



## Ashington Parish Council

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**Minutes of the meeting held on 14<sup>th</sup> May 2015 at 7.45 p.m. in Ashington School, Foster Lane, Ashington**

**Present: Councillors M. Woolley, K. Wood, T. Kearney, R. Strudwick, N. Clark, J. Stillwell, N. Spiers, S. Cox**  
**Parish Clerk Karen Dare**  
**District Councillor David Jenkins**  
**Neighbourhood Wardens Jayne Jeffrey & Andy Webster**  
**2 members of the public**

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The Chairman welcomed all Councillors, particularly the new Councillors to the first meeting of the new Council.

The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment sections of the meeting. If Members of the Public have questions for Police/Wardens & District/County Councillors then the Clerk will pass these on if these individuals have left the meeting.

Members of the Public are reminded that Standing Orders allow for 5 minutes maximum participation.

### **129/15 APOLOGIES AND REASONS FOR ABSENCE**

County Councillor Philip Circus (business)

### **130/15 ELECTION OF CHAIRMAN**

Before being nominated Cllr Woolley said that if elected for another term he would continue as he has in past years to focus on preparing with the Clerk for the monthly meetings; chair the meetings of the PC, Planning Committee and Finance Committee; and to fight for the village on major issues with HDC and WSCC; but because of work and family commitments, he would have limited time for other activities.

Cllr. Woolley was nominated by Cllr. Strudwick and Seconded by Cllr. Kearney. There being no other nominations Cllr. Woolley was unanimously elected as Chairman and signed the declaration of acceptance of office.

### **131/15 ELECTION OF VICE CHAIRMAN**

Cllr. Clark was nominated by Cllr. Woolley and Seconded by Cllr. Strudwick. There being no other nominations Cllr. Clark was unanimously elected as Vice Chairman and signed the declaration of acceptance of office.

Cllr Woolley then took the Chair for the rest of the meeting.

### **132/15 ALLOCATION OF COMMITTEES**

The following Committee allocation was agreed:

**Finance** - Cllr Spiers, Cllr Strudwick, Cllr Clark, Cllr Woolley

**Planning Committee** –Cllr Cox, Cllr Wood, Cllr Kearney, Cllr Woolley, Cllr Stillwell

It was agreed that, at present, no new Committees were needed.

### **133/15 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

The following was agreed:

Ashington Community Centre – Cllr Clark occupies the position of Observer.

Horsham District Association of Local Councils - Cllr. Clark, Cllr Spiers

Ashington Youth Club – Cllr. Clark (observer)

BTCV (Tree Warden scheme) – no volunteers. As this is a WSCC Scheme the Clerk will inform WSCC of Cllr Wood's retirement and ask them to find another volunteer. The Chairman thanked Cllr Wood for his years of service on the Tree Warden Scheme.

**KD D**

Ashington Residents Association Committee – it is unclear if the ARA still exists due to lack of a Committee. Clerk to make enquiries.

**KD C/F**

West Sussex ALC Ltd (formerly SALC) – Cllr Stillwell, Cllr Kearney

### **134/15 SCHEDULE OF MEETINGS FOR 2015-2016**

The Clerk had circulated a proposed list of dates. Agreed by all.

### **135/15 CODE OF CONDUCT**

The Clerk confirmed that there were no amendments to the Code that had been previously adopted by the Council. Councillors confirmed their adoption of the Code of Conduct.

### **136/15 ANNUAL REVIEW & APPROVAL OF STANDING ORDERS**

The Clerk confirmed that there were no amendments to Standing Orders that had been previously adopted by the Council. Agreed by all.

### **137/15 REVIEW OF REGISTER OF MEMBERS INTERESTS**

The Clerk reminded all Councillors to complete new Register of Members Interests documents and return to her asap.

### **138/15 ANNUAL REVIEW OF COUNCILS RISK ASSESSMENT DOCUMENT**

The Clerk has circulated the Model Financial Regulations and Councillors were asked to approve the document. Agreed by all.

### **139/15 REVIEW OF COUNCILLORS ALLOWANCES AND CHAIRMANS ALLOWANCE**

The Clerk explained that the Council does have a Scheme of Members Allowances and that the current claimable allowance for Councillors is £430. All Councillors present informed the Clerk that they did not wish to claim the allowance for the forthcoming year but wished to retain the right to claim out of pocket expenses. The Chairman also declined to receive a special 'Chairman's Allowance'.

