

Forest Row Parish Council

Clerk: Mr David O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

To: All members of the COMMUNITY SERVICES
COMMITTEE:
Cllrs. T Lewin (Chairman), Davies, Josephson, R Lewin,
Miller, Moore, Rosenboom, Williams, Withers and
Wogan

Tel: 01342 822661
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Dear Sir/Madam,
You are required to attend a meeting of the
COMMUNITY SERVICES COMMITTEE to be held on
TUESDAY 25TH FEBRUARY 2020 in the Rose
Room of the Community Centre at **7.30pm**.

Date: 19 February, 2020

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO
STAY AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. PUBLIC QUESTIONS – the meeting will start no later than 7.45pm.
2. APOLOGIES FOR ABSENCE
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE FOLLOWING ITEMS (INCLUDING DISCLOSABLE PECUNIARY INTERESTS)**
4. RECORDS OF THE MEETING HELD ON 3RD DECEMBER 2019
 - 4.1 To approve the minutes of the meeting of 3rd December 2019
 - 4.2 To consider any objections to deletion of the digital recording of that meeting
5. CLARIFICATION OF ACTIONS FROM LAST MEETING
6. CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION
 - 6.1 Review of working of VENUe
 - 6.2 Waste Recycling Centre progress report
 - 6.3 Water bottle refill point
 - 6.4 Environmental policy
7. FINANCIAL REPORT
Current financial report to month 10

CURRENT SERVICES: TO NOTE REPORTS

8. FOREST ROW MARKET
9. CAR HIRE CLUB
10. EV CHARGING UNIT
11. MEDICAL CAR SERVICE
12. HEARING AID SERVICE
13. 'GAGES' COMMUNITY LUNCHES

14. FROW FRIENDS/THURSDAY CLUB
15. REPAIR CAFE
16. FOREST ROW BUSINESS GROUP
17. YOUTH SERVICE

SERVICE DEVELOPMENT: TO NOTE REPORTS (AND RESOLVE AS APPROPRIATE)

18. DEMENTIA CHOIR
19. MEMORY CAFÉ
20. MEN'S SHED
21. THE COMMUNITY FRIDGE
22. COLLABORATIVE WORKING
23. CORRESPONDENCE – To note any relevant correspondence received
24. ITEMS FOR FUTURE CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL

**COMMUNITY SERVICES COMMITTEE
BACKING PAPERS FOR MEETING 25TH FEBRUARY 2020**

Agenda Item	Description	Page nos
	Clerk's briefing note	1-2
7	Financial Report to month 10	3-4
8-12	Report on Market, Car charging unit, Medical transport, Hearing aid service	5-6
9	Spreadsheet of Car Club figures YTD	7-8
13-14	Report on 'Gages' and 'Frow Friends /Thursday Club,	9
15-16	Report on Repair Café, F/R Business Group	10-11
17	Youth Service review report	12-13
	Amended Youth Service Plan	14-19
18-22	Service development report	20-21

**COUNCILLORS' BRIEFING FOR THE MEETING OF THE COMMUNITY SERVICES
COMMITTEE TO BE HELD ON 25th FEBRUARY 2020**

1. **PUBLIC QUESTIONS** – None indicated in advance
2. **APOLOGIES FOR ABSENCE** - None indicated in advance
3. **TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION** Members who have a financial interest in any of the items covered by this agenda may wish to declare a personal interest. But as I have said before, Members need to be realistic and observe a sensible 'de minimis' judgement, otherwise the provision becomes trivialised.
4. **TO DEAL WITH RECORDS OF MEETING.** Meeting of 3rd December 2019
5. **CLARIFICATION OF ACTIONS FROM LAST MEETING**
For Members to raise any points of information arising from the previous meeting which can be answered briefly.
ACTION: to discharge as appropriate
6. **CLERK'S REPORT ON PROGRESS (MATTERS NOT REQUIRING A DECISION)**
 - 6.1 Review of working of the VENUE on the GREEN. The planned review of the VENUE has not yet taken place, partly from the pressure of other current business, and partly because we have been waiting for the installation of the final elements of the project: an internet connection, the games area goal assembly and the surrounding lighting.
 - 6.2 Waste-recycling centre progress report. We are still in the process of preparing a draft operating schedule and business case before canvassing support for acquisition of the site.
 - 6.3 Water bottle refilling point. Now installed and in regular operation
 - 6.4 Environmental policy. The first draft produced by the working group was discussed by F&P on 14th January and sent back for amendment. It is planned to submit a revised draft to the next Full Council.
ACTION: to note
7. **FINANCIAL REPORT**
Current status to end month 10. There has been little change in status since the last meeting. Performance against forecast to the end of month 10 should be in the order of 83.3%. The totals on the attached printout are both at the 91.6% mark. As before, there is a degree of cross-subsidy between services, but the major services with an income stream are holding their own, while expenditure overruns are all explicable within acceptable limits.
ACTION: to note

CURRENT SERVICES
 8. **FOREST ROW MARKET**)
 9. **CAR HIRE CLUB**)
 10. **EV CHARGING UNIT**)
 11. **MEDICAL CAR SERVICE**)
 12. **HEARING AID SERVICE**)

These items are covered by Sue Young's report.
(The spreadsheet produced by the Car Club administrator is also attached to the papers).

