

7<sup>th</sup> March 2019 [as amended]

You are requested to attend a meeting of the **Youth Services Sub Committee** to be held in Council Chamber, Sevenoaks TN13 3QG, on **Wednesday 13<sup>th</sup> March 2019 @ 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](http://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  
HITB Youth Café: Charlotte Marchant, Manager  
KENWARD TRUST: Mr John Shanley and Mr Andy Watson  
KCC Ms Sarah Gaunt  
SAYT – Mrs Caroline Berry  
WEST KENT COMMUNITIES – Mr Mark Murison, Community Development Manager  
and Mr Charlotte Edge, Youth Services Manager  
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.

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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)

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, note and sign the minutes of the Youth Services Sub Committee's held on 30<sup>th</sup> January 2019

b) Youth Council

To receive and note the minutes of the meetings of the Youth Council held on 30<sup>th</sup> January 2019.

5 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

To receive and discuss the following reports:

a) HiTB report for January and February 2019 [copy attached]

b) HiTB statistics for January [copy attached] and February 2019 [to be tabled]

c) Recommendations from Youth Councillors for Refurbishing venue (copy attached)

6 EVENT AT GREATNESS SKATE PARK 2019

To receive and discuss the Town Clerk's report and recommendation [copy attached]

7 REPORTS FROM CO-OPTED PARTNERS

a) Kent County Council

b) SAYT

c) SDC - Community Safety Team

d) West Kent Communities

8 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 30<sup>th</sup> JANUARY 2019 AT 7 P.M.**

**Meeting Commenced:** 7:02 p.m.

**Meeting Concluded:** 7:50pm

Cllr J M Canet	Present
Cllr A Eyre	Present
Cllr Mrs R E Parry (Chairman)	Present
Cllr R J Parry	Apologies
Cllr E Parson (Vice Chairman)	Present
Cllr S G Raikes	Present
Cllr O Schneider	Apologies
Cllr E Waite	Apologies
Cllr Mrs P C Walshe	Apologies
Mr Shane Mochrie-Cox	Apologies
Mrs Caroline Berry	Present
Mrs Maxine Quinton	Absent
Ms Kelly Webb	Absent
Mr John Stanley	Absent
Mr Andy Watson	Absent
Mr Mark Murison	Absent
Ms Charlotte Marchant	Apologies

(6)

**ALSO IN ATTENDANCE:**

Mrs Sarah Gaunt, KCC Youth Hub Delivery  
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk  
Mrs Michèle MacDonald, Committee Clerk.

**PUBLIC QUESTION TIME**

No members of the public were present.

**436 APOLOGIES FOR ABSENCE:**

**RESOLVED:** to agree and accept apologies for absence received from:  
Cllr R.J Parry, Sevenoaks Town Council  
Miss Charlotte Marchant, HOUSE in the Basement

**437 REQUESTS FOR DISPENSATION**

None received.

**438 DECLARATIONS OF INTEREST**

None Received.

**439 MINUTES**

**RESOLVED:**

a) Youth Services Sub Committee

to adopt and sign the amended minutes of the Youth Services Sub Committee meeting held on 7<sup>th</sup> November 2018, as a true record of events. The amended minutes showed the corrections as follows:

- previous Minute Nos 303 to 309 to be replaced with Minute Nos 323 to 329
- previous Page Numbers 291 to 293 to be replaced with page Nos 302 to 304

The Chairman thanked SAYT for the breakfast meeting invitation which she thankfully had accepted and attended on 24<sup>th</sup> November 2019.

b) Youth Council

The minutes of the meeting of the Youth Council held on 4<sup>th</sup> December 2018 were received and noted. The Committee noted the impressive content of outline plans, of which quite a few actions had been completed

**440 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ**

**RESOLVED:** to receive and note the following reports:

a) HiTB report for November and December 2018 - It was noted that HiTB:

- i. had recruited two new members of staff starting in February 2019:
  - Simeon will continue as a member of staff with the Free Music Lessons and Open Mic Nights
  - Paula's background is working with special needs and will help with the Tuesday Club when it reopens as well as the Open Mic Nights.
- ii. Youth Councillor Jacob Watson is to start up a Chess Club at HiTB, initially for a six-week period and the Youth Council agreed to donate £100 towards the set-up cost of equipment leaving £300 to be funded [*YC Minute 18 (a) refers*]
- iii. Cllr Canet advised that a contact at Lidl would be willing to donate food to HiTB and will forward the contact details to the Committee Clerk to follow this offer up.
- iv. The Committee wondered if the HiTB had contact with sports teams especially the Sevenoaks Football Club and asked if the Manager of HiTB would contact them to hold talks at HiTB to the young people.

b) HiTB Stats for November and December 2018 - It was noted that attendance figures were increasing to approximately fifteen per night in the January figures to date.**441 KCC YAG MINUTES**

The minutes of the Youth Advisory Group meeting held on 18<sup>th</sup> November 2018 were received and noted.

