

HENFIELD PARISH COUNCIL



Meeting of the Children and Young People Committee held on Wednesday the 28th of September 2022 at 10.30 am in the Henfield Hall

Present: Cllrs N Farrell (Chairman), E Goodyear, A Donoghue and C Simmonds.

In attendance: Mrs R Grantham (Operations Manager- OM), Mr P Crowe from Henfield Community Partnership (HCP) and Mr K Wright.

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

None.

2. **APOLOGIES**

Cllr J Potts.

3. **APPROVAL OF MINUTES OF MEETING 25th July 2022**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

1. IDP

This was discussed at the Finance meeting last night and the two additional items, multisports court and flat looping track at the proposed pump track, were both approved. This will be taken to full council for approval in December as there are other updates to be carried out in the meantime, following the Community Facilities meetings in November.

2. Goals

Henfield Football Club kindly put nets on the fixed goals on the Memorial Field.

3. Noticeboard

The Henfield Hall has agreed to use of the noticeboard at the bus shelter- Cllr Simmonds offered to paint the right-hand frame white to include a heading and replace the background with a brightly coloured backdrop.

Action Point: Cllr Goodyear to contact the Hall regarding displaying posters.

Action Point: Cllr Simmonds to repaint the right hand section, include a heading and change backdrop.

4. Web pages

A quotation from PMW was circulated yesterday afternoon. Following brief discussion it was agreed that this was too great an expense, particularly as the committee are currently unsure as to whether a full website is needed, with social media account potentially being preferable. Mr Crowe offered to build a basic site using wordpress and the Chairman offered to arrange to meet with some young people so that they can have an input in the design.

Action Point: Mr Crowe to build a basic website with a landing page and four other pages.

Action Point: The Chairman to arrange meeting with young people to discuss website design.

5. Cinema night
The OM s still awaiting details from the touring cinema company, however it has now been confirmed that the Henfield Hall would have no objection.
6. Use of Parish Council land for commercial enterprise
Contact was made with the business concerned and a risk assessment and insurance documents have been forwarded to the Recreation and Open Spaces Committee for their consideration.
7. Work Experience
The OM explained that it is hoped that HCP may be able to assist with connecting local businesses and employers with Steyning Grammar School who appear to have difficulty in finding work experience placements for year 12 students in July each year.

Action Point: The OM to make contact with the school and put them in touch with HCP.

8. Land for bike jumps
The OM reported that initial contact has been made with a local landowner who has offered to meet with Cllr Eastwood and discuss further.
9. Children Lollipops
The Chairman has spoken to St Peters School who are very interested in obtaining some children lollipops to assist with the parking difficulties outside the school. There may be some S106 highways funding available for purchase and the school is also willing to contribute.

Action Point: The Chairman and OM to research suppliers and costs.

The Chairman adjourned the meeting.

5. **OPEN FORUM**

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

6. **TO CONSIDER A JOB DESCRIPTION FOR A YOUTH COORDINATOR**

It was all agreed to discuss this item alongside item 12 so that the Clerk can be invited to contribute and advise on both items.

7. **TO CONSIDER THE REQUEST FOR SUPPORT FROM HENFIELD BUMP TO BABY**

A report was circulated prior to the meeting. Mr Crowe offered a more recent update, in that HCP have agreed to cover the room rental costs for 2023. Cllr Simmonds added that the BP Guild have also provided the storage that was requested and that other groups have also been contacted. Cllr Goodyear commented that the Baby and Toddler group should now in effect be self- funding, as they make a £5 charge to participate. Cllr Donoghue added that 2022 had been funded by Parish Councillors donating their wages from the medical centre and also that Cllr Eastwood had expressed some concern as to whether these services ought to be funded for participants who don't live in Henfield, however it is understood that Henfield residents make up 70-80% of attendees. Cllr Goodyear added that it may be worth considering an ongoing budget for donations to local children's services. **It was all agreed** that this is a valuable resource and to support Henfield Bump to Baby where possible. It was also noted that this committee does not currently have a budget.

Action Point: The Chairman to contact the Bump to Baby organiser to establish exactly support is still required.

8.

PROJECTS

1. Henfield Young People Centre

The Chairman confirmed that following a positive response from HDC there is potential to bid for £115,000 from the UK Shared Prosperity Fund, to be spent by 2025. She confirmed that Cllr Eastwood and Henfield Football Club are keen to collaborate and create a new shared space along with the Sheddors and works team at the Youth Club building.

It was felt that due to the short time scale, the likely much higher cost and the fact that this would not be a dedicated Youth Centre means that this funding would not be suitable for this particular project or fit the specification of the original application. *(A dedicated space for use by groups and individuals from 9 months to 18 years)* However, the Committee would fully support and assist this project in future.

With regards to the Youth Club, there have been plans in the past to adapt the existing building to create a dedicated space for the nursery and separate space for the Youth Club, this project currently features on the Parish Council Infrastructure Delivery Plan. However recent investigation has shown that the plans are not suitable for the nursery and don't meet current legal requirements. These plans are also now likely to cost significantly more than the £115,000 available. The Committee raised concerns regarding the constitution and governance of the Youth Club, levels of staff training, and the fact that it only opens three hours per week. In addition, the feedback from young people indicated that they want a drop in café style youth centre located near the high street. Therefore, regrettably the Committee concluded that, if the bid is successful, this funding should not be spent on any works to the Youth Club building, with the hope that these issues are resolved in future so that this Committee and the Youth Club can work together and be mutually supportive.

It was unanimously **agreed** that the Shared Prosperity Fund, bid should be for a dedicated young people drop in centre as close to the High Street as possible.

