

Tuesday, 02 June 2026

You are hereby summoned to attend a meeting of the **Youth Services Committee** to be held in the **Council Chambers on Wednesday 10 June 2026 which commences at 19:00 pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://www.youtube.com/live/ntPF9BhpF7o?si=2tirvCRhfoNW2HUj> and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk



To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members – Quorum minimum of three members

Cllr Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)
Cllr Dr Merilyn Canet	Cllr Clair Shea (Leader)
Cllr Victoria Granville (Mayor)	Cllr Gareth Willis

Co-opted Members	
Sevenoaks Youth Council: Vacant	Sevenoaks District Council: Maxine Quinton Kelly Webb
Kent Family Hub: Ellen Shaw	House in the Basement: Daren Mountain Holly Brazier
Sevenoaks Area Youth Trust: Peter Robinson Dawn Hallam (Chair of SAYT)	National Trust: Amy Sabine
KCC Early Help: Debbie Bell	

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

AGENDA

1	<p>CHAIR AND VICE CHAIR</p> <p>To note that at the Annual Town Council meeting held on 11th May 2025, The following appointments were made:</p> <p>Chair: Cllr Chloe Gustard</p> <p>Vice-Chair: Cllr Catherine Daniell</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>To receive and note apologies for absence.</p>
3	<p>REQUESTS FOR DISPENSATIONS</p> <p>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).</p>
4	<p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.</p>
5	<p>MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON WEDNESDAY 1st APRIL</p> <p>To receive, adopt and sign the minutes of the meeting of the Youth Services Working Group held on Wednesday, 1st April.</p>
6	<p>CURRENT & COMPLETED MATTERS REPORTS</p> <p>To receive and note the following reports:</p>
6.1	<p>CURRENT MATTERS REPORT</p> <p>To receive and note the current matters report</p>
6.2	<p>COMPLETED MATTERS REPORT</p> <p>To receive and note the completed matters report.</p>
7	<p>HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE</p> <p>To receive and discuss the following report:</p>
7.1	<p>HITB MANAGER'S UPDATE REPORT</p>
7.2	<p>FINANCE COST CENTRE REPORTS</p> <p>March</p>

8	<p>YOUTH OUTREACH BUDGET</p> <p>To note that the Youth Outreach Budget for 2026-27 is: £10,000,</p> <p>To note, Youth Services earmarked the remainder from last year's Youth Outreach Budget for summer events, at £3512.50 Allocated: £2,000 to Skate Park Event, Remainder: £1,512.50 of Earmarked expenditure.</p> <p>To consider the following applications: 8.1- Girl Skateboarding Sessions 8.2- Children's Summer Activities at the Summer Bandstand 8.3- Children's Christmas Light Competition</p>
8.1	<p>GIRLS SKATEBOARDING SESSIONS</p> <p>To consider funding two girls' skateboarding sessions for the Summer Holidays on Friday 24th July & Tuesday 18th August.</p> <p>Running from 1.30 pm-2.45 pm & 3.00 pm-4.15 pm for two age groups 6-11 yrs and 11+ yrs.</p>
8.2	<p>CHILDREN'S ACTIVITY AT THE SUMMER BANDSTAND</p> <p>To receive and consider the proposal for Children's activities on a Thursday evening, during the Summer Bandstand events.</p>
8.3	<p>CHILDREN'S DESIGN A CHRISTMAS LIGHT COMPETITION 2026</p> <p>To consider holding the Children's Design a Christmas Light Competition for the fifth year.</p> <p>Report to follow.</p>
9	<p>REPORTS FROM CO-OPTED PARTNERS</p>
9.1	<p>SDC- Community Safety Team</p> <p>To hear from Kent Police Officers regarding Op Sceptre and Op Nebular.</p>
9.2	<p>Kent Family Hub</p>
9.3	<p>SAYT</p>
9.4	<p>National Trust- Knole</p>
10	<p>UPCOMING EVENTS</p>

Sun	19	July	3-5 pm	Music on the Bandstand Jonah's Wail	Vine Gardens
Thurs	23	July	6-8 pm	Music on the Bandstand West Kent Concert Band	Vine Gardens
Sun	26	July	3-5 pm	Music on the Bandstand Kent Police Band	Vine Gardens
Thurs	30	July	6-8 pm	Music On the Bandstand Soul Train Choir	Vine Gardens
Tues	4	August	10.30-1.30 pm	Family Fun Day	Greatness Recreation Ground
Wed	5	August	11- 4pm	Skateness	Greatness Skate Park
Thurs	6	August	6-8 pm	Music on the Bandstand Sevenoaks & Tonbridge Concert Band	Vine Gardens
Sun	9	August	3-5 pm	Music on the Bandstand Sevenoaks Saxes	Vine Gardens
Wed	12	August	10 am- Approx 6 pm	HitB trip to Broadstairs	South Park Car Park
Thurs	13	August	6-8 pm	Music on the Bandstand Ian Fox	Vine Gardens
Sun	16	August	3-5 pm	Music on the Bandstand Sevenoaks Rock Choir	Vine Gardens
Tues	18	August	2-3 pm	Children's Theatre Show Alice's Adventures in Wonderland	Bat & Ball Centre
Wed	19	August	2-3 pm	Children's Theatre Show Alice's Adventures in Wonderland	Pontoise Play Area
Thurs	20	August	2-3 pm	Children's Theatre Show Alice's Adventures in Wonderland	Greatness Recreation Ground
Thurs	20	August	6-8 pm	Music on the Bandstand Kent Youth Jazz Orchestra	Vine Gardens
Fri	21	August	2-3 pm	Children's Theatre Show Alice's Adventures in Wonderland	Vine Gardens
Sat	22	August	3-5 pm	Almost the Last Night of the Proms Music on the Bandstand Oxted Band	Vine Gardens
Thurs	27	August	6-8 pm	Music on the Bandstand White Light Band	Vine Gardens

