



**Meeting Wednesday 4th July 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**
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.
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 April to May 2018 [copy attached] and May to June 2018 [copy to follow]
 - b) HiTB outcome, attendance and income April to June 2018 [copy attached]
5. **PROJECTS 2018**
To receive and discuss
 - a) ASDAN – 60 hours. Youth Councillors to return their folders.
 - b) ASDAN – next 60 hours open for discussion. Grant funding has been secured.
6. **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).
7. **INVITATION AND EVENTS**
 - a) Live on the Vine – to discuss activities Youth Council may wish to run and Youth Councillors' availability to assist on the day - Friday 20th July 2018 from 5pm to 8:30pm – Vine Gardens TN13 3UH.
8. **DATES OF NEXT MEETING**
To note the next Meeting will be held at 6pm on 19th September 2018 in the Sevenoaks Council Chamber, TN13 3QG.

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**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 21st MARCH 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer) and Amber Warrender, who joined the Youth Council today.[3]

Youth Councillors Apologies:

Elise Van den Hoek (Chairman)

Sam Chard

Tom Chapman

Daniel Izu

In Attendance

Cllr R Parry, Cllr S G Raikes and Cllr A Eyre

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk.

Also In Attendance

Cllr J M Canet

There being insufficient Youth Councillors present to form a Quorum [6 required], the meeting was declared Inquorate at 6:20pm.

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YC 04.07.2018

Sevenoaks Town Council
Youth Council General Income and Expenditure:
7555/38

Starting Balance:		01/04/2018	
Budget allocated:			500.00
Open Mic Nights (2017/18)	23/02/2018	Ukulele £40	
	16/03/2018	Ukulele £40	
	23/02/2018	OMN £150	
	16/03/2018	OMN £150	
Open Mic Night	27/04/2018	Ukulele £40 OMN £150	
Open Mic Night	18/05/2018	OMN £150	
		Live on the Vine paid	
		2/6/18 - PO TC15004	
Photo booth	20/07/2018	£395	
Open Mic Night	29/06/2018	£150	
		Available Funds	

NOTES:
£350 from Sevenoaks School paid towards an ipad for HiTB

2018/19

Youth Council

Expenditure £	Income £
	969.64
	500.00
180.00	
190.00	
150.00	
95.00	
150.00	
854.64	

2018/19

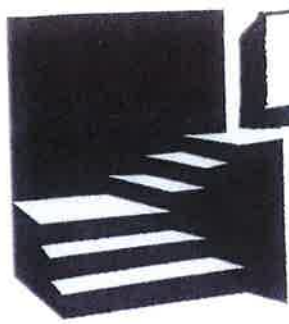
One Stop Shop Grant

Expenditure £	Income £
	1000.00
80.00	
120.00	
800.00	

KCC Police Crime Commissioner Grant

Expenditure £	Income £
	1575.00
300.00	
1275.00	

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HOUSE IN THE Basement

April-May 2018

General update

Gail returned from long term leave on Tuesday 3rd May and thanked Charlotte and Daren for covering in her absence.

Whilst Gail was off, the café remained as operational as possible where staffing allowed. The Committee Clerk secured support from The Kenwood Trust with some shifts and a meeting to discuss partnership going forward re substance abuse.

Open Mic Night has continued to run with support from We Teach Music, the last one being the busiest yet, Aprils OMN was Friday 27th April from 7pm.

We have also supported a young person with finding his University accommodation and guiding him with his eligibility for financial support.

Chris Mountain has left the team as his own business was taking off and he found he had little time. Jenny Elliott will be covering some shifts until September 2018, which we are grateful for.

On Tuesday 24th April HiTB had a Health and Safety review and only minor issues, which can be easily rectified, were noted.

With the new GDPR House in the basement need to find alternative ways of recording memberships and attendance numbers. We shall be re-designing the membership card to reflect this change and may have to consider how we record the Stats in future.

Gail is going on annual leave from 7th May for 11 days, most shifts have been covered, but there may be the occasional day the café will be unable to be fully staffed.

