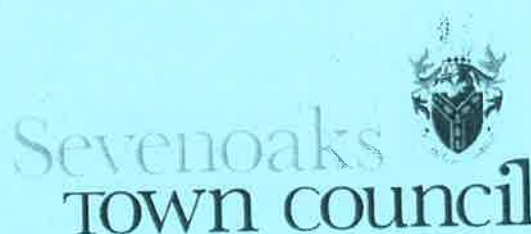


31st October 2018



You are requested to attend a meeting of the **Youth Services Sub Committee** to be held in Council Chamber, Sevenoaks TN13 3QG, on **Wednesday 7th November 2018 @ 7.00 pm** following a meeting of Sevenoaks Youth Council.

Please note that the proceedings of this meeting 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk
AGENDA

Youth Services Sub Committee Members:

Cllr Mrs R E Parry – Chairman
Cllr E Parson – Vice Chairman
Cllr J M Canet
Cllr R J Parry
Cllr S G Raikes
Cllr O Schneider
Cllr E Waite
Cllr Mrs P C Walshe
Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A Eyre (Vice Chairman F&GP)
Youth Councillor Volunteers: to be confirmed at the Youth Council's first meeting in December 2018
HITB Youth Café: Charlotte Marchant, Manager
KCC Ms Sarah Gaunt
SAYT – Mrs Caroline Berry
KENWARD Trust – Mr John Shanley and Mr Andy Watson
WEST KENT COMMUNITIES – Mr Mark Morrison, Ms Charlotte Edge
SDC - Ms Kelly Webb, Ms Maxine Quinton

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any matters on this agenda.

1 APOLOGIES FOR ABSENCE.

To receive and note apologies for absence.

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)

Town Council Offices
Bradbournie Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

3 DECLARATIONS OF INTEREST

To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.

4 MINUTES

a) Youth Services Sub Committee

To receive, adopt and sign the minutes of the Youth Services Sub Committee's held on 19th September 2018 [copy previously circulated and attached hereto], subject to the following amendments:

Minute 251 a and Minute 252: date to be written in *dd mm yyyy* and not as previously stated *yyy mm dd*

b) Youth Council

- i. To receive and note the minutes of the meeting of the Youth Council held on 19th September 2018 [copy previously circulated and attached hereto].
- ii. To receive and note the results of the Annual General Meeting of Sevenoaks Youth Council meeting held at 6pm prior to commencement of this meeting, following elections for the two-year term 2018 to 2020.

5 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

To receive and discuss the following reports:

- a) HiTB report for October 2018 [copy attached]
- b) HiTB stats for September and October 2018 [copy attached]

6 REPORTS FROM CO-OPTED PARTNERS

- a) Kent County Council
- b) Kenward Trust
- c) SAYT
- d) SDC - Community Safety Team
- e) West Kent Communities

7 PRESS RELEASES

To consider any agenda item considered appropriate for a press release.

**MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES
ON WEDNESDAY 19th SEPTEMBER 2018 AT 7 P.M.**

Meeting Commenced: 7:00 p.m.

Meeting Concluded: 7:45pm

Cllr J M Canet	Apologies
Cllr A Eyre	Apologies
Cllr Mrs R E Parry (Chairman)	Present
Cllr R J Parry	Present
Cllr E Parson (Vice Chairman)	Apologies
Cllr S G Raikes	Present
Cllr O Schneider	Absent
Cllr E Waite	Apologies
Cllr Mrs P C Walshe	Present

(5)

ALSO IN ATTENDANCE:

Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mr Shane Mochrie-Cox, KCC Youth & Community Worker
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME

No members of the public were present.

248 APOLOGIES FOR ABSENCE:**RESOLVED:** to agree and accept apologies for absence received from:

Cllr M Canet, Cllr A Eyre, Cllr E Parson and Cllr E Waite *[arrived 7:48pm]*
Miss Charlotte Marchant, Manager of HOUSE in the Basement,
Mr Mark Murison, Community Development Manager, West Kent Communities,
Ms Roxanne Frost, Lead Youth Worker, West Kent Communities,

249 REQUESTS FOR DISPENSATION

None received.

