

The logo features a stylized black house icon on the left with white horizontal lines representing a staircase leading down. To the right of the icon, the word "HOUSE" is written in a bold, blocky, white font with a black outline. To the right of "HOUSE", the words "IN THE" are written in a smaller, plain black font. Below "HOUSE" and "IN THE", the word "Basement" is written in a large, black, serif font.

<b>LOCATION:</b>	Basement of Stag Community Arts Centre London Road, Sevenoaks, Kent, TN13 1ZZ	
<b>MANAGED BY:</b>	Sevenoaks Town Council Staff Project Manager Linda Larter, Town Clerk HITB Manager Adam Wedd Youth Worker Bradley Large Youth Worker Rachel Edmunds	
<b>PARTNERS:</b>	Kent County Council HOUSE (Public Health @ Kent County Council) Connexions Sexual Health Service Kenwood Trust Stag Community Arts Centre Sevenoaks Area Youth Trust Community Safety Unit West Kent Extra	
<b>FACILITIES:</b>	Youth Café for ages 11 – 18 Free Wi Fi Food & Drinks Chill Out Area Special Needs evening Informal Music Lessons Pool Table Information & Support Events Chess Club	
<b>OPENING HOURS:</b>	Monday 10.00 – 18.00 Tuesday* 18.00 – 21.00 Wednesday 16.30 - 21.30 Thursday 16.30 – 21.30 Friday 16.30 – 21.30 Saturday 14.30 – 21.30	
March 2013*	Connexions Special needs evening Youth Café Sexual Health Care Nurse Youth Café inc Film Night special weekly event Open Mic Night / Quiz Night Ready Steady Cook / Games Nite. Youth Cafe	
<b>CONTACT DETAILS</b>	Tel: 01732 466593 Email: <a href="mailto:info@houseinthebasement.co.uk">info@houseinthebasement.co.uk</a> Twitter: @houseinbasement Facebook: /houseinthebasement	



**CAPITAL FUNDING FROM:** Ibstock Cory Environmental Trust  
HOUSE (Kent County Council)  
West Kent Extra

**REVENUE FUNDING FROM:** Kent County Council – 3 year commissioning starting 2013  
HOUSE (Kent County Council)  
Local Strategic Partnership  
St James Wealth Foundation  
Sevenoaks Town Council

**PROJECT AIMS:**

- i) A provision for young people with somewhere that is their own space, where they feel comfortable and safe, to do homework, meet friends – a drug and alcohol free environment to network and socialise
- ii) Provide opportunities for children and young people to engage in positive activities that will enhance their lives
- iii) Provide support and advice for all those in need.
- iv) Create a social cohesion among the young people in the locality. Many of the young people attend schools outside the area. The café will provide a venue to mix regardless of social and economic background.
- v) Provision to young people via the management board and other informal groups, to develop skills by running and managing their own programme and rotas together with staff, to ensure the café is manned and to ensure and maximise its opening hours after school and during weekends and school holidays.
- vi) Provide local communities (particularly parents and carers) with peace of mind that their young people are being catered and covered for.
- vii) Youth workers with a neutral place, especially in difficult case studies, to engage with young people
- viii) Addressing community safety needs in providing an 'off the street' safe environment, providing diversionary activities and supporting young people in changing behaviour and breaking negative cycles.
- ix) Providing a 'hub' for youth services and informal education to be delivered for example cookery, music, drugs information, IT, sexual health knowledge and education.



## HOUSE in the Basement Youth Café

### Capital Funding

Ibstock Cory Environmental Trust	£150,000
HOUSE (Kent County Council)	£17,750
West Kent Extra	£400
Kent County Council	£5,000
Waitrose	£1,000
Local Fundraising	£1,233

Total


£175,383

### Revenue Funding

Kent County Council - 3 year commissioning from Jan 2013	£123,240
HOUSE (Kent County Council)	£16,824
Community Safety Fund	£4,000
St James Wealth Foundation	£2,500
Kent County Council	£10,000
Sevenoaks Town Council	£7,500

£164,064





# HOUSE IN THE Basement

## Report for January & February 2013

### 1. Overview

2013 has seen HITB launch a number of new program ideas. Our partners at KCC and SAYT have seen personnel changes. The young people have quickly built relationships with the new members of staff which we are very pleased about. The beginning of this year has also seen us revamp the way that we daily measure outcomes, interventions and referrals as well as tell some of the good news stories from young people who come to the café.

### 2. Schools

No schools were visited during January. We held 3 PSHE lessons at Tunbridge Wells Grammar School for Boys during February and intend to visit the following schools.

Bennet Memorial – St Greggs - Hugh Christie – K College – Skinners – Weald of Kent – HadLow College – Hextable School Swanley – Hill view School Tonbridge – Hayes brook Tonbridge -

The reason for visiting schools is mainly twofold – to promote the café to years 7-11 s well as volunteering opportunities to years 12 and 13.

### 3. Churches

We have arranged a visit to St Marys' Church in Riverhead where we will be sharing about the opportunities for young people and volunteers to get involved. We will be contacting other churches in the area such as St Nicolas and the Vine Evangelical church to arrange similar visits.

### 4. Volunteers

We have 10 volunteers to date, 4 of which have begun our 8 week volunteering program.

We are still in desperate need of somebody to coordinate our volunteers, administration and arrange volunteer socials. VAWK has been contacted regarding this.

### 5. Programme / Activities

- i) **Voices Open Mic Night Early Success.** We have now run 3 of these events, all of which have been successfully planned by the Voices Youth planning team. It was discussed that marketing and publicity for this was to target schools other than Knole academy.
- ii) **Chess / Drafts Club** - as part of reaching out to the wider youth community, we are looking to establish a series of activities that appeal to a different audience than our regular clientele. After

numerous discussions with our young volunteers, a weekly Chess club was suggested as an engaging activity. We will be launching this every Thursday from 5-6pm at House in the basement from the beginning of March 2013.

- iii) **First Aid training for Young people** – St John ambulance have agreed to provide a monthly taster session at house in the basement throughout 2013. Dates are still to be confirmed. SJA will also offer regular first aid training for all our volunteers.
- iv) **Film Night** - As we look to establish a wide range of activities meeting the needs of a diverse community of young people, we are continuously thinking about how we may improve the quality of each event. As a staff team we have decided that we will close the café for 10 minutes in between Chess Club and Film night every Thursday so as to create a different atmosphere fit for film watching purpose. We have created signs that encourage the value of 'quiet'. We are still yet to purchase trailers to all films with a short film featuring issues that young people face such as bullying, drugs usage, Anti-social behaviour, conflict resolution, smoking etc. This is now a priority.
- v) **Quiz Night** – at the young peoples' request we shall be launching a regular quiz night for young people in 2013. We are looking to recruit a volunteer quizmaster from a local sixth form centre.
- vi) **ArtZone** – Recently we have designated a few hours every week to a large group of young people who have taken part in creating collages, paintings, drawings and sketches all based upon a theme given to them by a youth worker. As an example we have talked about valentines' day and the idea that there are 4 words depicting love in Greek compared to only the one in the English language. Art zone is something that we are to hold once a week at HITB, with the day yet to be decided. 4<sup>th</sup> Friday is a possibility.
- vii) **Soundwaves** - We are currently working with the Voices and Soundwaves Youth Planning team to ensure Soundwaves is monthly attended by 150 + young people. We have compiled a February – June 2013 Critical Path document detailing the plans of how we are to do this. We are trialling various partnerships with record labels and booking agents in conjunction with physical and online viral marketing as well as increasingly empowering the youth planning team to run this event, choosing bands, artists and taking general ownership. We are looking to introduce a policy whereby every band has to sell 25 tickets in advance to secure their place to play. The balance has to be struck between Soundwaves operating viably as a business and being a safe, fun venue for young people to come and play at.
- viii) **Special Needs Youth Café** - HITB has always intended a specific evening for young people with special needs. A grant of £2,500 has been obtained towards this purpose from St James Wealth Foundation. A similar facility is currently provided by VAWK at Knole Academy, however this is due to close at Easter.  
VAWK and HitB have agreed to partner to provide this new facility in the HITB Youth Café after Easter on a Tuesday evening. Both organisations will provide a minimum of one paid member of staff and recruit volunteers.  
The current membership at the Special Needs Youth Club at Knole Academy will be asked to help design a poster and choose a name for the evening. It is also hope that the HITB staff will have the opportunity to meet them before Easter.



