

Sevenoaks Youth Council



12th February 2020 @ 6pm

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

AGENDA

- 1 **Welcome**
Chris Essex, Manager HitB and Isabella Penn, Youth Council Applicant
- 2 **Apologies for absence**
- 3 **Resignation**
To note the resignation of Amber Warrender from the Youth Council
- 4 **Minutes of Last Meeting**
To receive and adopt the minutes of the Youth Council meeting held on 4th December 2019 Attached
- 5 **Finance Report**
To receive and note:
 - A. The income and expenditure sheet for the Youth Council's running budget, as at January 2020 Attached
 - B. The income and expenditure for the Youth Council's charity fundraising, as at January 2020 Attached
- 6 **Neighbourhood Development Plan/Cultural Quarter for Sevenoaks** Presentation
- 7 **House in the Basement [HiTB] Youth Café**
 - 7.1 To receive and discuss the report from HiTB Manager for January 2020 Attached
 - 7.2 To Note External Funding obtained for HitB Youth Café
 - £10,000 The National Lottery Community Fund for core staffing
 - £1,000 from KCC Member Cllr Crabtree for staffing Art Projects
- 8 **Fundraising Update for Nominated Charity Stem4**
To discuss fundraising progress and agree next steps:
 - Film Night at HitB
 - Stall at events: Charity Fair, Saturday 27th June 10:00 - 16:00
 - Inter Youth Quiz

- 9 **Live on the Vine 2020: Friday 17th July 18:00 – 20:30**
- 10 **Current Programme and Updates**
To review progress against proposals set out in the Two-year Plan Attached
- 11 **Date of Next Meeting: Wednesday 1st July 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

**Meeting of the Sevenoaks Youth Council
Held on 4th December 2019
At Sevenoaks Town Council Chamber**

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.40 p.m.

Present:

| | | | |
|---|------------------|-------------------------------------|------------------|
| Roshni Agarwal | <i>Apologies</i> | Ola Kujawinska | <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 | Present | Louisa Phillips | <i>Apologies</i> |
| Phoebe Crichtlow – Vice-Chairman | Present | Michael Roberts - Treasurer | <i>Apologies</i> |
| Samuel Crawford | <i>Apologies</i> | Rose Spurling - Chairman | Present |
| 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 | Present | Amber Warrender | Present |
| Matthias Jammot | <i>Apologies</i> | Jacob Watson | Present |
| Meera Jassi | <i>Apologies</i> | Katie Willis | Present |
| Ishwar Sharma | <i>Apologies</i> | | |

In Attendance: Cllr Eyre and Alison Futtit, Senior Committee Clerk

76. Apologies for Absence

Received as detailed above, and from Town Clerk

Apologies also received from Gwyn Morris who had been due to give a presentation on the work of Porchlight: this was deferred to a future meeting.

77. Minutes of the AGM Meeting of the Youth Council held on 6th November 2019

The Minutes were agreed as a true record.

78. Minutes of the Sevenoaks Town Council Youth Services Committee held on 6th November 2019

Received and noted.

79. Finance Reports

The Youth Council received and noted the following finance reports:

(i) Income and Expenditure for Youth Council's Running Budget

Noted that the budget balance was £879.60.

(ii) Income and Expenditure for the Youth Council's Charity Fundraising

Noted that the account would be updated at the next meeting to reflect the £152.81 recently raised (see Minute 82 below)

80. Road Safety

In response to concerns about the need for more zebra crossings and road signs (Item 5 of the Youth Council's Two- Year Plan 2018-20), the Youth Council reviewed a map of Sevenoaks to identify problem areas. The following comments were made:

- The existing zebra crossing on Worships Hill, by Oakwood Beauty, was very dark; approaching drivers were unable to see if people were waiting to cross
- Oak Lane was very difficult to cross at the bottom (though it was acknowledged that this was partly due to the footpath only extending half way)

Youth Councillors agreed to send further feedback to the Committee Clerk by email.

