



Meeting Wednesday 19th September 2018 at 6pm

Council Chamber, Sevenoaks TN13 3QG

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

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive and note apologies received and also to note that some of the older Youth Councillors had resigned to attend university.

2. **MINUTES OF MEETINGS – MARCH AND MAY 2018**

To receive and note that the meetings due to have been held on:

- a) 21st March 2018 was inquorate (copy notes previously circulated and attached)
- b) 9th May 2018 was cancelled due to exam timetabling
- c) 4th July 2018 was inquorate.

3. **FINANCE REPORT**

To receive and note the income and expenditure sheet (copy attached).

4. **HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE**

To receive and discuss the following reports:

- a) HiTB report for September [copy attached]
- b) HiTB Stats July and August 2018 [copy attached]

5. **HERITAGE LOTTERY FUNDING FOR BAT & BALL – VOLUNTEERING OPPORTUNITIES**

To receive and discuss volunteering opportunities regarding the Bat & Ball Station for Youth Councillors and friends either out of personal interest or to assist with their school curriculum projects (copy information attached).

6. **INVITATION AND EVENTS**

- a) 2018 09 28 - Japanese Themed evening at HOUSE in the Basement Youth Café (TN13 1ZZ). Youth Councillors invited and asked to use social media to advertise the event.

7. **YOUTH COUNCIL ELECTIONS**

To receive and note a verbal report on participation of local schools by the Committee Clerk (Election flyer with Youth Council website attached).

8. **DATE OF NEXT MEETING**

To note that the next meeting of Youth Council will be the Annual General Meeting and will be held at 6pm on 7th November 2018 in the Council Chamber, TN13 3QG.

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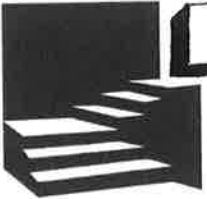
YC 19.09.2018

Sevenoaks Town Council Youth Council General Income and Expenditure: 7555/38		2018/19 Youth Council		2018/19 One Stop Shop Grant		KCC Police Crime Commissioner Grant	
		Expenditure £	Income £	Expenditure £	Income £	Expenditure £	Income £
Starting Balance:	01/04/2018						
Budget allocated:			969.64		1000.00		1575.00
Open Mic Nights (2017/18)	23/02/2018 Ukulele £40		500.00				
	16/03/2018 Ukulele £40			80.00			
	23/02/2018 OMN £150	180.00		120.00			
	16/03/2018 OMN £150					150.00	
Open Mic Night	27/04/2018 Ukulele £40 OMN £150	40.00					
Open Mic Night	18/05/2018 OMN £150	150.00					
	Live on the Vine paid 2/6/18 - PO TC15004	95.00				395.00	
Photo booth	20/07/2018 £395	150.00					
Open Mic Night	29/06/2018 £150					198.95	
HiTB earphones and tote bags	20/07/2018						
SDC - Vine Café Poster	64.00						
SDC 4 x Banners	100.00					334.00	
SDC - Vine Waste Banners DESIGN	45.00						
SDC - Vine Waste Banners	£125						
Chronicle Advert	not Highway banner					£225	
Staff Costs						310.37	
Live of Vine West Kent Communities	STC Invoice 11244		100				
Live of Vine Ice cream man			30				
Live on the Vine overspend of PCC Grant	£38	38.32					
	1613.32-1575	653.32	1,599.64	800.00		1613.32	
	Available Funds						

NOTES:

£800 invoice awaited from We Teach Music
£350 from Sevenoaks School paid towards an ipad for HiTB

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HOUSE IN THE Basement

August 2018-September 2018

General update

House in the Basement is open on Wednesdays and Fridays from 4-8pm. Saturday from 3-8pm, opening hours were reduced because of unavailability of staff. During the school holidays and half terms, we open an hour earlier for each day. The Youth Café is now closed on Thursdays and available for other Youth Organisations to hire.

HitB is available to hire by the public or by other businesses that would like to make use of the café. Monday it is hired out by The Lewis project; which is an evening of music for anyone above the ages of 18. Tuesday is hired out by Sevenoaks Breast Cancer Support Group.

Hitb has recently and unfortunately had to say its goodbyes to the Manager, Gail. She will be missed by all the attendees of HitB and together with all the staff; we all wish her the best in the future. I very much appreciate being asked to become the new manager, which I have accepted. We are actively interviewing for new staff members to help open on a regular basis.

We have thankfully had Jenny from the Vine Café helping who was only staying until September helping us to make sure the Café is open to the young people. We also have a young lady; Lucy Boddington who is only with us until October, as she returns to study at Cambridge University. She is wonderful and is so eager and enthusiastic to make sure that YP have somewhere to feel safe and comfortable.

HitB is also involved with Fairshare. A funding set up to donate reduced food from either Tesco or Waitrose that will otherwise get thrown away. This is very beneficial to the YP but also very positive to helping food wastage be reduced. HitB also keeps any of the unwanted donated food. We either use it for ingredients in our meals or we freeze it so were able to keep it and then make use of it in the future. I have also started recycling at HitB to encourage the YP to be aware of the importance of recycling.

We have kindly received funding for the following items:

- A new smart TV, which includes many different applications e.g. Netflix, YouTube, Now TV and Amazon Prime. Netflix is one of the most popular ones.
- PS4 Pro; many suggestions of games from the YP.
- There were also new spinning chairs and new PC's installed. Which are both thoroughly used by all YP that attend HitB.
- New black leather sofas (x3)
- Brand new super soft blankets
- We are looking to advertise HitB all around Sevenoaks to encourage more YP to attend.

Charlotte Marchant, HitB Manager, has arranged a Japanese Themed Evening for 28.09.2018:

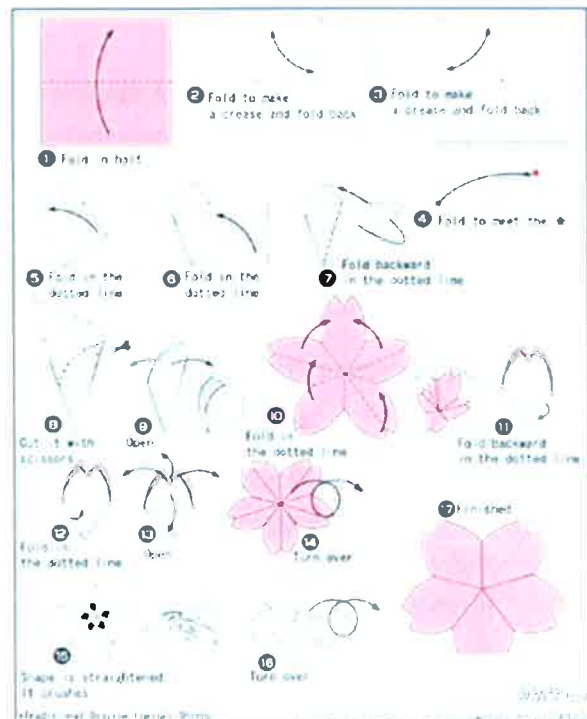
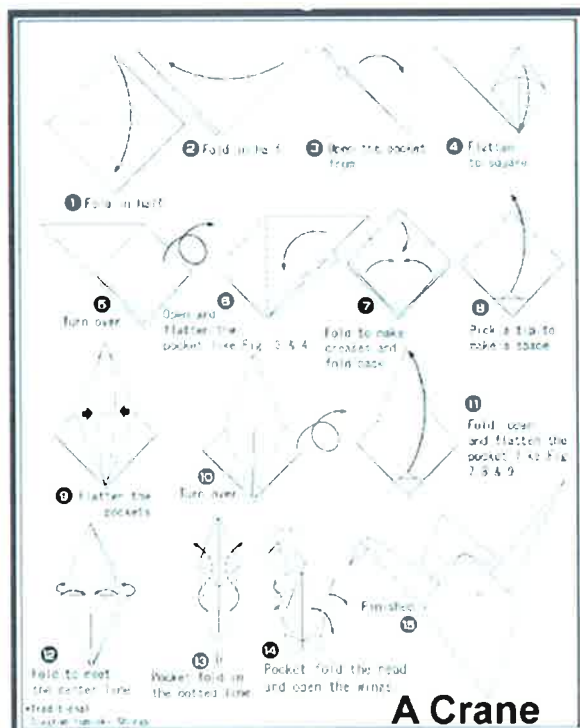
Japanese Themed Evening – Friday 28th September 4-8pm

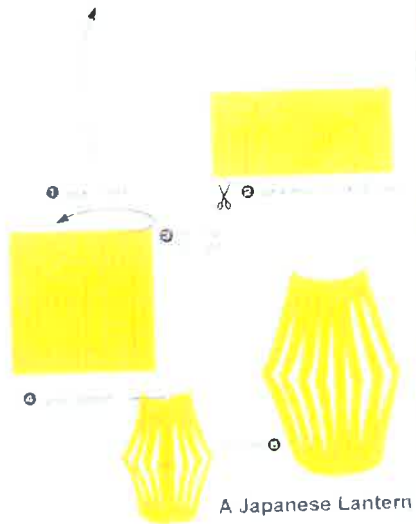
Lucy and I would love to hold a Japanese themed evening on Friday 21st September 3-8pm. Possibly being able to extend it to 8:30; if we run over.

Ideas –

1. **Origami:** I feel as though origami is a nice, simple and easy crafts activity that everyone can join in with! All it involves is paper. I would borrow some origami instruction booklets from Sevenoaks Library and print off some step by step examples. *Japanese Lanterns*
2. **Sushi Candy:** Creating sushi the easier way! Using melted marshmallow, rice crispies and Candy.
3. **Miso Soup (with seaweed):** An authentic, simple Japanese broth/soup; usually made with fish or chicken broth*
4. **Wagamama's:** Trying to get Wagamama's to sponsor the evening with some samples of small side dishes*
5. **Art Murals (A3):** Cherry blossom trees, iconic Japanese trees. We would do this using pink paint, bubble wrap, tissue paper and bottles to create a range of textures*
6. **My Neighbour Tororo (Movie) PG:** Animated movie by the Japanese author Hayao Miyazaki. About two young girls who move to a new Village and discover a large but, adorable beast. Also a cat bus! Would be put on at 6:30/7pm. Hopefully running to 8-8:30. (extended opening times)
7. **DIY Photobooth:** Finding Japanese inspired photo props (Samuri + Geisha) * (consent of photos)
8. **Designing a promotional poster:** Facebook and Twitter advertisement. Possibly going into shops and asking to display e.g. Vine Café/Café Nero.

There could be a voluntary £2 contribution on the door to cover food and activity costs.





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July 2018

Date	Number Of Sessions	Hours Opened	Attendance Male	Attendance Female	Cash Amount Banked	Activities
7/4/2018	2	5	4	0	0	Computer games Music 17.1 Discuseed festival Group games on the Wii
7/11/2018	2	5	3	1	1	10.2 watched England semi final of world Cup P.C Games Took some attendees to collect fair share with me. (Manager) Videogames Discussed about what they'd like to see happen. Possibly s new console or more 18.6 events.
7/25/2018	2	5	3	0	0	P.C Games Collected fair share, took 2 members with me. 18.6 Videogames Wii Games - Mariokart Pool
7/27/2018	2	5	2	2	2	7.7 Comedy show - Only fools and horses. Enjoyed by everyone, even Alex.

