



HENFIELD PARISH COUNCIL ANNUAL REPORT for 2018/19

What happened last year ?

The last 12 months have been an exciting time when we have been able to deliver on a number of our longer term plans for the village.

The reopening of our beautiful new Memorial Field with a very well attended and sunny rededication festival in September is a very welcome sight. To add to our enjoyment the first football match on the playing field resulted in a 3-1 win for Henfield over local rivals Steyning.

For our young people the installation of new and much improved play equipment at the Kings Field play area has proven to be very popular. A lot of hard work meant we were able to have it available in time for the summer holidays which saw up to 50 young people enjoying the new experiences at any one time.

The construction of our new Link Road, car park, Parsonage track cycle and pushchair route and an illuminated footpath through the cemetery represents one of the largest and most complex projects that the Parish Council have attempted. Use of these new routes continues to increase and we hope that it will help to alleviate some of the congestion around St Peters School. There is also evidence that more people are giving up car use when using facilities in this area.

We proposed an increase in our Works Officer resources at last years meeting and I am pleased to report that our team can now work in pairs all week which is much more effective. Many more improvements have been delivered as a result with footpath clearance, drainage works and general maintenance keeping the team busy. Most recently you may have noticed the teams work to clear a glade on the north of Henfield Common and to cut back the verges in the centre of the village where these have gradually encroached on the footpaths. We shouldn't forget our litter pickers who work diligently to keep our village neat and tidy.

Work on our second Neighbourhood Plan by a dedicated team of volunteers continues to move forward. Understandably following our last experience the team working with professional advisers and Horsham District Council are working hard to ensure that we have a robust and well thought through set of proposals which we will hear more about at the Parish Evening.

You will see from our Financial proposals that we have been able to achieve all of this with a relatively modest increase in our Precept. Next year we plan to continue along the same lines with an increase of 2.6% to £87.49 pa for a Band D Property.

What Next ?

We want to continue to bring investment into the Parish so that we can integrate the new developments into village life and cope with an increasing number of residents, traffic flows and the impact on village services.

Henfield Cemetery is reaching its capacity and so a big area of focus for us is to open a Cemetery extension.

The management of traffic related issues continues to be a challenge and we are looking at a range of initiatives including the deployment of a mobile speed sign which can target hotspots, the relocation of the south bound bus stop to ease congestion, and the implementation of community speed watch initiative which requires volunteers so if you have a little time and are concerned about speeding please get in touch.

We are planning to launch a new initiative which we are calling Henfield Trails this year. A by-product of our work to clear footpaths and bridleways has been to identify the potential that Henfield has. We plan to create a number of circular walking and cycling trails across the Parish and 10 volunteers have stepped forward to become Trail Designers as part of Horsham District Councils Heritage Trails initiative. We will hear more about this at the Parish Meeting but our aim is to encourage more visitors into the village and to encourage residents to enjoy our beautiful countryside. We will also be using material from our Museum to create some interesting stories under a brand which is being developed by Henfield Community Partnership called "Hidden Henfield".

Henfield Common has a new Management Plan which involves the proactive management of this important part of the village to preserve and expand the diversity of an area which is central to the character of the village. We will hear more about this at the Parish Meeting.

Beyond the Council an initiative to combat loneliness called Connector Plus is being led by Henfield Medical Centre and Dr Karen Crawford-Clark will be explaining what its about, how you can help and how you can get help from the team of volunteers and its co-ordinator Alex Nevatt.

In Conclusion

Of course none of this happens without people and a lot of hard work. I would like to take this opportunity to thank our Parish Councillors who are all volunteers, Kevin Wright our Parish Clerk and his team and everyone in the community who helps us to manage events, keep the village neat and tidy and sustains Henfield's village community which keeps it special.