**6 Operational Matters**

**i) Behavioural Management**

This month we have had to ban 4 young people in total permanently, 3 of which have been band for 3 months previously. We are working with an additional boy who is banned from café opening hours. He has agreed to come and meet with us as youth workers once a week before we open to talk about his behaviour. Whilst we are very strong on stamping out anti-social, abusive and destructive behaviour, we still always wish to hold an open door policy, working with young people offline towards understanding the consequences of their actions. There does come and time when we feel that we have done all we can to help a young person. We are working closely with the community outreach team , a Police department.

**ii) Digital -** We are to set up a social networking Facebook page for the 3<sup>rd</sup> Sector charity networking breakfast.

We have been working closely with Heliocentric I.T systems to ensure a complete security lock down can be delivered on the use of the HITB IPADS. We have also recently changed the security codes to increase the safety of all users on the IPADS. All HITB staff will be attending E Safety training later this year, which is an in depth look at internet safety when working with teenagers and young people.

The desk computers all have appropriate restrictions installed.

**i) Internal Audit -** The Internal Auditor raised some security matters following a recent visit to the facility:-

- The petty cash (£100) and till float (£50) are currently in a lockable filing cabinet, locked in the Youth Café Manager’s office. Recommended that a safe is provided within the premises.
- A separate lockable key safe is purchased
- All assets to be security marked.
- Goods for sale are stored in locked cupboards
- Knives to be made more secure
- Additional security steps to be taken for the till.

**7 Timetable**

Monday	9.00 – 6.00 p.m	Connexions
Tuesday	6.00 – 9.00 p.m.	Special Needs Youth Café In partnership with VAWK opening 9.3.2013 - details to be confirmed
Wednesday	4.00 – 9.30 p.m 5.00 – 6.00 p.m	Youth Café Sexual Health Care Nurse
Thursday	4.00 – 9.30 p.m. 5-30 – p.m. 7.00 – 9:30pm	Youth Café Open Chess Club Film Night
Friday	4.00 – 9.30 p.m. 6.00 – 9.00 p.m.	Youth Café  <ul style="list-style-type: none"> <li>• Voices Open mic Night ( 2<sup>nd</sup> Friday every month)</li> <li>• Soundwaves Live Music Night (1<sup>st</sup></li> </ul>

		Friday every month) <ul style="list-style-type: none"> <li>• Ready steady cook (TBC)</li> <li>• Quiz night (TBC)</li> <li>• St Johns Ambulance training</li> </ul>
Saturday	2.00 – 9.30 p.m.	Youth Café
Sunday	9.00-9.30pm	AVAILABLE FOR RENT

- 8 **Third Sector Charity & Churches Networking Event** has now moved to the 3<sup>rd</sup> Friday morning every month 9am-11am at House in the basement. In February Councillor Avril Hunter was a guest , providing a short presentation on the topic of 'Fair Trade' . In March Gabrielle Argent provided a talk relating to social media assisting charities.
- 9 **Quotes from young people** *"I come to hitb to get off the streets " "I reckon if I wasn't coming here, then I'd still be getting in a lot more trouble from the police"*

## 10 Training

- i) **Enhanced Child Protection Training** Youth workers Bradley & Rachel have attended enhanced child protection training and I (Adam) will attend safe guarding and Common Assessment Framework training- which will be useful for working with Social Services. We have already been working closely with the social worker of one of our regular young people.
- ii) **CAFF** All staff to attend common assessment framework training. This will improve how we are able to identify concerning issues with young people and the process we may go about in working with Social services.
- iii) **COSHH** Training for this is still to be arranged in 2013
- iv) **Assertiveness Training** this is identified as an important piece of training for staff Bradley & Rachel.
- v) **Advance Child Protection** Now that we are fully affiliated with KCC, we wish to take full advantage of the training opportunities available. It is desired that all staff undertake advanced child projection training.
- vi) **KIST** training for this to still be arranged. Relationship training.
- vii) **DUST** training for this to be arranged. Drug and Alcohol Use screening Tool .

- 11 **Volunteers** - We are still receiving a steady intake of volunteer interest and have begun each member on our 8 week volunteer training course. More needs to be done in order to attract volunteers of a wider age, experience and demographic.

### Items Needed

**12 Photo frames** - We require second hand photo frames of all sizes, but mainly A5 / A4 / A3 . This is to make tidy of the many information posters that other partners and agencies as well as ourselves wish to put up. It has been noted that this would be in keeping with the house café values opposed to a youth club with what can become tatty posters blue tacked to the wall.

**13 Handy Man** – We are still in desperate need of a volunteer handy man or maintenance person to work 3 hours a week for us, putting up shelves, putting up picture hooks etc. Currently being advertised with VAWK

**14 Volunteer Coordinator** – We are also on the lookout for someone to give 1 or 2 hours a week helping manage the increasing amount of volunteer interest we are generating. This would include basic administration and the termly organisation of a volunteer thank you gathering. Currently being advertised with VAWK.

**15 Marketing** – see draft Marketing Strategy

**16 Jobs Notice Board** - We have asked CXK (formally connections) if they can provide updates to what will be a jobs and apprenticeships noticeboard for young people. This will be by the computers.

### **17. Future Projects / Funding**

- i) **Success in Music Project Funding** - Some music and song writing workshops are to launch in March 2013 with a basic recording project launching in the April holidays, for which there is currently no funding, but we are to be borrowing sound recording equipment to record and create the first ever HITB compilation CD. We are in discussions with Kent music about working in partnership on this project. Kent music have identified the Youth Music steering group as a pilot project which they are looking towards to inspiration for the running of their own Music Core projects. A full project proposal will be made available to accompany the April monthly report.
- ii) **Youth Magazine** – We are going to be holding a youth steering group meeting for the progression of this project during the April Easter holidays. . . 5 young people from HITB have identified a need of up to £5000 for equipment which includes Training , publication and printing.
- iii) **Healthy Eating Project** – We are seeking alternative funding for this project after funding was rejected from youth opportunities fund.
- iv) **Podcast** There are still discussions with Ashford house about partnering on a termly ( 3 x a year) podcast internet radio show which will be delivered through iTunes. This will work in conjunction with the Youth magazine and is a work in an on-going work in progress. This is something that will be made much easier once we have established the recording studio project. From past experience, both the youth magazine and podcast act as very effective marketing tools for any program or youth project that is to be run.
- v) **Finance** – Various grants are being applied for by Linda Larter and Adam Wedd.

- vi) **Grant** Sevenoaks Town Council has been informed that subject to Cabinet Member Approval – KCC Sevenoaks Members have agreed to contribute £10,000 towards the HITB Youth Café project (staffing) from the Sevenoaks Local Schemes Grant
- vii) **Fareshare** – An enquiry has been made into Fareshare who deal with food distribution, from supermarkets to charities and NGO. Items that are in date but do not meet the physical standards for shelf requirements, but perfect for cooking. This would save us some money if we are eligible.
- viii) **Other** - Enquires are currently being made into making an application to the Arts Council for a Music project/ youth internet radio station to be based at HITB. This is a longer term project.

## 18 Hire of the Centre

- i) PDF posters have been created to send out in the new year to entice further hire of the basement.
- ii) **Churches Together in Sevenoaks** have used the centre once since opening and have booked to hire the basement twice in 2013 for a prayer meeting.
- iii) **Alzheimer's society** has made an enquiry about hiring the café. We're waiting to hear from them.
- iv) **Sevenoaks Fairtrade Network** held a Fairtrade coffee morning on Saturday 9<sup>th</sup> March 2013. Fees for this are currently being discussed.
- v) **Hillsong Church** (a worldwide movement in the millions) will be meeting at the Stag once a month and have enquired into the use of the youth café also.

