

## WESTERHAM TOWN COUNCIL

### Youth and Community Committee

Minutes of the Meeting held on Monday 14<sup>th</sup> November 2022  
at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs D Coen (DC) – Chairman  
Mr E Boyle (EB)  
Mrs J Davies (JD)  
Mr B Holt (BH)  
Dr J Lord (JL)

Town Clerk: Mrs A Howells (AH)  
Chairman of Westerham Sea Cadets  
Officer in Charge of Westerham Sea Cadets

Item		Action
1.	<b><u>Apologies for Absence</u></b> None.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None	
3.	<b><u>Minutes of the Meeting on 5<sup>th</sup> October 2022</u></b> The minutes of the meeting on 5 <sup>th</sup> October 2022 were approved at the Council meeting on 10 <sup>th</sup> October. A minor amendment was noted.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 4 Refill Scheme - A further visit was needed to give out the stickers. 6.2 The Clerk had contacted St Mary's Church regarding a Place of Welcome which they were considering. However at the moment Warm Spaces was deemed more important.	AH
5. 5(1) 5(2)	<b><u>Youth Projects</u></b> <b><u>Anti-Social behaviour</u></b> Nothing to report. <b><u>Youth Provision</u></b> Following discussion it was agreed that the Youth Bus was not something the Committee wanted to continue with. The Street Dance was continuing the month trial; Cllrs Boyle and Coen to visit tomorrow 15 <sup>th</sup> November. It was agreed that if successful then the pilot could continue in the first quarter of next year. The Committee would be	

<p>5(3)</p> <p>5(4)</p> <p>5(5)</p>	<p>sent attendance figures as a decision would need to be taken by email before the next Committee meeting. Regarding Free Food Friday Cllr Coen had contacted a pizza provider but they were not able to help. The FFF project to be discussed at a future meeting but may not be feasible depending on how future youth provision develops.</p> <p><b><u>WKHA Commissioned Youth Work</u></b> The Clerk had circulated the latest report. As this was out of date in some areas it was agreed to request a meeting with WKHA as soon as possible to discuss further. Cllr Coen and the Clerk to attend.</p> <p><b><u>Boxing sessions</u></b> The Boxing session continued to be well attended. A request had been made for a letter from the boxing provider regarding how well the sessions were being received but this had not been sent; the Clerk to chase.</p> <p><b><u>Grant for Youth/Elderly activities</u></b> Funds from the grant were still available to benefit the young, the elderly and those in need in the community. The Clerk would speak to the donor of the grant regarding the Warm Spaces and January food parcels to see if they would be happy to support those activities.</p>	<p>AH</p> <p>AH/Cllrs</p> <p>AH</p> <p>AH</p> <p>AH</p>
<p>6.</p> <p>6(1)</p> <p>6(2)</p>	<p><b><u>Community Engagement Projects</u></b> <b><u>Crockham Hill – Coffee, cake and chat</u></b> Cllrs Davies and Coen reported that the sessions were still going well with an average of 15 – 20 attendees per monthly session. The dates had been fixed for the first four months of 2023 and the Crockham Hill Village Hall, Harris room had been booked. The Café will take place on the third Wednesday of the month between 10am and 12.30. Cllr Coen reported that there had been 29 acceptances for the Community Lunch, on 24<sup>th</sup> November, out of the 30 places. Cllr Coen would ask for feedback on the cafes at the lunch. This could be the Crockham Hill Warm Space so may be registered if the Hall Trustees agreed.</p> <p><b><u>Westerham Project</u></b> Following the meeting with the NHS Prescriber it was agreed that a meeting would be arranged with Age UK Sevenoaks. This had not yet happened. The Clerk to arrange ideally before the end of this year but if not in early 2023. The Clerk had spoken to the Head Teacher of Churchill School and they would be delighted to receive four bird and four bug boxes and the Head agreed they could monitor animal and insect activity. The Clerk to request monitoring forms from Kent Wildlife Trust. Cllr Davies reported that she had met with the Head Teacher of Crockham Hill School and they would also be interested in receiving bird and bug boxes. The bird and bug boxes would then form part of the Committee ECO Action Plan. Other ideas working in partnership with WTC were first aid courses - Cllr Lord to investigate courses and a contribution to an outdoor kitchen – the Committee felt this was not feasible. Cllr Coen suggested a revival of the school gardening club as the school had good pre-existing facilities.</p>	<p>AH</p> <p>AH</p>