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PRESS RELEASE

To consider any agenda item, which would be appropriate for a press release

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Minutes of the meeting of the Youth Services Committee Held on Wednesday, 01 April 2026, in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
<https://youtube.com/live/qNNGydnAtB4?feature=share>

Meeting commenced: 19:00

Meeting Concluded: 19:30

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Apologies
Cllr Libby Ancrum	Absent	Cllr Dr Merilyn Canet	Present
Cllr Tony Clayton (Mayor)	Present	Cllr Gareth Willis	Apologies

Co-opted Members

Sevenoaks Youth Council: Vacant		Sevenoaks District Council: Maxine Quinton	Present
Kent Family Hub: Ellen Shaw	Apologies	House in the Basement: Daren Mountain	Apologies
Sevenoaks Area Youth Trust: Peter Robinson	Apologies	National Trust: Amy Sabine	Apologies
KCC Early Help: Debbie Bell	Apologies		

Substitute		For
Cllr Dr Peter Dixon	Present	Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)

Also present: Town Clerk MBE and Youth Committee Clerk.

1 - APOLOGIES FOR ABSENCE

RESOLVED: To receive and noted the Apologies for Absence as above.

2 - REQUESTS FOR DISPENSATIONS

REOLVED: To note there were no requests for dispensations.

3 - DECLARATIONS OF INTEREST

RESOLVED: To note there were no declarations of interest.

4 - MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON 25th FEBRUARY 2026

RESOLVED: It was agreed to adopt the minutes of the Youth Services Committee held on Wednesday, 25th of February 2026, as a true record.

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5 - MINUTES OF THE YOUTH COUNCIL

RESOLVED: It was agreed to adopt the minutes of the Youth Council meetings held on:

- Wednesday 11th February 2026
- Wednesday 18th March 2026, as a true record.

6 - HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE

6.1 - HiTB Manager's Update Report

The Committee received Darens' report and noted that the Thursday detached sessions with the new STC community bus had been going well.

RESOLVED: To receive and note the Manager of House in the Basement Youth Café's report.

6.2 - Finance Cost Centre Reports

RESOLVED: To receive and note the House in the Basement finance cost centre reports.

7 - Vine Public Spaces Protection Order (PSPO)

Maxine thanked the Councillors on behalf of Kelly Webb for approving the move forward with the PSPO for the Vine Gardens. It was noted that it would go to People and Places on the 19th of May, then it would go to Cabinet on the 16th of June. After which, there would be a 4-week Public Consultation period where a questionnaire would be circulated to members of the public regarding the PSPO.

Maxine handed them a draft version of the Questionnaire and asked the Committee for their input. It was noted that it would be helpful if there were some form of description as to what a PSPO is.

It was noted that the Youth Council had asked what constituted a gathering within this context, and noted that it was two or more people. The committee asked that this be specified, as well as specifying that it is a gathering of people engaging in Anti-Social Behaviour.

The Committee noted that when the Questionnaire was ready to be distributed, it would be sent to all schools and Youth Councillors to obtain young people's views and opinions on the PSPO at the Vine, as well as sharing it through social media and other methods.

8 - SKATE PARK EVENT 2026

The Committee noted that STC was considering holding another Skate Park event for 2026 with Kings Ramps. It was noted that this event had proven popular in the past, noting that between 100 and 200 young people attend the event over the course of the day. Kings Ramps supply Skateboarding, BMX and Scooter lessons, bringing professionals and hosting competitions throughout the event. It was noted that this would cost £2,000

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The Councillors also noted that it was agreed in the meeting held on the 25th of February 2026, Minute number 679, to earmark the remaining funds from last year's Youth Outreach Budget.

RESOLVED: To assign £2,000 for the earmarked funds of the Youth Outreach Budget to pay for the Skate Park event.

9 - STC YOUTH PROVISION SOCIAL VALUE REPORT

The chair expressed their thanks to all of the officers involved in the creation of the Youth Provision Social Value Report. It was noted that the figure mentioned in section one of the report purely expressed the monetary value of the provisions that STC provide and did not include the volunteering hours put in by young people at House in the Basement and other areas of the Council, either through Duke of Edinburgh, Work Experience or Volunteering.

The Committee noted that Maxine from SDC had offered to send this information to their Social Value engine team to help calculate the final figure.

10 - REPORTS FROM CO-OPTED PARTNERS

10.1 - SDC- Community Safety Team

Maxine reported that the Family Fun Days were going ahead this year with one taking place at Greatness Recreation Ground on the 4th of August.