Malcolm Eastwood

Chairman, Henfield Parish Council

HENFIELD PARISH COUNCIL

Office in the Henfield Hall (open 10am-1pm Tues, Thurs Fri & 10am -3pm Wed)

Full Council meets 1st Tuesday of every month at 7pm in the Henfield Hall

Members: Malcolm Eastwood (Chairman); Elaine Goodyear (Vice Chairman); Eddie Colgate; Ann Donoghue; Tony Duggan; Jane Jones; Richard Kendall; Michael Morgan; Raymond Osgood; Gillian Perry; Gary Pettifer; Tony Rickard; Andrew Sharp; Nigel Stevens; Nigel Yeo

Committee Structure

of

Council

Finance Risk & Change	Meets – 7:00pm	3rd Tuesday of every month
Plans Advisory	Meets – 7:00pm	1st & 3rd Thursday of every month
Open Spaces	Meets – 2:00pm	2nd Tuesday of every month
Village Centre	Meets – 3:30pm	2nd Tuesday of every month
Museum	Meets – 11:00am	Every 3rd Wednesday, every 3 months
Joint Commons		Meets – Bi monthly

Finance, Risk and Change

This Committee comprises the Chairman and the Vice Chairman of Council and Committee Chairmen. The remit of this Committee is to deal with all matters financial, regulatory, urgent and items not addressed by other Council Committees. Along with oversight of the Parish Council's risk registers.

The work load of the Council is continuing to increase as the village grows in size and as we see a reduction in the grants by West Sussex County and Horsham District Councils. This has also had an impact on the work of the Parish Office. To this end the Parish Council - as proposed last year - has recruited a full time Deputy Clerk (to replace the part time Parish Secretary role) and an additional member of the works team. This will enable the Parish Office to deal with the ever-growing demands on its time.

The Parish Council has spent considerable effort last year implementing the requirements of new data protection legislation (GDPR 2018) which came into force in May, and also in making more Parish Council information readily available via our webpages.

This Council is committed to maintaining services in the Village to as high a standard as finances allow for the benefit of Henfield residents and visitors.

Next financial year (2019/20) the total precept will be increased to £236,145 and the figure charged to a Band D property will be £ 87.49 (an increase of 2.6%)

I hope that you feel from what you read in this year's report that we provide a good service for your money

Elaine Goodyear

Committee Chairman

Committee Members: Cllrs. Ann Donoghue; Tony Duggan; Jane Jones; Malcolm Eastwood; Nigel Yeo.

Open Spaces Committee

The role of this committee is to manage and develop those parish facilities, whether owned by the Henfield Parish Council or not, that are outside the Built Up Area Boundary (BUAB) of Henfield. It also manages those open spaces that are within the BUAB.

One of the most significant developments in 2018 was the completion of the work on the Memorial Field football pitches within the Henfield Common. This has been a project lasting several years involving the Parish Council, Henfield Football Club and Henfield Cricket Club whilst the bulk of the funding was provided by Sport England. The drainage has been hugely improved, providing better pitches to play on throughout the year. It was rededicated at a ceremony and sports day in September which was attended by a lot of people from the village and Sally Gunnell.

The play equipment for ages seven and over at the Kings Field was replaced during the summer, funded largely through S106 monies – feedback from residents has been very positive. It was particularly pleasing that many children from St Peter's Primary School entered a competition to have their artwork displayed on the barriers at the park.

In the coming year one of the key issues will be continuing to improve the footpaths. Due to West Sussex County Council budget restraints, Henfield Parish Council are committed to continuing to improve the footpaths on a rolling zone basis. At the same time, we will be progressing the concept of Henfield Trails as a network of signposted walks around and into the village (like a sort of wheel with the village centre at the hub) and will be done in conjunction with the Henfield Community Partnership seeking to develop Henfield as an attraction to visitors. This work will not be receiving Government or European funding, however, funding was sought and declined, the committee would like to thank all those who were involved in the complicated process of applying for funds.

Nigel Yeo

Committee Chairman

Committee Members: Cllrs. Gillian Perry; Malcolm Eastwood; Richard Kendall; Gary Pettifer; Tony Rickard; Andrew Sharp

Plans Advisory Committee

The role of Henfield Parish Council Planning Advisory Committee (PAC) is an advisory one. The planning authorities with responsibility for decision-making are Horsham District Council (HDC) and the South Downs National Park Authority.

