

## **HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council  
held on Tuesday 7<sup>th</sup> June 2022 at 7:00pm in the Henfield Hall.**

**Present:** Cllr M Eastwood (Chairman), E Goodyear, J Jones, G Perry, M Morgan, R Kendall, A Sharp, N Stevens, D Grossmith, R Shaw, A Donoghue and D Jemmett.

**In attendance:** Mrs R Grantham (Operations Manager - OM)

### **MINUTES**

1. **DECLARATION OF MEMBERS 'INTERESTS**

There were none.

2. **APOLOGIES**

Apologies were received from Cllrs N Farrell, C Simmonds and J Potts.

Cllr Farrell attended via Zoom conferencing in order to contribute to the discussion. It was acknowledged that she would be unable to vote on any matters.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 3<sup>rd</sup> MAY 2022**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

There were none.

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported on a letter received from MP Andrew Griffith, highlighting the Village Hall Improvement Fund (which Henfield would not qualify for), help available from the Community Payback scheme and the acoustic camera trials recording noise levels particularly from motorcycles. He also commented that Andrew Griffith suggested that in addition to his regular surgeries, that he would consider holding a surgery in Henfield, or a Question Time style event, which is normally Chaired by a Parish Councillor. It was agreed that this may be worth considering in the Autumn.

The Chairman also reported that he has recently met with Revd. Paul Doick from St Peters Church, where they discussed Henfield Parish Council's (HPC) business plan as well as other areas of concern such as the medical centre and provision for young people and children in the village.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting.*

6. **WEST SUSSEX COUNTY COUNCIL REPORT**

A report from Cllr Sarah Payne was received and circulated prior to the meeting. She was unable to attend the meeting. The Chairman highlighted the digital ambassadors, Carers Week 6<sup>th</sup> to 12<sup>th</sup> June and volunteers for the summer reading challenge.

**Action Point: The OM to communicate the above via social media.**

The Chairman also mentioned that the West Sussex Fire and Rescue Services Chief Fire Officer has been appointed as the National Fire Chief Council's International Lead and

mentioned that there have been 35 electric vehicle charge points installed in West Sussex so far. Cllr Donoghue asked for an update on charge points for Henfield. The OP explained that Connected Kerb are in the process of assessing the Leisure Centre car park as a site.

Cllr Kendall asked whether the report from Cllr Payne could be sent the day before rather than on the same afternoon as the meeting and requested that there was more information relevant to Henfield in particular.

**Action Point: The Clerk to contact Cllr Payne with the above request.**

7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan reported that the hot bin trial was going well, however the bins are expensive at £200 each. The recycling of batteries, small electricals and textiles will also continue, despite not meeting targets from WSCC.

Cllr Morgan has recently updated Cllr Shaw on the situation with enforcement regarding Pear Tree Farm. This has been circulated to the Plans Advisory Committee.

Cllr Morgan has been receiving a lot of complaints regarding vehicles parking on pavements and explained that the visiting enforcement officers are not able to issue enforcement notices. This can only be done by Neighbourhood Wardens which Henfield has decided not to employ. The Chairman mentioned that it was our choice to invest in Works Officers and in other organisations that work towards encouraging good behaviour in the village.

a) Feedback from the Big Conversation event

The Chairman reported that he attended the Ashington event, where the discussion was centred around recovery from the pandemic, the cost-of-living crisis, water neutrality, climate and biodiversity, as well as a new corporate plan focusing on the balance between building houses and food security with ecology and the environment at the top of the agenda. Lyn Lambert answered questions on planning issues and there was discussion on whether to refresh or review Neighbourhood Plans, which was advised against at the current time as there are too many risks and uncertainties.

8. **UKRAINIAN REFUGEE UPDATE**

Cllr Perry reported that the Jubilee events had been very inclusive and that several Ukrainian visitors had attended and felt very welcome. The Saturday drop-in has proved very popular and language classes are due to start this week. There are currently 10 families in the village and immediate area, and primary school places have allocated where needed. However there has been great difficulty obtaining secondary places, with little to no communication from WSCC. There will also be an issue with dentistry places as there are no NHS providers taking new patients in the area.

**Action Point: The Clerk to raise the issue of secondary school places and communication with Cllr Payne.**

9. **REVIEW OF THE JUBILEE EVENTS**

The Chairman commented that this was the biggest organisational challenge HPC has taken on in terms of the number of events in a short time period and thanked in particular the OM, Parish Administrator and Cllr Goodyear, as well as Cllr Farrell and the Works Officers. The Children's Fun-day, Beacon, Church Service, Concert and Picnic were all well attended and it is estimated around 3,000 participants joined in over the whole long weekend. A big thank you to the organisations and individuals, the BP Guild, particularly Chris Simmonds and the team who created and installed the Beacon, the Ladybirds, Henfield Football Club, Henfield Cricket Club and the Youth Club. Also thanks to Get Fit who organised the traditional sports which were very popular, Stephanie Richards from Henfield Museum who organised the fancy dress competition and John Willis who organised the concert. The concert made a healthy profit and the proceeds will be split between the Haven and the Youth Club.