- 13. 'GAGES' COMMUNITY LUNCHESES) These items are covered by
- 14. FROW FRIENDS/ THURSDAY CLUB) Sandra Ayles's report

- 15. REPAIR CAFÉ) These items are covered by
- 16. FOREST ROW BUSINESS GROUP) part 1 of Sara Smart's report

- 17. **YOUTH SERVICE** On 4th June 2019, it was decided that the Youth Service policy should be reviewed after a 'bedding in' period in its new location, and the 'YOSS' working group was reconstituted at that point (minute no.164/19). The review took place on 28th January this year and the notes on the review meeting are attached as the report to this meeting (together with the consequential amendments made to the youth service policy). It is planned for a member of the youth staff to attend this meeting to answer any queries.
ACTION: to note reports (queries as appropriate)

SERVICE DEVELOPMENT

- 18. DEMENTIA CHOIR)
- 19. MEMORY CAFÉ) These items are covered by part 2 of
- 20. MEN'S SHED) Sara Smart's report.
- 21. THE COMMUNITY FRIDGE) Sara will attend the meeting in person to
- 22. COLLABORATIVE WORKING) answer any queries
ACTION: to consider and resolve as necessary

- 23. **CORRESPONDENCE.** None received that has not been sent out in Councillors Reading
- 24. **ITEMS FOR FURTHER CONSIDERATION BY THIS COMMITTEE OR FULL COUNCIL**

Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Localism & Community Projects</u>							
<u>206 Community Transport</u>							
2677 Car Hire Club Income	11,382	15,000	3,618			75.9%	
2678 Medical Car Scheme Income	215	300	85			71.7%	
2679 Cycle Hire Scheme Income	630	500	(130)			126.0%	
Community Transport :- Income	12,227	15,800	3,573			77.4%	0
2554 Wealdlink	886	900	14		14	98.4%	
2601 Voluntary Medical Car Service	59	100	41		41	59.0%	
2602 Car Hire Club	10,062	13,000	2,938		2,938	77.4%	
2605 Cycle Hire Scheme running cost	949	0	(949)		(949)	0.0%	
Community Transport :- Indirect Expenditure	11,956	14,000	2,044	0	2,044	85.4%	0
Net Income over Expenditure	271	1,800	1,529				
<u>207 Market</u>							
3184 CC-Market Income	5,780	7,000	1,220			82.6%	
Market :- Income	5,780	7,000	1,220			82.6%	0
3151 CC-Market expenditure	1,049	1,250	201		201	83.9%	
Market :- Indirect Expenditure	1,049	1,250	201	0	201	83.9%	0
Net Income over Expenditure	4,731	5,750	1,019				
<u>209 Localism & Community Proj Misc</u>							
2905 Repair Cafe & Wellbeing Servic	3,194	1,200	(1,994)			266.2%	
Localism & Community Proj Misc :- Income	3,194	1,200	(1,994)			266.2%	0
2700 Repair Cafe & Wellbeing	2,447	1,500	(947)		(947)	163.1%	
Localism & Community Proj Misc :- Indirect Expenditure	2,447	1,500	(947)	0	(947)	163.1%	0
Net Income over Expenditure	747	(300)	(1,047)				
<u>304 Cafe</u>							
3480 Gages - Sales	18,206	22,000	3,794			82.8%	
Cafe :- Income	18,206	22,000	3,794			82.8%	0
3436 Gages-Purchase of Equipment	1,348	1,000	(348)		(348)	134.8%	
3460 Gages -Purchases Food etc	9,223	12,000	2,777		2,777	76.9%	
Cafe :- Indirect Expenditure	10,571	13,000	2,429	0	2,429	81.3%	0
Net Income over Expenditure	7,635	9,000	1,365				

Detailed Income & Expenditure by Budget Heading 03/10/2019

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Thursday Club							
3680 TC-Subscriptions	443	150	(293)			295.6%	
Thursday Club :- Income	<u>443</u>	<u>150</u>	<u>(293)</u>			<u>295.6%</u>	<u>0</u>
3636 TC-Running Costs	592	1,000	408		408	59.2%	
Thursday Club :- Indirect Expenditure	<u>592</u>	<u>1,000</u>	<u>408</u>	<u>0</u>	<u>408</u>	<u>59.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(149)</u>	<u>(850)</u>	<u>(701)</u>				
406 Youth Provision							
4676 YP-Grants & Other Income	2,410	0	(2,410)			0.0%	
Youth Provision :- Income	<u>2,410</u>	<u>0</u>	<u>(2,410)</u>				<u>0</u>
4603 YP - Dev costs & General Expen	2,919	1,500	(1,419)		(1,419)	194.6%	
Youth Provision :- Indirect Expenditure	<u>2,919</u>	<u>1,500</u>	<u>(1,419)</u>	<u>0</u>	<u>(1,419)</u>	<u>194.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(509)</u>	<u>(1,500)</u>	<u>(991)</u>				
Localism & Community Projects :- Income	42,260	46,150	3,890			91.6%	
Expenditure	29,534	32,250	2,716	0	2,716	91.6%	
Movement to/(from) Gen Reserve	<u>12,726</u>						
Grand Totals:- Income	42,260	46,150	3,890			91.6%	
Expenditure	29,534	32,250	2,716	0	2,716	91.6%	
Net Income over Expenditure	<u>12,726</u>	<u>13,900</u>	<u>1,174</u>				
Movement to/(from) Gen Reserve	<u>12,726</u>						

REPORT FOR COMMUNITY SERVICES COMMITTEE 25TH FEBRUARY 2020

FOREST ROW VILLAGE MARKET

The December market was positively buzzing, several of the stallholders sold out of their products which was amazing. We were visited by Ashdown House School choir & a rock choir which proved very popular and we also had Back 2 Back promotions filming at the market all day for a programme on the Quest channel called Scrap Kings, I was interviewed by the producers because of our plastic free, zero waste status, as soon as I know when this programme is being aired I will let you know.

This year is starting off well, we have 32 stalls already booked for the market on the 7th March and have had several enquiries from new vendors and are hopeful that they will book for the whole year.

In January I spent a day repairing the gazebos, which were in a bad condition. This resulting in 2 being scrapped, however the parts from those were used to repair the others and, in some cases, making double gazebos into single ones, this will make things easier for the market staff when erecting the market. I have purchased 10 new single canopies and 1 double in blue to replace some of the white ones as they were so badly damaged and mouldy which is not acceptable for food hygiene and health and safety reasons. In the next tax year, I would like to replace the remaining canopies so that they are all the same and fresh.

NABMA Awards – sadly we did not win this year but we are still in the running for the Sussex Food & Drink Awards so I will let you know how we get on when the Grand Finalists are announced.

FOREST ROW CAR CLUB

Membership continues to slowly rise with some expired members re-joining.
(A spreadsheet report from the co-ordinator with current figures is also attached)

CAR CHARGING UNIT

The car charging unit is now back in service and the fees have been updated as agreed at a previous meeting, however as you will see for the table below, Charge your car have made an error and have charged everyone a flat fee of £15 instead of the Kwh price followed by the flat fee if they stay for 4 hours or above. I have contacted them and asked that this be rectified immediately and refunds made to the relevant customers.

Start Date	Start Time	End Time	Total kWh	Cost charged	Correct charges
5.12.19	12.23	13.47	5.312	15.00	2.07
17.12.19	13.21	14.05	4.797	15.00	1.87
17.1.20	13.10	14.16	7.256	15.00	2.83
21.1.20	13.06	13.57	5.525	15.00	2.15
22.1.20	14.12	14.53	4.608	15.00	1.78
23.1.20	13.06	13.59	5.821	15.00	2.27
24.1.20	11.44	12.48	3.367	15.00	1.31
1.2.20	15.08	16.26	4.021	15.00	1.57
6.2.20	13.05	13.58	5.849	15.00	2.28
7.2.20	11.28	13.09	3.664	15.00	1.43

11.2.20	13.39	14.29	5.147	15.00	2.00
TOTALS				£165.00	£21.56

MEDICAL TRANSPORT

Please see below the performance statistics.

MONTH	TRIPS	ADMIN FEE	DONATIONS	MILEAGE
April	8	£8.00	£4.10	200.00
May	19	£19.00	£4.00	422.10
June	26	£23.00	£8.30	364.00
July	18	£13.00	£8.30	318.50
August	8	£7.00	£1.95	183.00
September	19	£15.00	£0.00	264.50
October	23	£23.00	£9.80	614.00
November	23	£18.00	£6.00	529.00
December	9	£8.00	£5.20	184.00
January	22	£22.00	£0.00	345.00
February	6	£6.00	£0.00	145.00
Totals	181	£162.00	£47.65	3569.10