81. House in the Basement (HitB) Youth Café

It was noted that attendance for November was slightly higher than for October, with a successful Halloween Party on 1st November attended by 23 young people. The Youth Workers had attended the Christmas Lights event on 29th November to hand out leaflets and engage with young people in the town. The updated flyer detailing current opening times was noted.

82. Fundraising Update

Rose, Amber, Phoebe and Katie were congratulated on the success of the cake sale held at the Sevenoaks Christmas Lights event on 29th November which had raised £152.81 for Stem4, the Youth Council's nominated charity.

Youth Councillors discussed further fundraising ideas. It was agreed that the possibility of holding a film night at the House in the Basement (HitB) Youth Café be explored. Cllr Eyre confirmed that HitB had the appropriate licence and could accommodate 30-40 people for this purpose. Youth Councillors agreed to ascertain interest amongst their peer groups. It was suggested that a themed evening might be more popular, for example, a 90s night. A ticket price of approximately £4 was suggested. Youth Councillors to cost the price of purchasing pizza/drinks/popcorn. Consideration to be given to the age range invited.

The possibility of a further event was raised – a short film/video competition, inviting entrants from media students. It was agreed that timing of the event needed to be carefully considered.

The Youth Council agreed that having a stall at further events in the town could be considered. Dates of forthcoming events to be confirmed. Hosting a charity walk for school students was suggested. Further consideration to be given to the logistics of this. Youth Councillors also to consider the possibility of hosting events within their own schools. The possibility of a chess challenge was suggested.

83. Current Programme and Updates

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

- Item 1 The Press Release by Sevenoaks Town Council committing to making Climate Change and Carbon Neutral Initiatives its No.1 Priority was welcomed. The Youth Council queried whether target dates had been set against the Action Plan items.
- Item 1 (iv) It was felt that the plastic free campaign should be advertised further
- Item 8 It was agreed to start raising the profile of the Youth Council on social media
- Item 9(iv) It was felt that the Chess Club at HitB should be re-advertised to encourage new members
- Item 9(vi) The idea of a debating club at HitB was raised, perhaps encouraging competitions between schools. Idea to be discussed with the Town Clerk.

84. Date of Next Meeting – 12th February 2020

It was noted that the next meeting would be held on 12th February 2020.

There being no further business the Chairman closed the meeting.

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Agenda Item Sevenoaks Town Council

5a 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

5b 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 |
| 04-Dec | Cake Sale | | | £ 122.81 |
| 13-Dec | Cake Sale | | | £ 30.00 |
| | | £ | - | £152.81 |
| Available Funds | | £ | 152.81 | |
| | | £ | 152.81 | |

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HOUSE IN THE Basement

Manager's Report from 22nd November 2019 to 4th February 2020

| Month | Numbers for Month | Average per night | Highest | Highest number of girls |
|---------------|-------------------|-------------------|---------|-------------------------|
| November 2019 | 121 | 9 | 9 | 8 |
| December 2019 | 53 | 4.8 | 18 | 4 |
| January 2020 | 136 | 8.5 | 20 | 6 |

Tuesday Nights

Tuesday has been the music night, apart from the events the numbers have been quite low.

However, we have a small group of young people who are very musically talented. We are also letting in young people who are happy to use the café without disturbing the music.

Wednesday, Friday and Saturday Nights

All these nights are open to all secondary school age young people.

We have most young people on a Friday, Wednesday being second highest numbers, with Saturday the numbers can fluctuate.

Each night we have the option of choices of a main meal that ranges from pasta dishes, curries and chillies or burgers and chips.

We encourage to young people to take part in the Pool, Playstation/wii games, computers and board games\card games as well as sometimes cooking cakes. The also watch certain films and tv programs as well as listening to music.

Outreach

At the Christmas Lights Switch On event in December, we spent the night talking to young people and handing out flyers to them.