	<p>Cllr Davies to feed this idea back to the Headteacher along with the other comments.</p> <p>Following discussion it was agreed that food boxes would be provided in January 2023 to the Food Bank; Cllr Coen to discuss and agree logistics with the Food Bank volunteers. It was also agreed to provide 6 – 8 boxes for Crockham Hill residents.</p>	
7.	<p><b><u>Community Issues</u></b></p>	
7(1)	<p><b><u>Community Warden</u></b></p> <p>No further update.</p>	
7(2)	<p><b><u>Police</u></b></p> <p>The following information had been circulated: -</p> <ul style="list-style-type: none"> <li>• Police Parish Monthly updates – October</li> <li>• Regular updates from My Community Voice</li> </ul>	
7(3)	<p><b><u>IPAG (Independent Police Advisory Group)</u></b></p> <p>Cllr Holt reported that the next meeting was in January 2023.</p>	
7(4)	<p><b><u>Rural Market Towns</u></b></p> <p>Cllrs Holt and Coen reported that they would be attending a Rural Services Network Seminar on Rural Health and Social Care on 16<sup>th</sup> November and would circulate a report.</p>	
7(5)	<p><b><u>Sea Cadets</u></b></p> <p>The Committee commended the Sea Cadets for selling poppies in Westerham on the two Saturdays before Remembrance Day.</p> <p>The Chairman and Officer in Charge of the Westerham Sea Cadets attended the meeting as they were interested in the youth provision currently provided and to make the Committee aware of the services and life skills that were offered to the Sea Cadets. They also wished to discuss how the Unit could work in partnership with WTC.</p> <p>The Unit had been set up in 2005 and currently there were 42 cadets and 22 staff who were all volunteers with full time jobs.</p> <p>It was agreed to have a meeting to discuss further outside the Committee structure, to be set up before Christmas. Cllrs Coen and Boyle to attend.</p>	DC/EB/AH
7(6)	<p><b><u>Chamber of Commerce – Westerham</u></b></p> <p>The Clerk had attended the meeting on 12<sup>th</sup> October at Quebec House. The Clerk had discussed with the Chamber about contacting Westerham businesses with a view to increasing attendance from Westerham.</p>	
7(7)	<p><b><u>Fullers Hill Public toilet</u></b></p> <p>The Clerk reported that a reconditioned lock had been fitted at no charge except for labour. The toilet door was now opening correctly.</p>	
7(8)	<p><b><u>Christmas Lights and light design competition</u></b></p> <p>Cllr Boyle reported that he had chosen the Christmas trees, three in total for The Green, The Manor House and Crockham Hill. The Clerk reported that they would be erected on 18<sup>th</sup> November. Two street entertainers had been booked along with a small funfair ride, which would be weather dependent. Wolfe Garage were providing the car and driver to take Father Christmas to The Green to turn on the tree lights. Churchill School choir were singing at Quebec House and processing to The Green to sing carols before the switch on.</p>	AH
7(9)	<p><b><u>Warm Spaces</u></b></p> <p>The Clerk reported that St Mary's Church and the Congregational Church</p>	

7(10)	<p>had registered on the SDC Warm Spaces website and would be providing a Warm Space on a Tuesday 10am to 3pm and a Thursday 12 noon to 4 pm. The Clerk was providing leaflets to advertise this and they were being circulated to local groups and would be placed on social media. Despite other libraries registering Westerham Library had not yet signed up, the Clerk to investigate.</p> <p><b><u>DRIPs AGM</u></b></p> <p>Information had been circulated regarding the Darent River Preservation Society (DRIPS) AGM on 17<sup>th</sup> November. No-one was able to attend.</p>	AH
8.	<p><b><u>Financial Statement to 31<sup>st</sup> October 2022</u></b></p> <p>The Financial Statement to 31<sup>st</sup> October had been circulated, there were no queries.</p>	
9.	<p><b><u>Budget 2023/24 and 4- year budget</u></b></p> <p>Cllr Coen reported that she, Cllr Boyle and the Clerk had had a meeting with the Finance Officer to discuss the Budget 2023/24. The discussion centred on Y&amp;C having a realistic budget for youth provision as the budget had not been fully spent over the last few years. Cllr Coen outlined the draft budget to the Committee and following discussion it was agreed to put a draft budget of £30,225 to Council. The main items to note were:</p> <ul style="list-style-type: none"> <li>• reducing the Youth Provision from £14,300 to £10,000</li> <li>• Increasing the summer/half term sessions to cover increased costs</li> <li>• Increasing the public toilet budget to cover increased costs</li> </ul>	
10.	<p><b><u>ECO Action Plan</u></b></p> <p>The Y&amp;C ECO Action Plan had been circulated and was reviewed. It was agreed to include helping the Greensand Common project with task days and helping Crockham Hill School in some way with their ECO Club. Cllr Coen suggested pairing with another Town that had been successful with implementing eco strategies, this would be investigated. Cllrs to suggest further ideas at the next meeting.</p>	Cllrs
11.	<p><b><u>October half term Family Fun sessions</u></b></p> <p>The Clerk circulated a report on the October half term session in Westerham Hall. The sessions had been very well received and the session was a very worthwhile project. It had been good to see National Trust and Westerham Library taking part in the session. The next session would be the February half term session.</p>	
12.	<p><b><u>Correspondence</u></b></p> <p>12.1 Email from Kent Fire and Rescue Service Education Team offering Home Talks which cover what to do in the event of a fire.</p>	
13.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Lord reported that the Poppy appeal had been working with the Sea Cadets and the Parade had gone very well. Cllr Coen reported she had checked the CH defibrillators and the Notice Boards, comments sent to the Deputy Clerk.</p>	

	Cllrs Boyle, Coen and Holt had visited the October half term session. Cllr Holt had visited Westerham Sea Cadets.	
14.	<b><u>TN16, Crockham Hill Newsletter and website</u></b> The Clerk to send the Chairman Christmas message to the Crockham Hill newsletter. Cllr Coen to request a regular slot for WTC in the CH newsletter.	DC/AH
15.	<b><u>Matters for District and County Councillors</u></b> None	
16.	<b><u>Further Matters for Consideration at the next meeting</u></b> Youth provision, possibly Drama related. Cllrs Boyle and Coen to explore further through WADS following initial conversations with their junior section.	DC/EB
17.	<b><u>Date of next meeting</u></b> Monday 20 <sup>th</sup> February 2023	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman