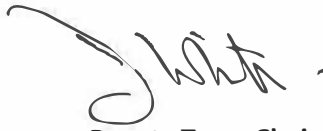


22<sup>nd</sup> October 2021

You are hereby summoned to attend a meeting of the **YOUTH SERVICES COMMITTEE** to be held in the **Council Chamber, Town Council Offices**, Bradbourne Vale Road, TN13 3QG on **Wednesday 3<sup>rd</sup> November 2021 at 7.00pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/ZedyxpswHtQ> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



**Deputy Town Clerk**

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

#### Committee Members:

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| <b>Cllr E Waite - Chairman</b>        | Cllr R M C Hogarth                      |
| Cllr N Busvine                        | Cllr T Morris Brown                     |
| Cllr A Eyre                           | <b>Cllr Mrs R Parry – Vice-Chairman</b> |
| Cllr V Granville Baxter               | Cllr C Shea                             |
| Sevenoaks Youth Council: Vacant       | SAYT: Mrs Caroline Berry                |
| KCC: Ms Sarah Gaunt                   | West Kent Communities: Richard Dowling  |
| SDC: Ms Kelly Webb, Ms Maxine Quinton |                                         |

#### AGENDA

##### PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

- APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](https://sevenoakstown.gov.uk)

- 2     REQUESTS FOR DISPENSATIONS  
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3     DECLARATIONS OF INTEREST  
To receive any declarations of interest from members in respect of any items of business included in this agenda.
- 4     MINUTES OF YOUTH SERVICES COMMITTEE HELD ON 8<sup>TH</sup> SEPTEMBER 2021     Attached  
To receive and sign the Minutes of the Youth Services Committee held on 8<sup>th</sup> September 2021.
- 5     HOUSE IN THE BASEMENT [HitB] YOUTH CAFE  
To receive and discuss the following reports:
  - 5.1     HitB Manager's Update Report     Attached
  - 5.2     Finance Cost Centre Report     Attached
- 6     YOUTH COUNCIL  
To note progress on Youth Council     Attached
- 7     SDC PLEDGE TO: RECONNECT KENT CHILDREN AND YOUNG PEOPLE     Report  
To receive update from Kelly Webb, Sevenoaks District Council     to  
Follow
- 8     REPORTS FROM CO-OPTED PARTNERS
  - i.     Kent County Council
  - ii.     SAYT
  - iii.     SDC - Community Safety Team
  - iv.     West Kent Communities (Quarterly report attached)     Attached
- 9     PRESS RELEASE  
To consider any agenda item considered appropriate for a press release.

**Sevenoaks Town Council**  
**Minutes of the meeting of the Youth Services Committee**  
**Held on 8<sup>th</sup> September 2021 at the Bat & Ball Centre**

**Meeting Started:** 7.00 p.m.

**Meeting Concluded:** 7.50 p.m.

**Present:**

|                                            |           |  |                                  |         |
|--------------------------------------------|-----------|--|----------------------------------|---------|
| Cllr Edward Waite, Chairman                | Apologies |  | Cllr Victoria Granville-Baxter   | Present |
| Cllr Rachel Parry, Vice-Chairman           | Present   |  | Cllr Roderick Hogarth            | Present |
| <b>In the chair for this meeting</b>       |           |  |                                  |         |
| Cllr Nick Busvine                          | Present   |  | Cllr Tom Morris Brown            | Absent  |
| Cllr Dr Marilyn Canet (ex officio)         | Apologies |  | Cllr Claire Shea                 | Present |
| Cllr Andrew Eyre                           | Present   |  |                                  |         |
| <b>Co-opted Members:</b>                   |           |  |                                  |         |
| Richard Dowling, West Kent Communities     | Present   |  | Sarah Gaunt, Kent County Council | Present |
| Maxine Quinton, Sevenoaks District Council | Present   |  | Caroline Berry, SAYT             | Present |

|                   |                   |
|-------------------|-------------------|
| <b>Substitute</b> | <b>For</b>        |
| Cllr Tony Clayton | Cllr Edward Waite |

**In attendance:** Cllr Richard Parry, Town Clerk, Senior Committee Clerk, Intern

**Representations received from Members of the Public:** none

**246. Apologies for Absence**

Received as noted above.

