**HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council**

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

**Present:** Cllrs M Eastwood (Chairman), E Goodyear, J Jones, G Perry, A Donoghue, N Farrell, A Sharp, M Morgan, R Kendall, C Simmonds and J Potts.

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager), Cllr S Payne - West Sussex County Council (WSCC), Mr R Osgood - Chairman of the Neighbourhood Plan Steering Group and two members of the public.

The Chairman welcomed those in attendance and explained the procedures for recording and broadcasting of the meeting. He went on to report the sad deaths of two former Councillors, John Hill and Peter Hudson.

Cllr Morgan explained that Cllr Hill had served 4 years on the Council and had been heavily involved with Remembrance and had implemented the Poppy Cross ceremony. He also explained that Peter Hudson had served for 25 years, had been Chairman of the Council as well as of the Commons’ Committee. He brought structure to the planning committee and had been instrumental in village evenings and events, introducing the hanging baskets, the building of the leisure centre, the Remembrance Parade and the Henfield Coat of Arms. He was very proud to be a Citizen of Henfield and to have Hudson Way named after him.

The Chairman stated that Henfield owes Peter a debt of gratitude and went on to comment that he had always been supportive, offered guidance without criticism and that he will be greatly missed.

All those present observed a minute’s silence in remembrance of Peter and John.

**MINUTES**

**1.** **DECLARATION OF MEMBERS’ INTERESTS**

 None.

**2.** **APOLOGIES**

 Apologies were received from Cllrs Shaw and Jemmett.

**3**. **APPROVAL OF MINUTES OF PARISH COUNCIL MEETING HELD ON 6th JULY 2021**

 Approved, signed by the Chairman.

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

1. Resurfacing of the Common car park

The Chairman reported that the repairs are now complete and the contractor appears to have carried out a good job.

1. A2037 speed limit update

The Chairman reported that WSCC Highways have visited and taken some measurement and readings. Early indications are that a speed limit reduction may be appropriate but this decision will need to go through several WSCC committees before firm decisions are made.

Cllr Sharp asked about the position with the Scout Hut donation as he had seen an article in BN5 magazine suggesting that they still required more funds. The Chairman explained that the parish council funds have not yet been released to the Scouts and that a condition of the donation is that they need to demonstrate that they have all other funding in place.

**5. CHAIRMAN’S ANNOUNCEMENTS**

1. Walk for Louise event

The Chairman reported that this had been a great success and was attended by 150-180 people. Sussex Prairies had given free entry to participant walkers and they had high sales of refreshments in their kiosk. The Jazz band was very popular and the Indian Bazaar reported a fivefold increase in takings and had also made a donation to the fund raising efforts. So far £2,600 has been raised towards the cost of replacing the children’s furniture in the Sunday school.

1. Vaccination programme – Medical Centre “Thank You” to Henfield Parish Council.

The Chairman reported that Dr Crawford-Clarke had extended a huge thank you to the Parish Council for their support with the vaccination programme, in particular to the Cllrs who assisted with making telephone appointments. The Medical Centre have now managed to administer over 17,000 vaccine doses.

The Chairman also reported that there had been a Queens Award for Voluntary Service event for the Henfield Haven, where he had learned from the Lord Lieutenant that there had been hundreds of entries and only five winners nationally. This accolade for the Haven is the equivalent of an individual being awarded an MBE.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

The Chairman invited any members of the public to speak but they declined.

*The Chairman reconvened the meeting.*

**6. HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan reported that there were the usual planning and enforcement issues and that he, Cllr Josh Potts, Roger Noel and Mike Croker all have serious concerns about. A meeting is planned with the enforcement team at the end of September.

Cllr Potts reported that there are still LEAP grants available to local businesses until the end of September. Details are on the Horsham District Council (HDC) website. There will also be some additional restriction grants but there is no information about these yet. He also reported that CEO Glenn Chipp has used his emergency COVID powers to allocate £120,000 to supporting children’s mental health. He has asked for a breakdown of costs. The employment support hub for 18-24 year olds has also reopened and he also promoted the Educating Rita production at the Capitol Theatre.

**Cllr Payne joined the meeting at 7.20pm**

**7. WEST SUSSEX COUNTY COUNCIL REPORT**

A report from Cllr Payne was circulated prior to the meeting. She also confirmed that she has been in contact with Cllr Joy Dennis regarding the potential speed limit change on the A2037 and is hoping to find out more shortly. Cllr Donoghue thanked her for the circulated report and stated it was very helpful to have it in advance of the meeting.

The Chairman mentioned the Future of Transport in West Sussex consultation. Cllr Jones confirmed she is due to attend a webinar and will report back.

**8. NEIGHBOURHOOD PLAN STEERING GROUP**

The Chairman confirmed that the Steering Group had been invited to attend the meeting as we wanted to thank them for the enormous amount of work in producing the plan. He also commented that it was instrumental in repelling the appeal for the Sandy Lane development and noted that the Steering Group must be relieved and pleased that there was no judicial review. He said the Parish Council owed Steering Group Members a great debt of gratitude and that he was pleased that the community had been brave enough to support the allocation sites.

Mr Osgood, Chairman of the Neighbourhood Plan Steering Group, confirmed that he had not wished to attend the meeting until the six weeks for judicial review had passed, but that he had now confirmed and publicised the position in the BN5 magazine; the plan is now made and although it can be challenged and data can be updated, it cannot now be dismissed.

He explained that the plan now rests with the Parish Council and that he hopes it is found to be useful, in particular the SA-SEA and six focus group reports which can be used for future site appraisals. He also commented that he was pleased that the examiner referred to the Neighbourhood plan in the Sandy Lane appeal and mentioned that the Parish Council will still need to produce an updated Design Statement. He plans to celebrate with the Steering Group on Friday stating he knows the plan will now be in good hands with the Parish Council. He and the other Steering Group Members then received a round of applause from the Cllrs.

**9. NEW COUNCILLOR VACANCY – NEXT STEPS**

 The Clerk confirmed that as nobody had come forward for election following Tony Rickard’s resignation, the Council are now implementing the co-option process. So far three applications have been received with another two expected. The information supplied on the application forms will be circulated to Cllrs as well as the skills matrix to enable them to make an informed decision on who to vote for. It is hoped that a decision can be made at the October meeting. The decision does not need to be unanimous, but will require a majority of Councillors present and voting. The Chairman will have casting vote if there is a tie. The next full election will be in 2023. Cllr Morgan confirmed that it is not compulsory to co-opt if none of the candidates are found to be suitable.

**10. MOTION: TO ADD THE OPERATIONS MANAGER TO THE BARCLAYS’ MANDATE**

The Chairman explained this was to further aid the Operations Manager with her training, experience and ability to support the Clerk. The authority via a Motion being passed by Council was also a requirement of Barclays

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to add the Operations Manager to the Barclays mandate.

**Action Point- The Clerk to arrange the application to Barclays.**

**11. APPROVE THE SETTING UP OF A WORKING GROUP FOR THE QUEEN’S PLATINUM**

 **JUBILEE EVENTS**

Cllr Goodyear confirmed that she is hoping that the Parish Council and wider community could arrange a series of events in order to celebrate the Queen’s Jubilee over the weekend of 2nd to 5th June 2022, as well as other possible projects to take place throughout the year, such as the already planned crocus ribbon planting this month. **It was agreed** to form a working group and anyone with suggestions or able to volunteer to contact Cllr Goodyear. She confirmed that Henfield Community Partnership will also be involved.

**12. REMEMBRANCE ARRANGEMENTS**

 Cllr Morgan confirmed that a meeting to discuss arrangements is taking place but that it is hoped that the format can return to as it was in previous years, prior to COVID. There will however be a need to reduce the number of people attending the church service to 350, but Cllr Morgan suggested that the number of scouts and guides could be limited to the standard bearers and wreath layers with any others able to join in the parade after the service.

**13. GATWICK - NEW RUNWAY CONSULTATION**

 The Chairman explained that the consultation to upgrade the emergency runaway to a second

runway begins on the 9th of September. There would be a significant increase in flights and aircraft stacking; more jobs will require more housing and there will be an increase in traffic and transport issues, so there will be an impact on Henfield. **It was agreed** to invite a representative from one of the campaign groups to speak at the next meeting in October so that an informed response to the consultation can be made.

**14. COMMITTEE REPORTS**

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

 a) Summary of £23,884.16 expenditure from 1st July to 31st July 2021 and £26,449.52 from

1st August to 31st August 2021. Noted by Councillors.

b) Select expenditure as the monthly random audit checks (July & August)

Cllr Morgan selected Mulberry & Co for July

Cllr Simmonds selected Online Playgrounds for August.

Cllr Goodyear also reported that the Carbon Reduction Plan and Civil Resilience Framework would be discussed at the next meeting later this month.

**(B) Plans Advisory**

1. Sandy Lane Appeal Hearing

The Chairman reported that the appeal was turned down and expressed his thanks to CPRH, Horsham District Councillors and Officers, the local MP Andrew Griffiths, Henfield Birdwatch and Henfield Museum for their representations.