**HOUSE in the Basement Youth Café membership geographical data**

<u>Sevenoaks</u>	<u>1.3.2013</u>
Northern	19
Eastern	27
St Johns	10
Kippington	17
Town	4
<b>Total</b>	<b>77</b>

outside Sevenoaks

Swanley	5
Chipstead	7
Wrotham	1
Paris	1
Four Elms	1
Horton Kirby	1
Maidstone	2
Seal	5
Ightham	1
Riverhead	14
Kemsing	5
Westerham	2
Biggin Hill	2
Dunton Green	9
Chevening	1
Shoreham	1
Tonbridge	4
Otford	6
Edenbridge	4
Tunbridge Wells	4
Farningham	2
Hildenborough	4
Knatts Valley	1
Brasted	4
West Kingsdown	2
Eynsford	1
Orpington	1
Oxted	1
Other	32
Weald	1
Pembury	1
Gravesend	1
<b>Total</b>	<b>127</b>
<b>Grand Total</b>	<b>204</b>









Month	Partners			Total	Total HOUSE KCC & Partner Stats
	Connexions	Connexions No of DNA	Sexual Health Kenwood Trust		
Jul-12	0	0	0	0	0
Aug-12	0	0	0	0	30
Sep-12	1	0	0	1	50
Oct-12	6	0	0	6	78
Nov-12	0	0	0	0	34
Dec-12	1	0	0	1	1
Jan-13	3	0	0	3	52
Feb-13	5	4	0	5	68
Mar-13	0	0	0	0	0
Apr-13	0	0	0	0	0
May-13	0	0	0	0	0
Jun-13	0	0	0	0	0
<b>Year Totals</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>313</b>

Jul-13					
Aug-13					
Sep-13					
Oct-13					
Nov-13					
Dec-13					
Jan-14					
Feb-14					
Mar-14					
Apr-14					
May-14					
Jun-14					
Year Totals					



Your Name	Your email address	Your Organisation (if appropriate)	Date of involvement with HITB	Please advise frequency of involvement	Type of involvement	Aim of involvement	Benefits from being involved with HITB – please comment on any impact for yourself or your organisation from being involved with HITB
21 March 2013 12:04	Cllr. Lowe@sevenoaks.gov.uk	Offord and Shoreham Councillor	14/3/2013	Casual User	Visit/Tour	Awareness	I am following you on Twitter. Like you on Facebook and have put you on my website. It is great to know that you exist and the great work that you do.
21 March 2013 10:58	alan.whiting@sevenoaks.gov.uk	Sevenoaks District Council	31/10/2012	Casual User	Consultation	To consult young people about the issues that really matter to them. The aim was to understand the issues that affect young people to ensure their views were represented in the emerging Community Plan strategic document containing priorities for the next three years and a vision for the next 15 years.	HITB was an excellent venue to ensure young people felt comfortable talking to us in some detail about the issues that really mattered to them.
20 March 2013 15:19	Gill, Esther <Esther.Gill@nationaltrust.org.uk>	Knole, National Trust	10/4/2013	Casual User	Visit/Tour	A visit to Knole by the Youth Council	See above. We feel that the best way for us to engage local young people is to work with young people themselves. Reaching them through the Youth Café and the Youth Council is a very effective starting point, enabling us to understand more fully what young people want from a place like Knole.
20 March 2013 15:16	Gill, Esther <Esther.Gill@nationaltrust.org.uk>	Knole, National Trust	13/2/2013	Casual User	Visit/Tour	To tell the Youth Council about the project at Knole and our ambition to work more closely with local young people.	Helps us to understand the needs and interests of young people. Enables us to talk directly with young people.
20 March 2013 15:08	Alan Edwards <alan.edwards464@02.co.uk>	Prayers for Sevenoaks	19/12/2012	Casual User	Hire	Town centre meeting venue	Opportunity for those who would not normally visit the venue to see the benefit the youth in the town
20 March 2013 15:04	[mailto:njarrret.uk@hotmail.com]	Amhurst Rotary Club	27/2/2013	Casual User	Presentation by HITB Manager and youth councillors at Rotary meeting	To learn about the youth café	I wanted to thank you for supporting our Rotary presentation last night – the Club were so impressed by Adam, Danika and Oliver and were left with a very positive impression of what the youth café is delivering for the community. In a short space of time, it seems the café has made an incredible impact on the youth of Sevenoaks and I wish you and the team all the best in helping to continue the great work. If the Rotary Club can assist in any way, we'd be more than happy to and we did discuss the opportunity to carry out practice interviews if that would be of any support. Once again, thank you to you and Linda for enabling us to have a glimpse at a fantastic community initiative.
20 March 2013 15:01	Mrs Pauline Whitehead <clerk@cranleighpc.org>	Cranleigh Parish Council	5/2/2013	Casual User	Research	To discuss setting up a Youth Council and to see a practical example of the benefits that a Youth Council can bring. To understand, from someone with experience, ways in which a Parish Council can engage with young people so that we can encourage more of our young people to get involved in the democratic process.	To have the opportunity to discuss 'face to face' ways of providing facilities for young people and learning from someone with experience. Being given an opportunity to look with fresh eyes at the facilities in our own community and understand how we can maximise the resources that we have by using ideas from the Sevenoaks 'model'.