**247. Requests for Dispensations**

There were no requests for dispensations.

**248. Declarations of Interest**

Councillor Eyre declared an interest in Agenda Item 7 – Youth Grant Application, Sevenoaks Three Arts Festival Young Musician of the Year. He took no part in the discussion and did not vote thereon.

**249. Notes of Report to Youth Services Committee held on 30<sup>th</sup> June 2021**

**RESOLVED:** to receive and accept the Notes of the Report to the Youth Services Committee on 30<sup>th</sup> June 2021 as a true record.

**250. House in the Basement Youth Café**

**(i) Update Report**

It was noted that attendance numbers at the House in the Basement were quite low. It was anticipated that numbers would increase following the start of the new school term.

The success of the songwriting course held in July was noted.

**(ii) Finance Report to 31<sup>st</sup> July 2021**

**RESOLVED:** That the Finance Cost Centre report for the House in the Basement Youth Café to 31<sup>st</sup> July 2021 be noted.

**251. Sevenoaks Youth Council**

Progress on recruitment for the new Youth Council was noted. Five young people had registered so far, representing three schools. Publicity packs, including posters and flyers would be sent to schools and local youth groups this week together with an offer from the Town Clerk to speak at school assemblies.

The Mayor's discussions with young people and the plans to hold a presentation evening in October were noted. It was suggested that a date for the presentation(s) be agreed as soon as possible.

The Committee discussed the use of social media to reach young people. It was suggested that the Town Council Instagram account be reactivated.

Richard Dowling reported that putting a QR code (directing to website) on to flyers that could be handed out was effective.

It was agreed that content on the Youth Council would be sent to the co-opted partners to share on their social media.

**252. Youth Grant Application**

It was noted that the Youth Outreach 2021/22 budget was £3,887. Consideration was given to a grant application received.

The Committee noted that in 2020 the first prize offered in the Young Musician of the Year Competition was raised significantly from £600 to £1000. In considering previous grant applications at this level, the Town Council had agreed to contribute £600 towards the prize. However, the Committee felt that following the cancellation of last year's event (and return of the grant) due to the Covid pandemic, this year's event would be a reboot, and to support that, a £1000 grant should be awarded on this occasion.

**RESOLVED:**

That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

| Grant Ref No. | Organisation Name & Charity Reg No if applicable | Purpose of Award                                                       | Grant Application | Grant Approved |
|---------------|--------------------------------------------------|------------------------------------------------------------------------|-------------------|----------------|
| 6             | Sevenoaks Three Arts Festival                    | First prize offered in the Young Musician of the Year Competition 2022 | £1000             | £1000          |

**253. Sevenoaks District Council Pledge: To Reconnect Kent Children and Young People**

The Committee noted the pledge made by Sevenoaks District Council to the Kent County Council initiative aimed at getting young people back to enjoying activities and opportunities they took part in before Covid, and to try new things along the way. It was noted that the programme would run until the end of August 2022.

It was agreed to invite Kelly Webb to attend the next meeting of the Committee to provide more detail of the activities/actions, in particular those in Sevenoaks Town. It was suggested that some quantitative data would be useful regarding reactions to the initiatives.

**254. Reports from Co-opted Partners**

Noted reports from Co-opted Partners:

**(i) Kent County Council (KCC)**

Sarah Gaunt reported that not as much street based work was happening as she would have liked, but that there had been five visits to Sevenoaks since the last meeting. The Wednesday team had stopped for the summer but would restart next week for 6 weeks. The areas focused on were usually The Vine, Greatness, Hollybush, the Nature Reserve, or where there were reports of young people gathering. It was noted that the aim of these visits was to build relationships to open conversations about why they were gathering, to provide information and guidance and to see if there were any behavioural issues.

A workshop had been delivered to Sevenoaks Preparatory School on youth democracy.

Sarah advised that the work of her team was now more targeted to families supported by Social Services, the Early Help Unit and Youth Justice.

**(ii) Sevenoaks Area Youth Trust (SAYT)**

Caroline Berry advised that SAYT was still operating with one part-time youth worker, with the support of volunteers. It had been a very busy summer, providing a lot of fun activities, including visits to the skatepark and a trip to the seaside for 8 young people.

**(iii) Sevenoaks District Council, Community Safety**

Maxine Quinton was pleased to report that there had not been too many incidents in Sevenoaks Town. The current hotspots were the Environmental Park, the Town Car Park and the Leisure Centre. PCSOs were patrolling those areas. Information regarding cars gathering had been obtained and warning letters sent; if they continued S.59 notices could be issued.

Young people gathering and noise nuisance at the Environmental Park was a particular issue for residents of Burlington Mews: they had been encouraged to call the police. The Community Safety Team was discussing with Knole the possibility of closing the park at night.

The Committee noted that there had been reports of cars racing at night near Wickes. Maxine advised that there had been a few similar reports and police patrols were lingering in those areas: there had not been any further reports lately.

The Committee enquired whether the issue with nitrous oxide canisters had disappeared. Maxine advised that it had not disappeared but was significantly reduced. Maxine undertook to investigate what had happened in relation to the proposed art project to be made from the discarded canisters.

**(iv) West Kent Youth Services (WKYS)**

Richard Dowling, Youth Services Manager, reported that detached work had taken place with the Fun Days.

The 8 - 12 project had reopened in Seve neo oaks; 9 young people had attended the first session and it was anticipated that there would be referrals from schools over the next few weeks. Prior to the pandemic, attendance had averaged 20-25.

**255. Press Release**

It was agreed that a Press Release be issued regarding the grant award to the Three Arts Festival.

There being no further business the Chairman closed the meeting.

Signed .....  
Chairman

Dated .....

Sevenoaks Town Council  
Youth Services Committee – 3<sup>rd</sup> November 2021



Manager's Report – 20th October 2021

| House in the Basement Statistics                                                  |                   |                    |
|-----------------------------------------------------------------------------------|-------------------|--------------------|
| Month                                                                             | Total Attendances | Number of sessions |
| May 21 <sup>st</sup> onwards                                                      | 15                | 6                  |
| June                                                                              | 49                | 17                 |
| July                                                                              | 42                | 22                 |
| Song writing course<br>27 <sup>th</sup> to 30 <sup>th</sup> July<br>1:00 – 4:00pm | 7                 | 4                  |
| August                                                                            | 20                | 18                 |
| September                                                                         | 28                | 17                 |
| October up to 20th                                                                | 23                | 11                 |
| Tuesday Club for S.E.N.                                                           | 10                | 3                  |

Numbers are still down compared to pre covid; we have been using Facebook to spread publicity for the club and have been sending local schools our information.

We also lost some of our regular older members to work which is a good thing.

We have opened a night aimed specifically at children with Special Educational Needs (SEN). It is now in its third week, and we have gone from 1 child attending to 6 last Tuesday.

**Sevenoaks Town Council  
Youth Services Committee – 3<sup>rd</sup> November 2021**

We have had 29 new members since June. With the growth of the SEN Club, 6 last Tuesday and this Wednesday, we have had six new members plus one regular interested in the Club, who enjoyed playing pool. There are, therefore, signs of improvement.

We are getting more young people on some nights, although this is not yet regular and on others we still get 0. So, we need to continue doing regular internet advertising on Facebook and plan to set up an Instagram account for the club.