The KCC representative, Mrs Sarah Gaunt, advised that another restructure of the YAG is imminent as currently only two young people may attend. The Committee Clerk confirmed that the Town Clerk and a Youth Councillor would attend the next YAG meeting being held in Edenbridge on 7<sup>th</sup> February 2019.

The Town Clerk queried when the letters relating to Youth Provision in Sevenoaks sent by the Chairman in September 2018 and herself in November 2018 would be responded to. The KCC representative advised that the letter had been written and should be sent out soon. The Committee reiterated that the Bat & Ball Station was not an appropriate venue for young people next to a railway station and that the Sevenoaks Community centre was no longer an option as it would be demolished shortly. It was thought that the Hope Church currently offered was an excellent facility due to being adjacent to public open space. Ms Sarah Gaunt advised that KCC however was searching for a venue as the young people feel uncomfortable using Hope Church as their venue.

**442 REPORTS FROM CO-OPTED MEMBERS**

**RESOLVED:** to receive and note the following:

a) KCC – Mrs Sarah Gaunt advised that:

- i. the next YAG meeting is at 5pm on 7<sup>th</sup> February 2019 at Edenbridge
- ii. Shane Mochrie Cox has delivered some PHSE lessons and 1-1 support at Knole Academy again recently
- iii. Two Part time street-based staff [6+9 hours weekly] have recently been recruited for a presence around the Sevenoaks District from the beginning of March 2019.

- b) **Kenward Trust** – no representative was present
- c) **SAYT** - Mrs Caroline Berry reported:
  - New Youth Worker had joined them and was working full time.
  - Angela Reynolds is a new Trustee of theirs
  - their bus is currently visiting Kemsing
- d) **SDC Community Safety Team** - no representative was present
- e) **West Kent Communities** - no representative was present

**443 PRESS RELEASE**

**RESOLVED:** to issue a press release relating to the Youth Council’s forthcoming Chess Club being held at the HiTB.

There being no further business the Chairman closed the meeting at 7:46pm.

Signed .....  
Chairman

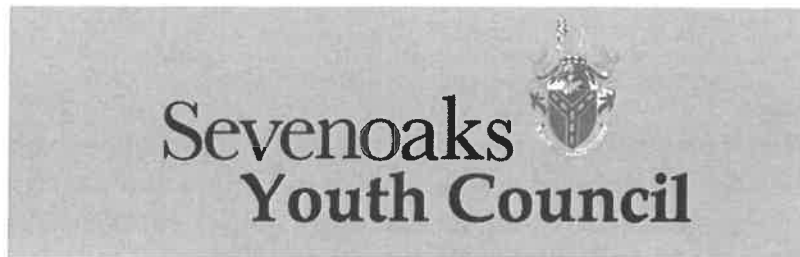
Dated .....

**For Information – to be discussed at the next meeting via the Agenda**

The Town Clerk informed all that F M Conway, The Chamber of Commerce and the Town Council were organising a week of Work Experience for NEET young People.

Mrs Sarah Gaunt advised that one can upload Apprenticeship positions free of charge to: [www.apprenticekent.com](http://www.apprenticekent.com), which the Committee Clerk will arrange on behalf of the positions available at the Town Council.





**MINUTES OF THE MEETING  
HELD ON 30<sup>th</sup> JANUARY 2019  
Council Chamber at 6pm**

Roshni Agarwal	Present	Ola Kujawska	Present
Eva Azazoglu	Absent	Emily Mahoney	Apologies
Alexander Black	Absent	Megan Ng	Present
Samuel Crawford	Present	Louisa Phillips	Absent
Tasha Dambacher, Chairman	Apologies	Michael Roberts	Present
Ronnie Day	Apologies	Rosie Spurling	Apologies
Charlotte Foulds, Vice Chairman	Apologies	Gabby Tan	Present
Oscar Goodwin	Present	Loic Thiry	Absent
Matthias Jammot Treasurer	Apologies	Amy Vickers	Present
Meera Jassi	Present	Jacob Watson	Apologies
Tom Chapman	Present	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present		(14)

**Also, In Attendance**

Cllr Eyre

Cllr Raikes

Mr Shane Mochrie-Cox, Senior Early Help Worker (Open Access Youth Work) | Chair – Unison (Kent) | Early Help and Preventative Services 0-25 | Children, Young People and Education

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk

Youth Councillor Oscar Goodwin was unanimously elected as Chairman for this meeting in the absence of the Chairman, Vice Chairman and Treasurer.

