

## WESTERHAM TOWN COUNCIL

### Youth and Community Committee

Minutes of the Meeting held on Monday 25<sup>th</sup> September 2023  
at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs D Coen (DC) – Chairman  
Mr E Boyle (EB)  
Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllrs Davies and Hussain – personal commitments.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Meeting on 26<sup>th</sup> June 2023</u></b> The minutes of the meeting on 26 <sup>th</sup> June were approved at the Council meeting on 10 <sup>th</sup> July.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 6 Terms of Reference - The Committee TOR would be placed on the November Agenda. 9.7 The re-siting of the Youth Shelter would take place once the Skate Park was complete. 10.9 Cllr Coen to engage with SDC dog warden and discuss effective ways to promote responsible dog handling re fouling and intimidating members of the public. Consider article in TN16.	DC
5. 5(1)	<b><u>Community Engagement Projects</u></b> <b><u>Crockham Hill – Coffee, cake and chat</u></b> Cllr Coen reported that there had been a session on 19 <sup>th</sup> July and then a break for the summer. At the last session on 20 <sup>th</sup> September there were 19 attendees. Following discussion it was agreed to book the sessions for 2024. The partnership working with the WI was working well and would hopefully continue. It was further agreed to request a visit from a Citizens Advice Adviser.	AH
5(2)	<b><u>Churchill Primary School, Crockham Hill School and Valance School – future engagement</u></b>	

	<p>Following discussion it was agreed that Cllr Coen would request a report regarding data from the bird and insect boxes donated to Crockham Hill School from their ECO Club.</p> <p>Cllr Coen would also encourage the school to try and obtain a Wilder Kent Award.</p> <p>It was also agreed to contact Churchill Primary School regarding donating bird and insect boxes for their ECO work and explore WKA with them as well.</p>	<p>DC</p> <p>DC</p>
6.	<p><b><u>Volunteer Forum</u></b></p> <p>The Clerk reported that at the Annual Town Meeting – Volunteers event, some of the Volunteers discussed having a meeting of Volunteers and Volunteer Organisations to discuss issues such as getting/keeping volunteers, working in the community and best practice. The Clerk had emailed all those that had attended and the response was they would like WTC to facilitate a meeting. Following discussion it was agreed to invite IMAGO (previously Voluntary Action in Kent) to lead the meeting to be held at the council chamber. The Clerk to investigate dates in November.</p>	<p>AH</p>
7.	<p><b><u>Dementia Friendly training</u></b></p> <p>The Clerk reported that Council needed to refresh its Dementia training for the Dementia Friendly Award that was displayed on the emails. The Clerk to investigate dates in November.</p>	<p>AH</p>
8.	<p><b><u>Emergency Plan</u></b></p> <p>The Clerk reported that she had been updating the WTC Emergency Plan over the summer following training sessions with Kent Prepared but still needed volunteers from Crockham Hill. Cllr Coen agreed to advertise for volunteers in Crockham Hill.</p> <p>The updated Plan would then be reviewed at the next meeting.</p>	<p>DC/AH</p>
9. (1)	<p><b><u>Youth Projects</u></b></p> <p><b><u>Anti-Social behaviour</u></b></p> <p>In June there had been an escalation of ASB from young people visiting Westerham using the 246 bus. PCSO's from Bromley were still travelling on the 246 bus to Westerham in order to prevent such issues. The PC to be informed.</p> <p>At the meeting with the Police in July, it was reported that ASB reports were low in the Sevenoaks District. PC Wilson to be invited to attend the November Y&amp;C meeting as he had been unable to make this one.</p>	<p>AH</p>
9(2)	<p><b><u>WKHA Commissioned Youth Work</u></b></p> <p>The Clerk reported that KCC were not renewing the Youth Commissioned contract and were taking the youth work In-House; it was not yet known how this would work in practice.</p> <p>A report had been received from West Kent – 'over the summer we offered an open invite to all sessions due to reduced detached work, because of this we had 5 young people from Westerham attend our summer club for 8–12-year-olds that we delivered in Edenbridge for a week, and 3 attendees at our Sevenoaks summer club. We had 2 young people attend our extended HOUSE hours in Edenbridge for 11 – 19-year-olds. Both clubs</p>	<p>AH</p>