The Committee noted that there had been no hot spots within Sevenoaks Town, but there had been a few incidents in shops over the February Half-Term. It was noted that they would be keeping an eye on the Environmental Park and the Town Car Park as the weather starts to improve.

10.2 - SAYT

While Peter Robinson was unable to attend the meeting, he sent the following report:

“SAYT is taking a small group of local youths away for a few days over the Easter holiday. Additionally, at the last meeting, when asked, I said SAYT was in talks with a local church to seek to jointly employ a youth worker. The update is that the church we have been talking to is unable to proceed with this at present, so the trustees in SAYT are considering our next steps.”

11 - UPCOMING EVENTS

The Committee noted that the Community tidy up days had happened with over thirty volunteers helping to litter pick on the day.

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12 - PRESS RELEASE

RESOLVED: There were no press releases arising from this meeting.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Sevenoaks Town Council
Youth Services Committee – 10th June 2026

Current Matters**NB: Updates are shown in red.**

Minute No	Item	Status	Latest update
310-06/09/2023 479.3-08/11/2023 647.1-24/01/2024 763-20/03/2024	NEET project	<p>RESOLVED: Press release for the NEET Project once a date has been confirmed.</p> <p>RESOLVED: Press release for the NEET project to advertise the project wider in the community.</p>	<p>The proposal for the NEET (Not in Education, Employment or Training) Pilot Project that would be taking place at House in the Basement.</p> <p>The NEET project, which was planned to be a two-hour programme run over 26 weeks, would have a soft launch in November, with a formal start date in January. Daren reported some difficulties with the referral process and getting responses from schools.</p> <p>They are looking at a launch during Easter. The project will be running from 13:30 till 15:30 on Tuesdays, they had arranged for speakers like the Mayor of Sevenoaks, Kenwood Trust, and other organisations to make the programme an interactive learning experience.</p> <p>Daren reported that the Project was currently in its fifth week and while they are seeing low numbers more young people are attending slowly as word spreads. There has been very positive feedback from parents whose young people have been attending the sessions. It was noted that the project would be paused over the Easter break and would then continue for another six weeks.</p> <p>We are currently working on a redesign of the posters advertising the NEET project that will later be sent to schools and other organisations.</p> <p>Some of those who attended these sessions later attended the SEN Sessions.</p>
480-08/11/2023	SEND work experience database	RESOLVED: 1) that officers explore with local businesses how a contact list scheme could work, promoting local work experience or SEN-friendly employment opportunities; and 2) report to be submitted to the next meeting of this Committee.	

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Minute No	Item	Status	Latest update
486-19-11-2025			<p>people in Sevenoaks to be created by the Youth Council. 2) Summary of other youth Services in other districts such as Tonbridge, Tonbridge Wells and Maidstone. 3) Audit of what sports clubs provide for low-income families and of the number of people who use the Tennis Courts/ MUGA at Bat and Ball centre, for this to be brought to the Community Assets Committee.</p> <p>The Committee noted that previous discussions regarding an evidence-based report on youth service needs had been too broad and required greater focus. The scope of the report was therefore refined to outline the following:</p> <ul style="list-style-type: none"> • Current provision by Sevenoaks Town Council, including the House in the Basement, The Stag, grants awarded to youth organisations, and the provision of relevant facilities. • Identified gaps in provision, particularly the absence of detached youth work and the lack of community groups similar to the former Young Adventurers. <p>Following this, the Committee held a separate discussion on the recording of social value and noted that specialist software would be required to support this work. It was agreed that further consideration would take place once the youth service needs report had been compiled.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • To produce a report on youth service needs, outlining current provision by Sevenoaks Town Council and identifying gaps in provision for Sevenoaks Town. • To defer the youth survey until the new Youth Council had settled into its role.
682-25-02-2026			<p>The Committee received a report detailing the current youth provision from Sevenoaks Town Council, which also outlined areas where there is a current lack of provision. The Chair issued their thanks to officers for producing the report. It was noted that the report would be a useful ongoing document with data available to use and show what the Town Council provides. Councillors asked if Sevenoaks District Council could be asked for the census data for Sevenoaks Town so that it could be added to the report.</p>

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484-19/11/2025			<p>year. The Committee also noted that they have not yet received Grant Applications from this financial year and would limit the amount of support they may be able to give to the wider community.</p> <p>RESOLVED: To refuse funding for this on the grounds that it would limit the amount of funds available for grants to come in the new financial year. To revisit this next year for the Music on the Bandstand events, looking at holding one or two sessions to gauge the overall impact of the events.</p> <p>The Councillors received the Bandstand report and noted that there had been some issues around noise from generators and around the power supply. It was noted that if something like this was to be considered again, they would like to consider alternative entertainment then a bouncy castle.</p> <p>RESOLVED: 1) For officers to explore alternative family entertainment. 2) To explore possible funding/Sponsorship opportunities for the event.</p>
481-19-11-2025	Youth Debating Club at House in the Basement		<p>The Committee noted that we have received a request from a resident who wanted to hold a Youth Debating Club and was looking at using the House in the Basement for a couple of hours. It was felt that, given the information provided, there was not enough information to make a decision.</p> <p>RESOLVED: For officers to arrange a meeting with the resident to obtain further details.</p> <p>Officers and the Chair of the Youth Services Committee met with the Parent on the 3rd of December 2025.</p> <p>Since this meeting, there has been no further communication with the parent regarding this.</p>
198-09/05/2025	Design a Christmas Light 2025	Completed	<p>The Youth Services Committee received a report detailing the continuation of the Children's Design a Christmas Light for a 4th year. It was noted that within minutes of Sevenoaks Town Council the request for sponsorship going live to businesses, Knocker and Fosket agreed to part-fund the project, pledging £400 to sponsor the competition.</p>