August 2018

Date	Number Of Sessions	Hours Opened	Attendance Male	Attendance Female	Cash Amount Banked	Activities
8/1/2018	2	5	3	0	0	Comedy show - Only fools and horses (12R) P.C games Beanboozled - Jellybean roulette 5.8 Andy from kenwood popped in with a lady; Amy. Mariokart P.C games
8/3/2018	2	5	3	0	0	10.6 in-depth political discussion Discussion regarding walk2talk (Regarding mental health) P.C games Volunteering Wii Games 7.7 Xbox Games
8/8/2018	2	4	4	0	0	Fairshare Videos PC games Walk2Talk discussion - 9KM walk to make awareness of mental health in YP 2.6 Vinyl's Fairshare Videos - Only fools and horses. 7 Walk2Talk sign up (2 Members)
8/15/2018	2	4	2	2	2	
8/22/2018	2	4	1	2	2	

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YC 19-9-18
Agenda
No 5

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

MONTH 4 – MAY 2018

MONTH 4 – MAY 2018					Town Clerk
Children's Arts & Crafts Workshops	Children and young people aged 5 – 16, parents and carers	Enabling children to participate in art activities at the same time learn about the heritage of the building	Art professionals to create 'Treason Man' Workshops	£300 per event (based on Christmas Lights children workshops)	£1,600
To create related artwork for opening of refurbished building and local visit.		Pride in having artwork displayed.	Volunteers	£500 per event.	£3,000
e.g. drawing competition, mural		Evidence of community engagement in the project	Materials for artwork		
Heritage workshops	Residents of care, nursing homes and day centres	To help people reminisce about the past and to start discussions.	Recording equipment	One off cost for recording equipment	£150
Oral history recordings	Volunteers	To provide respite for carers	Volunteers	To be provided via research from other activities	
Potential for past employees at the station. Typed up for records – extracts used for emotional and information material.	Future generations	To collect information that would otherwise be lost for future generations.	Prompt sheet and photographs, maps for initiating reminiscence.		
Hard Hat Days	General public volunteers	To enable public to learn about the heritage and significance of the Box & Station building and the restoration project.	Heritage Explainers	Hard Hats to be borrowed.	£0
Talks from heritage Explainers.		To see the progress first hand	Pop up banners x 3		£300
Pop up banners depicting history of station and station building – restoration project – completion			Leaflets		£200

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

MONTH 5 – JUNE 2018

MONTH 6 – JULY 2018

	Primary Schools KS2, KS3	Benefit for school children and teachers of linking a curriculum based science activity with a local heritage project Could link to additional lesson plans e.g. what other inventions could steam be used for? Research potential to combine with visit to station of a steam train.	Lesson plan including site visit information talks Worksheets with Q & A	Lesson plan and related worksheets to be printed Limited expenditure Working with teachers regarding risk assessments Heritage Explainers	£500	Start once HED appointed	Target 1 – 7 schools per year Obtain timetable of steam train visit	Pupil teacher evaluation Successful with steam train visit.	Heritage Engagement Officer	Month 6
Science Project A science project with local schools looking at steam as form of power and linking back to home engines	Staff volunteers	Staff and volunteers to benefit from customer service training. General public to benefit from trained staff and volunteers. volunteers to be invited to be included in all STC regular training events e.g. First Aid, Fire Safety.	To arrange specific customer service training. Include invitation for volunteers in all STC training events	Arrange two specific Customer Service Training modules a year at approx. £500.	£1,000	One event to be held prior to opening. Second event six months later.	Staff and volunteers to have completed Customer Service Training. Staff and volunteers to have completed additional training. General public to be provided with an improved service.	Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk	Months 6, 12 and 18
Training including Customer Service Training	Community volunteers groups	To be able to train about the heritage of the flat & build station and station building and the restoration project.	Research information	Production of power point / desktop video.	£1,500	Start immediately to prepare	3 events during construction period.	Number of events held Attendance numbers Feedback sheets.	Heritage Engagement Officer	Months 6 and 9
History lectures and talk via interactive slide presentation and Q & A					£500					

