

Sevenoaks Youth Council



4th December 2019 @ 6pm

Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

AGENDA

Presentation by Gwyn Morris, Porchlight (Homelessness Charity) at 6.30pm

1. **Apologies for absence**
2. **Minutes of Last Meeting**
To receive and adopt the minutes of the Youth Council AGM meeting held on 6th November 2019 Attached
3. **Minutes of meeting of Youth Services Committee 6th November 2019** Attached
To receive and note the minutes of the Youth Services Committee held on 6th November 2019
4. **Finance Report**
To receive and note:
 - A. The income and expenditure sheet for the Youth Council's running budget, as at October 2019 Attached
 - B. The income and expenditure for the Youth Council's charity fundraising, as at October 2019 Attached
5. **Road Safety**
To review map of Sevenoaks and highlight areas where zebra-crossing or further road signage would be recommended Map available at the meeting
6. **House in the Basement [HiTB] Youth Cafe**
To receive and discuss the HiTB report for October 2019 Attached
7. **Fundraising Update for Nominated Charity Stem4**
To discuss fundraising progress and agree next steps.
8. **Current Programme and Updates**
To review progress against proposals set out in the Two-year Plan Attached
9. **Date of Next Meeting: 12th February 2020**

All meetings start at 6pm and are held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 and last for one hour

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Annual General Meeting of the Sevenoaks Youth Council
Held on 6th November 2019
At Sevenoaks Town Council Chamber

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 7.45 p.m.

Present:

Roshni Agarwal	<i>Apologies</i>	Ola Kujawska	<i>Apologies</i>
Eva Azazoglu	<i>Apologies</i>	Emily Mahoney	<i>Apologies</i>
Alexander Black	<i>Apologies</i>	Megan Ng	<i>Apologies</i>
Sam Chard	<i>Apologies</i>	Louisa Phillips	<i>Apologies</i>
Phoebe Crichtlow – Vice-Chairman	<i>Present</i>	Michael Roberts - Treasurer	<i>Present</i>
Samuel Crawford	<i>Apologies</i>	Rose Spurling - Chairman	<i>Present</i>
Tasha Dambacher	<i>Apologies</i>	Gabby Tan	<i>Apologies</i>
Ronnie Day	<i>Apologies</i>	Loic Thiry	<i>Apologies</i>
Charlotte Foulds	<i>Apologies</i>	Amy Vickers	<i>Apologies</i>
Oscar Goodwin	<i>Present</i>	Amber Warrender	<i>Apologies</i>
Matthias Jammot	<i>Apologies</i>	Jacob Watson	<i>Present</i>
Meera Jassi	<i>Apologies</i>	Katie Willis	<i>Present</i>
Ishwar Sharma	<i>Apologies</i>		

In Attendance: Cllrs Bonin, Canet, Clayton, Eyre, Raikes and Waite, Town Clerk and Senior Committee Clerk

60. Election of Chairman

Two youth Councillors put their names forward to be Chairman of the Sevenoaks Youth Council for the period 2019-2020. Voting cards were submitted and checked by the Town Clerk and Committee Clerk.

RESOLVED: That Rose Spurling be elected as Chairman.

Rose Spurling took the Chair and invited nominations for the election of Vice-Chairman and Treasurer.

61. Election of Vice-Chairman

One Youth Councillor put her name forward to be Vice-Chairman of the Sevenoaks Youth Council for the period 2019-2020.

RESOLVED: That Phoebe Crichtlow be elected as Vice-Chairman.

62. Election of Treasurer

One Youth Councillor put his name forward to be Treasurer of the Sevenoaks Youth Council for the period 2019-2020.

RESOLVED: That Michael Roberts be elected as Treasurer.

63. Apologies for Absence

Received as detailed.

64. Appointment of Youth Council Representatives to the Youth Services Committee

One Youth Councillor put his name forward to be Youth Council representative to the Sevenoaks Town Council for the period 2019-2020. It was agreed that those members of the Youth Council not present be consulted to see if there was interest in being appointed to this role.