10. **MOTION: TO APPROVE THE FINAL INTERNAL AUDIT FOR 2021/22**

Cllr Goodyear thanked the Clerk for all of his hard work in achieving an excellent audit outcome. The Chairman added that the auditor had commented that the audit was spotless, and that there had only been suggestions and no particular issues.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Sharp and **VOTED ALL IN FAVOUR** to approve the Final Audit for 2021/22.

11. **IN RESPONSE TO COMMENTS IN THE INTERNAL AUDIT, AGREE THAT THE FINANCE, RISK & CHANGE COMMITTEE CAN PROVIDE SHORT BUSINESS CASES TO SUPPORT EACH OF THE COUNCIL EARMARKED RESERVES**

The Chairman explained that, as HPC have several allocated reserves, that it would be appropriate to have a short business for each to explain why the projects are needed and how it is hoped they will be funded. Also to make clear where Henfield Parish Council (HPC) is taking a supportive role in projects rather than taking the lead, as most projects are owned by other community organisations.

It was **ALL AGREED BY SHOW OF HANDS** that the Finance, Risk and Change (FRC) Committee can provide short business cases to support each of the Council Earmarked Reserves.

12. **MOTION: TO APPROVE THE YOUTH SERVICES TERMS OF REFERENCE & COMMITTEE STATUS**

Cllr Farrell explained that she, the OM and a representative of the Youth Club had attended a consultation with a diverse group of 26 young people from Steyning Grammar school between the ages of 11 and 18. On the whole they were very enthusiastic, many had come prepared with notes and ideas and they were very pleased that they were being consulted and 'thought of.' Out of the 26, 21 gave their names as happy to be contacted and involved in future. The main issue mentioned was transport, in particular the frequency of buses, buses stopping too early and no service on Sunday. The other main requests were for improvements to the skate park and for a café style meeting place for after school and early evening. There were also several more minor suggestions such as new basketball hoops and nets and different hours for young people in the Leisure Centre gym, which Cllr Farrell has already actioned. Methods of communication were also mentioned, the preferred being Instagram and Tik Tok.

Cllr Morgan agreed that the lack of public transport is a big problem for all residents but commented that he would prefer to see more investigation done for Youth Services to operate as a sub-committee of FRC first. This may have less impact on the Parish Office. He mentioned that 25 years ago a lot of similar work was done and young people were not engaged. Cllr Goodyear explained that the proposed committee would not be dependent on the involvement of young people; it is to focus what HPC can do to support them and have a positive impact on their lives. The Chairman added that having a full committee would send a strong message of commitment, that it wouldn't be appropriate or fair for FRC members to commit time or be the decision making authority and that despite not having a budget initially, there are substantial general reserves and £10,045 in a Youth Services Reserve which could be utilised alongside funding from our general reserves. Cllr Shaw added that it has been highlighted and agreed as a priority in the Business Plan and that it is critical to start with best intentions. He mentioned that up until now, resources have been skewed towards older people and that employment of a Youth Coordinator could drive actions forward. Cllr Jones commented that it is important that Young People see that the democratic process works for them and that it is given the full weight of a committee.

The Chairman suggested adding mention of events into the terms of reference, particularly as the Jubilee Fun day was so well attended. Cllr Perry added that she would also like to see more mention of younger children, particularly under five's.

It was **PROPOSED** by Cllr Grossmith, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Terms of Reference, subject to the amendments above.

It was **PROPOSED** by Cllr Donoghue, **SECONDED** by Cllr Sharp and **VOTED 11 IN FAVOUR AND 1 AGAINST** to approve the Youth Services Committee status as Committee reporting into the Parish Council, with its Chairman a member of the Finance, Risk & Change Committee.

**Action Point: The OM to make the required amendments to the Terms of Reference.**

13.

### **COMMITTEE REPORTS**

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

Cllr Goodyear commented that FRC had not met in May so there were no minutes.

- (a) Summary of £35,196.51 expenditure from 1<sup>st</sup> May – 31<sup>st</sup> May 2022.  
Noted by Council.
- (b) Select expenditure as the monthly random audit check.  
Cllr Shaw selected DMH Stallard.
- (c) Approve the revised Infrastructure Delivery Plan, post Community Facilities review.  
Cllr Goodyear explained that the main change was the addition of replacement cricket nets.

It was **ALL AGREED** to approve the revised Infrastructure Delivery Plan.

- (d) Works Officer update.  
A verbal offer has been accepted by a new Works Officer, subject to him working with the current team for one morning next week. It is proposed that he starts on the 1<sup>st</sup> August and there will be a six-month probation period. There is currently a large backlog of works, and outside contractors may be used for particular jobs in order to catch up.
- (e) Consider and approve a funding request from Henfield Leisure Centre to repair the roof.  
The Chairman explained that the Leisure Centre have requested that HPC pay half of the £2,190 cost for roof repairs, with them paying the balance. Cllr Donoghue explained that they may not have realised that they could have applied for 60%. The Chairman suggested that the Leisure Centre pays 40%, 10% is paid from CIL contributions and 50% from HPC reserves.