20 March 2013 14:58	Anna Card @darford.gov.uk	Darford Borough Council	27/2/2013	Casual User	Visit/Tour	To show the Leader of the Council and the Strategic Director how the House project has evolved into since the 1st phase of the project e.g. empty/converted shops in Towns and to consider supporting the development of a permanent house in Darford.	The visit gave the above, a better understanding of how the permanent House projects work, how they engage with youth, people with regards to health work and how the project differs from other youth provision. By visiting the House in the Basement project the partnership group co-ordinating the development of House in Darford now has the council's support depending on outcomes of the engagement and consultation work taking place in the borough.
20 March 2013 14:55	Gwyneth Brearley gwyneth.brearey@tiscali.co.uk	Sevenoaks Fairtrade Network	6/3/2013	Casual User	Evening visit: Organised a cooking project using Fairtrade ingredients. Following a demonstration, any young people who wanted had a go making pancakes with Fairtrade toppings. Previously the young people had decorated the café with Fairtrade materials provided by us. We also provided material for another activity/games.	To celebrate Fairtrade Fortnight and raise awareness of Fairtrade goods with the young people in an informal setting. Also to provide a different activity for them to do and to give them with the opportunity to interact with a different group of people from the Severnoaks community.	It was interesting to meet the young people and, during the activity, to get a chance to chat to them in ones and twos. We were received politely. We will certainly be prepared to spread the word about HTB and the worthwhile need it appears to be meeting by providing a safe gathering place for youngsters.
20 March 2013 14:59	Gwyneth Brearley gwyneth.brearey@tiscali.co.uk	Sevenoaks Fairtrade Network	9/3/2013	Casual User	Hire	To celebrate Fairtrade Fortnight, raise awareness of Fairtrade goods and also of House in the Basement with invited guests and passers-by.	Venue is in town centre. HTB decorated the café, made the drinks & chatted to the guests. Good to have their help and work with them.
20 March 2013 14:51	Geraldine Green	Tunbridge Wells Grammar School for Boys	30/9/2012	Casual User	Visit from your team	Give a presentation to our students about your work	Students greatly benefit from learning about your facilities and hopefully will make use of them if and when the need arises
20 March 2013 14:47	David Garrett youth_matter2god@btinternet.com	Sevenoaks Area Youth Trust	20/3/2013	Weekly	To provide additional qualified youth worker provision	To engage with youngsters on issues they are facing To listen without having an agenda. To challenge negative, sexist, racist and prejudice attitudes To provoke discussions To share our Christian faith in appropriated ways To have fun through interactive games	It supports a very worthwhile project it enables us to meet youngsters
15 March 2013 15:31	Jill Roberts @sevenoaksareamind.org.uk	Sevenoaks Area Mind	18/7/2012	Monthly	breakfast club and parntership	To support and develop partnership working.	We have worked in partnership since the outset and partner the HTB for the third sector breakfast. The impact has been to extend our reach and build new contacts and consolidate existing partnerships.