There are in the order of 100-150 planning applications a year for Henfield to be scrutinised by the PAC. Each application is evaluated against Horsham District Council's Local Development Plan, and national planning policies. Planning applications can only be determined against material planning considerations and, when objecting to an application the objections will be on the grounds that the application conflicts with the statutory Planning Framework and the specific policies will be quoted.

Henfield Parish Council (HPC) will sometimes have a different view from Horsham Council.

With increasing pressure both nationally and locally for new homes, the most contentious applications are for large scale and infill housing developments. With a number of sites being put forward for consideration within the Neighbourhood plan this illustrates the challenges facing smaller settlements like Henfield. It is likely that developers and agents will submit a number of larger applications over the next 2-3 years, as was illustrated by the application submitted for housing development North of Sandy Lane towards the end of 2018.

With the changes to stamp duty, moving to a new house has become more expensive. Consequently, there has been an increase in applications for extensions and roof conversions. On new development sites the permitted development rights have been removed so small-scale changes require planning permission. Without permission, individuals risk enforcement action by Horsham District Council.

As well as commenting on individual planning applications, the PAC responds to various consultation exercises and during the year this has included the strategic land registers for both employment and housing sites which are held by Horsham council.

The PAC meets twice a month and residents are welcome to attend. The Horsham Council website provides a link for all planning applications where detailed plans can be viewed and comments made, together with planning policy documents.

Tony Duggan

Committee Chairman

Committee Members: Cllrs. Nigel Stevens; Ann Donoghue; Elaine Goodyear; Ray Osgood; Gillian Perry; Tony Rickard.

Museum Committee

The Council is thankful to the loyal team of volunteers who keep the museum open six days a week. The day to day running of the museum is in the hands of the Honorary Curator Alan Barwick assisted by Steve Robotham and Stephanie Richards, our costume curator who continues to research and rotate the costume displays and host groups in the museum. We are always looking for more volunteers so if you have an interest in joining the team and can spare just two hours every month please contact the Parish Council office. Alan and Rob Gordon (Chair of Friends of the Museum) have attended sessions run by Sussex Museum Group on social media interaction and GDPR.

The temporary displays during the year included:

- Recent Acquisitions incl. Sketches for Glasby stained glass
- 100 years of Henfield Women and the Vote
- Royal Doulton Plates

During 2018 there were 1,738 visitors to the museum including groups of children (120) from St Peter's school who came to learn about the history of Henfield and Henfield in WW2. There were also group visits from Horsham U3A and the Billingshurst Local History Society. The volunteers continue to open the museum on special days/evenings e.g. the Village Evening in April which attracted many new visitors.

Exhibits from the museum have also been on display elsewhere in the village e.g. Historical photographs in the cricket pavilion as part of the wonderful Memorial Festival Day in September. The Friends of the Museum have organised visits to local places of interest e.g. Christ Hospital, Guinea Pig Club at East Grinstead and Old Brighton police cell.

We remain grateful to the authors who have donated from the proceeds of sales of their books, e.g. Graham duHeume from the sale of his books "Haunted Henfield" and "Silence! on Vole". The Friends book "A tour of the Commons" has sold over 200 – further copies available from the museum. There were also funds raised from the sale of prints/books etc. at the Henfield Charities Fair in November.

Going forward progress is being made to capture oral history recordings both onto CDs and for future use on touchscreen within the museum. As part of the Horsham District Heritage Forum promoting local museums in the district and beyond the museum will be participating in the Horsham District Year of Culture 2019 and has submitted items for inclusion in the project: 100 Objects book will be published next year and exhibited in Henfield in the summer. Another future project being led by Rob Gordon involves merging old photographs with new taken from the same viewpoint.

Ann Donoghue

Committee Chairman

Committee Members: Cllrs. Eddie Colgate; Tony Duggan; Jane Jones; Richard Kendall; Andrew Sharp and Carolyn Phillips, Friends of Henfield Museum Representative

Joint Commons Committee

The Commons committee (which is a subcommittee of Horsham District Council, owners of the land) is responsible for the management of our three Commons – Henfield, Broadmere and Oreham, as well as for the Tanyard Field, at the western end of Cagefoot Lane.

Following concern over the reedbed it was realised that it could not be properly treated in isolation. So, it was decided to do a new management plan for the whole Common. An experienced professional ecologist, Kate Ryland, was commissioned to write it. After many consultations she produced the plan in late 2018. The committee accepted the plan and are determined to implement it as far as resources permit. A link to the full plan on the internet is on the Henfield Parish website. The periodic introduction of cattle to the Common, a key recommendation, will require temporary fencing to part of the Common. This would require permission from the Secretary of State after extensive local consultations.

Routine maintenance on the other three areas continues.

Andrew Sharp

Committee Chairman

Committee Members:

Henfield Parish Council Cllrs. Eddie Colgate and Elaine Goodyear

Horsham District Council: David Coldwell and Brian O'Connell

Peter Hudson and Patricia Grant, Clerk to the Committee.

Village Centre Committee

The Village Centre Committee takes responsibility for facilities within the Built-up Area Boundary of Henfield. We also look after footpaths and bridleways within the village centre, in conjunction with WSCC.

The public conveniences in the High Street are becoming increasingly difficult to maintain in a hygienic condition, and need some major refurbishment. We are looking to negotiate a lease from Horsham District Council, on terms which will make it viable to commit substantial funds to the project. Responding to comments from residents, our Works Officer has installed a grab handle, to enable less mobile people to step up safely into the bus shelter.

Council try to ensure that floral displays are as attractive and long-lasting as possible. We thank Liz Taylor for continuing to maintain the planters at Springhills. We are also grateful to our team of litter pickers for their hard work and conscientiousness in maintaining a high standard of tidiness around the village.

It has been disappointing to witness the closure of our High Street banks. Mike Morgan has had meetings with Barclays Bank, to try to identify suitable premises for a new ATM.

The new link road between Deer Park and the Leisure Centre is now open and there is informal evidence that congestion in Northcroft has been eased. The ramp from the Parsonage Farm track into the Cemetery has proved popular with users of pushchairs and mobility vehicles.

A priority for the coming year is to bring the Cemetery extension into use, further professional surveys are required in order to obtain planning permission. New lighting, designed to make the cemetery path safer for children attending breakfast clubs during early mornings and Leisure Centre users in the evenings, has caused concern amongst some residents; we are working with the lighting suppliers to resolve this.

At the Youth Club, the day nursery, which was the major hirer of the building, closed on 31st August. In the absence of WSCC funding, Council has assisted towards running costs during the ensuing period. It is hoped that a new day nursery will open shortly. There have been some instances of anti-social behaviour outside the building. The Club leadership have taken firm action to resolve these issues, supported by the police and other agencies. The Kindersley Trust, Lions and BP Guild have made generous donations of money and labour towards refurbishment of the building's interior, and development of the kitchen facilities.

The committee are pursuing a Community Speed Watch Scheme and are investigating a Speed Indicator Device in a bid to alleviate speeding issues in the village. The three bus companies which serve Henfield have been approached with a view to moving the southbound bus stop further north, in order to alleviate congestion in the High Street. Responding to residents' safety concerns, we are continuing to press WSCC to complete road markings at the entrance to the Barratt development, objected to WSCC plans to make changes to footpaths at the junction Church Street/Church Lane, and have been urging them to spend S106 monies more usefully.

Our Remembrance Day event with its links to the World War 1 anniversary was extremely well supported this year with many comments about how well our village commemorates.

I would like to thank the members of this committee for their continuing hard work and for bringing their considerable expertise to our activities

Jane Jones

Committee Chairman

Committee Members: Cllrs. Mike Morgan (Vice-Chair); Eddie Colgate; Malcolm Eastwood; Gary Pettifer; Nigel Stevens; Nigel Yeo.

