



## **HENFIELD PARISH COUNCIL**

### **Meeting of Henfield Parish Council held on Tuesday 2<sup>nd</sup> July 2024 at 7.00pm in The Henfield Hall.**

**Present:** Cllrs E Goodyear (Chairman), J Jones, M Morgan, G Perry, A May, C Simmonds, A Willard, D Jemmett, R Shaw, D Grossmith and S Leader.

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager - OM), Cllr S Payne – West Sussex County Council (WSCC) and seven members of the public.

### **MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs Kendall and Ayres.

3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4<sup>th</sup> JUNE 2024**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

The Chairman confirmed that if a proposal was received, the Community Road Verge at Wantley could be discussed at the September meeting. Cllr Morgan added he would like some guidance from the Council as to what the village should look like overall. The verge working group will continue to discuss.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Councillor Co-option.

The vacancy will be advertised in the BN5 and Parish Magazines and will also be advertised on social media. The deadline for applications is the end of August, so any applications can be discussed at the September meeting.

b) Review of D-Day Commemorations.

These events went very well, and both were attended by over 100 people. The Chairman mentioned that plans will need to be made for an 80<sup>th</sup> anniversary of VE Day, which is felt could be more celebratory. All suggestions are welcome.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

A member of the public spoke about the proposal for a Summer Fair on the 19<sup>th</sup> of July 2025. A written proposal was circulated to Council prior to the meeting. There has been support confirmed from the BP Guild, St Peter's Church, the Guides and the Primary School. The organising group of 24 members have also been given the workstreams from previous fairs. The Chairman stated previous fairs have always been self-funding, although a donation has been made by the Parish Council if there has been a shortfall which in the past had been around £500. The Chairman advised seeking sponsorship from local businesses and confirmed that once the group had a financial plan in place the Parish Council would consider allocating funds from the Community Events reserve. It was also suggested that if a profit was made it could be held over to finance a fair in future years. She and Cllr Morgan also offered to attend planning meetings if required, and other councillors may wish to support this group. It was noted that the Parish Office is unable to offer any support or administration time. It was also confirmed that the Parish Council insurance could not be transferred. All agreed that a return of the Summer Fair was a good idea, and that the Council is supportive of the initiative overall.

**The members of the public left the meeting at 7.25pm.**

The Chairman reconvened the meeting.

6. **WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Payne confirmed the following:

- Launch of a Climate Action Tool for school children.
- Launch of a new SEND plan.
- The Reading Challenge in libraries will commence 13<sup>th</sup> July.
- There will be a return of the summer holiday activities and food vouchers for children.

Relating directly to Henfield she confirmed she is currently working on:

- Bramlands Lane resurfacing issues.
- Parking restrictions in Nep Town Road.
- Disability payments for a young person in Henfield.
- Traffic and speeding in West End Lane.

She added that there is no further news on the planned improvements to bus services.

7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Perry confirmed that Ruth Rowbotham has been awarded a Local Community Hero award by Horsham District Council (HDC) as part of their 50-year anniversary. She reported that a Love Parks event will take place on Henfield Common on 30<sup>th</sup> July which will include children's activities. It was noted that the electric car chargers have now been installed in the village car parks, but it is unclear whether they are operational. She added that there are currently consultations open on whether Millais school should become mixed and also on the proposal to condense the three current Steyning Grammar School sites into one at Shooting Field. She is also dealing with some resident concerns regarding the new digital parking discs and is hoping for some clarity which could be publicised soon.

8. **TO AGREE THE LIST OF PROJECTS RECEIVED FOR THE INFRASTRUCTURE DELIVERY PLAN (IDP)**

A draft list was circulated prior to the meeting. The Chairman confirmed that it consists mainly of projects that were already on the previous list, but that have been updated with more detail and current figures. There is one new project from the Youth Club which will be discussed at the Children and Young People committee (CYP) meeting next Monday. There is also a separate section of Parish Council projects, some of which are dependent on involvement with developers. The Chairman clarified that the potential Parish Council liability for all of the projects is £96,800, but that there is only £58,000 in Community Buildings Reserve. There is currently only £18,000 in CIL reserve. It was noted by Council that this list is a working document that represents more of a 'wish list' for when more Community Infrastructure Levy (CIL) is received, and that if agreed does not represent a commitment to funding for the projects included. When water neutrality is resolved it is anticipated that more development will begin, and therefore CIL received will increase as a result. At a later stage it would be worth evaluating the projects in order to prioritise funding. The list will be reviewed again in a few months' time, but in the meantime the scheme will further publicised and applications from community groups are welcome. There is a new webpage on the Council site which explains the process and has links to the application form.

