

## **HENFIELD PARISH COUNCIL**

### **Meeting of Henfield Parish Council held on Wednesday 4<sup>th</sup> March 2020 at 7.00pm in The Henfield Hall.**

**Present:** Cllrs M Eastwood, M Morgan, R Kendall, E Goodyear, C Simmonds, A Rickard, D Jemmett, J Potts, A Sharp, A Donoghue, G Perry, J Jones and N Stevens

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr L Barnard (West Sussex County Council-WSCC) and one member of the public.

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

Cllr Morgan declared a prejudicial interest in item 9 as a Horsham District Councillor but requested permission to observe in the public gallery.

Cllr Potts declared a prejudicial interest in item 9 as a Horsham District Councillor but requested permission to observe in the public gallery.

Cllr Stevens declared a prejudicial interest in item 9 as an author of the Neighbourhood Plan and a member of the Neighbourhood Plan Steering Group, which has prejudged the selected proposed sites. He will leave the meeting for this item.

Cllr Perry declared a prejudicial interest in item 9 d) as a member of the Neighbourhood Planning Steering Group but requested permission to observe in the public gallery for this item only.

#### **2. APOLOGIES**

Cllrs R Shaw and N Farrell.

#### **3. APPROVAL OF MINUTES OF MEETINGS HELD ON 4<sup>th</sup> FEBRUARY 2020**

Approved, signed and dated by the Chairman.

#### **4. MATTERS ARISING**

##### **a) Cllr Jones to refer the issue of the reduced speed limit to the Village Centre Committee**

Cllr Jones reported from Village Centre that the Committee has agreed to support the speed reduction in Woodmancote, providing the proposed 40 mph limit is extended into Henfield to the junction with Mill Drive. Cllr Jones also mentioned that the Committee recommended that the footpath in Woodmancote Parish along this stretch of road is better maintained. Cllr Jones also stated that the Committee saw no reason to support a speed reduction on the Albourne road but had no objection to Albourne Parish Council consulting Henfield residents.

##### **b) Cllr Stevens to investigate the wi-fi booster at The Henfield Hall and inform Cllr Barnard**

Cllr Stevens reported that the Henfield Hall still wants to go ahead but this will be dependent on the roof repairs and other planned upgrades. Cllr Barnard stated that the grant will need to be awarded by the end of the financial year.

##### **c) The Clerk to inform the Parish Magazine about the Annual Parish Meeting**

The Clerk emailed the Parish Magazine on 5th February 2020.

##### **d) The Clerk to post a warning on the Council Facebook page about the hole on the Common**

This was posted to Facebook on the 10<sup>th</sup> of February.

Cllr Kendall asked whether there were any further updates on the S106 application for the Hall and the Leisure Centre. The Chairman and Clerk confirmed that there are not.

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman has had a letter from Peter Freeman of Mayfield Market Towns. He will be sharing with Councillors and is considering his response. He noted that Mr Freeman has requested a meeting with himself and Geoff Ziedler.

*The Chairman adjourned the meeting.*

## **OPEN FORUM**

None.

*The Chairman reconvened the meeting.*

### **6. WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Barnard reported that the County Council met on the 14<sup>th</sup> March, and the budget was decided at 1.99% increase, plus 2% for adult care. Fire and Rescue Service scrutiny starts on the 18<sup>th</sup> of March and Cllr Barnard has been appointed Vice Chairman. Chris Stark is currently in charge of Horsham and may also be taking on Worthing, therefore there will only be three managers throughout the County. He also reported that the Chanctonbury County Local Committee group meets this month in Thakeham. The Hall there have made a bid for a replacement of curtains at a cost of around £3,000 but that will need to go into next year's budget. The next CLC meeting will be held in Henfield. Cllr Stevens asked if there was any more information on the unitary authority. Cllr Barnard replied not at this stage.

### **7. HORSHAM DISTRICT COUNCIL REPORT**

Cllr Potts reported that Phillip Circus (HDC) has met with the Vale of the White Horse district in Oxfordshire who have an excellent recycling record. Horsham District Council (HDC) is planning to follow their example. Cllr Barnard added that Mid Sussex are now carrying out a food waste collection, Cllr Potts said that this will also be following shortly in the Horsham District.

Cllr Morgan reported that HDC Planning department are finalists in the category for excellence for planning for health and wellbeing at the Royal Town Planning Institute awards in April.

He commented that he was disappointed to note that Horsham lost the appeal on Pear Tree Farm. He also noted that Jack Dunkleys lost their appeal and now have six months to comply with the enforcement notice. Cllr Potts added that there may be a new application coming through for this site. White Oaks have also appealed against refusal of planning permission, this appeal was lost, and they are now going to High Court on the 19<sup>th</sup> of March.

