



## **HENFIELD PARISH COUNCIL**

**Meeting of the Children and Young People Committee  
held on  
Thursday 29<sup>th</sup> June 2023 at 5.30 pm in the Henfield Hall**

### **MINUTES**

**Present:** Cllrs N Farrell, E Goodyear, C Simmonds and S Leader

**In attendance:** Mrs R Grantham (Operations Manager – OM) and three members of the public.

1. **ELECTION OF CHAIRMAN**

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Simmonds and **VOTED ALL FAVOUR** to elect Cllr Farrell as Chairman.

2. **ELECTION OF VICE CHAIRMAN**

It was **PROPOSED** by Cllr Farrell, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to elect Cllr Simmonds as Vice Chairman.

3. **DECLARATION OF MEMBERS INTERESTS**

None.

4. **APOLOGIES**

None.

5. **APPROVAL OF MINUTES OF MEETING 10<sup>th</sup> MAY 2023**

Approved, signed and dated by the Chairman.

6. **MATTERS ARISING**

1. DBS Checks

Cllr Leader has completed her check and offered to assist Cllr Simmonds with his. Cllr Goodyear will need to take her documentation to the post office.

2. Basketball back boards

The correct size has now been ordered. It is hoped they can be installed by the beginning of the school summer holidays.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

A representative from the Scout Community Building attended to offer safe space after school at no cost room to run sessions or activities for children and young people in exchange for assistance with funding for their building project. This would enable the building to open sooner and cover some of the expenses for the internal fit out.

Cllr Goodyear suggested obtaining some feedback from young people at Steyning as to whether this venue would be a popular option with secondary aged children aged, as it is a short walk from the high street and would not be their own dedicated space. It was noted that a responsible adult would need to be in attendance to supervise. **It was agreed** to add this as an agenda item for discussion at the next meeting of this committee.

*The Chairman reconvened the meeting.*

7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that a new grind rail had been installed at the skate park at no cost to the Parish Council and thanked Tic Tac Skate School for the donation. They have also offered a pole jam. It was noted that there had been a couple of negative comments on social media from scooter riders that they are not included in the skate competition. It was agreed that if scooter riders approached

the Committee then they would be happy to assist in running another event. The Chairman had attended the skate park this week in order to attempt to speak to the young people about this, as well as the road signs that have been used as ramps recently.

The Chairman also reported that Sussex Clubs for Young People (SCYP) have closed down completely without notice. They had previously cancelled the contract with the Parish Council to recruit a youth coordinator, there was no financial cost to the Council. However, it had been intended to use their services in future for potential training and running of activities. It was noted that the closure of their services will likely leave a very large gap in youth provision for the rural communities in the Horsham District and it was agreed to contact the Youth Officer at Horsham District Council (HDC) copying in the District Councillors, to ask what their plans will be to assist.

**Action Point:** The Chairman to draft an email to the Youth Officer at HDC with assistance from the OM.

8. **RECRUITMENT OF A YOUTH COORDINATOR**

An advertisement has been placed in local magazines and will be shared shortly on social media. The Parish Office has received one enquiry already. Cllr Goodyear will discuss finalising the offered salary with the Clerk tomorrow as the Council are no longer using SCYP, and therefore no longer need to factor in their costs.

**Action Point:** Cllr Goodyear to discuss salary for the Youth Coordinator with the Clerk

9. **TO CONSIDER NOMINATING A REPRESENTATIVE FOR THE PLAYING FIELDS STRATEGY WORKING GROUP**

The Chairman explained that a working group is being set up to discuss an overall strategy for playing fields and sports provision in Henfield, in particular with regard to potential upcoming developments at Parsonage Farm and Wantley. Cllr Leader agreed to be the representative for this committee and requested terms of reference and to be informed who would be Chairing the working group.

