

Sevenoaks Town Council

Minutes of the meeting of the Youth Services Committee Held on Wednesday 19 November 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://www.youtube.com/watch?v=6MNWDpZpfFg>

Meeting commenced: 19:00

Meeting Concluded: 20:47

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Apologies
Cllr Libby Ancrum	Apologies	Cllr Dr Marilyn Canet	Present
Cllr Tony Clayton (Mayor)	Present	Cllr Gareth Willis	Present
Co-opted members			
Sevenoaks Youth Council: Vacant		Sevenoaks District Council: Maxine Quinton	Present
Kent County Council: Vacant	–	House in the Basement: Daren Mountain Samara Devlin Jones	Present Present
Sevenoaks Area Youth Trust: Dawn Hallam (Chair of SAYT)	Present	National Trust: Amy Sabine	Apologies

Substitute		For
Cllr Peter Dixon (left 19:50)	Present	Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)

In attendance: Georgina Jackson- Deputy Town Clerk & Responsible Finance Officer, Debbie Bell-KCC Early Help, Claire Merton- GISVA Family Matters, Ieuan Chandler-Wilson- Youth Committee Clerk

472 - APOLOGIES FOR ABSENCE

Received and noted as above.

473 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations

474 - DECLARATIONS OF INTEREST

There were no declarations of interest.

475 - MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON WEDNESDAY 9th JULY & WEDNESDAY 10th SEPTEMBER 2025

It was agreed to receive and adopt the minutes of the Youth Services Working Group held on Wednesday, 9th July and Wednesday, 10th September 2025 as a true record.

476 - MINUTES OF THE YOUTH COUNCIL HELD ON WEDNESDAY 9th JULY & WEDNESDAY 10th SEPTEMBER 2025

It was agreed to receive and adopt the minutes of the Youth Council meeting held on Wednesday, 9th July and Wednesday, 10th September 2025 as a true record.

477 - TALK ON SEXUAL ABUSE, RAPE, AND GANG VIOLENCE

The Committee received a Talk from Claire Merton from Family Matters, which is a registered charity established in the 1990s to address the needs of support from survivors of Sexual Abuse and Rape. They also received accreditation from the Lime Culture for 2025.

They explained that their organisation is made up of admins who process the referrals, ISVA's (Independent Sexual Violence Advisors) who work with people over the age of 18 to help and support them, CHIVA's (Children's Independent Sexual Violence Advisors) who work with young people under the age of 18, GISVA (Gangs Independent Sexual Violence Advisors). As well as working with qualified therapists to help support survivors, they offer 12 weeks of support. However, it was noted that there were waiting times for these services.

They also work in partnership with a range of different groups, such as: The Police, Mental health, including: CYPMHS (CAMHS), Social services, adult and children, Domestic violence services, Substance misuse agencies, Witness Care, Sexual Assault Referral Centre (SARC), LGBTQ+.

The full PowerPoint displayed at the meeting has been attached in Appendix 1.

478 - HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE

478.1 - HITB MANAGER'S UPDATE REPORT

The Committee heard that House in the Basement has been seeing the most young people since the pandemic and noted that there has been an increase of around fifteen young people attending the SEN Sessions on a Tuesday in comparison to this time in 2024.

Daren noted that the following events were taking place at House in the Basement over December:

- Open Mic Night, 5th December,
- Girls Night, 12th December,

Sevenoaks Town Council

- Arts Workshop, it was noted that HitB had received £150 to provide this workshop in partnership with Cygnets Art School from Sevenoaks Art Society. This is taking place on the 13th of December,
- Christmas Party, 19th December, facilitated by Perfect Cuisine.

478.2 - FINANCE COST CENTRE REPORTS

It was noted that House in the Basement was over budget by over £6,000. It was noted that this was mainly in staffing costs as well as the coach fees for the Broadstairs trip, which was around £850.

RESOLVED: To receive and note the Finance Cost Centre Reports.

479- ADDITIONAL ITEM- STAG YOUTH THEATRE GRANT APPLICATION

The Youth Services Committee noted they had received a grant request from the Stag Youth Theatre to help fund a feature-length film, which is planned to be filmed in early 2026.

The Committee received and noted that the balance of the 2025/26 Youth Outreach budget was £6,612.50

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No	Organisation Name & Charity Reg	Purpose of award	Grant Application	Grant approved
10a	Stag Youth Theatre	Towards the cost of producing a feature length film with the youth theatre, filming January to March.	£2,000	£2,000
Total awarded				£2,000

480 - INCREASE OF SEN PROVISION AT HITB

The Youth Services Committee received a request from HitB to consider the possibility of extending the SEN provision at HitB to enable them to cater for SEN young people aged 18-25. It was noted that the additional costs would be equivalent to a 1% rise in the precept. Funding was discussed and it was noted that not many funders included operating costs.

RESOLVED: For officers to explore funding opportunities for the project.

481 - YOUTH DEBATING CLUB AT HOUSE IN THE BASEMENT

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.

RESOLVED: For officers to arrange a meeting with the resident to obtain further details.