15) **APOLOGIES**

**RESOLVED:** to agree and accept apologies received from Youth Councillors: Tasha Dambacher, Charlotte Foulds, Matthias Jammot, Emily Mahoney, Rosie Spurling and Jacob Watson.

16) **MINUTES**

**RESOLVED:** the notes of the meeting of the Youth Council meeting held on 7<sup>th</sup> November 2018 be received and adopted. It was noted that a Skatepark Jam event will be held at Greatness Recreation Ground on 3<sup>rd</sup> August 2019 between 12:00 and 17:00 free of charge with professional displays.

17) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts totals £759.20

18) **HOUSE IN THE BASEMENT [HiTB]**

The HiTB report for November and December was received and noted. The Town Clerk advised that:

- a) staffing had been difficult recently, but new additional support staff are to start in February which will result in the HiTB opening regular hours
- b) the music night is popular
- c) January figures are showing an average attendance of 15 per night
- d) Youth Cllr Jacob Watson is setting up a Chess Club, initially for 6 weeks starting on 13<sup>th</sup> March 2019 and ending on 17<sup>th</sup> April 2019. A flyer was circulated and attached [APPENDIX 1]. The set-up cost is £400.
  - Youth Councillor Amber Warrender proposed that the Youth Council contribute towards the set-up cost. **RESOLVED** unanimously that a donation of £100 be made and that a grant for the remaining £300 be sought.
    - Youth Councillor Ola Kujawinska will post the Chess Flyer to her website "what to do in Sevenoaks".
    - Youth Councillor Amy Vickers will arrange a cake sale at her school and donate the proceeds towards the Chess Club.

19) **ENVIRONMENTAL MATTERS**

- a) **Anti- Litter Campaign** - The Youth Council received and noted the report. The Town Council's Action Plan was discussed and attached here to [APPENDIX 2] **RESOLVED** to participate in the Anti- Litter Campaign and voted upon a Keep Sevenoaks Tidy logo – [APPENDIX 3]
  - join in with the Volunteer Clear Up Days proposed for the following locations and dates:
    - Friday 22<sup>nd</sup> March 10am till 1pm – Bradbourne Vale Road
    - Thursday 28<sup>th</sup> March 10am till 1pm – Rear of Tesco Metro & Library Area
    - Thursday 4<sup>th</sup> April 10am till 1pm – Greatness Recreation Ground
    - Saturday 6<sup>th</sup> April 10am till 1pm - Stag and walkway to Rockdale
    - Wednesday 10<sup>th</sup> April 12 noon till 3pm - Upper High Street Gardens and Six Bells Lane
  - the Head of Sevenoaks School already expressed an interest in the school taking part
  - Youth Councillor Ola Kujawinska agreed to ask her school to arrange to go to a local park to collect litter
  - Cllr Eyre agreed to follow up with the district Council it's recycling policy
  - Youth Councillors indicated their preferred logo for the campaign



- b) Electric Cars – Youth Councillor Oscar Goodwin put forward a case that Sevenoaks Town Council be pro-active and install electric charging points to be at the forefront of technology in the local Town of Sevenoaks as the statistics published by the Kent Messenger from the latest department of Transport showed that:

- *December 2017 there were 2299 electric vehicles in Kent – a rise of 773 compared to the year before [meaning there are 25 drivers for every charging point in the County].*
- *Sevenoaks District Authority has the most registered electric cars with 289*
- *Tunbridge wells borough Council has 261*
- *Tonbridge and Malling Borough Council has 260*

Cllr Eyre advised that all new builds in the district are to have charging points installed and advised that the Local Plan Consultation is still open. It was noted that the Town Council were installing electric cycle charging points at the Community Centre.

**RESOLVED** that a recommendation to Sevenoaks District Council for the Local Plan be put forward from the Youth Council for electric charging points to be included within any new commercial and housing developments in Sevenoaks Town.

- c) Plastic – anti plastic bag and anti-plastic straw campaign.