250 DECLARATIONS OF INTEREST

None Received.

251 MINUTES**RESOLVED:**

- a) Youth Services Sub Committee
to adopt and sign the minutes of the Youth Services Sub Committee meeting held on 4th July 2018 as a true record of events. It was **agreed** that the date on HiTB statistics be written in yyyy mm dd format in future.
- b) Youth Council
to receive and note that the meeting due to have been held on 4th July 2018 was inquorate

252 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ

It was **noted** that a new Manager of the Youth Café had been appointed: Miss Charlotte Marchant, for 20 hours a week.

RESOLVED: to receive and note the following reports:

- a) HiTB report for September 2018 and events. The Town Clerk advised that a Japanese Themed Event had been organised with Wagamama assisting with the provision of a chef on the night and that Youth Councillors, at the previous meeting of Youth Council, were happy to support the event.

It was **noted** that a TV Licence had been purchased for HiTB.

- b) HiTB Stats for July and August 2018.

It was **agreed** that the date be written in yyyy mm dd format in future.

253 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

- a) **KCC** - Mr Shane Mochrie-Cox, KCC Youth & Community Worker advised all of two meetings to discuss youth provision:

- i. update that there is a KCC Cabinet meeting on Tuesday, 25th September 2018 to discuss the outcomes to date of the KCC Commissioning project.
- ii. Followed by a second paper to discuss the YAGs, DABs and CCPGs to review how to proceed in the future.

Shane Mochrie-Cox advised that the KCC Youth Council Elections are underway and nominations are currently open.

- b) **Kenward Trust** – no representative was present

- c) **SAYT** - Mrs Caroline Berry advised they had appointed a Youth Worker, Beth Holgate, who starts on 24th September 2018. The Town Clerk asked if spaces be available, would the Chair and a member of SAYT wish to attend a Safeguarding Training Course put on by the District Council on 1st October 2018? **RESOLVED:** the Committee Clerk contact Kelly Webb.

- d) **Community Safety Team** – apologies received with the following report from Maxine Quinton, Community Safety Officer

“Sevenoaks District Council is launching the Voluntary and Community Awards for 2019 this week. The Awards Celebration evening will be taking place at the Stag Theatre on February 13th 2019. There is a category for Youth Group of the Year. Kelly will be emailing all Town and Parish Councils to encourage to nominate groups. This may be a good opportunity to nominate House in the Basement for all their great work with young people.

Summer Fun days were a great success. Kelly is awaiting the evaluation from the IMAGO and will distribute this to Town and Parish councils when received.

A couple of Sevenoaks Town Council employees are attending SDC Safeguarding training in October and we will keep you informed of any further training sessions.

If anything is raised in the meeting that the Community Safety Unit can help with, please let me know”.

- e) **West Kent Communities [WKC]**– apologies received with the following report from Ms Roxanne Frost, Lead Youth Worker:

“We have had a very successful summer working in partnership with Sevenoaks District Council and Imago with providing the Summer Family Fun Days throughout the district. I am waiting to hear back from Imago with a full report on the numbers, but we successfully engaged with approximately 140 young people aged 8-19 years old.

I am very happy to announce we now have a term time schools’ worker in post (Ellie Hayes) and a youth work apprentice (Tilly Meteyard). We have attended a PSHE day already this school year in Knole Academy delivering to year 10’s and have much more coming up in the way of school’s work. As Ellie has started very recently we will have more to update in the next meeting.

In regard to detached work: Following my district wide sent emails to all parish and town councils that I have not yet worked in -I had very little replies but thanks to those

who have responded and I am very excited to be working 6 weeks detached programmes in both Kemsing and Crockenhill. Kemsing started last night (18/09/2018) and will be finishing 06/11/2018 and we will be out 5pm-7pm to start with focusing on the Nightingale Road recreation ground and surrounding areas. Crockenhill is starting this evening (19/09/2018) and will be finishing 07/11/2018 on a Wednesday evening 5pm-7pm focusing at Newports Green and surrounding areas. There are a couple of weeks that we are not able to go out due to staff A/L and trainings therefore the 6 weeks has been moved around to fit all. As we are approaching the end of the year I am aware that the evenings are getting colder and darker so have been in contact with Kelly Webb about using a youth bus to bring along to these detached areas and this is just being processed.