10. **TO CONSIDER ITEMS ALLOCATED TO THE COMMITTEE FROM THE INFRASTRUCTURE DELIVERY PLAN AND AGREE REVIEW MEETING**

The draft Infrastructure Deliver Plan (IDP) was circulated prior to the meeting. The items this committee are responsible for oversight of are the skate park, scout community building and youth club. It was agreed to formally invite the leaders of the youth club and scout community building project to the next meeting to update the committee on their plans and progress in order to ensure that their entries on the IDP are up to date and appropriate. The skate park improvement project is being led by this committee.

11. **PROJECTS**

1. Improvements to Skate Park

The application to vary the S106 conditions for the Barratts development is being processed by HDC, if successful would provide £30,000 in funding. There will be a meeting of the Kings Field Trustees next Tuesday evening to request £15,000 is released from the permanent endowment. Any potential short fall in funding could potentially be met from CIL funding. Indicative costs are in the region of £45,000 to £50,000 and the OM has obtained a number of suggested designs and potential improvements. It was agreed to obtain feedback and further ideas and suggestions from skate park users at the skate competition in July, with a view to obtaining quotations once the funding is nearer to being confirmed.

In addition, it was all agreed to gratefully accept the donation of a pole jam by Tic Tac Skate School to be installed by works officers at the skate park. This will improve the skate park further in advance of the longer term planned improvements and will hopefully discourage the use of road signs to construct obstacles. It was suggested that the grind rail and pole jam could be returned to Tic Tac at a later date following the completion of the improvement work.

2. Hub on the High Street  
As stated previously, it was agreed to consider the scout building as a potential venue at the next meeting of this committee. It was noted that there is a budget available for premises rental, however there are currently no suitable properties available on the high street.
3. Hub at the Club  
Cllr Simmonds reported that this continues to be a success and is greatly appreciated by the young people that use it, it is particularly popular of a Friday evening. Only one complaint has been received from club members, but once the project was explained this was happily resolved. A pool table is now in position in the upstairs room, but it requires a repair to the money collecting tray. This was donated free of charge. It is hoped it will be operational shortly. A safe dart board has also been installed.

## 12. **UK SHARED PROSPERITY FUND – UPDATE**

Cllr Goodyear explained that HDC have made the decision to go ahead with supporting the proposed project at the leisure centre. It was felt that the Working Group delivered on its terms of reference - to accurately establish facts, assess design criteria and evaluating each option - although the decision was made by HDC before the working party were able to make a recommendation to the committee. It was all agreed that now the funding is in place the working group is no longer needed as the project has moved onto the delivery phase,

In terms of the CYP committee, as this is not a HPC managed or funded project CYP no longer has an active role to play. However, the committee would be very happy to support and advise the leisure centre if requested and progress updates could be provided by Cllr Grossmith as the HPC representative for the leisure centre. It is understood that there will now be a tender process undertaken by HDC. It was noted that the leisure centre are very well versed to manage large projects and funding applications. It was also noted with disappointment that indicative costs from the leisure centre suggest that there will be no funding remaining to potentially support the Hub at the Club.

Cllr Leader commented that there are lessons that must be learned in terms of the process and procedures. Cllr Goodyear agreed that there had been a lack of clarity and communication from HDC and that in future when faced with similar funding opportunities there would be a need to ask more questions at an earlier stage. It was noted that the Financial Regulations are due for review this year and that amendments will be considered as part of that process.

## 13. **FEEDBACK FROM OTHER GROUPS**

1. Survey of organisations  
It is intended that this will be carried out by a youth coordinator.

The Chairman reported on a well-attended 'Get Involved' event that had been arranged by Henfield Community Partnership (HCP). There were lots of groups and organisations represented and there was a lot of positive feedback. She spoke to many of the stall holders and reported the following:

- The Theatre Group are holding summer workshops that the Parish Council that the committee will assist in promoting.
- The Art Club would like to run a club for young people and have had a donation of art equipment and supplies, various potential venues will be discussed further. It was noted that they praised the Street Art Wall project.
- The Church would like to offer bell ringing opportunities to young people from aged year 5 depending on child's size. The Chairman will discuss this with the primary school.
- The Electric Car Club would like to offer discounted hire to DBS checked drivers to assist young people to access transport for appointments and other services. The Chairman will discuss this with Cllr Kendal as the representative for the electric car club.