Work Experience Volunteer Programme

We will be relaunching the work experience/volunteer programme in March with two members of the Youth Council beginning the programme (see details attached). This will be a trial with a view to expanding the programme in due course.



HOUSE IN THE
Basement

VOLUNTEER PROGRAMME RECORD SHEET

| | |
|------------------------------------|--|
| Name | |
| Address | |
| Age | |
| Tel Number | |
| Emergency Contact | |
| Date commenced volunteering | |

AGREED VOLUNTEER HOURS / ROTA (8 hrs per week)

| Week 1 | Date | Day | Start time | Finish Time | Total Hours |
|---------------|-------------|------------|-------------------|--------------------|--------------------|
| | | | | | |
| Week 2 | | | | | |
| | | | | | |
| Week 3 | | | | | |
| | | | | | |
| Week 4 | | | | | |
| | | | | | |
| Week 5 | | | | | |
| | | | | | |
| Week 6 | | | | | |
| | | | | | |
| | | | | | |

| | Date | Day | Start Time | Finish Time | No of Hours |
|---------------|------|-----|------------|-------------|-------------|
| Week 7 | | | | | |
| | | | | | |
| | | | | | |
| Week 8 | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total Hours | |

INDUCTION CHECK LIST – TO BE CARRIED OUT FIRST DAY

| | Date completed |
|--|----------------|
| Complete emergency details as above | |
| Walk through building <ul style="list-style-type: none"> • toilets, • safe place for personal belongings | |
| Fire safety <ul style="list-style-type: none"> • fire exits • emergency evacuation plan & meeting point • fire hydrants | |
| First Aid <ul style="list-style-type: none"> • first aid person • first aid kit locations | |
| Basic Food Hygiene <ul style="list-style-type: none"> • washing hands and sinks • chopping boards • raw and cooked meats | |
| Agree Rota times – preferably 8 hours per week | |

RECORD OF SKILLS ACHIEVED

| Skill | Date of Competency | Comments | Signed off by member of HiTB staff |
|---|--------------------|----------|------------------------------------|
| Kitchen | | | |
| Demonstrated learned basic hygiene rules | | | |
| Completed basic hygiene test | | | |
| Made and served 2 separate foods from the menu e.g. toasted sandwich | | | |
| Cleaned up kitchen area to suitable standard | | | |
| | | | |
| Business | | | |
| Costed one item of food and calculated profit per serving | | | |
| Discusses a fundraising idea, thought about costs and profit | | | |
| Assisted with one fundraising Open Mic Night | | | |
| Think of a marketing idea to attract young people to come to the youth café | | | |
| Cash up till after shift and complete cashing up form (supervised) | | | |
| Prepare weekly stock order | | | |
| | | | |
| Engaging young people | | | |
| Customer service | | | |
| Entertainment | | | |
| Assisting with 'interventions' | | | |
| | | | |
| | | | |

HOUSE in the Basement Youth Café – Administration Check list

| | Date | Comments |
|--|------|----------|
| Date completed 8 week programme | | |
| Certificate completed | | |
| Certificate presented | | |
| Feedback form from volunteer received | | |
| References supplied | | |
| Outputs – i.e. continued to volunteer, obtained part time work | | |

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| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | |
|---|---|--|--|-----------|-----------|
| | | Action | Progress | Timescale | |
| A. Improvements would like to see in Sevenoaks | | | | | B. |
| 1. | Environmental Matters | | | | |
| | i. Anti-Litter Campaign | Youth Council to promote on Social Media | 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 & Minute 83, 04.12.19) | | |
| | 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 | <p>changing stations at its premises.</p> <p>A number of Youth Councillors opted not to receive hard copies of agendas in post</p> <p>The Youth Council welcomed the press release by Sevenoaks Town Council committing to making Climate Change and carbon neutral Initiatives its No.1 Priority.</p> | | |
| 2. | <p>Mental Health for Young People</p> <p>i. Peer mentoring system to be set up with support from Town Council and Sevenoaks MIND/Samaritans</p> <p>ii. Relaxation event to be held at HiTB. Noted that HiTB was open out of school hours and at the weekends: young people</p> | Workshop held 28.01.19 to discuss Health and Wellbeing Survey to distribute among friends | <p>Stem4 selected as Youth Council charity for its two-year term; fundraising planned</p> <p>One Youth Councillor had participated in making of booklet "Bullying Detox"</p> | 2019 | |

| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | | |
|-------------------------|--|---|--|-----------|--|--|
| | | Action | Progress | Timescale | | |
| | could speak to staff who would be able to signpost to support services | | | | | |
| 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 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. | | 16-17 year old railcard launched Sept 2019, 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 | | | |

| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | |
|-------------------------|--|--|--|-----------|--|
| | | Action | Progress | Timescale | |
| | | | signage (Minute 69, 6.11.19) | | |
| 6. | <p>HiTB Youth Café</p> <p>Suggested revamping, make a cool venue to draw people in, possibly making minimalist style with plant, whiteboard walls and rearrange contents</p> | <p>Youth Councillors to promote through newsletters, Instagram and other social media</p> <p>Meet with HiTB manager to discuss. Consider ways to attract other young people. NB: part of Youth Council budget could be used.</p> | <p>Revamp visit to HitB took place 06.02.19; recommendations made and implemented. Round Table funded new carpet and lino.</p> <p>Used for monthly pool competition.</p> | | |
| 7. | <p>Work Experience</p> <p>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.</p> | <p>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.</p> | <p>Promoting via Sevenoaks Town Partnership and Sevenoaks Youth Council website.</p> | | |
| 8. | <p>Marketing and Advertising Youth Council</p> <p>To promote the Youth Council by means of:</p> <p>i. Posters</p> | <p>Noticeboards around town to be used to market events</p> <p>Social media platforms to be set up. Noted some Youth Councillors were younger than</p> | <p>Website created</p> <p>Noted Social media promotion had tailed off and</p> | 2019/20 | |

| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | |
|-------------------------|---|---|---|-----------|--|
| | | Action | Progress | Timescale | |
| | ii. Social media iii. Word of Mouth iv. Events Noted: Stag Theatre could provide free cinema tickets as prizes | permitted by these sites: Committee Clerk to email same information out to include everyone. HitB manager 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. | agreed to restart using Instagram (Minute 69, 6.11.19 & 83, 04.12.19) | | |
| 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 | Under 16s art display | Art Project completed at House in the Basement was displayed at Kaleidoscope. | | |

| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | |
|-------------------------|--|-----------------------|---|-----------|--|
| | | Action | Progress | Timescale | |
| | <p>HiTB manager advised of 5 spaces to partake in a six-week art project</p> <p>ii. Music Promote the free music lessons and Open Mic Nights at HiTB</p> <p>iii. Literature Suggested that HiTB cabinet be used for young people to donate books they have read to build up a Book Club</p> <p>iv. Chess Youth Councillor who plays for Kent and is part of England team offered to help run a chess club at HiTB</p> <p>v. Skateboard event</p> | | <p>Book case provided to Phoebe and Kate to paint/decorate. To advise Town Clerk if funding for paint was required (Minute 69, 6.11.19)</p> <p>Started in March 2019. Youth Council donated £100 towards set up costs. Round Table funded £300. Suggested that Chess Club be re-advertised to encourage new members.</p> <p>Youth Council donated £150 towards event at</p> | | |

| SEVENOAKS YOUTH COUNCIL | | TWO-YEAR PLAN 2018-20 | | | |
|-------------------------|--|--|--|-----------|--|
| | | Action | Progress | Timescale | |
| | vi. Debating Committee | Suggested that debating group, involving local schools, be set up in September after school. | Greatness Recreation Ground | | |
| C. | D. 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. | | |
| 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 | | |