HEARING AID MAINTENANCE

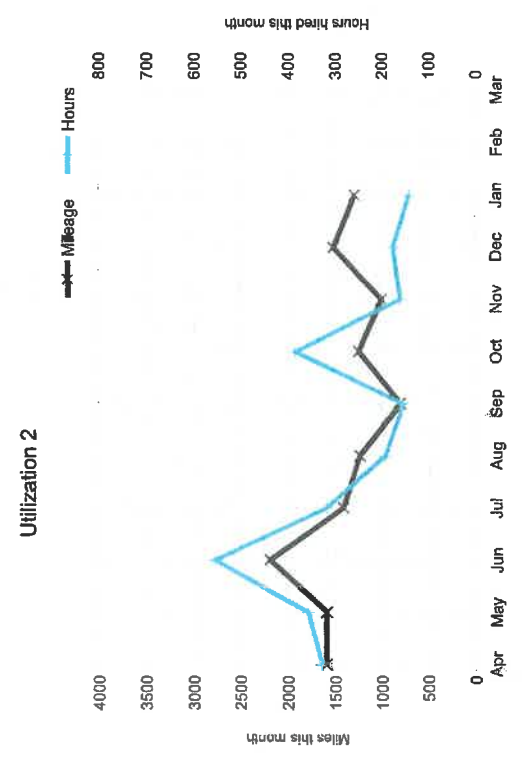
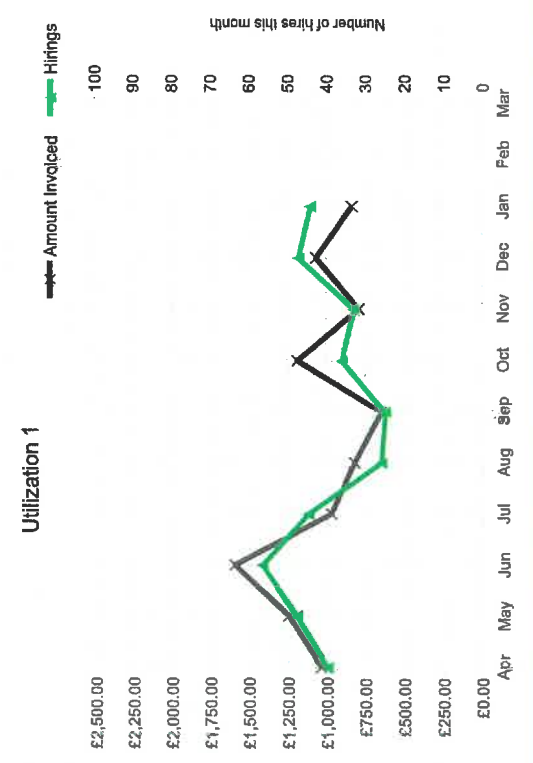
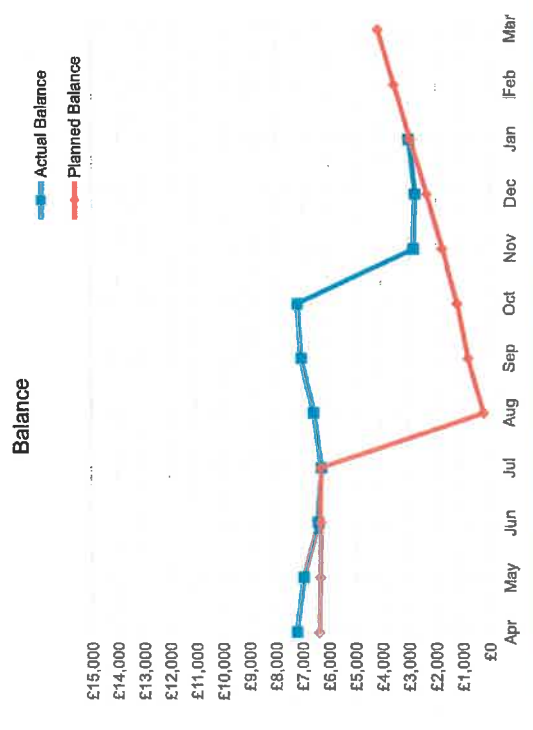
Please see below stats for the last year.

MONTH	PEOPLE SEEN	BATTERIES GIVEN OUT	NEW LIFE TUBES REPLACED	NORMAL TUBING REPLACED
Feb-19	13	35	3	3
Mar-19	12	28	11	6
Apr-19	18	48	1	13
May-19	20	55	12	8
Jun-19	17	50	0	3
Jul-19	14	39	8	4
Aug-19	11	35	4	0
Sept-19	16	45	2	2
Oct-19	11	33	8	0
Nov-19	15	47	2	0
Dec-19	28	79	13	5
Jan-20	13	33	2	8
TOTALS	188	527	66	44

Sue Young
12/02/2020

Charts Illustrating Car Club Statistics for the year: 2019-20

2019-20



COMMUNITY SERVICES REPORT 25.02.2020

GAGES

Since the last report our Chef Nic Peterson has left us to move onto a role with full time hours, we would like to thank him for his hard work and delicious food whilst with us. Emma Jones, our kitchen assistant, has now taken over the role and we are covering her hours with volunteers at this time. We will need to assess this situation as we go along to decide if we may need to employ another member of staff to replace Emma's assistant hours.

Sales have averaged £553.51 per week

Average number of main meals sold per day=23 with an average of 3 home deliveries.

FROW FRIENDS THURSDAY CLUB

In line with the development of the FRow Friends 'brand' that Sara Smart is continuing to develop, we have gone back to being called Thursday Club. This is the new logo:



FRow Friends **Thursday Club**

Bringing our community together with friendship

I am continuing to provide a varied programme for the year, with plans to provide an outing a month as much as possible. Membership is growing with 3 new members since January which is very encouraging.

We average 10 members per session.

