

Henfield Community Partnership Ltd

Minutes of the Management Committee Meeting held on 14 February 2019
at Henfield Hall

Present: Carol Eastwood, Paul Crowe, Sue Willis, Mike Ainscough, Elaine Goodyear, Richard Kendall (In the Chair), Mike Morgan, Peter Bates, Ann Donoghue, Hugh Daniels, Malcolm Eastwood (until after item 7) Audrey Shaw, Leo Jago.

Apologies: Anthony Druce, Kenneth McIntosh, Matthew Chart

1.	Declaration of Interests. None	Action
2.	Minutes of the Previous Meeting. The minutes of the meeting on 10 January 2019 were approved and signed by the Deputy Chairman.	
3.	Correspondence. 3.1. Carol read Matthew's letter of resignation in which he explained that his work was taking more time than anticipated but he was still willing to help out with events or causes. The Committee recorded their thanks to Matthew for all his work and the setting up of appropriate accounts systems. 3.2. Carol introduced Audrey Shaw who has volunteered to be the Treasurer. The members introduced themselves and welcomed Audrey.	
4.	Plastic Free Henfield. Hugh raised the topic to clarify what action was expected following Bill Shelton's input at the last meeting. Paul had offered suggestions to Bill and Sue reported that Bill would like someone to take control of the project in the future. Budgens regarded their staff routinely asking "do you want a bag" as customer service. Sue said that small businesses do not have to charge for plastic bags. Budgens in Henfield qualifies as a small business. There is currently a Government Consultation on plastic bag charging though any legislation will only be passed in 2020. Hugh agreed to explore the topic with Bill Shelton.	Hugh
5.	Finance Report. Carol reported Account balances as at 14 February were Main account: £4297.27 including £2890 VAT recovered from the purchase costs of the Wayfarers posts. Reserve account: £6188.34 Projects; Computer Club account £678.90 Summer Fair account: £2429.79 Year of Culture account £1850.00 HCP owes: £800 for the mosaics project. £8247 (£6873 +VAT) for the website. £156 to BN5 magazine for the Summer Fair advert. £200 has been agreed by HDC, and yet to be received, for a magician to entertain the Showcase Tour crowd. HCP will not be in a position to repay the £20K bridging loan to HPC for the Leader bid and have written to HPC to ask if this can be rolled over into the next financial year. A Kindersley grant has been agreed for the computer club to purchase sound equipment but not yet received. The invoices for the Mosaics and web developers will be paid when Matthew returns at the end of the month. There will be a grant from HDC for the Summer Fair as part of the YoC.	

	<p>Action for Older People Group. Leo to request a grant from the committee at the March meeting.</p> <p>Funds from the Henfield Festival activities will be held in a separate account. The invoice for the complementary drinks for Any Questions needs to be resubmitted with correct bank details. This will come out of the £200 received from BBC for the event. The Wayfarer post installation has been delayed because the signs will not available from the manufacturer until mid-March.</p>	
6.	<p>District Showcase Motor Tour 24th March. Horsham DC has applied to WSCC for a road closure from Golden Square to Church Street. Dave Page will provide marshals for the diversion if the closure is agreed. The carparks will be available before and after the time limited road closure. The event is a collaboration between HPC, HCP, BN5 with HDC. HDC may provide funding for a Street Magician to entertain the crowd. Graham will seek more artistes to complement the Magician. It is intended to provide background music with car related themes.</p> <p>Peter Bates, on behalf of the Hall committee complained about the effect of a road closure on the users and potential users of the Hall. It was accepted and agreed that it would be necessary to tell the Hall as well as the Traders if we do the event next year.</p>	
7.	<p>Leader Visitor Economy:</p> <p>7.1 Hidden Henfield Website: Carol reported that the website was proceeding rapidly and looking good. Content pages are being built and sent to Carol for approval. Carol has been engaged with Eddie Colgate and Alan Barwick about historic content and recently agreed to include Lavender Cottage, where Miss Allen and Miss Brown started the Violet Nurseries. The Hidden Henfield account will be integrated with both web and Twitter.</p> <p>7.2 Henfield Trails: Malcolm Eastwood, Chair HPC. The PC is deploying additional Works Officers to supplement maintenance work which resource constraints limit WSCC from completing to previous standards. We also have to be mindful of getting land owners permission. To facilitate work the parish has been divided into 7 zones and we are tackling these in rotation. Regrettably our EU funding application has been declined but PC has agreed to continue with this initiative and use much of the work in our bid. Our marketing survey suggests that there is potential to attract 3,000 additional visitors if we start and finish the trails from the centre and can attract people who use the Downs Link and Swains. The PC has allocated a £5K budget a £5K reserve to be spent on trail development. Beyond this PC will try to secure Section 106 funds but these can only be used to establish new trails, not for pure maintenance. There is £300K in Section 106 transport funds but meeting the criteria set by developers could be challenging.</p> <p>It is planned that Hidden Henfield trails will sit as one of the arms of the new CP Visitor website. PC Chair has met with the Head of Public Rights of Way WSCC and they have agreed to collaborate to establish better bridleway/footpath links across the Parish i.e. with places around Henfield e.g. Small Dole to the Downs Link, Downs Link to the village centre. The Heritage Trails been developed by Horsham District Partnerships Forum with a National Lottery Heritage Fund grant. This initiative fits well with Henfield Trails and four volunteers are currently being trained as Trail Designers. 10 volunteers have come forward to design the trails. Trails will have different walk times duration i.e. 20 minutes, 40 minutes, 3 hours – it is estimated that it would be an 8 hour walk to circumnavigate the whole</p>	