**RESOLVED** that Youth Councillor Gabby Tan raise the topic for starting the possibility of an anti-single use plastic campaign. The Town Clerk stated that she had recently drafted a report for the Town Council setting out recommendations to address the matter locally and would be pleased to incorporate Gabby's idea and the excellent logo she had prepared if they could be emailed to her.

20) **YOUTH COUNCIL CHARITY**

Youth Councillor Amber Warrender put forward a proposal to choose a youth council charity, which all agreed.

**RESOLVED** that Youth Councillors discuss on the What's App Group to put forward some charities that the Sevenoaks Youth Council can support to bring forward to the next meeting for selection

21) **GRANT APPLICATION WORKSHOPS**

It was noted that a workshop was held on Monday 28<sup>th</sup> January 2019 in the Council Chamber [*APPENDIX 4 – notes of discussion*]. It was noted that many schools have counselling available. It was felt that relaxation methods were sought by young people to destress and that the HOUSE in the Basement Youth Café HiTB is a venue already available.

Youth Councillor Amber Warrender advised that lots of events happen at [HiTB], but it is difficult to attract footfall/advertise the venue. It was thus thought a revamp of HiTB would be a sustainable way to make it more attractive and to refresh the décor in neutral colours to appeal to all. From Appendix 4 the date was originally set for 13<sup>th</sup> February.

**RESOLVED** that youth councillors

- distribute the attached form [*APPENDIX 5*] amongst their friends ready to bring results to the next meeting on 13<sup>th</sup> March 2019.
- visit the HiTB on **Wednesday 6<sup>th</sup> February 2019 at 4:30pm** to review a revamp the HiTB and make a list of requirements, so that Grant Funding and volunteers could be sought to assist in a makeover. Youth Councillors: Amber Warrender, Meera

Jassi, Roshni Agarwal, Gabby Tan and Oscar Goodwin confirmed their attendance at 4:30pm and will meet up with the Manager, Charlotte Marchant. Other Youth Councillors are also welcome to attend.

22) **ART CULTURE**

The Art Culture opportunity offered at the Stag was noted. Andrew Eyre confirmed that should the Youth Council wish to go ahead with a booking there would be no commission chargeable.

**RESOLVED** that under 16s could display their work for sale, as a forum to raise money for themselves and their art projects and be charged a nominal 10% commission to be put forward to the Youth Council's Charity/funds.

Agreed that a date be sought for a 3-week period so that schools/young people could prepare.

23) **HERITAGE LOTTER FUNDING BAT & BALL – ACTIVITY PLAN**

The volunteering opportunities regarding the Bat & Ball station for youth councillors was discussed. It was noted that two youth councillors had volunteered to attend an event:

- 07.02.2019 – YAG Meeting at Edenbridge
- 16.02.2019 – Volunteer at Bat & Ball Station Open Day
- 21.02.2019 – volunteer at Queen Victoria dress Making

24) **YOUNG PERSONS BOOK CLUB**

Phoebe and Katie would meet with the Town Clerk to discuss setting up a Book Club at HiTB.

25) **DATE OF NEXT MEETING**

To receive and note that the next meeting of Youth Council will be held in the **Council Chamber at 6pm on Wednesday 13<sup>th</sup> March 2019.**

If any Youth Councillor has items for the Agenda, please email to the Committee Clerk, ten working days in advance of the meeting to be included in the Agenda.



# HOUSE IN THE Basement

## Report – January and February 2019

HOUSE in the Basement has gained two new staff members.

Tuesday SEN will be starting again soon.

Gained a Youth Councillor as a Volunteer for 8+ weeks.

Still continuing with Fareshare.

Started an 8-week Art Project with arts society.

Chess club will start in March.

Looking to propose new events and activities with staff members.

Numbers and money income seem to be increasing.

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Date	Activities	Attendance Male	Attendance Female	Cash Banked
1/2/2019	Table tennis Air hockey PC games PS4 games Debate over chickens	5	0	10.3
1/4/2019	Pizza PC games Wii Smash bros Trivial Pursuit Clay	7	1	15.6
1/5/2019	New Vinyl Player - brought in by the Manager Smashbros Wii Music Vinyls	4	2	19.72
1/9/2019	Pizza, Fortnite Vinyl, sharing collection. Discuss different eras and genres Movie Pool Piano	4	0	15.5
1/11/2019	Ukulele lessons Live performances Discussion with YP - what do they want? Wagamamas - provided for vegetarians and nut allergens	5	7	4.2
1/12/2019	Table tennis, air hockey, vinyl, foo-fighters session, guitar, naive and oasis carbonara	8	4	24.35
1/12/2019	War of the Worlds on Vinyl - played through the surround sound, sounding amazing! Table Tennis Pool Carbonara Foo Fighters Guitar - Naive, Oasis	8	4	25.75
1/16/2019	TV, Netflix, Art, Clay figures. PS4, pool and table tennis	4	3	14.2
1/18/2019	Clay objects, Drawing, Uno, Computer games, PS4, Wii	10	4	28.7
1/19/2019	Mario cart, pool, table tennis, air hockey Fortnite Clay making uno	12	3	26.8
1/25/2019	PC, pool, table tennis, fortnite, minecraft	5	1	8.8
1/30/2019	Art, IT crowd, chess, pool, drawing, clay, drawing, table tennis	3	4	14.9
	<b>Sub Totals</b>	<b>75</b>	<b>33</b>	<b>208.82</b>
	<b>January Total</b>	<b>108</b>		<b>208.82</b>
Date	Activities	Attendance Male	Attendance Female	Cash Banked

Stats for February to be tabled



### Sevenoaks Youth Councillors' Revamp visit to HOUSE in the Basement Youth Café

6<sup>th</sup> February 2019

Ref	Topic	Action Proposed	Cost
1	Y. Councillors noted that a fresh coat of paint would go a long way (white-minimalistic)	Arrange for painting to take place	Tbc
2	When repainting, a new colour scheme could be effective (less red)- perhaps white with green accents	Note colour scheme was chosen by previous youth councillors.  Arrange for painting to take place.	tbc
3	Paintings and pictures by attendees of the HITB Youth Café could be put up on the walls to decorate (replacing Music mural/wall)		
4	Take down Halloween decorations and other remaining holiday decorations	HitB staff to do this.	£0
5	Change lighting (if within budget) or, if not possible, add some lamps etc that can be used as an alternative source of light to make it warmer/more comfortable	Various lighting alternatives currently available – seen? Lamps could be purchased	tbc
6	Declutter- Y. Councillors suggested that they should go through the objects and items in cafe to decide what to keep and what to replace or remove	Agreed	£0
7	Find new design for sign as current one was agreed to be a bit ominous	Sign was previously a funding commitment requirement could now be reviewed.	tbc
8	Replace ceiling cover (mesh) with something a bit cleaner cut	Agreed now a bit tired. Needs to be a fire retardant covering	tbc
9	Fake plants and/or cacti to add atmosphere	Agreed	tbc
10	Deep clean	STC to arrange for cleaning staff to carry out 'deep clean' review regular cleaning processes.	Tbc

Ref	Topic	Action Proposed	Cost
11	If possible, Move sign up the street a bit as to be more visible	Planning permission would be required – to be reviewed	Tbc
12	Advert in the stag (if possible)	Currently on information screen in foyer	£0
13	Organise wires (so that they appear less cluttered)	Electrician to be booked	Tbc
14	Change/replace or remove signs on door etc	To be reviewed by staff	£0
15	Places to keep glasses etc off the counter (as appears cluttered)	To be reviewed by staff	£0
16	Cute chairs added (if possible/if space)- cheap ones can be found at IKEA etc and repainted to fit colour scheme	The youth café started with these but became damaged. Recently had donated more robust seating, also suitable for hirers.	tbc
17	Book swap cabinet	Book case to be purchased	tbc



**REPORT TO YOUTH COUNCIL AND YOUTH SERVICES SUB COMMITTEE ON 3<sup>RD</sup> AUGUST 2019****REPEAT OF SKATEBOARD PARK EVENT FOR 2019 – AGENDA ITEM NO 6**

Sevenoaks Town Council have previously bought in professional skateboarders to provide a day of entertainment and workshops.

Following a request from the Youth Council to repeat this popular event it has been booked for 3<sup>rd</sup> August 2019 to take place at the Skateboard Park in Greatness Recreation Ground. The day will involve Professional Demonstrations, Skate & BMX Workshops and will be fully staffed.

Previously Hitb Youth Café staff and Youth Councillors have also been present and sold soft drinks.

The cost for the event is £1,650.

In previous years the Town Council has been able to obtain funding for this event, however to date this has not been possible. It is therefore

**RECOMMENDED:**

1. Sevenoaks Youth Council consider donating to the event from its funds.
2. Youth Services Sub Committee consider making a recommendation to the Finance & General Purposes Committee that the balance required is met from the remaining Youth Outreach budget in the 2018 / 2019 accounts.

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