Financial Report

PREDICTED 2018/19 EXPENDITURE V's BUDGET FOR 2019/20

FINANCE, RISK & CHANGE GOVERNANCE	<u>PREDICTED</u> 2018/19	<u>BUDGET</u> 2019/20
Vandalism	0	500
Community Bus	4,000	4,200
Remembrance Day	1,071	1,000
Postage	130	175
Office Salaries	98,000	117,000
Payroll Charges	600	650
Subscriptions	2,050	2,300
Computing	1,750	2,500
Telephones	925	1,000
F & G P Miscellaneous	950	1,000
Chairman's Allowance	50	100
Training	650	2,000
Travel & Subsistence	175	350
Insurance	2,250	2,300
Photocopier Charges	2,550	2,500
Henfield Hall Maintenance Charges	7,000	7,000
Henfield Hall Bookings	900	900
Internal/External Audit Fees	1,170	1,750
Members Allowance	1,110	1,110
Community Partnership Grant	750	750
Neighbourhood Plan	9,600	3,000
Village Evening	120	0
Henfield Hall Office Rent	10,000	10,000
Council Van	10,050	2,000
Legal & Regulatory Costs	700	1,000
Youth Club	6,000	0
Sub Total - F R & C G	£162,551	£165,085

OPEN SPACES	<u>PREDICTED</u> 2018/19	<u>BUDGET</u> 2019/20
Ground Maintenance (Grass Cutting)	5,750	8,000
Playing Field Maintenance	4,050	8,500
Rothery	3,700	3,500
Wantley Field	120	130
Trees	1,000	4,500
General Expenditure	1,050	1,500
Works Officer Equipment	2,000	7,000
WSCC Service Level Agreement	1,200	0
Henfield Trails	0	5,000
Sub Total - Open Spaces	£18,870	£38,130

VILLAGE CENTRE	<u>PREDICTED</u> 2018/19	<u>BUDGET</u> 2019/20
Recreational Equipment (Purchase)	57,000	0
Recreational Equipment (Maintenance)	0	600
Annual Playground Inspection	333	450
Street Lighting	3,500	3,650
Litter Picking	8,200	9,000
Leisure Centre Maintenance	0	350
Public Conveniences	9,300	10,500
Hanging Baskets, Flower Beds & Verges	4,850	5,250
Seats	100	350
Dog Bins	950	1,050
High Street Christmas Lights	1,600	1,850
Cemetery	11,000	11,000
Link Road	0	1,000
Sub Total - Village Centre	£96,833	£45,050

MUSEUM	<u>PREDICTED</u> 2018/19	<u>BUDGET</u> 2019/20
	£1,100	£500

PROVISION	<u>PREDICTED</u> 2018/19	<u>BUDGET</u> 2019/20
Reserve - Resurfacing Car Park	3,000	3,000
Reserve - Henfield Trails	0	5,000
Reserve - Pension	500	500
Reserve - Council Van	1,500	2,000
Reserve - Cemetery Extension	1,000	0
Reserve - Trees	1,500	1,500
Reserve - Neighbourhood Plan Review	500	500
Reserve - Elections	1,000	1,000
Reserve - Kings Field & Rothery Field	5,000	5,000
Reserve - Recreational Equipment	0	1,000
Sub Total - Reserves	£14,000	£19,500

TOTAL GROSS EXPENDITURE	£293,354	£268,265
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A copy of the Year-End accounts for 2017-18 can be viewed on the Henfield Parish Council website. Alternatively, a copy can be requested from the Parish Council Office on request.

Financial Report

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INCOME	PREDICTED	BUDGET
	2018/19	2019/20
Museum	1,300	300
Cemetery	11,000	10,500
Environmental Cleaning Grant H D C	14,251	14,750
Commons Committee	500	500
Football Club	3,775	2,500
Cricket Club	350	350
Kings Field Trust	2,500	2,500
Interest	365	220
Other Income	53,550	300
Neighbourhood Plan Grants	7,919	0
WSSC SLA Grant	200	200
Precept	222,696	236,145
TOTAL GROSS INCOME	£318,406	£268,265

	2018/19	2019/20
<i>Tax base (Band D equivalent)</i>	2,611	2,699
PRECEPT PER PROPERTY	85.29	87.49