

## HENFIELD PARISH COUNCIL



### Meeting of the Children and Young People Committee held on Wednesday the 9th November 2022 at 11.30 am in the Henfield Hall

**Present:** Cllrs N Farrell (Chairman), E Goodyear, A Donoghue and J Potts.

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager-OM), Cllr M Eastwood and Mr Paul Crowe (Chairman of Henfield Community Partnership -HCP).

#### MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

None.

2. **APOLOGIES**

None.

3. **APPROVAL OF MINUTES OF MEETING 28<sup>th</sup> SEPTEMBER 2022**

Approved, signed by the Chairman.

With reference to minutes, Cllr Eastwood advised that minutes should not quote individuals not present and also that minutes should avoid noting definite decisions on projects before detailed analysis and scoring had taken place.

4. **MATTERS ARISING**

1. IDP

This will be referred to the Finance Risk and Change Committee (FRC) in December.

2. Noticeboard

This work is ongoing.

3. Web pages

The Chairman reported that following a meeting with Sussex Clubs for Young People (SCYP) she had been advised that a website is not a key communication route for young people and would likely only be used by parents. The best way to communicate with young people is through talking to them and word of mouth, highlighting further the need for a Youth Coordinator. It was felt that investing in a website or further social media may not be the best use of funding at this time. It was noted that BN5 magazine have a new website with a dedicated Children and Young People page. This item will appear on the next agenda for further discussion.

**Action Point: The OM to contact BN5 magazine to ask about the possibility of expanding their web page to have one central point for relevant information.**

4. Bump to Baby

The Chairman has advised the group that the committee require specific detail on what funding they require.

5. Use of Parish Council land for commercial enterprise

This was approved by the Recreation and Open Spaces Committee on the 2<sup>nd</sup> of November.

6. Work Experience

The OM has spoken with the Careers Advisor and Work Experience Coordinator at Steyning Grammar and local business' will be contacted when arranging work experience placements for Henfield year 11 students.

7. Land for bike jumps  
The landowner has agreed in principle that a portion of his field near the Rothery can be used for a bike trail until the pump track is constructed in the Parsonage Farm development, likely to be in three to five years. However this may be dependent on whether another suggested use for the same field is agreed.

**Action Point: The Chairman will discuss this further with those concerned and report back at the next meeting.**

8. Parking Buddies  
The application for S106 funding to purchase parking buddies for the school was rejected by WSCC, but they have offered to include St Peters School in an upcoming trial for a very similar scheme. There will also be a meeting with the WSCC Active Travel team outside the school on the 25<sup>th</sup> of November in order to discuss safe walking and cycling routes throughout the centre of the village.

*The Chairman adjourned the meeting.*

5. **OPEN FORUM**  
There were no members of the public present.

*The Chairman reconvened the meeting.*

6. **JOB DESCRIPTION FOR A YOUTH COORDINATOR**  
The draft has been discussed with SCYP who had agreed to look at the job description and give advice. The job description will then be circulated in due course.

**Action Point: Cllr Goodyear to circulate amended job description once received**

7. **CINEMA NIGHT FOR YOUNG PEOPLE**  
Details of the cost for a one off film were circulated prior to the meeting. The touring cinema company will contact the Parish Council when a suitable film is available to show early next year. It was agreed that a Saturday afternoon would be most appropriate and it is hoped this can take place in March. Costs will be approved once finalised.

**Action Point: The OM to discuss potential dates with the Henfield Hall.**

8. **PROJECTS**
  1. Henfield Young People Centre – UK Shared Prosperity Bid  
Following discussion on the current provision for children and young people and the suitability of various locations and buildings, **it was agreed** to form a working group in order to accurately establish facts, assess design criteria and begin scoring each option. It is hoped a decision can be agreed by February 2023. The working group will consist of, the Chairman, Cllr Goodyear and Cllr Eastwood. As Henfield Community Partnership are co-signatories to the original application for the UK Shared Prosperity Fund. Mr Crowe from HCP would be co-opted to the working group. The group will meet with Head of Economic Development at Horsham District Council (HDC) on the 23<sup>rd</sup> of November.
  2. After school provision at Henfield Club  
The Chairman explained that following discussion and a visit to the Henfield Club, it was felt that at the current time, the location is only suitable for young people aged 16+. The Club now have some younger members of staff and are already seeing an increase of younger people attending to use the facilities. It was also noted that the upstairs room will be converted into a remote working space with assistance from a grant from HDC.

9. **YOUTH ENGAGEMENT**
  1. Visit to St Peters School 7<sup>th</sup> November.  
This meeting has been postponed until after Christmas.

10. **FEEDBACK FROM OTHER GROUPS**

1. Survey of organisations  
This is still ongoing.

2. Meeting with Sussex Clubs for Young People 7<sup>th</sup> November.  
This was a very useful and inspiring meeting. SYYP have offered to assist with identifying funding, providing training as well as advising on staffing and contracts. They are also able to provide youth workers, various types of sessions and facilities such as the purple bus. SCYP are also being approached by several other local towns and villages so will be contacting WSCC for more funding in order to provide these services.

11. **EVENTS – see tracker**

1. Launch event 2023

It is hoped that the first event of the year will be the cinema night.

The Chairman and OM are meeting with Tic Tac skate school tomorrow to discuss potential improvements to the skate park as well as holding a skate jam to include live music. It is also hoped that there can be another Children's Activity Day (similar to the one held for the Jubilee). The Chairman is also in discussion with HDC regards holding a young people's job fair in Henfield.

12. **BUDGETS**

The Clerk confirmed that the draft budgets have been prepared and will be discussed at FRC next week. The current draft includes transferring the budget for recreational equipment and the skate park to this committee from Recreation and Open Spaces. **It was all agreed** for this committee to take over this responsibility, which will include actions from the annual ROSPA reports. It is hoped that the works officer team will assist with this.

13. **CLERK'S REPORT**

1. Financial update  
There is currently £11,000 in Youth Reserves.
2. Any further updates  
None.

14. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

The OM recommended that the Parish Council have a safeguarding policy.

**Action Point: The OM to draft a safeguarding policy for Children and Young People.**

15. **DATE AND TIME OF NEXT MEETING**

13<sup>th</sup> December 2022 at 10.30am.

**Meeting Closed 1.30pm.**

CYP EVENT TRACKER			
Date	Event	Location	Information update
March 2023	Young People Cinema Night	Henfield Hall	In discussion with supplier
May/June 2023	Children Fun Day	Kings Field	
September 2023	Skate Jam	Kings Field	Meeting potential organiser 10/11/22
tbc	Youth Job Fair	Henfield Hall	Currently Liaising with HDC