### **140/15 DECLARATIONS OF INTERESTS**

The Chairman reminded Councillors that previous declarations still stand. The Chairman explained, for the benefit of new Councillors, what the procedure is regarding Declarations of Interest and reminded all Councillors to seek the advice of the Clerk if they were at all unsure.

### **141/15 APPROVAL OF MINUTES**

The Minutes of the meeting held on the 2<sup>nd</sup> April 2015 were approved as a true record and signed by the Chairman. Proposed by Councillor Strudwick and seconded by Councillor Wood, and agreed.

### **142/15 REPORT FROM THE NEIGHBOURHOOD WARDENS & PCSO**

PCSO report – no report and no Police representative despite the Clerk being informed that one would attend. Clerk to complain to Sussex Police.

Questions: None

Wardens report (See Appendix 1).

Questions for the Wardens from Councillors:

1. Cllr Strudwick had some information about the recent burglary in the village and will speak to the Wardens in confidence.
2. Cllr Woolley noted that the date for the Street Briefing in Penn Gardens had changed due to Warden illness. The Neighbourhood Wardens confirmed the new date and explained that Street Briefings would take place on a number of dates and at a number of locations in the village.
3. Cllr Wood asked about the persons fishing in the Willard Way pond (see Minute 147/15)

### Youth Worker

Report (see Appendix 3). All present were pleased at the progress that the Youth Worker is making in the village.

Questions: None

A meeting of the Community Partnership group took place on 12<sup>th</sup> April and Councillors will be provided with a copy of the minutes in due course.

### **143/15 YOUNG PERSONS ADJOURNMENT**

None present.

## **144/15 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

District Councillor David Jenkins reported:

1. He thanked residents for their support during the election
2. HDC has a meeting with the Police & Crime Commissioner shortly and he would pass on the Parish Council's concerns over lack of a PCSO and poor attendance at Council meetings (Clerk to email details to him). **KD D**
3. Councillors at HDC are still being inducted, following the election, and he doesn't yet know what responsibilities he will have yet.

Questions: None

The Chairman thanked District Councillor David Jenkins for his report.

### **ACTIONS OUTSTANDING:**

**D** = Minuted but deleted from next agenda.

**C/F** = Minuted and carried forward to 'Actions Outstanding' on the next agenda.

**To list** = moved to the list at the end of the minutes until some progress is made

### **145/15 VAS Sign Billingshurst Road**

WSCC will produce a project plan. No update

**KD C/F**

### **146/15 Parish Election**

All Councillors are reminded that they **MUST** complete and return a 'Candidate spending' form within 28 days from the date of the election, even if they incurred no election expenses. Clerk to email the form to all Councillors. **KD D**

Co-option following an election – the Council has 35 days to fill the 3 vacancies otherwise the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancies.

Before exercising the power of co-option the vacancies must be advertised as soon as possible to attract possible candidates for co-option. Applications are received by the Clerk who puts on the next full council agenda "co-option to fill the vacancy(s) on the Council" and the applicants are invited and advised this is when the co-option will take place. It was agreed that the Clerk advertise the vacancies asap. **KD C/F**

### **147/15 Fishing at Willard Way pond**

It was proposed that a 'no fishing' sign be erected at the pond as several people have been spotted fishing and, when spoken to, it appears that they have travelled from as far away as Brighton and come to Ashington because the fishing is free. There is a danger that they will not return the fish to the pond, they could leave hooks and other fishing debris etc. This is a wildlife pond and there are plenty of other proper, managed, fishing lakes in the local area where they could fish. Agreed by all. **KD D**

### **148/15 Annual inspection of Council land**

Volunteers are sought for the annual inspection – one hour of walking round the village inspecting PC owned land. Cllrs Wood, Woolley, Clark & Kearney volunteered. Clerk to fix a date.

**KD C/F**

## **CORRESPONDENCE**

### **146/15 For action:**

1. Invitation for the Chairman to attend the HDC Annual Reception 20<sup>th</sup> May at 7pm. The Chairman is unable to attend and any other volunteers should contact the Clerk.
2. Letter from resident asking for repairs to be made to the grass area outside 5 Posthorses as there are bare patches, tyre marks (from when the pond was dredged) and broken twigs. The Clerk has inspected the area and considers no action is necessary. It was agreed that the Clerk respond stating that the area would become tidier as grass cutting took place.