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

## Cost Centre Report

|                                           | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|-------------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------------------|
| <u>50 Youth Cafe</u>                      |                         |                         |                           |                        |                        |                          |                        |                          |                    |                         |
| 1022 Letting & Hire of Facilities         | 183                     | 312                     | 129                       | 950                    | 1,872                  | 922                      | 3,740                  |                          | 0                  |                         |
| 1211 Sale of Goods                        | 19                      | 197                     | 178                       | 38                     | 1,182                  | 1,144                    | 2,369                  |                          | 0                  |                         |
| 1450 Furlough Grant Income                | 0                       | 0                       | 0                         | 4,165                  | 0                      | (4,165)                  | 0                      |                          | 0                  |                         |
| 1990 Other Income                         | 0                       | 0                       | 0                         | 5                      | 0                      | (5)                      | 0                      |                          | 0                  |                         |
| <b>Youth Cafe :- Income</b>               | <b>202</b>              | <b>509</b>              | <b>307</b>                | <b>5,158</b>           | <b>3,054</b>           | <b>(2,104)</b>           | <b>6,109</b>           |                          |                    | <b>0</b>                |
| 4010 Gross Pay                            | 2,785                   | 2,170                   | (615)                     | 15,629                 | 13,020                 | (2,609)                  | 26,041                 |                          | 10,412             | 10,000                  |
| 4270 Employers Pension Contribution       | 59                      | 87                      | 28                        | 379                    | 522                    | 143                      | 1,042                  |                          | 663                |                         |
| 5410 Repairs & General Maintenance        | 0                       | 85                      | 85                        | 419                    | 510                    | 92                       | 1,020                  |                          | 602                |                         |
| 6010 Light Heat & Cleaning                | 30                      | 42                      | 12                        | 30                     | 252                    | 222                      | 510                    |                          | 480                |                         |
| 6101 Telephone                            | 46                      | 48                      | 2                         | 228                    | 288                    | 60                       | 571                    |                          | 343                |                         |
| 6200 Printing & Stationery                | 0                       | 42                      | 42                        | 0                      | 252                    | 252                      | 510                    |                          | 510                |                         |
| 6240 Computer/ Data Base/WP's             | 17                      | 64                      | 47                        | 196                    | 384                    | 188                      | 765                    |                          | 569                |                         |
| 6281 Furnishings,Furniture/Eqpt           | 0                       | 42                      | 42                        | 0                      | 252                    | 252                      | 510                    |                          | 510                |                         |
| 6320 Staff Training                       | 0                       | 204                     | 204                       | 0                      | 204                    | 204                      | 408                    |                          | 408                |                         |
| 6330 Welfare/Hospitality                  | 30                      | 0                       | (30)                      | 30                     | 0                      | (30)                     | 0                      |                          | (30)               |                         |
| 6340 Staff Uniforms                       | 0                       | 51                      | 51                        | 0                      | 102                    | 102                      | 204                    |                          | 204                |                         |
| 6460 Publicity & Democratic notices       | 0                       | 42                      | 42                        | 0                      | 252                    | 252                      | 510                    |                          | 510                |                         |
| 6500 Goods for Resale                     | 98                      | 144                     | 46                        | 138                    | 864                    | 726                      | 1,734                  |                          | 1,596              |                         |
| 6635 Professional Fees Licensing          | 0                       | 0                       | 0                         | 278                    | 408                    | 130                      | 408                    |                          | 130                |                         |
| 6900 Sundry Expenses                      | 0                       | 13                      | 13                        | 245                    | 78                     | (167)                    | 153                    |                          | (92)               |                         |
| 6922 Health&Safety/Risk Assessments       | 521                     | 34                      | (487)                     | 1,015                  | 204                    | (811)                    | 408                    |                          | (607)              |                         |
| <b>Youth Cafe :- Indirect Expenditure</b> | <b>3,586</b>            | <b>3,068</b>            | <b>(518)</b>              | <b>18,586</b>          | <b>17,592</b>          | <b>(994)</b>             | <b>34,794</b>          | <b>0</b>                 | <b>16,208</b>      | <b>10,000</b>           |
| <b>Net Income over Expenditure</b>        | <b>(3,384)</b>          | <b>(2,559)</b>          | <b>825</b>                | <b>(13,428)</b>        | <b>(14,538)</b>        | <b>(1,110)</b>           | <b>(28,685)</b>        |                          |                    |                         |
| 8001 plus Transfer from EMR               | 0                       |                         |                           | 10,000                 |                        |                          |                        |                          |                    |                         |

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

## Cost Centre Report

|                                       | Current<br>Month Actual | Current<br>Month Budget | Current Month<br>Variance | Year To<br>Date Actual | Year To Date<br>Budget | Year To Date<br>Variance | Total Annual<br>Budget | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|---------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------------------|
| <b>Movement to/(from) Gen Reserve</b> | <b><u>(3,384)</u></b>   |                         |                           | <b><u>(3,428)</u></b>  |                        |                          |                        |                          |                    |                         |
| Grand Totals:- Income                 | 202                     | 509                     | 307                       | 5,158                  | 3,054                  | (2,104)                  | 6,109                  |                          |                    |                         |
| Expenditure                           | 3,586                   | 3,068                   | (518)                     | 18,586                 | 17,592                 | (994)                    | 34,794                 | 0                        | 16,208             |                         |
| <b>Net Income over Expenditure</b>    | <b><u>(3,384)</u></b>   | <b><u>(2,559)</u></b>   | <b><u>825</u></b>         | <b><u>(13,428)</u></b> | <b><u>(14,538)</u></b> | <b><u>(1,110)</u></b>    | <b><u>(28,685)</u></b> |                          |                    |                         |
| plus Transfer from EMR                | 0                       |                         |                           | 10,000                 |                        |                          |                        |                          |                    |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b><u>(3,384)</u></b>   |                         |                           | <b><u>(3,428)</u></b>  |                        |                          |                        |                          |                    |                         |

**Sevenoaks Town Council**

**Youth Services Committee – 3<sup>rd</sup> November 2021**

**Sevenoaks Youth Council 2021 to 2023**

We are pleased to report that 13 young people have been elected to the Sevenoaks Youth Council for a two-year term 2021 to 2023.

The criteria for being a Youth Councillor is:

- Aged between 11 and 18
- Live in (or within 5 miles of), or go to school in Sevenoaks

The young people elected range between 12 and 17 years old and represent the following schools:

Bennett Memorial

Radnor House

Sevenoaks School

Tonbridge Grammar

The Judd

Trinity

There are still vacancies and we will continue to recruit and welcome further applications.

The first meeting (AGM) of the new Youth Council will be held on 3<sup>rd</sup> November 2021. The Mayor will attend to welcome the new members. The Youth Council will break away from the meeting for a workshop to discuss the ideas for activities for the next two years.



Places to live. Space to grow.

## **Quarterly Report Sevenoaks Town Detached**

### **Period 1<sup>st</sup> July 2021 to 30<sup>th</sup> September 2021**

If you would like to discuss anything from this report in further detail please e-mail, Lead Youth Worker Ben Reynolds at; [ben.reynolds@wkha.org.uk](mailto:ben.reynolds@wkha.org.uk)

#### **Background**

West Kent Housing Association is commissioned through Kent County Council to deliver detached youth work sessions over the entire Sevenoaks district on a rolling basis. Alongside this we aim to support young people and encourage their participation in Youth Voice platforms, whether that's starting one or supporting a pre-existing platform.

Below is our summary for the previous quarter.

#### **July to September 2021 summary**

During the previous quarter we have engaged with 87 young people over both detached work and the family fun day at Greatness recreation ground.

We've been delivering detached in the same areas as in previous quarters, spending longer in areas with higher densities of young people, such as Greatness and the Vine.

We've spent a lot of time talking about exams, and what they hope to go onto after they get their results and have discussed the possible routes into their chosen careers.

We've also been encouraging some young people new to riding mopeds that they should be wearing the correct PPE and that despite the fact it's hot, it's always a good idea to have a proper long-sleeved jacket on. Which from the next time I saw them out and about has been taken on board.

We've been introducing ourselves to some new people we briefly met on the Vine, who were on their way to meet some friends. We spoke very briefly on staying safe while drinking. I hope to meet again to see if they absorbed any information or have learnt anything of value.

Since school has returned, we haven't regularly seen the group from the Vine, but will continue to visit the area in hopes.

#### **Conclusion**

The number of engagements has gone down this quarter, this is due in part to the reduced schedule over the Family Fun Days in the summer, and Annual leave. However, we have met more new young people this quarter, and will continue to work on building relationships in the coming quarter. Young people have all engaged well with staff and are listening to and taking what staff say on board.