	<p>parish. Trail usage may vary and may be used for walking, jogging, sponsored events. They will also include points of interest where stories will be related linked to our rural heritage. The April BN5 will include an article launching the Trails Project.</p> <p>Ann suggested that the Museum's oral histories could be podcasts linking into the Hidden Henfield website.</p> <p>The meeting thanked Malcolm for his detailed and informative presentation.</p>	
8.	<p>Year of Culture: HCP had proposed and received HPC approval for the two mosaic panels to be mounted on post plinths in the garden area outside the Parish council window. The proposal has been submitted to the owners, The Hall Committee, for approval. A mock-up picture will be made for Peter to take to the Hall Executive Committee. It was noted that an alternative location may be required if the Hall committee are not keen to house the mosaics.</p>	Mike A
9.	<p>Village Fair Saturday 13th July: A working party has been set up; comprising of Carol Eastwood, Malcolm Eastwood who will project manage Mahni Pannett who will coordinate the WI and Ladybirds in the Tea tent, Denis Muirden and Eric Holder who will organize logistics, Elaine Goodyear, David Pryor and Dick Kent. Ann Ellson volunteered to join the working party. Elaine will coordinate the stalls – the emphasis will be to attract stall holders offering activities not just handing out leaflets about their club or society. Shaylor's will also attend. Peter Bates will attend with the Smoothie Bicycle. The BP Guild will provide tents and have agreed Caphe Republic and Ginger Rookes can be on site as they will not compete with their food and drinks concession. Gelato Gemini will attend both the Fair and the Showcase Tour. The dog show will be organized by the Lions and judged by Jonathan and Annelise Underwood the owners of Hawthorn Vets. The Sheep Show has confirmed their attendance. The Stix Drummers will perform two 20-minute slots. BN5 will produce brochures and along with the Parish Magazine and the Hidden Henfield website will carry adverts for the Fair.</p> <p>Carol said she was prepared to organize the Show Tent or the Arena but not both.</p> <p>The Free Church has offered volunteers for the day.</p> <p>It was asked if the event would be named the Summer Fair or Summer Show? Advert is for Summer Show for the Tent and Fair for the other attractions.</p>	
10.	<p>HCP Action Plan: An Action Plan is in the HCP constitution and is also required by HDC for grant purposes. Previous plans have had objectives that have not been delivered and the next plan should have fewer but deliverable objectives.</p> <p>It was agreed that committee members would read the current Action Plan – copies available and on the website. The intention is to see what is current and can be built on for the next plan. The April meeting will focus on developing the Plan.</p>	All
11.	<p>Business & Traders Address List: The Partnership needs a list, compliant with Data Protection legislation, that it can use to circulate and communicate with the village traders and businesses. Sue and Paul have list on Mail Chimp which be sent out and recipients can reply agreeing or dissenting to continue on the list.</p>	Sue Paul

12.	<p>Parish Council Report: 12.1. Elaine reported that the Council now had one email address – office@henfield.gov.uk and any previous addresses should be deleted as they would not reach the Council.</p> <p>12.2. Mike reported that he had met the Barclays Bank representative responsible for ATM placements. The S.E. has a high level of raids on ATMs and they were therefore wary of security issues for any placement now that there was no longer a bank to house one. They favoured using the bus shelter and the Bank's representative has recently contacted the Council for a meeting so we are waiting to see what they will offer for Henfield.</p> <p>12.3. The Parish Annual Meeting will be on Tuesday 5th March 7.00 for 7.30pm. The 7.00pm opening will allow people to visit the stalls that have been arranged for the Hall. These stalls include Henfield Trails, Connector Plus, The Henfield Commons and the Museum all of which involve the Council. There will also be time for attendees to visit the stalls after the formal meeting when tea is served.</p> <p>12.4. Mike reported that the Mayfield development group was in consultation with HDC as the District was reviewing their planning framework. When such reviews are held that is an opportunity for developers to approach the District to put forward their potential planning intentions. There is a meeting planned for the Parish to meet with HDC and Mayfield.</p>	
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Next Meeting

The **March** meeting has been **cancelled** as many of the members will be away.

The next meeting will be at **7.00 p.m. on Thursday 9th April** in the Committee Room Henfield Hall.

Signed as a true and accurate record of the meeting:

Chairman:

Date: