



HENFIELD PARISH COUNCIL

Meeting of the Children and Young People Committee held on Monday 11th November 2024 at 6.30 pm in the Henfield Hall.

MINUTES

Present: Cllrs S Leader (Chairman), A Willard (Vice Chairman), C Simmonds, J Potts and E Goodyear.

In attendance: Mrs R Grantham (Operations Manager- OM), Ms G Campsey (Youth Coordinator).

1. **DECLARATION OF MEMBERS INTERESTS**

None

2. **APOLOGIES**

Cllr Ayres.

3. **APPROVAL OF MINUTES OF MEETING 14th October 2024**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

1. DBS Checks. Cllr Goodyear to complete.
2. Gazebo. Cllr Goodyear to liaise with YC.
3. Roundabout opening event. All agreed too late to do this. YC confirmed photos and write up have been submitted to the BN5 magazine for next publication.

The Chairman adjourned the meeting

OPEN FORUM

The Chairman reconvened the meeting

5. **CHAIRMANS ANNOUNCEMENTS**

Cllr Potts joined meeting.

The Chairman spoke of a suggestion to organise a joint meeting with all local children's organisations, such as the scouts, youth club, guides etc to share ideas, find out the needs of the individual groups and how to better work together. This would be an ideal opportunity to discuss the formation of a youth forum/council. This would have the potential to form spin off working groups on individual projects. YC to organise and manage the event and chairman to decide how it is included on the agenda. **ACTION POINT: YC to start organisation of event.**

6. **REPORT FROM YOUTH COORDINATOR**

YC circulated report to Cllrs prior to the meeting with agenda. YC added she had attended the Remembrance Service yesterday on behalf of the Youth Club and laid their wreath, which hadn't been mentioned on the report.

7. **PROJECTS**

1. Improvements to Skate Park. The chairman spoke of recent visit to The Skate Farm and discussed the idea of having an official paid for design drafted. PROPOSED by Chairman, SECONDED by Cllr Simmonds, ALL VOTED IN FAVOUR to agree to pay up to £600 for plans to be drawn up.
2. Hub on the High Street. Ongoing but all agreed to take this off the agenda until such time that a suitable property be found.
3. Improvements to Play Areas.

- a) Equipment and costings. Discussion around various options for equipment and pricing. Also discussed was location of improvements, with the Rothery Field suggested as the next area for improvements. Access to play area raised and all agreed this needs to be considered if inclusive equipment is to be installed. Kingfield also discussed as an identified site to give thought to installing play/outdoor exercise equipment. Joint funding with Recreation and Outdoor spaces committee to be investigated further. It was suggested this be looked at holistically as a 5-year plan to improve all play areas, with the aspiration to gain Green Flag status for them. **ACTION POINT: YC to continue with research & pricing.**
- b) Signage. Was not discussed.

8. **YEAR OF BIODIVERSITY FOR YOUTH**

- a) Half term bulb planting. Updated the event went well.
- b) Future events. Nothing planned at present.

9. **ROSPA REPORT**

1. Update of ongoing repairs. Short discussion about the work required at the skate park. Cllr Simmonds suggested looking for precut, rubber plugs for each end of the skate rail. Works officers to be consulted. **ACTION POINT: YC to liaise with works team to order parts.**

10. **LITTER ISSUES AT SKATE PARK**

YC updated that the new bin has now been installed.

11. **FEEDBACK FROM OTHER GROUPS**

Survey of organisations. Ongoing. YC advised that Rainbows will have to close at the end of the year as no new volunteers have come forward. This links in with the earlier discussion in the Chairmans announcements.

12. **BUDGETS FOR 2025**

Cllr Goodyear explained budget for 2025 as follows: £11,000 Recreation equipment & skate park, £450.00 ROSPA inspection, £0 premises lease, £5,000 Youth projects and £1,000 Youth activities. The funds for that would have been used for premises lease have been moved to provisions and held in reserves. It's been suggested that the £12,500 that would have been for premises lease, is split, with £6,500 held under recreation equipment and £6,000 under Youth services, in Children & Young People's reserves. The allocated premises lease funds for the 2 previous years, are held in general reserves. OM gave a brief explanation about the process of the budgets before they are finalised, which was then discussed and all committee members agreed to the proposed amounts.

13. **TERMS OF REFERENCE REVIEW**

Chairman read through current terms of reference, and it was agreed to take out point i which reads "To investigate the employment of a Youth Coordinator" as this has now been achieved and point j to be amended so it reads "To have responsibility for the children's play areas and skate park". The Chairman and Vice chairman will complete a draft of the proposed terms and present at the next committee meeting in the new year.

14. **CHRISTMAS 2024**

1. Stall on late night shopping. Committee agreed there was no need as it is a retail focussed event.
2. Events for Christmas holiday. There are no events planned for the festive period. The subject of having an event calendar was spoken about and it was

noted that future Christmas ideas need to be addressed earlier in the year. Some ideas were discussed for future Christmas events.

15. **YOUTH COORDINATOR MOBILE PHONE**

1. Agree purchase and costing. Options had been previously circulated. PROPOSED by Cllr Potts, SECONDED by Cllr Goodyear and ALL VOTED IN FAVOUR of the purchase of a Motorola Moto E14 mobile phone costing £69.99. To be taken from youth projects budget. **ACTION POINT: YC to order handset.**

16. **YOUTH FORUM**

1. Update on research/progression. YC stated nothing further had been done as awaiting confirmation as to which route will be taken, forum or council. Earlier discussion for arranging joint groups meeting event was identified as good place to start the process. **ACTION POINT: YC to continue with research.**

17. **EVENTS CALENDAR**

1. Contents. Discussed previously.

18. **CLERKS REPORT**

1. Financial update. OM updated 37.9% spent of funds and we are 58.3% through the financial year.
2. Any further updates. None.

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

Cllr Goodyear spoke about the proposed pump track which has been discussed at the previous meeting. The cost needs to be determined so that we apply for the right amount of Section 106 funds from the developers. Cllr Potts offered to research with Horsham Council. **ACTION POINT: YC to liaise with Cllr Potts & Goodyear for updates.**

DATE AND TIME OF NEXT MEETING

Monday 13th January 2025 at 6.30pm.

Meeting Closed at 8.08pm