Sandra Ayles

18.02.2020

REPORT FOR COMMUNITY SERVICES COMMITTEE MEETING 25th February 2020

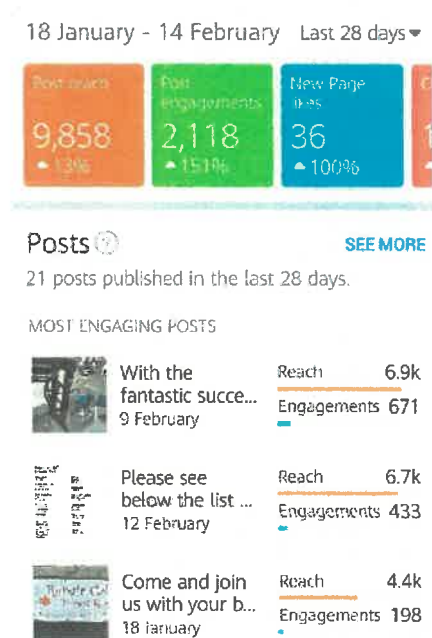
Part 1

REPAIR CAFÉ

The Repair Café opened strong in January with 75 repairs attempted and over 90 people attending. We had visitors from Tunbridge Wells and Edenbridge interested in starting their own Repair Cafes that came along to see how we do things and learn from our experience. We also have visitors coming in March from Heathfield Hub.

Month	Total no of repairs	Success rate
January	74	62.1%
February	60	56.67% with 11 items given advice or to be fixed next time which makes this figure slightly lower

We have a steady stream of new volunteers coming forward to share their skills with us, which is real positive as this will continue to make the service sustainable.



Our Facebook page continues to be an incredibly successful way of reaching people, which I am very proud of. These figures are very encouraging.

The cupboard that we store the tools and supplies for the RC has been given a revamp with donated racking put up and everything labelled and stored more effectively. This has saved the need to buy the trollies that I mentioned in my previous report. Everyone was very impressed with the new set up.

I will be attending the Repair Café Conference on March 12th in Farnham, this full day programme will be a great opportunity to learn from other Repair Cafes.

We continue to more than cover our costs to provide this much appreciated service with donations received for work undertaken and from selling

refreshments and cake. The cake and bread is all kindly donated to us by local businesses and volunteers, which supports the ethos of the Repair Café.

FOREST ROW BUSINESS GROUP

Since my last report the FRBG Christmas Trail took place in the village. 139 stamper sheets were given out at the Market with 27 businesses/enterprises taking part.

On the whole it was another incredibly successful event with families enjoying the stops and the activities/chocolate treats given out to each participant. The feedback from the public was that they enjoyed it very much and were very

grateful to those involved for all their efforts. The village was busy and with the market being on too it brought more people into the village which is a huge bonus to businesses.

The £20 fee to be a part of the trail was sufficient to cover all costs and any excess will go towards the Easter Egg Hunt planned for April 11th.

Points we will be addressing for this year: There were too many stops and too far spread. There were a few issues with the horse and carriage, but these can easily be rectified if we do not spread the stops so far.

We had 62 leftover prizes which we donated to the East Grinstead Foodbank for their Christmas appeal.

Sara Smart

18.02.2020

**FOREST ROW PARISH COUNCIL YOUTH SERVICE (FRPCYS)
NOTES OF MEETING OF 'YOSS' (YOUTH SERVICE SCRUTINY) WORKING GROUP
28th JANUARY 2020 @ 11am**

Present: Cllrs Davies, T Lewin,

Mel Rey-Mesher (MM) (Youth Service Supervisor) & Gem-Anderson-Shadi (GA) (Youth work assistant)

Sara Smart (SS) (Community Development Officer) & the Clerk (DOD)

Not present: Cllr Withers

The purpose of the meeting was to review the operation of the FRPCYS since its move to the VENUe in June 2019, to review and amend as necessary the 'Youth Service Forward Plan' dated October 2018, and to consider any necessary future actions.

Current operation.

- The basic profile. MM confirmed the concept of 'a safe space with activities' was being adhered to. The 'therapeutic' and 'recreational' aspects formed an important part of the operation; the 'educational' aspect was still hampered by the lack of internet connection.
- The current membership was exclusively from the 12-15 year old (year 7 upwards) group. Pilot sessions for the 16-19 year old group had attracted minimal numbers and the demand was not there (in contrast to the 'old' Venu). It might be helpful to survey that age group to see what they wanted, but the reality was that a significant proportion of that group had progressed to alcohol and substance usage. However, the current membership would in time grow into an older group with new younger ones coming along behind. The 'much older' (20-24) group was technically within the youth cohort, but there was no current demand.
- Structured activities. Noted that there had been a number of successful sessions – graffiti/ DJ-ing/ baking – all well attended. They tried to tailor the content to what the youth actually wanted. SS asked if the Duke of Edinburgh scheme had been looked at. MM confirmed it had but the administration was considered excessive at present. SS said it was worth considering for the future, she could integrate candidates into PC volunteering, while DofE external candidates could help with mentoring. MM also mentioned that she sometimes felt constrained in her activity choice by the limits of her development budget.
- Numbers. DOD raised the issue of numbers (noting adverse remarks in Cllr Wogan's comments). MM said she sometimes got stressed about this, but in fact they were basically starting from scratch in the VENUe and the numbers were climbing slowly but steadily. By contrast with, say, Ashurst Wood, they were open every weekday, which cut down on the daily totals.
- Fundraising. This remained problematic because the Youth Service still counted as a local authority service, but MM had some ideas for fundraising events & SS said she could give her some contacts. There was an offer of match funding from the 'Friends of the VENUe'.
- Publicity. Both MM & GA had done a lot of publicity via schools & social media, and would continue to do so. The primary school approach was designed to 'pre-publicise' the Youth Service to year 6's.

