

Henfield Community Partnership Ltd
Minutes of the Management Committee Meeting held on 12 July 2018
at Henfield Hall

Present: Carol Eastwood (In the Chair), Mike Ainscough, Hugh Daniels, Anthony Druce, Ann Ellson, Elaine Goodyear, Leo Jago, Richard Kendall, Kenneth McIntosh, Mike Morgan, Sue Willis.

Apologies: Peter Bates, Matthew Chart, Ann Donoghue,.

1.	Declaration of Interests. None.	
2.	Minutes of the Previous Meeting. The minutes of the meeting on 10 May 2018 were approved and signed by the Chairman.	
3	<p>Matters Arising. 3.1. Item 3.2. Carol met the new cluster manager (Kerry Martin) and branch manager at the Lloyds' meeting on 19.6 which was much more positive. Prescriptions will be made up at a central hub in Bristol and delivered pre packed, which should help the local staff. There will be another meeting on 21 August.</p> <p>3.2 Item 12.2. Work on the link road had started.</p> <p>3.3 Item 12.4. The footbridge over the Adur has been reopened.</p> <p>3.4 Item 13.4. Mike Ainscough had circulated a paper on his proposals which were agreed. The new website has been established on a new platform which will keep the domain name www.henfieldcp.org. Mike will take out a 2 year subscription at a cost of \$216. The old site will be retained and any search of that will automatically transfer to the new site. Mike will maintain the site with Sue as back up. Anything pertaining to HCP will be published on the site. The minutes and director's reports need no longer be published on the Hub, as there will be a link to the HCP web site. Action for Older People will be on the website.</p>	
4.	<p>Correspondence. 4.1. Derek Gardner has resigned from the committee on which he has served for over 10 years. Carol expressed the thanks of the committee for the work he has done. He will retain a memory stick containing the details of the action plan, car park survey, and economic returns.</p> <p>It was agreed that there was no need for a car park survey this year. The issue now was street parking which was the responsibility of WSCC. The major housing developments will have been completed by next year and the issue could be revisited then.</p> <p>4.2. The issue of the step into the bus shelter has been resolved.</p> <p>4.3. A children's parade at the Xmas shopping evening has been requested. After some discussion it was agreed that Carol would advise that HCP will not be organising the evening this year. There will be a press release in BN5 and Emma has given prior notice to the traders.</p> <p>4.4. There is a Funding Fair organised by HDC on 1 August.</p>	
5.	<p>Treasurer's report. 5.1. In the absence of the Treasurer there was no report but the only movements have been the cost of room hire and the HEN event. HDC have been sent the signed contract for the £3000 for the Year of Culture and Matthew will invoice HDC</p>	Matthew
6.	<p>Memorial Field Festival 16 September.</p> <p>6.1. Carol has obtained an events licence to sell alcohol and have live music and is dealing with the food outlets and chasing up St John's Ambulance.</p> <p>6.2. Sue is organising the dedication service.</p> <p>6.3. There will be an entry in Horsham's food and drink booklet and some</p>	Carol Sue

	<p>photographs have been supplied.</p> <p>6.4. The Wild Violets will provide tea and coffee in the Pavilion.</p> <p>6.5. Car parking will be to the south of the cricket pitch and marshals will be required from 1.30-7pm.</p> <p>6.6. Mike A will take the photographs on the day.</p>	
7.	<p>Leader Visitor Economy Bid: 8.1. Emma has decided to withdraw from the bid for the visitor website. Elaine and Carol have developed a specification and are putting it out to tender the results of which are expected next week.</p> <p>8.2. The application needs to be in by the end of August to be considered in the December round. The PC has given a letter of support.</p> <p>8.3. All signs will be replaced. Mike M will chase up HDC re permissions if required. Carol has contacted WSCC.</p>	Mike M
8.	<p>Year of Culture: 9.1. The programme for the first 6 months has been drafted and sent to HDC.</p> <p>January: Cinderella pantomime by Theatre Company; Photographic exhibition in St Peter's contrasting changes in workers' lives in the last 100 years.</p> <p>February: An audience with Simon Nye, author and screenwriter.</p> <p>March: Participation in "Piazza Italia on Tour".</p> <p>April: St. George's English evening.</p> <p>May: "All Things Outdoors". Walking and countryside activities.</p> <p>June: 20th Gardens and Arts weekend.</p> <p>July: "Rude Mechanicals" performing at Sussex Prairies; Summer Show.</p> <p>9.2. Emma will do the publicity for each event.</p> <p>9.3. The aim is that each event will be self-funding..</p>	Carol
9.	<p>Banking facilities: 9.1. The disappearance of facilities was discussed.</p> <p>9.2. Mike M has investigated the criteria required for an ATM and suitable possible locations. He is optimistic that a new ATM is possible.</p> <p>9.3. The Post Office can deal with payment in of cheques and withdrawal of cash and people should be encouraged to use these facilities at Henfield and Small Dole..</p>	
10.	<p>Action for Older People: 10.1. A report has been prepared on accessibility problems people encounter which will be discussed at a meeting on Thursday before an approach is made to the traders.</p> <p>10.2 Horsham District Older People's Forum need more people on their committee.</p>	Leo
11	<p>Data Protection: 11.1. The old membership list will be deleted and a new one created of members who have confirmed their membership. The list should only be used for HCP purposes</p> <p>11.2. Notice of the AGM will only be sent to these members.</p>	Anthony
12	<p>AGM: 12.1. Notice has gone to BN5 and the Parish Magazine for inclusion in their August issues.</p> <p>12.2. Carol needs input for the directors' report from Matthew (finance), Sue (Computer Club) and Leo (Action for Older People) by the end of August. She will prepare the rest of the report which is now to cover the period between AGMs.</p> <p>12.3. Following Derek's resignation, it was agreed to stop doing the quarterly economic report. Returns were limited, funding was not dependent on it, and the newly installed Raspberries were monitoring footfall in the High Street.</p> <p>12.4. The current action plan expires in 2019. A review of the current plan and preparation for a new plan should be on the November agenda</p>	
13.	<p>Parish Council: 13.1. The Cycle event on 23 September will not be coming through Henfield. The PC was not consulted by WSCC and this should not</p>	

	<p>happen for any future event as it could clash with a local event.</p> <p>13.2. The PC are buying one “silent soldier” artwork, which will be positioned on the grass bank in Cooper’s Way and are looking at 3 other organisations which may be prepared to sponsor more.</p> <p>13.3. There are likely to be planning applications from the professional advisers who prepared submissions for the Neighbourhood Plan consultation as residents in the Dropping Holms area are being canvassed.</p> <p>13.4. HDC has a 5 year housing plan but it is in the course of review.</p> <p>13.5. The steering committee are waiting to hear from HDC with site assessment criteria before proceeding to the next stage of the Neighbourhood Plan. Publication of possible sites is not likely until November, with a view to the referendum being in May next year, but caution may make the timetable slip. There will be an article in BN5 and the Parish Magazine.</p> <p>13.5. Jack Dunkley has been told to remove anything from his site for which he does not have permission. The permission to create the new entrance was for a nursery.</p> <p>13.6. There will be an appeal hearing about the travellers’ site at Whiteoaks but there has been no progress in relation to the site in Furner’s Lane</p>	
14.	<p>AOB: 14.1. Mike M is working with the Shed to try to identify a new site.</p> <p>14.2. Redevelopment of the toilet block is not likely to go ahead and refurbishment is being considered.</p> <p>14.3. Mike A will get in touch with Emma to publicise the new website.</p>	

Next Meeting

The next meeting will be at 7.00 p.m. on Thursday **9 August 2018** in The Committee Room Henfield Hall

Signed as a true and accurate record of the meeting:

Chairman:

Date signed: