

HENFIELD PARISH COUNCIL

Meeting of **Henfield Parish Council**
held on **Tuesday 6th July 2021** at **7:00pm** in the **Henfield Hall**.

Present: Cllrs M Eastwood (Chairman), E Goodyear, M Morgan, R Shaw, D Jemmett, N Stevens, J Jones, G Perry, N Farrell and A Sharp.

In attendance: Mrs R Grantham (Operations Manager), Cllr S Payne (WSCC) and three members of the public.

The Chairman informed Cllrs of the passing of Fred Cook at aged 100 years. Cllr Morgan said he had been a Parish Councillor 1986 to 1991 and had been involved in the first Neighbourhood Plan. He was best remembered for his time as Headmaster at the primary school and had been pleased to return to Henfield for his final months at Red Oaks. The meeting observed a minute's silence in remembrance.

MINUTES

1. DECLARATION OF MEMBERS 'INTERESTS

Cllr Jemmett declared a personal interest in item 12 as he is on the Henfield Cricket Club committee.

2. APOLOGIES

Apologies were received from Cllrs Potts, Donoghue and Kendall.

3. APPROVAL OF MINUTES OF PARISH COUNCIL MEETING HELD ON 1st JUNE 2021

Approved, signed by the Chairman.

4. MATTERS ARISING

a) Toilet Tax

The Chairman confirmed that a refund of £3742.50 has now been received.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Tony Rickard has resigned as Councillor. Tony had commented that it was a good time for him to step down when everything seemed in good hands. The Chairman expressed his thanks to Tony for his 18 years' service as a Parish Councillor and wished him well for the future. The vacancy has been registered with Horsham District Council (HDC). Details are also on the Parish Council website and on public noticeboards.

a) Walk for Louise Event 22nd August 2021

This event is now confirmed and detailed communications released. The event will take place starting from St Peter's Church, Henfield, Shermanbury or Woodmancote churches, walking to Sussex Prairie Gardens. The event is raising funds to buy new "mini" furniture for the Little Fishes' Sunday school in celebration of Louise's love of children and nature.

b) Neighbourhood Plan made 23rd June 2021

The Chairman confirmed that Ray Osgood and the Neighbourhood Plan team will be invited to the September meeting in order to thank them as well as ask them about any lessons that may have been learned during the process so that we can incorporate them in how we tackle local planning challenges in the future.

The Chairman adjourned the meeting.

OPEN FORUM

A member of the public and resident of the A2037 south of Barrow Hill attended to ask for support from the Parish Council for his application for a Road Traffic Order to reduce the speed limit to 40mph on this particular 1 km stretch of road between the bend to the north of Henfield Business Park and Woods Mill, so that the speed limit is continuous 40mph rather than the national speed limit. This is in response to multiple accidents on this stretch, some of them fatal. He has also set up an online petition which currently has 172 signatures. This is prompted by another fatal accident which occurred recently on the particularly dangerous bend in the road which is considered an accident blackspot by local residents.

A site meeting which took place earlier today with the Chairman, Cllr Payne, Cllr Dennis (WSCC) and local residents resulted in additional suggestion including advisory speed signs on either side of the bend, potential use of speed indicator signs and, as a longer-term project, a Community Highways Scheme for the whole village. Cllr Farrell also suggested crash barriers be installed. Another member of the public also mentioned that safety of local residents walking on the road is also a concern as there are no pavements. **It was agreed** by all to support the application for a Road Traffic Order request, advisory speed signage as an interim step, to explore the use of the illuminated speed indicators which are being purchased by the Parish Council as well as consider setting up a working group under the Village Amenities Committee to consider a Community Highways Scheme for the village. Cllr Payne will organise advisory signs with WSCC and will notify us of any costs involved.

The Chairman reconvened the meeting.

6. HORSHAM DISTRICT COUNCIL REPORT

Cllr Morgan reported that the draft Local Plan will be published tomorrow. It will first be considered by Cabinet Members on 15th July and then voted on at Full Council towards the end of July. He also mentioned that there have been difficulties in the planning department due to the volume of applications and a change of IT system which are being addressed. He then reported that it is hoped that HDC will have a food waste collection system in place in 2022.

7. WEST SUSSEX COUNTY COUNCIL REPORT

A written report from WSCC Cllr Payne was circulated prior to the meeting. She invited comments or questions. Cllr Perry commented that she was pleased to see the return of the bus back strategy and that there would be a lot of support for a half hourly service as well as an additional Friday and Saturday evening service. She also welcomes the literacy award.

The Chairman noted the item regarding the proposed closure of the Shaw Day Centres and commented that there may be an opportunity for the Haven to offer an alternative service particularly for Steyning residents. He also thanked Cllr Payne as he felt having an informative written report in advance of the meeting was very helpful.

8. COVID 19 UPDATE

The Chairman confirmed there have been 15,000 vaccination doses administered by Henfield Medical Centre. 88.6% of over 18s have had at least one dose and only 4.3% have declined. Focus is now on getting the remaining over 18s vaccinated although there has been less vaccine available of late and the walk-in centres have not been particularly successful at attracting our younger residents. He commented that this is a phenomenal effort and thanked the medical centre and the volunteers involved.

9. **MOTION: TO APPROVE A REVISED CODE OF CONDUCT ALIGNED WITH THE LGA MODEL ADOPTED BY HORSHAM DISTRICT COUNCIL.**

Cllr Goodyear explained that the current Code of Conduct was based on HDC's draft version and that this latest version will bring us into line with their final adopted version, which has very few differences.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the revised Code of Conduct.

10. **MOTION: TO APPROVE VIRTUAL MEETING PROCEDURES.**

Cllr Goodyear explained that following agreement to purchase a screen, camera and stand, a virtual meeting procedure is needed. Cllr Stevens expressed his concern that it would be preferable that members of the public opted in to be on camera, rather than opted out, however Cllr Goodyear and the Chairman both clarified that the default position would be for members of the public to be seated off camera unless they expressed a wish to be seen on camera, and that they felt that all Councillors should be expected to appear on camera.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Perry and **VOTED 9 IN FAVOUR AND 1 AGAINST** to approve the virtual meeting procedures.

11. **MOTION: TO APPROVE RECORDING OF PARISH COUNCIL MEETINGS PROCEDURES.**

Cllr Goodyear briefly explained the need to have an additional procedure document for members of the press and public who wish to record meetings. This is already permitted in Standing Orders but the policy covers more detail.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Jones and **VOTED 9 IN FAVOUR AND 1 AGAINST** to approve the recording of Parish Council meetings procedure.

12. **MOTION: TO AGREE THAT THE RESPONSIBILITY FOR THE CAR PARK ADJOINING THE CRICKET PAVILLION AND THE CONTRIBUTION OF COSTS OF REPAIRING AND MAINTAINING THE CAR PARK SHOULD BE APORTIONED AS TO HENFIELD PARISH COUNCIL 75% AND HENFIELD CRICKET CLUB 25%.**

Cllr Perry explained that this issue has previously been discussed by the Recreation and Open Spaces Committee (ROS) and the Finance Risk and Change Committee (FRC) and thanked the Chairman and Cllr Morgan for looking into the lease in great detail. She explained that she felt the best and fairest compromise would be to base the split on usage of the car park. Cllr Morgan commented that the lease states that the proportion ought to be assessed by a surveyor but as this would incur a large cost, agreement between the two parties is preferable. The Chairman commented that once agreed, a copy signed by both parties will be held with the lease so that it could be applied in the future. Cllr Sharp commented that the type and grade of any surface or repair also needs to be agreed by both parties. Cllr Jemmett commented that the Cricket Club had asked for a 15% share so may not be agreeable.

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Shaw and **VOTED 9 IN FAVOUR WITH 1 ABSTENTION** to agree that the responsibility for the car park adjoining the cricket pavilion and the contribution of costs of repairing and maintaining the car park should be apportioned as to Henfield Parish Council 75% and Henfield Cricket Club 25% and that this will be proposed to the cricket club.

13. **MOTION: TO APPROVE CCTV POLICY.**

Cllr Goodyear explained that a new more general CCTV policy has been drawn up as a new CCTV camera has been installed in the high street. The Museum's CCTV policy was adapted to

cover all potential locations, with location specific annexes for each and any future cameras to be added.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Farrell and **VOTED ALL IN FAVOUR** to approve the CCTV policy.

14. MOTION: TO APPROVE THE QUOTATION OF £1690 EX VAT FROM GENERAL RESERVES FOR REPAIRS TO THE COMMON CAR PARK.

Cllr Perry explained that repairs are needed to this car park and that as it is only open in the summer, the lower grade tarmac would be sufficient. Approval from full council is needed as funds are coming from General Reserves. She has visited the site along with the Works Officer and Cllr Sharp to ensure that the specification is appropriate.

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Sharp and **VOTED ALL IN FAVOUR** to approve the quotation of £1690 ex vat from general reserves for repairs to the common car park.

15. COMMITTEE REPORTS

(A) Finance Risk & Change Governance

Cllr Goodyear to report.