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Date	Activities	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
1/3/2018	Fifa 18, PC games, Cartoon network, Poo, Air Hockey	8	1	27.9	no new members	
1/5/2018	PC team games, Wii Games, Fitness, General chatter	11	2	24.6		
1/6/2018	Pantomime, Air Hockey, Pool, Fitness, general chatter	14	6	30.5		
1/9/2018	Made Pitta Bread Pizza's	3	0	0		
1/10/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness	6	0	27.9		
1/10/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness	6	1	23.1		
1/12/2018	Chatter, PC games, Wii Games fitness	7	2	32.2		
1/13/2018	PC team games, Conversation, wii games and fitness	4	0	0		
1/16/2018	made Nancho's	7	0	42		
1/17/2018	Fitness, Playstation, music and chat	9	1	26.8		
1/19/2018	Lots of banter/Chat, Mario Kart and pool	5	0	0		
1/23/2018	General club night with snacks	11	1	29.5		
1/24/2018	Chat, Computers, Wii games PC games	8	5	6.7		
1/26/2018	OMN	9	2	36		
1/27/2018	Word games, PC games, Fitness and Minecraft, Pool, and air Hockey	5	1	19.8		
1/31/2018	open but no record of activities					
Total		103	21	\$27		
Date	Activities in February – Sickners resulted in no records by temporary staff kept for 3 days HITE was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
2/2/2018	Pool, Minecraft game, chatt and Wii games, Reminder CLOSED Saturday	5	4	15.8	No new members	
2/6/2018	Pizza and computer games	5	0	0		
2/7/2018	Minecraft team and solo games, Fare share, chatter	6	0	26		
2/7/2018	Minecraft team and solo games, Fare share, chatter	10	1	21.3	No records kept by temp staff	
2/9/2018	Minecraft, Fifa 17, PC games, chatter and fitness	8	3	13.5		
2/10/2018	pool, computer games, Fitness, chat, music	7	0	21.6		
2/14/2018	open but no record of activities	6	0	20.1		
2/21/2018	open but no record of activities	11	2	10.2		
2/22/2018	open but no record of activities					
Total		57	10	128.5		
Date	Activities in March – Sickners resulted in no records by temporary staff kept for 12 days HITE was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
03/07/2018	open but no record of activities	8	0	16.8	No records kept by temp staff	
03/08/2018	open but no record of activities	3	0	12.2		
3/9/2018	Made curry and played card games	4	3	17		
03/10/2018	open but no record of activities	11	4	27.1		
03/10/2018	open but no record of activities	8		22.1		
3/14/2018	open but no record of activities	3	0	6		
3/15/2018	open but no record of activities	15	11	20.1		
3/16/2018	OMN	6	4	0		
3/17/2018	open but no record of activities	4	0	0		
3/20/2018	open but no record of activities	6	0	24.1		
3/21/2018	open but no record of activities	3	0	0		
3/22/2018	open but no record of activities	11	2	7.9		
3/23/2018	OMN	5	0	15.5		
3/28/2018	open but no record of activities	7	0	16		
3/29/2018	open but no record of activities	6	1	11.3		
3/30/2018	open but no record of activities					
Total		77	24	196.1		
Date	Activities - April	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
4/4/2018	PC games, Caht Music and Chess	6	1	9.5		0
4/5/2018	New TV installed and set up, Pool table repaired, outside area swept and rubbish cleared, Music Year End, PC games, Minecraft, Andy Watson popped in.	5	0	18.15		0
4/6/2018	PC games, Music, Guitar, PS3 games, Pool and staff cleaned and date checked food and cleaning cupboards	6	2	18.55		0
4/7/2018	Pool PC games mobile phone games, pokemon chat	6	1	7.6		0
4/11/2018	PC games, coding, Pool, chat and watched a movie BFG	6	0	11.7		0
4/12/2018	Film- Big Daddy, Pool, Air hockey, Discussions, PC games and Wii games	6	3	14.5		0
4/13/2018	Smash Bro's on Wii, Pool, PC games, Scrabble	8	1	14.9		0
4/14/2018	Vanguard Card game, Smash Bros on Wii, pc games, pool and general chatter	15	1	35.58		0
4/18/2018	PC games and air Hockey	7	0	20.8		0
4/19/2018	PC games and watched a TV show	4	0	8.1		0
4/25/2018	Fitness, PC games, Laptop games, Fitness definitions, Homework	6	0	25.4		0
4/26/2018	Computer Games	3	0	7.65		0
4/27/2018	OMN	5	3	7.3		0
4/27/2018	OMN	15	1	15.5		0
4/28/2018	Wii U Minecraft on PC, fitness, watched a Movie LA LA land					0
Total		77	11	215.23		0
Date	Activities - May	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
5/2/2018	Fitness, PC team games and you tube videos	5	0	20.6		0
5/3/2018	PC Games	2	0	4		0
5/4/2018	Smash Bros, PC games	6	3	16.05		0
5/5/2018	Smash Bros					0
5/5/2018	P.C Games	5	0	9.1		0
5/9/2018	Fitness	8	0	27.8		0
5/11/2018	exercise		2	6.4		0
5/11/2018	computer gaming					0
5/16/2018	Bean Boozled (jelly bean game)					0
5/16/2018	PC games	6	0	17.7		0
5/16/2018	Music					0
5/16/2018	trivia					0
5/17/2018	Uno					0
5/17/2018	Table Tennis	2	0	11.8		0
5/17/2018	Computer Gaming					0
5/17/2018	Exercise					0
5/17/2018	Discussed nutrition	7	4	10.3		0
5/18/2018	OMN and talk from NCS	6	1	20.8		0
5/23/2018	Music, Minecraft, PC games, Homework, UNO, discussion on Pokemon	4	0	8.7		0
5/25/2018	PC games and a movie Madagaska	4	0	9.8		0
5/30/2018	PC games, catch up TV	7	2	11		0
5/31/2018	Debate on abortion, PC games wii u games					0
Total		84	10	174.05		0

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YC 4/7/18
Agenda
6

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

MONTH 4 – MAY 2018

	Children 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 professional to create "Lesson Plan" Workshops	£800 per event (based on Christmas Lights children workshops)	£1,600	Arrange two prior to opening	Hold 2 events	Number of events held	Town Clerk	Month 2 and 4
3	Children Arts & Crafts Workshops To create related artwork for opening of refurbished building and royal visit. e.g. drawing competition, mural		Pride in having artwork displayed. Evidence of community engagement in the project.	Volunteers Materials for artwork	£500 per event.	£1,000		Creation of artwork that can be displayed. Community engagement.	Amount of artwork produced. Attendance number Feedback.		
4	Reminiscence workshops Oral history recordings. Potential for past employees at the station. Typed up for records – extracts used for promotional and information material.	Residents of care, nursing homes and day centres. Volunteers Future generations	To help people reminisce about the past and to start discussions. To provide respite for carers. To collect information that would otherwise be lost for future generations.	Recording equipment. Volunteers. Prompt sheet and photographs, maps for initiating reminiscence.	One off cost for recording equipment To be provided via research from other activities.	£150	Once HEO appointed start to make arrangements	Engagement of elderly people in reminiscence Discovering social history for future generations.	Number of people involved. Information obtained. Feedback surveys.	Heritage Engagement Officer	Month 2 and 4
5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bat & Ball Station and Station Building and the restoration project. To see the progress first hand	Heritage Explainers Pop up banners x 3 Leaflets	Hard Hats to be borrowed.	£0 £300 £200	Timetable to be arranged with contractor relating to timing of interesting activity.	Schedule 2 events during construction period. Produce pop up banners and supporting leaflets.	Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Assistant Town Clerk	Months 4 and 6

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

3	Information	General public Volunteers Schools Communities Tourists	Access to information on or off site. Ability to learn about heritage and activities.	Branding Creation of website Infopod Information screen Printed literature	Incorporated within marketing plan— Branding Website Infopod Information screen Printed literature	£2,000 £3,000 £800 £3,000 £1,000		Branding created Website installed Infopod installed Information screen Printed literature produced	Recognition of branding. No. of visits to website Literature distributed and read. Feedback.	Town Clerk Assistant Town Clerk	Month 4
	To provide access to local information and linked to national websites by the installation of an infopod, information screens and printed literature.										

MONTH 5 – JUNE 2018

MONTH 6 – JULY 2018

2	Science Project A science project with local schools looking at steam as form of power and linking back to steam engines	Primary Schools KS2, KS5	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	£550	Start once HEO appointed.	Target 1 – 7 schools per year. Obtain timetable of steam train visit	Pupil, teacher evaluation Successful with combining with steam train visit.	Heritage Engagement Officer	Month 6
5	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 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
1	History lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bar & High station and station building and the restoration project.	Research information.	Production of power point / short video.	£1,500	Start immediately to prepare	3 events during construction period.	Number of Events held Attendance numbers. Feedback sheets.	Heritage Engagement Officer	Months 3, 6 and 9