1. Local Plan Workshops

The Chairman explained that first of the four workshops has already taken place, which he considered to be a success. All parishes from the north of the region were represented. The workshop relating to Henfield and surrounding parishes is taking place on the 14th September. He confirmed that Cllrs Morgan, Potts, Stevens and Shaw will attend, as will he in his capacity as HALC Chairman. The focus initially is on understanding the smaller site selections as well as the implications of not having a plan. District Councillors are likely to vote on the plan in mid November. He also commented that HDC has acknowledged that their communication has been less than adequate and that they now realise the importance of having Parish Council support.

The Chairman also reported that a planning application from Welbeck homes for 235 homes on Parsonage Farm has now been submitted; details are on the HDC website. He commented that he was pleased to see the inclusion of a potential bike park in the plans. Cllr Goodyear commented that there will likely be a need to communicate to the community that the site was included in the Neighbourhood Plan. The application is for 30 more homes than originally expected, however there still seems to be a significant amount of green space on the proposed site.

Cllr Morgan asked whether any Councillors would be attending the Pear Tree Farm appeal against enforcement. The Chairman confirmed that the planning committee felt that is wasn’t necessary due to the technical nature of the appeal and that their views had already been submitted, however he suggested that it may be possible if HDC felt that a Parish Councillor‘s attendance would be useful

**Action Point- Cllr Morgan to contact HDC to ask whether a Parish Councillor attendee at the appeal would be helpful.**

**(C) Recreation & Open Spaces**

1. Works on private land

The Chairman reported that unknown persons have been carrying out cutting back bushes and trees on a footpath crossing private land and he had been asked whether the Parish Council ought to issue a communication regarding this, explaining that works should only be carried out by the landowner or at least with their support. Cllr Morgan confirmed that often landowners often don’t carry out these works as they should, and that the Parish Council have the right, as granted by WSCC, to carry out the work if written requests to landowners are not carried out. **It was agreed** that the broadcast and minutes of the meeting can be considered sufficient communication.

1. Safe Routes – land owner discussions

The Chairman confirmed that discussions are now taking place with landowners regarding potential additional footpaths or permission to upgrade footpaths to routes for cyclists or horses. This would not be a full conversion to bridleways, rather a time limited permission in order to assess impact and usage.

Cllr Perry reported that there will be a meeting next week and that various projects such as the crocus ribbon are already underway.

**(D) Village Amenities**

Cllr Jones reported that the next meeting will be in October. It is hoped that funding towards the portable speed indicator project should be received shortly and that works at the tennis club have been halted due to a dispute between the insurance company and the contractor. This means that the storage container has and will be in the car park for some time, which is now causing some issues with children climbing on it. The Parish Council have asked the tennis club to erect some fencing around it and to put up a sign warning of the danger.

Cllr Morgan expressed his thanks to Liz Taylor for an excellent job on the flower beds in the library car park.

**(E) Museum**

Cllr Donoghue reported that the Museum Committee met in August. The History of The High Street book should be available in time for Christmas and that it is hoped that some progress can be made on the digitisation project, starting with the scanning of photographs. She would also like the Museum to be involved in the Jubilee plans.

The Chairman reported the heritage trail and Museum leaflets are now being displayed in new holder made by the Shedders. He has asked the Community Partnership to take over with distribution.

**(F) Commons**

Cllr Sharp reported that the all-day meeting on the 22nd has been rescheduled due to Peter Hudson’s funeral. There will now be an on-site meeting with Kate Ryland on the 24th of September and a full committee meeting on the 30th.

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

1. HALC meeting update

Minutes of the recent meeting were circulated to Councillors prior to the meeting. The Chairman reported that in addition to discussion on the Local Plan there has been progress with the Climate Emergency group who are now working with the Steering group at HDC. HALC are also working on a new constitution.

The Chairman also met along with other WSALC Board Members with the Chief Constable who confirmed that wait times for calling the 101 phone line have reduced and there has been an increase in online reporting which helps to form an overall picture of particular problems in certain areas. There has been an increase in plain clothes officers and a recent recruitment drive straight to detective level. The usual problems of anti-social behaviour, littering and speeding continue to be areas of focus in our communities.

Cllr Perry reported that SH2030 have lots of events planned for the Great Big Green Week and she thanked the Operations Manager for sharing information about this with HDC. She invited Councillors to attend events, details of which are on the SH2030 website.

**16. PCSO & POLICE ACTIVITIES**

The Clerk reported that he is waiting to find out who will replace Alice Moore, who recently resigned as PCSO.

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

Cllr Potts commented that he has received reports of a black German Shepherd behaving menacingly along Sandy Lane. The Clerk confirmed that the Parish Council could not become involved after the event and that reports need to be made straight away using 101, online or directly to the PCSO.

**18. DATE AND TIME OF NEXT MEETING**

 Tuesday 5th October 2021 at 7:00pm in the Henfield Hall.

**Meeting Closed at 8.22pm**