Options included: the potential leasing of empty office space in the High Street and dedicated space at the new Scout Community Building. Cllr Simmonds added that the Scout building will be erected by November and there may be scope to alter the layout and planned fittings for two of the rooms that were due to be used for hire, thereby creating a purpose-built dedicated space.

All of these options will be explored. Cllr Goodyear stated that this funding is unlikely to support ongoing rental or staff costs but could be used for refurbishment and fittings.

It was also agreed to seek advice and information from Sussex Clubs for Young People as potential service providers.

Action Point: Cllr Goodyear to begin drafting more detailed plans for the funding application.

Action Point: Cllrs Donoghue and the Chairman to investigate possible rental of high street property including cost.

Action Point: Cllr Simmonds to raise the possibility of providing a dedicated space at the new Scout Community Building at their next planning meeting.

Action Point: The Chairman to contact Sussex Clubs for Young People in order to seek and advice and discuss potential collaboration.

2. To consider after school provision at Henfield Club

It was agreed that use of the Henfield Club could provide a short term solution as a space for older children. Cllr Simmonds and the Chairman have arranged to discuss and look at the space this week and plan to begin with one evening per week dedicated to young people, day to be decided by the Club. The Chairman has offered to supervise as a responsible adult as she is DBS checked. **It was also agreed** that it would be appropriate for another member of staff from the Henfield Club to be

DBS checked, and the Parish Council could offer to fund this from Youth Services reserves.

9. **YOUTH ENGAGEMENT**

1. Feedback from visit to Horsham Youth Forum
The Chairman and OM visited the Hurst Café opposite Colliers in Horsham for the monthly Horsham Youth Forum, The Hurst Café has been recently refurbished for young people and has a self-funding café, pool tables, chill out area with sofas and bean bags, desks for homework and games consoles. They also have dedicated separate space for mental health support and a small sports hall. There are no structured activities or membership/entry fees although there is a youth worker on site for support and advice if wanted. The HDC team who run the monthly forum are also willing to assist and suggested that the Economic Development Team may also be willing to run a jobs fair for young people in Henfield. The Chairman is currently in contact with HDC regarding this.
2. To consider inviting young people to next meeting.
It was agreed to invite the secondary age young people from Steyning Grammar who registered their interest to a short meeting in the upstairs room at the Henfield Club in order for this Committee to discuss with them progress, current plans and to ask for their input. It was felt this would be more appealing and appropriate than to attend a formal Parish Council meeting in the Henfield Hall and an ideal opportunity to introduce them to the Henfield Club. **The Chairman proposed and Cllr Goodyear seconded** to request funds for refreshments up to a cost of £50 from Youth Reserves. **All agreed**

Action Point: The Chairman and Cllr Simmonds to set a date and short agenda for a meeting with young people at the Henfield Club.

Action Point: The OM to then contact Steyning Grammar with an invitation to the secondary aged young People of Henfield.

10. **FEEDBACK FROM OTHER GROUPS**

1. Survey of organisations
This is still ongoing but there is basic information already on the website.

11. **EVENTS**

1. Launch event 2023
It is hoped that a cinema night and young people's job fair can take place in January or February.
2. Consider request to hold a skate park open day
It was all agreed to support this proposal as well as discuss potential for future collaboration for another skate jam and/or childrens activity day event next year.

Action Point: The Parish Administrator to add to agenda for the next meeting of the Recreation and Open Spaces Committee for their consideration on use of the skate park and whether or not to charge a fee.

The Clerk, Mr K Wright joined the meeting.

12. **BUDGETS AND YOUTH COORDINATOR JOB DESCRIPTION**

A draft job description was circulated prior to the meeting.
The Clerk explained that a rough first draft of budgets have already been drawn up. There is no ceiling on the increase to precept, but it will need to be justified at the Annual Parish Meeting in March. Cllr Goodyear expressed that this committee needs to be bold, as there has been no provision for young people in many years. Cllr Simmonds added that there has been generous support for older people, particularly with regards to the Haven, and that a similar approach now needs to be taken for the young people of Henfield. Following

discussion it was agreed that an additional member of staff to operate this committee as well as offer additional administration support is likely to cost an extra £20,000 including employers national insurance and potential pension contributions. This is based on NALC pay scale 14 at 20 hours per week. Cllr Goodyear offered to adjust the job description to reflect that the role will have a youth focus, but will also be to provide additional general parish office administration. Due to the current high work load in the Parish Office and the urgency to make plans for the funding application and the Year of Young People, it was felt that this new member of staff will be needed at the beginning of next year, ideally with effect from January 2023. It was noted that general reserves could be used to pay the additional salary from January to March.

Action Point: The Clerk to arrange an extraordinary meeting of the Finance Risk and Change Committee to seek approval of the creation of a part time parish administrator /youth coordinator role and consider the salary recommendation.

To pursue the proposal for a drop in café style youth centre there is likely to be building rental of up to £12,000. Other budget lines would be for web pages and training. The committee would also likely want to financially support other childrens' services in the village such as the Bump to Baby group. It was felt that taking all into account there will be a possible additional spend of £40,000. Currently the precept would have a likely increase of 23.8%. It was noted that there is already an events reserve of £3952 and sufficient computer budget in order to purchase an extra computer.

Action Point: The Clerk to approach individual committees for their consideration to build a balance budget across all committees in order to manage any impact on the precept.

13.

CLERK'S REPORT

1. Financial update
The Clerk confirmed that there is £11,000 in Youth Services reserves.
2. Any further updates
None.

14.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

None.

15.

DATE AND TIME OF NEXT MEETING

Wednesday 23rd November at 10.30am.

MEETING CLOSED AT 1.37pm