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

				Heritage Engagement Officer, Heritage Explainers, Promotional material e.g. short videos.	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. Heritage Engagement Officer Marketing	None specific.	£0	Commence when contractor starts on site	2 events during construction period. Attendance of public, apprentices, relevant businesses.	Town Clerk	Month 3 and 6
5	Hard Hat Days Talks from Heritage Explainers. Pop up banners depicting history of station and station building – restoration project – completion.	General public volunteers	To enable public to learn about the heritage and significance of the Bar & Ball Station and the 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 £300 £200	Timetable to be arranged with contractor relating to timing of interesting activity.	Schedule 2 events during construction period. Produce pop up banners and supporting leaflets. Number of events held. Number of people engaged. Production of pop up banners and supporting leaflets. Feedback	Assistant Town Clerk	Months 4 and 6
13	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	Once HLF grant approved.	To initial temporary information boards about the project Installation of temporary boards	Assistant Town Clerk	Month 1

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

HLP: Activity Plan by Month										
		other projects within the Activity Plan:	used outside the site and other locations during the restoration project, 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	Month 5	
14	Heritage Open Days	Staff Volunteers General public	Open up the building on Heritage Open Days, manned by Heritage Explainers to provide information about heritage.	Marketing Heritage Explainers Event Plan	Costs combined within other activities	£0	Dictated by national programme	Arrange open access event Attended by general public	Heritage Engagement Officer STP Administrator	Month 5
2	Sale of Kent produce Within the café to enable local producers to advertise and sell products.	Local producers General public	Only venue in Sevenoaks selling Kent Produce. Help to sustain local economy. Healthy food options for local people.	Marketing plan. Ordering system	% of marketing plan.	£0	Engaging local producers to stock their products. Repeat orders of products.	Event takes place as planned. Attendance numbers Feedback and evaluation via on line or printed surveys.	Town Clerk & Café manager	Month 6

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

4	Public Toilets	Commuters 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.	Included within main contract. Included within main contract. Professional advice to be engaged.	£7,500	Opening of building	Completion of restoration Installation of AV equipment (infrastructure provided as part of capital contract)	Number of hires and events Completed Installation. Feedback from users. Feedback from users.	Town Clerk Hall Administrator Town Clerk Assistant Town Clerk Town Clerk	Month 6
				Fixtures and fittings.	Tables, chairs, storage etc. Budget included within capital contract.			Purchase of fixture and fittings.			

MONTH 7 – AUGUST 2018

MONTH 8 – SEPTEMBER 2018

1	History lectures and talks via interactive slide presentation and Q & A	Community voluntary groups	To be able to learn about the heritage of the Bat & Ball station and the building and the restoration project.	Research information	Production of power point / short video.	£1,500	Start immediately to prepare presentation	3 events during construction period.	Number of events held Attendance numbers. Feedback sheets. Repeat requests.	Heritage Engagement Officer Heritage Explainers	Months 3, 6 and 8
16	Recreation of Historical Royal Visits For the opening of the venue it is the intention to recreate by a current royal visit the previous royal visits of the Prince and Princess of Wales in 1866 and Queen Victoria in 1867 who arrived at the station on route to a visit to Knole.	Staff, volunteers, general public and community organisations	To ensure that people are aware of the opening date and what to expect. To arrange a Royal Visit (agreed in principle) to recreate the previous royal visits arriving at the station and travelling to Knole. Royal visitor to unveil 3 plaques to commemorate each of the royal visits.	Marketing plan for guidance. HLF Guidance Lord Lieutenant 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 Lieutenant office relating to Royal Visit.	Number of people attending. Press Coverage.	Town Clerk Mayors Secretary Heritage Engagement Officer	Month 8

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

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

MONTH 12 – JANUARY 2019

S	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 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.
15	Museums at Night Festival	Staff Volunteers General public Local businesses Sevenoaks promoted.	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	Dictated by national programme	Digital engagement Open access event.	Views on website and engagement by social media. Attendance at events.	Heritage Engagement Officer STP Administrator Heritage Engagement Officer	Month 12
1	Cafe Provision of cafe to provide venue for social interaction and sustainable income.	Volunteers Communities General public	Refreshments whilst waiting for train and nearby residents and local businesses. New social meeting place.	Contract Management. Liaison with EHO Dept. Recruitment Project management to ensure	Included within construction contract. Kitchen equipment (add to fitted & white goods). Recruitment costs	% of total cost. £7,300 £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 12

MONTH 18 - JULY 2019

	Training including Customer Service Training	Staff Volunteers	Staff and volunteers to benefit from customer service training.	To arrange specific customer service training. Include invitation for volunteers in all STC regular training events e.g. First Aid, Fire Safety.	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.	Number completing Customer Service Training.	Town Clerk	Months 6, 12 and 18.
5.			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.							