**KD D**

### **107/15 For information:**

1. WSCC is no longer giving out archaeological & ecological advice on planning applications. Districts are now required to make their own arrangements and Horsham does not have a new procedure in place. Parish Councils are made aware of this deficiency in service.
2. Letter from NALC Chairman welcoming new Councillors.

### **108/15 General:**

1. Parish Council insurance Newsletter.
2. Clerks & Councils Direct magazine.
3. The Clerk magazine.

## **109/15 PUBLIC ADJOURNMENT**

The Chairman explained that, in order that residents got the most benefit from their 5 mins maximum participation time, Councillors would listen to residents questions without debate or comment but would follow up on the items either by reporting back at the next meeting or directly to the individual outside of the meeting.

Members of the public reported:

Mr T. Walter reported:

1. The bottlebanks are situated so that no-one can put bottles in the back and the clothing banks are full. Clerk to report to ACCT who are responsible for this land.
2. He had cleared broken glass from the Turnpike Way play area and the Police were aware of problems at this location. The Chairman thanked him for doing this.
3. He reported that John Berry is very upset that the village sign outside Monza Garage has not been re-instated yet and that the northern sign is being overgrown with ivy. He then went on to explain how and why he had taken the broken sign to the Chairman's house and he criticised the Clerk for not making herself available to members of the public by not opening her front door when he called at her house. The Chairman and Councillors asked Mr Walter not to make personal criticisms in a public meeting. The Chairman reported that the southern

**KD D**

sign would be re-instated by the Council's contractor at a convenient time but that this has been delayed because the sign has not yet been returned to its correct location.

4. He raised the issue of the unmade & unadopted section of Fairfield Road again. The Chairman reminded all present that there is nothing that the Parish Council can do about this issue and asked Mr. Walter not to raise it again.

Mr R. Farrell reported:

1. Some of the fence posts at the skatepark are loose. Clerk to inform ACCT.  
**KD D**
2. He had some issues with booking appointments at the Glebe Surgery and asked District Councillor David Jenkins for an update on a new Surgery at Mill Stream. David Jenkins responded that HDC are in discussions with Mill Stream with a view to opening up a new Health Centre but he would report next meeting on progress.
3. Is there any news on the works being undertaken on land west of Penn Retreat. The Clerk updated those present (see Minute 113/15)
4. How often does WSCC cut the grass as it is looking a mess. The Clerk responded that it is cut 7 times pa.
5. He asked if the Parish Council could consider maintaining the churchyard as they do in some other villages. The Clerk responded that in some villages the Parish Council are responsible for burial grounds but this is not the case in Ashington where the Church is responsible. It was understood that some of the churchyard is deliberately left uncut because of the wild flowers. Clerk to speak to the Rector and update the Council.  
**KD D**

The Chairman thanked residents for their comments and closed the public adjournment.

### **110/15 PLANNING.**

The Planning Committee met on 15<sup>th</sup> April and Councillors have been provided with a copy of the minutes. Agreed by all.

**111/15 Correspondence** None

### **112/15 Neighbourhood Plan update:**

The Clerk & Chairman are beginning to get to grips with what needs to be done. There are a few other parishes which are further ahead in the process and providing useful information. However, there are still some questions that need answering and the Clerk is trying to organise a meeting with HDC Strategic & Neighbourhood Planning so that we can better understand how the Plan fits with HDC's planning policies etc. **KD C/F**

### **113/15 New Enforcement Allegations/Information**

Import of material – Land west of Penn Retreat, Rectory Lane Ref. 872726

HDC response – “The approved planning application (DC/14/1138) has no requirement through a planning condition for the applicant to submit details of the soil to be used in the construction of the track before implementation. Details of the construction of the track are shown on the approved plans to be from inert materials topped off with

recycled stone. The matter will be passed to the EA to check that the soil is not considered to be contaminated.”

### **114/15 Amendments**

None

### **115/15 Applications**

DC/15/0842 Detached Garage – 4 Greenacres. The Council has no objections.

DC/15/0871 Erection of new close boarded timber fence and entrance gates and brick piers – Foxes, Billingshurst Road

The Council object to the application due to the detrimental effect on the street scene.

The fence is too high and should be installed inside the hedge line so that it is screened from the road.

DC/15/0954 Use of 1 No. building known as 'Chanctonbury Lodge' as accommodation in breach of an Agricultural Occupancy Condition attached to planning application ref: : AS/56/86 – Chanctonbury Lodge, Rectory Lane

The Council understands that this is an application for a 'Certificate of Lawful Use' and has no comments to make.

### **Horsham District Council**

#### **116/15 Approvals**

DC/15/0341 Rear and side single storey extension front and rear roof dormer windows added - Camwood Mill Lane

DC/15/0332 Demolition of existing single story lean-to to side elevation. Erection of new single story extension to side and rear elevations - Cradle Bridge Mill Lane

DC/15/0339 Infill section between brick columns - CO-OP Welcome

DC/14/2666 Fell 6 x trees in Group G1 and Fell 9 x trees in Group G2 and fell 1x Ash tree (T1) - Welbourne Well House Road

DC/15/0483 Proposed 3 new dormer windows, alters shopfront to front bowed window, new cladding and alterations - Post Horses London Road

#### **117/15 Refusals**

DC/14/1944 Outline planning application (inc Access and Scale) for the construction of up to four dwellings on undeveloped land to the north of Ashington and immediately adjacent to the eastern edge of the defined build up area boundary - Yew Tree Cottage Billingshurst

Summary - Wrong mix of housing types, sizes etc so doesn't meet identified local need plus impact on listed building and local historic setting.

#### **118/15 Withdrawals**

DC/15/0687 Single storey pitched roof side extension to the existing detached bungalow to form a pair of two bedroom semi-detached dwellings - 11 Hillcrest Drive

### 119/15 Appeals made/ decisions

None

The next Planning Committee meeting is scheduled for 27<sup>th</sup> May at 7.30pm in Ashington Sports Pavilion.

### FINANCE

#### 149/14 Contract Reviews:

Clerk - That the Council reviews the salary and hours worked of Karen Dare Parish Clerk currently SCP 33 (£14.619 per hour or £10,642.63 per annum for 14 hours per week). The new salary will be SCP 34 (£15.363 per hour or £11,184.11 per annum, an increase of £541.48pa), effective from 1<sup>st</sup> June 2015. Agreed by all. **KD D**

The Clerk reports that the 14 hours per week remain necessary due to the Neighbourhood Plan, Youth Worker, new housing developments etc.

Landscape Gardener – the current cost is £6000pa. It was proposed to increase this to £6100pa (+1.67%). Agreed by all.

#### 120/15 Correspondence

1. The Internal Auditor inspected the accounts and found no areas of concern. The Finance Committee met on 29<sup>th</sup> April and Councillors had been provided with a copy of the minutes of the meeting. Councillors were asked to approve the annual return and accounts. Agreed by all.
2. Bank Mandate – 3 Councillors are required to sign cheques on behalf of the Council. Until a new bank mandate is approved by the bank the current mandate remains in place ie previous Councillors can sign cheques. Councillors were asked to approve appointment of 3 new Councillors and accept that previous arrangements remain available to the Council until the new mandate is approved. Cllrs Strudwick, Wood & Stillwell agreed to become cheque signatories and all Councillors agreed that the existing arrangements remain in place until the new bank mandate is signed. **KD D**

#### 121/15 Income

HDC Environmental Cleansing Grant £1784.33  
HDC Precept & Council Tax Support Grant £46,944.50

#### 122/15 Expenditure

		Cheque no.	
Mark Adsett	Gardeners contract payment	£500.00	1644
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Stationery	£25.71	
	Total	£42.71	1645

WSSC	Salary and on costs (March)	£1101.71	1646
ACCT	Planning committee 18/03/15	£3.80	1647
	Planning Committee 15/04/15	£8	1648
	Finance Committee 29/04/15	£4	1648
Ashington PCC	Youth Worker April 2015	£1083.33	1649
AiRS	Membership	£50.00	1650
S. Fenn	Responder expenses	£123.00	1651
D. F. Allsopp	Internal Audit	£200.00	1652
Ashington CE School	Hall Hire (annual)	£216.00	1653
HALC	Subscription	£15.00	1654
SLCC	Subscription	£149.00	1655
E. Greenfield	Responder expenses	£53.45	1656
WEL Medical Ltd	Responder equipment	£65.82	1657

It was resolved that the schedule of payments shown above be approved for payment. Agreed by all.

### **123/15 MEETINGS**

The Clerk & Cllr Stillwell had attended a Chanctonbury Youth Project Community Partnership meeting on 12<sup>th</sup> May (minutes circulated separately to Councillors).

Cllr Gichovi-Elias attended an ACCT Committee meeting on 6<sup>th</sup> May.

The Clerk & Cllr Stillwell had attended a Wardens Steering Group meeting on 5<sup>th</sup> May.

### **124/15 MINOR MATTERS RAISED BY COUNCILLORS**

1. Cllr Spiers reported that ACCT have problems again with rats in the Recreation Ground ditch. Cllr Stillwell reported that at the ACCT meeting they had agreed to employ HDC's Pest Control Officer to deal with the problem.
2. Cllr Clark reported that he and the Youth Worker had re-sealed the roof of the Youth Shelter.

The next meeting will be held at **7.45pm on Thursday 4<sup>th</sup> June 2015 at Ashington School, Foster Lane.**

The meeting finished at 8.55pm

Signed.....

Date.....

## **125/15 APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS**

### **Burglary.**

This month there has been another burglary. Specifically targeting a van and an outbuilding rather than a home.

We have been reminding residents when leaving their properties to make sure they are secure and if possible to leave lights on. A good idea is to install security lights that work on a sensor. Any resident spotting any suspicious activity no matter how small should phone through to the police on 101 non-emergencies number, but if it is an emergency phone 999

Any suspicious person or persons and vehicles, get as much detail descriptions of vehicle and registrations.

### **Anti Social Behaviour.**

Working closely with the police regarding ASB issues within the village, we are looking at solutions and measures we can put in place to combat this behaviour that will not be tolerated. Anti Social Behaviour can cause serious issues across the village, it not only involves the youth but also older adults. The person who is on the receiving end of anti social behaviour can experience a significant drop in their quality of life. We need to make sure that all complaints of anti social behaviour are dealt with in the correct way. We must stress that all reports of anti social behaviour must be phoned through to the non emergency police number 101 or if in an emergency 999. Once reported this provides a data record of all incidents.

Lots of meetings with the anti social behaviour team, meetings with the relevant youth on ABC's (anti social behaviour contracts) across the village. Several names have been put forward to the anti social behaviour team.

### **CO-OP.**

This month there has been an increase in shoplifting, as such we are looking to liaise with the management regarding this issue.

### **The Youth.**

On the 17<sup>th</sup> of April there was a minor incident at the youth club, which had one of the grandparents of one of the youth members was enraged about the perceived bullying of their grandchild. This culminated with the grandparent coming to youth club to threaten the youth he perceived as responsible. This resulted in a shouting match outside the front of the youth club with both sides threatening and insulting each other. Fortunately as Andy showed up he was able to get the grandparent to leave the grounds of the youth club and calm the situation down.

Following discussion with the youth worker no further action was taken.

Over the next month we are looking to do some outreach with the youth worker, dealing with the youth around the village.

There have also been several reports of unacceptable sexual behaviour within the youth group, most of this taking place behind the pavilions. We are trying to identify offenders and will be having words with them in regards to their behaviour. We will be checking CCTV. Alcohol was confiscated from the youth after police were called.

### **Suspicious Vehicles.**

Thanks to residents in the village this month has seen again a large amount of reports on suspicious vehicles. All information has been passed to the police.

### **Abandoned Vehicles.**

We are starting to get concerned about a few potentially abandoned cars, mainly along the old London road. If any residents notice any cars that have been left and not been moved for an

extend period of time please call the police on 101 non-emergencies number, or you can go online and make a report on operation crackdown.

### **Neighbourhood Watch.**

This month we have also made contact with the head of the local neighbourhood watch Brian Jacobs and are looking to organise a meeting and start liaising with the neighbourhood watch.

### **Parking issues.**

There has been an increase this month of vehicles parking on the pavements across the village, particularly Fosters lane and Church lane. However as there are very few parking restrictions in place this makes it difficult to address the situation.

### **Fire, Balancing pond rear of school.**

Earlier this month on Friday the tenth of April there was a small fire at the balancing pond. No one was harmed and fire crews were on the scene swiftly damage was minimal with only a small area of the edge of the pond scorched. The cause of the fire appears to be someone setting the dried grass at the side of the pond alight. We have since found out that the fire was started accidentally and was not a case of arson. We need to have a clean up session around this area and other ponds within the village, perhaps something can be arranged in regards to another community clean up day?