The Chairman also mentioned that there is some concern that there may be a loss of nursery and/or pre-school provision in the village as it appears that there have been some financial difficulties with local nurseries, in particular finding that the government childcare vouchers do not cover costs making the businesses unviable. The Parish Council are not able to support private businesses but will keep a watching brief on the situation. The Chairman will also speak to the primary school.

#### 14. **EVENTS**

##### 1. Skate Jam

- a) Consider making a donation to Tic Tac Skate School towards prizes for the skate competition.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Simmonds and **VOTED ALL IN FAVOUR** to contribute £200 towards prizes for the skate competition. This will be paid for from the £400 donation made by the BP Guild following the Coronation Fun Day.

**Action Point:** The Chairman to arrange a further working group meeting with Tic Tac and the Youth Club before the event.

##### 2. Street Art Wall Opening

- a) Consider making a contribution to the Youth Club towards spray paint and masks. The Youth Club would like to be able to allow their members and others to have a go on the Street Art Wall as part of the opening event. A wooden board has been given to a young artist who is a youth club member to create a sign saying 'Henfield Street Art' which will be installed above the wall in time for the opening.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Simmonds and **VOTED ALL IN FAVOUR** to make a donation of £50 to the Youth Club towards their purchase of spray paint and masks.

##### 3. Job Fair

The Community Bus has been booked to take young people to the job fair in Horsham on the 30<sup>th</sup> September. The youth club has offered to arrange the booking of spaces on the bus. The job fair will be promoted by the committee including at their visit to Steyning Grammar school next week. It is hoped the committee can hold a job fair in Henfield, potentially next year, once a youth coordinator is in place.

#### 15. **CLERK'S REPORT**

##### 1. Financial update

In terms of income, the committee have received a £400 donation from the BP Guild from the profits of the Coronation Fun Day, a grant from HDC of £200 for the Fun Day and a contribution of £600 from Sussex Police for the Street Art Wall. The cost of the Coronation fun day came to £428.01, £250 for the circus skills and £178.01 in craft materials. The total expenditure for the Street Art Wall so far is £869.06 including wood preserver and paint.

##### 2. Any further updates

There is currently a budget line for £10,000 expenditure to use the services of SYCP. It was agreed to reword that to 'Youth Activities' due to the closure of SCYP.

#### 16. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

The Chairman reported that Steyning Grammar School have invited the committee to attend both school sites to speak to representatives from each year group as a follow up to their visit last year. The Chairman and OM will attend, Cllr Leader will also attend if she is able. It was agreed this is a great opportunity to update the young people on the committee's progress so far and to ask for feedback on planned projects, as well as to hear more of the young peoples' views, ideas and suggestions. The questions used previously will be reviewed and adapted as needed and the skate competition, job fair, youth club café and Hub at the Club will be promoted.

Cllr Simmonds reported that the BP Guild are planning a Fun Day on the 6<sup>th</sup> of June 2024 on the Rothery Field.

The OM reported that she had approached a roller-skating company to see if they would be interested in running their weekly session in the Henfield Hall. They are very keen as the sessions held at the leisure centre every Friday evening were very popular but can no longer take place there due to installation of the new sports hall floor. They would like to run sessions from September if possible.

Cllr Goodyear will negotiate with the Henfield Hall, as they have some concerns about damage to the floor surface.

**Action Point:** Cllr Goodyear to discuss roller skating sessions with the Henfield Hall.

Potential ideas for Christmas were briefly discussed, including ice skating. This will be discussed further at the next meeting.

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

To be confirmed.

**Meeting Closed at 7.26pm.**