RESOLVED: That Jacob Watson be appointed as Youth Council representative to the Sevenoaks Town Council Youth Services Committee.

65. Invitations received from Sevenoaks Friends of Pontoise

RESOLVED:

- (i) That Phoebe Crichtlow and Katie Willis be appointed as the Youth Council's representatives to attend the Sevenoaks Friends of Pontoise Gala Dinner in Sevenoaks on 23rd May 2020; and
- (ii) That consideration be given to participation in the Exchange visit (in Sevenoaks) 13th to 16th May 2021 nearer the time.

66. Minutes of the Previous Meeting of the Youth Council held on 11th September 2019

The Minutes were agreed as a true record.

67. Minutes of the Sevenoaks Town Council Youth Services Committee held on 11th September 2019

Received and noted.

68. Finance Reports

The Treasurer presented the finance reports:

- (i) **Income and Expenditure for Youth Council's Running Budget**
Noted that following expenditure to date, and the receipt of the Tesco's Ground Works Grant and stall income of £20, the budget balance was £879.60.
- (ii) **Income and Expenditure for the Youth Council's Charity Fundraising**
Noted that fundraising had not yet commenced for the Youth Council's charity, Stem4. Discussion took place as recorded at Minute 70 below.

69. Youth Council's Two-Year Plan 2018-2020

Youth Councillors reviewed progress against the proposals for their two-year term discussed in December 2018, and commented as follows:

- Item 1 (iv) The plastic free campaign had been successful but Youth Councillors needed to continue to promote
- Item 4 The introduction of a railcard for 16-17-year olds was welcomed and it was agreed to continue to press for the extension of the scheme to 18 year olds still in education

- | | |
|--------------|---|
| Item 5 | Map of Sevenoaks town to be brought to the next meeting to identify problem areas which might be suitable for zebra crossings/additional road signage |
| Item 8 | Promotion of Youth Council via social media had tailed off, Youth Councillors agreed to restart using Instagram |
| Item 9 (iii) | Phoebe Crichtlow and Katie Willis advised that the painting of the bookcase for House in the Basement Youth Café was ongoing; the Town Clerk asked them to advise her if funding for paint was needed |
| Item 9(iv) | Jacob Watson was congratulated on the success of the Chess Club at the House in the Basement Youth Café |
| Item 10 | Letter to be sent to Round Table asking about the possibility of using silent fireworks at future events |
| Item 12 | Noted that cycle path and traffic issues were being addressed in the Town Council's Neighbourhood Development Plan (See Minute 72 below) |

It was agreed that the Youth Council would push forward with its priorities.

70. West Kent Communities Training Opportunity

It was noted that West Kent Communities had offered to provide a training course (funded up to £1000) for young people, joint hosted by the Town Council, in the House in the Basement and had asked for suggestions for the content of the course.

The Youth Council requested that consideration be given to dealing with mental health issues, including mindfulness, time and stress management skills. Message to be put on WhatsApp group seeking the views of Youth Councillors not present at the meeting. Noted that the Youth Café members were also being consulted.

71. House in the Basement Youth Café

It was noted that:

- The new manager Chris Essex was now in post
- Attendance had tailed off a little during the changeover of staff period but that the new manager would be promoting the Youth Café in schools and with local youth workers
- Music nights and the recent Halloween event continue to be popular

72. Fundraising for Nominated Charity Stem 4

Youth Councillors discussed fundraising ideas including a coffee morning at the Youth Café, bake sales, a sponsored run next year, a movie night, a stall at various festivals/fetes in the town. It was agreed that the level of interest in a movie night needed to be ascertained before moving forward on this.