Any Resident that sees fire or an excessive amount of smoke should call 999 and speak to the emergency services.

### **Street Briefings.**

Unfortunately due to illness the planned street briefing due to take place on the 10<sup>th</sup> of April at Penn Gardens was cancelled. We are currently looking to hold it at Penn Gardens on the 22<sup>th</sup> of May we need to make residents aware of this change.

This is a great opportunity for residents in this area to approach us with any issues that may be concerning them. Hopefully we will be able to help or at least direct them to relevant agencies that can deal with any issues they may have.

Following this we will be organising additional street briefings across the village.

### **Elderly/Vulnerable.**

On the 30<sup>th</sup> of April we took a busload of vulnerable elderly residents on a trip to Bognor Regis. This was a very successful trip with nine elderly vulnerable adults attending. This trip was organised at their request and has become an almost annual event with this being the 4<sup>th</sup> year that this has taken place. They all enjoyed the shopping in Bognor town centre followed by a fish and chip lunch with ice cream and fruit for afters at the Felpham boathouse. We all enjoyed a walk along the prom but it was very windy. On our way home everyone decided that they wanted to visit Morrisons.

We continue to do welfare checks on those elderly/vulnerable residents that have requested me to do so. Some need weekly/monthly visits others need daily.

Thanks to the church volunteers who have offered to visit elderly/vulnerable in the village this will make things easier for me as regards my allocated working hours and trying to fit in all the visits needed by the elderly/vulnerable. The volunteers will visit anyone in the village who may need some company, someone to have a chat with on a regular basis.

If anyone knows of any elderly/vulnerable in the village who with their permission need a visit could you please get them to call me?

I must just remind you that I am only able to visit those residents that agree to me visiting.

Several referrals have been made to relevant agencies, for residents across the village who are experiencing personal issue with which they need professional help.

Two safeguarding reports have been made this month regarding various residents across the village.

**Litter Pick.**

The Litter pick earlier this month was an absolute success, thanks in no small part to the residents of the village we had 56 volunteers despite the bad weather at the start of the day and picked up an amazing 58 bags of rubbish that weighed in at a total of .6 of a ton. Thanks go to Nigel for the integral role he played in organising and managing the day.

**Fly Posting.**

In the last month there has been an increase in the amount of fly posting in the local area, we have been addressing this by taking down the signs and if need be disposing of them. All residents should know that fly posting is illegal and that if caught will result in an on the spot fine, if residents wish to put signs up they should address Horsham District Council to get permission to post and guidelines for what is acceptable.

**Fly Tipping.**

Once again as with fly posting there has been an increase in the last month. When we come across it on our patrols we are reporting it to the council, but if any resident should see a fly tip please phone it through to the council or please make us aware.

**Rural Patrols.**

This month has seen us putting on more rural patrols both on foot and in the vehicle, this has allowed us to find more fly tips and see more of the area and get to places that aren't regularly visited. We are now doing more late patrols as there is now an additional warden.

**Warden.**

Andy has finally got an E-mail address which is: [Andrew.Webster@horsham.gov.uk](mailto:Andrew.Webster@horsham.gov.uk)

As well as this he has also passed his driving assessment and is now able to drive the warden vehicle.

We are in the process of getting new posters made, to be placed across the village of the warden contact information. This has been complicated as Horsham District Council is currently moving to a new premises.

**126/15 APPENDIX 2 – PCSO Report March**

None

**127/15 APPENDIX 3 Report on Ashington Youth Centre**

**Overall Priorities for Summer term (April-July)**

1. Trial and review second evening of youth work
2. Embedding new initiatives and strategies. These include:
  - Members sign a contract of membership.
  - This is in response to direct feedback from core youth members.
  - Our ongoing aims are to develop a culture in which young people have a sense of ownership of the youth club as opposed to simply being consumers to another service.
3. Ensure Safeguarding training is undergone by all AYC volunteers, review related policies, and implement DBS checks
4. Implement 'Team time' for all AYC volunteers – a space for training, development of team relationships, and continuing vision for AYC.