Specifics on activities & staff

- Therapeutic issues. MM also mentioned that she thought this was an important part of their role. It involved a lot of discretion and skill on the part of the staff. They had a current plan for a professional counsellor to come and 'be available' to talk to the youth together or as individuals.
- Staff.
 - MM said she had found it a challenge to step up from a subordinate role under Cheryl Hawkins to being leader, but felt she had accomplished it successfully, and could assert her authority when needed.
 - Care was needed to balance the demands of the youth 'inside' to the demands at the outside hatch, but she felt this was being dealt with successfully.
 - There was a possible shortfall on staffing coming up: Charlotte would be on maternity leave and Mikhail had expressed the wish take the whole of June as leave. Janie was also trying to fit in studying for a counselling qualification.
 - All staff appraisals had been done & were with DOD for signing off.
 - MM also shared with the group some confidential comments on the current staff cadre (not recorded here).

The Oct 2018 Service Plan. Agreed DOD will amend the 2018 plan to reflect changed circumstances & priorities.

(Other) actions

- Training. Most staff were going later this week on the 'Resilience' course which would be useful in various different aspects of their work. All staff had done or were doing the food hygiene course, which was tedious but necessary to comply with H&S. MM had done a Level 2 youth work certificate, but hoped to go on to an accredited level 3. She thought Janie & Gem should also go down the formal accreditation route. Ben needed to do safeguarding training.
- Facilities. WiFi and the games area goal & lighting were desperately overdue & needed. The interior lighting in the VENUe was far too dim – it was not clear if that was the bulbs or the shades.

The meeting closed at 12 noon



Forest Row Parish Council Youth Service Operation Plan (revised January 2020)

MISSION STATEMENT: -

Forest Row Council Youth Services (FRPCYS) aims to provide a 'safe space' for the youth of the community, where they can be themselves, hear themselves, interact and grow. The space **allows** them to relax and enjoy each other's company and socialise in a safe environment as well as participate in organised developmental activities as appropriate. ¹

AIMS AND OBJECTIVES: -

1. **Aims** - FRPCYS is to provide a 'safe space'. Although it is not the aim to be a 'Youth Club', in the traditional sense, it **has** a formal membership list, and a session fee, whether attending for 5 mins or the whole period. Young people already have significant daily schedules/ structures. The idea is to have a safe space, which the young people are free to attend as and when they wish, where activities are of their choice and appropriate to the needs of who is there and what is going on at any given time,
2. **A therapeutic aspect:** **providing** an environment in which all youth, within specified age ranges, are welcome. Where confidentiality is paramount, no expectations excepting those of acting within the law, showing respect to each other, the staff and the physical facilities. No one is judged. The facility **allows** space in which 'live issues/ discussions' can take place freely, and for the adolescents to socialise.
3. **Recreational aspect:** **provided** by the availability of various amenities: table-top/ board games, arts, crafts, drawing, table tennis, table football, pool/snooker, electronic games, TV and computer use. They **are also able** to use the outdoor facilities around the building, including **the skatepark and games area**. There **are** regular themed activities and occasional age-appropriate outings.

¹ See National Youth Agency 'Statement of Youth Work': "Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. This leads to better informed choices, changes in activity and improved outcomes for young people." <https://nva.org.uk/careers-youth-work/what-is-youth-work/>

4. **Educational aspect:** this **takes place** by the sharing of knowledge from peers, assistance with homework, writing up CVs, having discussions on budgeting, living alone, washing/cooking and other basics, providing a launch pad into adult life and responsibility.²

TARGET MEMBERSHIP: -

1. The Centre **is** principally for the youth of the village of Forest Row, however, youth from further afield **are welcome**, particularly now the new building **is** up and running.
In particular, there **is** no objection to including young people from Hartfield, Sharpthorne, Chailey, Danehill where youth provision is, at this moment in time, minimal if any at all. A lot of the youngsters from outside the village are already using the skate-park.
Priority **is** always given to our local youth so overcrowding is avoided.
2. **The original intention was** to have allotted times for 12- 15 years, 16 - 19 years, and once a month, a session for those aged 20 - 24 years **(the latter group being considered in current theory as being a specific group within the youth cohort)**. **The intention was therefore** to cater for all the differing needs and interests of the groups. Also, to provide the relevant facilities/space and time for those groups and ensuring growth and appropriate behaviours.
3. **To date, the provision has been primarily for the youngest group (year 7 upwards)**. There is, at this time, little social provision for 12 - 15 years outside of the school environment. **FRPCYS offers a 'safe space' for this group between the times of 3.30 - 6.30 pm on weekdays, and 1- 4 pm on alternate Saturdays** This **gives** them the opportunity to mix with their peers free from any pressure from older age groups.
4. **We are not currently providing for 16 -19-year olds who used to be the main service users and are, classically, the ones who loiter in public places/spaces. The intention was to have a follow-on session from 6.30 - 9.30pm free from harassment, physical conflict, alcohol, smoking and**