- a) Summary of £15,576.75 expenditure from 1st June to 30th June 2021.
This was noted by Council.
- b) Select expenditure as the monthly random audit check.
Cllr Morgan selected Henfield Hall - May bookings.

Cllr Goodyear also reported that the Clerk's recovery from his recent operation is going well and that he plans to return to the office on the 26th July following his sick leave and a week's annual leave.

(B) Plans Advisory

- a) Sandy Lane Appeal Hearing 30th June 2021.

Cllr Stevens invited questions on recent minutes. He then commented that he was pleased with the outcome of the Birchfield Nursery application and that the Sandy Lane appeal had taken place with a robust defence put forward by the community. The Chairman added that the Inspector's site visit was due this week and CPRH, HDC Councillors and MP Andrew Griffiths had all put forward a very professional and measured argument.

Cllr Stevens added that the Whiteoaks application was likely to be heard on the 20th July, but that this date has not been confirmed.

(C) Recreation & Open Spaces

Cllr Perry reported that the Committee met in June and that the skate park had been repaired and the ROSPA inspection of play areas completed. Works Officers are able to complete most of the work and will carry it out in priority order. The Chessbrook activity trail will be replaced in October.

(D) Village Amenities

Cllr Jones reported that WSCC licenses for speed indicators have been received, the bus shelter shutters are still awaiting some electrical work and that although operational, the CCTV software for the office PCs is yet to be installed. The bike shelter at the Leisure Centre will be repaired next

week. Cllr Kendall met with Works Officers who confirmed that they will be able to carry out the necessary repairs to cemetery paths.

(E) Museum

Cllr Jones reported on behalf of Cllr Donoghue who gave her apologies for the meeting. She reported that the Museum is open to visitors and had lots of visitors when it opened on the day of the market. There is an article by Rob Gordon in BN5 this week and the new leaflet is being printed. Photographs of the water pump have been submitted to Sussex Heritage Trust and the Friends of the Museum are preparing a booklet about the history of the High Street which will be ready in time for Christmas.

(F) Commons

Cllr Sharp reported that the committee are meeting next week and that there are 30-40 specimens of the Spiked Star of Bethlehem on the A281 by Mill Drive, significantly more than normal for this rare plant. He also reported that grass cutting is due to take place soon and that complaints by residents are possible due to it looking untidy. This is because guidance in the Commons Management Plan is being followed to leave grass at different lengths as a variety of habitat for various insects and wildlife. The Chairman suggested that this is publicised in BN5 and on social media so that people are aware that this a conscious decision to support our local ecology.

16. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES

a) Artisan Food and Drink Market

Cllr Goodyear reported from Henfield Community Partnership (HCP) that this was a popular event and that it is planned to continue on the third Sunday of every month. HDC has committed some funding for advertising and is also promoting on its own website.

b) Digital Strategy

HCP have received some funding to take this project forward and there will be a digital advert for the next market on the 25th July as a trial. It is then hoped that different events in Henfield can be promoted each month.

Cllr Farrell reported that she had attended a meeting with Sussex Clubs for Young People along with Henfield Youth Club. It is hoped that they may be able to continue the Purple Bus project, although funding from WSCC has ended. Henfield Youth Club has approached Steyning Grammar school with the intention of carrying out a consultation with teenagers to find out if they are aware of the current services and what they would like to see provided in Henfield. It is hoped this can happen in September having been delayed by a recent covid outbreak.

Cllr Jemmett reported that he is due to meet with Paul Crowe and the Youth Club to discuss services and support.

17. PCSO & POLICE ACTIVITIES

The Chairman reported that, in his capacity as Chairman of the Horsham Association of Local Councils, he met with the Chief Constable. She had highlighted that the call wait time for 101 had dramatically reduced from 23 minutes to 3 minutes, and that there had been a significant increase in online reporting, which is particularly useful as it aids the police in directing resources appropriately. He also mentioned that the Rural Crime Team had been strengthened and that there has been an increase in livestock worrying, seemingly due to the increase in dog ownership during the pandemic. He also mentioned that lots of detectives are being recruited directly, rather than coming up through the ranks, and there are lot more plain clothed officers on foot as well as in cars and on bikes. Areas of most concern in the parishes are still Speeding, Anti-Social Behaviour and Littering.

18. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

The Chairman asked Councillors to consider ideas for a Queen's Jubilee event to take place between the 2nd and 5th of June next year. He suggested an event on the Common or Memorial Field rather than involving a road closure in the High Street. Cllr Perry commented that there are already plans to plant trees and a crocus ribbon through the High Street.

19. DATE AND TIME OF NEXT MEETING

Tuesday 7th September 2021 at 7:00pm in the Henfield Hall.

Meeting Closed at 8.34pm.