

HENFIELD PARISH COUNCIL

Meeting of Henfield Parish Council held on Tuesday 3rd October 2023 at 7.00pm in The Henfield Hall.

Present: Cllrs E Goodyear (Chairman), J Jones, M Morgan, G Perry, D Grossmith, D Jemmett, R Kendall, S Leader, A May, J Potts, R Shaw and C Simmonds.and A Davey.

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Operations Manager) and one member of the public.

The Clerk informed Council that Cllr Eastwood has recently lost both of his parents; a joint funeral is due to take place later this month. He is also unwell himself. As requested by him, Cllr Eastwood is only being sent agendas and minutes for meetings, no other correspondence. The Clerk will write to Cllr Eastwood this week on behalf of the Council to express sincere condolences and to offer best wishes.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Eastwood.

3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON
5th SEPTEMBER 2023**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

None.

The Chairman explained that the member of the public is in attendance to assist with discussion on the Tanyard Barn project. It was agreed by all to discuss item 12 directly after the Open Form.

5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that Cllr Farrell has resigned as a Councillor. Her dedication, enthusiasm and commitment to children and young people in Henfield will be very much missed. It was noted that she had contributed a huge amount, in particular to setting up the Children & Young People Committee and running successful events.

The Chairman also reported that the new Youth Coordinator, Georgina Campsey, is starting on the 9th of October and is looking forward to the new role. It is hoped in the coming weeks that she will meet and liaise with the relevant organisations in the village and work towards setting up a Youth Council for Henfield.

The Clerk reported that the Clarkes Mead Trust have paid all bills to date for the construction of the new Scout Building. The trust is now in receipt of the grant from Garfield Weston and evidence of this has been requested. It was noted that the Parish Council will be paying their contribution of £20,000 once the building is watertight, doors and windows are due to be fitted in the next few weeks. The remaining £10,000 contribution can be release once it has been confirmed that all other funding and fit out costs are in place.

Jane Eaton, Chief Executive of Horsham District Council (HDC) will be attending the November meeting. She is happy to answer any questions and would appreciate questions from Councillors to be submitted in advance if possible. Please can these be sent to the Clerk.

The Chairman adjourned the meeting.

OPEN FORUM

The member of the public in attendance agreed to speak under item 12.

The Chairman reconvened the meeting.

6. **WEST SUSSEX COUNTY COUNCIL REPORT**

No report was received from Cllr Sarah Payne.

7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Potts reported that HDC has purchased the land at Bramber Brooks, demonstrating their commitment to protect and enhance green space and biodiversity. He also reported that the Community Climate Fund is now open again, with three levels of awards, details are on the HDC website. Cllr Potts then updated Council on the planning application for Padel tennis courts at the leisure centre. It had come to light that Christ's Hospital, had been granted permission for more courts and without the need for a water neutrality statement. He had queried this with officers at HDC, as this had seemed inconsistent as the Leisure Centre do have to provide a water neutrality statement. Unfortunately, he was unable to avert this and the Leisure Centre has now incurred further costs of £2,500 plus VAT for an expert report. It was suggested that this is raised with Jane Eaton next month, and that perhaps HDC could make a donation towards the cost of this report.

8. **VACANCY FOR COUNCILLOR**

As Cllr Farrell has resigned as a Councillor, HDC now requires the Council to follow a set process. Notices have been displayed on our noticeboards as required and if ten electors request in writing an election by 16th October, then an election will need to take place. If not, the usual co-option process will be used to fill the vacancy. It is unlikely that the vacancy will be filled until at least later this year.

9. **MOTION: TO APPROVE THE NOTICE OF CONCLUSION OF ANNUAL AUDIT FOR 2022/23**

The notice was circulated prior to the meeting. This is the final document produced at the end of the 2022/23 financial year. It has been posted on noticeboards and on the website as per requirements. Auditors also require Council to approve it.

It was **PROPOSED** by Cllr Potts, **SECONDED** By Cllr Jones and **VOTED ALL IN FAVOUR** to approve the Notice of Conclusion of Annual Audit for 2022/23.

10. **MOTION: TO APPROVE THE EXTERNAL AUDITOR REPORT FOR 2022/23**

This report was circulated prior to the meeting, it is also an auditor requirement to approve it.

It was **PROPOSED** by Cllr Kendall, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the External Auditor's report for 2022/23

11. **MOTION: TO APPROVE THE SITING OF A SEAT IN REMEMBRANCE OF HER MAJESTY QUEEN ELIZABETH II IN HENFIELD HIGH STREET. TO APPROVE PAYMENT FROM THE GENERAL RESERVES**

A design was circulated prior to the meeting. The bench is likely to cost around £1,000 to £1,500 and will be constructed by a local blacksmith in sections to be assembled on site in the Village Square. There was overall support for the design, in particular for the 'conversation' style. The cycle racks will be moved and bollards also installed to prevent unauthorised parking on the area.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the siting of a seat in remembrance of Her Majesty Queen Elizabeth II in Henfield High Street, to include payment from the General Reserves.

This item was discussed following the Open Forum.

12. **MOTION: TO APPROVE IN PRINCIPLE A LEASE AND SUB-LEASE AND FUNDING ARRANGEMENTS RELATING TO THE TANYARD BARN, INCLUDING PAYMENT OF LEGAL COSTS**

A report was circulated prior to the meeting. Cllr Morgan explained that the Tanyard land is owned by HDC and managed by the Joint Commons Committee. He asked for the proposal to move to a lease from HDC to be approved in principle and for delegated authority for the Finance Risk and Change Committee (FRC) to deal with the process going forward. A planning application has been submitted. The intention is for HDC to grant a lease to the Parish Council and for them in turn to grant a sub lease to the Sheddars. A lease is needed in order to apply for grants; the Parish Council to apply for a grant for building costs to restore the building to its original size, and for the Sheddars to then apply for a grant to fit out the building. HDC will be responsible for their own legal costs and the Parish Council's costs will be underwritten by the Sheddars, to be covered by grants. Concerns were raised regarding access. It was confirmed that there is currently vehicular access for maintenance works from Chestnut End which could be used for construction traffic. Once built the access will be pedestrian only. There are also likely to be conditions and restrictions placed on operating hours. The Sheddars have plans for extensive sound proofing to address noise concerns. With regards to water neutrality, the Sheddars have submitted a statement and await the decision on whether it is acceptable. All advice from HDC at the pre-planning stage has been addressed. Cllr Shaw added that he felt it would be inappropriate for the Plans Advisory Committee to comment on the application when it comes before them for discussion.

It was **PROPOSED** by Cllr Simmonds, **SECONDED** by Cllr Grossmith and **VOTED ALL IN FAVOUR** to approve in principle a lease and sub-lease and funding arrangements relating to the Tanyard Barn, including payment of legal costs.

It was also agreed to delegate authority on this matter to FRC.

13. **COMMITTEE REPORTS**

(A) Finance, Risk & Change Governance

(a) Summary of £36,422.60 Expenditure from 1st September – 30th September 2023.
Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Checks – September.
Cllr Grossmith selected EDF – Public Conveniences electricity supply.

(B) Plans Advisory

Cllr Shaw reported that he and Cllr Potts had attended a recent workshop in Steyning to discuss progress on the Local Plan. Councillors have received paper copies of potential areas for development as an addition to those specified in the Neighbourhood Plan (NP). Cllr Shaw explained that the NP lasts until 2030 but the Local Plan is due to run until 2041, therefore there will be a shortfall and an expectation that additional sites are needed. Parish Councils have not yet been asked for input beyond the general discussion at the workshop but a consultation process is expected.

(C) Recreation & Open Spaces

Cllr Perry reported that at a recent meeting the Football Club has requested to fence off a portion of the Kings Field to store new goals and that there had been discussion on what to do with produce from the Community Orchard. There will also be a review of Terms of Reference alongside the Village Amenities and Children and Young People Committees.

(D) Village Amenities

Cllr Morgan reported that there is ongoing discussion regarding the failed cemetery lights with consideration being given to whether there may be a legal claim.

(E) Children & Young People

Cllr Simmonds reported that DBS checks are being completed and the committee continue to consider ice skating and roller skating as well as looking into holding a scooter jam. The committee is looking forward to having the new Youth Coordinator on board to drive projects forward.

(F) Museum

Cllr Potts reported that there has been no recent meeting but that he has had a very useful meeting with the former Chairman of the committee.

(G) Joint Commons

Cllr Perry reported that there is a meeting tomorrow where all three Commons will be discussed as well as the Tanyard project. The Chairman thanked Cllr Perry for taking over running the Joint Commons Committee in Cllr Eastwood's absence.

14. REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES

Cllr Leader reported on the Henfield Community Partnership AGM, where existing directors were re-elected. Minutes are available on the website.

15. PCSO & POLICE ACTIVITIES

There was nothing to report.

16. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

None.

17. DATE OF NEXT MEETING

Tuesday 7th November 2023.

Meeting Closed at 7.52pm.