5. Overseeing the development and establishing of a 'Youth Club facilities development' team

### **May 2015 / Impact**

#### **Attendance**

- Attendance has remained regular hosting on average been 35-40 young people each week.
- Whilst attendance numbers have remained similar on each evening, we have seen a steady and regular engagement of 'new' young people we haven't had in the youth club before.
- In a number of cases, this can be attributed to the recent use of my time on Monday evenings, engaging with young people around the community, outside the confines of the youth club building, spending time on the Recreation ground and around the skatepark / multicourt areas.

#### **Tackling ongoing concerns regarding anti-social behaviour amongst young people in Ashington.**

- We have began implementing strategies developed by our team of youth leaders and young people. One such example has been the introduction of membership contracts for young people to be held accountable to which include a number of terms of their membership to the club.
- A large strategy being adopted is to equip our young people to fulfil their potential in becoming positive leaders within our community, by guiding and inspiring them, rather than lecturing and chastising. These young people have a lot of voices 'telling them off', and I want to gain their trust, and inspire them to develop healthy behavioural patterns.
- The next steps this term involve:
  - A) Developing the second evening of youth work,
  - B) Community patrols,
  - C) Continuing to trial and introduce new and alternative strategies
  - D) Developing collaborative working between the Ashington Village Wardens, SYW and AYC
  - E) Heightening levels of ownership, involvement and pride towards their community amongst Ashington young people.

#### **Positive shifts in behaviour**

We continue to work towards shifting cultures in young people towards becoming a positive, encouraging group of young people engaged with their community.

- In response to previous concerns regarding older youth (OY - 14+ - 2nd session) arriving early and integrating negatively with younger youth (YY)

- I have now communicated concerns regarding these issues. This has been received well and OY now demonstrate a clear understanding of the issues and the consequences arising from their behaviour.
- Our membership contracts for young people clearly state one of the terms as '*I will attend my age specific session, respecting start/finishing times*'. These contracts have been well received and understood by all.
- As a result, OY respect timings much better and predominantly do not arrive early. In some rare cases where OY do arrive early, they have respected the YY session and stayed in kitchen area socialising with Wardens/Youth leaders present, without being disruptive and engaging with the YY session.
- I am really pleased with the progress made here.

### ***Delivering second evening of youth work – progress of plans***

- Original plans to deliver a Monday evening youth session were set to commence on April 20th. These plans included working alongside the Ashington Wardens and Horsham District Substance misuse officer, Dann Morris.
- Due to good and understandable reasons, neither Dann Morris nor the wardens have been available and able to be present to go ahead with plans.
- Due to this turn of events, I did not want work to be delayed, and took alternative action.
- Instead of opening the Youth Club on my own, I spent Monday evenings engaging with young people around our community. I initiated games and activities on the recreation ground, and spent time patrolling and befriending young people around the village.
- To further understand and engage with anti-social issues in communities, I am working alongside the Ashington Wardens, joining them on their evening patrols of the community. *We are next out during the first and third weekends in May.*
- In terms of opening the Youth Club on Monday evenings, after a very positive and constructive meeting with Dann Morris, we have put together 6 focussed sessions, aiming to inform, equip and motivate young people away from substance misuse.
- Contrary to what has previously been anticipated, due to the prospective nature of these sessions I hope that they would engage not only young people exhibiting anti-social and negative behaviour, but young people of all backgrounds.
- I have an ongoing relationship with Dann Morris, having worked together delivering 'Mocktail apprentice' sessions in surrounding schools (Steyning Grammar School, The Weald, Rydon Community College) serving Ashington young people. As well as this, Dann himself as established a positive presence across the area being both recognised and respected within these topics.

## ***DBS , Safeguarding & training***

- Ashington Youth Club is now registered with CCPAS. This is a service provider to administer DBS checks on all volunteers: [www.cpas.co.uk](http://www.cpas.co.uk)
- In light of advice from CCPAS and safeguarding professionals, as AYC, we are adopting the policy of having both DBS checks and safeguarding training being renewed within three years.
- In May and June I will be attending a number of Youth Worker training days organised by Sussex Clubs for Young People. I will also be taking 2 of our key volunteers as well.
- These sessions will further develop our volunteers' skills, equipping us all further. The sessions include topics such as:
  - Communication with young people
  - Current issues of adolescence
  - Challenging behaviour
  - Equality and Diversity
  - Health and Safety
  - Boundaries
  - The creation of safe environments for young people.
- As a result of liaising with various parties, I have secured a number of safeguarding training opportunities for our team of volunteers.
  - Thursday evening May 28th – I have booked Horsham Matters to deliver safeguarding training at Ashington Youth Club, free of charge. I want to make this evening a priority for AYC volunteers to attend.
  - In light of there not being any safeguarding training for some time, I have put in place measures so that all of our team; new and old, will have had training by the end of the summer time. Therefore, I have organised further training opportunities in July (4th & 7th). These further sessions will be organised and delivered by Debbie Bath - Ashington Church Safeguarding Officer.
  - With this now booked, by the summer holidays all our AYC volunteers will have undergone up to date training.
  - Furthermore, I am continuing to work alongside AYC Chairman to develop and revise youth club child protection policies.

## ***Other development updates & plans***

### ***New volunteers***

- We have engaged a further two female volunteers during the spring term who have enthusiastically joined our volunteer team. These are positive steps in response to previous concern regarding a lower number of female volunteers and young people.

### ***Trips & Activities***

- Through networking with with local clubs, organisations and members of the community, I am working towards delivering a number of trips and activities over the summer term to provide further new and empowering experiences for young people in Ashington. These include:
  - Archery
  - Air rifle shooting
  - Kayaking
  - Bee keeping
- As well as providing what I hope will be positive and empowering activities for our young people, these activities will maximise use of local resources as well as further developing links with other stakeholders and organisations within the Ashington community.

### ***Introduction of AYC Volunteer 'Team time'***

- This term we are introducing 'Team time' for all our volunteers. The aim is to develop these aspects of our voluntary team:
  - team relationships
  - vision/direction
  - training / skills
  - a space to recruit and introduce further volunteers.

- My overall approach behind the introduction of this initiative is this:

*Happy & inspired volunteers = Happy & inspired young people*

- The first 'Team time' is taking place on Thursday evening of half term, May 28<sup>th</sup>. AYC will be open during the afternoon on this date, but closed during the evening, enabling us to invest in our voluntary team.
- On this first session together, our Safeguarding training will be delivered by Horsham matters, as outlined previously within 'DBS, Safeguarding & Training'.

### ***Establishing a 'Youth Club facilities development team'***

- In response to advice regarding prioritising use of my own time, I continue working towards establishing this team to lead forward developments to our building.
- This team will be responsible for completing physical development work to AYC in cooperation with AYC Chairman & ACCT. The aim of this is to develop the Youth Club as a space to deliver the best possible youth services to Ashington.
- I have received positive feedback from individuals and as hoped, made links with members of the community not previously linked with AYC who are enthusiastic in getting involved.

### ***Community visibility***

- I attended Ashington residents association meeting with Rev. James di Castiglione to further discuss my role and the details of the community partnership group.
- This evening also provided an opportunity to network with other members of the community who have offered their skills, collaborating to provide further opportunities and experiences for young people in Ashington.
- I have continued my participation in the 'Mocktail apprentice' school programs, an entrepreneurial and informative day of workshops based around alcohol abuse and misuse. I have been involved with days in; The Weald, Steyning Grammar and Rydon school.
- I attended Ashington School year 5 residential from May 5-7. This is to further engage those young people with AYC who are transitioning into the 'youth age bracket'.
- In light of this successful engagement with this group of young people, I intend to hold a number of 'taster' sessions in July including a select number of current youth club members to host yr5's in the youth club before they join us in September as yr6's.
- I continue to work towards securing an office space within Rydon school for one afternoon a week. This is to enable further access and an opportunity to engage young people from the Ashington community into youth provisions, programs and activities.

### ***Social Media***

- We have introduced and began using social media to both engage young people and keep them up to date with relevant information regarding youth provisions and the youth club.
- In particular, we are using the platform: Instagram which enables us to develop dialogue amongst young people regarding relevant youth issues and provisions.

### ***Holiday time provision***

- In consultation with my line manager (James di Castiglione), I have agreed annual leave in June as a result of getting married.
  - This leave will cover the period of June 15th - 26<sup>th</sup>
  - In preparation for this, I am setting up cover for these dates ensuring youth services are still delivered.

Paddy Donovan, 29.4.15

### **128/15 APPENDIX 4 Funds held on behalf of others**

First Responders Funds: £3713.26

Bingo Club: £285.64