

## **HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council  
held on Wednesday 2nd March 2022 at 7:00pm in the Henfield Hall.**

**Present:** Cllrs M Eastwood (Chairman), E Goodyear, G Perry, A Donoghue, J Jones, R Shaw, D Jemmett, A Sharp, C Simmonds, M Morgan and D Grossmith.

**In attendance:** Mr K Wright (Clerk) Mrs R Grantham (Operations Manager) and Mr P Crowe (Chairman of Henfield Community Partnership- HCP).

### **AGENDA**

**1. DECLARATION OF MEMBERS 'INTERESTS**

None.

**2. APOLOGIES**

Cllrs N Stevens, N Farrell, J Potts and R Kendall. Also Cllr S Payne - West Sussex County Council- WSCC.

**3. APPROVAL OF MINUTES OF PARISH COUNCIL MEETING HELD ON 1<sup>st</sup> FEBRUARY 2022**

Approved, to be signed and dated by the Chairman in the Parish Office after the meeting.

**4. MATTERS ARISING**

The Chairman reported on the following matters arising:

- He has written to Sussex Police to request a meeting to discuss high street parking and Speedwatch/SID data.
- Electric Vehicle Charging was discussed at the Village Amenities meeting.
- Safer Internet Day was promoted on Social Media.

**5. CHAIRMAN'S ANNOUNCEMENTS**

None.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

There were no members of the public present at the meeting.

*The Chairman reconvened the meeting.*

**8. HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan stated there was little to report as most Horsham District Council (HDC) news is circulated via email. He did mention that he was pleased with the result of the Birchfield Bursery planning appeal, which was refused. He noted the inspector had stated the application was contrary to two HDC planning policies as well as contrary to the Neighbourhood Plan (NHP). Cllr Donoghue added that there is now a link on the HDC website for making donations to help Ukraine.

**Action Point: The Operations Manager (OP) to share the link on social media.**

**9. WEST SUSSEX COUNTY COUNCIL REPORT**

A report from Cllr Payne was circulated prior to the meeting.

The Chairman asked for the Food Waste Action week to be published on social media and noted that vulnerable residents are now able to request installation of a call blocking device for nuisance callers. Cllr Perry noted that the libraries are taking over the disability register for under 25's.

**Action Point; The OP to share details of the Food Waste Action Week.**

**10. ANNUAL REPORT FROM THE CHAIRMAN OF THE HENFIELD COMMUNITY PARTNERSHIP**  
**- MR PAUL CROWE**

Mr Crowe summarised the main priorities of HCP as follows;

- Artisan Food and Drink Market, to be relaunched 6<sup>th</sup> March after a winter break. He expressed his thanks to Andrea Garrick and Carol Eastwood and explained that running the market will be passed from HCP to Andrea. He commented that the market had been well accepted and was also having a positive impact on the trails, as demonstrated by hits on the website. In the next few weeks an electricity supply will be available for stall holders, thanks to another grant from HDC which was topped up by Henfield Parish Council (HPC) and the Community Partnership. Traders will be charged for the electricity and then paid to the Parish Council to cover the bills.
- Rewilding the High Street, a scheme to improve and 'green' the high street paid for with another grant from HDC. Work is due to begin shortly on the area outside SE Tyres and Bishop Close. There will be an outdoor event to celebrate this work on the first May bank holiday.
- Digital Strategy again with another grant from HDC, a series of promotional videos about Henfield were produced by PMW Communications and shared on social media which were viewed over 124,000 times. This has translated to many more visitors to the Hidden Henfield website so HCP are confident this is benefitting the village and local businesses. There are plans to continue but with in-house produced videos, targeting a 50km radius from the coast to Crawley. The Chairman suggested promoting the Jubilee weekend traders event to attract more visitors.
- Sustainability through SH2030, lots of progress having been made through attendance at the weekly and monthly markets and repair café as well as at the Great Big Green Week in September 2021. He also mentioned the COP26 group that walked from London to Glasgow, the group from Henfield being the second largest contributor and, thanks to supporters from all over the world, and has resulted in over 5000 trees being planted.

He reported that the committee has now been restructured with a more focused approach with clear roles for each member. Their five-year plan has recently been reviewed and will be published soon. HCP plans to support young people and families more in future, a new bump to baby class at the Haven organised by Sue Willis has now started and a toddler group is also planned. HCP will also support the Youth Club with their plans to reconfigure the building to allow after school activities for children, they will be taking the lead with raising money and seeking funding for the project. Last years popular animal trail will also return this summer. Finally, he mentioned footfall trackers, data is now collected from a sample of mobile phone via GPS. This data is collated by HDC but he feels isn't particularly useful due to the small sample size. He thanked HPC for its funding and continued support.

The Chairman asked whether there is now an active Traders Association. Mr Crowe confirmed there is a closed Facebook group that he believes is active. There are also regular monthly updates on events and HCP communicate any useful information to traders via their distribution lists. The Chairman thanked HCP and added that HPC have budgeted to continue their financial support in the next financial year.

**11. ANNUAL PARISH MEETING REVIEW**

Cllr Goodyear commented that she was pleased with the attendance given the weather and that the Facebook views had totalled more than 260. There had been a few comments about sound quality but it was acknowledged that there is an echo in the hall and that some viewers may have needed to turn up their sound volume as the playback had seemed adequate. She also mentioned that the timings worked well with 45 minutes for presentations and 45 minutes for questions. Cllr Donoghue recommended that the Zoom view is restricted to presenter only and that the topics are promoted more prior to the meeting. Cllr Morgan also suggested starting promotion earlier.

