

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council held on
Tuesday 7th February 2023 at 7.00pm in The Henfield Hall.**

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager-OM), Cllr S Payne (West Sussex County Council-WSCC) and eleven members of the public.

MINUTES

1. **DECLARATION OF MEMBERS 'INTERESTS**

Cllr Simmonds declared a personal interest in item 11 as Chair of the Fundraising Committee for the Clarkes Mead Trust.

Cllr Jones declared a personal interest in item 11 as a Trustee of the Clarkes Mead Trust.

Cllr Jemmett declared a personal interest in item 10 as Treasurer of Henfield Youth Club.

2. **APOLOGIES**

Cllrs Stevens and Grossmith. Cllr Sharp will be late.

The Chairman added that Cllr Stevens is very unwell. All Cllrs send their very best wishes to Cllr Stevens and his wife at this difficult time. The Clerk will pass this message on.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 3rd JANUARY 2023**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

There were none.

5. **CHAIRMAN'S ANNOUNCEMENTS**

An individual has now been charged in relation to the incident at Holedean Farm. It was all agreed to send a letter to the victims on behalf of the Parish Council offering help and support.

Action Point: The Clerk and Chairman to write a letter as above.

Lloyds Pharmacy is now fully staffed and the situation has improved, although there has still been no contact with the Regional Manager. The Medical Centre continue to dispense to the most frail patients which has resulted in thirteen hours per week of extra work. This agreement is in place for three months and other patients are now gradually being encouraged to return to Lloyds from using other local pharmacies.

The Chairman adjourned the meeting.

OPEN FORUM

It was all agreed that members of the public in attendance would speak on the individual items concerned rather than in the Open Forum. **It was also all agreed** to discuss item eleven after item seven in order to allow the members of the public to leave if they wish.

The Chairman reconvened the meeting.

6. **MOTION: TO GIVE APPROVAL IN PRINCIPLE TO PROCEEDING WITH THE DEVELOPMENT OF A FUTURE DESIGN OF THE KINGS FIELD & SPORTS FIELD TO INCLUDE THE COMPONENTS SET OUT IN THE PAPER "KINGS FIELD & SPORTS FIELD**

FUTURE: DRAFT DESIGN PROPOSALS,” SUBJECT TO:

- 1. EACH OF THE ORGANISATIONS PROVIDING DETAILED DESIGN PROPOSALS FOR EACH OF THE INDIVIDUAL ELEMENTS OUTLINED IN THIS PAPER IN DUE COURSE.**
- 2. CONSULTATION WITH STAKEHOLDERS ON THE OVERALL PLAN AND INDIVIDUAL COMPONENTS IF REQUIRED.**

A report and proposed map with layout was circulated prior to the meeting. This was compiled following a meeting of the Kings Field stakeholders who all contributed and agreed to the design. It was explained that this is a general outline concerned with agreeing the individual components and approximate positioning on the field only. Approval in principle will avoid wasting time on unproductive work and enable each organisation to move forward with their detailed plans and submit these to Council for formal approval at a later date. Cllr Morgan commented that a fenced 4G pitch would require a formal lease and market rent would be payable as this is charity land. It was confirmed that a 4G pitch would be fenced and only suitable for football, although the pitch would be available for use by the school as well as the football club which should allow some reduction in the rent. Cllr Kendall commented that there would need to be revision to the usage definition as it currently states the area concerned must remain as open green space for general use. The Chairman added that he believes the loss of green space for general recreation can be offset against the additional green space to be offered in the proposed Neighbourhood Plan developments at Parsonage Farm and Wantley. It was noted that the plan also allows for an increased sized basketball court which can have additional lines marked for netball and other sports. Cllrs Farrell and Goodyear commented that this court must remain open for general play, rather than a fenced facility that requires booking and payment. This was generally accepted. It was also noted by Cllr Shaw that security considerations will need to be fully explored if such a large investment, estimated by the Chairman at in excess of £2m is to be made. This was generally agreed as a further component to be considered.

It was **PROPOSED** by Cllr Simmonds, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the motion above.

7. **MOTION: TO APPROVE THE ALLOCATION OF THE AREA OUTLINED IN THE PAPER “KINGS FIELD & SPORTS FIELD FUTURE DESIGN” FOR THE CONSTRUCTION OF TWO PADEL TENNIS COURTS TO BE MANAGED BY HENFIELD LEISURE CENTRE AND FOR A SUPPLEMENTARY LEASE TO BE GRANTED TO HENFIELD LEISURE CENTRE, SUBJECT TO FORMAL PLANNING PERMISSION BEING GRANTED BY HORSHAM DISTRICT COUNCIL, TOGETHER WITH EVIDENCE THAT FULL FUNDING FOR THE CONSTRUCTION OF THE TWO COURTS IS AVAILABLE.**

A detailed report was circulated prior to the meeting. It was explained by a leisure centre representative that there are currently only four padel tennis sites in Sussex, the nearest being in Burgess Hill which has a three-month waiting list to play. The project is seen as an opportunity for the Leisure Centre to be self-funding and fully self-sustainable. Horsham District Council (HDC) is fully supportive and keen to see Henfield have the first courts in the district. Full consideration will be given to lighting and noise in order to minimise any impact on local residents and pre planning advice will be sought. Drainage concerns would be addressed at the groundworks' stage. The courts will be available to the public on a pay and play basis with equipment available to hire from the Leisure Centre. A maintenance contract will be taken out to include an annual site visit and any light remedial works. There are several funding options available including private investors and an interest free loan from the Lawn Tennis Association. No Parish Council funding is being sought. It was suggested that a supplemental lease on a similar basis to that provided for Sharkey's could be granted once planning has been approved. Information on the project will be published in BN5 magazine and HLC having a display stand at the Annual Parish Meeting was also suggested.

It was **PROPOSED** by Cllr Donoghue, **SECONDED** by Cllr Kendall and **VOTED ALL IN FAVOUR** to approve the motion above.

Item 11 was then discussed.

Members of the public left the meeting after item 11 was concluded.

8. **WEST SUSSEX COUNTY COUNCIL REPORT**

A report from Cllr Payne was circulated prior to the meeting. The following headlines were mentioned and it was agreed to circulate further detail on social media:

- Highways response time.
- Independent Visitor Scheme.
- Reading Challenge
- Waste Prevention Volunteering.

Action Point: The OM to circulate details on social media.

a) Barrow Hill Traffic Order.

The consultation for the reduction in speed limit to 40mph is running until the 16th February. It was all agreed for the Parish Council to write in support and to publicise the consultation on social media and that this would be the priority social media item given the short time before the consultation period closes.

Action Point: The Clerk to respond to the consultation in support of the speed reduction.

Action Point: The OM to circulate details of the consultation on social media.

9. **HORSHAM DISTRICT COUNCIL REPORT**

HDC has elected a new leader, Claire Vickers. The Local Plan has been delayed further and will now not be considered until the latter part of this year. Disappointment was expressed that the decision not to proceed to Regulation 19 was taken by Cabinet without a public debate or detail on how members voted or their reasoning. However, the process followed was found to be legal and challenging it is likely to be unsuccessful. It was noted that a lack of Local Plan has already had an impact on Billingshurst as a recent HDC refusal for a further 82 homes has been overturned by the Planning Inspector due to the lack of a five-year land supply and progress with the Local Plan, despite Billingshurst having a Neighbourhood Plan. The water neutrality issue was overcome by agreement with a local farmer to install rainwater capture to avoid extraction of water from the river Adur. It was agreed that the Chairman and Clerk will write to the CEO and new leader of HDC to express disappointment and concern at the lack of transparency in the process as well as the fact that the Local Plan, which underpins Henfield's Neighbourhood Plan, is not proceeding therefore leaving Henfield vulnerable to speculative development.

Action Point: The Chairman and Clerk to draft a letter to the CEO and leader of HDC as above.

10. **MOTION: TO INCLUDE ON THE INFRASTRUCTURE DELIVERY PLAN THE HENFIELD YOUTH CLUB PROPOSAL TO CONVERT THE CURRENT LOFT SPACE INTO A MEZZANINE FLOOR**

A report and plan was circulated prior to the meeting. Cllr Farrell explained that the plans would enable the Youth Club to have increased more flexible space to allow them to have separate spaces for different age groups and to retain the nursery. The Youth Club are waiting to hear from the Football Club regarding whether they are interested in sharing space. A decision is expected by the end of March.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to include the proposal above on the Infrastructure Delivery Plan (IDP).

Action Point: The OM to update the IDP and send to HDC.

Cllr Sharp joined the meeting at 7.57pm.

11. **HENFIELD SCOUT COMMUNITY CENTRE FUNDING**

A detailed report and financial information from a member of the Clarke Mead Trust was circulated prior to the meeting along with a follow up email from the Parish Council Chairman. It was explained that building work has now begun with steels and a roof in place. A decision was made to go ahead despite not all funding being in place due to the increasing prices of materials. Several of the grants have been agreed but are not payable until the end of the project so the project has a cash flow problem in being able to settle invoices currently due to the contractor for building construction. Funding to complete the build is there once all of the grants and donations are received. Fundraising efforts continue for the internal fitting out of the building and Cllr Simmonds explained that there are many pledges for internal works such as doors, electrical work and a kitchen from local businesses and professionals which can be drawn upon once a watertight shell is in place.

A loan note scheme has recently been launched and the BP Guild have offered to pay interest at 2.5% to those who wish to invest. The Parish Council has already committed to a £20,000 contribution, although the usual 10% contribution could increase this to a potential £30,000 which has been discussed at Finance & Change Committee but not yet bought as a motion to Parish Council. Paying the contribution early once the building is watertight was discussed, however there was some discussion that this would not satisfy the terms and conditions of our funding as it could not be considered the end of the project with a fully functioning building in place. Therefore, it was suggested that the Parish Council could consider a bridging loan of £45,000. £15,000 will be repaid at the end of March (due to funds becoming available from a notice account) and the remaining £30,000 owed could convert to a grant at the end of the project, the definition of which Councillors will need to decide. A schedule for payments due to contractors is available. It was also confirmed that any loan would be to the Clarke Mead Trust rather than the Scouts, and it was explained that the trust will be putting a management committee in place. It was also noted that any delay to the building could risk future grant applications and leave the community with a half-finished construction site. It was agreed that representatives of the Clarke Mead Trust, the Clerk and the Chairman would work together to ensure that all the analysis is completed so that recommendations could be made to an Extraordinary Meeting of Council.

It was agreed to progress this agenda item by arranging an Extraordinary Meeting with separate motions to consider approval of a bridging loan and increasing the Parish Council contribution from £20,000 to £30,000.

Action Point: The Clerk to arrange an extraordinary meeting as described above, after the relevant discussions have taken place.

12. **ANNUAL PARISH MEETING UPDATE**

Speakers have now been confirmed. The first presentation will be by the Children and Young People Committee followed by the Community Transport Sussex, explaining the new electric car club project in Henfield.

Chief Constable Jo Shiner who will also speak on roads policing and will also take questions. There will be the usual displays including the Museum and will also include Sainsbury's.

13. **INTERNATIONAL WOMEN'S DAY – NOMINATIONS**

NALC has requested a short video from female Councillors explaining their achievements, to celebrate women's contributions and promote being a councillor. The deadline for submission is 28th February.

Action Point: The female Councillors to arrange to meet and film a short video.

14. **CORONATION CELEBRATION EVENTS**

A family fun day is being arranged by the Children and Young People Committee and BP Guild for Sunday the 7th May on the Rothery Field. Contributors to the Jubilee events have

also agreed to be involved. The beacon may be lit in the evening. The King has asked for a volunteer focus on the Bank Holiday, Monday the 8th May. This will be discussed further with Henfield Community Partnership. Cllr Perry asked for consideration to something permanent to mark the Coronation such as a viewing platform from the Rothery.

15. **BUDGENS & SAINSBURY'S**

Budgens will close at the end of February and Sainsbury's plan to open following refurbishment in May. **It was agreed** to request that a cash machine and paying in machine is installed as part of the refurbishment as well as a donation point for flexible plastic recycling.

Action Point: The Clerk to contact Sainsbury's to request flexible plastic recycling and a cash machine(s).

16. **COMMITTEE REPORTS**

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

(a) Summary of £22,145.13 Expenditure from 1st January – 31st January 2023.
Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Checks – December.
Cllr Morgan selected Brighton Engravers.

(B) **Plans Advisory**

Cllr Shaw invited questions on minutes.

(C) **Recreation & Open Spaces**

Cllr Perry reported works to the mound are now finished.

(D) **Village Amenities**

Cllr Jones invited questions on minutes.

(E) **Children & Young People**

Cllr Farrell invited questions on minutes.

(F) **Museum**

Cllr Donoghue reported that the Annual Parish Meeting display with focus on the new book and there will also be a costume display. The committee meets at the end of the month.

(G) **Joint Commons**

Cllrs Eastwood confirmed the next committee meeting will be tomorrow.

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

a) WSALC Chairmen & Clerks 'Forums.

The Chairman reported the following from the WSALC Chairmans forum:

- Upcoming Police focus groups.
- Photo ID needed for voting in upcoming elections.
- Martyn's Law and the potential impact on small community events which may require terrorist risk assessment.
- 'Parishes.UK' scam emails to Cllrs and Parish Councils. We are asked not to respond.
- Levelling Up Bill is currently progressing through the Lords and a briefing will be held once it is finalised. NALC is campaigning to grant all Parish Councils the General Power of Competence, as only 18% have a CILC qualified staff member.

18. **PCSO & POLICE ACTIVITIES**

It was acknowledged that there has been an increase in anti-social behaviour recently as well as a number of other concerning incidents. There will be a noticeable increase in Police presence in Henfield for the time being.

19. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
There were none.
20. **DATE OF NEXT MEETING**
Tuesday 14th March 2023 at 7.00pm.

Meeting Closed at 9.09pm