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

			Heritage Engagement Officer	Heritage Explainers	Promotional material / flyer	presentation	Repeat requests	Heritage Explainers
2	Restoration Talks Professionals who will be working on the project to be asked to give talks or demonstrations e.g. paint analysis.	Community voluntary groups	To learn about the buildings heritage and past building skills from professionals.	Commitment included within contractor tender document.	None specific.	£80	2 events during construction period. Attendance of public, apprentices, relevant businesses.	Town Clerk Month 3 and 6 Number of events held. Attendance numbers. Feedback forms.
5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and restoration building - project - completion.	General public volunteers	To enable public to learn about the heritage and significance of the Box & Station Building and the restoration project. To see the progress first hand.	Heritage Explainers Pop up banners x 3 Leaflets	Hard Hats to be borrowed.	£0 £500 £200	Schedule 2 events during construction period. Produce pop up banners and supporting leaflets. Feedback	Assistant Town Clerk Months 4 and 5 Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback
15	Interpretation Boards	General Public	To publically make available some of the research gained from	Production of 4 x A2 interpretation boards to be	Production of 4 'temporary boards'	£320	To install temporary information boards about the project	Assistant Town Clerk Month 1 Installation of temporary boards

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

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

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

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

MONTH 7 – AUGUST 2018

MONTH 12 – JANUARY 2019								
Training including Customer Service Training	Staff and volunteers to benefit from customer service training. General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all CTC regular training events e.g. First Aid, Fire Safety.	To arrange specific customer service training. Include invitation for volunteers in all CTC training events.	Average two specific Customer Service modules a year at approx. £500.	£1,000	One event to go live prior to opening Second event six months later.	Staff and volunteers to have completed Customer Service Training Staff and volunteers to have completed additional training. Feedback. General public to be provided with an improved service.	Number completing Customer Service Training Number completing additional training. Feedback.	Towns Clerk
Museums at Night Festival	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explainers Event Plan	% of marketing plan Budget for event £1,000	£1,000	Drafted by national programme Open access event.	Digital engagement Views on website and engagement by social media. Attendance at events.	Heritage Engagement Officer STP Administrator Heritage Engagement Officer	Month 12
Cafe	Refreshments whilst waiting for trial and nearby residents and local businesses. New social meeting place.	Contract Management Liaison with EHO Dept Recruitment Project management to ensure	Included within construction contract. Kitchen equipment (add to raised & white goods). Recruitment costs.	% of total cost. £7,500 £500	Design and construction of cafe to meet all H&S. Recruitment of qualified staff. Successful 'Score on the Door'.	Registration by EHO Dept. Employment of qualified staff. Award of 'Score on the Door'	Town Clerk Town Clerk Cafe Manager	Months 12

MONTH 12 – JANUARY 2019									
Training including Customer Service Training	Staff and volunteers to benefit from corporate service training. General public to benefit from trained staff and volunteers. Volunteers to be invited to be included in all CTC regular training events e.g. First Aid, Fire Safety.	To offer specific customer service training. Include invitation for volunteers in all CTC training events.	Arrange two specific Customer Service Training modules a year at approx. £1,000.	£1,000	One event to be held prior to opening Second event six months later.	Staff and volunteers to have completed Customer Service Training. Staff and volunteers to have completed additional training. Feedback.	Number completing Customer Service Training. Number completing additional training.	Town Clerk	Month 12
Musicians at Night Festival	Staff Volunteers General public Local businesses Sponsors promoted.	Part of a national scheme sharing promotion and publicity for the venue. Increased access for general public.	Marketing Heritage Explorers Event Plan	% of marketing plan Budget for event £1,000	£1,000	Dictated by national programme Open access event.	Views on website and engagement by social media. Attendance at events.	Heritage Engagement Officer STP Administrator	Month 12
Cafe Provision of cafe to provide venue for social interaction and sustainable income.	Volunteers Community General Public	Refreshments whilst waiting for trial and nearby residents and local businesses. New social meeting place.	Contract Management. Liaison with EHO Dept. Recruitment Project management to ensure	Included within construction contract. Kitchen equipment (add to raised & white goods). Recruitment costs.	% of total cost. £7,500 £500	Design and construction of cafe to meet all H&S. EHO requirements. Recruitment of qualified staff. Successful 'Score on the Door'.	Registration by EHO Dept. Employment of qualified staff. Award of 'Score on the Door'.	Town Clerk Town Clerk Cafe Manager	Month 22

