



HENFIELD PARISH COUNCIL

Meeting of the Children and Young People Committee held on Monday 14th October 2024 at 6.30 pm in the Henfield Hall.

MINUTES

Present: Cllrs Leader (Chairman), Willard (Vice Chairman), Goodyear and Simmonds.

In attendance: Mrs R Grantham (Operations Manager- OM), Ms G Campsey (Youth Coordinator- YC) and a representative from Henfield Youth Club.

1. **DECLARATION OF MEMBER'S INTERESTS**

None

2. **APOLOGIES**

Cllrs Potts.

3. **APPROVAL OF MINUTES OF MEETING 9th SEPTEMBER 2024**

Approved, Signed and dated by the Chairman.

4. **MATTERS ARISING**

1. DBS Checks. Cllr Goodyear to complete.
2. Purchase of gazebo. OM updated the FRC have agreed to a spend of up to £500. Raised the need to confirm where the gazebo can be stored. YC confirmed works officers have space to store it so long as it's not too large. Cllr Goodyear advised to avoid some of the cheap gazebo's as they can be too heavy, if YC was erecting it on her own she may struggle. CM commented that flags will be purchased separately for individual committees. **ACTION POINT: YC TO PURCHASE GAZEBO.**
3. Roundabout opening event. Brief discussion about what to do re official opening. CM commented it would be great publicity to promote the work of the council. YC said she would look to get coverage through the BN5 magazine. Cllr Goodyear suggested asking Cllr Ayres to be involved as she takes a young wheelchair user regularly to the park. CM said we could equally use parents with buggies for photo. **ACTION POINT: YC TO ORGANISE PHOTO WITH FIONA.**

The Chairman adjourned the meeting

OPEN FORUM

The manager of Henfield Youth Club addressed the committee to thank them for the funding that was agreed previously. Also gave a brief update on how the young people attending appreciate the service. Cllr Simmonds said he was pleased with how well the youth club is going.

The Chairman reconvened the meeting

5. **CHAIRMANS ANNOUNCEMENTS**

CM spoke about reviewing the Committee's terms of reference and would like some input from the members. Not to be discussed tonight but any thoughts or suggestions to be sent in and this will be added to next month's agenda for discussion. Also to be reviewed is the job description of the YC. Current terms of reference are out of date and now the committee is aware of the skills and strengths of the YC, it can be adapted accordingly. CM advised that the YC's reporting will be split now, with the Clerk being her line manager in terms of HR and CM be the line manager with regards to the technical work plan that's been decided by the

committee. **ACTION POINT: CM TO COLLATE IDEAS AND SUGGESTIONS REGARDING THE TERMS OF REFERENCE REVIEW AND TO MEET WITH THE PARISH CLERK, PARISH CHAIRMAN AND VICE CHAIRMAN TO DISCUSS.**

CM spoke about attending an Early Years family in crisis meeting in Storrington with the VC. They spoke with members of the Early years team, based in Horsham and agreed to contact them in the near future to discuss the possibilities of working together.

CM mentioned about the suggestion of using the Henfield Haven as a possible youth hub but agreed to discuss this further when the youth hub is raised later on the agenda.

6. **REPORT FROM YOUTH COORDINATOR**

YC circulated report to Cllrs prior to the meeting, with agenda. YC asked if there were any questions from this. Cllr Goodyear asked if there were any notes about the meeting had with the Youth provisions officer about youth forums. YC advised this was to be discussed further down the agenda.

7. **PROJECTS**

1. Improvements to Skate Park.

a) Approve terms of reference for skate park working group. CM updated the first meeting had been held and terms of reference drafted. PROPOSED by Cllr Goodyear, SECONDED by Cllr Simmonds and VOTED ALL IN FAVOUR to agree the proposed working group term of reference. YC confirmed the working group minutes had been circulated prior to meeting and CM went on to discuss what was achieved at the meeting and using a flip chart, had mapped all the local skate parks and agreed a field trip to visit some of them.

b) Fact finding/research. CM went on to talk about the trip itself, the use of the community minibus and the locations visited. Billingshurst, Southwater and Hassocks were the chosen parks. YC stated the young people who attended very much enjoyed it. They gave plenty of useful feedback about each park and most of the group agreed that Hassocks was their preferred one due to the surface being concrete and the variety of jumps and obstacles appeals to every type of rider. YC will be emailing a feedback form to all participants. Photos were taken and have been shared on social media with the parents' permission.

Cllr Ayres arrived at meeting. Apologies made for late arrival.