RESOLVED:

- (i) That the Youth Council hold a cake sale at the Christmas Lights Switch on event on 29th November 2019 5.30 – 9.00pm
- (ii) That a WhatsApp message be sent to all Youth Councillors to draw up a rota of volunteers to man the stall and/or provide cakes on the evening

73. Christmas Lights Switch On

Agreed to provide a cake stall as detailed at Minute 70 above.

74. Neighbourhood Development Plan

The Town Clerk introduced the Neighbourhood Development Plan for Sevenoaks prepared by the Town Council. The Plan provided a development vision and policies which would guide development over the next 25 years. A big consultation exercise would be launched in January 2020. The Town Clerk invited Youth Councillors to look at the document and submit comments. It was noted that the Plan included climate change concerns, cycle paths and other transport issues previously raised by the Youth Council.

The Plan is available to view here: <https://sevenoaksndp.wordpress.com/>

Youth Councillors queried whether the Town Council had joined some other local authorities in declaring a "Climate Emergency" and were advised that rather than making the declaration the Town Council had recognised the crisis and agreed to make climate change its number one priority, to be considered in all its actions. The Town Clerk undertook to circulate the priorities to Youth Councillors and to have an agenda item on the Plan at the next meeting.

The Youth Council requested that recognition of the climate emergency and what the Town Council was doing be added to the Youth Council website.

75. Date of Next Meeting – 4th December 2019

It was noted that the next meeting would be held on 4th December 2019.

There being no further business the Chairman closed the meeting.

**Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 6th November 2019 in the Council Chamber**

Meeting Started: 7.00 p.m.**Meeting Concluded: 8.25 p.m.**

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice-Chairman	Present
Cllr Roderick Hogarth (to 7.45pm)	Present		Cllr Tom Morris Brown	Present
Cllr Keith Bonin (to 8.20pm)	Present		Cllr Victoria Granville Baxter	Apologies
Cllr Edward Waite	Present			
Charlotte Ede, West Kent Communities	Present		Sarah Gaunt, Kent County Council	Present
Jacob Watson, Sevenoaks Youth Council	Present			

Substitute			For
Cllr Marilyn Canet	Present		Cllr Victoria Granville Baxter
Cllr Simon Raikes	Present		Cllr R E Parry

In attendance: Councillor Parry, Linda Larter Town Clerk, Alison Futtit Senior Committee Clerk.

Public Question Time There was one member of the public present.

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

340. Apologies for Absence

Received as noted, and from Caroline Berry, Peggy Nicholson, Maxine Quinton and Kelly Webb.

341. Requests for Dispensations

There were no requests for dispensations.

342. Declarations of Interest

There were no Declarations of Interest at the meeting.

343. Minutes

i) Minutes of the Youth Services Sub Committee held on 11th September 2019

RESOLVED: to accept and sign the Minutes of the meeting held on 11th September 2019 as a true record.

ii) Minutes of the Youth Council Annual General Meeting held on 11th September 2019

Jacob Watson was congratulated on his appointment as Youth Council representative to the Youth Services Committee and welcomed to the meeting.

RESOLVED:

- To note the Minutes of the Youth Council meeting held on 11th September 2019
- To note elections to the following Youth Council posts:
Chairman – Rose Spurling
Vice-Chairman – Phoebe Crichtlow
Treasurer – Michael Roberts
Representative to the Youth Services Committee – Jacob Watson

344. House in the Basement Youth Café

i) Report to October 2019

Received report and noted that:

- The new manager, Chris Essex, was now in post
- Attendance had dropped during the transition period between managers, however the new manager would be promoting the Youth Café in schools and with local youth workers
- Music nights and the recent Halloween event continued to be popular
- The chess club run by Youth Councillor Jacob Watson had been a little quiet but would be promoted to give it a boost

RESOLVED: That the report be noted.

ii) Finance Report to 30th October 2019

RESOLVED: That the Finance Cost Centre report for the Youth Café to 30th October 2019 be noted.

345. Finance Reports:

(i) Youth Council Finance Report

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 30th October 2019 be noted.