Cllr Morgan then reported that representatives from Barclays Bank visited the high street yesterday to consider sites for either a service branch or ATM. Cllr Morgan showed them around the former Lloyds bank building and he received a positive response.

### **8. REVIEW OF THE ANNUAL PARISH MEETING**

The Chairman invited comments. Cllr Morgan said he felt it went well although he was expecting more people. Cllr Kendall praised the Chairman's handling of the meeting but felt the Community Speedwatch presentation was too long. Cllr Potts noted that there weren't many questions on the process for commenting on the Local Plan. The Chairman commented that he felt that his objective to spread the word about the importance of commenting on the Local Plan was successfully achieved. Cllr Morgan suggested opening the doors earlier to allow more time for residents to view the stands. This will be considered for next year. Cllr Donoghue said that the museum signed up two new volunteers and two new Friends. Cllr Perry said that she had received feedback that it was a good meeting and noted that perhaps it is difficult for young people who have children at home to attend. Overall, Councillors felt that there were more attendees this year compared to last and the Chairman expressed his thanks to all.

**Cllr Stevens left the meeting.**

**Cllrs Potts and Morgan moved to the public gallery.**

### **9. THE HORSHAM DISTRICT LOCAL PLAN RESPONSE**

**(A) MOTION: TO CONSIDER HENFIELD PARISH COUNCIL'S RESPONSE TO THE HOUSING NUMBER OPTIONS PRESENTED BY HORSHAM DISTRICT COUNCIL (HDC) OF 1,000, 1,200 OR 1,400 HOUSES PER ANNUM**

The Chairman explained the process and that this uplift is an increase from the original commitment of 850 houses. Cllr Kendall commented that whilst he understood the duty to cooperate if towns like Crawley cannot meet numbers, this suggests that it is their numbers that are incorrect. His view is that 1,000 is plenty. The Chairman agreed that was a substantial increase and that a maximum of 1,000 pa was also his recommendation. He also explained that these figures are the only three options available in the Local Plan.

It was **proposed** by Cllr Kendall, **seconded** by Cllr Jones and **voted all in favour** to respond to HDC stating the preferred option of 1,000 houses.

**(B) MOTION: TO APPROVE A PROPOSAL TO OBJECT IN WRITING TO THE DEVELOPMENT OF THE STRATEGIC SITE KNOWN AS “LAND NORTH EAST OF HENFIELD (MAYFIELD)”**

It was **proposed** by Cllr Goodyear, **seconded** by Cllr Donoghue and **voted all in favour** to object in writing to the development of the strategic site known as ‘Land north of Henfield (Mayfield).’

**(C) MOTION: TO CONSIDER WHETHER COUNCIL WISHES TO COMMENT UPON ANY OTHER STRATEGIC SITE PROPOSALS**

The Chairman stated that there may be some merit in recommending or objecting to other strategic sites. He commented on taking a Sustainability or Climate Change view of the sites might be helpful. In this case sites near employment centres, with good transport links and those where the land control is strong therefore success is likely, could be prioritised. He had completed some preliminary work to apply some criteria to the other sites and scored them. He gave an example that the highest scoring site using this approach was Land near Ifield. Cllr Simmonds agreed that this is an appropriate course of action and Cllr Kendall questioned whether this was suitable timing to discuss the other sites. The Chairman confirmed that the consultation period is the only time that the community can express a view. Beyond the 30th March Consultation deadline, it becomes a pure planning issue. Cllr Kendall commented that it will be a political decision, however the Chairman said it was important for HDC to have our input and to highlight which sites are undeliverable and unsustainable. Cllr Jones noted that other Councils may be commenting on the Mayfield site. Cllr Goodyear also felt it would be reasonable to comment on other sites.

It was **proposed** by Cllr Simmonds, **seconded** by Cllr Perry and **voted all in favour** to comment on other strategic site proposals.

**Action Point: The Chairman to share his analysis of other sites to Councillors in order for them to comment further.**

**Cllr Perry moved to the public gallery.**

**(D) MOTION: TO CONSIDER DELEGATING WORK ON THE SMALL SITE PROPOSALS IN HENFIELD AND SMALL DOLE TO THE PLANS ADVISORY COMMITTEE (PAC) AND EMPOWER THE PAC TO MAKE RECOMMENDATIONS TO HDC PLANNING DEPARTMENT, TAKING INTO ACCOUNT THE WORK OF THE NEIGHBOURHOOD PLAN STEERING GROUP**

The Chairman noted that the Parish Council have delegated the work on the next Neighbourhood Plan to HDC and that we would assume the role of a consultation party. HDC has suggested four further sites at Land North of Furners Lane in Henfield, Sandgate Nursery in Henfield, Highdown Nurseries in Small Dole and Land at Shoreham Road in Small Dole. This is in order to fulfil the increase of 100 houses they require the parish to deliver during the next plan period. The Chairman suggested that this decision is delegated to the Plans Advisory Committee, given their knowledge of the sites, planning requirements and links to the Neighbourhood Plan Steering Group. It was noted that Cllr Stevens knowledge is very valuable and his input is needed, however given his conflict of interest he can decline to vote and allow the rest of the Committee to decide. Cllr Rickard asked whether there has been any discussion with Small Dole representatives. The Chairman confirmed that two Councillors are allocated to Small Dole.

It was **proposed** by Cllr Sharp, **seconded** by Cllr Jemmett and **voted all in favour** to delegate the work on the small site proposals in Henfield and Small Dole to the Plans Advisory Committee and

empower them to make recommendations to HDC Planning Department through the Local Plan Consultation process.

**Cllr Perry rejoined the meeting.**

**(E) MOTION: TO STATE IN HENFIELD PARISH COUNCIL'S (HPC) RESPONSE TO THE HORSHAM DISTRICT LOCAL PLAN, THAT HPC RESERVES THE RIGHT TO SEEK A REVIEW AND REDUCTION OF THE SMALL SITE ALLOCATIONS DEPENDING ON THE FINAL DECISION ON THE LOCATION OF STRATEGIC SITES. THIS WOULD BE IN LINE WITH THE APPROACH TAKEN WITH OTHER PARISHES WHERE STRATEGIC SITES HAVE BEEN PROPOSED, TO AVOID OVER DEVELOPMENT AND COALESCENCE**

The Chairman noted that no small sites have been allocated in Southwater due to the large strategic sites proposed there and suggested that a similar approach could be taken in Henfield should the strategic site Land North East of Henfield be adopted by HDC.

It was **proposed** by Cllr Rickard, **seconded** by the Chairman and **voted all in favour** to state in HPC's response that HPC reserve the right to seek a review and reduction of the small site allocations depending on the location of strategic sites.

**Cllrs Potts, Morgan and Stevens rejoined the meeting.**

## **10. COMMITTEE REPORTS**

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

#### **i) Summary of £25,451.93 - Period 1<sup>st</sup> February – 29<sup>th</sup> February 2020**

Noted by Council. Cllr Goodyear commented that the Council are within budget. Cllr Sharp asked for further detail on the printing for the Local Plan. She and the Clerk confirmed the cost to Henfield Parish Council to be £270. The other parishes in the IPG are reimbursing Council with their costs.

#### **ii) Select Expenditure as the Monthly Random Audit Check**

Cllr Sharp requested Solo Press.com - £916.64

#### **iii) New Website Update**

Cllr Goodyear confirmed that the website has now been launched and positive feedback has been received.

Cllr Jones noted that contrary to the recent Finance, Risk and Change meeting draft minutes, the Cemetery Working group meeting did take place and that it is intended that the cemetery extension opens this year.

### **(B) Plans Advisory**

Cllr Stevens invited any questions. Cllr Simmonds said that Plans Advisory Committee had objected to a tree being cut down, but approval was given by HDC as the tree was felt to have no 'amenity value'. He asked what this meant. Cllr Stevens advised that the Parish Council are only statutory consultees and that trees are usually only felt to have an amenity value if they are in a public place. Cllr Simmonds asked whether this could be clarified further and whether HDC could consider that all trees are of value to the whole community, especially given the importance of trying to reduce carbon footprint. Cllr Goodyear commented that the only option to attempt to protect trees seems to be to request a tree preservation order. Cllr Kendall asked whether there could be a request to re-plant trees when permission is given for one to be cut down.

**Action Point: Cllr Potts to feedback these comments to HDC.**

### **(C) Open Spaces**

Cllr Perry reported that leaves on the football pitch on the Memorial field continue to be a concern and that there are further plans for smart cycle racks for the village square (the area outside Hawthorn Vets). She thanked the Clerk for circulating details on the planned litter pick.

**(D) Village Centre**

Cllr Jones reported that the new cemetery fees have been approved as well as the purchase of cemetery management software. No decisions have been made on lighting at the youth club. Cllr Rickard asked about the re location of the Southbound bus stop, Cllr Jones confirmed that it is due to be relocated in April and in the meantime bus drivers have been asked to pull as far forward as possible to allow cars to pass safely. The Chairman offered to attend the next Village Centre meeting to give further information on the Youth Club lighting.

**(E) Museum**

Cllr Donoghue reported that there was a productive recent meeting. New policies and plans are in place with three projects out of 23 having been selected for action in the next three months. An application has gone into the TV programme the 'Repair Shop' for renovation of a pram and the Friends of Henfield Museum (FoHM) have purchased a 300 year-old Byshopp Mark which will shortly be on display. Cllr Kendall asked whether there were plans for anyone else to take over the museum. Cllr Donoghue explained the current set up of the Committee and that governance is now in place. She had suggested that the FoHM aligned their finances for comparison with HPC's but this was not agreed. She noted that she feels the spirit of collaboration is very important.

**(F) Commons**

Cllr Sharp reported that it now seems that the possibility of grazing cows on the Common is looking unlikely so the Common will need to continue to be mowed. There have been two trees fall into Pigeon Croft and a pot hole repair on the Common which has also required a new pipe. Work is now complete on this although the earth still needs to settle and there may need to do some landscaping. The Chairman asked whether the path through the woods has been improved by the Commons Committee. Cllr Sharp confirmed that it has.

**(G) Neighbourhood Plan Report**

Cllr Stevens reported that the Steering Group met yesterday and that Regulation 16 is now complete. HDC are in the process of appointing an examiner, who will then make a decision on whether this process will take place in writing, or by public enquiry, the latter being most likely. This decision should be made by early April. He also commented that the group was asked which set of targets they are working to. The answer being the old original numbers of 270 houses and HDC have agreed to this.

**11. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES**

None.

**12. SUSSEX POLICE REPORT**

No reports have been received however the office has had several visits from PCSO Alice Moore. Cllr Potts mentioned that Horsham have stated there is a PCSO for every community, he asked for clarification, but the definition of 'community 'was unclear.

**13. CORRESPONDENCE**

None

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

Cllr Goodyear noted that the Deputy Clerk is still unwell and asked Councillors to bear this in mind as the office staff are working under increased pressure whilst they are under-staffed.

**15. DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> April 2020 at 7:00pm in The Henfield Hall.

**Meeting Closed at 8.28pm.**

**Appendix 1 - £25,451.93 Expenditure - Period 1<sup>st</sup> February to 29<sup>th</sup> February 2020**

Budgens (Various)	4.40
Amazon (Various)	37.51
Universal Silk Screen Printers (Various Signs)	15.04
PMW Ltd (Development of Trails to the Website)	3,200.00
One Stop (Various)	3.45
WC Hire Ltd (Storage Container Hire)	221.42
AVS Fencing Supplies Ltd (Posts & Rails)	65.28
Cloud Access (Smart Updater)	3.20
SSALC Ltd (Annual Parish Online Subscription)	90.00
Universal Office Products Ltd (Stationery)	3.42
Amazon Web Services (Back-up Services)	5.53
Bank Charges (Barclays)	20.17
Mr M Eastwood (Travel)	22.15
Doubledot Ltd (Various Signs)	25.00
The Henfield Hall (Quarterly Rent/Maintenance)	3,700.00
Litter Warden Salaries (February)	534.66
Salaries (February)	10,278.96
Kestrel Alarms Ltd (Museum CCTV Maintenance)	41.00
Premier Office (UK) Ltd (Photocopy Charge 20/1/20 to 20/2/20)	79.03
Mrs P Sanders (January Verge/Bed Maintenance)	69.00
Trodaak Ltd (Filing Trays)	9.17
EDF Energy (Public Conveniences Electricity)	73.00
Shell Garage (Petrol and Diesel)	66.10
BT (January Phone Charges)	77.95
Legal & General (Pension Contribution)	400.23
Premier Office (UK) Ltd (Copier Paper)	31.00
Northgates Ltd (Final Account – Link Road)	293.00
PHB Contractors Ltd (Hire of Excavator and Dumper)	145.80
KPCM Display Ltd (Keep Out Signs)	20.73
Active Pump Services Ltd (Contactor/Float Rails and Two New Pumps)	3,738.00
Dell Products (Laptop for the Parish Administrator)	595.38
Solopress.com (Printing for HDC Local Plan)	916.64
HDC (Dog Bin Emptying)	78.54
Gardner Scardifeld (Various Hardware)	50.98
WSCC (Application for Brown Sign)	311.15
ATS Machinery Ltd (Oil)	6.66
Setyres (New Tyre for the Van & Puncture Repair for the Trailer)	56.30
Beacon Fencing Ltd (Wooden Posts)	19.60
English Woodlands (Replacement Trees/Bushes for London Road)	91.42
Post Office (Postage)	1.06
AIRS (Annual Subscription)	50.00

**Transfer of Internal Funds in February 2020**

£15,000.00 transferred on 26<sup>th</sup> February 2020 from the HSBC Accounts to the Barclays Current Account.