CM went on to discuss the next steps for the working group. Cllr Goodyear raised the issue of the size of the skate park and that it can't be increased too much, to avoid issues with Sports England as its all designated as playing fields. YC asked if was worth contacting Sports England and advised it was not. CM asked for clarity on this, as it would be better to have an idea of the footprint before planning anything further. Cllr Goodyear spoke on about how there would be some room to expand but not towards the youth club as there are plans to redevelop the existing court there, making it into a multi-use sports court. Discussions continued around this, and Cllr Goodyear advised she has a copy of the previous plans which she can pass on which should give a better idea of the space surrounding the skate park. **ACTION POINT: YC TO FOLLOW UP WITH CLLR GOODYEAR.**

2. Hub on the High Street

YC updated nothing further done with this due to a lack of available sites on the High Street to go to from getting off the buses. VC asked where the information had come from and was advised it was from a visit to Steyning Grammar School, that the OM and previous CM had completed. A copy of the findings passed to VC for reference and a brief explanation of how this

information was gathered was given. Cllr Goodyear explained about a previous trial that was run in conjunction with Goodness and it was very successful. CM agreed we would keep on looking for a suitable property. Further discussion about empty properties.

3. Improvements to Play Areas.

a) Update on Kingsfield. This can be taken off as this was to cover the roundabout installation, which is now complete. Cllr Simmonds spoke about a previous agreement to deliver an inclusive piece of play equipment each year and now the roundabout is done, consideration should be given to the next piece, where it would go and costings as the budgets are being done at present. YC spoke of her earlier meeting with the CM of Recreation and open spaces committee, and they had discussed the possibility of collaborating on a project to be installed at The Rothery Field. CM asked we stay with the discussion around inclusive equipment before moving on. VC spoke about an idea he had seen at Hassocks with a swing that had regular seats and an inclusive seat, and this type of equipment would potentially cost less than the roundabout. Cllr Ayres told the committee how fantastic the roundabout is. She explained that she has been to the roundabout on a couple of occasions and the children were queuing to get on it. The disabled child she takes to the park absolutely loved it.

b) Rothery Play area. YC spoke of the previous visits to all the play areas last year and reminded the committee that it was suggested the next development be at the Rothery and the reason for this is at present, there is nothing there other than a small toddler play area. Cllr Ayres stated her opposition to redeveloping the Rothery and instead put more into the other play areas such as Wantley. Demographics were discussed, with Cllr Ayres stating there were very few children living in the southern part of the village and it would be dangerous to attract children to the Rothery as Neptown Road is a busy road to cross. She agreed there is plenty of play equipment at the Kingsfield now and thinks any money should be spent on the park at Wantley. CM said the Rothery is used by the football teams, so there is always a lot of children who are not playing, they would potentially use play equipment. She believes it would be better to spread out the redevelopment over all the parks. YC gave her view that this could be the joint project with ROS and that outdoor gym type equipment would benefit older children, young adults and adults. It would also free up some funding to use elsewhere if it was a shared cost with ROS. VC said it might be an idea to have each park aimed at different groups, so the Rothery would be the exercise park, and the Kings field and Wantley would be aimed just at children. Cllr Ayres disagreed and said the Rothery wouldn't not be used as there are no children living in the vicinity of it. She offered to get some statistics of the demographics to support her theory. YC said its about giving residents a choice of where to go. Cllr Simmonds said there is a lot to discuss around this so CM agreed we could start looking at options and costings. **ACTION POINT: CLLR AYRES TO SUPPLY DEMOGRAPHICS FIGURES TO COMMITTEE, YC TO RESEARCH EQUIPMENT AND COSTINGS.**

c) Signage. Cllr Goodyear & Willard updated about the working group. Progress is being made. Explained that it will take time, possibly looking at a 5 year project overall but the idea is to create a generic sign/logo to the various ones around the village and then the individual committees will decide on wording etc.

8.

YEAR OF BIODIVERSITY FOR YOUTH

1. Ideas for projects. YC met with Cllr Perry from ROS and discussed ideas for half term. A daffodil bulb planting session has been planned, date and time to

be confirmed. YC to attend with Cllr Perry and possible a works officer. Bulbs are on order and YC to design and disseminate poster/advert. Suggested site was The Rothery Field. Brief discussion around other possible planting areas such as the cemetery but the cemetery is covered by another committee its planned to use the community pay back scheme to do this. . Cllr Goodyear suggested if it's successful another can be planned in the spring.

9.

ROSPA REPORT

1.YC updated some jobs have been completed and some are still outstanding. Works officers are working through the list. Only one repair rated high importance which is the end stopper on a rail at the skatepark needs replacing. Cllr Simmonds said he can make a stopper for this to be repaired. **ACTION POINT: CLLR SIMMONDS TO LIAISE WITH WORKS OFFICER RE REPLACEMENT STOPPER.**

10.

LITTER ISSUES AT SKATE PARK

1.YC updated and had disseminated a list of bins and prices for a replacement. PROPOSED by Cllr Goodyear, SECONDED by Cllr Ayres and VOTED ALL IN FAVOUR to purchase new bin from The Workplace Depot at a cost of £311.99p. **ACTION POINT: YC TO ORDER BIN.**

11.