(ii) Youth Grants

Noted that, following approval of grants at the last meeting, the Youth Outreach balance stood at £903.53. A further round of grant applications would be invited in January 2020.

RESOLVED: That the Youth Outreach General Income and Expenditure to October 2019 be noted

346. Reports from Co-opted Partners

(i) Kent County Council:

Sarah Gaunt (SG) reported that KCC's new integrated Children's Services structure would commence from April 2020: the Committee emphasised the importance of clarity and requested a documented understanding of the new structure. SG stated that a report had been prepared for KCC Cabinet which set out what the team would deliver across the district (this could be accessed via KCC's website)

SG advised that KCC had hosted a Youth Conference which had identified three priorities: mental health, youth democracy and transport. The Committee commented on the particular difficulties experienced with school

transport. The Town Clerk reported that the Youth Council had also raised concerns about transport costs, overcrowding and bullying behavior. She asked that the Youth Council's campaign to have the railcard scheme extended to 18 year olds be referred to KCC and that a volunteer scheme for a second adult on school buses, via PTAs, be considered.

- (ii) **SAYT:** Caroline Berry not present but reported that they had an applicant for the youth worker post recently advertised and hoped to interview next week.
- (iii) **SDC – Community Safety Team:** No representative present but report provided which outlined steps taken to identify and follow up young people involved in incidents at the Bat and Ball Station; action taken to verify identities of young people stopped by Police Officers at the recent firework event in Sevenoaks and plans to issue Warning letters regarding their behavior. Relevant agencies had been informed of the forthcoming Christmas Lights Switch on event.

The Town Clerk reported that the sheer volume of young people arriving via the train stations and gathering (a group of 200) at the fireworks event was of concern and would be monitored at the Christmas Lights event: it was hoped that the Police would be offering support.

- (iv) **West Kent Communities:** Charlotte Ede presented her report outlining recent youth work activity. She advised that there had been recruitment difficulties and a full review of youth services was being undertaken. She reported that KCC funded two posts and there were plans for the Lead Youth Worker (once in post) to sign young people up to a Youth Forum: the Town Clerk commented that in high level discussions KCC had agreed not to recreate a forum where one already existed so she did not anticipate this happening in Sevenoaks town.

West Kent Communities had offered to run a training course (funded up to £1000) for young people, joint hosted by the Town Council, in the House in the Basement Youth Café and suggestions for the course had been requested from Youth Café members and the Youth Council. The Youth Council had requested that consideration be given to dealing with mental health issues, including mindfulness, time and stress management skills. The Youth Café feedback would be provided shortly. Date for the course to be agreed.

CE advised that music recording facilities at Edenbridge were available for other groups to use free of charge and free travel could also be arranged.

347. Press Releases

None required.

There being no further business the Chairman closed the meeting.

Signed
Chairman

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Agenda Item **Sevenoaks Town Council**4A Youth Council General Income and Expenditure:
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£659.20
Budget allocated:	500.00		£ 500.00
Open Mic Night	27/04/2019	£ 75.00	
Open Mic Night	31/05/2019	£ 75.00	
Prs Licence Live on the Vine	02/07/2019	£ 86.38	
Photobooth Hire Live on Vine	10/07/2019	£ 545.00	
Technician Live on Vine	24/07/2019	£ 135.00	
3 x Banners for Live on Vine	25/07/2019	£ 60.00	
Snooker Table Live on the Vine	28/07/2019	£ 93.54	
Skatepark Costs	31/08/2019	£ 150.00	
Wagamma stall hire	30/07/2019		£ 20.00
Tesco Grounds Works Grant	31/07/2019		£ 920.32
		£ 1,219.92	£2,099.52
Available Funds		£879.60	
		£ 879.60	

Agenda Item **Sevenoaks Town Council**4B Youth Council **Charity** Income and Expenditure:
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£0.00
Budget allocated:	0.00		£0.00
		£ -	£0.00
Available Funds		£ -	
		£ -	

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HOUSE IN THE **Basement**

Manager's Report – To 23rd November 2019

Numbers for 29th October till 23rd November

Month	Numbers for month	Average per night	Highest	Highest number of girls
October	84	6	5	3
November - to 23 rd	104	7.4	23	8

We held a successful Halloween Party on the 1st November with 23 young people attending. There were performances by the young people and music as well as the usual activities.