I am also happy to announce that we will be attending Sevenoaks fireworks night working with Sevenoaks Round table on this on the 3rd November 2018 where we are providing FREE hot drinks, face glitter, West Kent merchandise to engage with the young people that attend this event. We are also hoping to attend the Christmas lights switch on in partnership with Sevenoaks Town Council on the 20th November, we are just waiting on confirmation from Michelle and the team at the town council for this. In addition to this we are still running our 8-12's project in the following areas: Edenbridge, New Ash Green, West Kingsdown, Swanley – Nurture and Friday, Dunton Green and Sevenoaks.

If anyone would like more information or has any youth work needs, please contact me on either: Roxanne.Frost@wkha.org.uk OR 07834633531."

It was reported that West Kent Community booked a £20 stall reduced to £10 at the forthcoming Christmas Lights Switch On Event [30.11.2018] to engage with the young people for two hours by handing out free goodies in exchange for the young people's contact details, which the Committee did not regard this as Youth Work.

The Committee was concerned why the youth work promised under the KCC Commissioning framework, the published WKC Wheel, i.e. to hold a festival within Sevenoaks and work with the Youth Forums within the Town of Sevenoaks, had not yet been delivered.

RESOLVED: the Chair to write to:

- Roger Gough, Cabinet Member for Children, Young People and Education
- Matt Dunkley CBE, Corporate Director of Children, Young People and Education
- Cllr Margaret Crabtree

to raise the Town Council's concerns regarding West Kent Community's 'Wheel' and the lack of Youth Work delivered in Sevenoaks Town under this commissioned scheme. It should also mention the fact that booking stalls at events run by the Town Council to hand out free merchandise in exchange for young people's contacts over a two-hour period, rather than providing actual youthwork, was not considered by the Town Council as fulfilling the KCC's Commissioning criteria.

254 PRESS RELEASES

RESOLVED: to issue a press release of the forthcoming Sevenoaks Youth Council Elections.

There being no further business the Chairman closed the meeting at 7:45pm.

Signed
Chairman

Dated



**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 19th SEPTEMBER 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Sam Chard, Tom Chapman, Ram Capoor, Annabelle Durnford [*arrived 6:05*], Katherine Magee [*arrived 6:05*], Amber Warrender and Katie Willis (Treasurer)

Apologies:

The Town Clerk advised that some Youth Councillors had left for university, including the Chairman, Elise van den Hoek.

Also Present:

Cllr Andrew Eyre
Cllr Simon Raikes
Cllr Richard Parry
Mr Shane Mochrie-Cox, Kent County Council
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk

Youth Councillor Phoebe Crichtlow was elected Chairman for this meeting and welcomed Ram Capoor as a new Youth Councillor.

18 MINUTES OF MEETINGS – 2018

RESOLVED: It was noted that meetings due to have been held previously had not taken place on the following dates for the reasons shown below:

- a) 21st March 2018 - inquorate
- b) 9th May 2018 - cancelled due to exam timetabling
- c) 4th July 2018 - inquorate

19 FINANCE REPORT

RESOLVED: to receive and note the income and expenditure sheet noting money spent via grant aid received from:

- a) One Stop Shop
 - b) Kent County Council Police Crime Commissioner's Office
- in support of the Live on the Vine end of summer term festival. It was **agreed that the minutes would show the Youth Council's current available balance be:** £1,041.32.

20 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

RESOLVED: to receive and note the reports as follows:

- a) HiTB Report for September 2018
- b) HiTB Stats for July and August 2018 [in future the date format would be in the yyyy mm dd order].