FEEDBACK FROM OTHER GROUPS

1.Survey of organisations. Ongoing.

12.

BUDGETS FOR 2025

1. Discuss and agree. Cllr Goodyear explained that the last two years we had money in the budget for a premises and so far, this has not been used due to lack of property available. These funds are held and can be called upon if required. Question posed as to whether we do this again for next budget or not. OM advised this was discussed at last meeting and was agreed to not repeat the request for 2025. CM and VC have meeting set with the parish Clerk to set budget. Consideration to be given for more funding for equipment.

13.

BUSINESS PLAN

1. Brief discussion on the business plan, Cllr Goodyear advised the business plan was written 3 years ago and has achieved 50-60% of it. Business plans will be looked at in March 2025. CM agreed there will be updates on it due to some items no longer relevant. Committee advised the business plan can be viewed on the parish council website.

14.

YOUTH CLUB PROJECT

1. Update on funding. YC updated that funds have been received by the youth club. Cllr Ayres informed committee that her company has provided funding to the youth club for special needs projects for the next two years. This will be a session once a month through term time. Cllr Ayres confirmed this is completely separate to the committees funding, she wanted to keep the committee updated.

15.

YOUTH COORDINATOR MOBILE PHONE

1. Consider smart phone to replace existing analogue phone. YC explained when she works from home, she still needs to be contacted. Analogue phone purchased when she started in the role is not suitable and she is using her personal phone for photo taking and updating Instagram. Hindsight, a smart phone would be better used. The purchase would be just for the handset as a monthly package is already in place.

2. Agree purchase at cost. Short discussion on costings. Committee agreed the necessity for the phone but need set prices to consider over just agreeing a cost limit. **ACTION POINT: YC TO PROVIDE OPTIONS & COSTINGS.**

16.

YOUTH FORUM

1. Update on progress. YC spoke about her meeting with the Youth Provisions Officer from Horsham District Council and that he was happy to assist in the setting up of the forum and his suggestion that it would be better to start this up after Christmas. YC also spoke of her visit to the Horsham Youth Forum and explained about how the session worked and how it was attended. The youth club representative offered that the youth club on a Friday could facilitate the meetings. Cllr Goodyear spoke of the initial plan for this was to start a youth council but was advised to call it a youth forum as the title may put people off joining up. However, it is the aim to have the forum run more like a council. CM spoke about ensuring the recruitment of participants covers all the local groups and schools so that there is a cross section of representatives. There needs to be a further discussion with the committee to agree what is required, forum or council or whether there could be both. Cllr Goodyear said she would like to see a youth council, so they can have their say on issues that affect them. This was discussed further, with Cllr Simmonds suggesting we give the Friday night a go, starting as a forum and then put it to the young people what they would want and let it develop from there. It was agreed that there needs to be clarity as to what is required. **ACTION POINT: YC TO RESEARCH FURTHER.**

17.

EVENTS CALENDAR

1. Contents. YC unsure of what was required for this. Discussion around event calendar and why its needed, so that everyone will be able to see which events are on and where. Cllr Willard commented that we should know everything that is going on in terms of youth and you would need to know this if you are going to do youth coordination. It would be beneficial to be linked in with other committees and BN5 magazine to avoid duplication and have a live calendar. Further discussion held about requirements of the youth coordinator and what they are responsible for with regards to events. YC informed committee she is in contact with all groups in the village and they all have her contact details. CM mentioned how the events are advertised and this prompted discussion around social media use and the bus stop notice board. CM suggested YC put up copies and details of up-and-coming events, such as displaying the information listed in the BN5 as this may help children see what events are on. YC agreed to review what is displayed on noticeboard.

18.

CLERKS REPORT

1. Financial update. OM updated we are 50% through the year and have spent 23.5% of the budget. This includes the £5,000 to the youth club. Around £23,000 left to spend. So far, only £683 has been spent out of £6,000 from the recreational equipment and skate park and £5,000 in youth projects. Cllr Willard said if we set the budget for next year, we will be in more ownership from the committee in terms of spending it and explained that some of the newer members now have a better idea of how it all works. CM said that we can spend the rest of the budget before March next year, possibly on more equipment for the parks. A brief discussion was had about equipment ideas. This to go on next month's agenda.

2. Any further updates. None.

19.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Goodyear spoke about Wellbeck approaching the parish council with regards to the future development at Parsonage Farm and they wanted clarification as to whether the council still want a pump track as part of the Sec 106 fund that had previously been requested. Some research was done with regards to the previous

plans and the pump track at Burgess Hill was looked at as it is the type of track that would be ideal for Henfield. Cllr Goodyear has sent the information back to Wellbeck for consideration. Wellbeck won't build the track but will allocate a piece of land for it and as part of the Sec 106 agreement, they will give funds to us to build.

DATE AND TIME OF NEXT MEETING

20. Monday 11th November 2024 at 6.30pm.

Meeting Closed at 8.20pm