accessible toilets for personal care, ideally with hoists and changing beds, and these facilities would create a space that is accessible for the whole community. There are very few spaces in Lambeth, and in fact London, that provide these sort of facilities which could create increased demand for the use of Station Hall, certainly from the SEND community.

HHF have been incredibly supportive of The Michael Tippett School and I truly hope we can move forward and create a genuinely accessible space for the community.”
strength!

Victoria Hart, Deputy Head Teacher, The Michael Tippett School

Myla & Davis



I run a small group of hairdressers based in south London and found myself without a space to meet for our three teams (50 people) at short notice. HHF helped me out hugely with the Station Sq space – allowing us use of the room at a day's notice. It couldn't have been more convenient for us and the Forum couldn't have been more helpful; meeting us at the space in the morning to help with set-up, providing a well-organised and neat little kitchenette, and lending us their large projector screen which was crucial to our training.

I believe it is a huge asset to the community – both for independent businesses like ours who will happily pay for use of the space, and for voluntarily projects and events. It sits in the heart of Herne Hill and I believe the Forum have done a brilliant job opening it up a large range of events. This is exactly the kind of thing which needs to happen with unused space and is a credit to Herne Hill Forum.

Katya Davies, Owner & Director, Myla & Davis Hairdresser Group

Herne Hill Society



The Herne Hill Society supports the Herne Hill Forum's application for funding to redevelop Station Hall. Herne Hill is poorly resourced in terms of

community spaces, having no branch library or municipal buildings at its town centre. The railway station, on the other hand, is right at the heart of things.

The “Station Hall”, ie the large room above the ticketing hall, had been an empty, dead space for decades until the Forum brought it back into use. The Forum team has a long track record of bringing the community together and managing events of all sizes, always with the highest degree of professionalism.

One notable example is the astonishing success of the Wonderful Walk project, which brought over 2,300 children and adults together to paint a world-record-breaking mural. This would have been impossible without the use of Station Hall. A major priority now is to make it into a flexible and fully-accessible space that can become the cultural and small business hub that we desperately need.

Colin Wight, Herne Hill Society

Local Councillor



Herne Hill Forum is an established and respected network of volunteers and advocates for our community with a strong track record of delivering projects and events of local interest. The capacity of the HHF and other local groups to serve our community will be greatly enhanced by continued access to this once forgotten and neglected space. I am delighted to support the Herne Hill Forum in its quest for funds to maintain the Herne Hill Station Hall as a much needed and valued community asset.

Margy Newens, Labour and Co-op Councillor for Dulwich Village Ward

South London Makerspace



Herne Hill Forum (HHF) originally found us our first pop up space (in a long-term empty shop on Norwood Road) which led directly to us setting up a permanent home in Herne Hill. Subsequent to our four-month tenancy the empty shop was swiftly rented out and has stayed occupied these last five years.

So when we were contacted by HHF about Station Hall we were very keen

to support.

We were already aware of many of HHF's local events, initiatives and interventions, so knew this would be a well-managed and properly supported project.

From the start the professionalism and energy was impressive: we visited on two open days, which were both alive with imaginative activities to nurture local engagement. We discussed various options around how we as a community Makerspace might utilise Station Hall...the popular option was to create a mini festival of making, which we dubbed South London Maker Festival. We felt this would draw the widest range of unique visitors to the venue, and also be a hands-on showcase for what we do. Plus it gave a valuable chance for several of our makers to stretch themselves by running public workshops for the first time – from silver ring making, making jewelry from coins, T-shirt designing, to a young coder's area run by young coders: several members received commissions and bookings from the festival. We brought in a range of non-profit organisations in sustainability and education to broaden out the mix. For several years we've been experimenting with how to reach out locally across community groups – this has been our most successful experiment, and we'd like to make it a regular fixture. Our core aim is to lower the barriers to making: Station Hall gave us an opportunity to share this with a very wide audience