Cllr Jones asked whether this repair would be sufficient to solve the problem. Cllr Donoghue responded that there will be a 10-year guarantee on the work. The Chairman added that a full roof replacement will be needed in the future and that HPC will continue to set aside a reserve in order to be able to contribute.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Donoghue and **VOTED ALL IN FAVOUR** to approve the funding request from Henfield Leisure Centre to repair the roof, subject to the amendment above.

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

Cllr Shaw invited questions on recent minutes and thanked Cllr Jemmett for attending two recent appeal hearings at Horsham District Council.

#### **(C) Recreation & Open Spaces**

Cllr Perry reported that there has been a recent tree warden meeting and that the village has been mapped for potential locations of trees on verges. A Go Fund Me

page has been set up for donations in order to purchase trees through the WSCC scheme, where they carry out the initial investigation into suitability, then order and plant the tree. It is then down to local residents, tree wardens and the works team to water. As the Village Amenities Committee (VAC) look after verges there is a cross over with this committee. Cllr Perry asked for VAC support and this will be discussed at their next meeting tomorrow. The Chairman suggested that HPC match fund any funds raised as there is a budget for trees, although some will need to be set aside for the tree surveys and any work needed as a result.

Cllr Perry added that work continues to try and find a contractor to repair the mound on the Kings Field.

**Action Point: The Parish Administrator to put match funding for trees on the next ROS agenda.**

**(D) Village Amenities**

Cllr Jones reported that there is a meeting tomorrow. Cllr Sharp asked whether there was any payment being made for the portable speed indicator data and analysis. The OP explained that this is downloaded from the devices automatically at no extra cost and used in order to inform activities by the Speedwatch team as well as for further analysis by a specialist with Sussex Police.

a) Seek feedback on the proposed speed limit change on Henfield Common.

Cllr Jones explained that it is proposed to have a continual 40mph speed limit from east of Woodmancote all the way to the 30mph limit by Mill Drive, along the Brighton Road alongside the Common. Speed data has been collected to support this proposal. It was argued by some Councillors that motorists may not respect a lower limit as this is a very straight stretch of road. The Chairman added that due to re-wilding, visibility is poor when crossing the road so a speed reduction would assist, as well as helping traffic pulling out from Swains Farm where there have also been accidents. Cllr Perry added that lots of people also need to cross the road for the bus stop.

**It was agreed by all** for this to be discussed further by the VAC committee meeting tomorrow but that the discussion and views of Councillors is useful.

**(E) Museum**

Cllr Donoghue reported that there will be a repository for Jubilee photographs and that the museum are liaising with BN5 magazine.

**(F) Joint Commons**

Cllr Sharp reported he is hoping the Committee will meet by the end of the month and that an ecologist has started working on a management plan for Broadmere Common.

14.

**REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**

a) Medical Centre support.

The Chairman stated he has arranged a meeting with Medical Centre in order to discuss how HPC can support them with their current difficulties. He added that he will try to be encouraging and supportive. Previous volunteers for the Medical Centre may be called on again. He added there has also been a lot of discussion about Lloyds Pharmacy, and that he has asked Peter Bates to resurrect the user group while he concentrates on the Medical Centre separately. Cllr Grossmith suggested it may help if the Medical Centre were to dispense more than one month supply of medication for those with lifelong medical conditions.

Cllr Shaw reported that there is a meeting for all Cllrs and the trustees of the Haven in July. He added that the Haven recently won the 'Dream Team' award at the Horsham District Volunteer Awards. Councillor Shaw said he was also very pleased to report that Digby Stephenson, Chair of The Henfield Haven, had received an individual award as a 'Platinum Champion' - one of 490 given by the Royal Voluntary Service whose patron is The Duchess of Cornwall. The award was given to celebrate and recognise those who go to extraordinary lengths to improve the lives of others'

15. **PCSO & POLICE ACTIVITIES**

Cllr Jones reported that she has attended a Police focus group in Storrington, where the focus was on quality of life in parishes with an emphasis on the Community Safety Partnership where £9 million per year is being invested. Chief Constable Jo Shiner is now the national lead for roads policing and Katy Bourne is considering taking on the Police and Crime Commissioner portfolio for road issues.

There was also discussion on the new app called Sussex Safe Spaces for those feeling unsafe outside of their homes; this is being replicated across the country. 101 call handling times were also discussed; currently the average being just under 5 minutes which is the 4<sup>th</sup> fastest in the country. A new telephone system will soon help improve this and more training is planned for call handlers in order to help them manage callers' expectations.

Finally, there was an emphasis on the importance of reporting crimes.

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

There were none.

17. **DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> July 2022 at 7.00pm. Cllr Goodyear gave her apologies for this meeting.

**Meeting Closed at 8.50pm.**