It was **PROPOSED** by Cllr Grossmith, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to agree the list of projects for the IDP.

**Action Point: The OM to submit the list to HDC.**

9. **CONSIDER AND DISCUSS SUGGESTIONS FOR THE VILLAGE SIGNS**

It was confirmed that the three village entrance signs are in need of replacement and a quotation has been sought from the local blacksmith. There are also plans to install some new signage at the playing fields and play areas in the village. The Chairman suggested that there ought to be some commonality in design. She proposed formation of a small working group with members of the interested committees in order to consider design and investigate costings, which would then inform setting a budget for the project next year. She hoped that Cllr Willard would lead the group as he has marketing and design experience. Following discussion, it was agreed that the village entrance signs are a

priority at the moment, and the general feeling was that the same coat of arms design should be used, but without the '2000' on the sign. A working group could then be formed to discuss the potential new signage.

It was **PROPOSED** by Cllr Leader, **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to proceed with the village entrance sign project now and to form a working group to discuss the brand-new signage planned.

10. **COMMITTEE REPORTS**

(A) **Finance, Risk & Change Governance**

Cllr Jones thanked the OM for the new webpage explaining CIL.

(a) Summary of £27,530.28 Expenditure from 1<sup>st</sup> June – 30<sup>th</sup> June 2024.  
Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Check – June.  
Cllr Grossmith selected OMG How Cheap Ltd.

(B) **Plans Advisory**

Cllr Shaw invited questions on recent minutes and stated he will report back on an ongoing appeal at the next meeting.

(C) **Recreation & Open Spaces**

Cllr Perry reported that the tree wardens are looking into the removal of some dead Elm trees on the Rothery Field. She thanked Cllr May for her work on the post in Blackgate Lane. The Clerk added that due to resurfacing work on Cagefoot Lane, some road chippings had been spread on the footpath connecting with Blackgate Lane; they are very deep and could impede access with pushchairs or wheelchairs. He has contacted the residents' group for more information.

(D) **Village Amenities**

Cllr Morgan invited questions on recent minutes and added that there may not be a meeting this month as there was little to discuss.

(E) **Children & Young People**

Cllr Leader reported that the Youth Coordinator had attended the recent BP Guild Summer Fair which generated some interest in the skate park improvement project. The committee meet next Monday.

(F) **Museum**

There has not been a recent meeting.

(G) **Joint Commons**

Cllr Perry reported that there have been some amendments to the new Memorandum of Understanding for management of the Commons; they have been sent to the Chairman and the Clerk for comment. Once signed a communications strategy will be needed. She added that another Councillor is needed on the committee to represent Henfield and asked anyone interested to speak with her after the meeting. She also thanked the HDC rangers for taking action on the holes that were recently dug on the Common. She reported that the proposed fencing for the Tanyard in order to allow sheep grazing had not gone ahead due to issues with the weather, but hoped that it will in future.

11. **REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**

Cllr Leader reported on a recent meeting of the Community Partnership, where it was confirmed that the VAT cannot be reclaimed on the cost of the Leisure Centre mezzanine project.

12. **PCSO & POLICE ACTIVITIES**

The PCSO had visited the office today and confirmed that aside from a couple of minor incidents of anti-social behaviour, there are no issues or concerns in Henfield.

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

Cllr Simmonds asked whether Council might make a donation towards the cost of hiring the toilets for the recent BP Guild Summer Fair, which totalled £600. The Chairman asked for the invoice to be sent to the Clerk and confirmed that the Finance, Risk and Change Committee would consider at their next meeting.

14. **DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> September 2024. The Chairman reminded Councillors to attend the workshop run by Trevor Leggo, CEO of the West Sussex Association of Local Councils on the 13<sup>th</sup> August at 6.30pm.

**Meeting Closed at 8.29pm.**