Most nights we have a lower number, with a maximum of 14 and an average of 6.

We are going out during the Christmas Lights Switch on event to hand out fliers (see attached) to raise publicity.

Tuesday evening is currently Music Night.

Wednesday, Friday and Saturday are open for all.

HOUSE IN THE Basement

YOUTH CAFE FOR AGES 11-18



GAMES



FREE WIFI



INTERNET
CAFE



POOL



CHESS



FOOD & DRINK



CHILL OUT



INFO &
SUPPORT



MUSIC NIGHTS
EVERY TUESDAY
5 - 8pm



OPENING HOURS

(School Term:)

Wednesday & Friday

Saturday

(School Holidays:) Opens at 2pm instead of 4pm

4pm - 8pm

2:30pm - 8pm

**AVAILABLE
TO HIRE**

for Birthday
Parties

In the Basement of the

STAG COMMUNITY ARTS CENTRE

London Road, Sevenoaks, Kent TN13 1ZZ

01732 466 593

info@houseinthebasement.co.uk



@houseinbasement



houseinthebasement



SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20		Agenda Item 8	
		Action	Progress	Timescale	
A. Improvements would like to see in Sevenoaks					
1.	Environmental Matters		Youth Council to promote on Social Media		
	i. Anti-Litter Campaign			Youth councillors participated in Clean Up days, promoted in their schools and indicated preferred logo.	
	ii. Litters bins with separate sections for recycling				
	iii. Refill Water Bottle Scheme		Youth Council to support Sevenoaks Town Council Partnership’s campaign to introduce in Sevenoaks	Refill Water Bottle Scheme launched and taken up by local businesses.	
	iv. Plastic Free Sevenoaks Campaign		Anti- plastic bag and straws (single use plastic) campaign suggested.	Youth Council suggestions included in Town Council report on the issue. Leaflet designed and distributed. Campaign promoted in schools. Youth Council agreed to continue to promote (Minute 69, 6.11.19)	
	v. Electric Cars			Town Council starting to install electric car	

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			
		Action	Progress	Timescale	
	vi. Reduce Paper use	Recommended to Town Council that Local Plan include electric charging points within new commercial and housing developments	changing stations at its premises. A number of Youth Councillors opted not to receive hard copies of agendas in post		
2.	Mental Health for Young People i. Peer mentoring system to be set up with support from Town Council and Sevenoaks MIND/Samaritans ii. Relaxation event to be held at HITB. Noted that HITB was open out of school hours and at the weekends: young people could speak to staff who would be able to signpost to support services	Workshop held 28.01.19 to discuss Health and Wellbeing Survey to distribute among friends	Stem4 selected as Youth Council charity for its two-year term; fundraising planned One Youth Councillor had participated in making of booklet "Bullying Detox"	2019	
3.	Community Knowledge Youth Councillors would like to learn more about their town				
4.	Young People Discounts i. To consider continuing a former Youth Council's		16-17 year old railcard launched Sept 2019,		