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			<p>RESOLVED: For the competition to run for a 4th year, and for £400 from the Youth Services Outreach budget to be pledged towards the manufacture of the children's Christmas light.</p>
<p>80-10/07/2024</p>	<p>Skate Park event at Greatness Recreation Ground</p>	<p>RESOLVED: Sevenoaks Town Council to look for sponsors for this event.</p> <p>Sevenoaks Youth Council have placed £750, Youth Services Working Group placed £738.68 with West Kent and SAYT each placed £250. Towards the event.</p> <p>Completed</p>	<p>The event has been booked to take place on Friday, 25th of July 2025.</p> <p>Posters have been drawn up and distributed to different locations, businesses and organisations in Sevenoaks and STC advertising TV screens.</p> <p>Sevenoaks Repair café, Barclays Bank, Batch 18, Kent Fire Brigade, House in the Basement and SAYT all will be having a stall at the event</p>
<p>681-25-02-2026</p>	<p>Vine Public Spaces Protection Order (PSPO)</p>		<p>The Committee received the report from Kent police on the Vine Public Spaces Protection Order. It was noted that the current PSPO ends soon, and Sevenoaks Town Council had been asked to consider whether it would support the renewal of the Order for a further two years.</p> <p>Councillors noted that it was better to have it in place as a just-in-case measure following the issues from two years ago, which have subsequently subsided. The Committee asked that the Youth Council's views be sought. The Committee also noted that the report only covered the period from January 1st, 2024, to July 16th, 2024, and lacked data from the summer holidays of that year, as well as data from 2025. The Committee took a vote on the motion that no objection be made to the renewal of the PSPO on the Vine. 3 votes in favour and 1 vote against were received. Cllr Dr Canet asked that her vote against the motion be recorded.</p> <p>RESOLVED: 1) That the Youth Services Committee has no objections to the renewal of the PSPO on the Vine.</p> <p>2) That the Youth Council's views also be sought on the renewal of the PSPO.</p>

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<p><u>7-</u> <u>01-04-2026</u></p>			<p>3) That the Youth Services Committee request regular reports as to how often the PSPO is enforced.</p> <p>Maxine thanked the Councillors on behalf of Kelly Webb for approving the move forward with the PSPO for the Vine Gardens. It was noted that it would go to People and Places on the 19th of May, then it would go to Cabinet on the 16th of June. After which, there would be a 4-week Public Consultation period where a questionnaire would be circulated to members of the public regarding the PSPO. Maxine handed them a draft version of the Questionnaire and asked the Committee for their input. It was noted that it would be helpful if there were some form of description as to what a PSPO is.</p> <p>It was noted that the Youth Council had asked what constituted a gathering within this context, and noted that it was two or more people. The committee asked that this be specified, as well as specifying that it is a gathering of people engaging in Anti-Social Behaviour.</p> <p>The Committee noted that when the Questionnaire was ready to be distributed, it would be sent to all schools and Youth Councillors to obtain young people's views and opinions on the PSPO at the Vine, as well as sharing it through social media and other methods.</p>
<p>8- 01/04/2026</p>	<p>Skate Park event at Greatness Recreation Ground- (continued- 2026)</p>		<p>The Committee noted that STC was considering holding another Skate Park event for 2026 with Kings Ramps. It was noted that this event had proven popular in the past, noting that between 100 and 200 young people attend the event over the course of the day. Kings Ramps supply Skateboarding, BMX and Scooter lessons, bringing professionals and hosting competitions throughout the event. It was noted that this would cost £2,000. The Councillors also noted that it was agreed in the meeting held on the 25th of February 2026, Minute number 679, to earmark the remaining funds from last year's Youth Outreach Budget.</p> <p>RESOLVED: To assign £2,000 for the earmarked funds of the Youth Outreach Budget to pay for the Skate Park event</p>

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Completed Matters**NB: Updates are shown in red.**

Minute No	Item	Status	Latest update
670-22/03/2024	Anti-Social Behaviour at Sevenoaks Vine	RESOLVED: That the issuing of the Public Spaces Protection Order under the Anti-Social Behavior, Crime and Policing Act 2014, Section 59 should proceed for the Sevenoaks District Council to move forward to the consultation period.	
186-28/06/2024			The Committee noted that the Public Spaces Order had been proposed to the Youth Council and Youth Services Committee at the last meeting and will be considered by the District Council's cabinet on the 13th of July. Following this it is likely it will have a six-week public consultation predicted to start on the 24th of July. This order will give the police the power to intervene in activities carried out on a public space that would be detrimental to the quality of life to those who live locally and use the space.
485-08/11/2023			Maxine Quinton informed the Committee that following the overwhelming support in the consultation exercise, the Public Spaces Protection Order for The Vine would be considered at the District Council's People and Places Advisory Committee on 30th November, and if agreed, to full Cabinet on 14th December 2023. If approved implementation would be in the New Year.
652-24/01/2024			The Committee noted that the PSPO for the Vine had been approved and that during the Youth Council Meeting on the 17th of January Youth Councillors were shown three draft posters from SDC and had given feedback which the District Council had taken on board and created three new posters that the Committee were shown. It was noted that the posters contained a lot of text, but it was also noted that there may be a legal requirement

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			as to what information must be on the poster. It was noted that the majority of the Committee preferred option three, including the representatives from the Youth Council. The Committee also noted that a QR code on this option might be of help for any individuals who wanted to see the area that the PSPO covered.
181-28/06/2023	STEM opportunity for young people at House in the Basement	RESOLVED: To purchase 1 session pack at £375 for use over time at House in the Basement from the Youth Out Reach Budget	Arranged with Team.Repair for a session pack to go to House in the Basement.
307.1-06/09/2023			Daren reported that the first session of retro games consoles had been very successful.
182-28/06/2023	Design a Christmas Light Competition 2023	RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Outreach Budget.	Entry forms went out to schools. Entries received on the 26 th of September submitted for Judging from the Mayor and Deputy Mayor with the Winning design being chosen, Design sent to Merlin Lighting Company to be created in to a Light. The was installed at the Stag on the 18 th of December 2023 with the winner present for the switch on along with the Mayor of Sevenoaks, Councillor Claire Shea.
185-28/06/2023	Skateboard Park Petition	RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000. Note the refurbishment of the Greatness Skate Park and the event for the re-opening.	It was arranged that Kings Ramps who would be carrying out the refurbishment would be carrying out an event to celebrate the re-opening of the Skate park. Event arranged to take place on the 24 th of October from 11am till 4pm. The Committee noted that the skate park refurbishment was complete and that the very re-opening event on 24th October had been a huge success with up to 200 young people attending at the peak.
486-08/11/2023			
650-24/01/2024	Skateboarding for girls	RESOLVED: To fund the sessions with the remaining Youth Outreach Grant	

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653-24/01/2024		<p>Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year.</p> <p>To put together a press release for the funding of Skateboarding sessions for girls.</p>	<p>A press release was published to advertise the sessions and the funding for these from the Youth Services Committee (this was published on 6th March 2024), as well as posters being sent to the Bat & Ball Sports shop within the town.</p>
08-22/05/2024			<p>Daren reported that the skateboard sessions for Girls had been a great success.</p>
761-20/03/2024	Grant Applications	<p>RESOLVED: Agreed grant applications for the following organisations and the amount awarded:</p> <ul style="list-style-type: none"> • Kent Youth Orchestra: £500 • We are Beams: £1,440 <p>Overall total awarded: £1,940</p>	
11-22/05/2024		<p>It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:</p> <ol style="list-style-type: none"> 1) The Design a Christmas Light Competition be run in 2024/25; and 2) The £695 (+VAT) be Funded from the Youth Outreach Budget. 	<p>Finance and Delivery Committee 10/06/2024, 153. 3) That the children's Design a Christmas Light Competition be run in 2024/25, and the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.</p> <p>Entry forms for the competition have been drawn up and printed, and some have been arranged to be sent to primary schools, posters have been printed and sent out with some entry forms sent to the Library and STC Café locations.</p> <p>The winner has been selected and contacted. However, there has been no contact with the Manufacturer since the order was placed in October.</p>

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Minute No	Item	Status	Latest update
		<p>RESOLVED: To liaise with the Skateboard Coach to agree the following:</p> <ul style="list-style-type: none"> • Small charge for use which would be reinvested into skateboarding activities. • Agreed regular day and time that is least disruptive to other users. • Information to be provided to skate park users (as per MUGA sign) • Ensure the skateboarding coach has all of the following in place: Public Liability Insurance, Risk Assessments, and Safeguarding Measures. 	<p>Kings Ramps had been in touch about doing another event over the summer of 2025.</p>
<p>171-11/09/2024</p> <p>227-11/11/2024</p>	<p>Skateboarding Sessions</p>	<p>Daren had been in contact with the provider and would be holding a meeting soon to discuss future options about holding sessions at the site.</p> <p>Sevenoaks Town Council and the District Council had funded a series of Skateboarding Sessions facilitated by Samara Sport that took place on the 1st of November.</p>	<p>These have now concluded.</p>
<p>277-15/01/2025</p>	<p>Skateness Proposal- Samsara Sport</p>	<p>RESOLVED: To contact the operator and request on the condition that they provide two spaces for young people who have been referred to West Kent Housing. If these spaces have not been claimed</p>	<p>Samsara Sport has agreed and planned to hold 10 sessions every Thursday for 5 weeks at the skate park starting from the 24th of April. With two sessions a day, a mixed session for 8-12 starting at 4 pm-5 pm and a Girls session 5 pm to 6 pm.</p>