The following actions from the meeting will be followed up;

- Sharing of Speed Indicator Device (SID) data.
- Parking on Bishop Park, to be followed up by the Plans Advisory Committee.

- Potential review of Neighbourhood Plan, to be raised by the Chairman at the upcoming Horsham Association of Local Councils (HALC) meeting.
- Cllr Goodyear and the OP to offer to assist with communication at the Medical Centre.
- Cllr Goodyear to check on the process for applying for street parties with Lynda Spain at HDC.
- The Chairman to work on the wildlife layers for the trails on the Hidden Henfield website.

**12. MOTION: TO CHANGE GOAL SIX IN THE STRATEGIC PLAN TO READ “SUPPORT INITIATIVES WHICH HELP THOSE IN THE COMMUNITY THAT NEED IT MOST”**

The Chairman explains that the phrase ‘need it most’ will be replacing ‘frail’ as it was felt more appropriate.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to change goal six in the Strategic Plan to read “support initiatives which help those in the community that need it most”.

**13. MOTION: TO APPROVE HENFIELD PARISH COUNCIL’S THREE-YEAR BUSINESS PLAN**

A draft was circulated prior to the meeting. Producing a business plan had been advised by the auditor. The Chairman thanked Cllr Shaw for his work on the initial draft, which he, Cllr Goodyear and the Clerk had then also added to. He explained that the business plan sits behind and specifies actions for each strategic goal and is ambitious in nature. Cllr Goodyear is also producing a simplified version for public consumption on the website.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Henfield Parish Council three year business plan.

**14. CONSIDER THE RECOMMENDATIONS OF THE LOCAL GOVERNMENT BOUNDARY COMMISSION**

Information was circulated prior to the meeting. Following brief discussion it was felt clear that the Parish Council would be unable to reach a consensus on an overall response, therefore **it was agreed** to submit individual comments.

**Action Point: Cllr Goodyear to share the information on social media so that residents can also respond.**

**15. COMMITTEE REPORTS**

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

Cllr Goodyear to report.

- a) Summary of £20,125.00 Expenditure from 1<sup>st</sup> February to 28<sup>th</sup> February 2022  
Noted by Councillors.
- b) Select Expenditure as the Monthly Random Audit Checks (February 2022)  
Cllr Morgan selected WC Hire.

The Chairman added that a working group has been formed to look at potential uses for the 50 annual trips paid for by HPC in the Community Bus.

**(B) Plans Advisory**

Cllr Shaw reported that many planning applications for works to trees have insufficient information, and that it has been extremely helpful to have the reports from the tree warden John Willis, particularly over the last three months. The Chairman added that a without prejudice meeting with the developers for the Wantley NHP site is due to take place shortly.

**(C) Recreation & Open Spaces**

Cllr Perry reported that there is a meeting next week, work continues on several projects, including a focus on consideration of the future budget for maintenance of playing fields.

(D) **Village Amenities**

Cllr Jones reported that bus shelter shutters are now being closed by a volunteer and that work continues to establish whether there is a problem with the automatic door locking of the toilets. There will shortly be a cemetery working group meeting to consider benches and paths.

(E) **Museum**

Cllr Donoghue reported that there was a meeting last week and invited questions on the minutes. Cllr Goodyear added that the new Jubilee display put together by the costume curator is very good.

(F) **Commons**

Cllr Sharp reported that he is awaiting the return to work of the Countryside and Parks Manager at HDC before scheduling the next meeting and added that the grant application for works to the reed beds was unsuccessful. This work is not urgent and can wait until next winter.

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

Cllr Shaw reported that the Haven trustees have approved plans for solar panels, subject to approval from WSCC and a successful application for grant funding.

Cllr Donoghue reported that she and Cllr Jones have met with the headteacher at St Peters School to discuss a Community Highway Scheme in relation to parking and traffic issues outside the school. The Clerk added that the head of WSCC Highways is visiting the Parish Office later this month and that Cllrs Donoghue and Jones would be welcome to attend if any advice were needed.

Cllr Donoghue asked if there was any further information on the Hall constitution, given the recent article in BN5 magazine. The Chairman said not, but that he was expecting an update closer to autumn.

The Chairman reported that the Horsham County Local Forum will take place on the 14<sup>th</sup> March and asked whether any Councillors may be able to attend alongside him. He plans to raise the issue of why WSCC Highways respond with 'no objection' on planning applications affecting private roads, when 'no comment' would be more appropriate. He added that the HALC meeting is taking place on the 16<sup>th</sup> March and will also be attended by HDC planning officers.

17. **PCSO & POLICE ACTIVITIES**

The Clerk commented that there was nothing to report, and that closing the bus shelter shutters appears to have had a positive affect on the amount of litter and vandalism in the toilets.

Cllr Jones reported that she had attended a Sussex Police webinar on the use of data, and commented that she was pleased to see that Community Speedwatch data is fed into the Sussex Police system and does inform their activity in the area. She added that it is important to report all incidents so that Sussex Police can form a local picture.

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

Cllr Perry stated that she hopes Henfield as a village puts itself forward if there is an opportunity to welcome refugees from Ukraine, this was supported by Councillors.

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

Tuesday 5<sup>th</sup> April 2022 at 7:00pm in the Henfield Hall.

**Meeting Closed at 8.36pm**