

WESTERHAM TOWN COUNCIL
Youth and Community Committee
 Minutes of the Meeting held virtually on
 Monday 22nd June 2020 at 2 pm

Present: Councillors: Mr E Boyle (EB) – Chairman
 Mrs D Coen (DC)
 Dr J Lord (JL)

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<p>This meeting was held virtually using Zoom due to Covid 19. No members of the public had requested to join the meeting.</p> <p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr Holt – power cut.</p>	
2.	<p><u>Declarations of Interest not previously declared</u> None</p>	
3.	<p><u>Minutes of the Meeting on 10th February 2020</u> Had been approved at the Council meeting on 16th March.</p>	
4.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Westerham Library – The Clerk was working on the submission to SDC regarding Community Right to Bid.</p>	AH
5.	<p><u>Emerging from Lockdown – rebuilding our economy</u> Cllr Boyle reported that he had delivered the leaflet to the retailers, which had been circulated, last week. The response had been very positive and the issues raised in order to help Westerham re-open were: -</p> <ul style="list-style-type: none"> • Continue free parking scheme • Clear up all rubbish • Keep Westerham looking clean and tidy <p>Following the receipt of comments Cllr Ogden had been lobbying SDC with the help of SDC Cllr Maskell. Currently SDC were not willing to extend the free parking for Westerham beyond 23rd June as the Darent car park would be free for three hours as normal and they wished to encourage a frequent turnover in the Town.</p>	

	<p>Following discussion it was agreed: -</p> <ul style="list-style-type: none"> • Cllr Boyle would continue to talk to retailers • The Clerk would order a banner –Westerham is 'open for business' for outside Orvis, at a cost of up to £100. • The Clerk to liaise with SDC regarding reduction/relaxation of business rates. 	
6.	<p><u>Community Volunteering during Covid-19</u></p> <p>Cllr Coen reported that she had been leading the volunteering in Crockham Hill and one of her roles was delivering the meals that the Community Meals Scheme had been providing. At its busiest Cllr Coen was delivering 78 meals a week to 12 households in CH but this was now down to approximately 50 meals a week to households. The meals had been a real lifeline for those shielding and those in lockdown. A community Whatsapp group had been set up and this would continue after Covid as it had real community value. Cllr Coen was thanked for all her invaluable work.</p> <p>In Westerham the Clerk had been the Volunteer Lead for the SDC scheme matching up requests to volunteers. The requests had slowed considerably and were mostly delivering prescriptions, as more people had been able to access online grocery shopping.</p> <p>Following discussion it was agreed to recommend to Council that WTC hold a 'Thank you' party, when safe to do so, for all the volunteers and those who had continued to open/work in food related businesses who had helped during the crisis.</p>	AH
7. 7(1)	<p><u>Youth Projects</u></p> <p><u>Youth Provision</u></p> <p>WTC Youth Provision contractor had advised the Clerk that due to Covid-19 the Summer Family Fun sessions would not take place in August. It was not yet clear whether the School Youth Club and Youth Bus could re-commence if schools were open in September.</p>	
7(2)	<p><u>Free Food Friday</u></p> <p>Following discussion it was agreed that the Free Food Friday event would take place as soon as it was safe to do so. The Committee would ideally like to have at least one session by the end of September. It was agreed to set up a meeting before the next scheduled Y&C Committee in September if the event could take place as advertising would need to be agreed.</p>	
8. 8(1)	<p><u>Community Issues</u></p> <p><u>Community Warden: update</u></p> <p>A report from the Community Warden had been circulated; the Community Warden was thanked for his excellent work in these very challenging times.</p>	
8(2)	<p><u>Police: update</u></p> <p>A newsletter had been circulated from the PCSO's. Westerham, amongst other areas, was now covered by PCSO's Amy Best and Joseph Cain. The use of nitrous oxide canisters was on the increase and the Police were carrying out nights of action in the District, Darent car park was on their list. Canisters had also been found in Russell House car park and Crockham Hill Playing Field; this had been reported to the Police.</p>	

8(3)	<u>Tourism</u> The next virtual SDC Tourism and Economic forum would take place on 25 th June.	
8(4)	<u>Sevenoaks Chamber of Commerce</u> The Chamber was currently holding virtual meetings.	
8(5)	<u>Fullers Hill Public toilets</u> The Cleaning Contractor had advised that due to an increase in the National Living wage and National minimum wage and increases to employer pension contribution rates the cleaning rates for 2020 would need to be increased. The additional cost would be £4.77 plus VAT. This was noted.	
9.	<u>Telephone Box – Verralls Corner</u> Following the request from the Westerham Society to terminate the agreement to maintain the telephone box on Verralls Corner, an email had been received from two members of the WS Committee to place a permanent heritage display in the box. Following discussion it was agreed to give permission for this to go ahead subject to keeping the box locked due to potential vandalism and for the box to be maintained.	AH
10.	<u>Risk Assessments</u> A list of WTC risk assessments had been circulated. Five risk assessments were under the remit of Y&C, with two of these being the responsibility of an external contractor. Following discussion it was agreed to approve the risk assessments for Christmas lights, Christmas catenary, Christmas tree, litter picking and public convenience.	AH
11.	<u>Financial Statement to 31st May 2020</u> The financial information was circulated and there were no queries. The Finance Officer reported that the rollovers had not yet appeared on the committee accounts, but this would be rectified for the September meeting.	DM
12.	<u>Correspondence</u> None	
13.	<u>Reports from Councillors</u> None.	
14.	<u>TN16 and website</u> None	
15.	<u>Matters for District and County Councillors</u> None	
16.	<u>Further Matters for Consideration at the next meeting</u> None	
17.	<u>Date of next meeting</u> Monday 21 st September 2020	

The meeting was concluded at 3.15 pm

Minutes confirmed as a correct record:

Chairman