² See National Youth Agency 'The basics': "Youth work focuses on personal and social development – the skills and attributes of young people – rather than to 'fix a problem'. It is an educational process that engages with young people in a curriculum that deepens a young person's understanding of themselves, their community and the world in which they live and supports them to proactively bring about positive changes. Therefore youth work needs to be (and be seen to be) transformational, harnessing skills of young people not fulfilled by formal education." (Ibid).

the use of any substances - the 'space' being for unstructured interaction, music, socialising, and other appropriate activities, but pilot sessions were not sufficiently well attended. This remains our plan for the future as the current cohort gets older.

5. As for the third age group, there remains the possibility, if the need is identified, of promoting a smoother transition from youth to early adulthood by providing a welcoming environment.

HOURS OF OPERATION:

As noted above, the current hours of operation are 3.30-6.30 on weekdays (with an earlier finish on Thursdays to allow for Brownies), plus 1 - 4 pm on alternate Saturdays. These hours can be varied if required by specific activities.

FACILITIES: -

The space itself is a single hall adjacent to the village centre, plus an informal games area and skatepark. The hall space incorporates storage and fixed seating. It also has toilet facilities, a kitchen area for the provision of light refreshments and non-alcoholic drinks, and there is an office/quiet room, a space where 'one to one' private conversations can be facilitated.

In addition to the hall itself there is moveable furniture, seating and tables - plus electronic equipment and sound apparatus. There is physical game equipment: snooker, table tennis, board games and such like. The moveable equipment is packed away when the space is required for other users.

MANAGEMENT, STAFFING AND ORGANISATION: -

1. Youth services are provided by the Parish Council under the general oversight of the Community Services Committee. They receive current reports on the activities and status of the service. As with other services, staffing and financial issues are the responsibility of the Finance and Policy Committee and the Clerk may exercise agreed delegated authority to deal with minor items relating to organization and or expenditure. Major strategic changes will need to be referred to Full Council for ratification.
2. Currently, the staff consist of a Youth Service Supervisor, who works a basic 12 hours per week, with a group, currently 5 in number, of youth work assistants. They have a rota system, working between 3- 9 hours per week, each. There are always two members of staff on

at any one time, the more experienced member being the leader at that session.

3. All staff have contracts and job descriptions and DBS accreditation, and are entitled to paid holidays and sick leave, and participation in the staff pension scheme. The staff 's role is to open and supervise the youth sessions, to engage with the youth as appropriate, to safeguard them in all respects; to ensure the basic rules, within and out of the facility are adhered to and the standard of behaviour is appropriate and respectful. They resolve any disputes, problems that may occur, provide refreshments, and account for cash takings, The staff will also meet regularly to discuss progress, any matters of concern, check-in with each other and plan future events/activities.
4. All staff abide by the following nationally agreed principles³:
 - a. Treat young people with respect.
 - b. Respect and promote young people's rights to make their own decisions and choices.
 - c. Promote and ensure the welfare & safety of young people.
 - d. Contribute towards the promotion of social justice.
 - e. Recognised the boundaries between personal & professional life.
 - f. Recognise the need to be accountable to young people.
 - g. Develop and maintain the required skills and competence.
 - h. Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.
5. Additionally, there are many Council Policies, safeguarding, health and safety and equality of treatment procedures for dealing with adverse incidents or complaints. Risk assessments are provided for specific activities or external events. All staff are expected to be aware and knowledgeable with the policies and procedures and able to implement them efficiently where and when necessary.
6. A formal qualification in youth work is not **an absolute requirement**, but the current youth supervisor is working towards such a recognised qualification, and all the youth staff are expected and encouraged to participate in appropriate and regular training to increase their skills and awareness of their role.

³ National Youth Agency "Ethical Conduct in Youth Work": http://www.nya.org.uk/wp-content/uploads/2014/06/Ethical_conduct_in_Youth-Work.pdf

The most important things are that staff have experience, consistency, patience, respect, self-confidence, compassion without judgement, and are good listeners and approachable.