482 - REPORTS FROM CO-OPTED PARTNERS

482.1 - SDC- COMMUNITY SAFETY TEAM

Maxine reported that there had been a couple of incidents at the Bat and Ball Centre. It was noted that letters had been drafted and would be sent to homes by uniformed officers.

However, on the whole, the Town has been relatively quiet. It was noted that this included days such as Halloween, which in the past has seen incidents of ASB (Anti-Social Behaviour).

482.2 - SAYT

Dawn reported that the Tuesday group at the Multi-use Games area of the Bat and Ball Centre has been going well, with many young people attending the evenings. It was noted that they have been seeing more boys than girls and were keen to get more girls involved. Dawn also noted that it is quite nice to see that a few of the young people have been engaging with the ones who are new or a little bit quieter and getting them involved in games and activities.

It was also noted that their Thursday sessions have been quite popular, mainly seeing those who are a bit quieter on Tuesdays coming along. They are also planning a Christmas party in December.

Dawn also mentioned that they are keen to look at revamping the SAYT website and asked if anyone knew of someone who could help, they would be very appreciative. It was noted that perhaps a Duke of Edinburgh student may be able to help with this for their volunteering hours.

483 - RAIL SAFE FRIENDLY END OF CONTRACT REPORT

It was noted that the Darent Valley Community Rail Partnership have agreed to fund another 10 schools with Rail Safe friendly following last year.

Councillors noted the social value number for the project was £162,836.24, with 13 schools reached and 5,758 views.

484 - THURSDAY SUMMER BANDSTAND REPORT

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.

RESOLVED: 1) For officers to explore alternative family entertainment.

2) To explore possible funding/Sponsorship opportunities for the event.

485 - SEVENOAKS DISTRICT COUNCIL'S FAMILY FUN DAY REPORT

The Youth Services Committee received and noted the District Council's Family Fun Day Report.

486 - DEVELOPMENT OF EVIDENCE-BASED YOUTH SERVICES REPORT AND YOUTH SURVEY

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:

- 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.

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.

RESOLVED

- 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.

487 - PRESS RELEASE –

The committee requested the following items be issued for press release:

1. To issue a press release on the successful grant application from the Stag Youth Theatre.
2. To issue a press release on the continuation of the Schools Rail Safe Friendly project.

Sevenoaks Town Council

There being no further business, the Chair closed the Meeting.

Signed
Chair

Dated

DRAFT



Family Matters
Rape & Sexual Abuse
Support Service

About Family Matters:



- ▶ Registered Charity (Charity No: 1019861)
- ▶ Established in 1990, to address the growing need for specialised support for survivors of sexual abuse and rape.
- ▶ Have the contract to offer ISVA support services for Kent and Medway.
- ▶ Lime Culture Accredited 2025
- ▶ Not for profit charity.
- ▶ We are currently funded by the National Lottery, Kent Police and Crime Commissioner to name but a few.
- ▶ We are commissioned to provide specific services with restricted funds from these contracts. We are also reliant on charitable donations as these unrestricted funds help us to develop and continue to provide a service that is free for all.



Ministry of
JUSTICE

Lime Culture - ISVA accreditation:



Key Areas Assessed:

- Leadership and Governance.
- Staff Competency and Training.
- Policies and Procedures.
- Case Management and Supervision.
- Partnership Working.
- Service User Experience and Feedback.
- Commitment to Equality, Diversity, and Inclusion.

Benefits of Accreditation:

- Recognised badge of excellence.
- Increases trust and confidence among service users.
- Encourages reflection and improvement.
- Helps with commissioning and funding opportunities.
- Creates a benchmark across services nationally.

Who Works at Family Matters:



► Administrators:

- Process all referral's that are received, make first contact to client's and then send to relevant teams.

► ISVA / CHISVA / Gang ISVA:

- Designated for different areas and cover the whole of Kent.They provide emotional and practical support through the CJS.
- Understanding the CJS and processes
- Regular interaction with OIC / SOLO / Witness Care
- Escorting to PTV/trials/interviews
- Compensation guidance



► Therapists:

- As an outreach service we offer sessions in venues in and around Kent.



ISVA / CHISVA Break Down:

We follow the ISVA Statutory Guidance 2024, which has replaced ISVA Essential Elements 2017.

► ISVA (Independent Sexual Violence Advisor)

- Works with over 18s.
- Can attend MARAC meeting,
- Support through Child Arrangement Orders,
- Housing needs.

► CHISVA (Children's Independent Sexual Violence Advisor) / Male CHISVA.

- Works with U18s and works with their families.
- Liaise with Social Workers and any professional's involved with their care.
- Attend meetings in school settings
- Make referrals into CAMHS/CYPMHs

Both will complete a Risk and needs assessment, which will be tailored to their individual needs and assessment will be ongoing, we gain consent and agreement with the client for our continued support.

Provide holistic support/care.

An Introduction email/call will be made to the SOLO and/or OIC.