The Town Clerk advised that a new Manager for the HiTB has been appointed, Charlotte Marchant, who has lots of new ideas has already purchased a new PS4 and was arranging a Japanese themed evening.

21 HERITAGE LOTTERY FUNDING BAT & BAL – VOLUNTEERING OPPORTUNITIES

The volunteering opportunities regarding the Bat & Ball Station copy circulated with the agenda had not copied well and it was **agreed** that an up to date copy be circulated with the minutes (copy attached).

The Town Clerk advised that there were many projects which Youth Councillors and their friends may wish to get involved with, including:

- a) Arts and Craft Workshops
- b) Historical research
- c) Interviewing people for information about their past and present usage of the station.

It was noted that Youth Councillors Phoebe Chrichtlow and Katie Willis attended the Bat & Ball Time Capsule Ceremony held on 6th September 2018.

22 INVITATION AND EVENTS

- a) 2018 09 28 – Japanese Themed Evening at HiTB – The Town Clerk advised that the new HiTB Manager was organising a Japanese Themed Evening on Friday 28th September 2018. Youth Councillors were asked if they might attend taking friends along for the evening. It was **agreed** that a flyer be circulated with the minutes (copy attached).

23 YOUTH COUNCIL ELECTIONS

The Town Clerk advised that:

- a) New term commences every two years, which is 7th November 2018 at the Annual General Meeting, when all applicants will be asked for their aims over the next one and two-year period and what would they do if money were no object
- b) the Youth Councillors would be encouraged to be more involved with the Youth Café providing ideas to develop the HiTB.

It was **noted** that the current Youth Council carried out a survey at the 2016 Christmas Light Switch On Event to promote and raise awareness of the youth café and had since held FREE music lessons followed by Open Mic nights, which then fed into the Live on the Vine End of Term Summer Festival [2016 and 2017] and participation on the Stage at the Christmas Lights Switch on Event [new 2017]. It was **suggested** that the current Youth Council Election website have the blurred [Young people protection] picture exchange with one of the Sevenoaks Youth Councillors.

Youth Councillors made the following suggestions for activities to be held at HiTB:

- i. Advertising - Youth Councillors agreed to
 - (1) hold Assemblies at their schools
 - (2) put up posters on Noticeboards in their schools
 - (3) advertise on social media as flyers are simply discarded. HiTB FaceBook and Twitter is already set up and Youth Councillors agreed to share with their friends also and to advertise via Instagram.
 - (4) Design a project to revamp advertising for HiTB by Youth Councillor Tom Chapman
- ii. Study Place – Quiet night: possibly on Thursdays was suggested to use HiTB as a quiet place for studying as the library closes early and PC's plus WIFI are available to use. Not all Young People have PC's/WIFI access at home
- iii. Competitions – pool, air hockey and football [FIFA] suggested with a league table once monthly. Youth Councillor Tom Chapman agreed to assist. Prizes would be free Stag cinema tickets.
- iv. Ted Talks – Youth Councillors to suggest Speakers for consideration.
- v. Book Club – monthly night at HiTB suggested
- vi. Vinyl nights – all to bring own records. Youth Councillor Tom Chapman will talk to Sevenoaks Record Shop asking for their assistance.
- vii. Curry and Quiz nights - could be introduced as the meal deal at HiTB costs £2 for a meal plus drink.

The Town Clerk advised that past benefits of the HiTB included young people:

- Gaining part time jobs:
 - having received CV assistance from staff at HiTB
 - having taken part in a Food Hygiene Certificate Course
 - having received a signed certificate from the Mayor of Sevenoaks for completion of an 8-week volunteering course at HiTB. It was **agreed** that a copy be included with the Minutes [copy attached].
- being given a free No 8-bus pass for Sevenoaks for attending HiTB
- who were initially self-conscious of attending HiTB, had in the past become a volunteer, in which way there was a purpose to attend and friends outside of their school could be made gradually whilst learning skills for their future CV
- Young People had gained full time employment
- Young people had gained confidence in performing to large crowds.