7. The youth work group also have regard to the 'Toolkit' published by Surrey Youth Focus as an organisational & procedural resource.⁴

FINANCING: -

1. As with any other Council service, the staff costs are met from the general budget and financed by the Parish precept. There is also an annual budget allocated for 'youth development' to fund items of equipment and sundry expenses, and to subsidise the occasional outside trips.
2. The youth currently pay for refreshments/tuck provided onsite, and are expected to make a realistic contribution to the cost of external trips - it is recognised that some of the youth are not able to pay. **Since the move to the new facility**, a flat rate session fee of £1 is payable by all participants, as a contribution toward the running costs of the facility.
3. The youth and staff will engage in active fund raising, through grants, one off donations, sponsorships to improve facilities, equipment and to fund activities **(such funds to be ring-fenced in the Council's accounting system)**.

PUBLICITY: -

Originally the availability of the service was spread by word of mouth and each age group was replaced naturally by the next group as time elapsed. However, the staff **now actively** promote the facility in the local schools, over Facebook, through posters, the Council website and external media, in conjunction with Council staff and the **Community Services Committee**. By going into the schools, it **gives** the 12 to 15-year olds an opportunity to get familiar with what **is** available and dispel any preconceived ideas, also offering them the chance to ask questions.

LONG TERM PLANNING: -

1. FRPCYS will continue to be a major service provided by the Parish Council, as an investment in the youth of the community.
2. It is envisaged that membership will **gradually** expand and that there will need to be a **periodic** review of the facilities and staffing levels.
3. It is also likely that when the need arises that formal training will need to take place for affiliation with appropriate national networks.

⁴ Surrey Youth Focus 'The Toolkit'

http://www.surreyyouthfocus.org.uk/sites/default/files/Toolkit%202014_FINAL_National.pdf

4. It may well be advantageous for the youth supervisor, the Chair or other member of the **Community Services Committee**, the Chair of Finance and the **Community Development Officer** to meet on a regular basis to evaluate the service and consider ways consider ways of improving and/or expanding it - thus keeping to the Council's overall commitment to the community.

Service plan revised by the YOSS working group
(Cllrs Davies, T Lewin & Withers, the Clerk,
Sara Smart (Community Development Officer),
& Mel Rey-Mesher (Youth Service Supervisor))
January 2020

REPORT FOR COMMUNITY SERVICES COMMITTEE MEETING 25th February 2020

Part 2

FUTURE SERVICES AND RESEARCH

DEMENTIA CHOIR

There have been problems with getting the funding needed to start this project but Cllr Delia Rosenboom is continuing on to bring this project to the community soon.

MEMORY CAFÉ

This will be one of the projects I will be looking to proceed with this year.

MEN'S SHED

Since my last report I decided not to pursue the old Venu building as a possible site for the Men's Shed. This decision was fully considered but with other bids for the building that could bring in revenue for the Council it was felt better to pull out. We have now chosen the left-hand side of the old 'Bike Stop' in Lower Road as a great place to start the project. The building itself, which now houses the Community Fridge, is not ideal but it gives us the opportunity to grow the project with the revamping of the room as a first activity/project for the group.

The Council will need to pay for some materials (paint/brushes/filler etc) to make the room usable but as shown by how the Community Fridge was so successfully renovated it won't be too expensive. We do have a £500 grant from AiRS to use for the start-up of the 'Shed' but the water heater in the toilet does need some attention and the toilet area may need some tiles replaced. With the skills of the men that attend the 'Shed' it could be a cost efficient way of getting the group started as soon as possible.

Regarding publicity, I have been talking to Gages customers, Repair Café volunteers and customers, befriending partnerships and other local groups to create interest and find prospective members, it is all very positive so far.

I am seeking Council's approval to proceed with this initiative.

THE COMMUNITY FRIDGE

The Community Fridge had its grand opening on Saturday 15th February, which despite Storm Dennis, was well attended. Within its first 2 hours of opening it redistributed over 48kg of food that would have been sent to landfill.

The Forest Row Community Fridge CIC, which was created to manage the fridge going forward, would like to take this opportunity to formally thank the Council for all the support it gave to allow to get to this point. We would like to acknowledge this by crediting the Parish Council on all future promotional material and media by carrying the Council logo. We hope you will approve this.

The CIC have signed an agreement with the Council for rent etc and will run completely independent of the Council.

This shows how successfully we can 'midwife' off services to allow for continued development in the Parish Councils portfolio.

COLLABORATIVE WORKING

I continue to attend working groups facilitated by Action in Rural Sussex and East Sussex Locality Link Workers. Both groups are working towards way to make sure that the High Weald rural areas have access to services that are less accessible at present. We are looking at projects for the lonely and isolated and those with mental health issues. I will report back to Council with how this develops and how we can support such projects within the village and our local community. The Men's Shed, the Youth Service and FRow Friends will be ideal avenues for such projects.

TO NOTE:

It has been suggested that I am apparently not transparent enough whilst in the planning stages of new services I am developing for the Council. Can I please say that I find this incredibly upsetting as I have always made it clear in meetings that Council can approach me for further information on any service. I would encourage any member to ask questions or to arrange a time to talk through any concerns. My role here is to develop services for the benefit of the community in the name of the Council, which I take very seriously. I am never frivolous and do not have my own agenda, everything I look at is in line with current thinking for the development and delivery of local services.

Sara Smart

18.02.2020