Gangs ISVA:



- ▶ Work throughout Kent and Medway, engaging with children/YP and adults who have experienced sexual violence within a gang setting.
- ▶ Raise awareness to young people/adults to explore and address risky behaviours, relationships and situations they may find themselves in.
- ▶ Work in a multi-agency way with Early Help, social care, offender management, health and education, probation, police, schools, helping to identify CYP at risk of exclusion.

▶ **Achieved by (not limited to):**

One stop shops.

Presentation to schools / colleges.

Youth hubs / cafes.

Engaging with other professional services.

And many more.



FM Therapy:



► Therapy:

- Provide a free tailored package of 12 sessions designed specifically around the incident (CBT / EMDR).
- Offers Face to face, Telephone or via Teams - Waiting lists vary depending on area.
- The Support Line offering 6 sessions which is used to bridge the gap, while the client waits for therapy.
- Talking Therapy Pathway via SARC (fast track therapy).
- Open to all ages, sex, race and religion.
- Can support if the client has not reported.

► Post-trial Therapy:

- 3 sessions of therapy can be offered if there has been a not-guilty verdict.



Can support parents individually via the Support Line, half hour sessions for 6 weeks.

Partnership Working:



Multi-agency, which includes, although not limited to:

- ▶ Police
- ▶ Mental health, including: CYPMHS (CAMHS)
- ▶ Social services, adult and children
- ▶ Domestic violence services
- ▶ Substance misuse agencies
- ▶ Witness Care
- ▶ Sexual Assault Referral Centre (SARC)
- ▶ LGBTQ+



Accessing Family Matters:



**Kent
Police**

► Police Referrals:

Use the FREVO form. We need as much information as possible to complete assessment and tailor support, e.g.: what referrals have been completed and contact information.

► Self- Referrals and Professional Referrals:

Can go online: www.familymattersuk.org Click on 'Apply now' and complete the referral form or Email: admin@familymatters.org / Call: 01474 536661.

Can contact 01474 536661 for advice and any inquiries.

OFFICIAL SENSITIVE

Once the form has been submitted it will be emailed to FamilyMatters (isva.fm@familymattersuk.cjsm.net); it should not be disclosed to anyone except intended recipient.

OFM013 - ISVA Referral Form

Referrer Details:

Force number:	Name:	Rank:
46009269	Daniel Rose	T/DCI
Address:		
Details		
Organisation:	Telephone Number:	Email:
Kent Police	01622650045	daniel.rose@kent.police.uk
Date of Referral:		
03-22-2019		

Client Details:

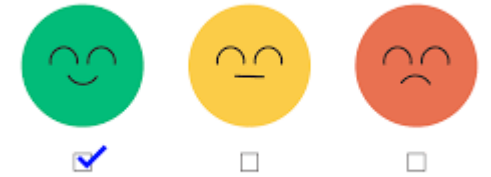
Client Name:	
abc defg	
Address:	
Details	
Is it safe to write to this address?	
☒ Yes	
☐ No	
Date of Birth:	Age:
01-01-2004	15
Mobile Number:	
07000000000	
Is it safe to:	
call this number?	leave a message?
☒ Yes	☒ Yes
☐ No	☐ No
☐ Unknown	☐ Unknown
Home Number:	
01622000000	

OFFICIAL SENSITIVE

What does the future look like?

- We are actively exploring a transition to the TST (Trauma-informed Support Team) quality mark.
- The TST accreditation offers a broader scope, encompassing Therapy, ISVA, and Support Line services, which aligns more closely with our integrated service model.
- This transition is part of our strategic objective for the coming year, contingent upon successfully securing the tender this year.
- While we recognise the increasing demand for our services and have ambitions to expand our team accordingly, our immediate priority remains focused on achieving tender success to ensure sustainability and future growth.

Client Feed Back:



CHISVA service:

'I felt very overwhelmed, no one knew what was going on or what to expect, the support from David helped us to understand the process'

'I feel better. it has been important to have support, and family matters have been supporting us'

'I'm happy to have had the support from Hannah, she made me feel at ease'

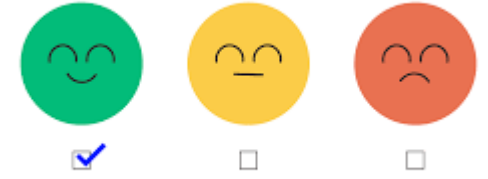
ISVA service:

'Sasha shared her knowledge on the criminal justice process and what to expect'

"Things have improved substantially since I started working with Lucy"

"Jessie was excellent, extremely supportive, extremely compassionate, very knowledgeable, just brilliant."

Therapy Feedback:



'Hayley has been brilliant. I had to discuss information I had only previously shared with 2 people, and she created a safe space for me to open up immediately'

'I went through the most traumatic thing I have ever experienced, and because of the help I received, I feel like I am an even better person now than I was before the trauma'.

'Thank you so much to your organisation for taking care of me, but most of all thank you so much for employing such an amazing counsellor as Lynda.'

'I learned a lot & feel more empowered to trust myself'

ANY
Questions?

Thank you for your valuable time and all
your hard work.