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

Recognition of project being funded by lottery. Weekly free draw.	Reminder of facilities provided by lottery. Opportunity to use non-winning ticket to win coffee and cake.	Operate as per Business Plan.	Marketing Plan.	Minimal costs.	£0	Attendance numbers.	Attendance numbers.	Café Manager
						Profit.	Sales & profit.	Café Manager
						Operating as per Business Plan.	Operating as per Business Plan.	Town Clerk Responsible Financial Officer, Café Manager
						Opening of Café.	Number of tickets deposited.	

MONTH 18 – JULY 2019

Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training. General public to benefit from trained staff and volunteers. Volunteers to be invited to be involved in all STC regular training events e.g. First Aid, Fire Safety.	To arrange specific customer service training. Includes provision for volunteers in all STC training events.	Arrange two specific Customer Service Training modules a year at approx. £500.	£1,000	One event to be held prior to opening. Second event six months later.	Staff and volunteers to have completed Customer Service Training. Staff and volunteers to have completed additional training. General public to be provided with an improved service.	Number completing Customer Service Training. Number completing additional training. Feedback.	Town Clerk	Months 6, 12 and 18.
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HLF Activity Plan by month (note needs to be reviewed against Evaluation Plan)

MONTH 8 – SEPTEMBER 2018

MONTH 8 – SEPTEMBER 2023									
Heritage Features and Talks via interactive slide presentation and C & A	community voluntary groups	To be able to learn about the heritage of the Bar & Hall station and the building and the restoration project.	Research information: Heritage Engagement Officer, Heritage Explainers, Promotional material e.g. short video.	Production of power point / short video: Promotional material / flyer.	£1,500 £500	Start immediately to prepare presentation	3 events during construction period.	Number of events held Attendance numbers Feedback sheets Repeat requests	Heritage Engagement Officer
16 Recreation of historical royal visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Kew.	Staff, volunteers, general public and community organisations	To ensure that people are aware of the opening date and what to expect To arrange a Royal Visit (agreed in principle) to recreate the previous royal visit arriving at the station and travelling to Kew. Royal visit to arrive at plaques to commemorate each of the royal visits.	Marketing plan for guidance. HLF Guidance Lord Lichfield's office guidance.	Plaques x 3 Security Road barriers Bunting	£3,000 £2,000 £3,000 £1,000	Opening of event	Effective marketing and publicity. Invitations to all major partners. Approval from HLF. Coordination with Lord Lichfield's office relating to Royal Visit	Number of people attending Press Coverage	Town Clerk Mayors Secretary Heritage Engagement Officer

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

MONTH 9 – OCTOBER 2018

MONTH 10 – NOVEMBER 2018

MONTH 11 – DECEMBER 2018

YC 19-9-18

Agenda
Item
No 7

Sevenoaks
Youth Council



Have Your Say

Become a Sevenoaks Youth Councillor

- ★ Make Sevenoaks a better town for young people
- ★ Work together with other young people across Kent
- ★ Get great experience for your UCAS application
- ★ Enhance your CV to help with future careers
- ★ Counts as volunteering/ community service for awards such as DofE, ASDAN and IB's CAS

www.sevenoaksyouthcouncillors.weebly.com

FIND OUT MORE AT:

What is it?

The Sevenoaks Youth Council consists of 16 young people who are chosen to represent the views, issues and opinions of young people across Sevenoaks Town as well as a handful of young school representatives all interested in making a difference to the lives of young people in Sevenoaks.

Want to find out more?

Check out our website to learn more about the role and apply:
www.sevenoaksyouthcouncillors.weebly.com

Or contact Sevenoaks Town Council direct:
council@sevenoakstown.gov.uk 01732 459953

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