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			
		Action		Progress	Timescale
	work with British Youth Council to ask Government to expand train discount to 16-18 year olds ii. Noted Stag Theatre offered "Friends of The Stag" annual membership for £20, giving discounts on some shows, three free cinema tickets and price reduction in Stag café.			extending child fare (50%) discount to 16 and 17 year olds. Youth Council agreed to continue to press for extension of the scheme to 18 year olds still in education (Minute 69, 6.11.19)	
5.	Highways More Zebra crossings and road signs. Noted: provided by KCC and legal and cost factors to consider.	Map of town to be considered at future Youth Council meeting to identify problem areas.		Map of Sevenoaks to be brought to next Youth Council meeting to identify areas which might be suitable for zebra/crossings/additional signage (Minute 69, 6.11.19)	
6.	HITB Youth Café Suggested revamping, make a cool venue to draw people in, possibly making minimalist style with plant, whiteboard walls and rearrange contents	Youth Councillors to promote through newsletters, Instagram and other social media Meet with HITB manager to discuss. Consider ways to attract other young people. NB: part of Youth Council budget could be used.		Revamp visit to HITB took place 06.02.19; recommendations made and implemented. Round Table funded new carpet and lino.	

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20				
			Action	Progress	Timescale	
				Used for monthly pool competition.		
7.	Work Experience Identify local employers offering work experience placements. Noted: places available at Town Council, HiTB, The Stag Community Arts Centre, Sevenoaks District Council and Sevenoaks Town Partnership.		Town Clerk to discuss with Chamber of Commerce asking companies to advise Committee Clerk of opportunities. List to be drawn up and uploaded to website.	Promoting via Sevenoaks Town Partnership and Sevenoaks Youth Council website.		
8.	Marketing and Advertising Youth Council To promote the Youth Council by means of: i. Posters ii. Social media iii. Word of Mouth iv. Events Noted: Stag Theatre could provide free cinema tickets as prizes		Noticeboards around town to be used to market events Social media platforms to be set up. Noted some Youth Councillors were younger than permitted by these sites: Committee Clerk to email same information out to include everyone. HiTB manger to message all with Facebook page. Youth Councillors to advertise by word of mouth amongst school peers and promote to pupils in other schools. School assemblies.	Website created Noted Social media promotion had tailed off and agreed to restart using Instagram (Minute 69, 6.11.19)	2019/20	

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			
		Action	Progress	Timescale	
9.	Culture i. Art Consider using Stag Theatre wall for Youth Council art events for community to enjoy, such as a mini gallery for school art Consider ways to incorporate young people's art in HiTB Suggested that a mural could be painted on HiTB wall HiTB manager advised of 5 spaces to partake in a six-week art project ii. Music Promote the free music lessons and Open Mic Nights at HiTB iii. Literature Suggested that HiTB cabinet be used for young people to donate books they have read to build up a Book Club	Under 16s art display	Art Project completed at House in the Basement was displayed at Kaleidoscope. Book case provided to Phoebe and Kate to paint/decorate. To advise Town Clerk if funding for		

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			Timescale
		Action	Progress		
	iv. Chess Youth Councillor who plays for Kent and is part of England team offered to help run a chess club at HiTB v. Skateboard event vi. Debating Committee	Suggested that debating group, involving local schools, be set up in September after school.	paint was required (Minute 69, 6.11.19) Started in March 2019. Youth Council donated £100 towards set up costs. Round Table funded £300. Youth Council donated £150 towards event at Greatness Recreation Ground		
B. Long Term Wish List					
10	Fireworks: ask Roundtable to consider using silent fireworks		Letter to be sent to Round Table asking about the possibility of using silent fireworks at future events. (Minute 69, 6.11.19)		
11	Larger Multi-Screen Cinema				
12	Bowling Alley				
13	Cycle Paths		Town Clerk advised that in forward planning for Northern area of Sevenoaks local young people had been consulted and cycle paths from Bat & Ball Station to Dunton Green and around the Leisure Lake (deriving from the quarry) will be implemented.		
			Town Council looking into how to set up electric bikes for hire.		

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20		Agenda Item 8	
		Action	Progress	Timescale	
14	Traffic No motorway exit for Sevenoaks, local village roads not suitable for large lorries Buses to school overcrowded Benches should be placed at all bus stops for elderly people One-way system via High Street and London Road & Pedestrianised zones in the town			Within Neighbourhood Development Plan proposals	