9(3)	<p>consisted of providing a series of free activities and food to all attendees. ‘</p> <p><b><u>Boxing sessions</u></b></p> <p>The Boxing sessions had commenced on 6<sup>th</sup> September and were booked until July 2024 at a cost of £3042 plus rent of £40 per session - £1560. The report from West Kent Extra stated there had been an increase in numbers this term with 23 attendees over the past quarter. Cllr Thompson hoped to visit one of the sessions. The age group that we still needed to reach out to was the older teens. Cllr Coen to contact Anthony Shipwright in Edenbridge to explore the impact he and his team were making on the 11-19 year olds. To Consider collaborative working. To report back at the November meeting.</p>	KT
9(4)	<p><b><u>Future Youth Work</u></b></p> <p>At the last meeting, the suggestion had been made to investigate bringing a project in conjunction with the Lewis Project to Westerham. The Clerk to contact Sevenoaks Town Council as it was thought they had delivered projects with the Lewis Project.</p>	AH
9(5)	<p><b><u>Street Dance</u></b></p> <p>The Clerk reported Westerham Hall was now booked on a Tuesday; so it was agreed that the Clerk would investigate other evenings and venues with the current Street Dance provider.</p>	AH
9(6)	<p><b><u>Grant for Youth/Elderly activities</u></b></p> <p>Funds from the grant were still available to benefit the young, the elderly and those in need in the community. Emails had been sent to Age UK as it was agreed that a meeting with them was essential to discuss WTC engagement with the elderly. As yet no response had been received. The Congregational Church had continued with its Warm Place and St Mary's Church had started two new groups - a Jigsaw group and Board game group. It was agreed to discuss this further when more information was known regarding the Lewis Project.</p>	
10. 10(1)  10(2)   10(3) 10(4) 10(5) 10(6)	<p><b><u>Community Issues</u></b></p> <p><b><u>Community Warden</u></b></p> <p>Following discussion it was agreed that Cllr Coen would complete the KCC consultation on the future of Community Wardens.</p> <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</li> <li>• Regular updates from My Community Voice</li> </ul> <p>Cllr Davies had stepped down as WTC Police Liaison representative. Cllr Coen and the Clerk were meeting the CSU by zoom on 26<sup>th</sup> September.</p> <p><b><u>IAG</u></b></p> <p>No information had been received regarding the next meeting.</p> <p><b><u>Rural Market Towns</u></b></p> <p>The Clerk was attending a Steering Group meeting on 28<sup>th</sup> September.</p> <p><b><u>Drill Hall</u></b></p> <p>It was understood that the Sea Cadets would be using Chipstead Lakes all year round as a venue but they were still investigating storage.</p> <p><b><u>Chamber of Commerce – Westerham</u></b></p> <p>The Clerk had attended the August meeting at Brunch; there was a good</p>	DC

10(7)	<p>turnout. The next meeting was at Valance School.</p> <p><b><u>Christmas Lights</u></b></p> <p>The Clerk reported that the Christmas Lights Switch on would take place on Thursday 30<sup>th</sup> November. An SDC Event application would be completed. Cllrs Boyle and Coen were choosing the Christmas Trees on Friday 29<sup>th</sup> September.</p>	AH
10(8)	<p><b><u>Local Business Liaison role</u></b></p> <p>The Clerk reported that she had visited the majority of the retailers, distributing flyers regarding the West Kent Rural Grants and West Kent Business support. The Clerk had also visited some of the retailers with the representative of the TN card.</p> <p>To discuss at the November meeting whether Councillors were needed to take on this role.</p>	
11.	<p><b><u>ECO Action Plan</u></b></p> <p>The Y&amp;C ECO Action Plan had been circulated and was reviewed. Cllrs were asked to send suggestions for new items to the Clerk. Cllr Coen to contact the Crockham Hill wildlife group to see if collaboration could help our Eco Action Plan.</p>	AH DC
12.	<p><b><u>Summer Family Fun sessions</u></b></p> <p>The Clerk reported that four Summer Family Fun sessions took place with rain only at the first session so it took place in the WSA building. A report was still awaited.</p> <p>The October Half term Family Fun session had been booked for Thursday 26<sup>th</sup> October at Westerham Hall.</p>	
13.	<p><b><u>Financial Statement to 31<sup>st</sup> August 2023</u></b></p> <p>The Financial Statement to 31<sup>st</sup> August had been circulated and there were no queries.</p>	
14.	<p><b><u>Risk Assessments</u></b></p> <p>The list of Risk Assessments had been circulated. The majority provided by external contractors. There were no alterations to the Litter picking RA.</p>	
15.	<p><b><u>Consultations</u></b></p> <p>15.1 Kent &amp; Medway Partnership Domestic Abuse Strategy 2024-2029 - Cllr Coen to review.</p> <p>15.2 KCC Family Hub Services – 13<sup>th</sup> September was noted.</p>	DC
16.	<p><b><u>Correspondence</u></b></p> <p>16.1 An email had been received from Citizens Advice regarding use of the small office to see Foodbank clients. This was agreed at no charge.</p>	AH
17.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Boyle had attended the WTP meeting regarding The Fayre on The Green.</p> <p>Cllr Coen had overseen the transfer of ownership of the Defibrillator from WTC to Crockham Hill Village Hall.</p>	
18.	<b><u>TN16, Crockham Hill Newsletter and website</u></b>	

	Crockham Hill Newsletter – details of Cllr Hussain Article regarding dog fouling and dog attacks	
19.	<b><u>Matters for District and County Councillors</u></b> Community Wardens	
20.	<b><u>Further Matters for Consideration at the next meeting</u></b> Budgets	
21.	<b><u>Date of next meeting</u></b> Monday 13 <sup>th</sup> November 2023	

The meeting was concluded at 8.55 pm

Minutes confirmed as a correct record:

Chairman