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Minute No	Item	Status	Latest update
		within an acceptable amount of time, then the space can be offered at the operator's discretion.	
183-28/06/2023 487-08/11/2023 12-22/05/2024	Climate Change Youth Forum	To note that Sevenoaks Town Council was to trial holding a meeting of the Climate Change Youth Forum after school to try to improve attendance.	<p>The meeting for the 15th of June 2023 was postponed, with a rescheduled date in the works.</p> <p>We have currently advertised the event through event channels and social media with the first meeting set to take place on the 28th of February. We have arranged for a Guest speaker Trevor Kennet to be present to talk about "Recycling in Sevenoaks."</p> <p>The Climate Change Youth Forum held on the 17th of April noted that whilst discussing cycle routes, the Youth Forum commented that some schools did not have secure storage for many bicycles. The Youth Forum also noted that not all families had access to bikes as they were expensive, and asked that consideration be given to donations, bike swaps or rent-a-bike schemes.</p> <p>The Meeting held on the 12th of June was cancelled due to a speaker cancellation.</p> <p>We are now exploring the possibility of holding the Youth forum during term time and working with schools' eco clubs and councils.</p> <p>To note, the Youth Council and the Climate Change Youth Forum have now merged.</p>

Sevenoaks Town Council
Youth Services Committee- Wednesday 10th June 2026



House in the Basement Youth Café Manager:

March 2026 Figures:

We saw 217 young people attend, with 4 of them new over the 17 sessions we were open. We had 50 SEN young people attend over 4 SEN sessions. We also carried out 4 detached sessions using the new community bus.

April 2026 Figures:

Over the 15 sessions we were open for, we saw 172 young people attend, with 20 of these being new. We had 26 SEN young people attend over 4 SEN sessions. We also carried out 3 detached sessions using the new community bus.

April & May have been a combination of busy with quieter patches over the Easter & May half-term holidays, our SEN evening has been busier with new members joining.

Detached youth work with the STC electric bus has continued every Thursday in partnership with SAYT. We see a regular group of young people each week at Greatness Park, and over the last few weeks, we have also diverted to the leisure centre/environmental park, as some ASB has been occurring there occasionally.

Our youth volunteers have been very busy smartening up the outside of HitB with painting, artwork & planting out for Britain in bloom.



A busy open mic night showcasing local youth talent went well & our monthly pool tournament continues to be popular.

**Sevenoaks Town Council
Youth Services Committee- Wednesday 10th June 2026**



HitB was present with a table at the Sevenoaks District Council's well-being fair at the Stag theatre in May, with lots of networking & good conversations had.

We also held a girls' night on the 30th of May.

Plans are afoot for several summer events & projects, including Skateness returning in August, a beach trip to Broadstairs again in August & fishing workshops in partnership with Southeast Rivers Trust.

Detailed Income & Expenditure by Phased Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	696	337	(359)	6,159	4,000	(2,159)	4,000			154.0%	
1211 Sale of Goods	354	163	(191)	3,292	2,000	(1,292)	2,000			164.6%	
1350 Revenue Grant income	0	0	0	11,375	0	(11,375)	0			0.0%	
Youth Cafe :- Income	1,050	500	(550)	20,826	6,000	(14,826)	6,000			347.1%	0
4010 Gross Pay	6,749	5,163	(1,586)	75,857	62,000	(13,857)	62,000	(13,857)		122.3%	
4270 Employers Pension Contribution	188	176	(12)	2,839	2,090	(749)	2,090	(749)		135.8%	
5410 Repairs & General Maintenance	88	90	2	2,028	1,025	(1,003)	1,025	(1,003)		197.9%	
5500 Equipment Hired and New	7	36	29	1,825	520	(1,305)	520	(1,305)		350.9%	399
6010 Light Heat & Cleaning	20	18	(2)	310	205	(105)	205	(105)		151.0%	
6101 Telephone	51	57	6	612	717	105	717	105		85.3%	
6105 Broadband wi-fi service	33	0	(33)	394	400	6	400	6		98.5%	
6200 Printing & Stationery	0	18	18	60	205	145	205	145		29.2%	
6210 Postage & Courier	0	0	0	56	0	(56)	0	(56)		0.0%	
6240 Computer/ Data Base/WP's	0	38	38	645	500	(145)	500	(145)		128.9%	
6241 Website Costs	12	0	(12)	144	205	61	205	61		70.2%	
6281 Furnishings,Furniture/Eqpt	0	128	128	0	515	515	515	515		0.0%	
6320 Staff Training	0	0	0	610	100	(510)	100	(510)		610.2%	
6330 Welfare/Hospitality	0	0	0	40	0	(40)	0	(40)		0.0%	
6340 Staff Uniforms	0	52	52	134	205	71	205	71		65.4%	
6460 Publicity & Democratic notices	0	0	0	506	0	(506)	0	(506)		0.0%	
6500 Goods for Resale	606	169	(437)	3,343	2,050	(1,293)	2,050	(1,293)		163.1%	
6505 Cafe consumables	4	0	(4)	18	0	(18)	0	(18)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	1	1	672	461	(211)	461		(211)	145.8%	
6900 Sundry Expenses	14	37	23	358	400	42	400		42	89.4%	
6922 Health&Safety/Risk Assessments	0	(1)	(1)	645	1,250	605	1,250		605	51.6%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
6976 Credit card charges	11	0	(11)	72	0	(72)	0		(72)	0.0%	
9029 Youth Cafe toilet refurb	0	0	0	200	0	(200)	0		(200)	0.0%	
Youth Cafe :- Indirect Expenditure	7,782	5,982	(1,800)	91,469	72,848	(18,621)	72,848	0	(18,621)	125.6%	399
Net Income over Expenditure	(6,732)	(5,482)	1,250	(70,643)	(66,848)	3,795	(66,848)				
8001 plus Transfer from EMR	0	0	0	399	0	(399)	0				
Movement to/(from) Gen Reserve	(6,732)	(5,482)	1,250	(70,244)	(66,848)	3,396	(66,848)				
Grand Totals:- Income	1,050	500	(550)	20,826	6,000	(14,826)	6,000			347.1%	
Expenditure	7,782	5,982	(1,800)	91,469	72,848	(18,621)	72,848	0	(18,621)	125.6%	
Net Income over Expenditure	(6,732)	(5,482)	1,250	(70,643)	(66,848)	3,795	(66,848)				
plus Transfer from EMR	0	0	0	399	0	(399)	0				
Movement to/(from) Gen Reserve	(6,732)	(5,482)	1,250	(70,244)	(66,848)	3,396	(66,848)				