We enjoyed using Station Hall, and were very well supported by the team (even providing a local volunteer who helped out on the day): we managed to make features out of some of the awkward architecture: using the siting of the spiral staircase and the iron columns to our advantage – just about. The obvious glaring issue is of course the difficult access via the metal staircase! A service lift with a reasonable payload would be of great benefit in future, although we do have some good pictures of carrying a Dalek up the fire escape! Some air-conditioning/climate control would be of benefit too

We are regularly contacted by groups looking for community space to rent – we don't rent out space but have welcomed several groups in for free where it fits with our ethos: notably a young coders group and the Restart Project. Herne Hill is painfully short of space for such 'groups without a home'. The permanent addition of Station Hall as a flexible venue would be a valuable asset in a perfect location, and give us somewhere to refer allied itinerant groups to: it's also close enough for us to support them where needed

It's a tragedy that a venue like Station Hall has stood empty for so long – buildings need to be occupied to last, and empty buildings in the heart of communities need to be opened up to those communities – to see it open and being regularly used has been excellent, and very popular locally. It has the potential to be yet another transformative influence on the area facilitated by HHF. Let's hope this initiative will act as a positive influence on other railway landlords, and encourage them to sift through their portfolios for similar gems that could contribute to other communities!

Dermot Jones, Director, South London Makerspace

Tales on Moon Lane



We were delighted to be involved with the launch of the 'Stepping Into Stories' storytelling competition at Station Hall recently. It was great to see how much work has gone into turning Station Hall into a very warm, welcoming place.

We did have problems, however, with having to carry lots of boxes up a very slippery staircase.

It takes a good deal more time to move books up stairs than it would with a lift. It is also not very safe to have staff carrying things – particularly when it is raining.

As well as causing suppliers problems, we are really worried about the local community that are excluded from using the hall due to accessibility issues.

Kathlyn, Assistant Manager, Tales on Moon Lane

Mummy to a wheelchair user



We are a local family of four. I have twin daughters, one of whom has cerebral palsy and is a wheelchair user. We wanted to attend the story workshop at Station Hall last Sunday. Unfortunately, upon arrival outside the venue we discovered it was completely inaccessible for wheelchair users.

Both my girls absolutely love books, story making, and not to mention the absolutely fantastic craft activities, so were determined not to miss out.

Thankfully, I was with my husband and father-in-law, so without any other option we decided to carry our daughter and her wheelchair up three flights of narrow stairs. It was not an easy or very safe option, but we had no other choice.

The space, once we finally reached the top, was fantastic and both my girls loved the workshop. But it really saddens me that, unless I have two other strong adults to help me, we are completely excluded from any other

activities that will happen at Station Hall.

My six year old daughter did not enjoy the ordeal of getting up to the hall and was unnerved by the whole experience of being carried. There are so many activities that she cannot enjoy because of her disability. Crafts and storytelling are something she thrives on, so please don't stop her being able to access these workshops.

I will leave you with her words:

“But Mummy, where is the lift??”

Danielle, local mum to a little wheelchair user

Appendix 21: Architects' brief

Architectural Design Brief: Feasibility study for Station Hall Herne Hill

January 2019

Context:

The Herne Hill Forum has secured development funding from the Mayor's Good Growth Fund to undertake an initial proof of concept phase for turning a disused asset above Herne Hill Station into an exciting new community hub at the heart of Herne Hill.

If we can prove the viability, impact and potential of this venue through our trial phase of activity, we will be in a strong position to apply for more substantial capital funding to enable us to totally transform this space into something truly unique for the community. And if we can create an exemplary model and show other communities how to replicate this approach at railway sites across London where disused space exists, we will create a compelling case for securing these assets for long term community use. As part of our scoping phase, we are therefore looking to appoint innovative and visionary architects to co-develop impressions of what the space could be, how it could be replicated, and how it might be funded, together with the detailed supporting information we will require in order to present a truly compelling business case for further investment.

About the Herne Hill Forum:

The Herne Hill Forum (HHF) is a volunteer-led community group of local residents and traders, who work together to help make Herne Hill amazing, independent and unique. HHF was formed almost twenty years ago and (as well as organising fun community events) has successfully spearheaded local campaigns to make Herne Hill a better place to live, work and do business. We have an active committee and volunteer base, as well as a small core team of paid contractors who provide services to support delivery of HHF projects.

Our skills base is wide ranging, and we have a successful track record of securing funding to support the work that we do in the area and provide a revenue source for project delivery. Flagship projects include the semi-pedestrianisation of Station Square; the establishment of a weekly community farmer's market; installation of widely-recognised lamppost banner artwork and bridge artwork throughout Herne Hill; installation of a community street piano; transformation of Brockwell Passage through a joint project with local children; and most recently the total transformation of the pedestrian underpass adjacent to Herne Hill Station, including a World Record attempt where 2,332 locals collectively coloured in a 40m long mural.

HHF will be leading the charge to bring Station Hall back into community use, running public consultations; securing the lease and the development funding for this proof of concept phase; getting the space ready for public use; and working with the local community to pull together a programme of events and ongoing bookings; as well as working with architects to propose a vision of how things could be for the future. From this phase, HHF will aim to prepare a full business case and evaluation to put forward to additional funding bodies, with the hope of securing more significant capital investment to make Station Hall a fully accessible, truly remarkable venue at the heart of South East London.

About the current building:

Station Hall Herne Hill sits at the heart of the community, directly above Herne Hill Station. It is accessed on either side via external metal staircases. Once inside, there is a large hall space (roughly 164 sq m), with a mezzanine level along one side. There is a small kitchen along with two toilets and also a large, former water tower, which has not yet been accessed but which would be included within the scope of this appointment. See Appendices for floor plan. The building is in a passable condition, but accessibility constraints severely hamper its usage potential, and have prevented Southeastern from leasing it commercially.

We have a firm agreement with Southeastern and Network Rail to use the space, and are working towards a 25 year tripartite lease agreement. We have a peppercorn rent arrangement but will be responsible for rates and day-to-day upkeep of the space long term. By way of short term investment and support, Network Rail and Southeastern are both investing in works to make the space warm, welcoming and fit for community use (e.g. refurbishing the central heating system).

What do you wish to achieve with your project?

We are looking to convert this large, empty space, into a vibrant and inclusive community centre that provides an epicentre for our local economy and the wider area.

It needs to be original, unique, friendly, approachable, inclusive but also provide a real challenge to anyone coming in for the first time, not what they may have been expecting. We want to create a 'Narnia Effect' – step through the doors and be transported into another realm, not imaginable from the outside. It should inspire, make people smile, give ownership to those who visit and use the space.

Whether you are 3 or 93 years old, it must be the place you really want to be in – and one that you are able to comfortably access and be free within.

To achieve this potential we will require:

- A large community space for public meetings, performances, and events.
- Flexible space within this to enable the room to be easily reconfigured to meet different user needs
- An income generating element to achieve financial self-sufficiency – possibly meeting room hire/ hot desking space/ possibly converting the water tower into usable space or storage or accommodation or something we haven't thought of yet!
- A kitchen that is fully accessible, and potentially able to operate as a demonstration kitchen to support skills building
- Storage space, for venue equipment not in use
- Foyer space with lockable lockers and coat rails/ hooks
- Toilets that are fully accessible and also compliant with requirements for e.g. children's theatre usage (i.e. separate toilets for adults and minors)
- Lift access to the space – a minimum of two lifts in compliance with fire evacuation guidance

- A secure premise with good access control to meet the requirements of the various groups and activities based there.
- A space that is well insulated, easy to heat, and sustainable
- A place that is secure, with good access control, but with minimum management resource required

Potential users of the space:

We are looking to create a space that brings the community together across social, economic, and ethnic planes, and to build our understanding of how this maps across the surrounding area physically. This will need to be reflected in any design principles.

The building will be used by a wide range of different groups or individuals. It will therefore need flexible zones within its footprint for e.g. staff rooms, community areas, space for children to learn and play, study areas, communal areas...