There being no further items, the meeting closed at 6:45 pm.

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HOUSE IN THE **Basement**

October 2018

1. New volunteer, Rory, who is great with the YP and very eager to help! Much appreciated to help keep HiTB open whilst recruiting for staff.
2. Charlotte attended an interview at Knole Academy to try and encourage YP to attend.
3. One guitar was re-stringed by a YP, he had some spare ones lying around and chose to give them to us.
4. HiTB had a Halloween event which was quite successful. YP seemed to have had lots of fun and even dressed up. Pumpkin carving and Chocolate apples were successful. Chocolate was polished off!
5. A Christmas party is going to be organised. – date to be confirmed
6. Flooring has been fixed temporarily follow a water leak.
7. Youth Council/HiTB and The Lewis Project have teamed up to continue with the OMN! With Simeon teaching ukulele lessons and hoping to start some guitar teaching in the New Year. Phil will oversee tech for the evening.
8. An 'Indeed' advertisement for Casual Youth Worker for HiTB was published. Had numerous applicants and preceded with interviewing; unfortunately, interviews weren't as successful as hoped. Still continuing to look for staff.
9. James from the Vine Café has been helping to keep HiTB open when staff haven't been available which has been extremely helpful to keep the Café open.
10. HiTB will be out and about for Sevenoaks Fireworks as well at CLSO, doing detached work.
11. HiTB are now stocking sanitary products for young girls.



Date	NumberOfSessions	HoursOpened	AttendanceMale	AttendanceFemale	CashAmountBanked	Activities	EmotionalIssues
05/09/2018	2	5	4	0	13.2	Sims 3 Music School discussion Activities Arts + crafts Sewing Ideas on paper and given to manager Sweet potato curry political discussion race discussion Debates	NA
07/09/2018	2	4.5	4	0	6.5	Washed all cutlery colouring monopoly crafts Sold the XBOX 360 to Jody also minecraft = £25	NA
12/09/2018	2	4.5	5	4	23.2	Guitar discussion and playing Knitting Sewing Made stuffed animals Monopoly	Two YP had an issue with one of their friends and asked me and Lucy for advice and what they should do.
15/09/2018	2	5.5	3	3	10.2	Sewing Fortnite Miranda Art Drawing Colouring	NA
19/09/2018	2	3.5	5	0	22.3	Music Promotional poster Games Knitting	NA
21/09/2018	2	4.5	2	0	2.8	Guitar New menu Gave posters to YP and Claires. Apple Crumble Knitting	NA
22/09/2018	2	5.5	4	6	9.2	Minecraft Origami Games Pool	
25/09/2018	2	4.5	5	1	17.9	Origami Candy sushi Wagamamas Movie - my neighbour totoro	
28/09/2018	2	5	4	3	112.3		

Date	Number Of Sessions	Hours Opened	Attendance Male	Attendance Female	CashAmount Banked	Activities	EmotionalIssues
03/10/2018	2	4	5	0	13.35	Movies Netflix PC games Music Xbox	NA
05/10/2018	2	4	1	1	2.1	Monopoly UnoPC games Mariokart	na
06/10/2018	2	4	5	4	8.1	Piano Guitar Fortnite Ping Pong Doddle	na
10/10/2018	2	4	5	0	21.2	Mariokart PC Games Video games UNO	na
12/10/2018	2	4	8	1	12.1	PC GAMES Pool Doddle Xbox Computers	na
13/10/2018	2	4	6	1	15	PC games Movies NetflixVideos TV PS4	NA
17/10/2018	2	4	7	1	17.7	Air Hockey Ping Pong Guitar Music Xbox Netflix	na
19/10/2018	2	4.25	12	2	9	Fortnite PC games Pool Air hockey PS4	na
24/10/2018	2	4	3	1	2.1	Art Netflix Guitar Pool Movie	na
26/10/2018	2	4	5	0	9.2	Pumpkin Carving Eat donut without licking lips or using hand. Was tied by string Chocolate apples Spooky music Pass the pumpkin Face paints	na
					109.85		