Youth Service Committee,
Wednesday 10th June 7 pm,
Skateboarding Sessions for Girls,

Sevenoaks Town Council were contacted by a resident asking if we would be hosting the girls' skateboarding sessions over the summer holidays again this year, as we have done previously. Since this email was received, we have been in contact with a provider who had previously worked with the town council to deliver these.

These sessions have proven popular in the past, with many of them having a waiting list. Looking at the figures from last year's sessions, we had 34 girls sign up: 22 for the 7-11s Sessions and 12 for the 11+ Sessions. This includes those who attended the sessions and those who were on the waiting list, with sessions at the time being mixed, as well as a few girls-only sessions taking place. A full outline of the attendance for the sessions is shown below:

Date of Session	Age	Number of Female	Number of Male	No. Cancellations/No shows
26th June	07-11s	5	5	0
	11+	2	4	0
03rd July	07-11s	8	Girls Session	2
	11+	2		0
10th July	07-11s	1	8	1
	11+	2	4	0
17th July	07-11s	5	5	2
	11+	3	5	3

The provider has said they can provide for 14 young people per session. They are looking to host these over two days with four sessions in total, as outlined below:

Friday 24th July

- 1.30 pm-2.45 pm- 6-11
- 3.00 pm-4.15 pm- 11+

Tuesday 18th August

- 1.30 pm-2.45 pm- 6-11
- 3.00 pm-4.15 pm- 11+

The pricing per session would be £370, with the full total for the two days being £740.

Youth Services Committee
Wednesday 10th June 7 pm,

Proposal for Support at the Vine Music Festival – Summer Holidays 2026

Play Place has been approached to support the Vine Music Festival during the Summer Holidays 2026. As an organisation, we have extensive experience in creating fun, engaging environments within communities and delivering successful “roadshow” events.

Our roadshow is designed as a flexible pop-up format, allowing us to set up gazebos, tables, chairs, and a range of activities for the community to enjoy.

Activities We Will Provide

- Soft archery
- Badminton
- Clay modelling
- Board games
- Creative fun activities (including painting, glue crafts, drawing, and colouring)

Event Details

<u>Item</u>	<u>Details</u>
Event	Sevenoaks Music Festival
Number of Sessions	5 Sessions
Duration	2 Hours per Session
Capacity	30 Children
Staffing	3 Staff Members

Cost Breakdown

<u>Description</u>	<u>Cost (£)</u>
Staffing Lead	£225
Staffing Support	£420
On Costs (15%)	£97
Materials	£375
Insurance	£300
Fuel	£150
Evaluation	£200
Management Support	£353
Total Cost	£2,120
VAT (20%)	£424
Total Invoiced	£2,544

OP NEBULAR - ASB and crime Sevenoaks Town Centre (Leisure centre/Environmental play park and Town car park)

OFFICIAL

Date & time: 19/05/2026 at 12:30 hours

Attendance:

- Charlotte Burns Parking Services Manager - SDC
- Kelly Webb Health & Communities Manager - Community Safety Unit - SDC
- Maxine Quinton Community Safety Officer - Community Safety Unit – SDC
- Shane Smith Leisure Centre Manager
- Georgina Jackson Deputy Clerk - STC
- Nicholas Cave Open Spaces and Cemetery Manager STC
- PS Edwards Kent Police CSU Supervisor
- Residents x 4 Burlington Mews – Petra, David, Susie. Genette
- PCSO Darling Kent Police CSU - Child centred policing Team
- Michael Porter Kent County Council- Youth Outreach
- Charmaine Chapman Kent County Council - Youth Outreach
- Darren Mountain House In The Basement - Youth Worker
- Dennis Glasspool Business Crime Reduction Partnership- Lead
- Roberta Ware Business Crime Reduction Partnership - Board
- PC Hubbard Kent Police CSU Neighbourhood Task Force- Town officer

Apologies

- PC Harrison Kent Police CSU - Child centred policing Team
- Sharon Wright CCTV - SDC
- PS Cooke Kent Police CSU Supervisor
- Insp Hinrich Kent Police CSU Manager
- John Shanley Kenward Trust

ACTIONS

EVA = Environmental Visual Audit
PMP = Proactive Management Plan
MCV = My Community Voice
CSU – Community Safety Unit

Action No:	Action:	Owner:	Summary:	Progress
1	Create Operational Name for the Problem Profile	PC Hubbard	Create a dedicated operational name to ensure all activity and intelligence are linked effectively.	Complete
2	Create OP INFO on STORM (Flags OIC for Relevant Postcodes)	PC Hubbard	Ensure all incidents linked to hotspot postcodes are automatically flagged to CSU for review.	
3	Communication with Local Schools	PC Harrison and PCSO Darling	Engagement with schools regarding ASB at this hotspot location.	
4	Add Nominals to PMP and Monitor ASB Offenders	PC Harrison and PCSO Darling	Review cads within the scanning phase and identify repeat youths and add them as suspects to PMP 4269/26.	
5	Encourage Early Reporting by Leisure Centre Staff	Shane SMITH	Shane to disseminate issue to staff and promote use of Shop Safe Radio and prompt reporting via 999/101 or online.	
6	Community Engagement Group for Burlington Mews Residents	PC Hubbard	Create MCV/community messaging group for updates and intelligence sharing.	Complete
7	Conduct Resident and Partner Meetings and Online Forums	PC Hubbard	Regular meetings to review concerns, progress and gather feedback.	Complete

8	Centralised ASB Reporting	PC Hubbard	Review reporting system to simplify reporting pathways and ensure everything relating to OP NEBULAR is reported to the police.	
9	Encourage Retention of CCTV and Mobile Phone Footage	Burlington Mews Residents	Residents encouraged to preserve evidence for police to review. This to be mentioned when reporting.	
10	Increase Patrols During Peak Times	PC Hubbard/ INSP Hinrich	Implement hotspot patrol plans during evenings, weekends and school holidays.	
11	CCTV Monitoring During Peak Times	Sharon Wright	Direct CCTV operators to hotspot locations during key periods.	
12	Area Cleaning and Rapid Removal of Damage/Graffiti	Kelly Webb/Maxine Quinton	Ensure clean up following incidents to prevent general environmental degradation and smashed window effect.	
13	Remove Shopping Trolleys and Broken Glass Promptly	Waitrose / M&S Den Glasspool	Prevent items being used in offending and improve environmental quality similar to above.	
14	Conduct Full Environmental Visual Audit (EVA)	PC Hubbard	Review all hotspot locations for environmental vulnerabilities.	
15	Enhance Signage Around Hotspot Areas	Kelly Webb / Maxine Quinton / PC Hubbard	Install signage relating to ASB enforcement and patrol activity.	
16	Review Lighting Across Hotspot Areas	Kelly Webb / Maxine Quinton/ Linda Larter/ Georgina Jackson	Following EVA report - Upgrade lighting to improve visibility and natural surveillance across Locations.	
17	Environmental Design Review of Trees, Bushes and Hiding Areas	Kelly Webb // Maxine Quinton/ Leisure Centre Manager	Following EVA report - Reduce concealed areas facilitating congregation and offending.	
18	Consider Removal of Benches Outside Leisure Centre	Kelly Webb / Leisure Centre Manager	Following EVA report - Assess whether seating contributes to persistent congregation	
19	Consider Changes to Area Beneath Awning	Kelly Webb / Leisure Centre Manager	Following EVA report - Assess fencing or redesign options to prevent congregation.	

20	Utilise ASB Act Powers and Sanctions	PC Hubbard / PC Harrison / PCSO Darling	Use warnings, contracts and ASB legislation where proportionate and updated offenders onto PMP.	
21	Consider Issuing Section 59 Warnings	PC Hubbard / PC Costin / CCTV Team/ Council	Target vehicles linked to nuisance driving on var park and issue s 59.	
22	Install Fencing and Gates to Environmental Park	Trevor Kennett. Charlotte Burns	Following EVA report - Review feasibility for fencing and padlocks to prevent access following EVA findings.	
23	Install Netting on Top Level of Car Park	Trevor Kennett. Charlotte Burns	Following EVA - Review netting to prevent objects being thrown from height.	
24	Consider ANPR or Barrier Systems at Car Park Entrances	Trevor Kennett. Charlotte Burns	Following EVA - Assess options to restrict vehicle access to car park.	
25	Youth engagement	Darren Mountain Michael Porter Charmaine Chapman Andy Watson	Youth workers to attend locations during peak periods to engage.	
26	Consider section 34 dispersal powers	INSP Hinrich/ PS Cooke and PS Edwards	Consider sections 34, 35, and 37 of the Anti-social Behaviour, Crime and Policing Act 2014 allow police to authorise dispersal powers, requiring individuals involved in or likely to commit anti-social behaviour to leave an area for up to 48 hours, and permit the seizure of items linked to such behaviour.	
27	Consider Public Spaces Protection Order (PSPO)	Kelly Webb / Maxine Quinton	Review proportionality and evidential threshold for implementation.	