As part of our proof of concept phase, we are developing a three-month programme of trial activity in Station Hall. You can see progress to date on our website, www.stationhallhernehill.org. This encompasses a range of uses, including:

- A children's toy and book exchange
- A work experience hub for children with disabilities
- Socialising space for a refugee support group
- A collection centre for a local veg box scheme
- Training space for a charity for the elderly
- Event space for children's theatre and storytelling
- Teenager managed space one afternoon/evening a week
- Workshop space for a memoir writing course
- Venue space for a mental health & wellbeing festival
- A function room for a school ball
- Display space for a local history museum archive
- Film screening space for a local cinema group
- And many others in the pipeline...

The mix of long term permanent uses will be dependent on our evaluation of this trial phase, but the above will give you a flavour of the possible types of activity we will need to accommodate. Flexibility and originality will be key.

We don't want it just to be a place that is available for hire. We are after a far bigger social impact by working to get as many compatible groups, people or ideas together that can feed off each other - the space must create that spark, that interaction, somewhere where serendipity happens.

Our priorities:

Our ambition is to make this a truly remarkable, stand-out building, so we will be prioritising originality, innovation and imagination, as well as a strong business planning element.

We want to put this building on the map as a space that is sustainable (financially and environmentally); accessible (for all and by all); and beautiful (something with innovative, clever design woven right through to its core).

We will look to reinstate any old architectural features within the space. For instance, there is a wall of bricked-in, arched windows on the railway side of the building, which would once have looked out onto the tracks. We will look to take advice from Heritage Railways regarding historic features, and will be seeking architectural incorporation of this into any proposed new plans.

We also want Station Hall to become somewhere that those in the community who don't currently have a home consider to be theirs – not just reaching out to the usual suspects.

We have had a strong steer from Southeastern railways (the current landlord for this space), that they wish to roll a similar approach out across numerous other railway sites where disused space could be brought back to life for community purposes. We will look to include a basic scoping of this potential as part of the commission – a review of other stations with potential, the size of these spaces, and a high level assessment of the local community landscape to gauge likely delivery forums for this work. We will therefore also be looking for a design proposal that helps to create something truly exemplary.

As we will have established a busy programme of activity and strong reputation for the venue during this trial period, we will also be interested in proposals that enable us to continue operation in some parts of the space whilst works take place.

In appointing architects, we will also be looking for a strong focus on total cost of ownership impact for any aspect of the renovation work: we will be aiming to plan carefully for up-front investment in the space, to make the long term running costs as low as is possible. This would include close focus on energy costs so is likely to include insulation and efficient heating and cooling for the building. Reducing the carbon footprint for the building and any activities taking place within is also critical.

The design must put sustainability at the core from waste management through to materials used.

The design must be innovative in the way it creates a safe and welcoming space for everyone, especially those with any disabilities be it physical or mental. Use of signage, materials, shapes and colours needs to be taken into account to deliver a really engaging and enabling experience that is fully inclusive.

What it must **not** be:

- Just another “church hall” available for hire.
- Just a revamped office space.

Services required:

We require the feasibility study to include the skills required to deliver our stated outputs, with the design team leading and coordinating the fixed fee commission as a single point of contact.

Your team is likely to need to draw on skills such as architects, community convenor, business case developer, structural engineer, services engineer, cost consultant.

Outputs required:

We require a feasibility study (first provided in draft, for comment, then the final issue), to include the following elements – more detail is provide in the sections that follow:

- Design proposals suitable to feasibility stage,
 - o including outline structural, services and operational strategy, risk assessment,
- Full project costings, professionally calculated
- Input into a developed business plan, and related to the design layouts, giving management processes, revenue streams and business costings
- Project programme
- Input into funding sourcing and strategy
 - o We will also need architects who are able to give guidance around the funding potential for elements of the proposed redevelopment. We will be looking for experience in this area and will require, through this commission, a list of potential funding routes to accompany the architectural proposal (for instance, if plans include a lift, this will be accompanied by an overview of funding bodies who give accessibility-related grants, with an overview of key facts about the fund).
- Input into a brief report of possible roll out through similar spaces in the Southeastern station network within Greater London (defining where, what the opportunities are, and possible uses/ elemental costs).

Project Sections:

Section 1: design proposals

Option 1: Basic changes.

To provide design expertise to change the existing interior to meet the criteria as outlined.

To design accessibility into the final build.

The finished work will include an overall design, visualisation drawings, “cost to build” estimates, structural surveys (if required), safety surveys and all statutory information necessary in order to accurately document the design brief that would be part of the business case.

Option 2: The transformation.

As per option 1 but also to include scoping out and design recommendations for how the building could be extended to provide additional space and facilities – to transform it beyond its current footprint and potential, and enable a far greater range of business activities to drive far reaching social impact. This may include an extension over the side area currently used for car parking, use of the internal roof space and developing the inside of the water tower. While HHF would continue to hold the relationship with Southeastern, this option may require some input into discussions with Southeastern regarding potential expansion into the side area, as this is within their franchise footprint.

As part of either option, any short term, simple improvements to change the look and feel of the existing space during the trial period would be fed back to the team so that they can implement these immediately wherever possible. This may range from decoration ideas, simple room partitioning options, signage advice and layout changes, through to quick win facilities improvements and business ideas.

Section 2: Business plan.

To work with the Herne Hill Forum in the development of a robust business plan that will ensure the future running of the space meets the criteria as set out including being financially sustainable. It will need to evaluate both the options and relative value for money for each proposal to determine the effective return on investment including social impact assessment.

Section 3: Process design.

The Good Growth Fund and Southeastern are keen to explore the potential for Herne Hill to be an exemplar and wish to replicate key elements of the Herne Hill project elsewhere with other under-utilised building assets. A key part of this project therefore is to assess the potential across the Southeastern Estate in Greater London of potential spaces listing things (but not limited to) like specific station buildings, size, range of possible use and points of contact to take it forwards.

Additional potential sites that are in the Southeastern portfolio will need to be looked at and a basic feasibility and potentials summary prepared.

Section 4: Funding proposals.

It will be necessary to research various realistic potential income generation and funding options for the next phase of the project. Whilst the Good Growth Fund may be a key future funder we also need to spread the net far wider in order to attract matched funding from elsewhere, and potentially in a variety of forms. We will require a list of researched potential funders that The Herne Hill Forum could approach for matched and additional funding to make the project a success.

We would require close collaboration on creating a really powerful business case to apply for funding to deliver on the vision. It is expected that funding may well come from a variety of sources but with the Good Growth Fund from the Mayor of London being a prime early candidate.

We have measured drawings of the planOnly, no elevational or sectional information. – please see appendix – and some basic documentation (e.g. an asbestos assessment). However, we do not have elevations.

Fee:

The total budget for this work has been set at a total of £18k inclusive of VAT (if applicable) and expenses, to deliver all services set out within this document, and to include management and deployment of the full team of professionals required to develop this concept.

Payment:

Payment will be made on receipt of the final completed feasibility report.

Timescale and process:

We are approaching a small short list of selected firms and will welcome and encourage a site visit prior to bidding for the work. We are available to answer any query that you have about anything contained in this brief.

Please submit your proposal for undertaking this work to info@hernehillforum.org.uk by 2pm on Tuesday February 5th. We will then conduct interviews from 12.00 onwards on Friday 8th February 2019 and instruct immediately afterwards.

Your bid should be a single PDF document of no more than 25 pages and should contain:

- Your approach to the project
- Your relevant experience for undertaking this project, with three examples of your past projects you consider relevant
- The specifics of the key people to work on the project
- How you would go about delivery the project.

We suggest you should avoid repeating back information in the brief in your submission.

We will assess submissions and interview against the following criteria:

- Approach
- Skills and experience
- Value

The appointed architect will be required to work in collaboration with the Herne Hill Forum in developing detailed design concept and proposals, together with detailed costings and contingencies, for sign off by the Herne Hill Forum by 31st March 2019, allowing just under two months to complete this commission. These plans will form the keystone of our bid for further capital investment.

Contact details:

Please submit your costed proposal for undertaking this work to info@hernehillforum.org.uk by 2pm on Tuesday February 5th, marked 'Station Hall – Architect's Proposal'.